

## **New Client Portal**

As of 12/07/2015

[www.scheibecpa.com](http://www.scheibecpa.com)

**Use the yellow \*Log-In to Client Portal\* button**

**Log-In with your User Name and Password**

(An email from [noreply@accountantsworld.com](mailto:noreply@accountantsworld.com) sends your User Name and a link to set up your Password.)

**Click on Cloud Cabinet**

**Tax Returns will be the main folder used**

This will hold your tax return each year. It is also where you would go to upload any information to send to us securely.



*\*To Upload – When you are in the Tax Returns folder, there is a cloud with an arrow on the upper right hand side, that is what you need to click for the Upload option.*

**Shared folder**

This will be where you can access some blank forms or general information that we would like to share with all clients.

**Payroll folder**

If you are a Payroll client of ours, we will start utilizing this folder to get your payroll to you securely each payroll.

**\*\*Make sure to keep your User Name and Password handy. We will not have access to your Password. You can work with the [Forgot your password?](#) link on the log-in screen if needed.**