

Ridge View Accounting & Tax, CPA, P.C. Client Portal Login Instructions

To log in to the Portal, follow the link below:

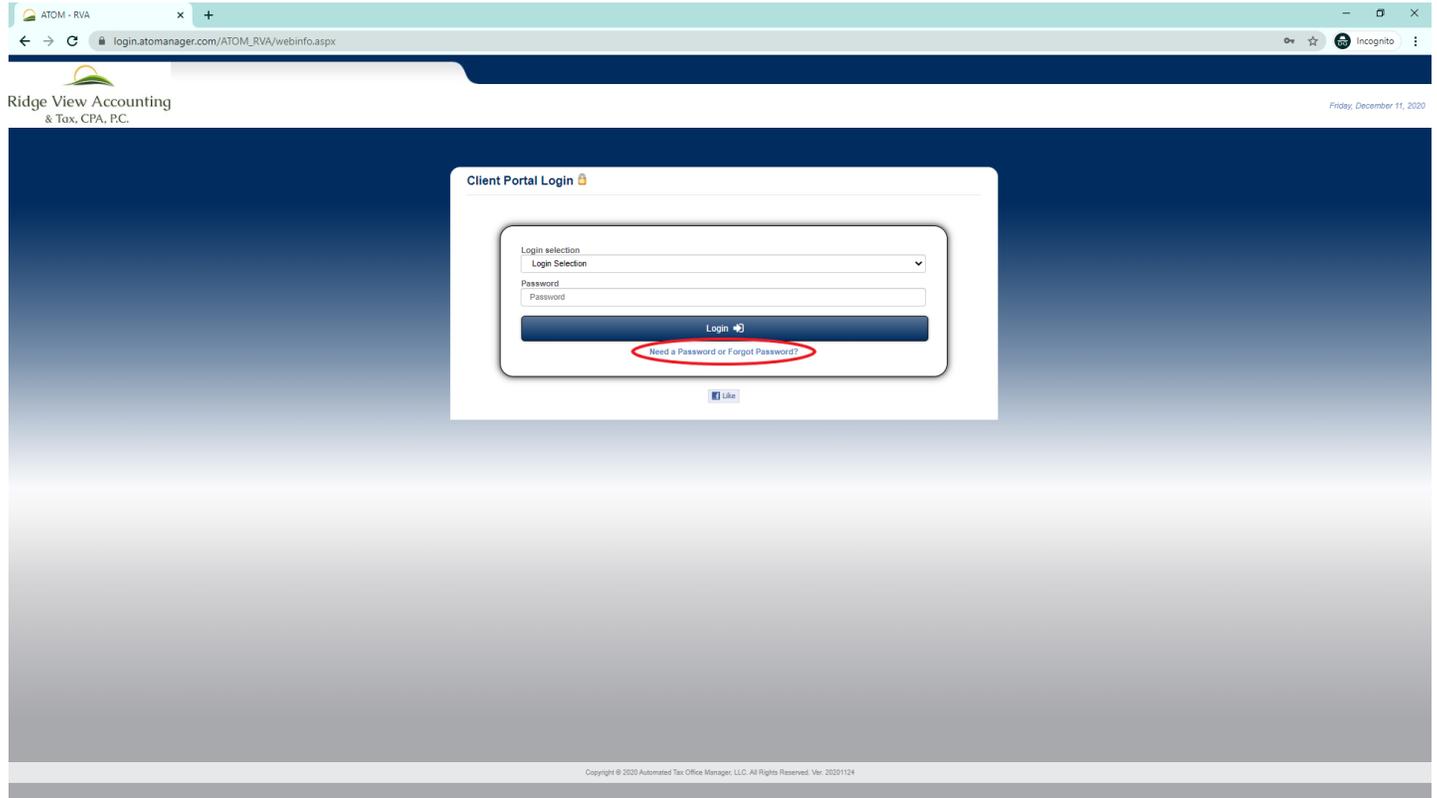
https://login.atomanager.com/ATOM_RVA/webinfo.aspx

Please bookmark this link for easy access. It will also be available on our website.

