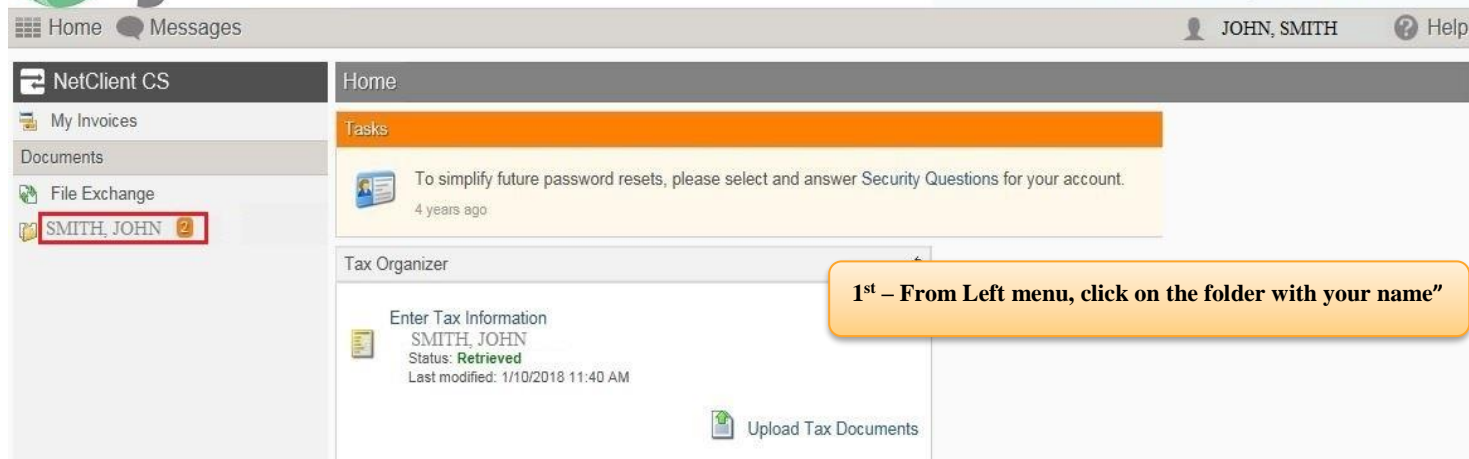


How to Access a File on www.jrrocpas.com

STEP BY STEP INSTRUCTIONS FOR DOWNLOADING YOUR DOCUMENTS



JRRO, LLP
325 E. Hillcrest Drive, Suite 215
Thousand Oaks, CA 91360



Home Messages JOHN, SMITH Help

NetClient CS

My Invoices

Documents

File Exchange

SMITH, JOHN 2

Home

Tasks

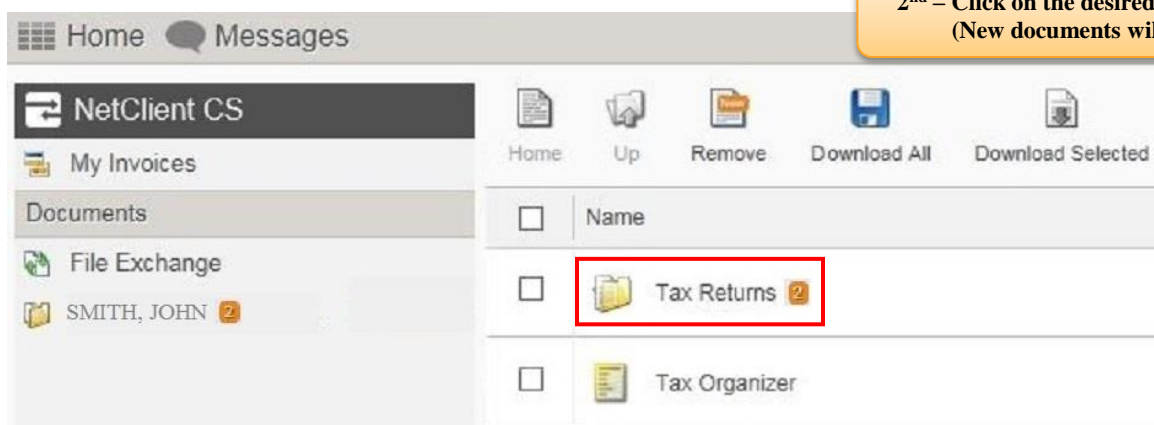
To simplify future password resets, please select and answer Security Questions for your account.
4 years ago

