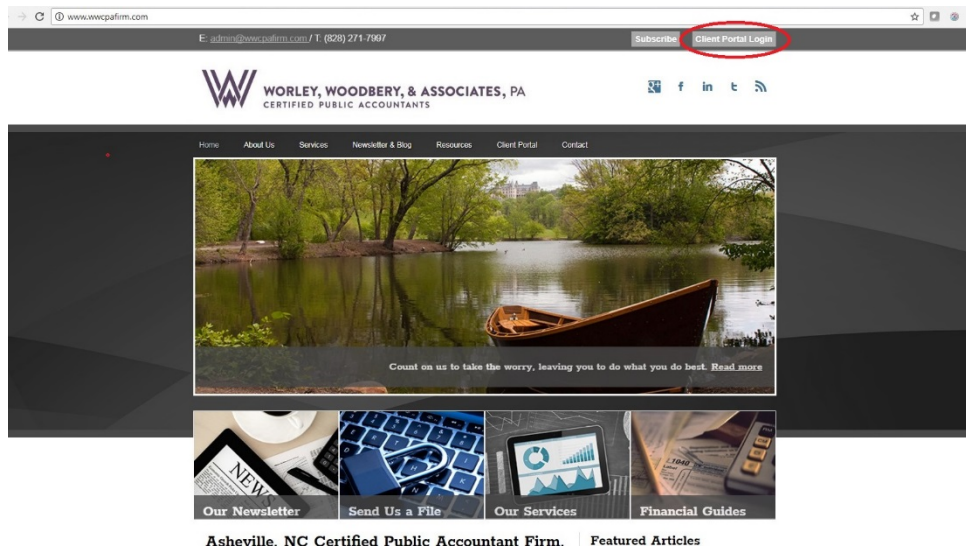


# Using Your WWA Client Portal

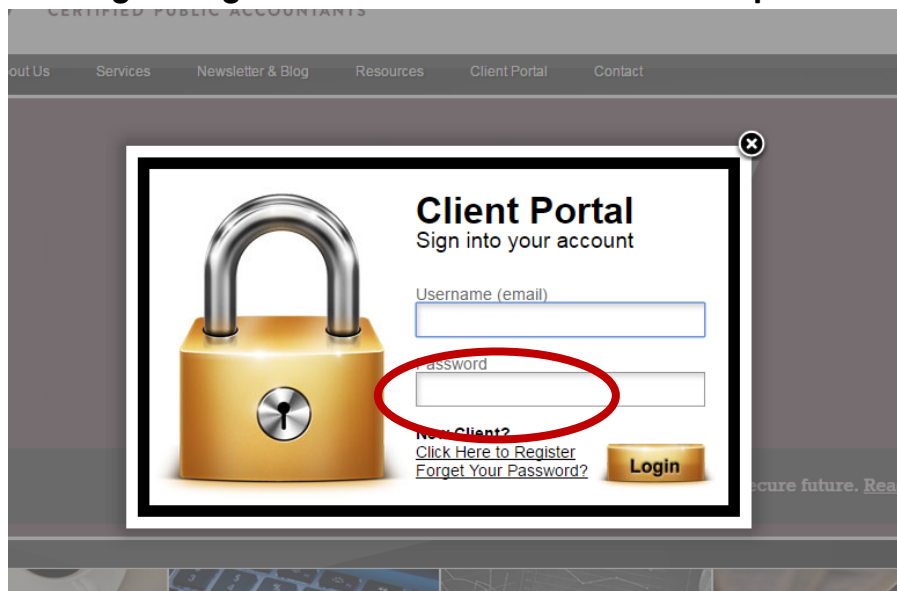
Our client portal is a helpful resource which allows the secure online exchange of confidential tax documents. Since it is a relatively new resource, we have provided these informational pages to guide you through the registration and upload process.

