the harding group inc.
SMALL BUSINESS ACCOUNTING

PORTAL INSTRUCTIONS

To access your portal:

1. Go to **www.thehardinggroup.biz**

2. Click **"Client Access"** (gray button, top left)

3. Click **"Client Login"**

4. Enter your username and password. (If you don't know your password, just guess and if you guess wrong, you'll be given the option to have a new password emailed to you instantly.)

To upload a document:

1. Click **"File Exchange"** (left menu)

2. Click the folder that best describes what you are uploading

3. Click **"Upload"**

4. Click **"Add Files"** and select your file

5. Click **"Start Upload"**

To review your taxes:

1. Click your name or your business name on the left menu
2. Click tax returns
3. Click the year