

How To: Access Your Tax Return & Signature Documents

Client Center

Login at the Client Center on the homepage of our website: www.huththompson.com. Click on Client Portal Login.

STEP
01

Click Tax Return

Click on your name. Click on tax year to view your returns. You can then save your returns as a pdf file to your computer and print these files as needed.

STEP
02

Signature Docs

If you have documents that you need to sign, you can access these documents in the ****CLIENT ACTION REQUIRED**** folder found on the same screen as the Copy of Tax Returns folder.

STEP
03



Client Action Required

In the ****CLIENT ACTION REQUIRED**** folder, all paper filed returns will be in separate PDF files from the signature docs that you send back to Huth Thompson. Double click to access, then follow the instruction letters

STEP
04

Follow Pictures on the next page.



How To: Access Your Tax Return & Signature Documents

STEP
02

NetClient CS

Documents

- File Exchange 4
- Sample Manufacturing Company
- SMITH, JOHN J & SALLY L 4**
- News & Information
- Links

SMITH, JOHN J & SALLY L

Home Up Remove Download All Download Selected Refresh

Name
<input type="checkbox"/> **CLIENT ACTION REQUIRED** 1
<input type="checkbox"/> Client Source Documents 1
<input type="checkbox"/> Copy of Tax Returns 2

STEP
03

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STEP
04

NetClient CS

Documents

- File Exchange
- Sample Manufacturing Company
- SMITH, JOHN J & SALLY L 5**

SMITH, JOHN J & SALLY L

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Name
<input type="checkbox"/> 2016 IT-40 SMITH, JOHN & SALLY (DEMO) New
<input type="checkbox"/> 2016 SMITH, JOHN & SALLY (DEMO) New
<input type="checkbox"/> 2016 TAX ORGANIZER (DEMO) New