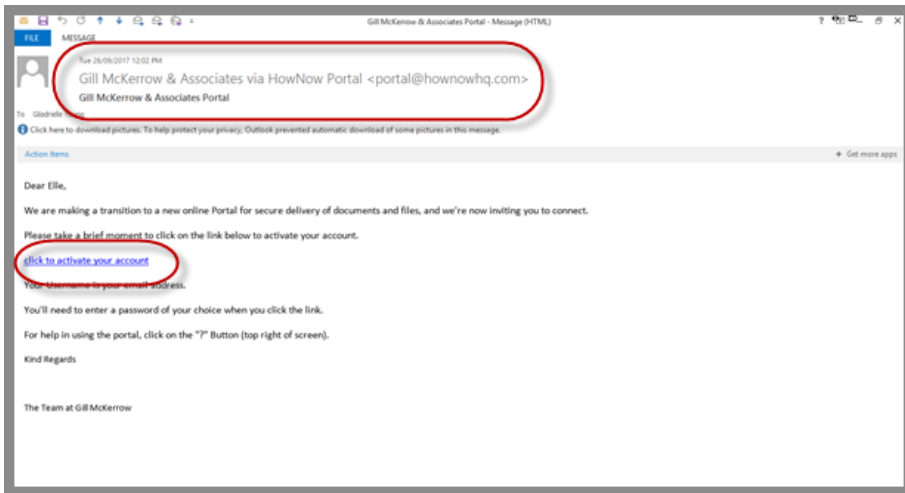


# Welcome to our client portal

Some assistance to get you started.

You will receive an email invitation with a link to activate your account. Please note that you may find this in your junk folder. You are looking for an email from the following address [portal@hownowhq.com](mailto:portal@hownowhq.com) Scroll down through the welcome email and click on the link as shown.

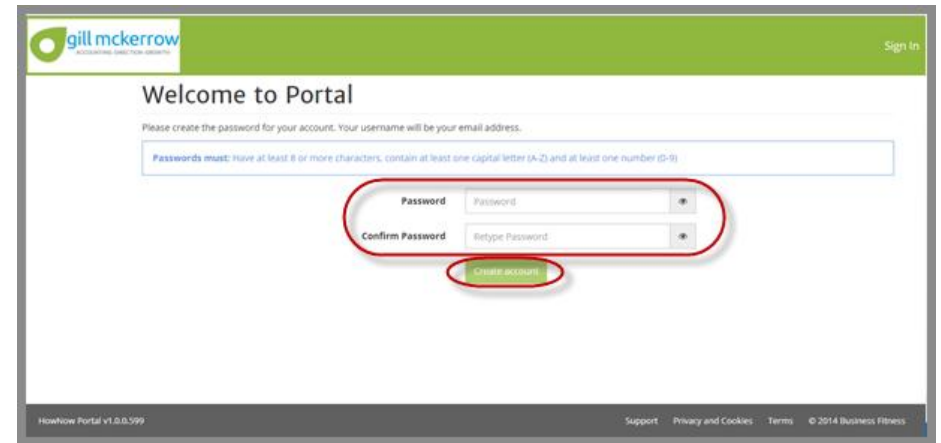


Clicking on the link will take you through to the portal where you will be asked to set up your login password. Passwords must be:

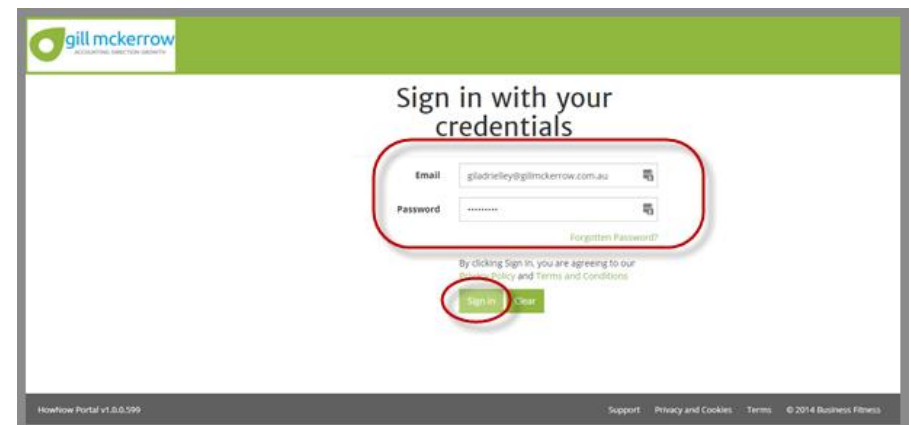
- At least 8 characters
- Contain at least one capital letter (A-Z)
- Contain at least one number (0-9)

You will need to type it exactly the same into the two boxes shown and keep this password securely with your other passwords.

