

When you are signed up for Net Client you will get an email with a link to register your account. Click on the link and you will be guided through the registration process.



CERTIFIED PUBLIC ACCOUNTANTS & TECHNOLOGY CONSULTANTS

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Dear New User Client,

Please follow the instructions below to create your own NetClient On-Line Client Access for use in the secure delivery and exchange of tax returns and documents.

The registration page gives you the opportunity to create your own login and password. Please contact us if you have any difficulties ([secureportal@connollysteele.com](mailto:secureportal@connollysteele.com)).

Welcome to NetClient CS. Please click the following link to register your account.

[Register](#)

After you register your account, you can log in from the NetClient CS login page, which is available at [Login](#).

Thank you for using NetClient CS.

If you have provided your social security number you will be prompted to enter the last four digits for verification. If you have not provided your social security number this screen will be bypassed.



Please register your account.

Last 4 digits of EIN / SSN

Next

This screen allows you to create your username and password. As you type the password the site will evaluate your password for necessary complexity and all qualifications will go green when you have achieved proper complexity.



**Connolly,  
Steele &  
Company, P.C.**

NetClient CS

Online Secure Portal

Please register your account.

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When you have completed filling out the three fields click “Register” button.



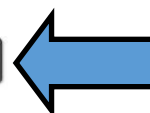
**Connolly,  
Steele &  
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NetClient CS


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Please register your account.

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After you register for your account you will be taken to a Login screen. Enter the username and password that you just created and click “Log In” button.



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Company, P.C.**

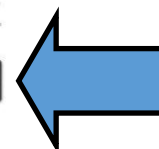
NetClient CS

Online Secure Portal

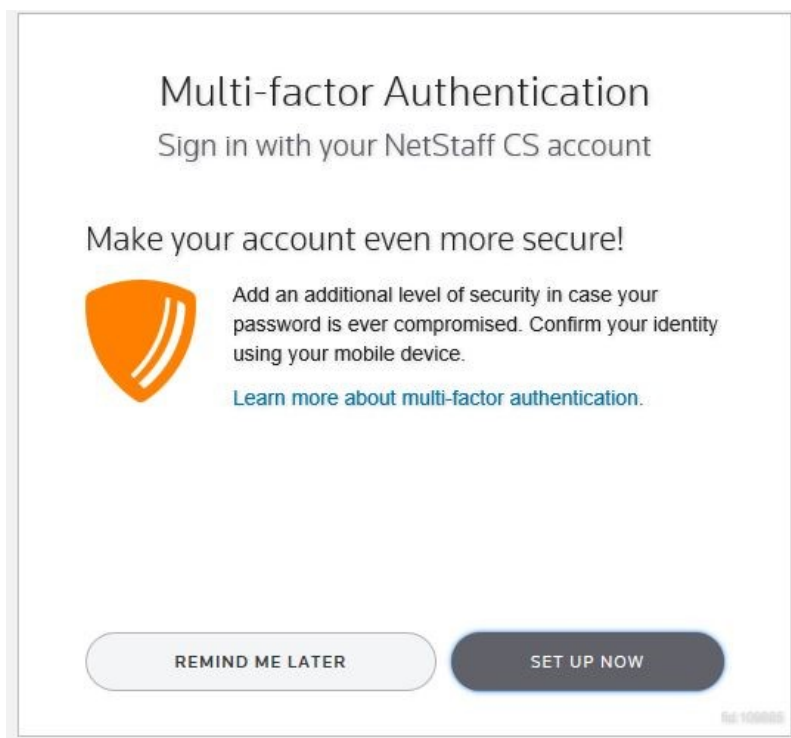
Please log in.

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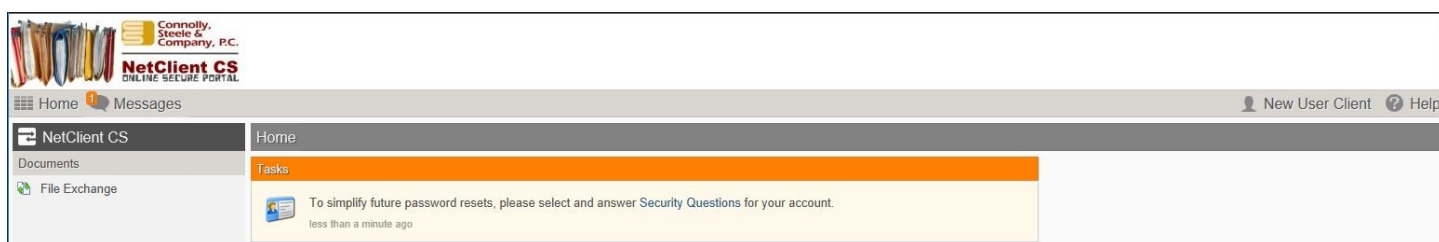
[Forgot password?](#)



