
NetClient CS

Document Management Portal User Guide

Version 8.x

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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 your firm's website and provides a solution for you and your firm 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 and your firm will have confidence knowing that the information is secure when transferred back and forth.

Your firm will grant you permission to access a portal document management module – either **ClientFlow** or **File Exchange**, or possibly both. ClientFlow interacts directly with your CPA firm's document management system, which allows for a fast and convenient exchange of documents and information between you and your firm. File Exchange is also a fast and convenient way to exchange documents and information between you and your firm, and has additional features that you can use, such as, a Private vault to save your most important documents to. **Your firm will direct you on which document management module to use in regards to uploading specific documents and files.**

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. Also, NetClient CS and the ClientFlow Document Management Module require:

- Internet Explorer (version 7.0 or higher) web browser
- MSXML 4.0 SP2 Microsoft system files ([msxml4.dll](#))
- A Microsoft windows-based PC operating Windows XP or newer

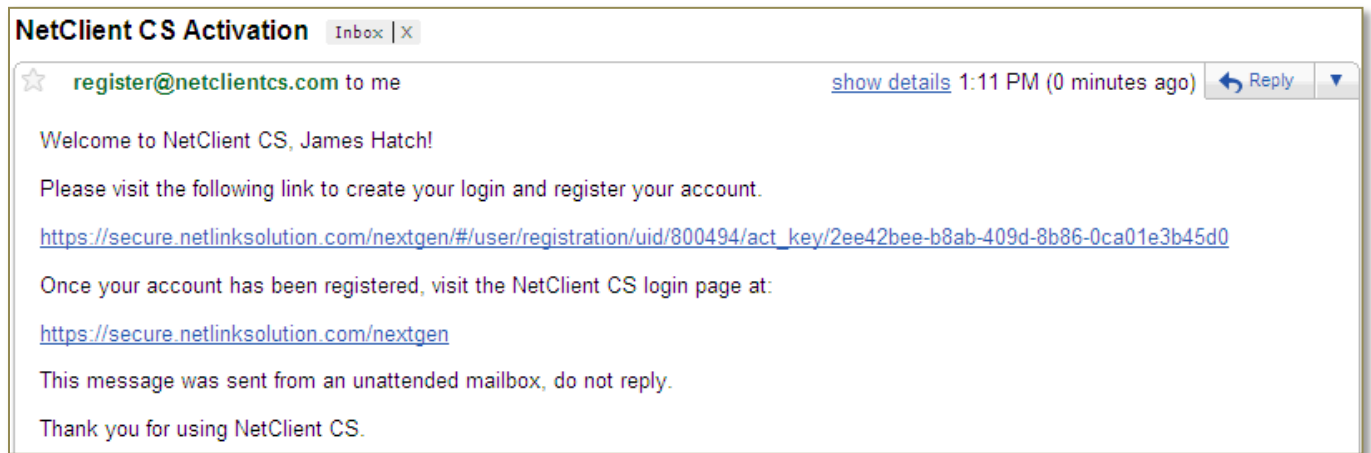
For more information on these system requirements or assistance with meeting these requirements, please contact your CPA firm.

Accessing and Using NetClient CS

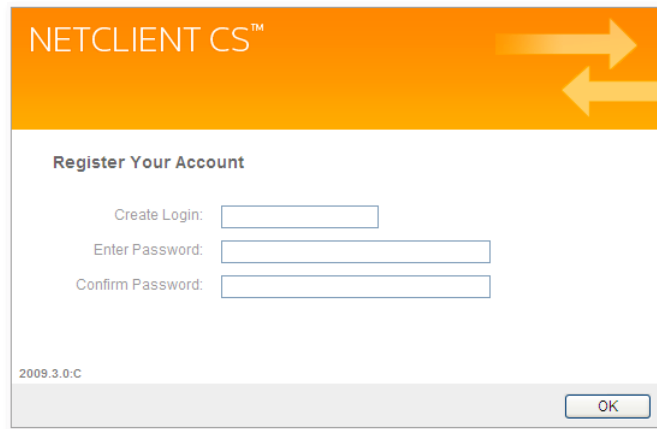
Below are step-by-step instructions on using NetClient CS, and the two document management modules - **ClientFlow** and **File Exchange**. The images used in these instructions are for illustrative purposes only and will be slightly different than the actual NetClient CS website you will access.

To access NetClient CS, your firm 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: Use your email address as your login to make it easier to remember)
 - 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 "NETCLIENT CS™" and two arrows. 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 visible, 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, contact your firm.

Note: For future access and to login to NetClient CS after this initial login, visit your firm's website for a login button, or save the login site for NetClient CS as a Favorite in your browser.

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.

NetClient CS > Home > Dashboard

IMT & Co.

