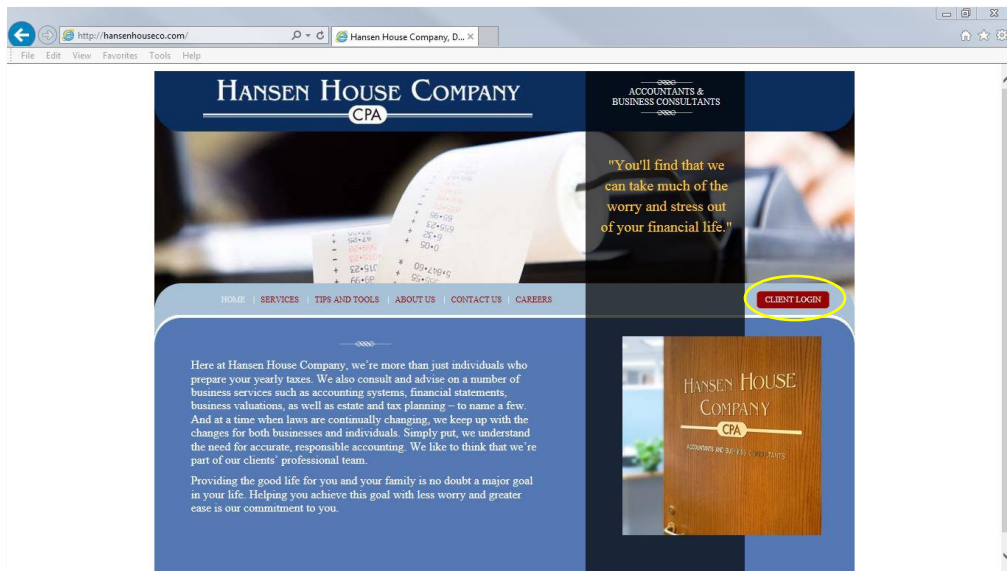


Hansen House Company Portal Instructions

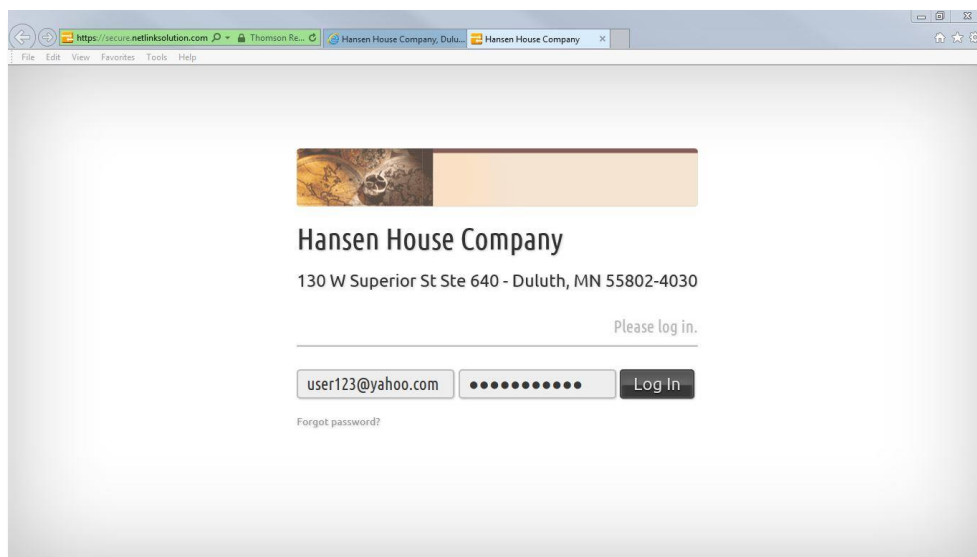
After providing Hansen House Co. with your email address, we will set up a portal for you. You will get an email notification once we activate your portal. There will be a link in the registration email to follow. From there, you will be lead to a page to set up your login name (please use your email address) and a password that only you know (if you forget this, you can reset your password, or have Hansen House set a default password for you. Call 218-722-1161 or email aterch@hansenhouseco.com).

