

Client Portal
NetClient CS

User Guide

Copyright Information

© Text copyright 2001-2010 by Thomson Reuters/Tax & Accounting. All rights reserved.

© Video display images copyright 2001-2010 by Thomson Reuters/Tax & Accounting. All rights reserved.

Thomson Reuters hereby grants licensee of CS Professional Suite software the right to reprint this document solely for their internal use.

Trademark Information

The trademarks used herein are trademarks and registered trademarks used under license.

All other brand and product names mentioned in this guide are trademarks or registered trademarks of their respective holders.

Table of Contents

NetClient CS	1
Document Management Portal User Guide	1
Introduction to NetClient CS	2
System Requirements for using the Document Management Module in the NetClient CS Portal.....	2
Accessing and Using NetClient CS	2
Important Information about your Login and Password.....	3
Navigation Features of NetClient CS	5
Navigation Features of ClientFlow	7
Important Information about Documents Uploaded through ClientFlow in the NetClient CS Portal	11
Navigation Features of File Exchange	12
Navigation Features of the Private Folder in File Exchange	17
Important Information about Documents Uploaded through File Exchange in the NetClient CS Portal.....	17
PKF Texas’s Contact Information for Support of NetClient CS	17

Introduction to NetClient CS

This Guide is designed for a CPA Firm's clients who will have access to the document management module in the NetClient CS portal. The NetClient CS portal is an extension of our website and provides a solution for us to share and exchange electronic documents securely and quickly. It also allows a reduction in environmental waste by corresponding electronically instead of handling paper (e.g., less use of paper and less vehicle emissions to have documents delivered). Unlike emails and their attachments, the NetClient CS portal uses encryption technology so you will have confidence knowing that the information is secure when transferred back and forth.

We will grant you permission to access a portal document management module – primarily **ClientFlow** but also **File Exchange** (File exchange is not currently enabled. PKF will alert you when this feature has been activated.). ClientFlow interacts directly with our document management system, which allows for a fast and convenient exchange of documents and information. File Exchange (not yet enabled) is also a fast and convenient way to exchange documents and information between us, and has additional features that you can use. **We will conduct the information exchange primarily through ClientFlow, and your client service team will let you know when File Exchange should be used.**

System Requirements for using the Document Management Module in the NetClient CS Portal

To access and use the NetClient CS portal, you need high-speed internet access.

- Apple Safari version 5.0 or higher
- Google Chrome
- Microsoft Internet Explorer version 7.0 or higher
- Mozilla Firefox version 3.0 or higher

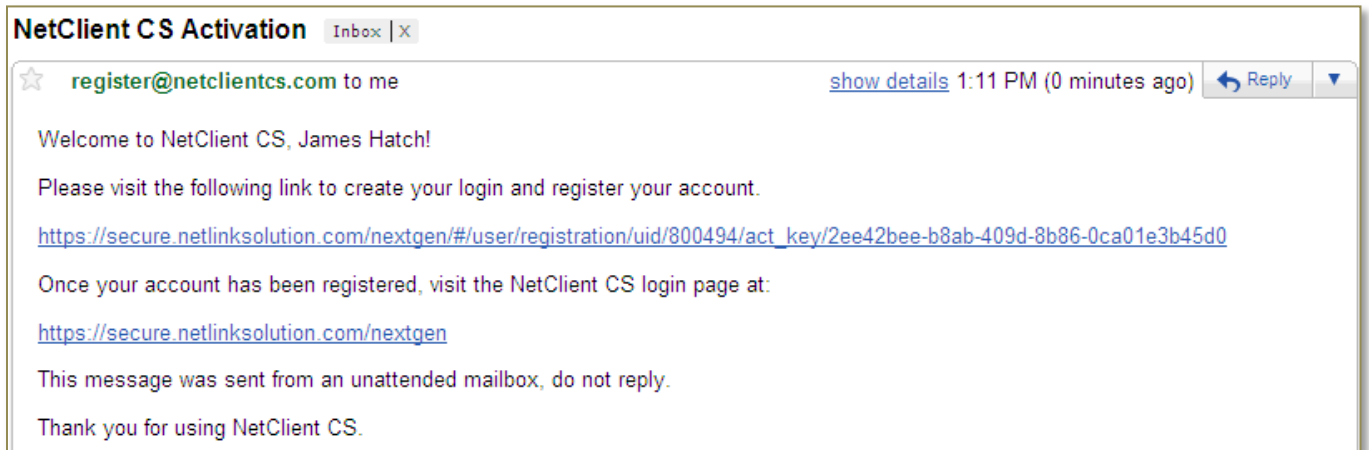
For more information on these system requirements or assistance with meeting these requirements, please contact us.

Accessing and Using NetClient CS

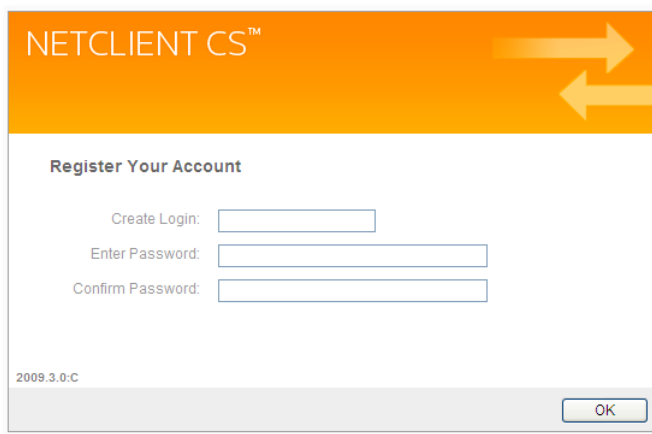
Below are step-by-step instructions on using NetClient CS, and the two document management modules: **ClientFlow** and **File Exchange** (not yet enabled). The images used in these instructions are for illustrative purposes only and will be slightly different than the actual NetClient CS website you will access.