## 1. Registering for your Account

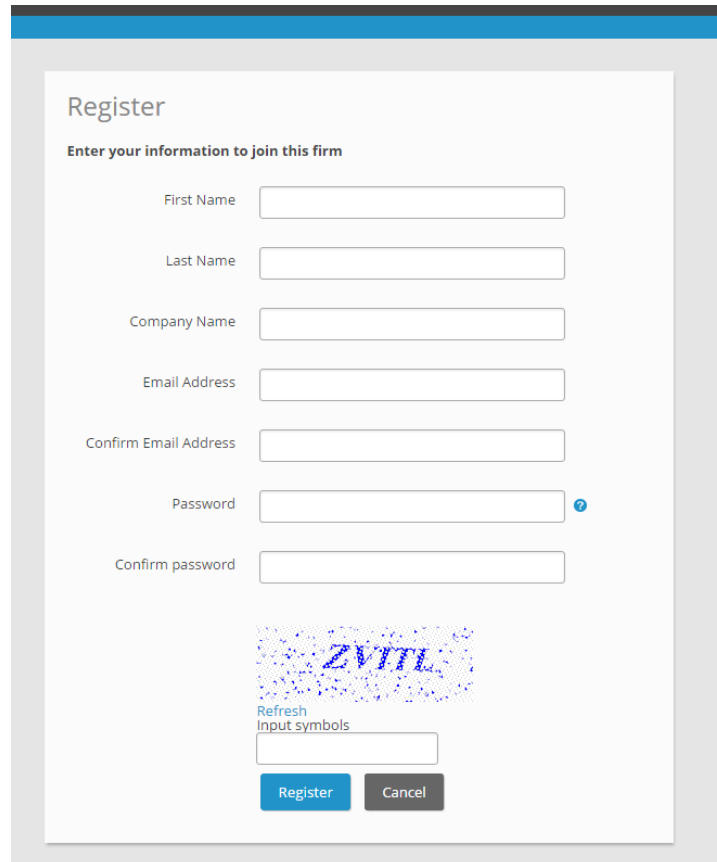
Visit our website at [www.wwcpcf.com](http://www.wwcpcf.com) and click on the client portal login button, as shown below.



If you are registering for the first time, click on the link pictured below.

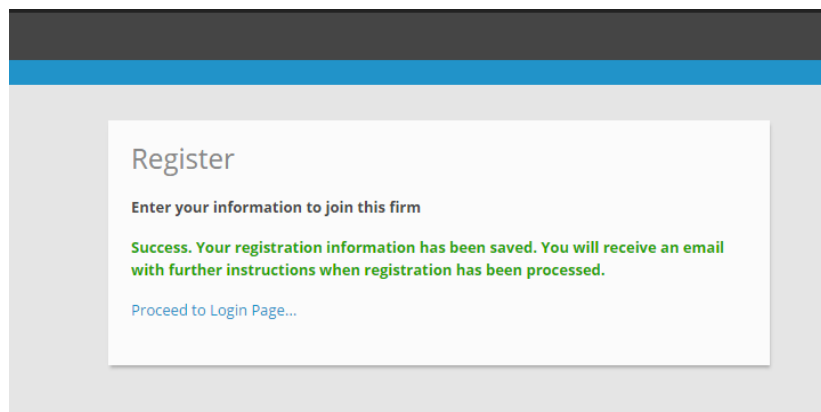


You will be directed to a form that looks like this; fill out all of the indicated information, type the letters and numbers that you see in the speckled box into the “input symbols” space, and click “Register” when finished.



The screenshot shows a registration form titled "Register" with the subtitle "Enter your information to join this firm". The form contains the following fields: First Name, Last Name, Company Name, Email Address, Confirm Email Address, Password, and Confirm password. Below the password fields is a CAPTCHA image showing the letters "ZVITL" in a speckled box. Underneath the CAPTCHA is a "Refresh" button and an "Input symbols" text box. At the bottom of the form are two buttons: "Register" (in blue) and "Cancel" (in grey).

After you have clicked “Register,” the following text will appear.

