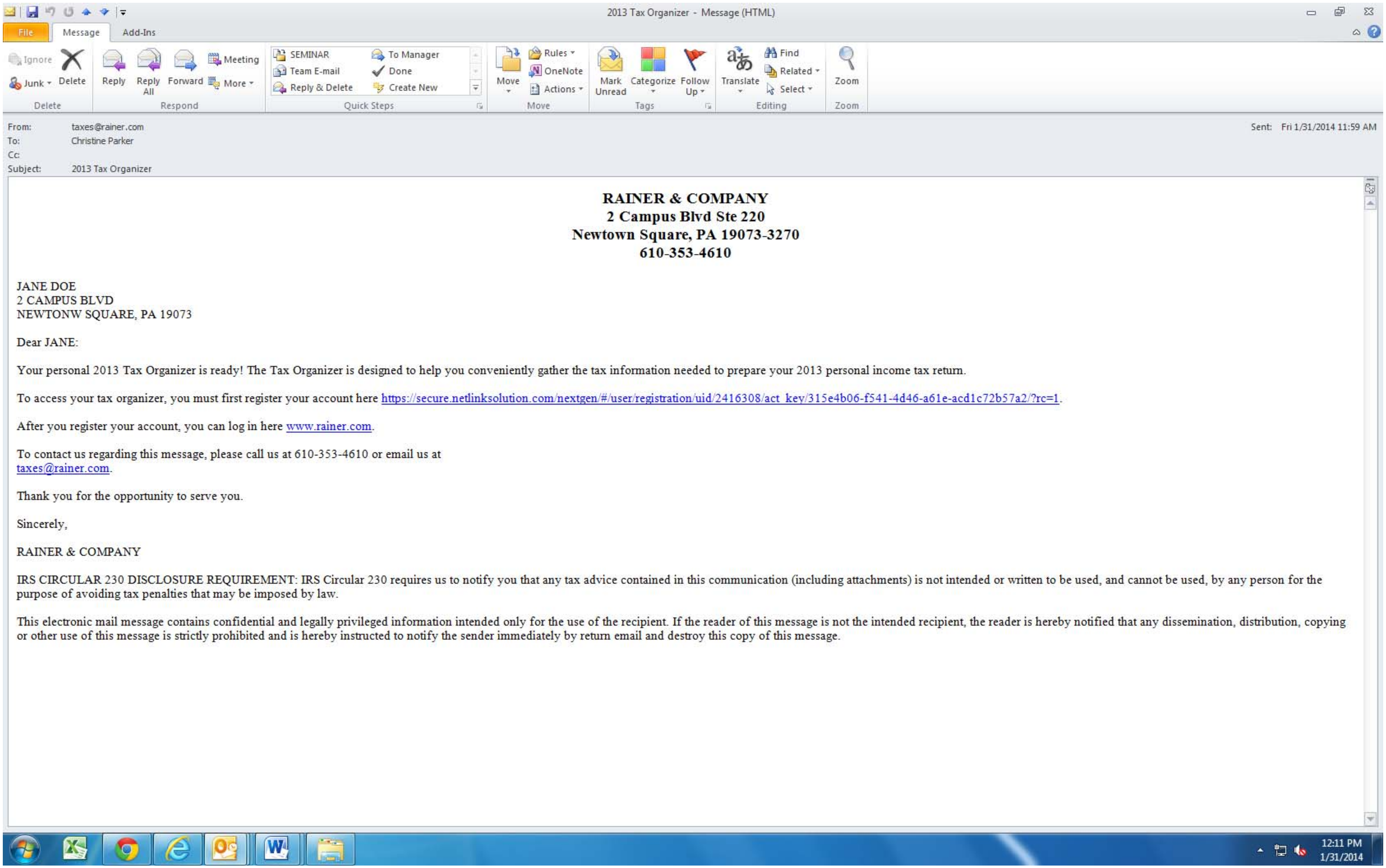
WEB ORGANIZER/NETCLIENT PORTAL – INSTRUCTIONS FOR CLIENTS:

Step 1: Once Rainer & Company sets up a Web Organizer (i.e. online tax organizer) for you, you will receive an automated email message indicating that your Web Organizer and NetClient Portal are ready. See sample email below:



2013 Tax Organizer - Message (HTML)

From: taxes@rainer.com
To: Christine Parker
Cc:
Subject: 2013 Tax Organizer
Sent: Fri 1/31/2014 11:59 AM

RAINER & COMPANY
2 Campus Blvd Ste 220
Newtown Square, PA 19073-3270
610-353-4610

JANE DOE
2 CAMPUS BLVD
NEWTONW SQUARE, PA 19073

Dear JANE:

Your personal 2013 Tax Organizer is ready! The Tax Organizer is designed to help you conveniently gather the tax information needed to prepare your 2013 personal income tax return.