To access NetClient CS, we will create an account for you. You will then receive a registration email from register@netclientcs.com. **It is very important that you actively look for this email, as your email program may treat this email as a spam or junk email.** In the email, it will contain a link (or URL address to copy and paste into the browser) that will take you to a page to create a login and register your account. If you cannot locate the registration email then contact the firm and they can resend the registration email.

Sample NetClient Activation Email:



1. Once the email has been received go to the registration website and follow these steps:
 - a. Enter a login in the Create Login field (Note: login should be an email address)
 - b. Enter a password in the Enter Password field (see password requirements below)
 - c. Re-enter the password in the Confirm Password field

A screenshot of the NetClient CS registration form. The form has an orange header with the text "NETCLIENT CS™" and two arrows pointing right. Below the header, the title "Register Your Account" is displayed. The form contains three input fields: "Create Login:", "Enter Password:", and "Confirm Password:". At the bottom left, the version number "2009.3.0.C" is shown, and at the bottom right, there is an "OK" button.

Important Information about your Login and Password

- The password must be at least seven (7) characters long and must include letters and numbers (e.g. **password1**). You can also use symbols (e.g., %, \$, #)
- Passwords are case sensitive (e.g. **PassWord1**)
- Users will be required to change their Passwords every 90 days for security purposes. Passwords cannot be reused for 9 cycles.

- If you forgot your password, you can request to have a new temporary password emailed to you.
- If ten consecutive, unsuccessful attempts are made to log in to an account, the login for that account is locked. An email message will be sent automatically to the email address assigned to the login; the email message notifies the user of the unsuccessful login attempts and provides a link to unlock the login immediately. The account will be unlocked when the user clicks the link within the email message or when the lock expires after 30 minutes.

Note: If you have any questions or issues with accessing your NetClient CS user account, please contact us.

Note: For future access and to login to NetClient CS after this initial login, visit the PKF Texas' website (www.pkftexas.com) for a login button.

2. After successfully registering your NetClient CS account, confirm that your login is in the Login field and enter your password that you just created and click on the Login button.

NETCLIENT CS™

You have been registered successfully.

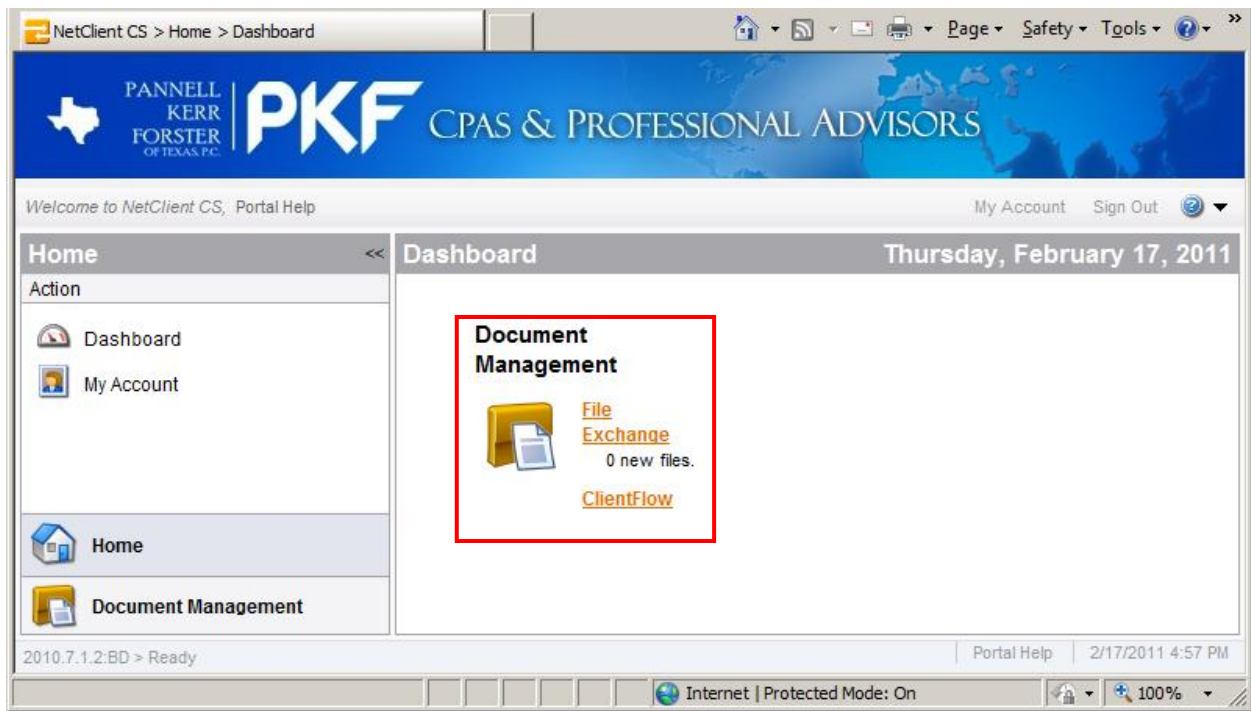
Login:

Password:

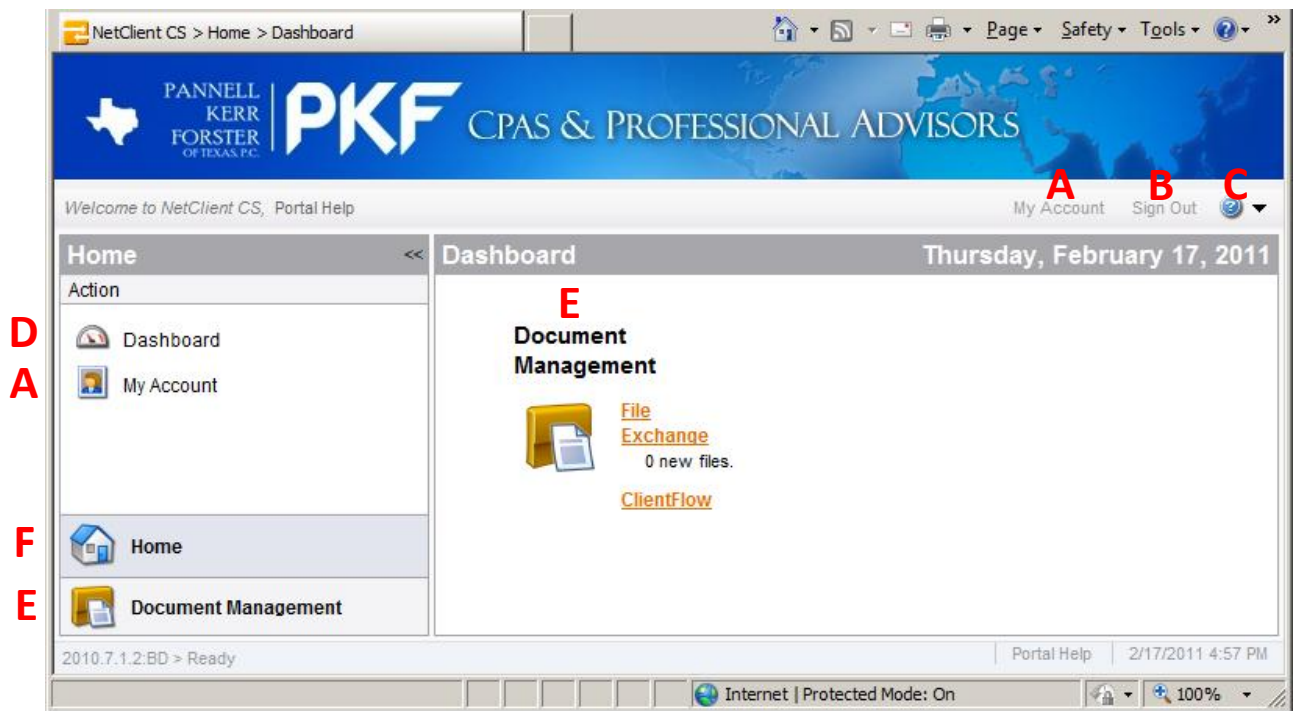
2009.3.0:C

Login

Note: After logging in, the NetClient CS Home or Dashboard page will be displayed listing Document Management and the ClientFlow and/or File Exchange modules. Also, Security Questions can be setup to simplify password resets if you should forget your password.



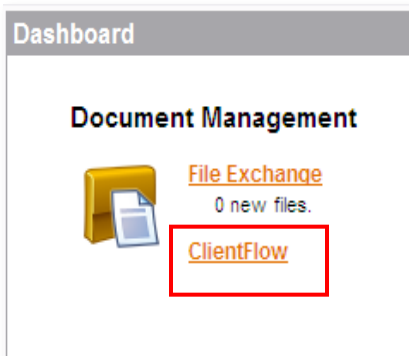
Navigation Features of NetClient CS



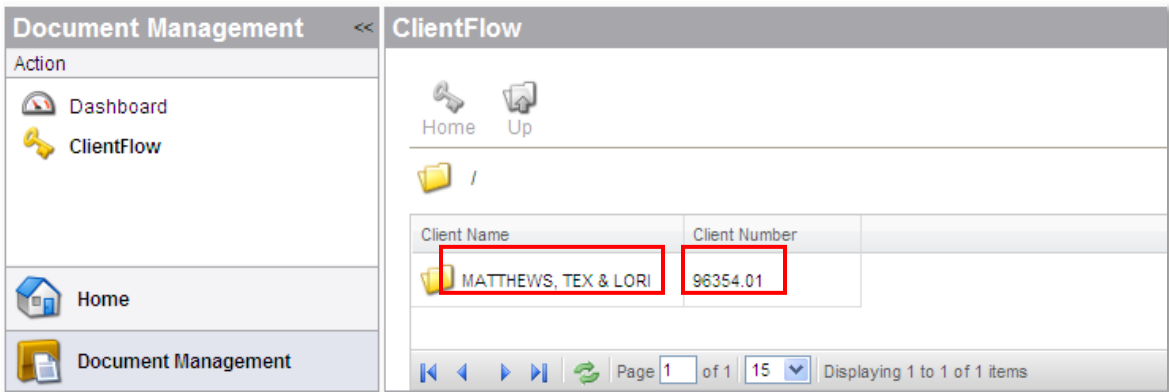
- A. **My Account** – Allows a user to view and update their Login, Name, Email Address, Password and Security Questions
- B. **Sign Out** – Allows a user to sign out and end their session of using NetClient CS.

- C. **Help Menu** – Provides a menu of help topics for using NetClient CS, ClientFlow and File Exchange.
- D. **Dashboard** – Allows a user to view all applications they have access to in NetClient CS.
- E. **Document Management** – Allows a user to view all Document Management applications they have access to in NetClient CS – ClientFlow or File Exchange (not yet enabled).
- F. **Home** – Allows a user to return back to the Home view of the Dashboard to view all applications.