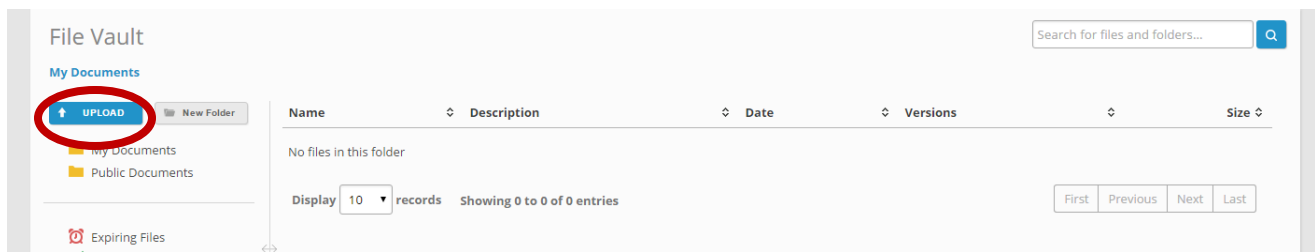
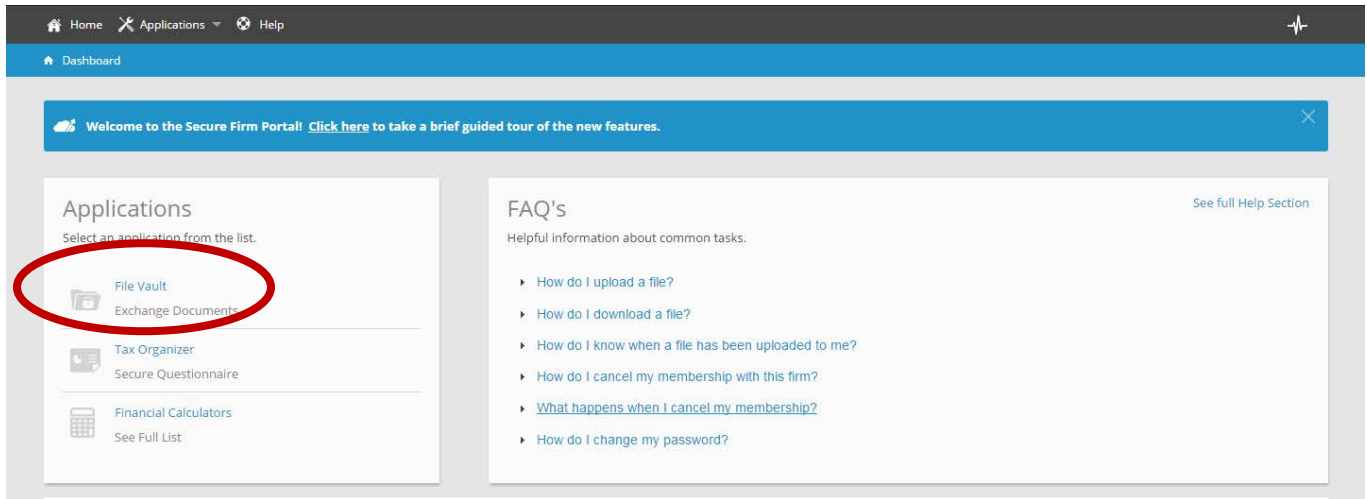


The screenshot shows the registration success message. It features the title "Register" and the subtitle "Enter your information to join this firm". The main message is: "Success. Your registration information has been saved. You will receive an email with further instructions when registration has been processed." Below this message is a blue link that says "Proceed to Login Page..."