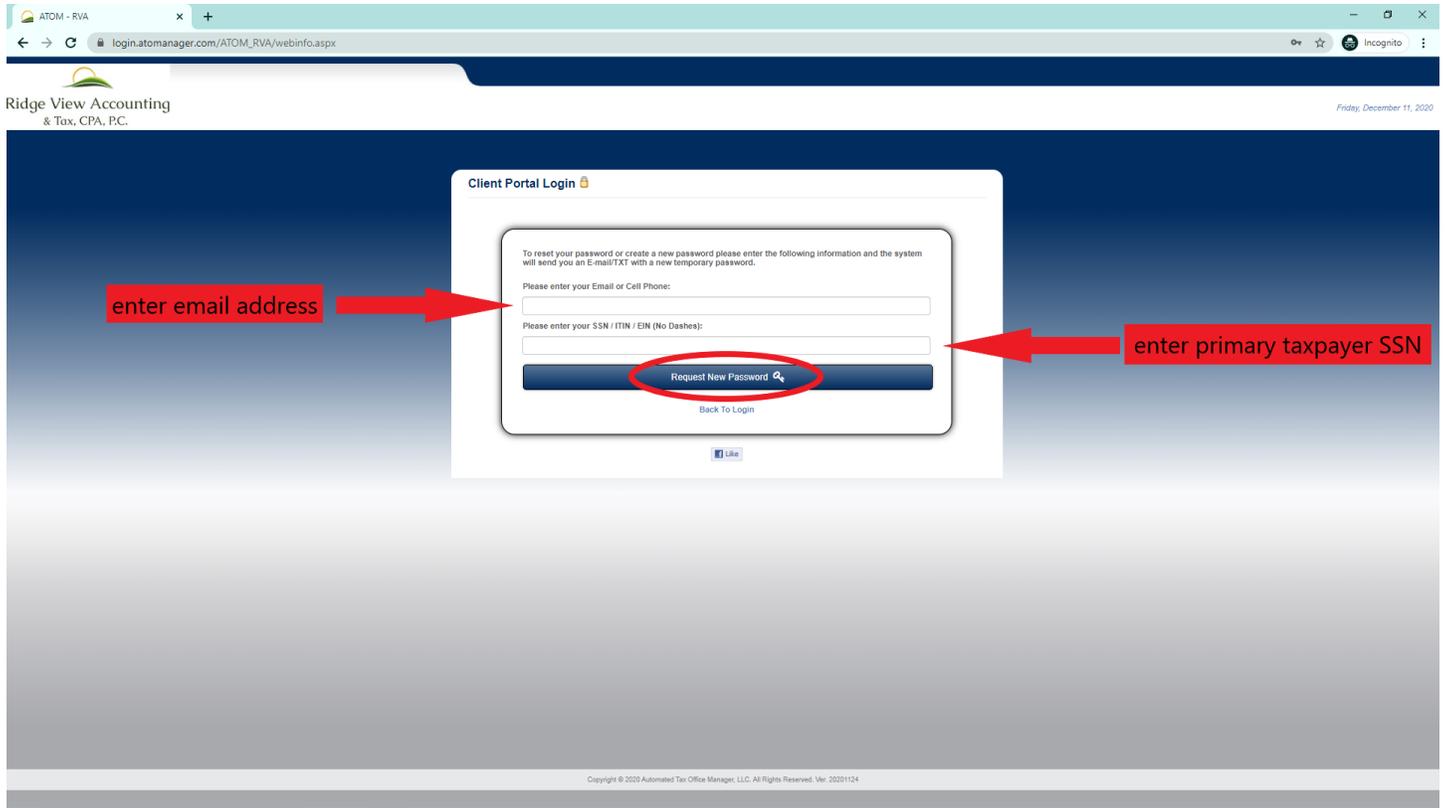
Or click here if you are using a mobile device:

https://login.atomanager.com/ATOM_RVA/mwebinfo.aspx

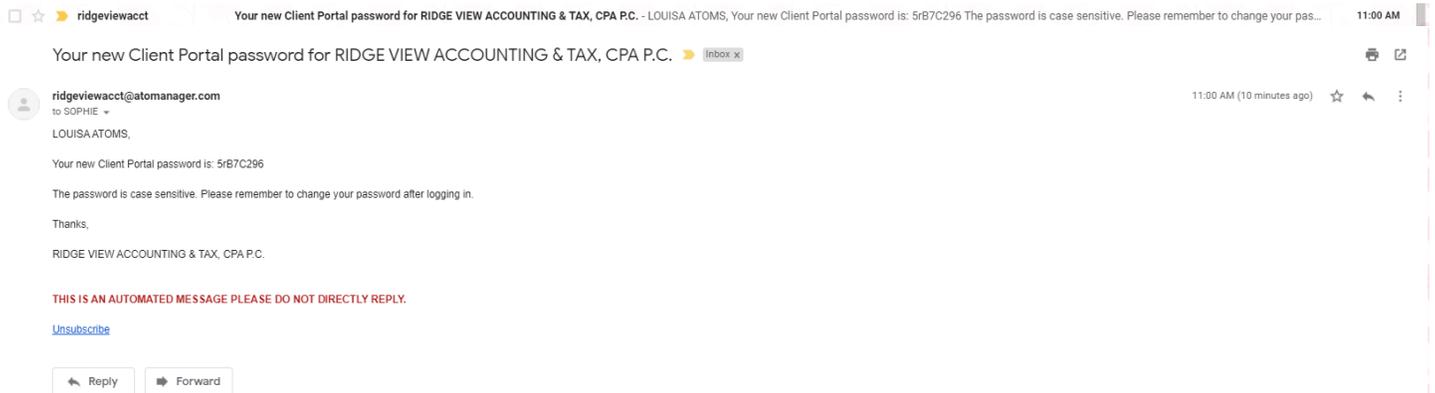
Once you have arrived at the login page, select “Need a Password or Forgot Password?” link located below the login button.



