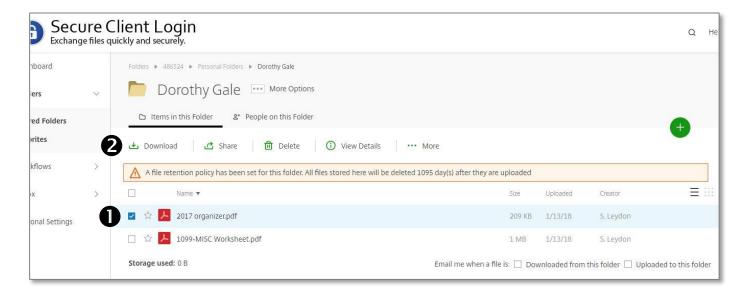
## foundation tax

## Go to Client Portal Login

<u>IMPORTANT:</u> Before you start filling in a pdf form, always **DOWNLOAD and SAVE** it to your computer first. Then **OPEN IT IN ADOBE READER** or other software. When complete, upload form per instructions below.

## To DOWNLOAD a file:

- 1. Click the blue checkbox to the left of the file(s) you'd like to download.
- 2. Click green (or blue) "Download" button that appears above.



## To UPLOAD a file:

- 3. Click the circular green (or blue) button at the top right
- 4. Click the "Upload" button that appears
- 5. Upload document(s) by dragging and dropping your files on the following screen

