

# Dunbar, Breitweiser

& COMPANY, LLP

## Portal User Guide

- I. Introduction
- II. Accessing and Using NetClient CS Portal
- III. Uploading Documents via NetClient CS Portal

Portal Support: (309) 827-0348

Email: [portal@dbc-llp.com](mailto:portal@dbc-llp.com)

Website: [www.dbc-llp.com](http://www.dbc-llp.com)

## I. Introduction

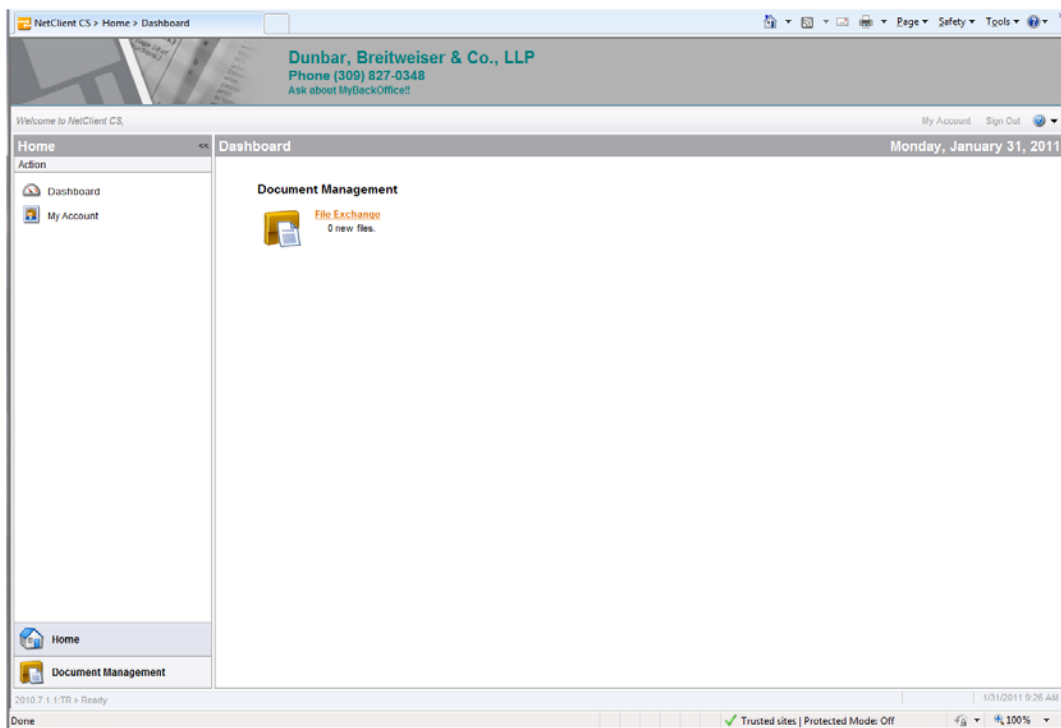
Dunbar, Breitweiser & Company, LLP uses a Portal system designed and hosted by Thomson Reuters, known as NetClient CS. This Guide is designed for Portal users who will have access to the Document Management module in the NetClient CS Portal. The NetClient CS Portal is an extension of Dunbar, Breitweiser & Company, LLP's website and provides a solution for our clients to exchange electronic documents securely and quickly. It also encourages a reduction in environmental waste by corresponding electronically instead of handling paper. Unlike emails and their attachments, the NetClient CS Portal uses encryption technology so you will have confidence knowing that the information is secure when transferred back and forth.

