



Thank you for using SecureFile Pro. SecureFile Pro is a web-based portal that allows you to access tax documents/returns and offers a secure method for sending your supporting tax documents to Breedden & Associates, LTD. from the privacy of your home.

To view or print your documents, please follow the instructions below:

New Users:

1. An email will be sent to the email address you have provided. Click on the link to open SecureFile Pro.
2. Please enter the last four digits of the SSN or EIN of the primary taxpayer.
3. Create a password for your account. The password must contain an upper case letter, a lower case letter, a number, and a special character (such as !, #, \$, etc.).
4. Click the Submit button. The Sign In screen displays.
5. Enter your username and password and click the Sign In button.
6. When the home page displays, notice the My Folder menu to the left. Click **Documents from Preparer**.
7. In the right window, your documents should appear. Click the **Download** link for a document.
8. Select to open or save the file.
9. If you select Save, follow the normal procedure you use when saving a file to your computer.
10. As an extra security measure, we password protect each document placed on the portal. Please call our office at 309-691-3654 to receive your password.

Existing/Returning Users:

1. Open the following webpage: <https://breedencpa.securefilepro.com/portal/login.aspx>
2. Please follow steps 5-10 shown above.

To submit a document to your tax preparer, please follow the instructions below:

1. Print off the documents requiring a signature, sign and scan to your computer. Open webpage listed above using the user name and password created in Step 3 above.
2. Click the **Documents to Preparer** link under the My Folder section.
3. In the right window, click the **Upload** button.
4. Click the **Select** button to search for the file you would like to upload.
5. The file should display under the button. Click the **Upload** button.
6. The file will display in the right window. You have the opportunity at this time to rename or delete the file if necessary.
7. Your tax preparer will be notified that a file is ready for downloading from you.
8. If you do not have the capabilities of scanning your signed documents, you may mail back the originals or fax back to our office at (309) 691-6315.

You will need Adobe Acrobat Reader to view and print your documents. If you do not have Adobe Acrobat Reader, you can download the program from the internet. If you have any additional questions, please contact our office at (309) 691-3654.

Sincerely,

Breedden & Associates, Ltd.