

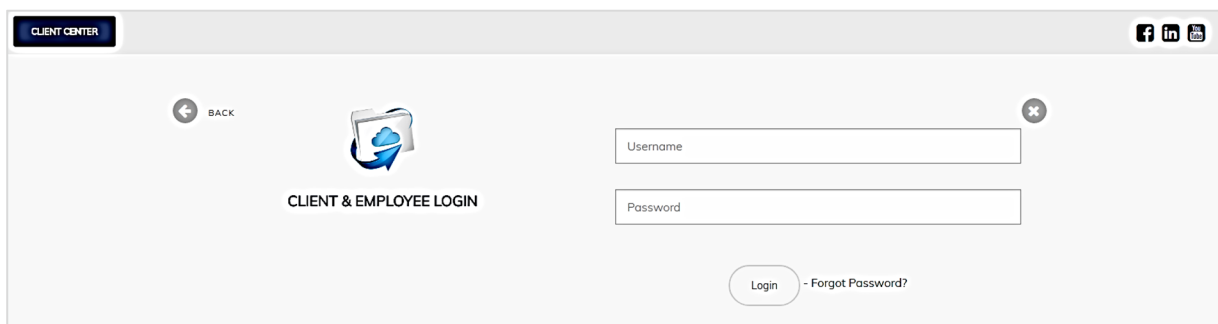
Client Center Portal

Securely access your documents anytime from anywhere with your own private portal. Below you will find instructions on how to access your portal. You will securely receive documents from us and also transmit documents to us.

There are short video tutorials on using your portals at the bottom of the Client Center.

Logging In via the Client Center

1. Access our website at <https://www.hscpas.com>.
2. Select the **Client Center** button on the top left corner of the screen and choose the **Client & Employee Login** option.
3. Enter your **Username** and **Password** (please refer to your email).
4. Click **Login**.

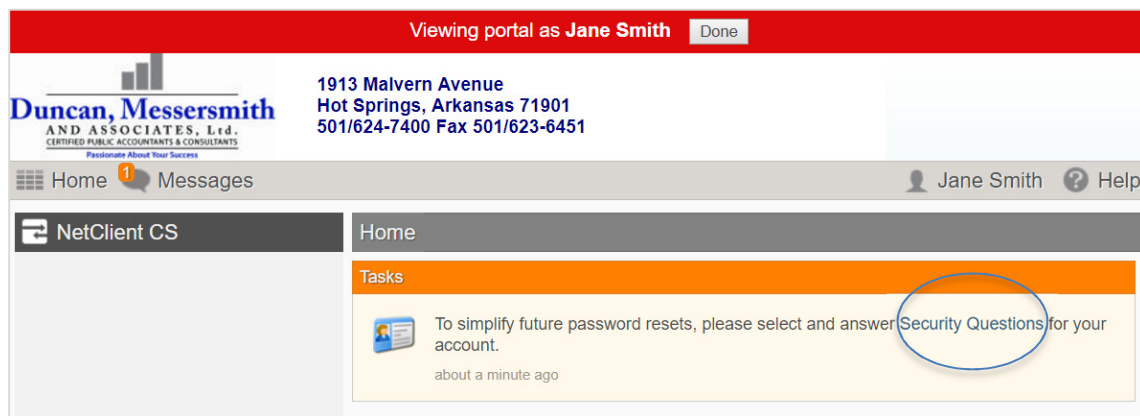


The screenshot shows the Client Center login interface. At the top left, there is a 'CLIENT CENTER' button. In the top right corner, there are social media icons for Facebook, LinkedIn, and YouTube. On the left side, there is a 'BACK' button with a left-pointing arrow. In the center, there is a cloud icon with a blue arrow pointing down, labeled 'CLIENT & EMPLOYEE LOGIN'. To the right of this icon are two input fields: 'Username' and 'Password'. Below these fields is a 'Login' button and a link for 'Forgot Password?'. A close button (X) is located in the top right corner of the main content area.



Enter Personal Security Questions

1. When accessing your portal for the first time, the following screen will appear. Click on the embedded **security questions** link and complete all four questions and answers.



Reviewing Documents from our Firm

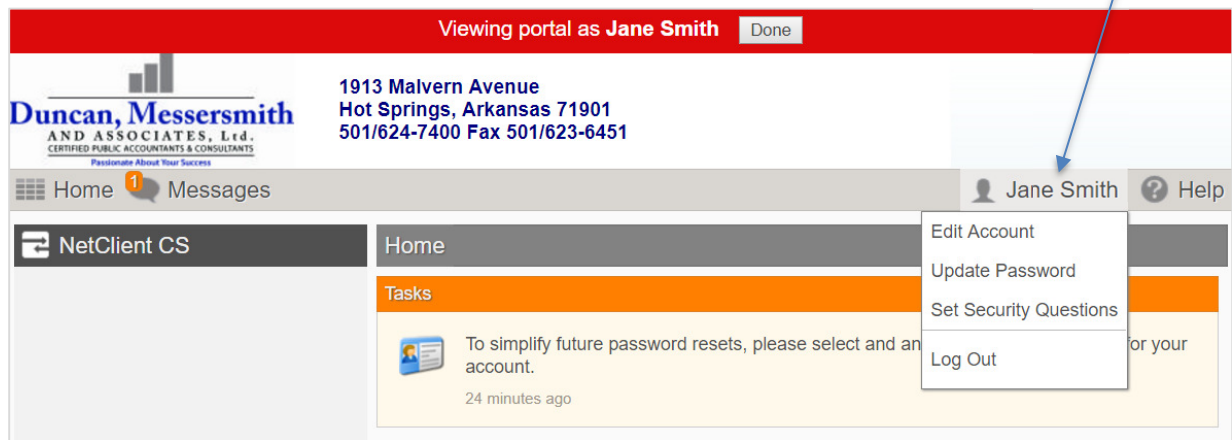
2. On the left side, click the folder with your name or business name.
3. Browse through the applicable folders and double-click the desired folder to open it.

Uploading Documents to our Firm

1. On the left side, click **File Exchange**.
 - a. Click the **Document Exchange** folder.
 - b. Click **Upload**.
 - c. Click **Add Files**.
 - d. Click **Start Upload**.
 - e. When you have successfully uploaded the file, it will be visible on the screen.

Logging out

1. Click your name in the top right corner and select **Log Out** from the drop-down menu.



If you have any questions or need help getting acquainted with your portal, please feel free to call us at (501) 624-7400.