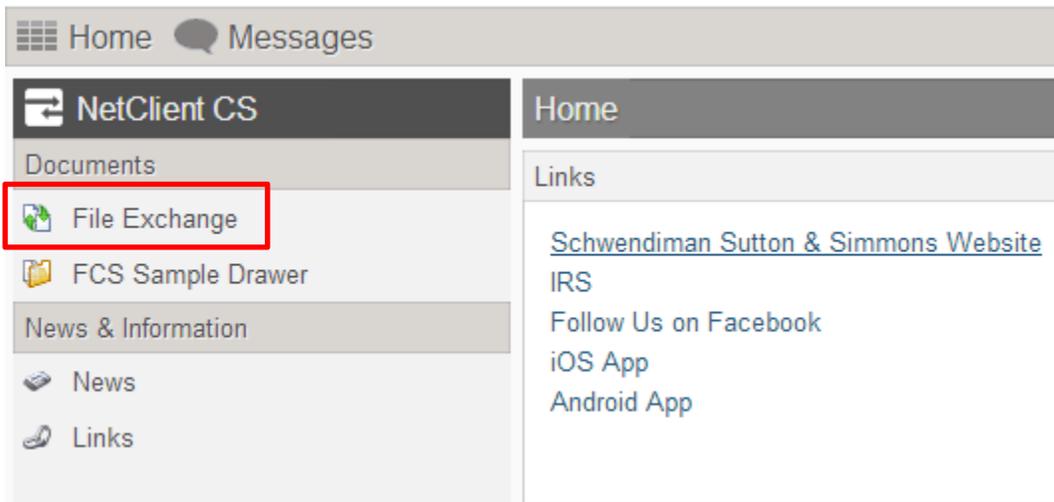


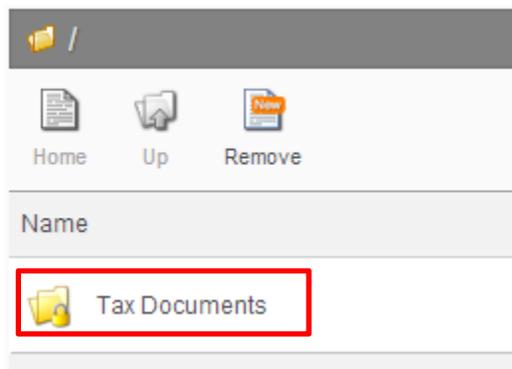
FILE EXCHANGE INSTRUCTIONS

To upload documents to the portal follow the instructions below.

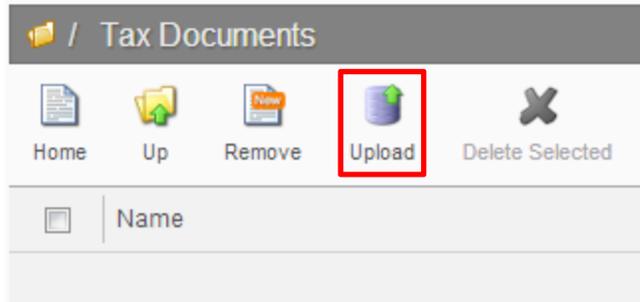
Click "File Exchange".



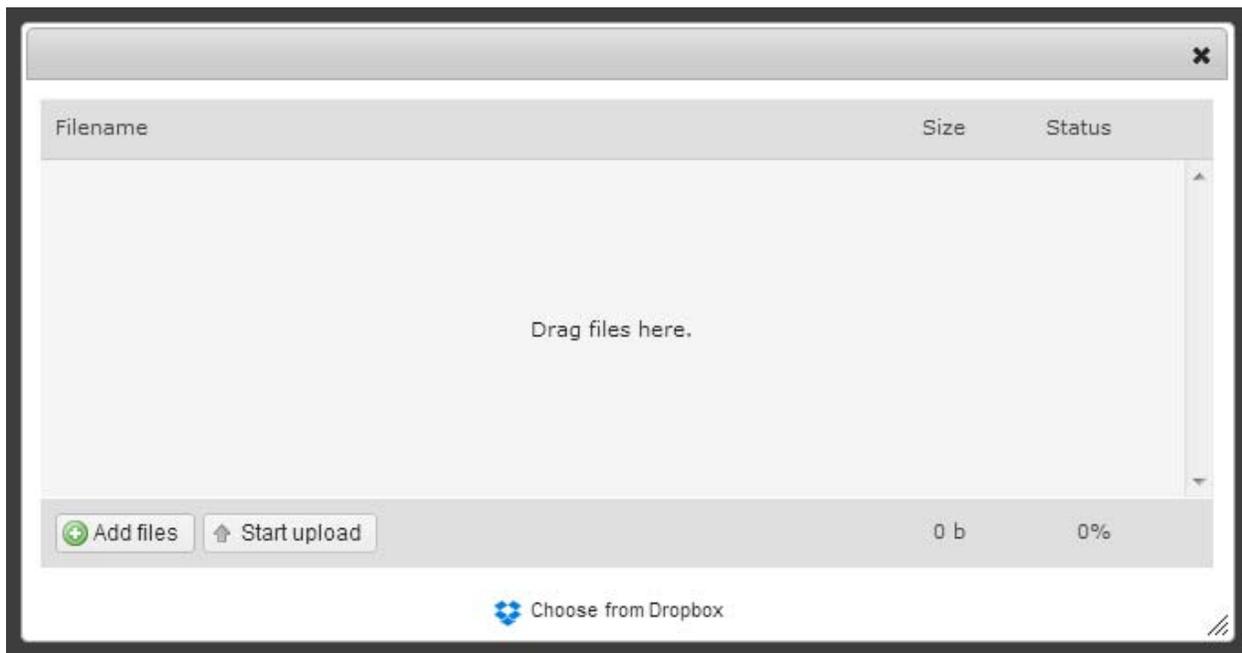
Click "Tax Documents".