New FeatureWay
To simplify future password resets, please choose [security questions](#) for your account.
[No thanks.](#)

Dashboard Thursday, March 25, 2010

Document Management

[File Exchange](#)
0 new files.

[ClientFlow](#)

Home << Dashboard >>

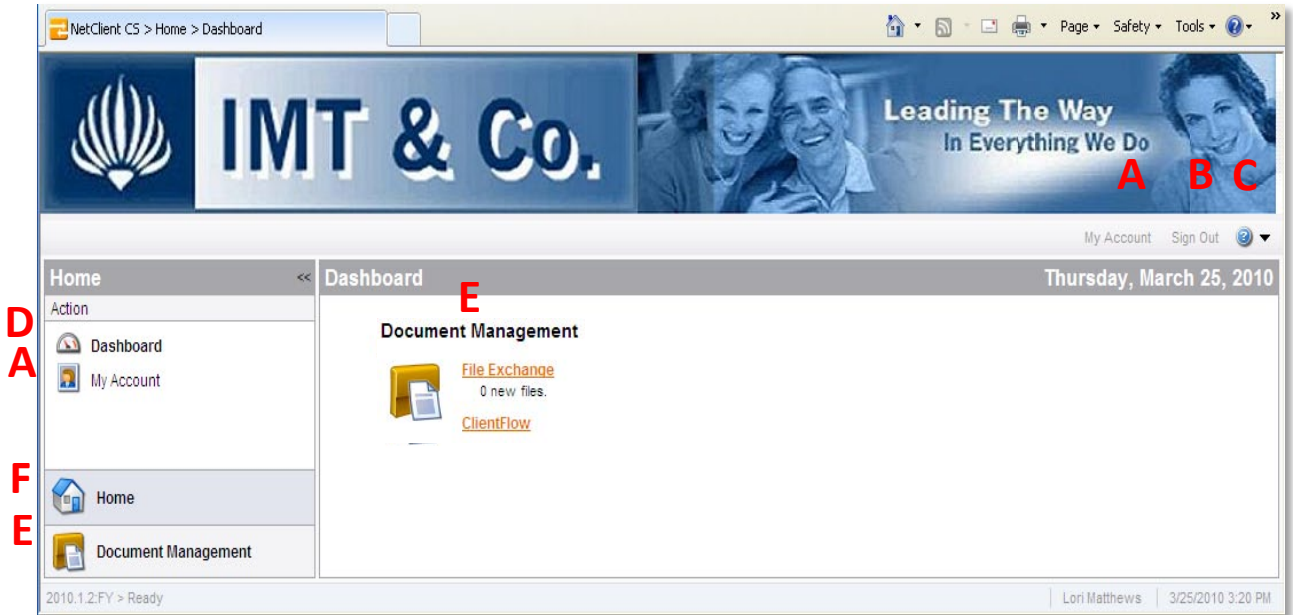
Home

Document Management

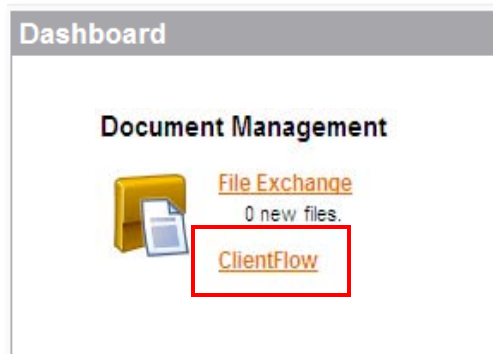
2010.1.2:FY > Ready

Lori Matthews 3/25/2010 3:20 PM

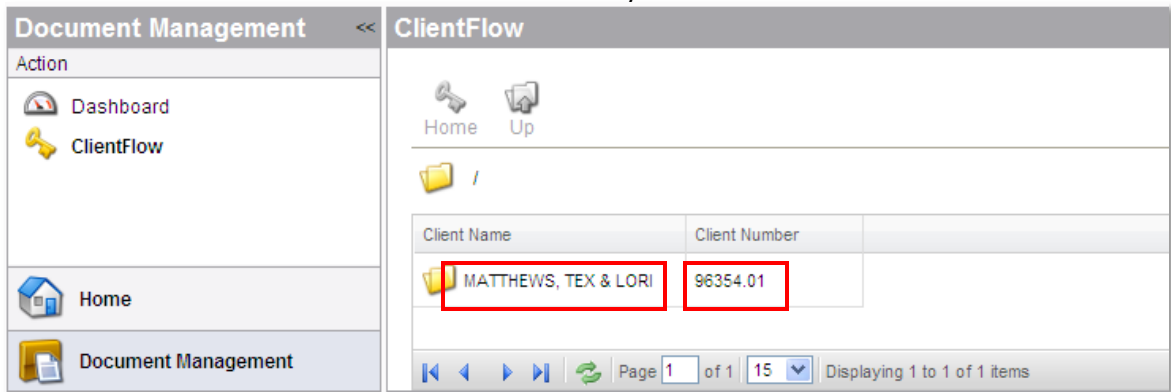
Navigation Features of NetClient CS



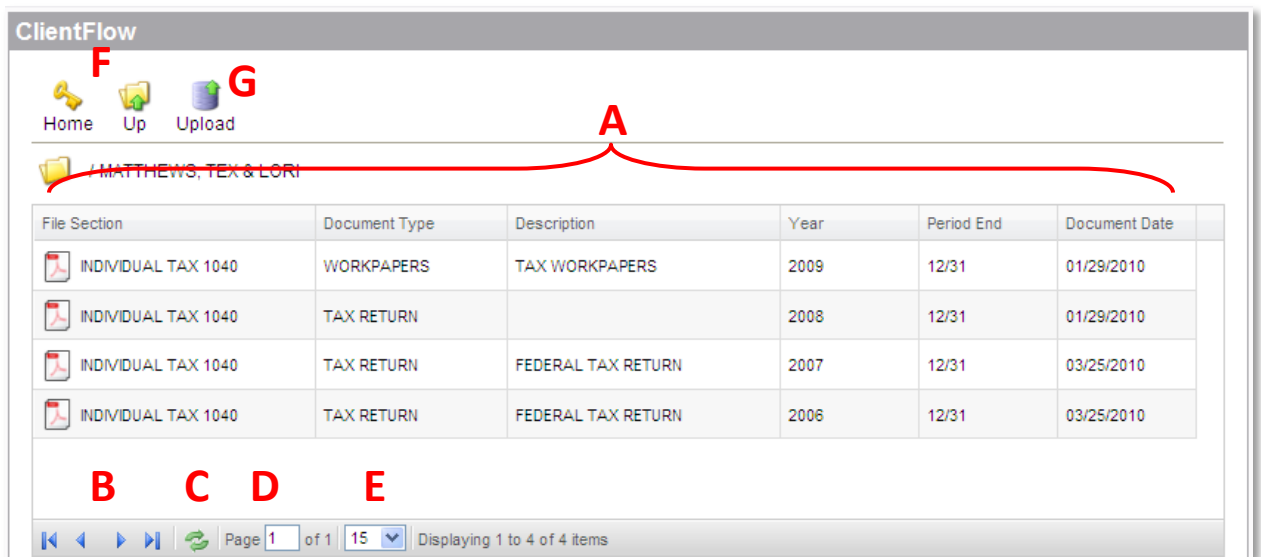
- A. My Account** – Allows a user to view and update their Login, Name, Email Address, Password and Security Questions
 - B. Sign Out** – Allows a user to sign out and end their session of using NetClient CS.
 - C. Help Menu** – Provides a menu of help topics for using NetClient CS, ClientFlow and File 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.
 - 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.



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



Navigation Features of ClientFlow



- Document Index Value Columns** – Allows a user to view the index values given to each document (your CPA firm gives these values to each document). Each column can be resized by clicking and dragging its border. **Documents can be sorted by each column by clicking the column header.**
- 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.
- 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.
