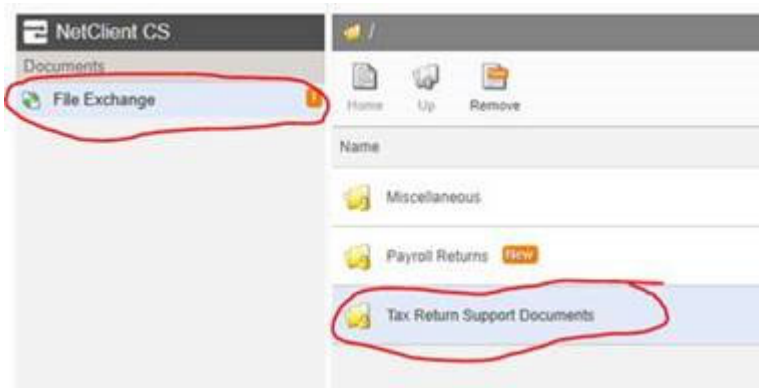


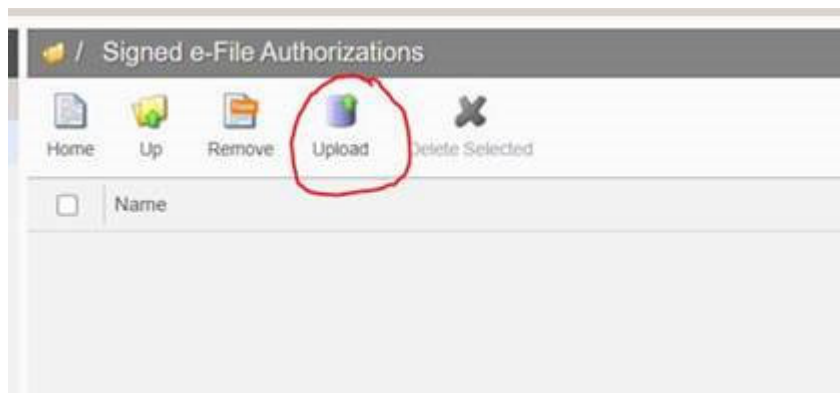
Uploading Documents FTA Client Portal

From our website, <https://ferrarotax.com/client-portal>, please Log into your portal.

Once you are in the portal, you will see “File Exchange” on the left. Once you select that, you will see the folder options. Then you can select any of the folders listed to the right (your folder options may be different than those in the example below).



Once you are in the folder, you will see an upload button at the top:



That will bring up another box and will let you drag and drop or select the files to attach. Then you select Start Upload. You can drag in multiple files and then just do the “Start Upload” once they are all in there to be more efficient.

We will get an email when you upload the documents.

As always, please let us know if you have any questions or issues with accessing your portal.

Thank you!