

Portal Instructions

You will receive an email from us through the secure portal

Ex:

taxicofinancial@gmail.com <no-reply@securefilepro.com>

11/17/2020 5:45 PM

You Have a New Account with TAXICO FINANCIAL SERVICES INC

To [REDACTED]

Your username is: [REDACTED]

To create your password and access your account, follow the link below.

[https://taxico.securefilepro.com/connect/#\[REDACTED\]](https://taxico.securefilepro.com/connect/#[REDACTED])

If clicking the link doesn't work, you can copy and paste it into your browser's address bar.

Your link will expire in 48 HOURS.

If you have any questions, please contact us.

This is a secure file exchange with Taxico Fin Svc Inc.

- Follow the link.
- You will need to enter the last four digits of your social security number and create a password. Bookmark the link and save the login information.
- If you have a business-that is a separate entity/separate portal. Instead of last four digits of social, it's the last four digits of the EIN.
- Note - If you file married/joint-note that the social is the primary taxpayer's.
- Note -this initial link is good for **48hrs**.

TAXICO FINANCIAL SERVICES INC

Http failure response for https://securefilepro.com/sfpapi/api/ActivateClient/IsBusiness?Link [REDACTED]

Create Password for [REDACTED]

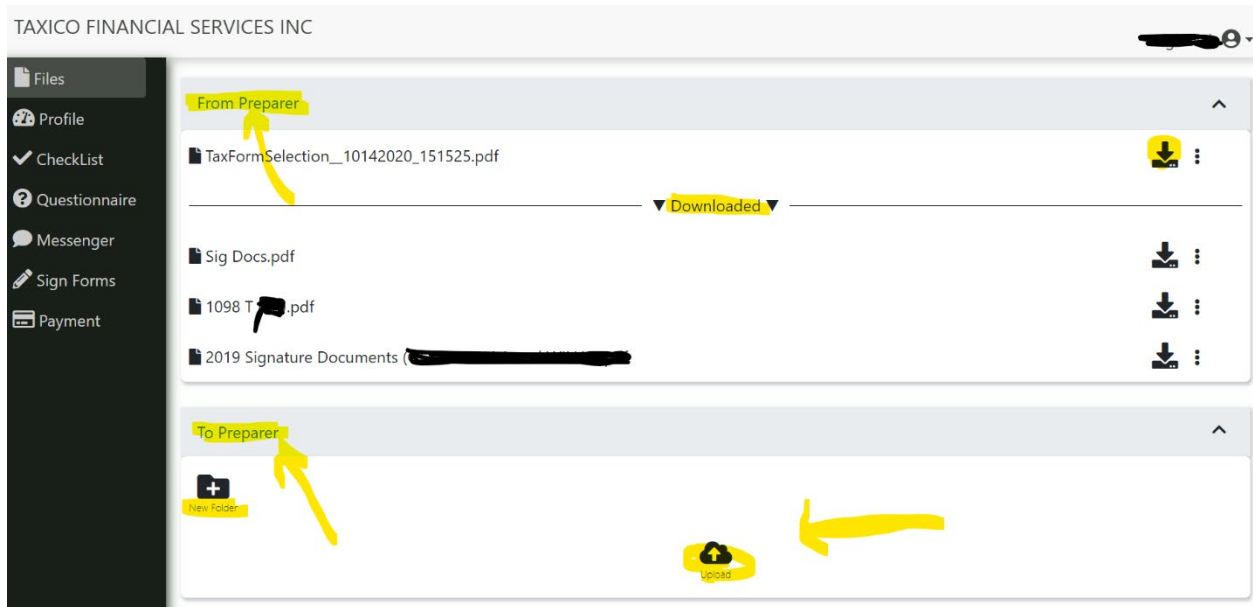
Last 4 digits of SSN *

Password *

Confirm Password *

Minimum 8 Characters

Follow the menu options to complete the profile



The area top middle is for files being sent to you from preparer. Just under that shows files you have downloaded. The icon to the right and inbox with a down arrow is to download the file on that line.

The next area below that is the area you use to send files to preparer. Create folders to separate by year, etc. The bottom middle icon, a cloud with an up arrow, is used to upload files.