

Changes to BRSW's Client Portal

Due to software upgrades, we would like to make you aware of some changes to your NetClient portal account. These changes will affect how you view and upload documents on the portal.

Accessing your documents

1. You will receive an email from BRSW notifying you that a document has been uploaded to the portal.

From: Bashore Reineck Stoller & Waterman Inc <no-reply@thomsonreuters.com>

Sent on: Thursday, October 31, 2024 3:01:32 PM

To: Undisclosed recipients,;

Subject: GoFileRoom - [REDACTED] - A document has been published to your BRSW portal

[Click here to view the GoFileRoom document.](#)

Drawer: Clients

| Document Id | Client Name | Client Number | File Section | Document Type | Description | Year | Period End | Document Date |
|-------------|-------------|---------------|--------------|---------------|------------------|------|------------|---------------|
| 00000004M7 | [REDACTED] | [REDACTED] | PAYROLL | 941 DEPOSITS | EFTPS 11/01/2024 | 2024 | 11/30 | 2024-11-01 |

ID 7: document was published

2. Select [Click here to view the GoFileRoom document](#) and you will be redirected to the portal login page.
3. Once you login, you will see a list of documents that have been uploaded by your accountant. You can sort these documents by File Section, Document Type, Description, Year, Period End, or Document Date by clicking the header.

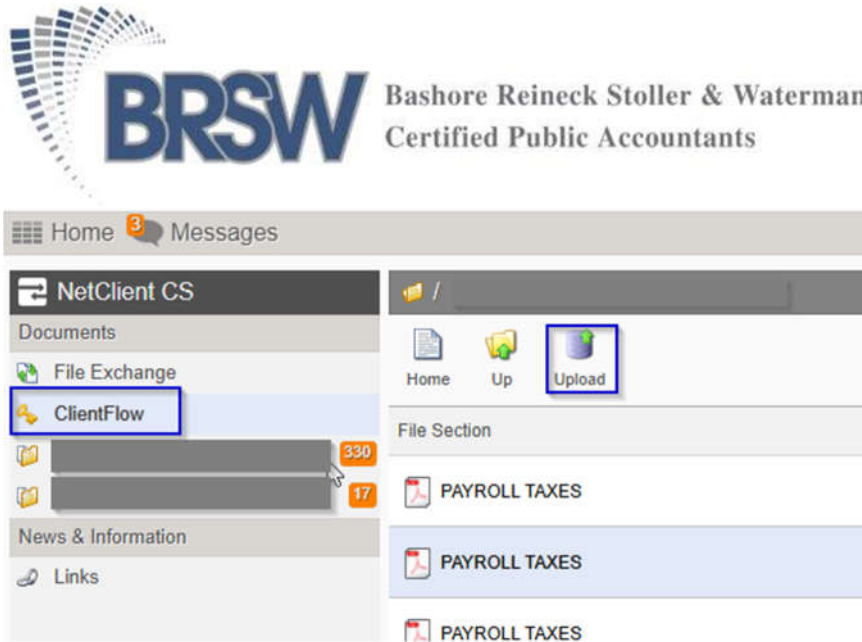
The screenshot shows the BRSW Client Portal interface. At the top left is the BRSW logo and the text "Bashore Reineck Stoller & Waterman Inc Certified Public Accountants". Below the logo is a navigation menu with "Home" and "Messages". The main content area displays a list of documents with columns for File Section, Document Type, Description, Year, Period End, and Document Date. The first document is highlighted in blue.

| File Section | Document Type | Description | Year | Period End | Document Date |
|---------------|---------------|------------------|------|------------|---------------|
| PAYROLL | 941 DEPOSITS | EFTPS | 2024 | 10/31 | 10/16/2024 |
| PAYROLL TAXES | TAX RETURN | EFTPS 09/02/2024 | 2024 | 09/30 | 10/04/2024 |
| PAYROLL TAXES | TAX RETURN | EFTPS 09/02/2024 | 2024 | 09/30 | 10/04/2024 |

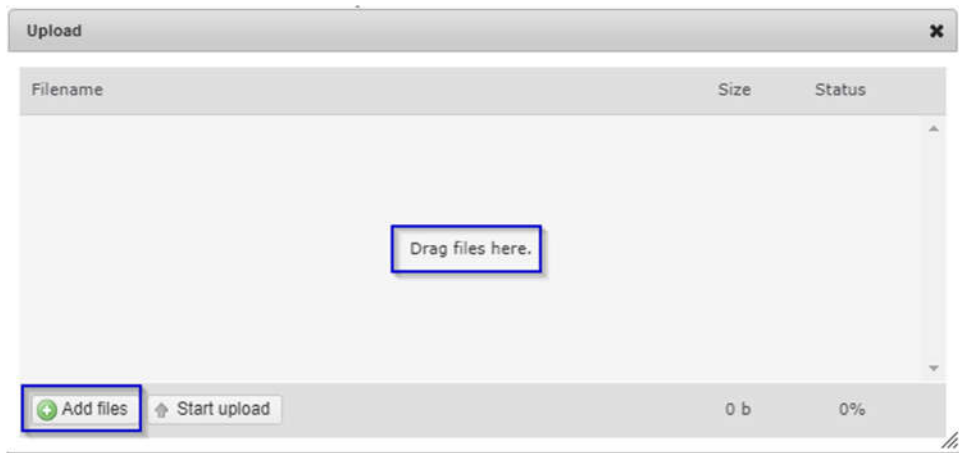
4. Click anywhere on the document line to view.

Uploading documents

1. To send documents to BRSW, log into your portal account and select Client Flow on the left.
2. Select the folder you would like to upload documents to. These folders will either be for your personal or business account(s).



3. Click the Upload button.
4. An Upload box will appear. Either drag your files into this box or click Add files. Once the files have been added, click Start Upload and your files will be automatically sent to BRSW.



PLEASE NOTE: If you are uploading a Quickbooks or Peachtree backup, you will need to continue uploading those through File Exchange. For all other documents, please use the new ClientFlow section.