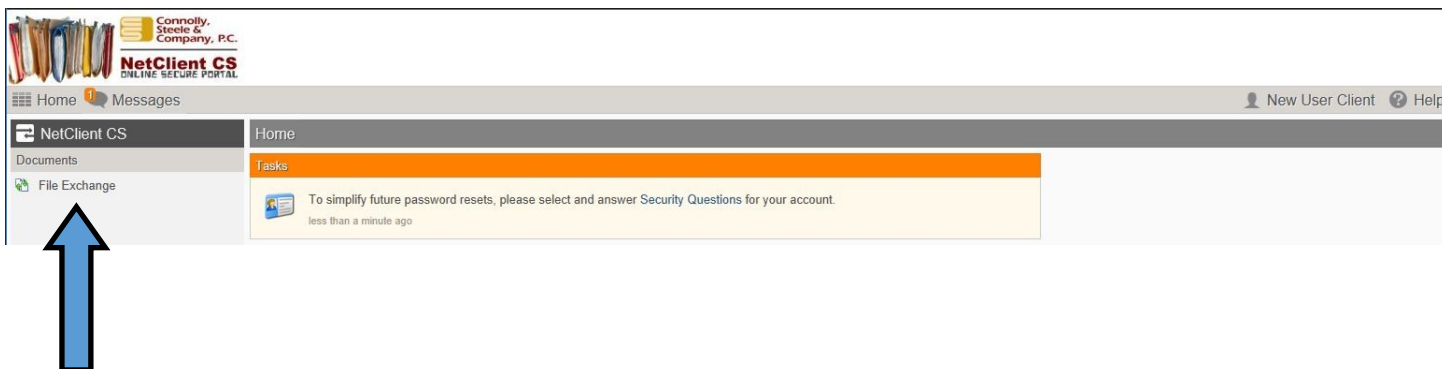
You will be given the option to set up Multi-factor Authentication which allows you to confirm your identity using your smartphone. This is optional.



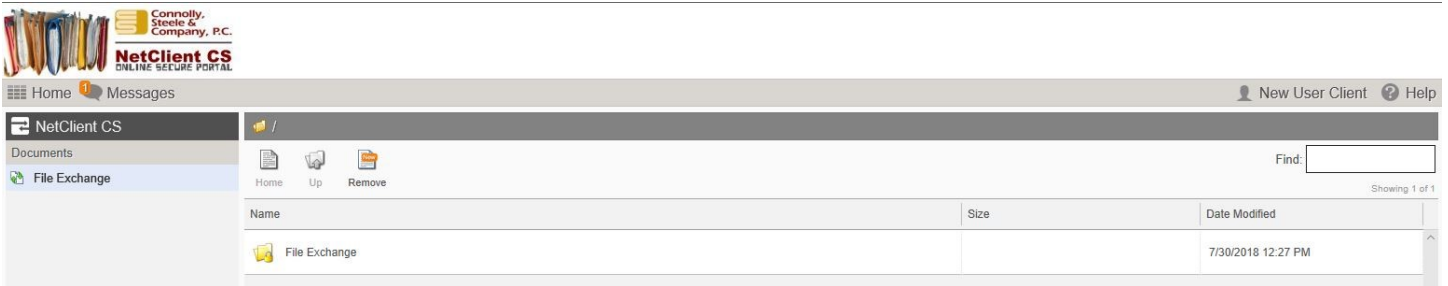
Upon entering Net Client you will arrive at the home screen.