3. Click on **ClientFlow** to open the application.



4. Click on the Client Name or Client Number to see any documents in the folder.



Navigation Features of ClientFlow

The screenshot shows the ClientFlow interface with the following features labeled:

- F**: Home button
- G**: Upload button
- A**: Document Index Value Columns (indicated by a red bracket over the table headers)
- B**: Document List Page Navigation Buttons (indicated by arrows)
- C**: Refresh Document List Button (indicated by a circular arrow)
- D**: Document List Page Display (indicated by the page number input)
- E**: Document Display Drop-Down (indicated by the dropdown menu)

File Section	Document Type	Description	Year	Period End	Document Date
INDIVIDUAL TAX 1040	WORKPAPERS	TAX WORKPAPERS	2009	12/31	01/29/2010
INDIVIDUAL TAX 1040	TAX RETURN		2008	12/31	01/29/2010
INDIVIDUAL TAX 1040	TAX RETURN	FEDERAL TAX RETURN	2007	12/31	03/25/2010
INDIVIDUAL TAX 1040	TAX RETURN	FEDERAL TAX RETURN	2006	12/31	03/25/2010

Page 1 of 15 | Displaying 1 to 4 of 4 items

- A. Document Index Value Columns** – Allows a user to view the index values given to each document. Each column can be re-sized by clicking and dragging its border. **Documents can be sorted by each column by clicking the column header.**
- B. Document List Page Navigation Buttons** – Allows a user to navigate between multiple pages of documents by going to the First Page, Previous Page, Next Page or Last Page.
- C. Refresh Document List Button** – Allows a user to refresh the list of documents viewable on the page to see if new documents have been added or removed.
- D. Document List Page Display** – Allows a user to navigate to a specific page number.
- E. Document Display Drop-Down** – Allows a user to select how many documents they can view on a page.
- F. Home/Up** – Allows a user to return back to the list of Client Names and Client Numbers for which you can see published documents for.
- G. Upload** – Allows a user to upload a document to ClientFlow.

Note: No documents will appear if we have not published any documents to the NetClient CS portal for you to view, or you have not recently uploaded any documents.

- Click on any document in the list to open the document up in view mode (i.e., read-only mode).

File Section	Document Type	Description	Year	Period End	Document Date
INDIVIDUAL TAX 1040	WORKPAPERS	TAX WORKPAPERS	2009	12/31	01/29/2010
INDIVIDUAL TAX 1040	TAX RETURN		2008	12/31	01/29/2010
INDIVIDUAL TAX 1040	TAX RETURN	FEDERAL TAX RETURN	2007	12/31	03/25/2010
INDIVIDUAL TAX 1040	TAX RETURN	FEDERAL TAX RETURN	2006	12/31	03/25/2010

Page 1 of 15 | Displaying 1 to 4 of 4 items

Form 1040 U.S. Individual Income Tax Return 2007

Department of the Treasury—Internal Revenue Service

For the year Jan. 1-Dec. 31, 2007, or other tax year beginning . 2007, ending . 20

OMB No. 1545-0074

Your first name and initial: **Tex W.** Last name: **Matthews**

Your social security number: **111-11-1234**

If a joint return, spouse's first name and initial: **Lori M.** Last name: **Matthews**

Spouse's social security number: **222-22-4567**

Home address (number and street). If you have a P.O. box, see page 12. Apt. no. **4230 Woodhaven Drive**

City, town or post office, state, and ZIP code. If you have a foreign address, see page 12. **Canton MI 48187**

Checking a box below will not change your tax or refund.

Election Campaign: You Spouse

Filing Status: 1 Single 2 Married filing jointly (even if only one had income) 3 Married filing separately. Enter spouse's SSN above and full name here. 4 Head of household (with qualifying person). (See page 13.) If the qualifying person is a child but not your dependent, enter this child's name here. 5 Qualifying widow(er) with dependent child (see page 14)

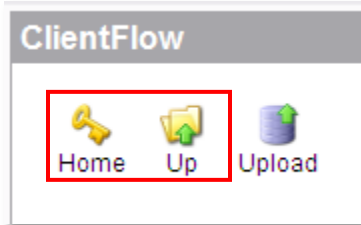
6a Yourself. If someone can claim you as a dependent, do not check box 6a. Boxes checked on 6a and 6b: **2**

Note: Documents opened from ClientFlow are **READ-ONLY** and therefore cannot be edited and saved back to NetClient CS. **If the document requires editing, save a copy to the local drive (File / Save As), edit it as necessary, and then upload it back to NetClient CS** (uploading is discussed in the next steps).

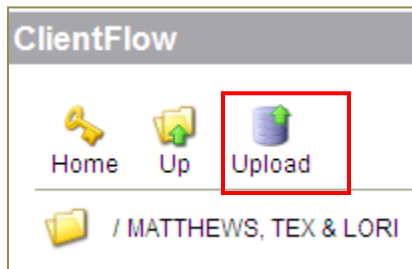
Note: To view a document that is in NetClient CS, it requires the necessary software application to open and view the document. For example, if a document in NetClient CS is a Microsoft Word file, you will need to have Microsoft Word installed to your local workstation to open and view the document.

- Click on the in the upper right hand corner of the window to close the document after viewing it.

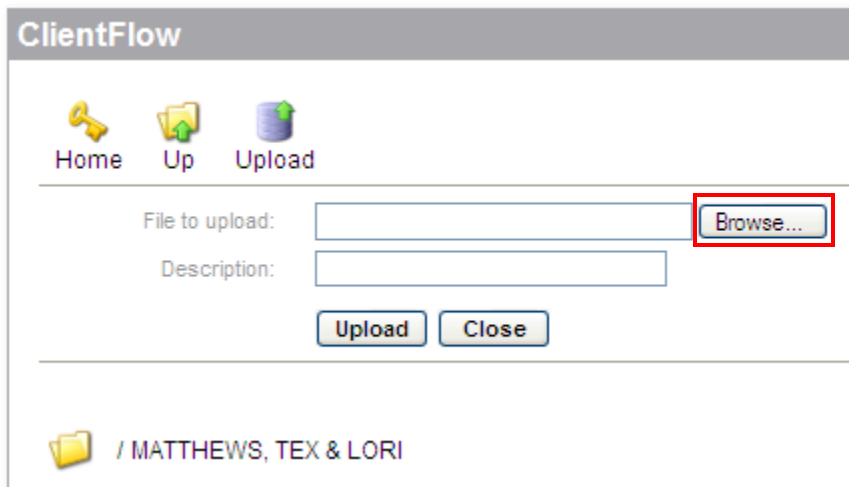
7. Click on HOME or UP icons, to return back to the list of Client Names and Client Numbers for which you can see published documents for.