To access your tax organizer, you must first register your account here https://secure.netlinksolution.com/nextgen/#/user/registration/uid/2416308/act_key/315e4b06-f541-4d46-a61e-acd1c72b57a2/?rc=1.

After you register your account, you can log in here www.rainer.com.

To contact us regarding this message, please call us at 610-353-4610 or email us at taxes@rainer.com.

Thank you for the opportunity to serve you.

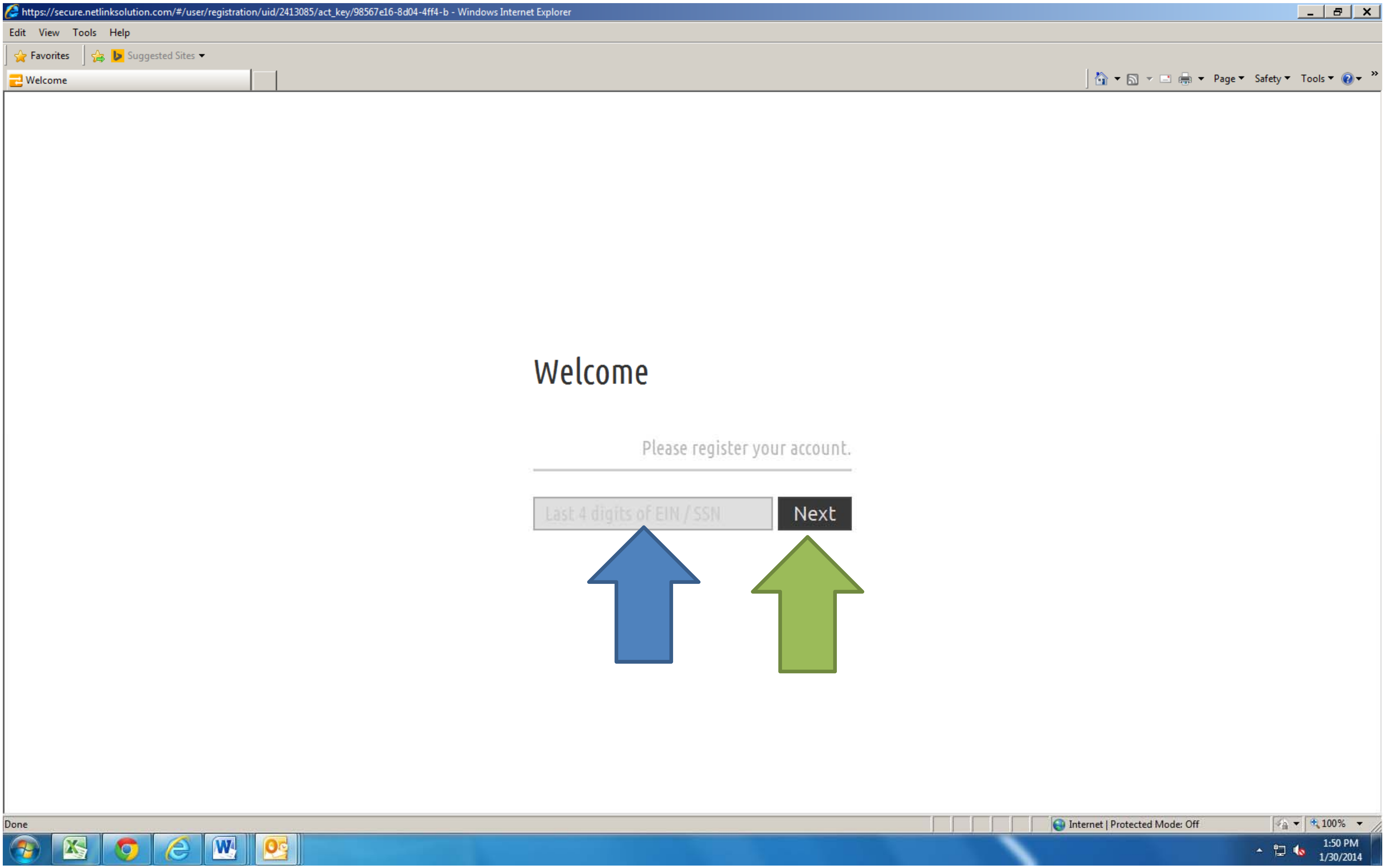
Sincerely,

RAINER & COMPANY

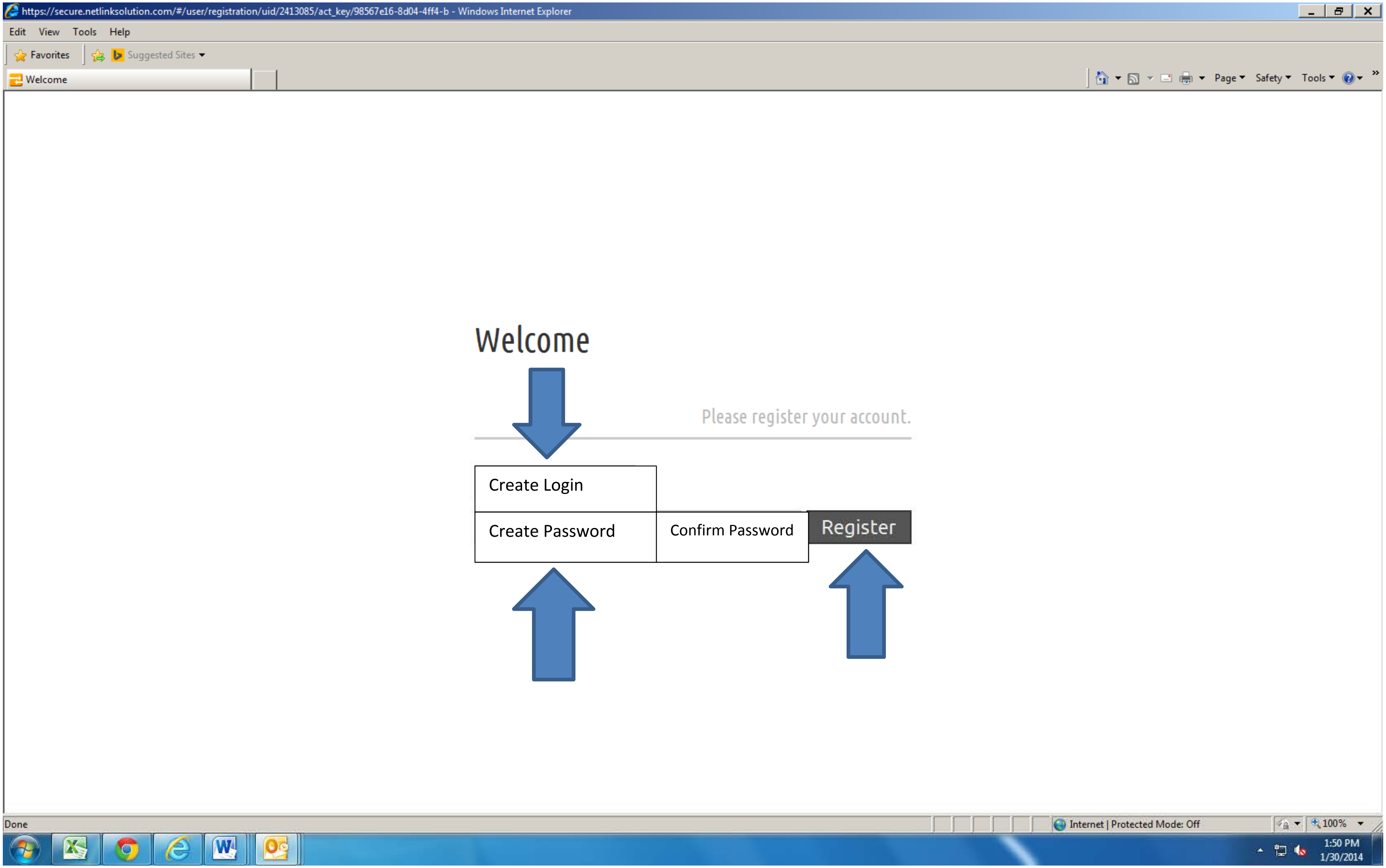
IRS CIRCULAR 230 DISCLOSURE REQUIREMENT: IRS Circular 230 requires us to notify you that any tax advice contained in this communication (including attachments) is not intended or written to be used, and cannot be used, by any person for the purpose of avoiding tax penalties that may be imposed by law.