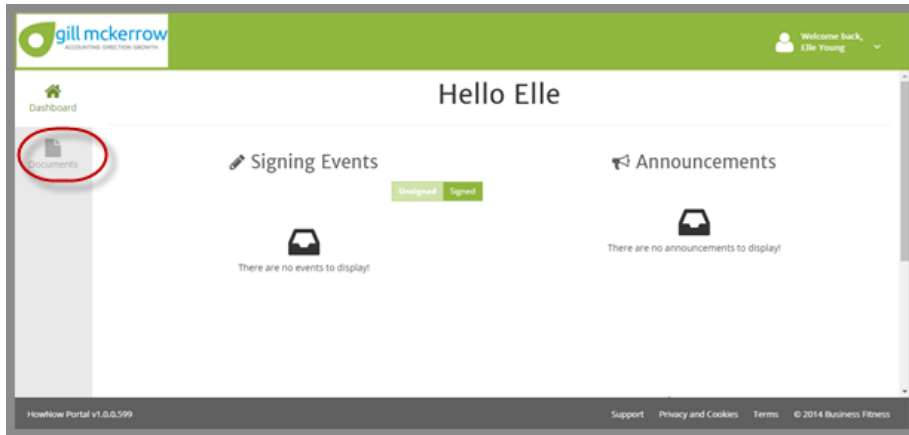
Then click the green create account button



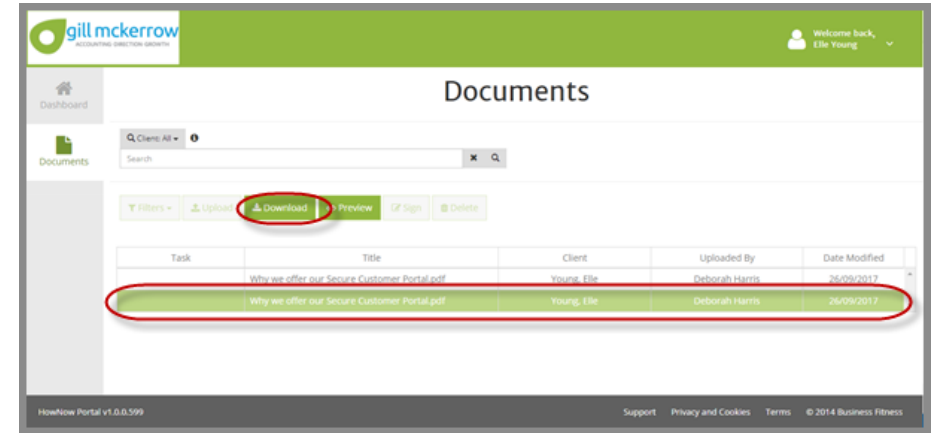
You will then be prompted to sign in using your email and the password you just created. Click Sign In.



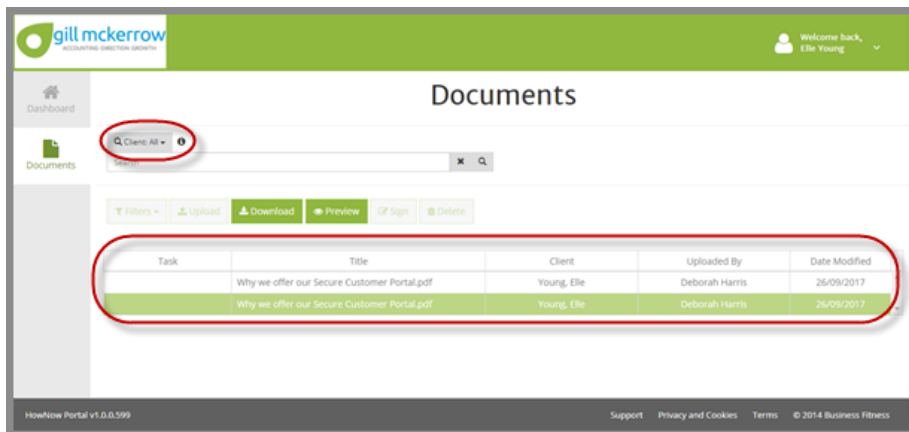
The site opens on the dashboard screen. To view your documents, click on the Documents icon on the left hand side of the page.