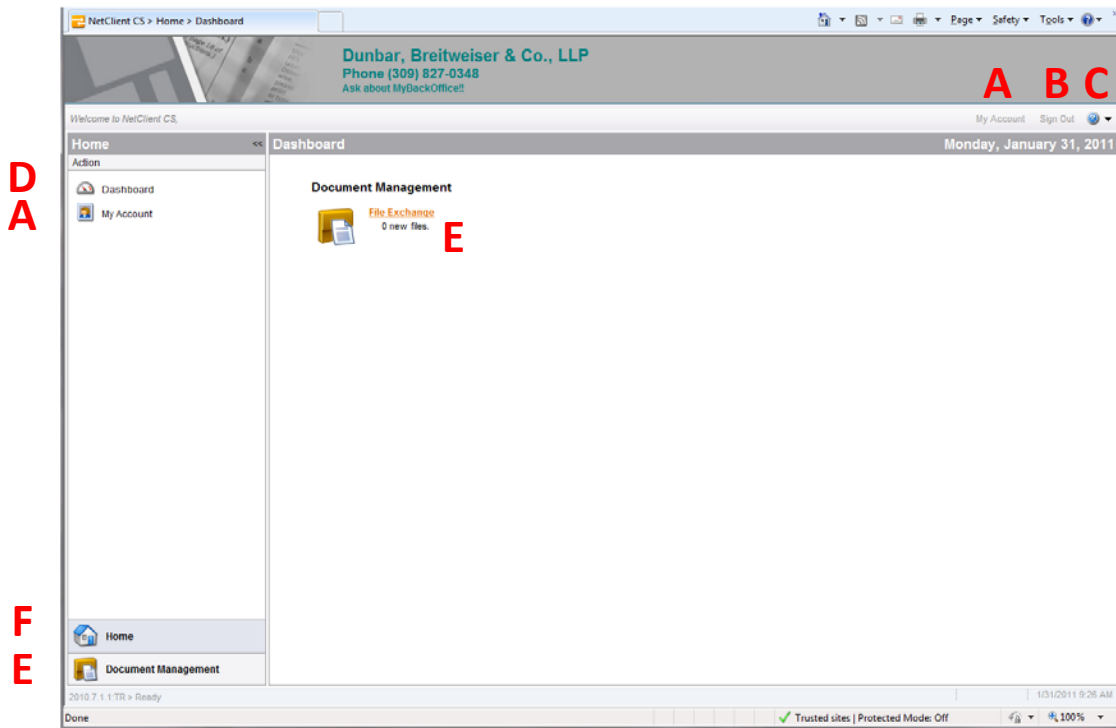
## II. Accessing and Using NetClient CS Portal

To access NetClient CS Portal, Dunbar, Breitweiser & Company, LLP will create an account for you. You will receive an email providing login information in addition to information on how to change your password once you get logged in.

**Note:** *If you have any questions or issues with accessing your NetClient CS Portal user account, please contact Dunbar, Breitweiser & Company, LLP Portal support at [portal@dbc-llp.com](mailto:portal@dbc-llp.com) or call (309) 827-0348.*

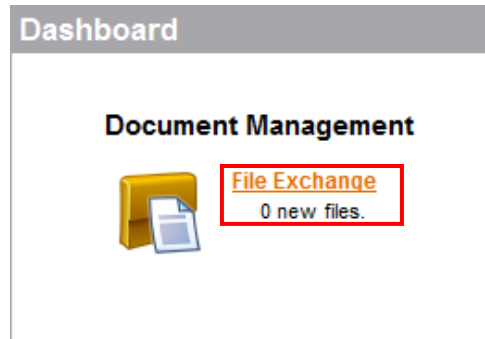
After logging in, the NetClient CS Home or Dashboard page will be displayed listing File Exchange in the Document Management module. Also, Security Questions can be setup to simplify password resets if you should forget your password.