8. To upload a document into ClientFlow, select a client from the list and then click on Upload.

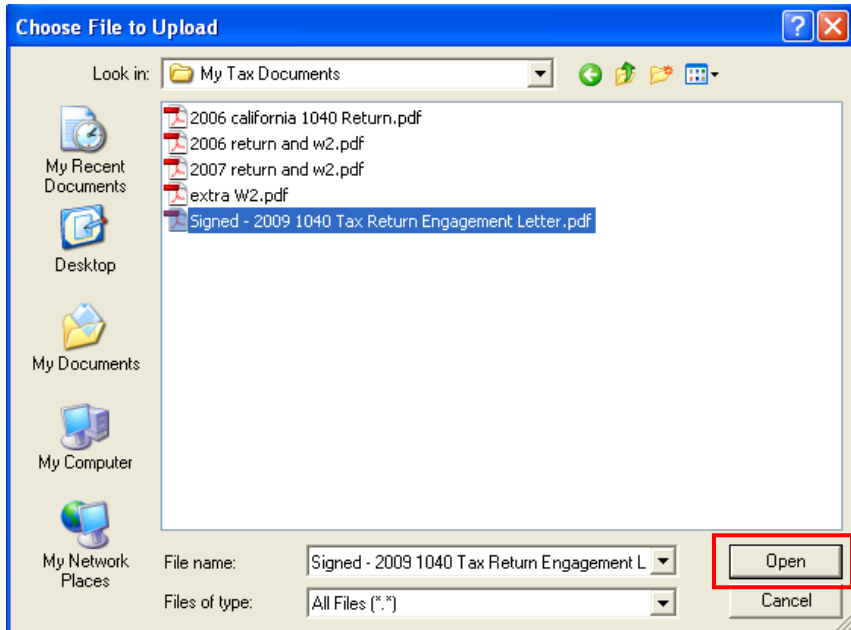


9. Click on the Browse button to search for the document you want to upload to ClientFlow.

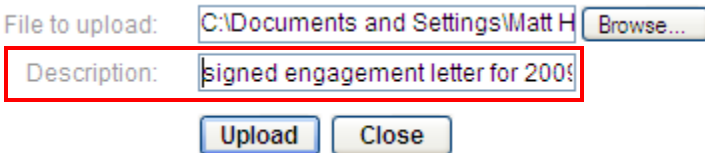


Note: If you do not want to upload a document, click the Close button to close the upload option.

10. In the Choose File to Upload window, find the document you want to upload, select it and click on the Open button.

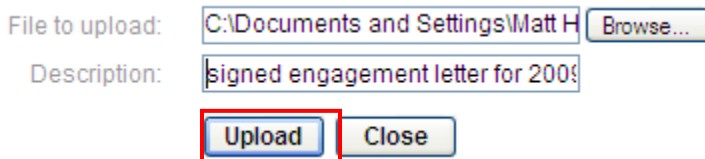


11. Enter a description about the document that you will be uploading.



Note: You can add up to 225 characters of text to describe your document.

12. Click on the Upload button to upload the file to NetClient CS and make it viewable to us.



Note: After the document has been uploaded, the document will become viewable in your list of documents in ClientFlow. This feature provides you a record of the documents you uploaded through NetClient CS.

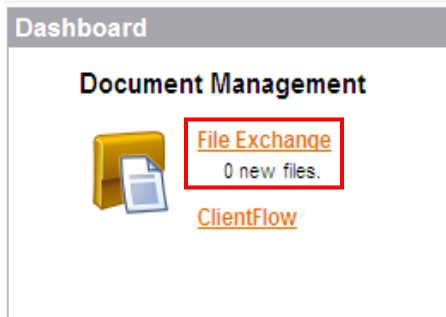
13. After viewing or uploading documents, click on Sign Out to end your session with using the NetClient CS portal and ClientFlow.

Important Information about Documents Uploaded through ClientFlow in the NetClient CS Portal

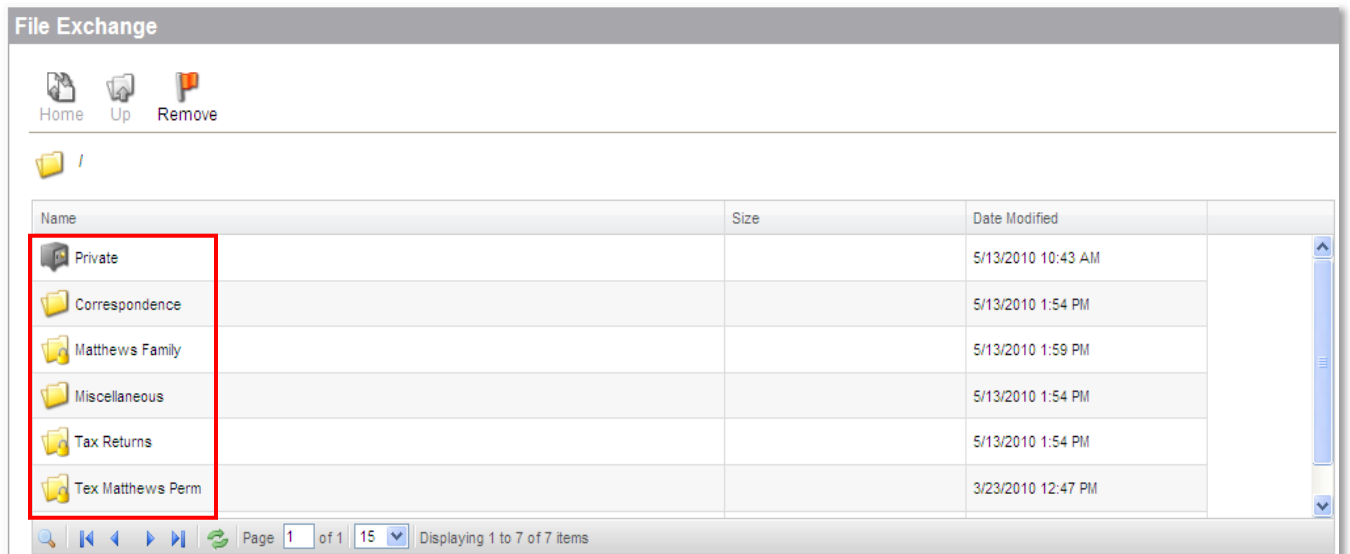
- Any type of document or file can be uploaded with ClientFlow and viewed in its native format except for TIFF (Tagged Image File Format) files.
 - TIFF files will be converted to PDF files after upload.
- Approximately 250 MB is the maximum file size that can be uploaded through the ClientFlow module in NetClient CS at one time.
 - A NetClient CS session may time-out if the Internet connection is not fast enough to completely upload the document(s) within 3 hours.
- Individual documents or files can be uploaded to NetClient CS one at a time. Multiple documents/files may be uploaded at one time if they are located in a single ZIPPED (compressed) folder.
- We MAY NOT be automatically notified when a user uploads a document through NetClient CS. Please contact your client service team to let them know when documents have been uploaded.
- We determine which documents you can view by publishing them to NetClient CS. At any time we can unpublish a document where you will not be able to view it.