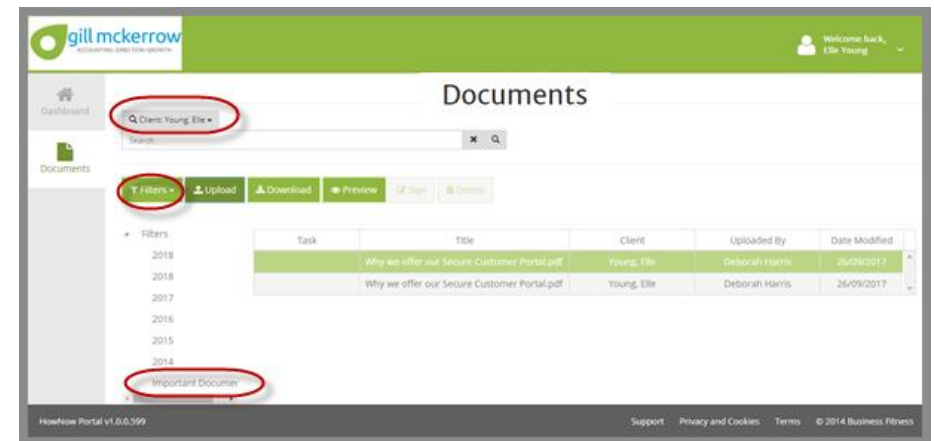
You can download a copy of any documents by simply highlighting the document and clicking on Download



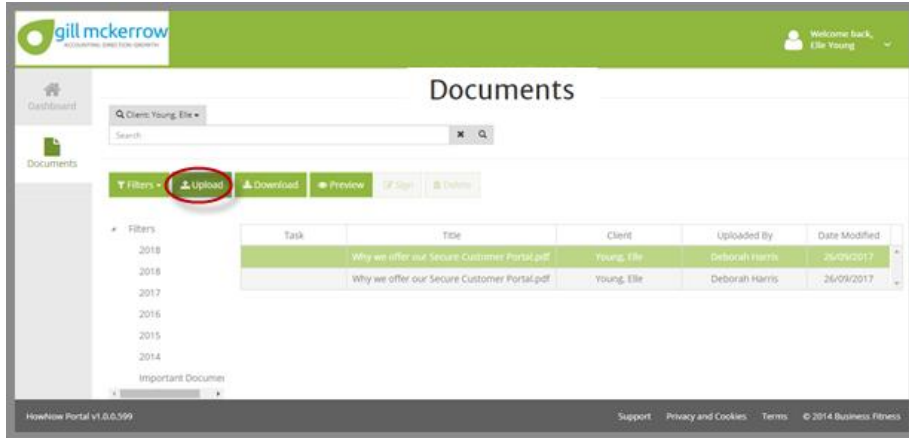
The documents from any entity you have been given access to are visible as links on the screen although you can filter those for a specific entity by clicking on the Client All drop down shown at the upper left of the screen. Select the entity you wish to see.



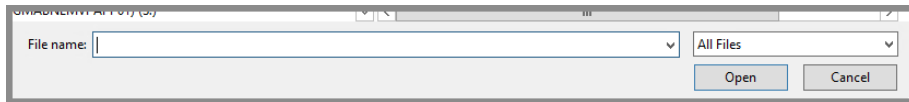
To upload documents you will need to choose the entity or person these files are for, and also select the year or other filter. Think of this as a digital filing cabinet.



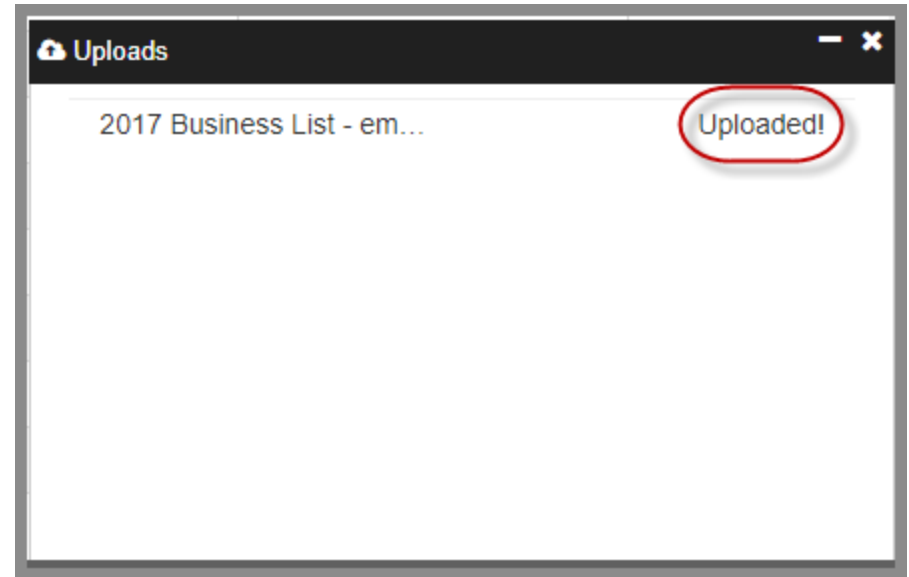
When you have chosen the right place to file, click Upload



