

STEPS FOR CLIENTS TO CREATE THEIR DEMINNO CPA PORTAL ACCOUNT & SEND DOCUMENTS

1. Call our office and request access to the portal
2. Once you receive our email invitation, follow the instructions, and create your password (your username will be provided)
3. Log into Secure File Pro using the URL **deminnotax.securefilepro.com**
4. On the left-hand side, click on **Files**
5. Navigate to the **To Preparer** section
6. Click **Upload** to select the documents you have stored in your computer
7. Click **Open**
8. Click **Upload Files**
9. You will then receive a confirmation alert that your files were uploaded to us