

Link you can use: <https://thorntonandco.cchifirm.ca/3/clientportal/#/>

**Please note:**

The portal is only supported by Microsoft or Google Chrome and not any other browser

The portal only works on a computer or tablet (not a cell phone)

The username you must use is the email we are contacting you on right now.

Here are written instructions. **Please try on your own before calling.**

We receive an email when you are able to access your portal to upload.

**1.** Open the link

**2.** Put in the email we are using to communicate into the "Username" and your password which you would have made yourself

**Please note:** if you choose to reset your password, give the portal some time as it has to go through CCH iFirm, we cannot do it manually for you.

**3.** When authentication pops up, you will choose email by clicking the circle beside "email". It will highlight blue when you have successfully pressed the button. Press proceed and a small box will show up beneath.

**4.** Go to your email that is the same email as your username, write down the six digit code from the email

**5.** Go back to the portal and type, not copy/paste the code into the box and press proceed/continue

To find **T183** (only available once your taxes are done): go to documents on left side bar and press the file 2024, then press document labeled **T1**, download and print document. T183 is the second or third page on the T1 document. Sign on line F. You can upload or bring in the signed document.

**To Upload:** go into the documents on left side bar and press file 2024, then press upload in top right corner, then select files, and press your files clearly labeled with document titles and your name