## **Access Tax Solutions**

info@realcleartaxadvice.com 267-209-1826



## PORTAL INFORMATION

We want to ensure all sensitive documents and data are shared and stored securely with efficient safeguards in place. To ensure this, we urge that all clients share documents through our <u>secure portal</u>. Documents can be uploaded to the portal, mailed, or dropped off in person at our Norristown location. Please <u>do not</u> email or text documents. Please <u>upload all your tax</u> <u>documents</u> as soon as possible to the portal so we can begin working on your taxes.

Below are a few ways you can share your documents with us securely through our portal.

- Login to your portal account via a desktop computer. Click <u>here</u> to access the sign in page.
- Login to your portal account via the internet using your phone or tablet.
- Download the SecureFilePro App for your phone. You can download the app here. For Apple For Android

\*\*If you need to sign up for a portal account, please email info@thetaxreductionnetwork and we will send you the link to get started.

\*\*If you have forgotten your username or password, please use the "Forgot Username/Password" on our <u>portal page</u>.

If you need a refresher on sharing documents or portal basics, please use Tax Dome's Client Help Center <u>here</u> or watch the video below.



Click to watch - How to Upload Documents

Lastly, we've made it easier for you to schedule a **virtual** one-on-one time for tax prep or planning with Marianne, please **schedule an appointment** using this link - Click Here to Book an Appointment.

If you need to mail or drop off documentation:

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