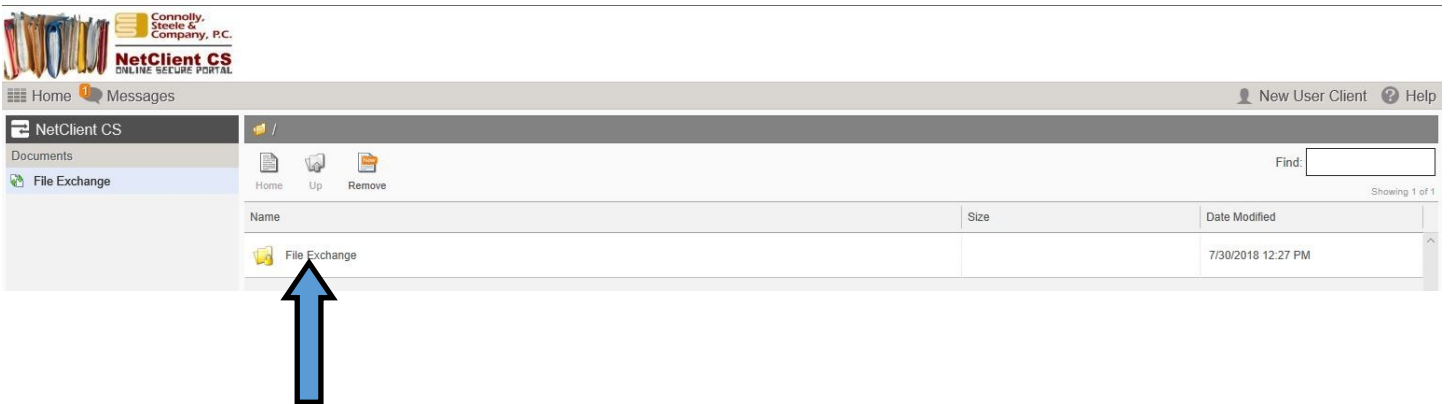
Click on "File Exchange" on the left.



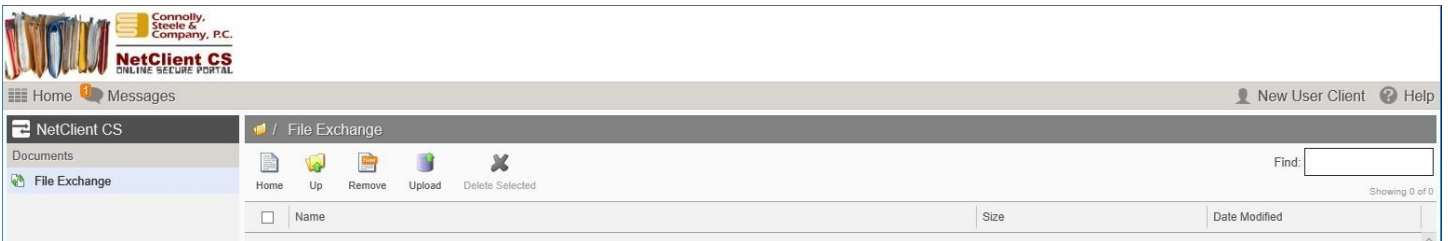
This will take you into the File Exchange portion of Net Client.



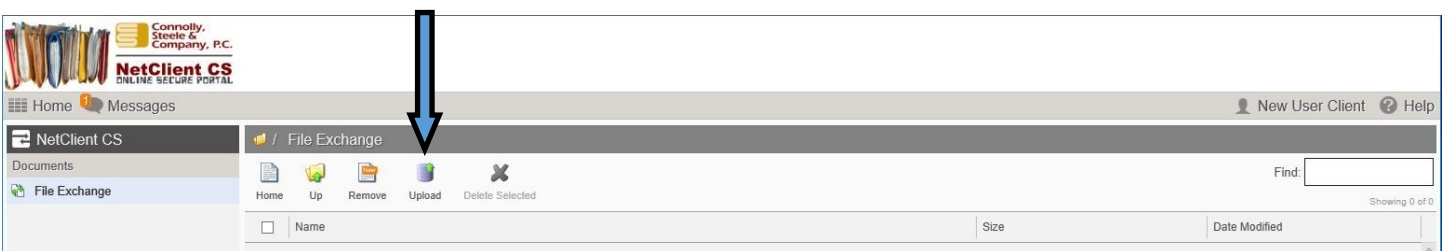
Click on the “File Exchange” folder.



