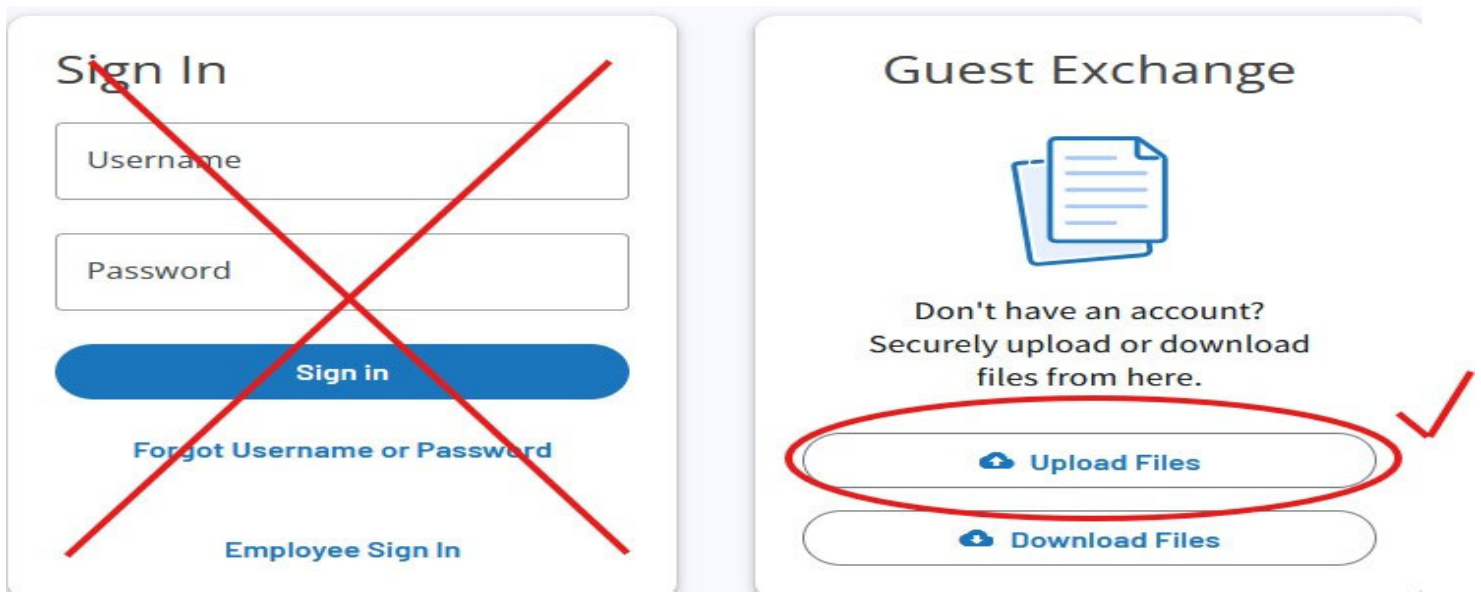


4 ways to get us your documents: (1) Secure Portal Service (2) Email to TaxPro.Steve@gmail.com (3) Drop them off at my physical secure lock-box (4) Schedule an appointment to meet face-to-face.

How to use the Secure Portal Service:

- 1) Click on the following link. <https://taxprosteve.securefilepro.com/portal/#/login>
- 2) Under Guest Exchange, **click Upload**. (Do not use Client Sign In area)



Sign In

Username

Password

Sign in

[Forgot Username or Password](#)

[Employee Sign In](#)

Guest Exchange

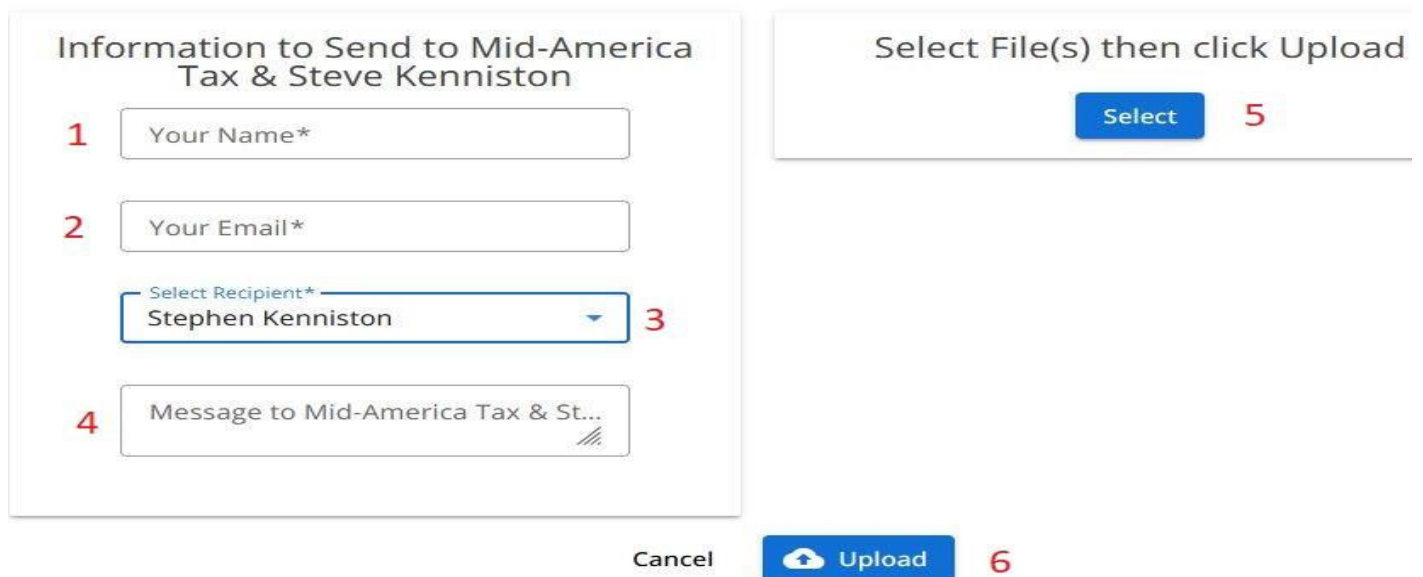
Don't have an account?
Securely upload or download
files from here.

Upload Files

Download Files

- 3) Fill out **1, 2, 3** (drop-down), and **4**.

Mid-America Tax & Steve Kenniston



Information to Send to Mid-America
Tax & Steve Kenniston

1 Your Name*

2 Your Email*

3 Select Recipient*
Stephen Kenniston

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

Select File(s) then click Upload

5 Select

Cancel **6** Upload

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