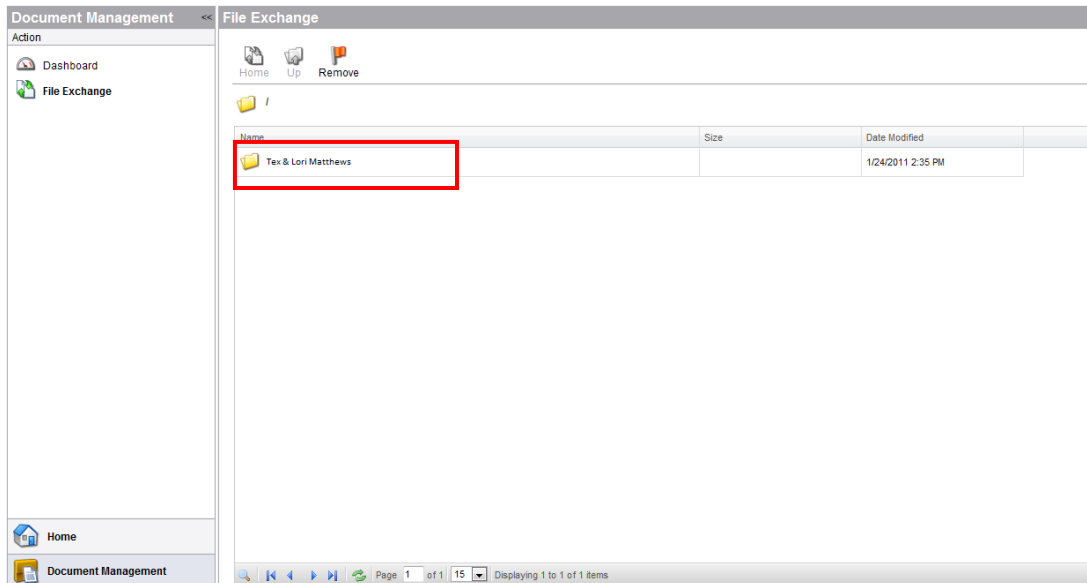


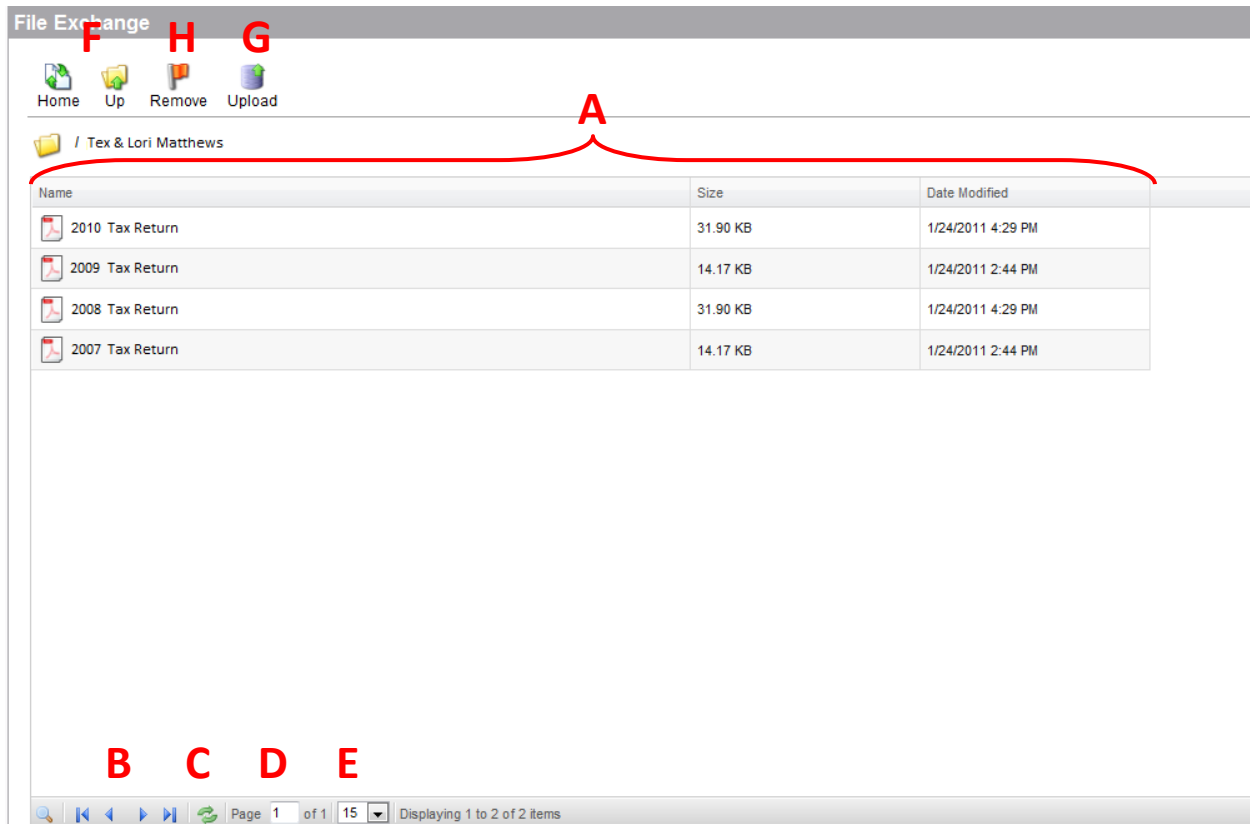
- A. **My Account** – Allows a user to view and update their Login, Name, Email Address and Password.
- B. **Sign Out** – Allows a user to sign out and end their session of using NetClient CS Portal.
- C. **Help Menu** – Provides a menu of help topics for using NetClient CS Portal.
- D. **Dashboard** – Allows a user to view all applications they have access to in NetClient CS Portal.
- E. **Document Management** – Allows a user to view all Document Management applications they have access to in NetClient CS Portal.
- F. **Home** – Allows a user to return back to the Home view of the Dashboard to view all applications.

