



How to upload Documents on Mobile:

- Reach out to ELCPA for invitation to activate.
- Download TaxDome app from the app store.
- Once receive email requesting activation, activate, and create credentials.
- When there is a need to upload documents, sign into TaxDome. Click the Upload button, and upload from file or photo.
- You may also scan a document to upload utilizing the scan button.

How to upload Documents on Desktop:

- Reach out to ELCPA for invitation to activate.
- Once you receive the email, click the link to activate your account and create your login credentials.
- Open your preferred web browser and go to <https://taxdome.com>
(No need to download an app for desktop use.)
- Sign into your account using the credentials you created
- Upload Documents by navigating to the “Documents” section. Click “Upload” or “+” button. Choose files from your computer’s file explorer and confirm the upload.