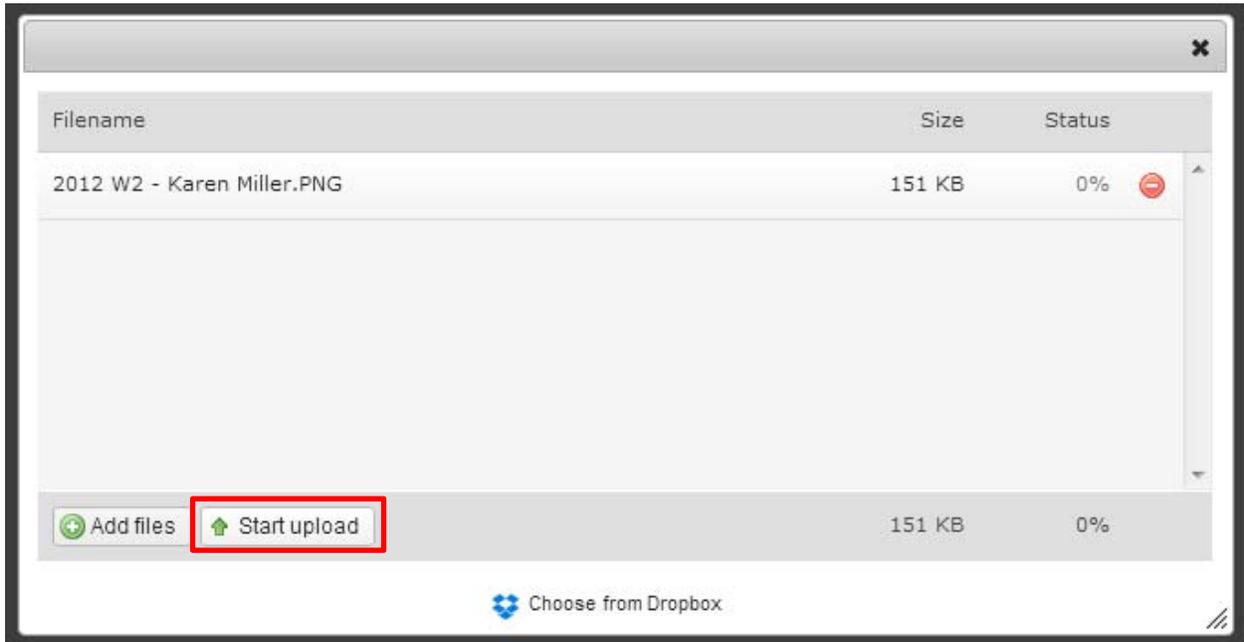
Click "Upload".



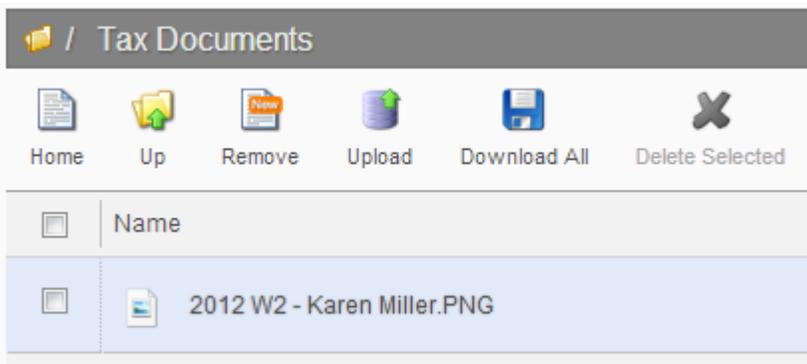
The window pictured below will appear. To upload files you can 1) drag and drop, 2) click the "Add files" button and browse to where you have the documents stored on your computer, or 3) upload them from Dropbox (you will be prompted to log into Dropbox). You can add and upload as many files as needed.



After the files have been added, they will show up in the window as pictured below. After all files have been added, click the “Start upload” button.



After your files are uploaded, the upload window will disappear and they will appear on the main page.



Your files have been uploaded to the portal successfully. After we have reviewed the documents we will contact you if we have any questions or if we need any additional information.

If you have any questions, please feel free to call us at (208) 356-3452 or email us at office@ssscpa.net.