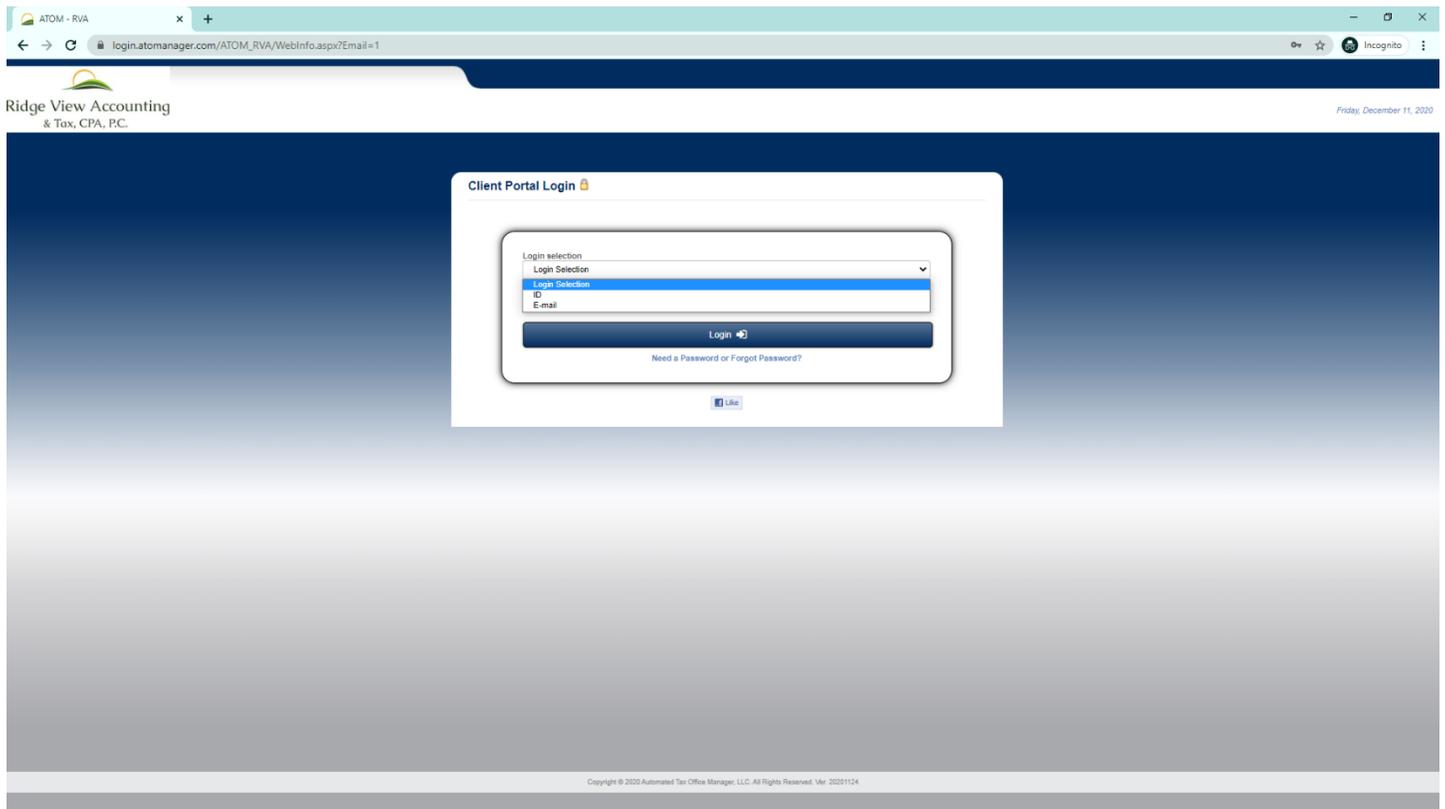
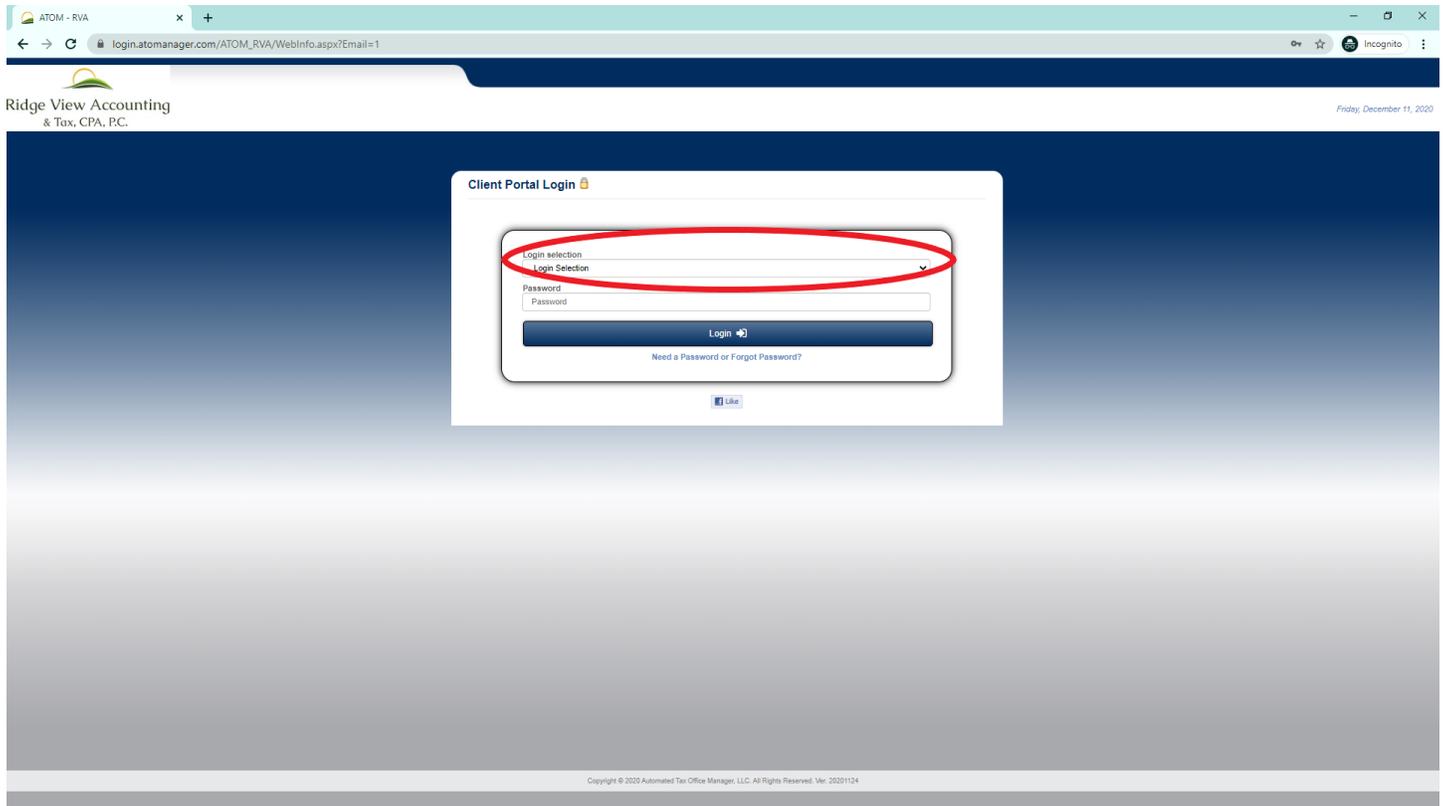
Then, enter your email address and your Social Security Number or Federal Tax ID Number and select “Request New Password.” If you are Married Filing Jointly, please use the Social Security Number of the primary taxpayer.



