When you are signed up for Net Client you will get an email like this one with a link to register your account. **GO TO YOUR EMAIL AND CLICK ON THE LINK** (Do not click on the link below as it is not a live link) and you will be guided through the registration process.

CONNOLLY STEELE + COMPANY

1010 ohio river boulevard   pittsburgh, pa 15202   412.761.9180
connollysteele.com | accountants + advisors

Dear New User Client,

Please follow the instructions below to create your own NetClient On-Line Client Access for use in the secure delivery and exchange of tax returns and documents.

The registration page gives you the opportunity to create your own login and password. Please contact us if you have any difficulties (secureportal@connollysteele.com).

Welcome to NetClient CS. Please click the following link to register your account.
Register

After you register your account, you can log in from the NetClient CS login page, which is available at Login.

Thank you for using NetClient CS.

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This screen allows you to create your username and password. As you type the password the site will evaluate your password for necessary complexity and all qualifications will go green when you have achieved proper complexity.

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NetClient CS

Online Secure Portal

Please register your account.

Create Login

Create Password   Confirm Password   Register

When you have completed filling out the three fields click "Register" button.

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NetClient CS

Online Secure Portal

Please register your account.

| TAccount | | |
| •••••••••••••• | •••••••••••••• | **Register** |

After you register for your account, you will be taken to a Login screen. Enter the username and password that you just created and click "Log In" button.
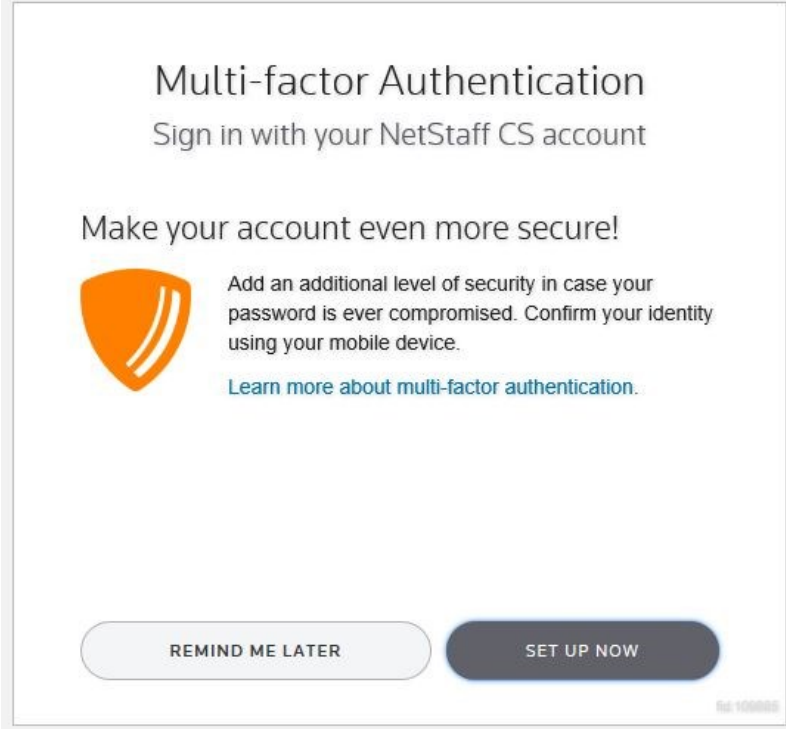
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NetClient CS

Online Secure Portal

Please log in.

| TAccount | ••••••••••••• | **Log In** |

Forgot password?

You will be given the option to set up Multi-factor Authentication which allows you to confirm your identity using your smartphone. **THIS IS OPTIONAL**.

Multi-factor Authentication
Sign in with your NetStaff CS account
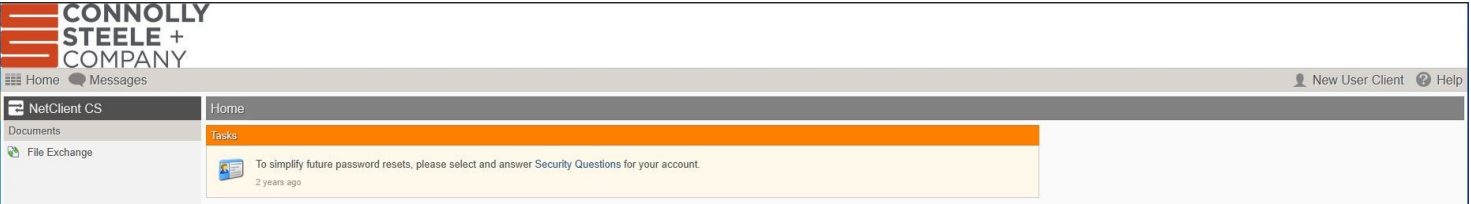
Make your account even more secure!

