

## **TO ACCESS THE CLIENT PORTAL:**

1. Go to [www.dBilgerCPAs.com](http://www.dBilgerCPAs.com)
2. Click the [Client Portal] tab on the navigation bar
3. Click [CLICK HERE TO LOGIN] – you will be directed to the Client Portal Login screen
4. Enter the primary taxpayer's SSN (no dashes)
5. Click < Need a Password or Forgot Password?>

Follow the instructions on the screen ... you will be prompted to enter your email address – USE THE PRIMARY taxpayer's email address and primary taxpayer's SSN (no dashes), then Click <GO>. A temporary password will be sent to your primary email account.

6. Click <GO> - you will be redirected to the Client Portal Login screen
7. Enter the primary taxpayer's SSN (no dashes), then enter your system generated temporary password - Click <GO>
8. You will immediately be directed to change your password to a unique password.
9. IMPORTANT: when you're done using the portal, click <Logout>

Having difficulty logging in? Contact our office at 215-536-1040.