1. Click on File Exchange to open the application.



2. Click on the Client Name to see any documents for that client.





- A. Document Index Value Columns** – Allows a user to view the index values given to each document. Each column can be re-sized by clicking and dragging its border. Documents can be sorted by each column by clicking the column header.
- B. Document List Page Navigation Buttons** – Allows a user to navigate between multiple pages of documents by going to the First Page, Previous Page, Next Page or Last Page.
- C. Refresh Document List Button** – Allows a user to refresh the list of documents viewable on the page.
- D. Document List Page Display** – Allows a user to navigate to a specific page number.
- E. Document Display Drop-Down** – Allows a user to select how many documents they can view on a page.
- F. Home/Up** – Allows a user to return back to the list of Client Names for which you can see uploaded documents.
- G. Upload** – Allows a user to upload a document to File Exchange.
- H. Remove** – Allows a user to remove a flag from a document.

**Note:** No documents will appear if Dunbar, Breitweiser & Company, LLP has not uploaded any documents to the NetClient CS Portal for you to view, or you have not recently uploaded any documents.

- Click on any document in the list to open the document up in view mode.

Tex & Lori Matthews

Name	Size	Date Modified
2010 Tax Return	31.90 KB	1/24/2011 4:29 PM
2009 Tax Return	14.17 KB	1/24/2011 2:44 PM
2008 Tax Return	31.90 KB	1/24/2011 4:29 PM
2007 Tax Return	14.17 KB	1/24/2011 2:44 PM

Page 1 of 15 | Displaying 1 to 2 of 2 items

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Form 1040 U.S. Individual Income Tax Return 2007

Department of the Treasury—Internal Revenue Service


For the year Jan. 1 Dec. 31, 2007, or other tax year beginning . 2007, ending . 20

OMB No. 1545-0074

<b>Label</b> (See instructions on page 12.) Use the IRS label. Otherwise, please print or type.	<b>L A B E L</b> Your first name and initial <b>Tex W.</b>	<b>L A B E L</b> Last name <b>Matthews</b>	<b>Your social security number</b> <b>111-11-1234</b>
<b>HERE</b>	<b>L A B E L</b> If a joint return, spouse's first name and initial <b>Lori M.</b>	<b>L A B E L</b> Last name <b>Matthews</b>	<b>Spouse's social security number</b> <b>222-22-4567</b>
<b>Presidential Election Campaign</b>	Home address (number and street). If you have a P.O. box, see page 12. <b>4230 Woodhaven Drive</b>		<b>You must enter your SSN(s) above.</b>
<input type="checkbox"/> You <input type="checkbox"/> Spouse	City, town or post office, state, and ZIP code. If you have a foreign address, see page 17 <b>Canton MI 48187</b>		Checking a box below will not change your tax or refund
<b>Filing Status</b>	<input type="checkbox"/> 1 Single <input checked="" type="checkbox"/> 2 Married filing jointly (even if only one had income) <input type="checkbox"/> 3 Married filing separately. Enter spouse's SSN above and full name here: <input type="checkbox"/> 4 Head of household (with qualifying person). (See page 13.) If the qualifying person is a child but not your dependent, enter this child's name here: <input type="checkbox"/> 5 Qualifying widow(or) with dependent child (see page 14)		
<b>Exemptions</b>	6a <input checked="" type="checkbox"/> Yourself. If someone can claim you as a dependent, do not check box 6a		Boxes checked on 6a and 6b <b>2</b>

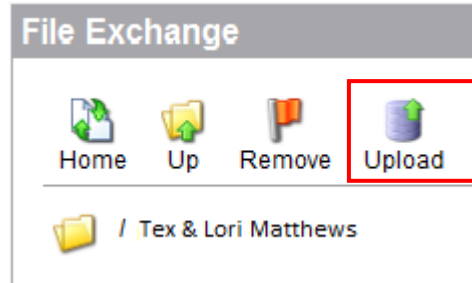
**Note:** Documents opened from the Portal are **READ-ONLY** and therefore cannot be edited and saved back to the Portal. **If the document requires editing, save a copy to the local drive (File / Save As), edit it as necessary, and then upload it back to NetClient CS Portal** (uploading is discussed in the next section).

