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12324 Hampton Way Drive, Suite 201 | Wake Forest, North Carolina, 27587

*For the best user experience, please use Chrome for your browser.*

To access your portal, go to <https://www.mitchellnemitzcpa.com>

On the top menu, click on **Client Center** and then click on **Client Login**.

Username:

Password:

If you ever forget your password, you can click the "Forgot Password?" link and it will send you an email to reset your password. It will be sent to the email that is attributed to your portal.

**File Exchange** is where you can upload documents for tax preparation.

To upload your documents:

1. Click the "File Exchange" Tab on the left
2. Then choose the folder you want to upload your files to.
3. Then click the "Upload" icon and add the files you want to add.
4. When done selecting the files, click the "Start upload" button.
5. *When you are done uploading everything and are ready for us to begin the return, please call the office to let a member of the admin team know.*

**ClientFlow** is where you will see new documents produced by us, like your tax returns starting with the 2021 tax year.

The folder(s) below ClientFlow will show the tax returns we have processed for you prior to the 2021 tax year.