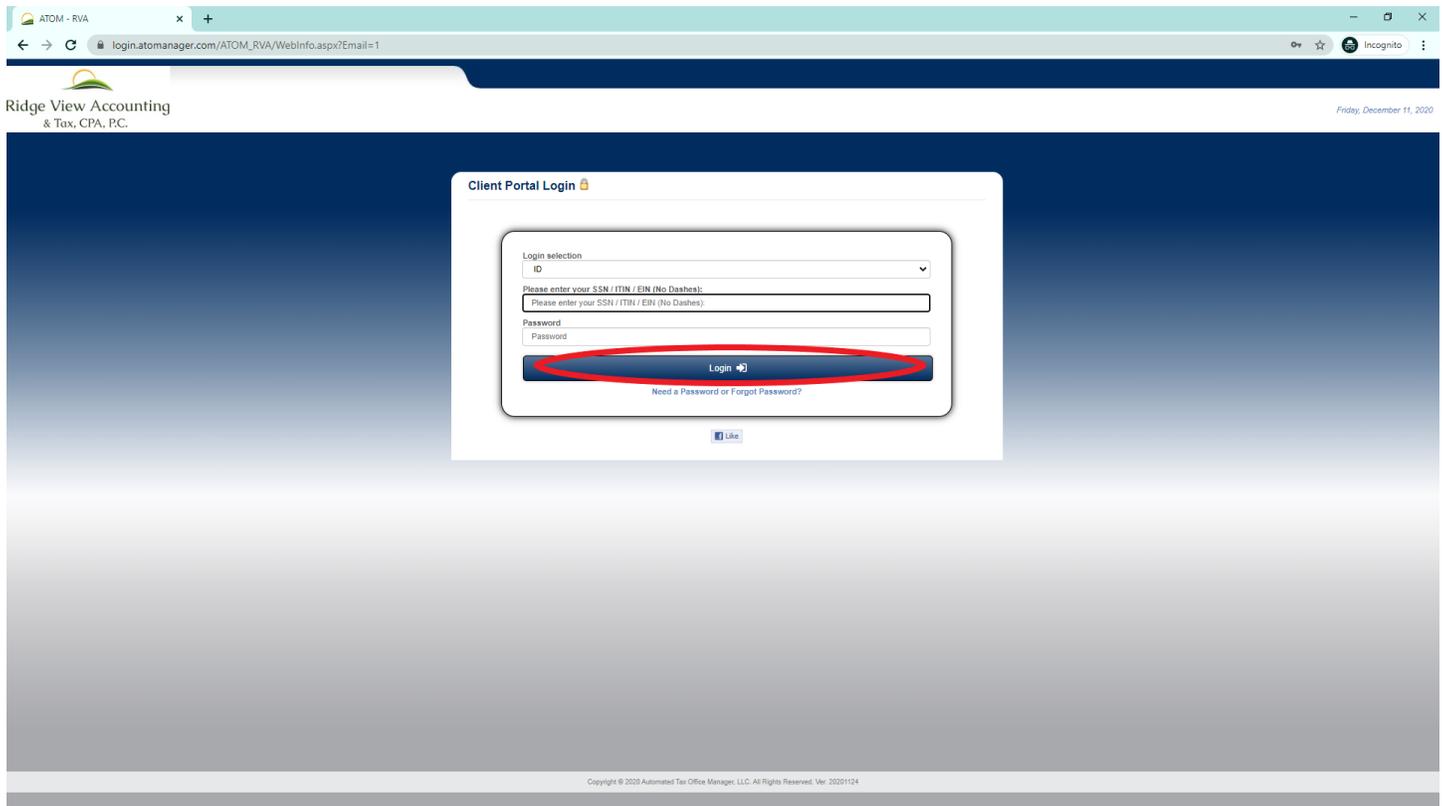
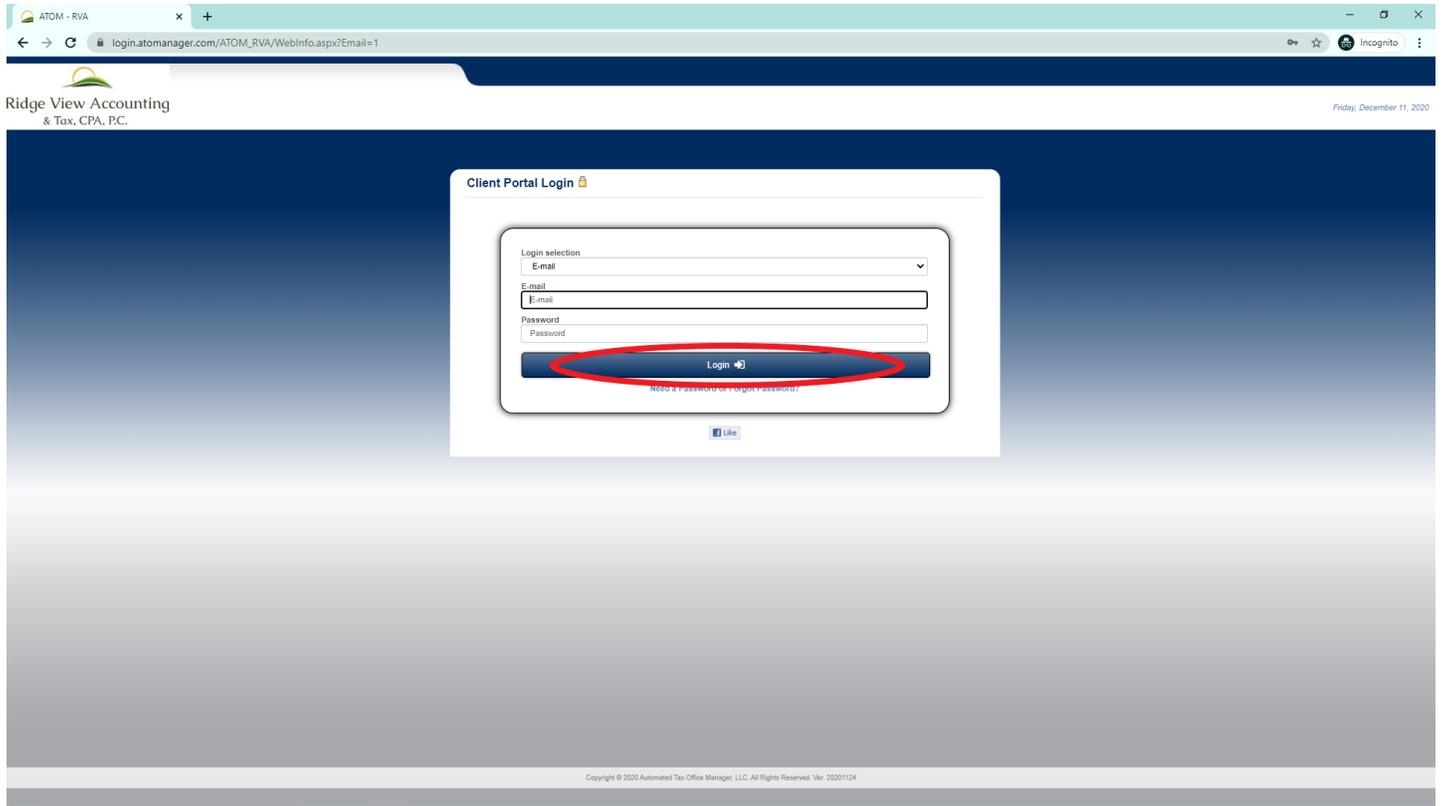
You will then receive an automated email and/or text message with a temporary password. If you don't receive an email, make sure to check your spam/junk folder and add this email address to your contacts to ensure all future communication goes directly to your inbox.



