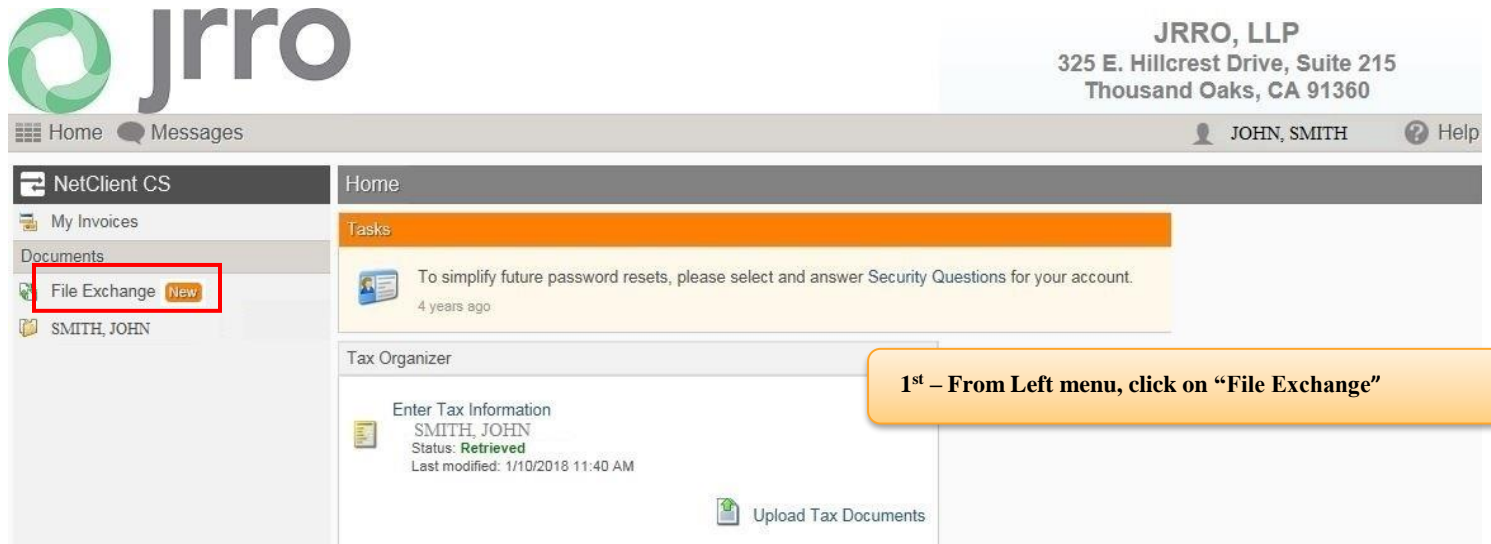
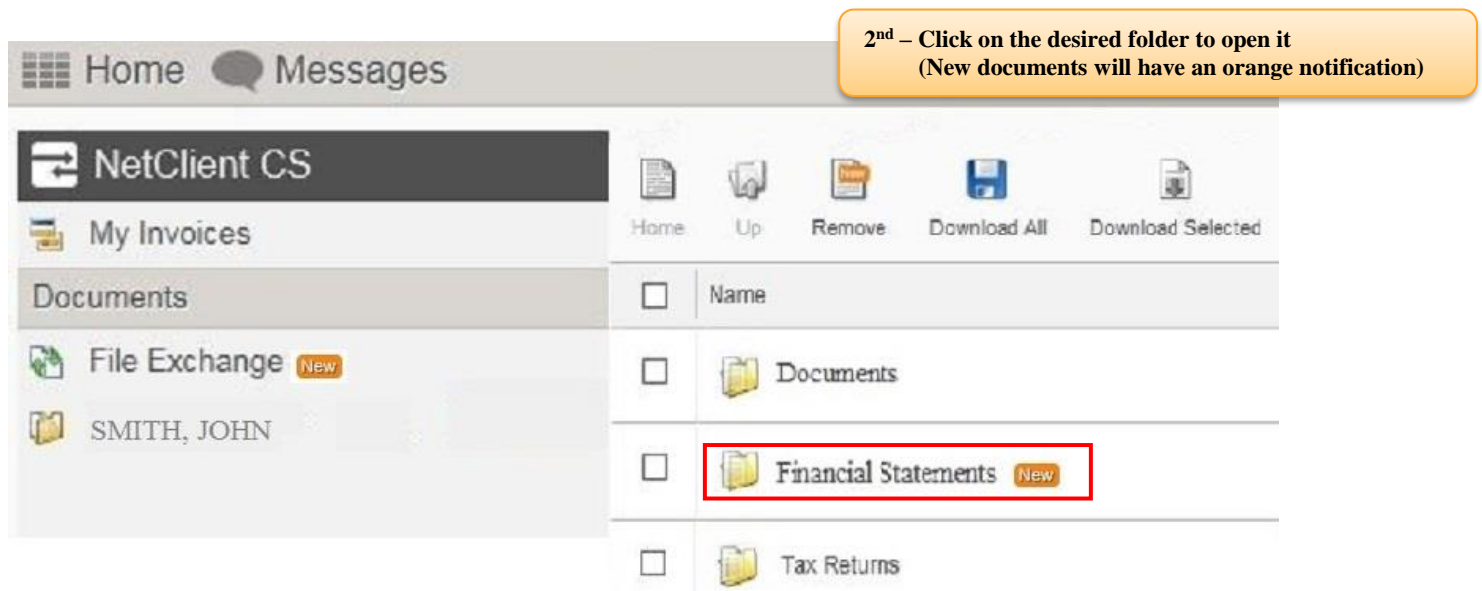