To log into your portal after you have registered:

Go to www.hansenhouseco.com and click the red "Client Login" button on the right-hand side of the page

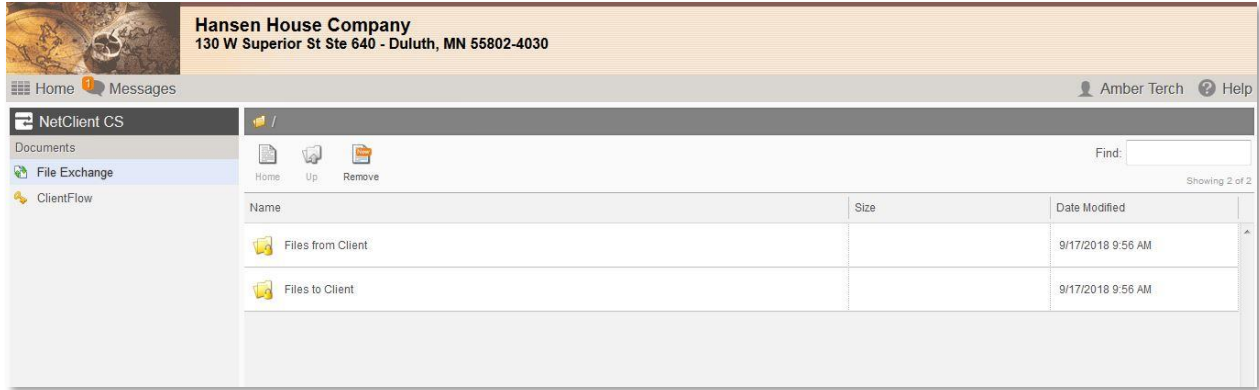


Enter your login name and password



Passwords will need to be updated every 90 days.

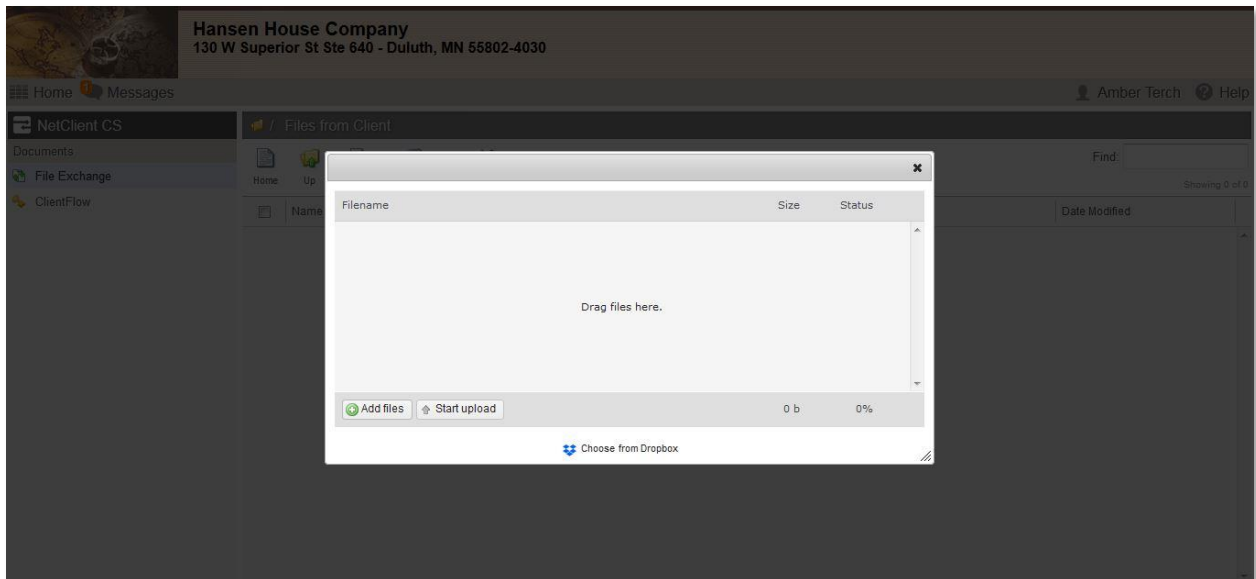
Once in the portal, there will be a “Files from Client” folder and a “Files to Client” folder. To upload documents to us, click the “Files from Client” folder.



Once in the folder, you will see the “upload” button on the menu bar.