**Note:** To view a document that is in the Portal, it requires the necessary software application to open and view the document. For example, if a document in the Portal is a Microsoft Word file, you will need to have Microsoft Word installed to your local workstation to open and view the document.

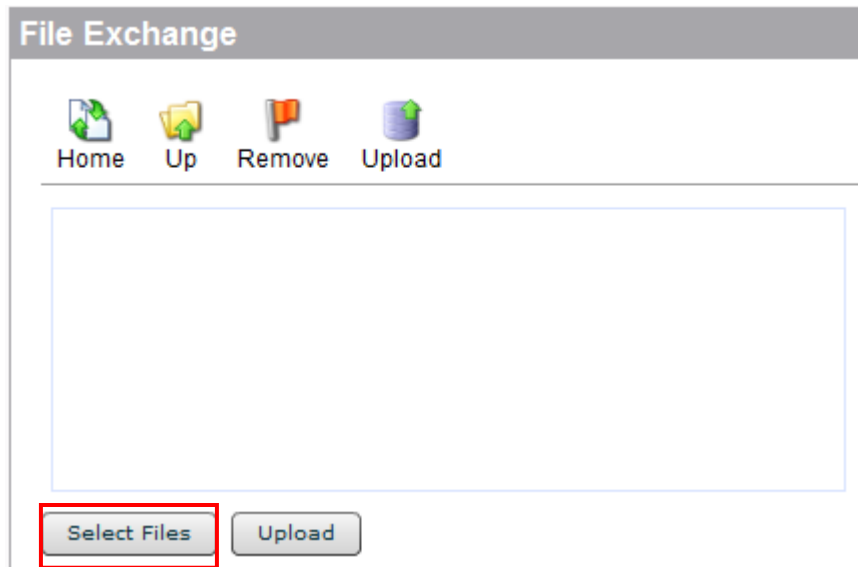
4. Click on the  in the upper right hand corner of the window to close the document after viewing it.
5. Click on HOME or UP icons to return to the list of Client Names for which you can see uploaded documents.

### III. Uploading Documents via NetClient CS Portal

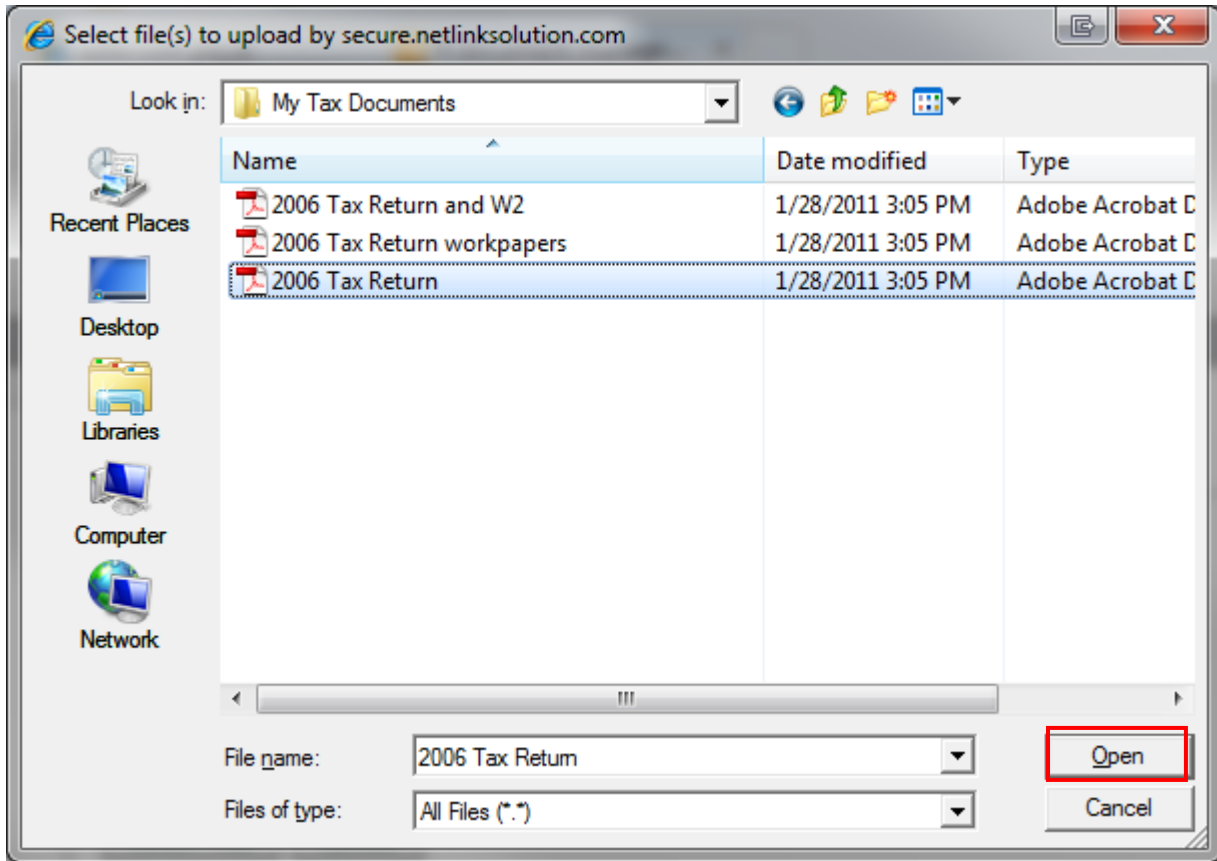
1. To upload a document into File Exchange, select a client from the list and then click on Upload.