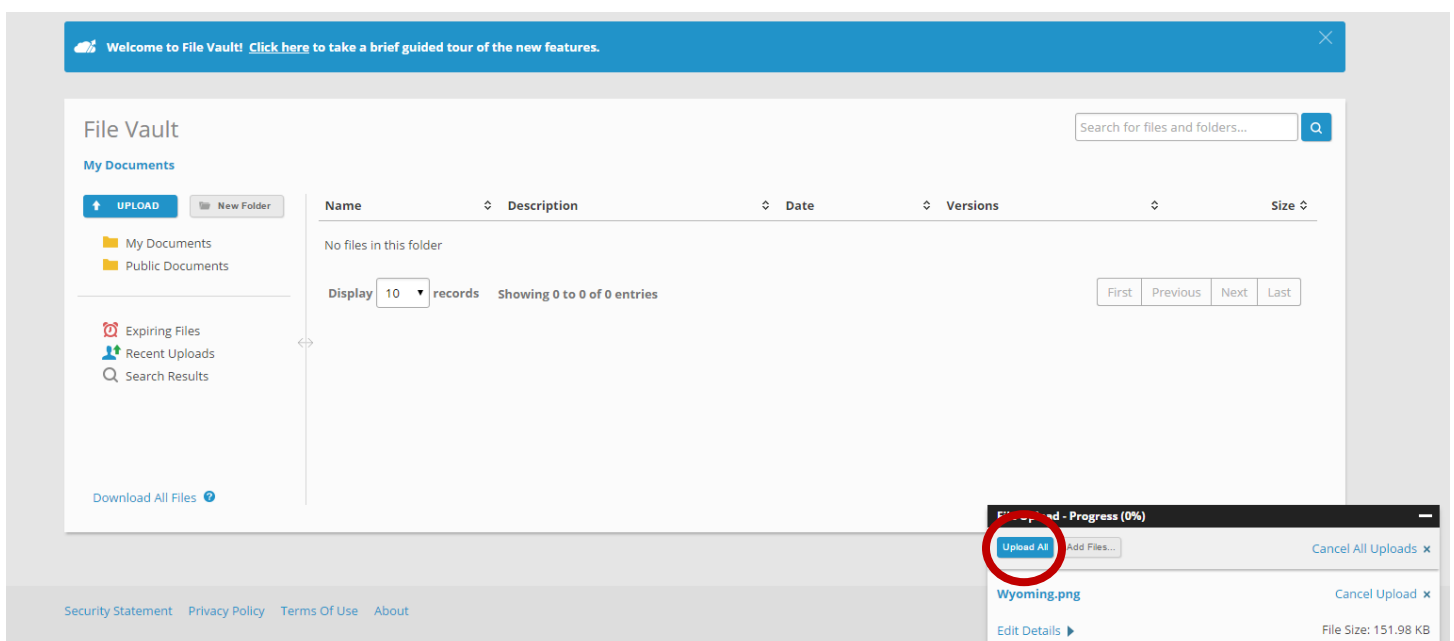
At this point, we will have received an email requesting us to authorize your portal registration. We will authorize your account within 48 business hours. Return to [www.wwcparfirm.com](http://www.wwcparfirm.com) and periodically try to log in to your client portal.

## 2. Uploading Files

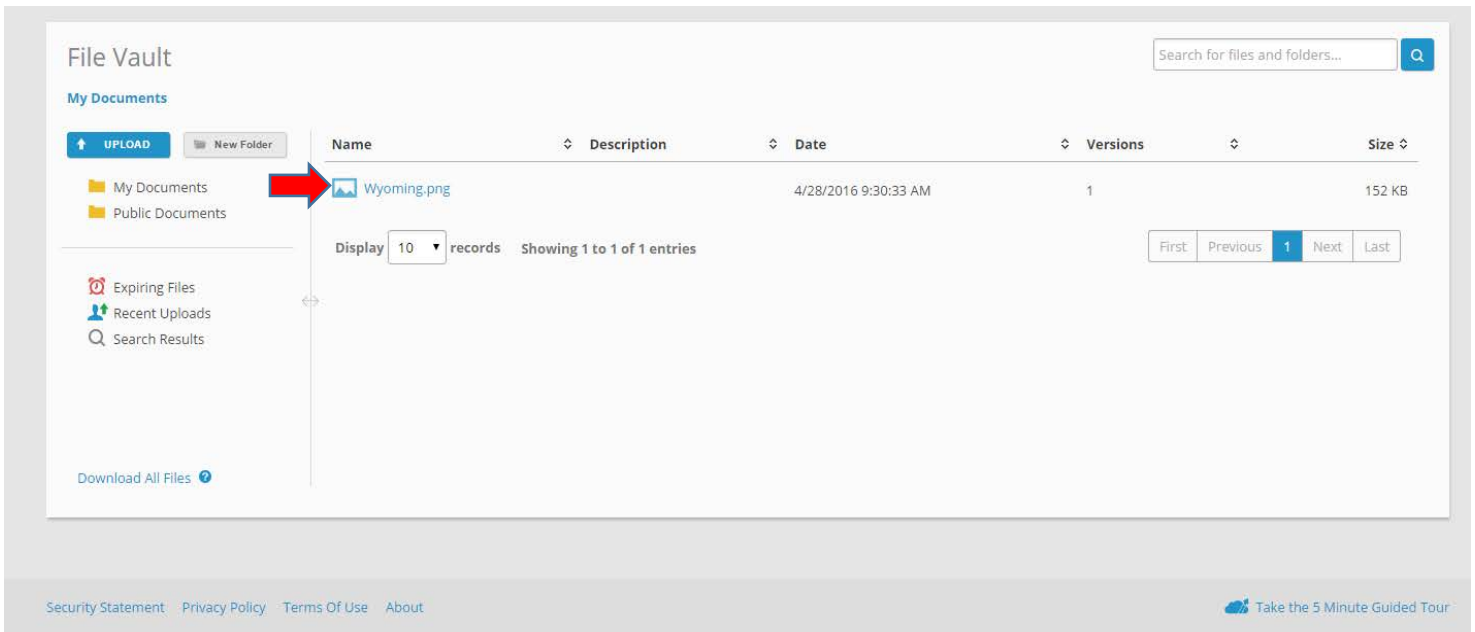
After logging in, you will see the following screen. To upload documents, choose “file vault” and then “upload,” as shown below.