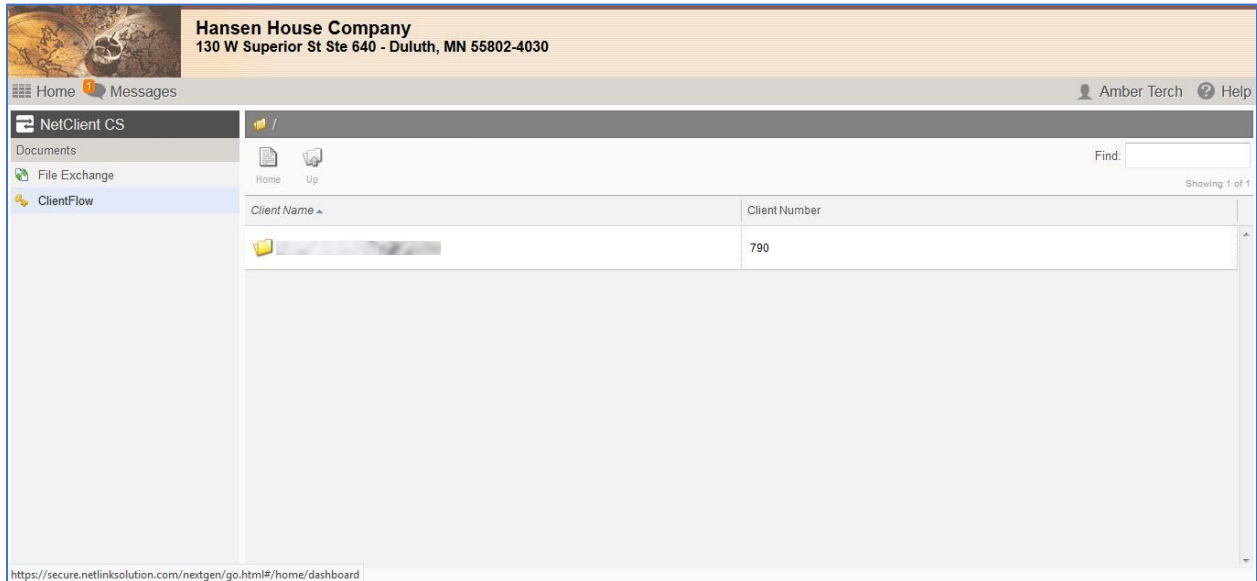


A new prompt window will appear to choose what files you'd like to upload. Pick your files then click the Start Upload button

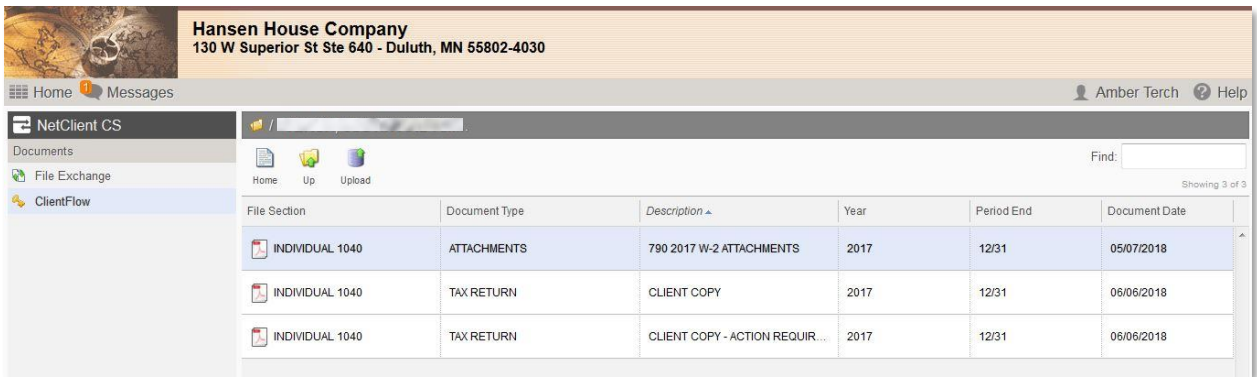


Hansen House will be notified when you upload any documents to the portal.

To access your tax returns we have published (you will receive an email notification if we publish documents to your portal), you go to “ClientFlow” on the left-hand menu



There you will see a folder with your name on it. Within the folder, there will be pdf files of a copy of your tax return (Client Copy) and file that contains the Hansen House letter, Form 8879 (which needs to be returned to us to file), and any other information we need to give you called (Client Copy – Action Required).



PDF files should open a new browser window. From there, you download or print the document. You may do this at any time you'd like. Reminder, to file your return, we need Form 8879 (Authorization to E-File) signed and returned to us. You can either upload it to the portal or email it to: aterch@hansenhouseco.com.