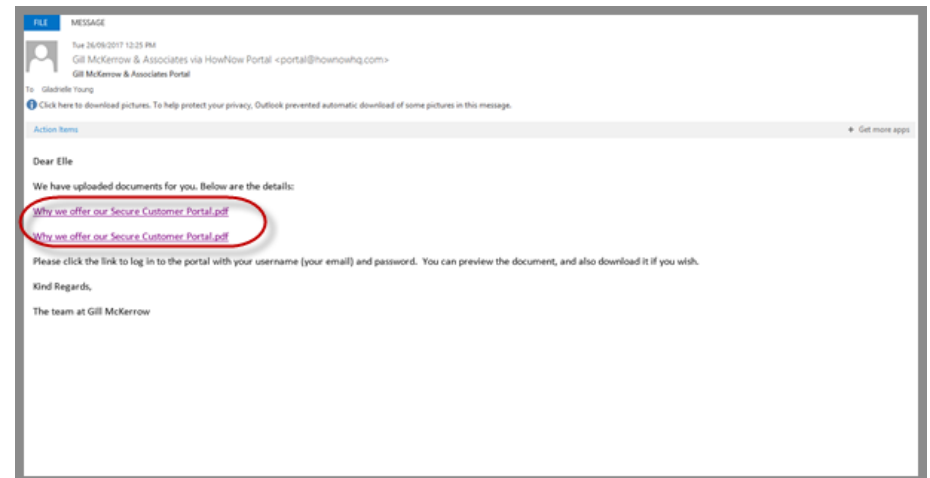
and the screen will prompt you to find your files on your computer and click Open.



Your documents will automatically come through and be stored in our digital filing system with a notification to our staff that your documents have arrived. You will know they have successfully uploaded when you see this message.

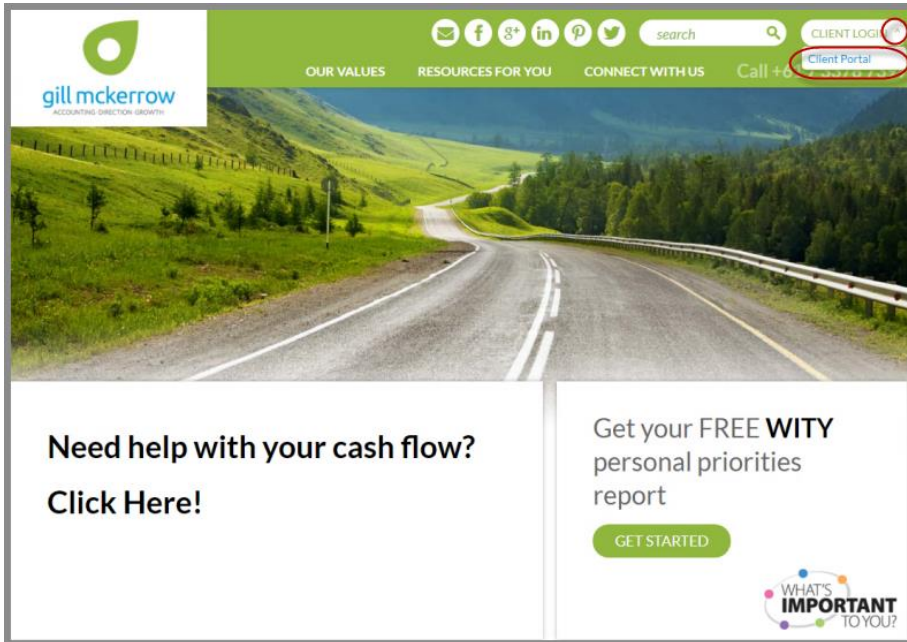


Whenever we have documents for you, you will receive an email with links to the document.



And you can go ahead and upload things throughout the year to the portal by accessing it through the Client Login section on our website. [www.gillmckerrow.com.au](http://www.gillmckerrow.com.au)

Regards from the team at Gill McKerrow. If you need any further assistance, please use the contact information shown below.



gill mckerrow  
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CLIENT LOGIN  
Client Portal

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WHAT'S  
IMPORTANT  
TO YOU?



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PO Box 4, Indooroopilly, 4068  
Phone 07 3378 7399 | Fax 07 3878 1799 |  
Email: [info@gillmckerrow.com.au](mailto:info@gillmckerrow.com.au)  
Web: [gillmckerrow.com.au](http://gillmckerrow.com.au)

So now you can save all the tax documents and other important files to a secure online portal throughout the year so that at tax time you don't need to waste time and energy finding your documents, they will already be here.

Thank you for choosing to use the secure online portal.