- Document List Page Display** – Allows a user to navigate to a specific page number.
- Document Display Drop-Down** – Allows a user to select how many documents they can view on a page.
- 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.
- Upload** – Allows a user to upload a document to ClientFlow.

Note: No documents will appear if your firm has 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

Form **1040** Department of the Treasury—Internal Revenue Service **U.S. Individual Income Tax Return 2007** (99) IRS Use Only—Do not write or staple in this space.

For the year Jan. 1-Dec. 31, 2007, or other tax year beginning . 2007, ending . 20 . OMB No. 1545-0074

Label (See instructions on page 12.) **Use the IRS label.** Otherwise, please print or type.

Presidential Election Campaign Check here if you, or your spouse if filing jointly, want \$3 to go to this fund (see page 12) 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)

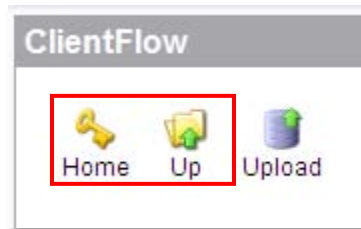
6a Yourself. If someone can claim you as a dependent, do not check box 6a Boxes checked on 6a and 6b **2**

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).

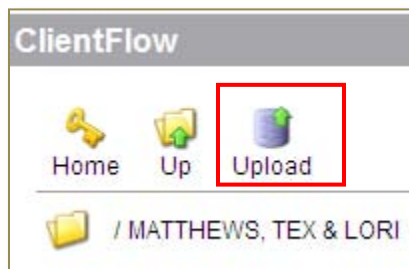
Note: To view a document that is in NetClient CS, it requires the necessary software application to open and view the document. For example, if a document in NetClient CS is a Microsoft Word file, you will need to have Microsoft Word installed to your local workstation to open and view the document.

