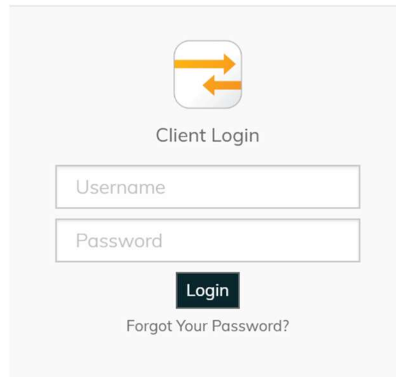
CLIENT CENTER INSTRUCTIONS

Securely access your documents anytime, anywhere from the Client Center. Below you will find instructions on how to set up and access it. You will securely transmit documents to Fellner & Kuhn through the Client Center as well as receive documents from us.

Setting up your Portal

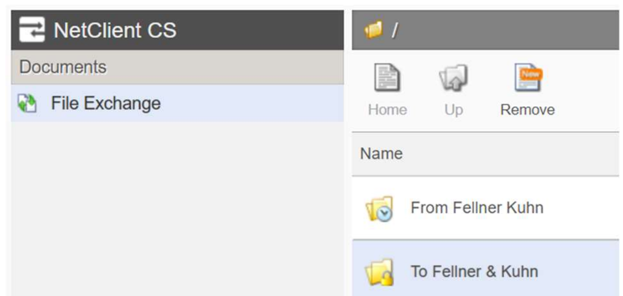
1. Retrieve your set up email and click the direct link.
2. Choose a username and password. Set up authentication with your preferred method.

Logging In via the Client Center



1. Access our website at **www.fk-cpa.com**
2. Select the **Client Center** option located in the upper banner
3. Click **Client Login**: NetClient CS
4. Enter your *Username* and *Password.* Click **Login**

Uploading Documents to our Firm



1. On the left side, click **File Exchange.**
    a. Click the **To Fellner & Kuhn** 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.

Retrieving Documents from our Firm

3. On the left side, click **File Exchange.**
    a. Click the **From Fellner & Kuhn** folder. (Please note documents stored here expire after 14 days.)
4. Permanent documents such as tax returns will be stored in client folders on the left side.

Logging out

1. Click your *name* in the top right corner and select **Log Out**.