Navigation Features of File Exchange (File Exchange is not currently enabled. PKF will alert you when this feature has been activated.)



1. Click on **File Exchange** to open the application.



2. Click on the appropriate folder to see any documents in the folder.

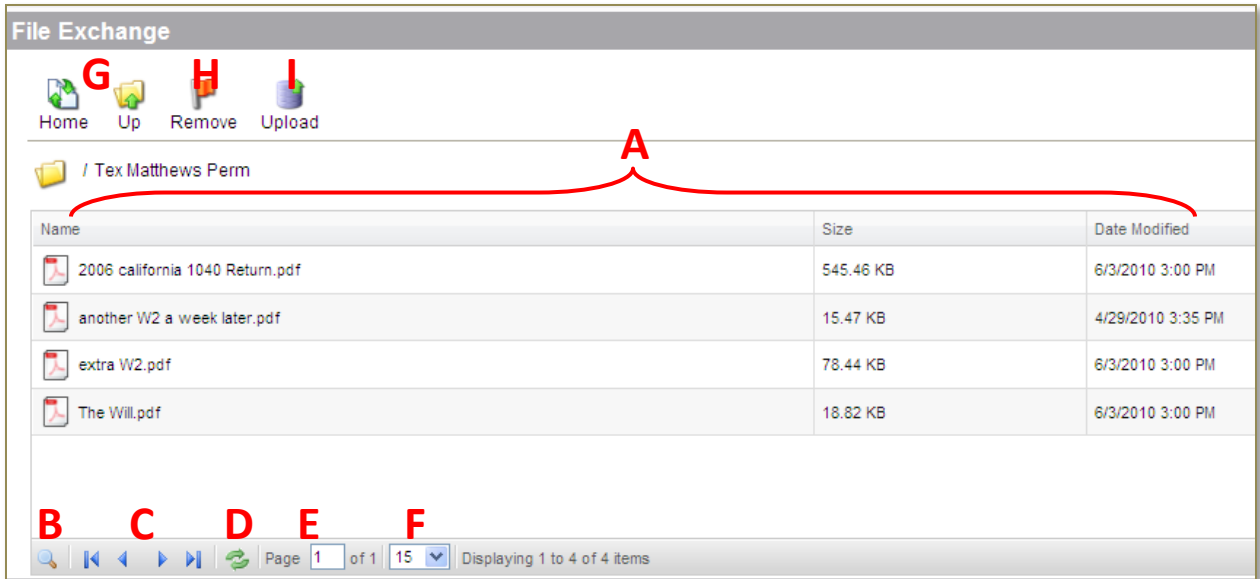


File Exchange Folder Types:

-  **Permanent Folder** - If you have been provided a folder with a lock icon, it is a permanent folder. All files will permanently remain in this folder until we delete them. Any files added to this folder can be seen by you and us .
-  **Temporary Folder** – If you have been provided a temporary folder, all files added to it will remain in it for only 14 days. After 14 days the files will be removed automatically. Any files added to this folder can be seen by you and us.

