**You do not have to use this service, and can always attach your documents and Tax Organizers to email and send them to TaxPro.Steve@gmail.com**

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**Clients that want to UPLOAD documents through a Secure Portal Service**
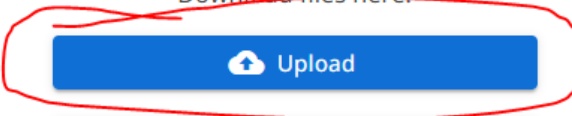
1) Click on the following link.

   https://taxprosteve.securefilepro.com/portal/#/login

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2) Under Guest Exchange, click Upload.   (Do not use Client Sign In area)

## Mid-America Tax & Steve Kenniston                                      ❓

| Client Sign In | Guest Exchange |
|---|---|
| Username | Don't have an account? Upload or Download files here. |
| Password | ☁ Upload |
| Forgot Username/Password | ☁ Download |

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3) Fill out **1, 2, 3** (drop-down), and **4**.
   **5** Select files to upload (can be PDF, Word.doc, Excel, or Jpeg files)
   **6 Click to upload. Your files will be sent to your taxman Steve**

# Mid-America Tax & Steve Kenniston

## Information to Send to Mid-America Tax & Steve Kenniston

1  Your Name*

2  Your Email*

Select Recipient*
Stephen Kenniston ▼  3

4  Message to Mid-America Tax & St...

## Select File(s) then click Upload

Select  5

Cancel  ☁ Upload  6