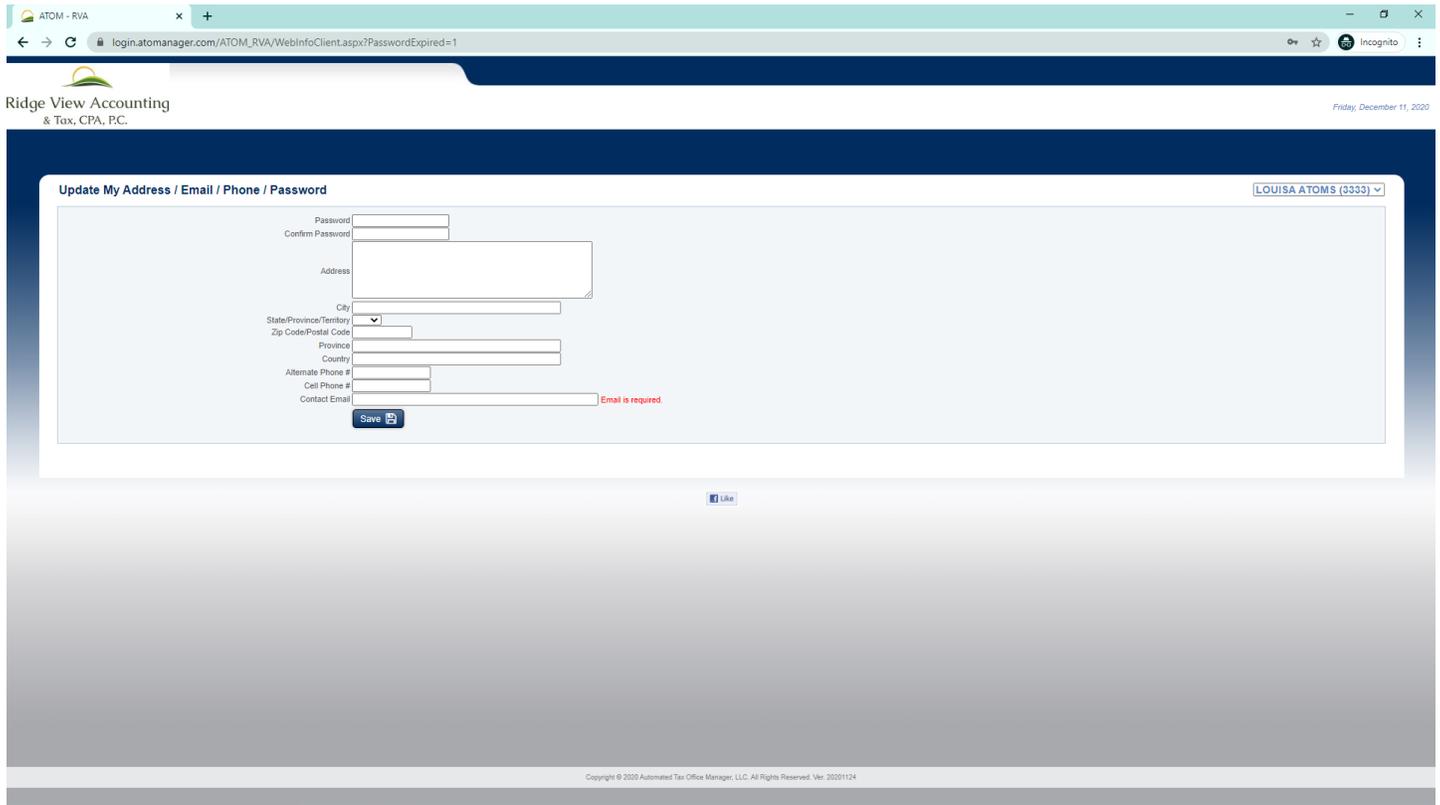
Return to the Client Portal, and select either "ID" or "E-Mail" from the Login Selection drop-down box.