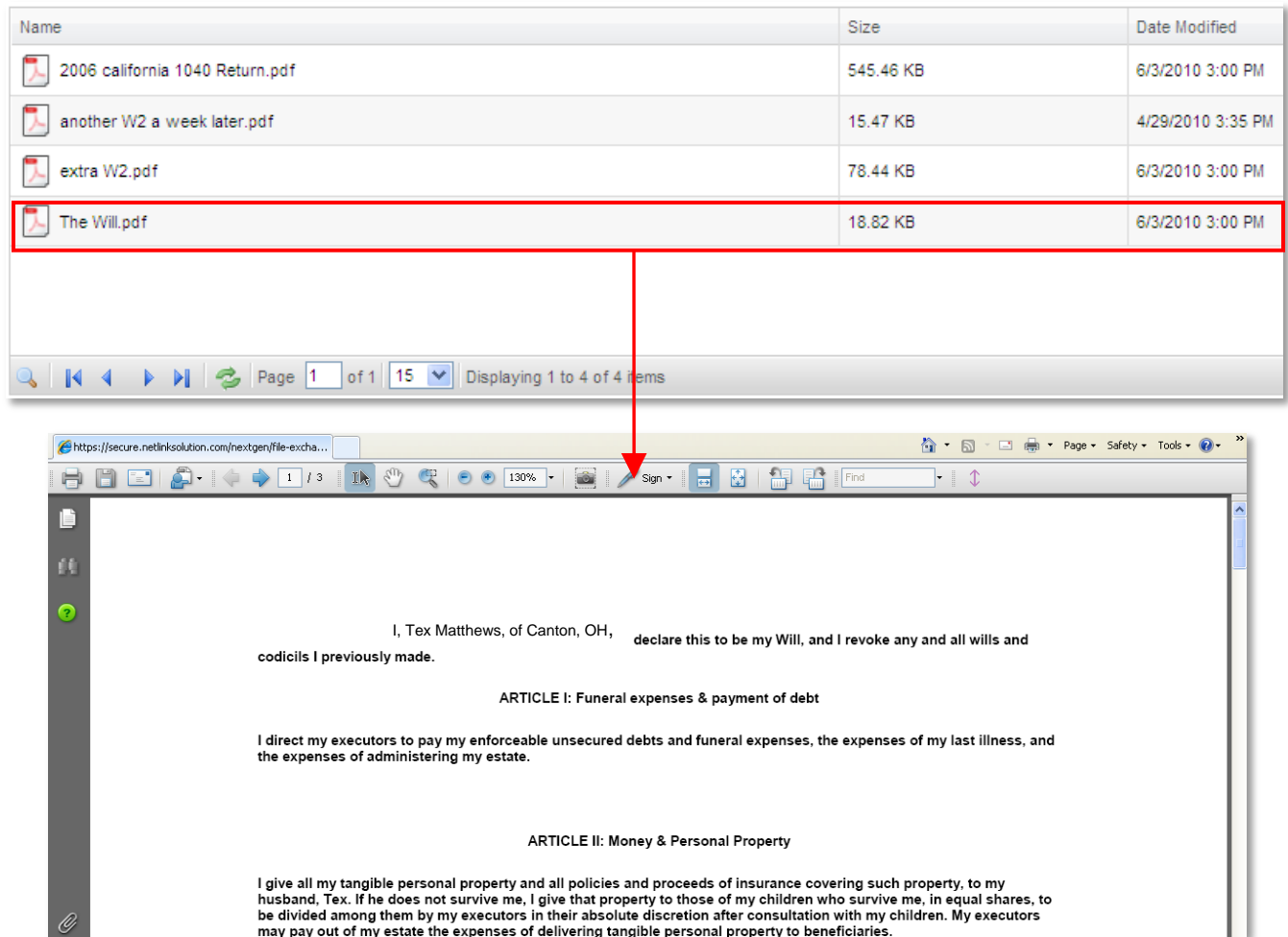
Note: A Permanent or Temporary Folder can also be designated as a Shared Folder. Users whose group membership (e.g., a group of family members or business associates) allows them access to a Shared Folder are able to view all files that have been uploaded to the folder.

Note: No documents will appear in a Folder if we have not published any documents to the NetClient CS portal for you to view, or you have not recently uploaded any documents.




- A. Document List** – Allows a user to view the list of documents saved to the folder, the document size and when it was added to the folder (date modified). Documents are sorted alphabetically by document name in the Name column.
- B. Search** – Allows a user to search for text in the Name column at both the Folder and Document list screens.
- C. Document List Page Navigation Buttons** – Allows a user to navigate between multiple pages of documents by going to the First Page, Previous Page, Next Page or Last Page.
- D. Refresh Document List Button** – Allows a user to refresh the list of documents viewable on the page to see if new documents have been added or removed.
- E. Document List Page Display** – Allows a user to navigate to a specific page number.
- F. Document Display Drop-Down** – Allows a user to select how many documents they can view on a page.
- G. Home/Up** – Allows a user to return back to the list of Folder Names or navigate back one level of folders.
- H. Remove** – Allows a user to remove the NEW document flag from a folder and all new documents uploaded to it.
- I. Upload** – Allows a user to upload a document to File Exchange.

3. Click on any document in the list to open the document up in view mode (i.e., read-only mode).

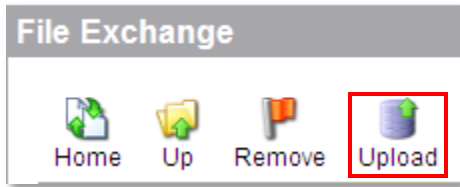


Note: Documents opened from File Exchange are **READ-ONLY** and therefore cannot be edited and saved back to NetClient CS. **If the document requires editing, save a copy to the local drive (File / Save As), edit it as necessary, and then upload it back to NetClient CS** (uploading is discussed in the next steps).

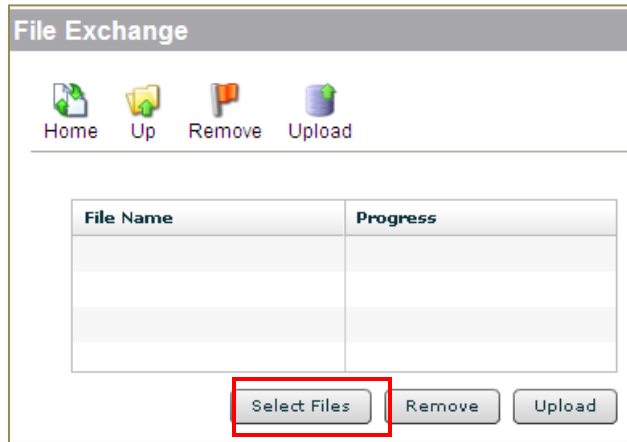
Note: To view a document that is in NetClient CS, it requires the necessary software application to open and view the document. For example, if a document in NetClient CS is a Microsoft Word file, you will need to have Microsoft Word installed to your local workstation to open and view the document.