How To Access A File On www.jrrocpas.com

STEP BY STEP INSTRUCTIONS FOR DOWNLOADING DOCUMENTS FROM FILE EXCHANGE

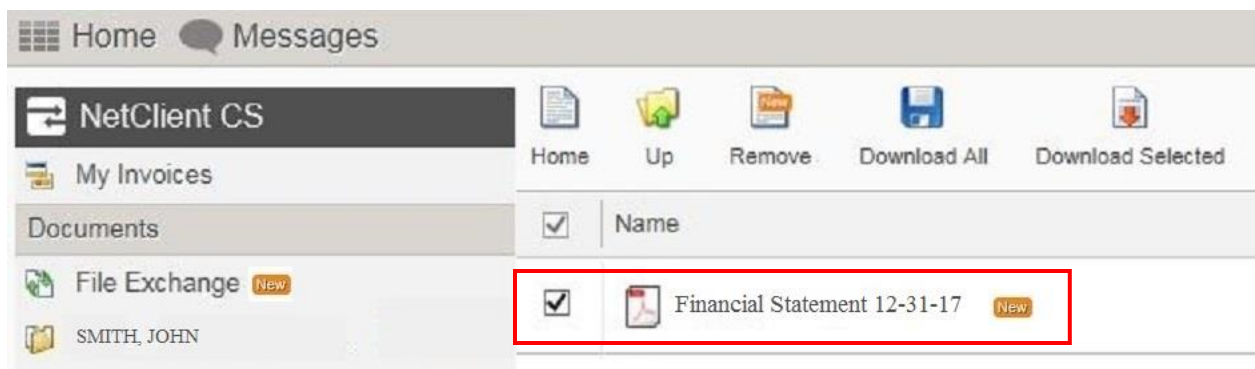
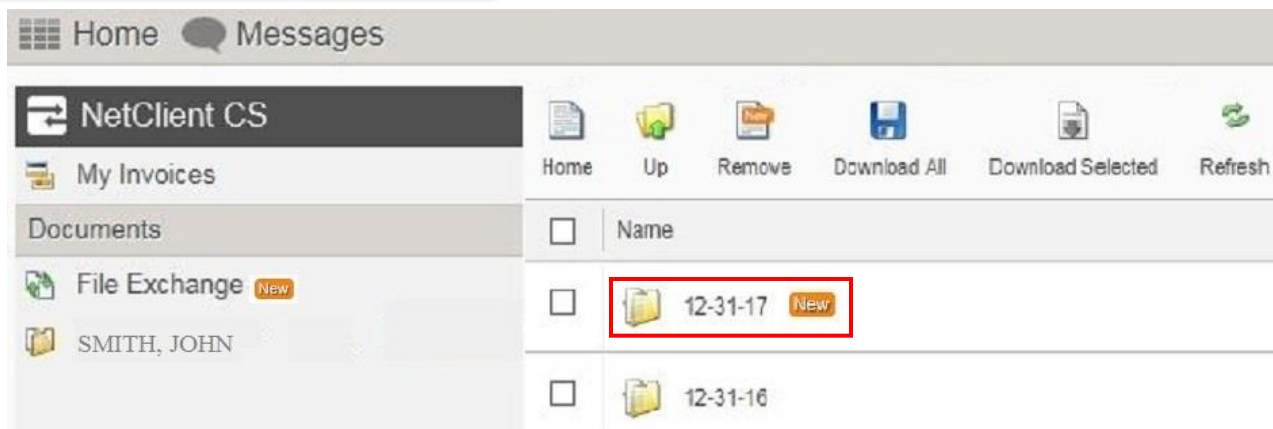


The screenshot shows the NetClient CS interface. The left-hand navigation menu is expanded to show 'Documents', with 'File Exchange' highlighted by a red box and a 'New' notification badge. The main content area shows a 'Tasks' section with a message about security questions and a 'Tax Organizer' section with tax information for SMITH, JOHN. An orange callout box on the right says: "1st – From Left menu, click on “File Exchange”".



The screenshot shows the NetClient CS interface with the 'File Exchange' folder expanded. The left-hand navigation menu shows 'File Exchange' with a 'New' notification badge. The main content area shows a file explorer view with a table of folders: 'Documents', 'Financial Statements' (highlighted with a red box and a 'New' notification badge), and 'Tax Returns'. An orange callout box on the right says: "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-