



CLIENT CENTER PORTAL

Securely access your documents anytime from anywhere with your own private portal. You will securely receive documents from us and may also transmit documents to us.

Here is a short video tutorial for registering your portal or, follow the written instructions below. [VIDEO TUTORIAL](#)

Register your Account

You will receive an invite from Duncan, Messersmith and Associates to register your account. Click the **REGISTER NOW** button. Your login will be your email address and you can setup your own password.

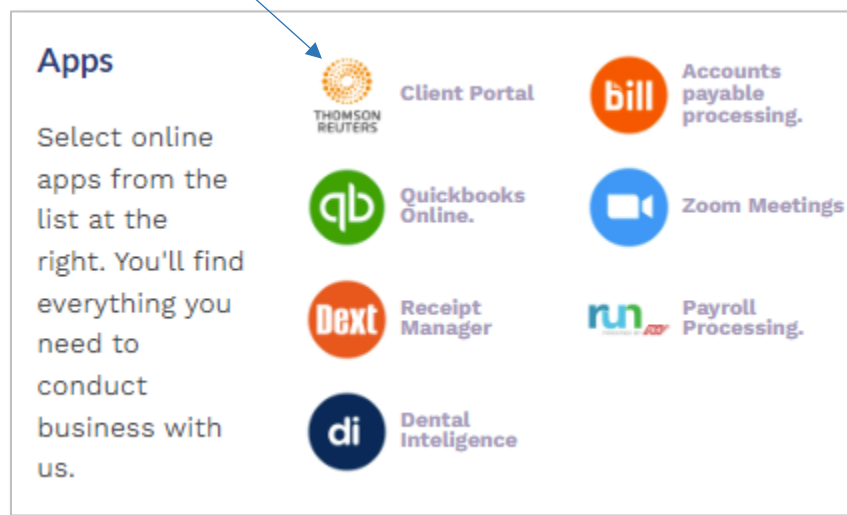
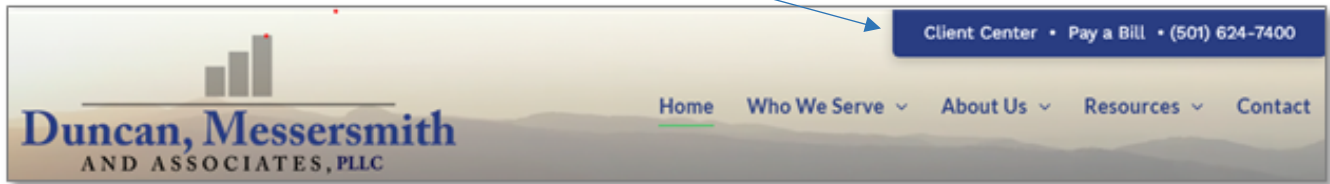
Register Your Client Center Account

Dear [Recipient Name],

[Sender's Name] invites you to
Register your Client Center account. Registering enables
you to share documents online with your accountant.

REGISTER NOW

Once registered, you can login to your portal anytime by going to hscpas.com, clicking on the **Client Center** link and then **Client Portal**.



Navigating Your Online Client Center

Use the toggle arrow at the top left of the screen to navigate between your company and your individual accounts.



At the top of your screen are two tabs, **TASKS** and **DOCUMENTS**. When we request specific documents from you or require an action step, such as an electronic signature, it will be in your **TASKS** tab.

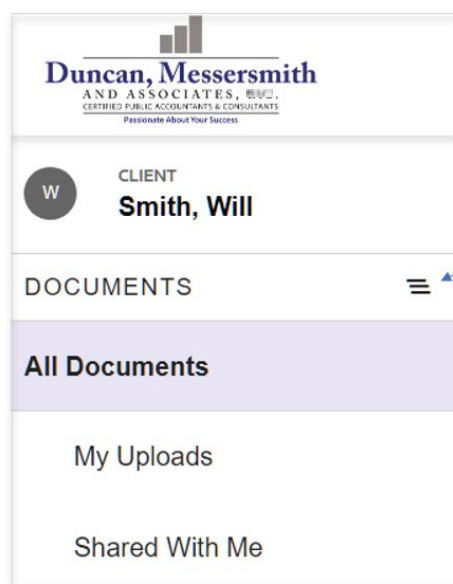


The **DOCUMENTS** tab is where you can go to review documents we have shared with you. Here, you can also upload documents back to our firm.