Add an additional level of security in case your password is ever compromised. Confirm your identity using your mobile device.

Learn more about multi-factor authentication.

REMIND ME LATER | SET UP NOW

Upon entering Net Client you will arrive at the home screen.

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Home Messages   New User Client Help
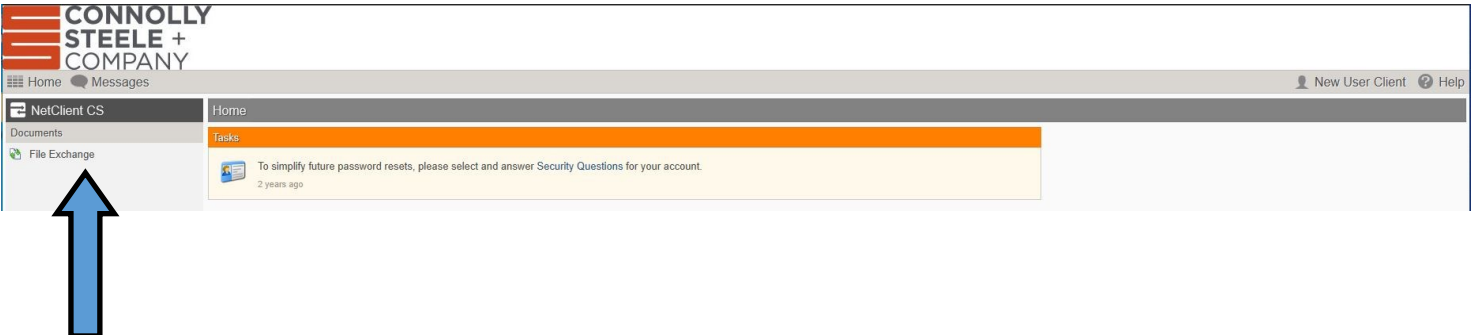
NetClient CS | Home
Documents | Tasks
File Exchange | To simplify future password resets, please select and answer Security Questions for your account.
2 years ago

Click on "File Exchange" on the left.

