



Enrolled Agent Tax Experts LLC

US Treasury Department Licensed Tax Practitioners

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How to Remember your Username (your email)

1. Be sure to have an account setup by your EA Tax Experts representative and have already created a password for yourself. (Remember your email is your username.)

Otherwise follow the [Your New ShareFile Account Request](#) instructions to pay the new client setup fee for a new ShareFile account or follow the [Your New ShareFile Account Confirmation](#) instructions if we have emailed you an invite link to make a password.

2. If you are unsure as to what email (username) is linked to your account but may have an idea, try following the [How to Reset your Sharefile Account Password](#) instructions.

3. If you are confident you do not know what email (username) is linked to your account or you couldn't find the reset password email that should have been sent in step 2, please copy paste the following email to admin@eataxexperts.com:

Subject:

Forgot Username

Body:

I am requesting to reset my account username and will be sent a password reset email to this email address

4. Once this email is sent our admin associate will manually reset your account and email you back a confirmation within 48 hours. You will hear from us shortly!