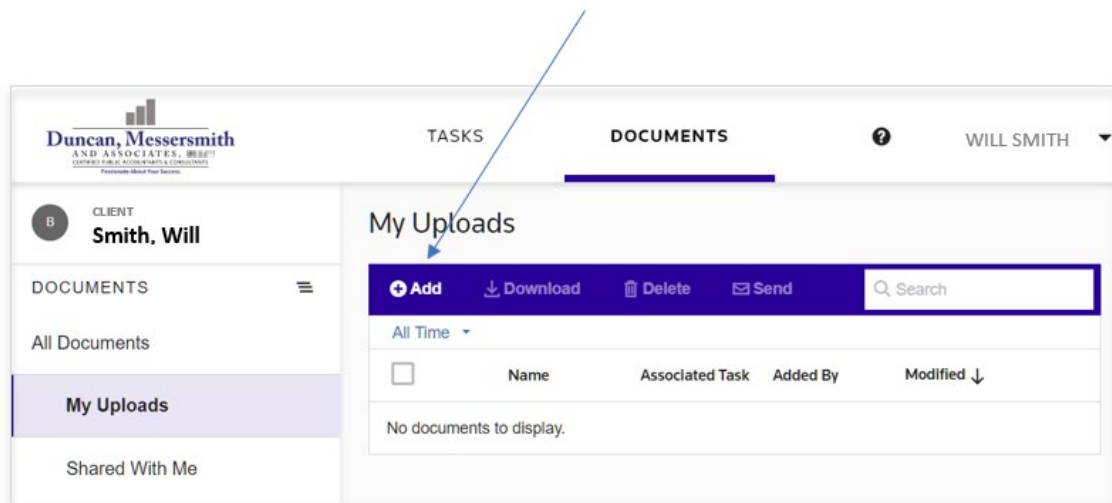


Uploading Documents

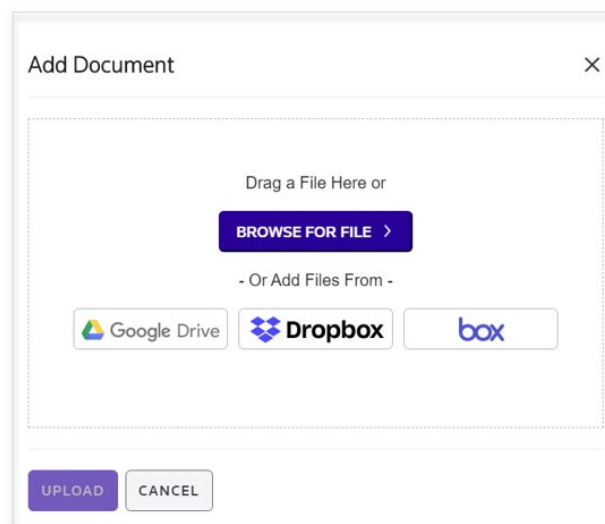
After you have selected your entity, click the **DOCUMENTS** tab and then the menu button to select either **Firm Folder View** or **Simple List View**. Choose the view that works best for you.



To upload files to us, click the Add button.

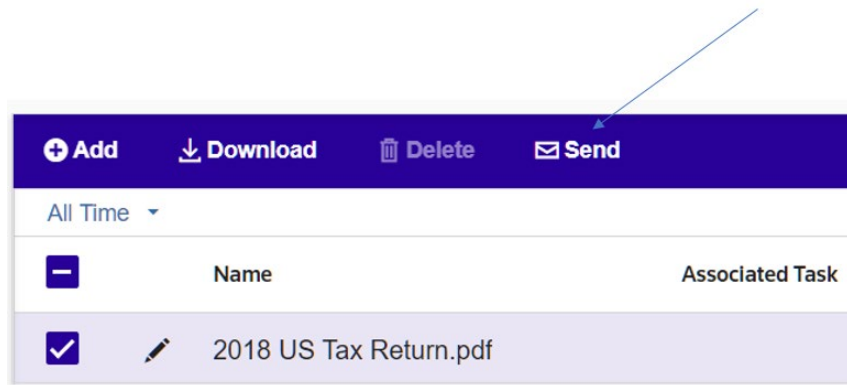


Add your files by Drag & Drop, by browsing for them on your computer, or by adding them from your Dropbox, Google Drive or Box account. Click Upload after your files have been added.