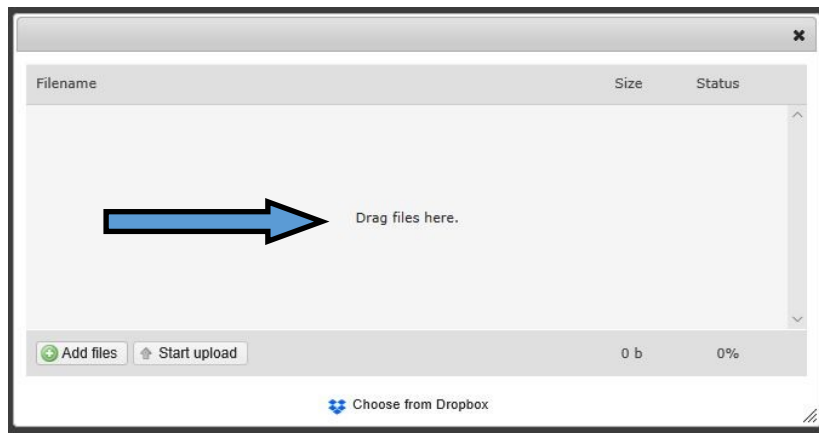
Once inside the File Exchange folder you will be presented with more options.



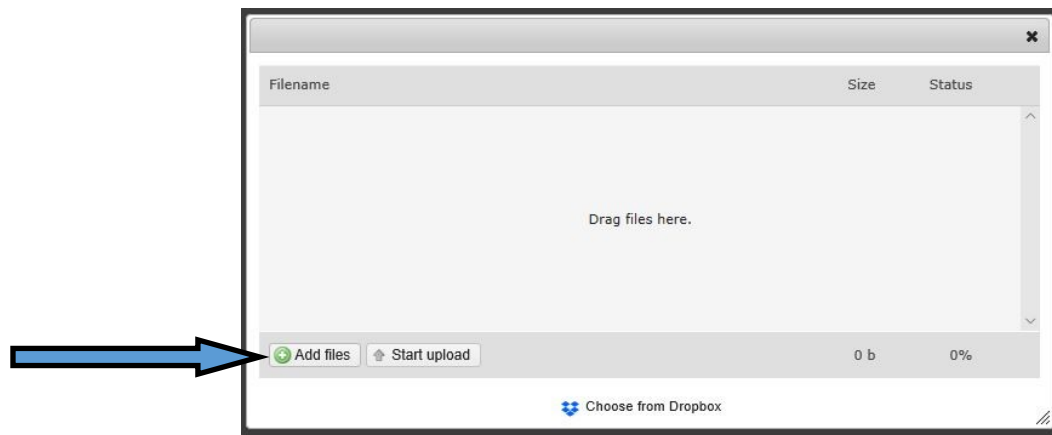
Click on “Upload”.



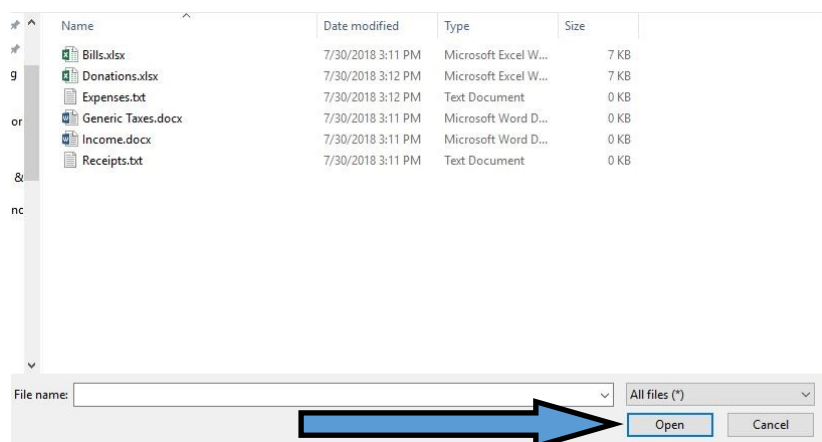
Clicking on Upload will give you an Upload pop-up. There are two way you can add files to be uploaded. One method is by dragging the files you want to upload to where it says “Drag Files Here”.



The other method is to click on the “Add Files” button.



Clicking on “Add Files” opens a browser windows by which you can select your file. Once the file is selected, click the “Open” button to add the file to the upload queue.



The files waiting to be uploaded will be listed in the box.



Click the "Start Upload" button to upload your files.



When the upload is complete the Upload pop-up will close and your uploaded files will be listed within the File Exchange folder.

