



Eva Gaudette, CPA, CGA * | Michelle Smith, FCPA, FCGA *

Here's the instructions on How to Upload to our DT Client Portal

You will get and “Invitation”, via email to set up you personal account into the DT Client Portal it will take you to our website (www.esgaccounting.ca).

Once in our website, you will be asked to set up a username and password.

Once that's done, look on the left-hand side of the screen and you'll see “File Exchange”. Click on that. You will see a folder called “Source Documents”. Click on that folder.

There should be an option that says “Upload”. Click the Upload icon. A grey box should appear. At the bottom left of that grey box is an option to “Add Files”, click on that or drag files you are uploading.

Then click “start upload”

Now the files have been uploaded into the Portal. We will get notification once you load up anything in the Portal.

It is a secure site and has unlimited abilities in terms of sending us large file.

If you have any questions or concerns please contact the office at 204-489-2781 or email info@esgaccounting.ca

Telephone: 204-489-2781 • Fax: 204-452-5956 • 6014 Roblin Blvd. • Winnipeg, MB R3R 0H4 • www.esgaccounting.ca

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