

ONLINE CLIENT ACCESS

Exceptionally secure, incredibly convenient portals

Access your financial documents 24/7 online when YOU need them

About Portals

Our client portals are your secure connection to our firm. Through our website, you simply login with your unique user ID and password to access your financial documents 24/7, when it's convenient for you.

We designed our portals with you in mind. We know how busy you are running your business and your personal life—leaving little time to call or visit our office to request or exchange documents. Through your private portal, all you have to do is login at any time and from anywhere you have an internet connection to access, review, print, or exchange documents.

Portals simplify the process of communicating with us. Take a moment to review the value our advanced online platform offers you.



We make it easy!

Access your financial documents within your private client portal at any time. We strive to make working with our firm as simple as possible.

The Value of Portals

Life is busy. Who has time to manually drop off documents or even call to request needed files anymore? The convenience of portals is everywhere—from online banking to shopping—and now through your accounting professional. Consider the value of our advanced client portals:

- **Access your account 24/7.** You are not restricted by office hours. Enjoy online access anytime, anywhere.
- **Rely on advanced data security.** Portals are far more secure than sending documents back and forth via email.
- **Exchange docs and communicate with our firm in real time.** Via the portal, you can interact with firm staff immediately, and you are assured that you are always viewing current data.
- **Enjoy a paperless process.** Eliminate printing, faxing, and mailing documents. Portals allow you to work paper-free!



CARMINES, ROBBINS & COMPANY
Certified Public Accountants | Financial Consultants

How to Use Your Secure Client Portal

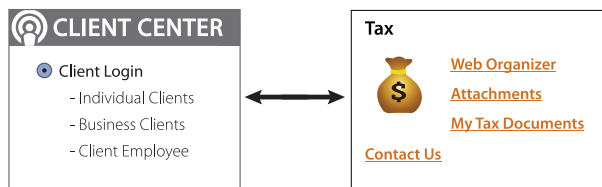
Follow these **four simple steps** to log in and access your tax information

✓ Step 1—Receive an Email that Your Tax Return is Ready

You will receive an email from us when your tax return is ready for review. You will receive a separate email when your invoice has been posted on your portal, making it convenient for you to pay us (see Step 4).

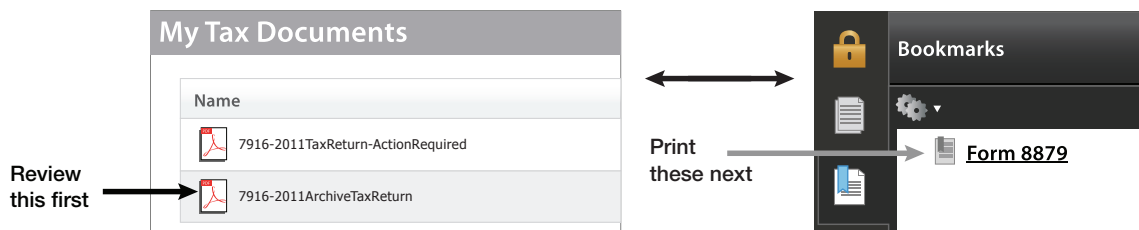
✓ Step 2—Log in to Your Portal

Visit www.carminesrobbins.com and log in through our Client Center with your username and password (make sure to select the Client Login radio button). Once logged in, select the “My Tax Documents” link.



✓ Step 3—Review, Sign, and Return

- Select the “2011 Archive Tax Return” PDF and **review** it carefully.
- If you approve, select the “2011 TaxReturn-Action Required” PDF. **Print** and **sign** Form 8879 (Federal Return) and Form VA-8879 (Virginia Return). **Note: If filing jointly, make sure both parties sign.**
- **Return** the signed forms via fax, mail, or drop them by our office (contact info below). **Note: If you have a balance due with your return or estimated payments due for 2012, you will also need to print these vouchers.**



If you prefer...

We will also mail you these forms, along with your original tax documents.

✓ Step 4—Pay Your Invoice

Payment is due before we E-file your return. You may pay on your portal, using a credit card, by clicking the “My invoices” link (under Bookkeeping) from the Dashboard. Or if you prefer, you may stop by, mail a check, or return the invoice by mail with your credit card information.

PLEASE NOTE: In an effort to GO GREEN, we are trying to minimize printing a paper copy of your return unless requested. Your return will be available online when needed at www.carminesrobbins.com

Contact Us Today

For more information on our services, please contact our firm. We are happy to discuss how we can help you meet your financial goals. We look forward to hearing from you.

Visit our website:

www.carminesrobbins.com

Give us a call:

phone: 757.873.8585

fax: 757.873.8586



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