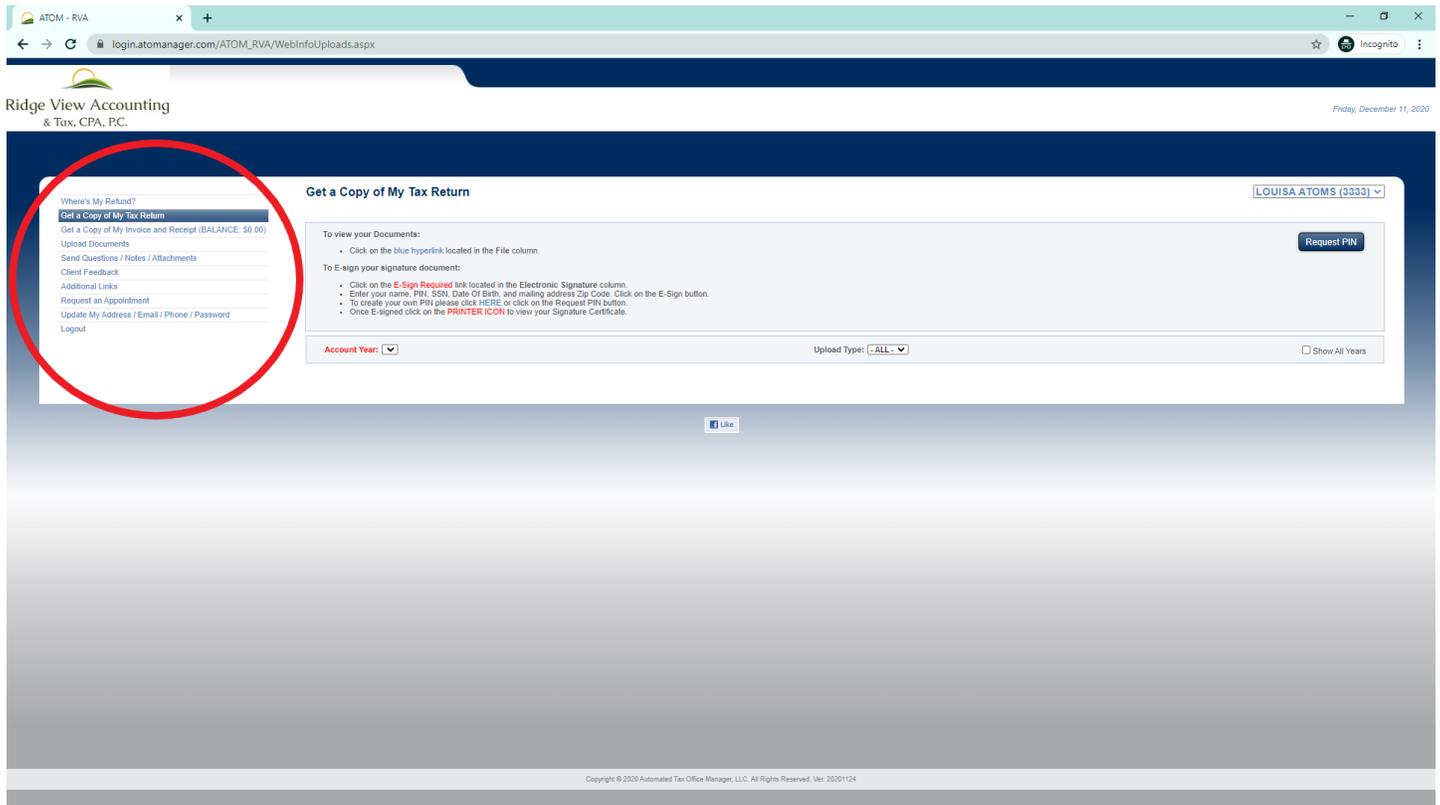
Then, enter your email address or Social Security Number/Federal Tax ID Number and temporary password, and select "Login."



