

Dear Valued Client:

RE: PORTAL DOWNLOAD AND UPLOAD INSTRUCTIONS

We are pleased to provide you with a secure portal to transfer files containing confidential information in an efficient, safe and easy manner.

Please follow these instructions to download or upload the files to our portal.

- ✓ Launch your web browser
- ✓ Go to www.mirandaaccounting.ca
- ✓ In the ribbon immediately below our company logo you will find the client login box (center box)
- ✓ Click on the client login box. This will take you to our secure portal login.
- ✓ You will be required to enter a username and password. These access credentials and the client folder will be issued to in a separate email by our IT administrator.
- ✓ When you access the portal, click on the file station folder
- ✓ On the left hand side of the application, click on the client folder issued to you
- ✓ Check the file(s) (box(es) on the left hand side) of the file description
- ✓ Either go to other options/select download or right-click your mouse and select download/upload

Please note, when downloading, the files will be transferred to your “downloads” folder in your computer.

Should you require assistance with the process, please do not hesitate to contact our office at 905.949.0699.

IT Administration