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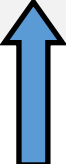Home Messages   New User Client Help
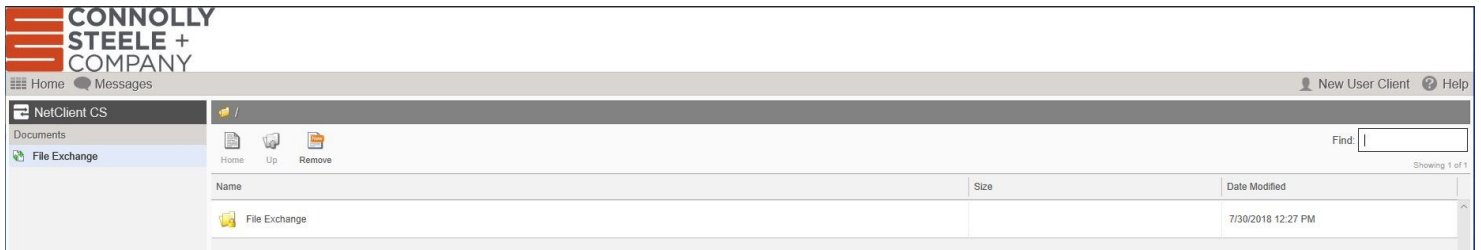
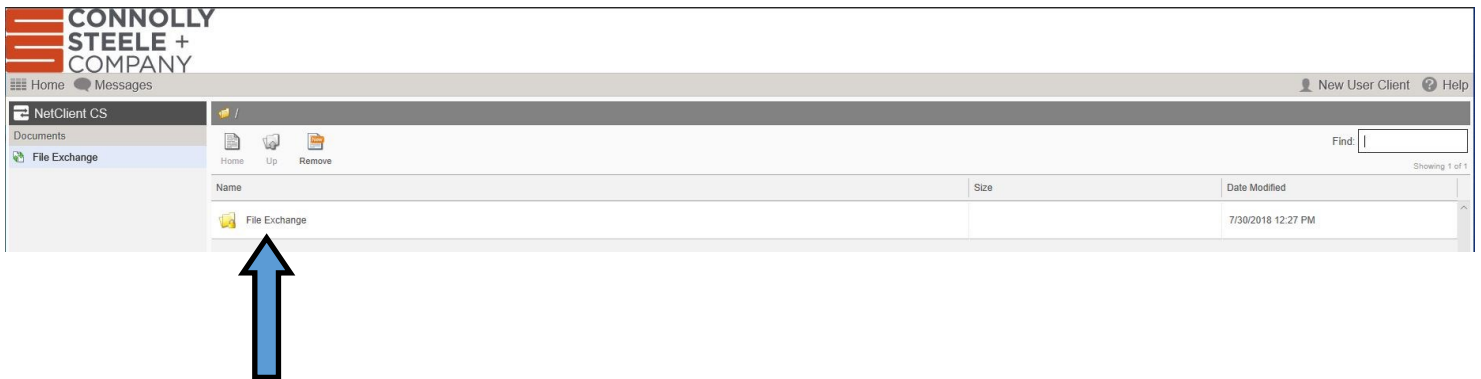NetClient CS | Home
Documents | Tasks
File Exchange | To simplify future password resets, please select and answer Security Questions for your account.
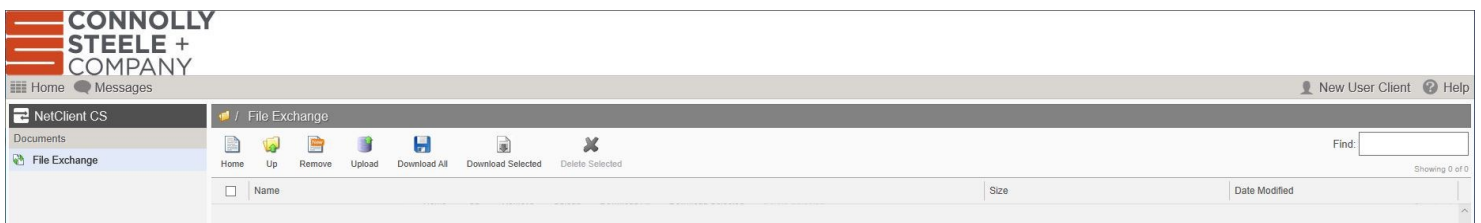2 years ago

This will take you into the File Exchange portion of Net Client.

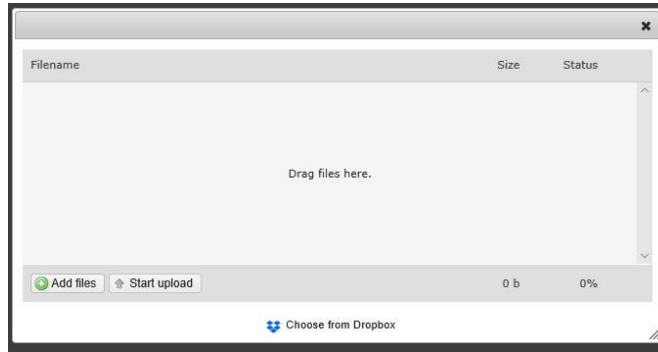Click on the "File Exchange" folder.

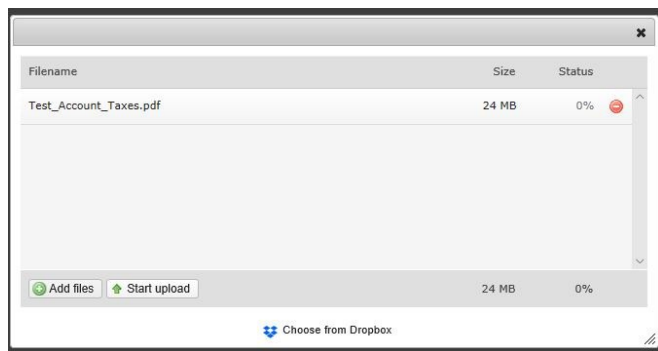Once inside the File Exchange folder you will be presented with more options.

Click on "Upload".

Clicking on Upload will give you an Upload pop-up. Drag the files you want to upload to where it says "Drag Files Here".

The files waiting to be uploaded will be listed in the box.

Click the "Start Upload" button to upload your files.

When the upload is complete the Upload pop-up will close and your uploaded files will be listed within the File Exchange folder.