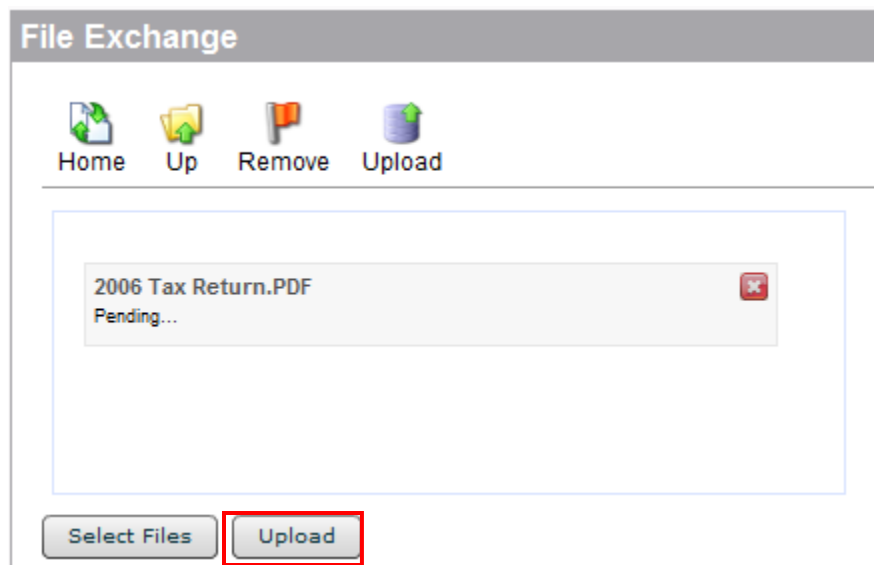
2. Click on the Select Files button to search for the document you want to upload to File Exchange.



3. In the Select File to Upload window, select the document you want to upload, and click on the Open button.



4. Click on the Upload button to upload the file to our Portal and make it viewable to Dunbar, Breitweiser & Company, LLP.



5. After viewing or uploading documents, click on Sign Out to end your session using the Dunbar, Breitweiser & Company, LLP Portal.

## Uploading Documents - Specific Information

- Any type of document or file can be uploaded to the Portal and viewed in its native format except for TIFF files. TIFF files will be converted to PDF files when viewed by Dunbar, Breitweiser & Company, LLP.
- The maximum file size that can be uploaded to the Portal at one time is approximately 250 MB. A NetClient CS Portal session may time-out if the Internet connection is not fast enough to completely upload the document(s) within 3 hours.
- Individual documents or files can be uploaded to NetClient CS Portal one at a time. Multiple documents/files may be uploaded at one time if they are located in a single folder.
- Dunbar, Breitweiser & Company, LLP MAY NOT be automatically notified when a user uploads a document through the Portal. Please contact Dunbar, Breitweiser & Company, LLP to let them know when documents have been uploaded.
- Dunbar, Breitweiser & Company, LLP determines which documents you can view by uploading them to the Portal. At any time a document may be removed from the Portal so you will not be able to view it.