Tax Organizer

Enter Tax Information
SMITH, JOHN
Status: Retrieved
Last modified: 1/10/2018 11:40 AM

Upload Tax Documents

1st – From Left menu, click on the folder with your name”



Home Messages

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My Invoices

Documents

File Exchange

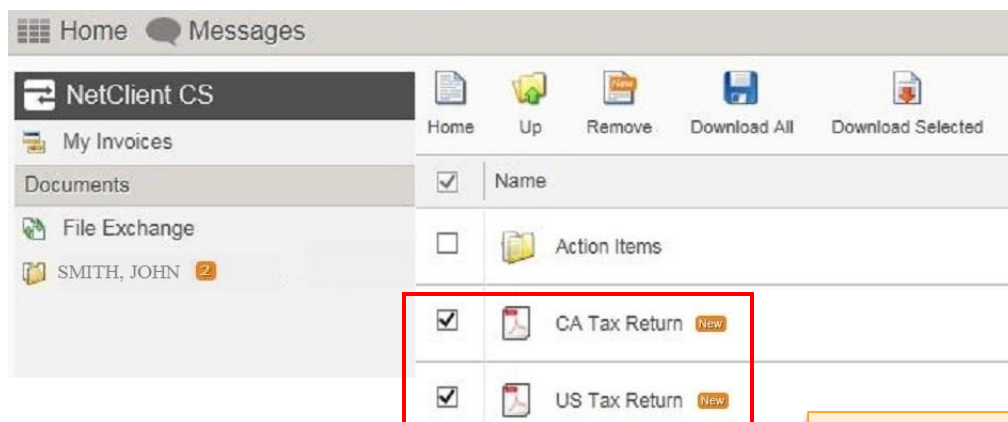
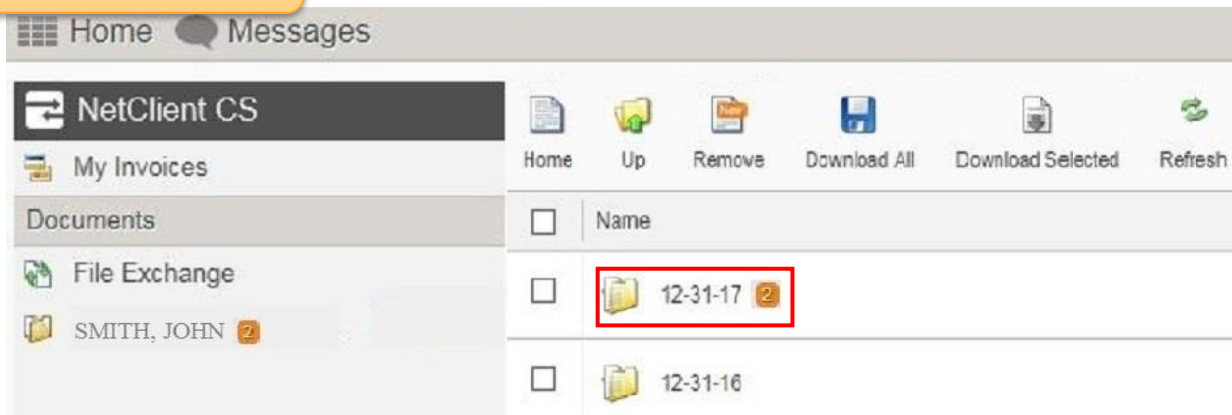
SMITH, JOHN 2

Home Up Remove Download All Download Selected

<input type="checkbox"/>	Name
<input type="checkbox"/>	Tax Returns 2
<input type="checkbox"/>	Tax Organizer

2nd – Click on the desired folder to open it
(New documents will have an orange notification)

**3rd – Click on the desired folder to open it.
(Some folders are sorted by date)**



4th – Click on the box next to file

5th – Click on “Download Selected”



6th – To save files to your computer, select “Open” and drag them to a designated folder or onto your desktop

***This allows you to save them without using a zip file, and they are easy to find**

-Please contact our office if you have any questions-