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

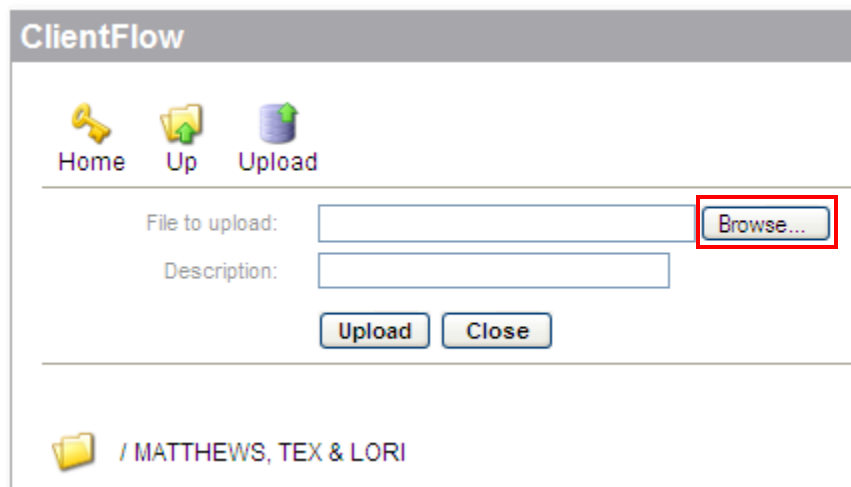
7. Click on HOME or UP icons, to return back to the list of Client Names and Client Numbers for which you can see published documents for.



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

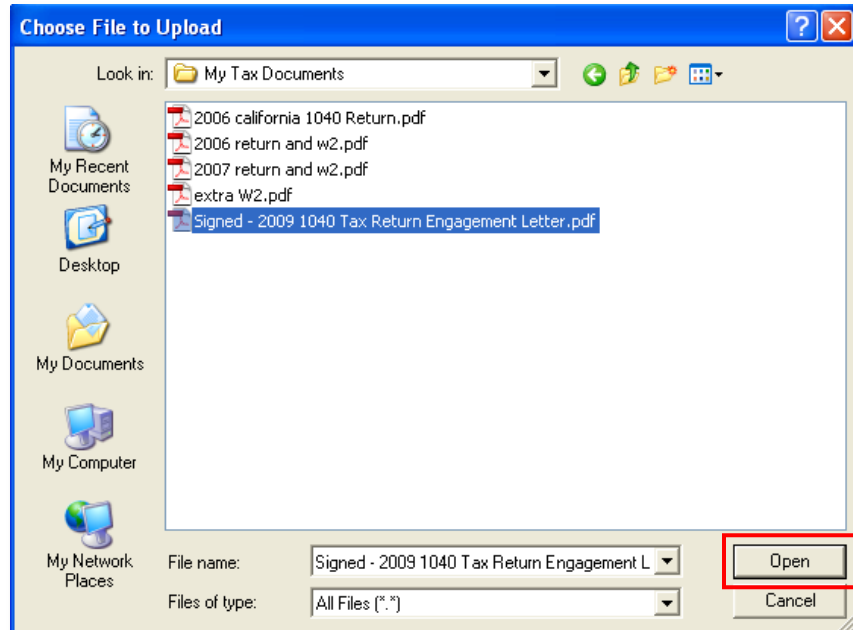


9. Click on the Browse button to search for the document you want to upload to ClientFlow.

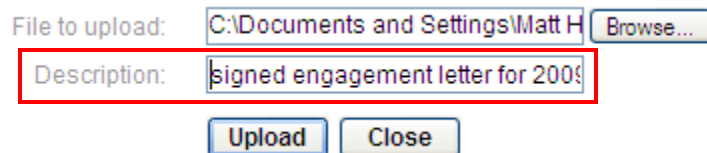


Note: If you do not want to upload a document, click the Close button to close the upload option.

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

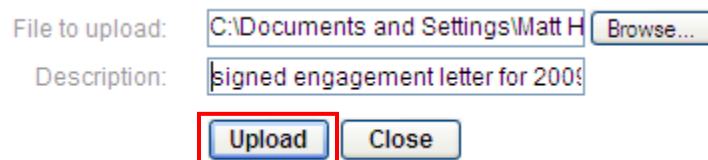


11. Enter a description about the document that you will be uploading.



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 your firm.



Note: If your firm has the Auto-Publish feature turned on, 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 to your firm 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 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.
- The firm MAY NOT be automatically notified when a user uploads a document through NetClient CS. Please contact the firm to let them know when documents have been uploaded.
- Your firm determines which documents you can view by publishing them to NetClient CS. At any time your firm can unpublish a document where you will not be able to view it.