4. Click on the  in the upper right hand corner of the window to close the document after viewing it.

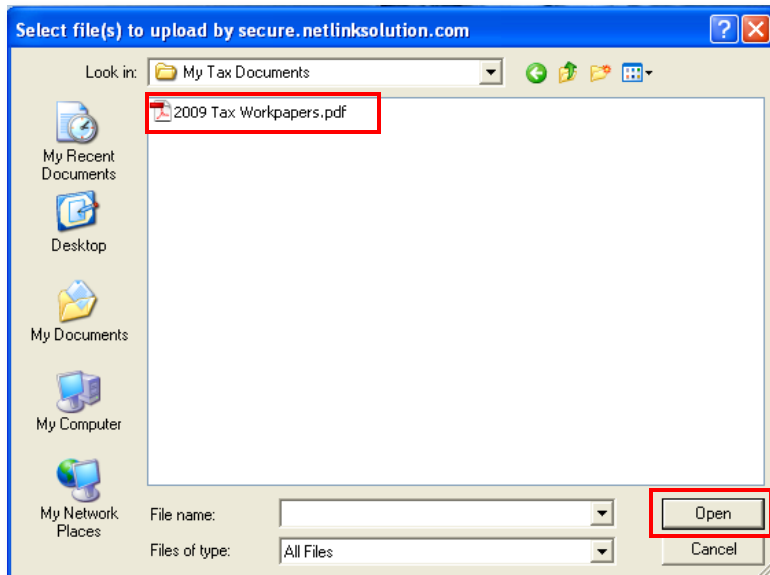
- To upload a document into File Exchange, select the folder that you want to upload a document to, and then click on Upload.



- Click on the Select Files button.

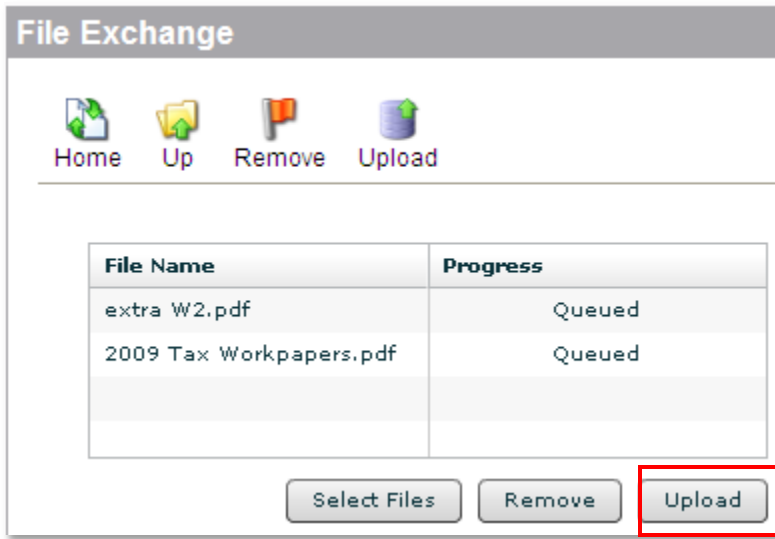


- In the Select file(s) to upload window, find the document(s) you want to upload, select it and click on the Open button.

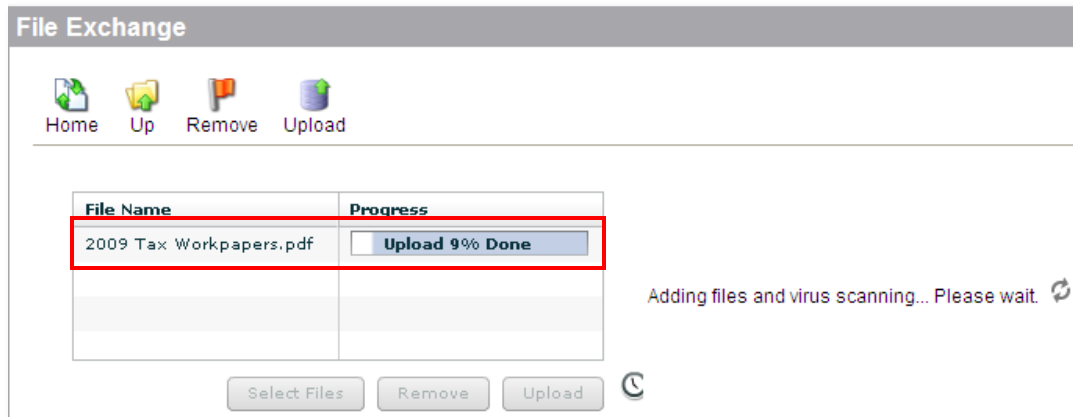


Note: You can upload multiple documents at the same time. If you do not want to upload a document, click the Upload button again to close the upload option. Also, if you want to remove a document from being uploaded, you can select the document and click the Remove button.

- With all the documents selected for uploading, click the Upload button.



Note: While your documents are uploading to File Exchange, you will see the progress of each document being uploaded.



Note: After your documents are finished uploading to File Exchange, you will see them in the folder you uploaded them to.

The screenshot shows a file explorer window for the folder '/ Matthews Family'. It contains a table with the following data:

Name	Size	Date Modified
2009 Tax Workpapers.pdf	667.86 KB	6/3/2010 4:26 PM
extra W2.pdf	78.44 KB	6/3/2010 4:26 PM

- After viewing or uploading documents, click on Sign Out to end your session with using the NetClient CS portal and File Exchange.

Important Information about Documents Uploaded through File Exchange (not yet enabled) in the NetClient CS Portal

- Any type of document or file can be uploaded with File Exchange and viewed in its native format.
- Approximately 250 MB is the maximum file size that can be uploaded through the File Exchange module in NetClient at one time.
 - A NetClient CS session may time-out if the Internet connection is not fast enough to completely upload the document(s) within 3 hours.
- File Exchange allows you to upload multiple documents at one time.
- You may receive emails from File Exchange notifying you that a document has been uploaded to a folder by either you or us.
- We MAY NOT be automatically notified when you upload a document through NetClient CS. Please contact one of your client service team members to let them know when documents have been uploaded.
- We determine which documents you can view by publishing them to NetClient CS. At any time we can unpublish a document where you will not be able to view it.
- If a document is uploaded to a Temporary Folder, the document will be deleted from that folder after 14 days.

PKF Texas's Contact Information for Support of NetClient CS

Please contact your PKF Texas client service team for initial support with NetClient CS Portal.