Send copies to a 3rd party



To send copies to your Banker or Financial Advisor, select your file, click **Send** and enter the recipients email address. This will send a link to the recipient allowing them to download the file. We recommend setting an expiration time for the link you send.



A screenshot of a 'Send Documents' dialog box. It has a title bar with a close button (X). The form contains the following elements: an 'Email address(es)' input field, an 'Email me a copy' checkbox, a 'Subject' label with an asterisk and an empty input field, a 'Message' label with a text area containing the placeholder 'Optional - add a message', a 'File links expire' label with an asterisk and a dropdown menu set to 'After 2 weeks', a checkbox for 'Require the recipient to enter a unique password to view the document(s)', and a corresponding 'Enter password' input field. At the bottom, it says 'Documents shared:' followed by a list item '2018 US Tax Return.pdf'. At the very bottom are two buttons: 'SEND' and 'CANCEL'.

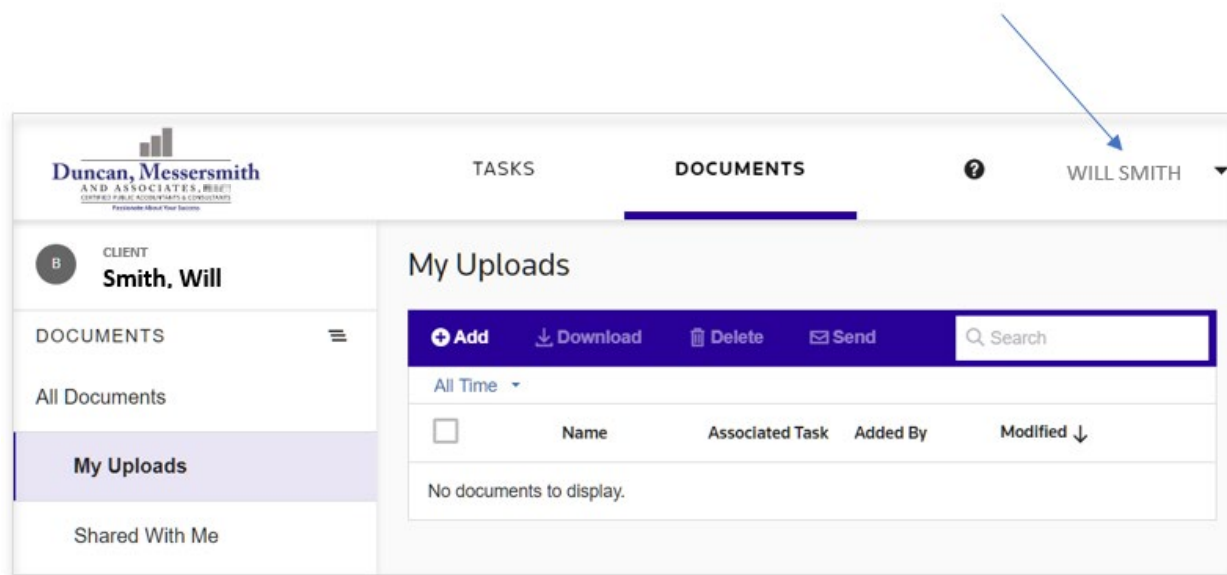
Download a file

Select the files you want to download, then click the download button.

+ Add ↓ Download 🗑 Delete ✉ Send		
All Time ▾		
<input checked="" type="checkbox"/>	Name	Associated Task
<input checked="" type="checkbox"/>	 2018 AR Tax Return.pdf	
<input checked="" type="checkbox"/>	 2018 US Tax Return.pdf	

Update your password

To update your password, click your name at the top right, then **Edit Profile**. Here you can update your name (if it changed) as well as your password.



+ Add ↓ Download 🗑 Delete ✉ Send				
All Time ▾				
<input type="checkbox"/>	Name	Associated Task	Added By	Modified ↓
No documents to display.				

Duncan, Messersmith & Associates, PLLC

1913 Malvern Avenue • Hot Springs, AR 71901-7753 • Phone: (501) 624-7400 • Fax: (501) 623-6451