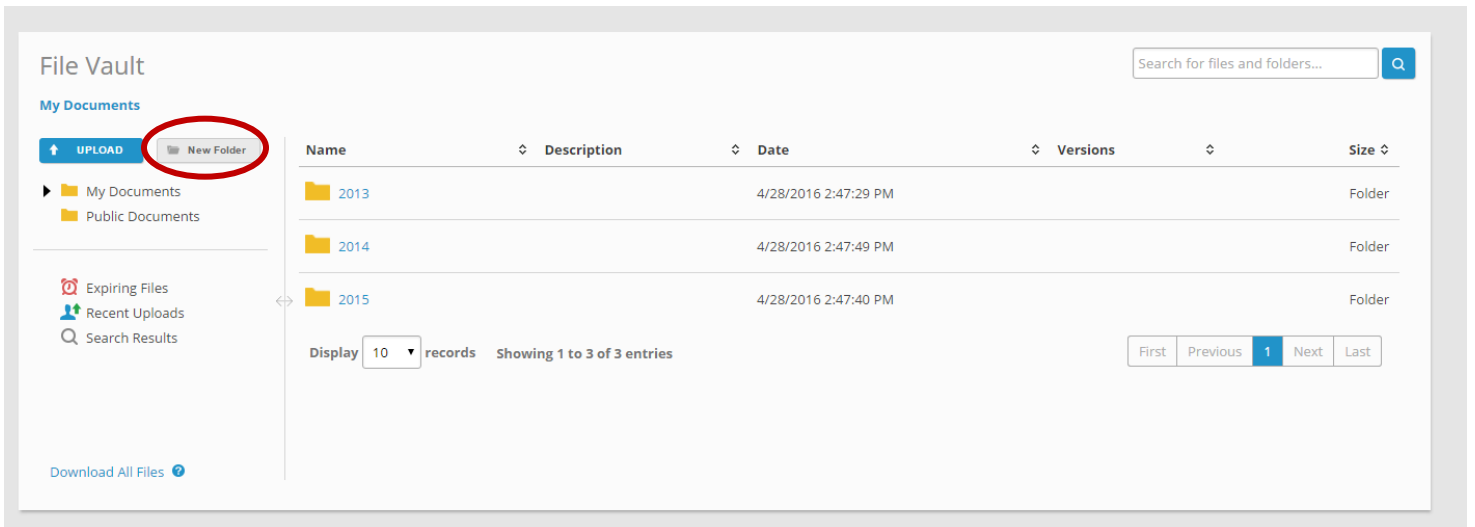
Your computer will open a browser window from which you should choose which files you would like to upload from your computer onto your client portal. Once you have chosen the files you want to upload, make sure to click “Upload All.”



Once you have uploaded your files, they should appear in your vault, as shown here:



In order to further organize your portal, you can create folders in which to put your files.



### 3. Receiving Files

If you have requested that we deliver a file to you via your portal, we will upload the file to your file vault; to download it, simply click on the file and it will download to your computer. Please note that we must delete files once per year in order to create space for additional documents. We ask that you use the portal as a means of transferring documents, not storing them.