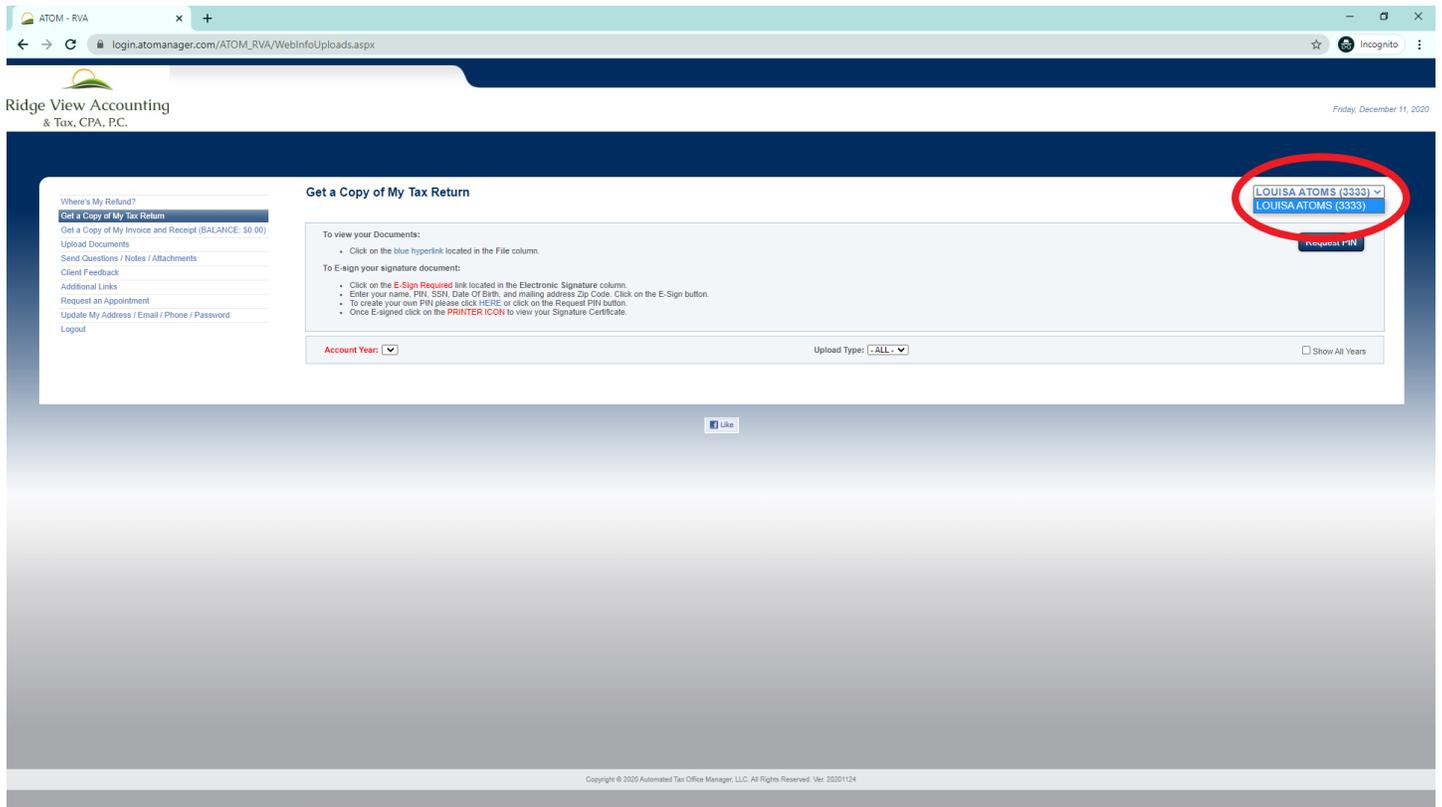
You will then be prompted to enter a new password. This password must be a minimum of 8 characters, a mix of upper- and lower-case letters, and at least one number or special character. Please choose a secure password that you will remember. Also at this point, please take the opportunity to update your contact information and select the “save” button at the bottom of the page.



You can navigate the Client Portal via the menu of options on the left-hand side of the screen.



If you have multiple entities or minor children, you will be able to access those Portals from the drop-down option in the top right of your screen. If you don't see one of your entities or children in this drop-down option, please let us know so we can grant you access.



If you have any questions or concerns regarding the Client Portal please contact Sophie at sophie@ridgeviewacct.com or call our office at (402)327-1053