This electronic mail message contains confidential and legally privileged information intended only for the use of the recipient. If the reader of this message is not the intended recipient, the reader is hereby notified that any dissemination, distribution, copying or other use of this message is strictly prohibited and is hereby instructed to notify the sender immediately by return email and destroy this copy of this message.

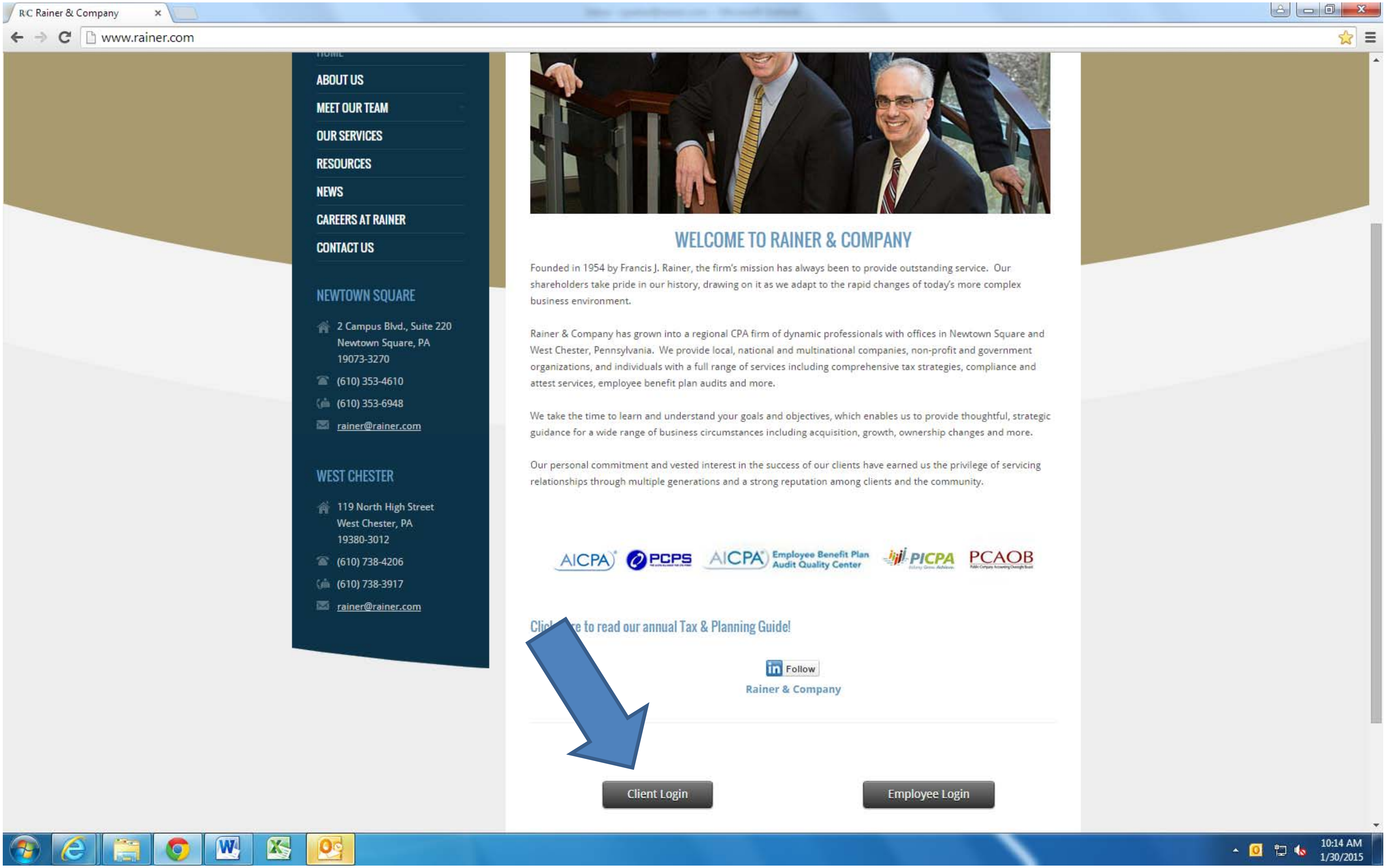
Step 2: Next you will be prompted, through a link in the automated email (reference above), to register your NetClient Portal. You register your NetClient Portal by clicking on the Register link in the email, then by entering the last four digits of your SSN followed by clicking the "Next" button (see below):



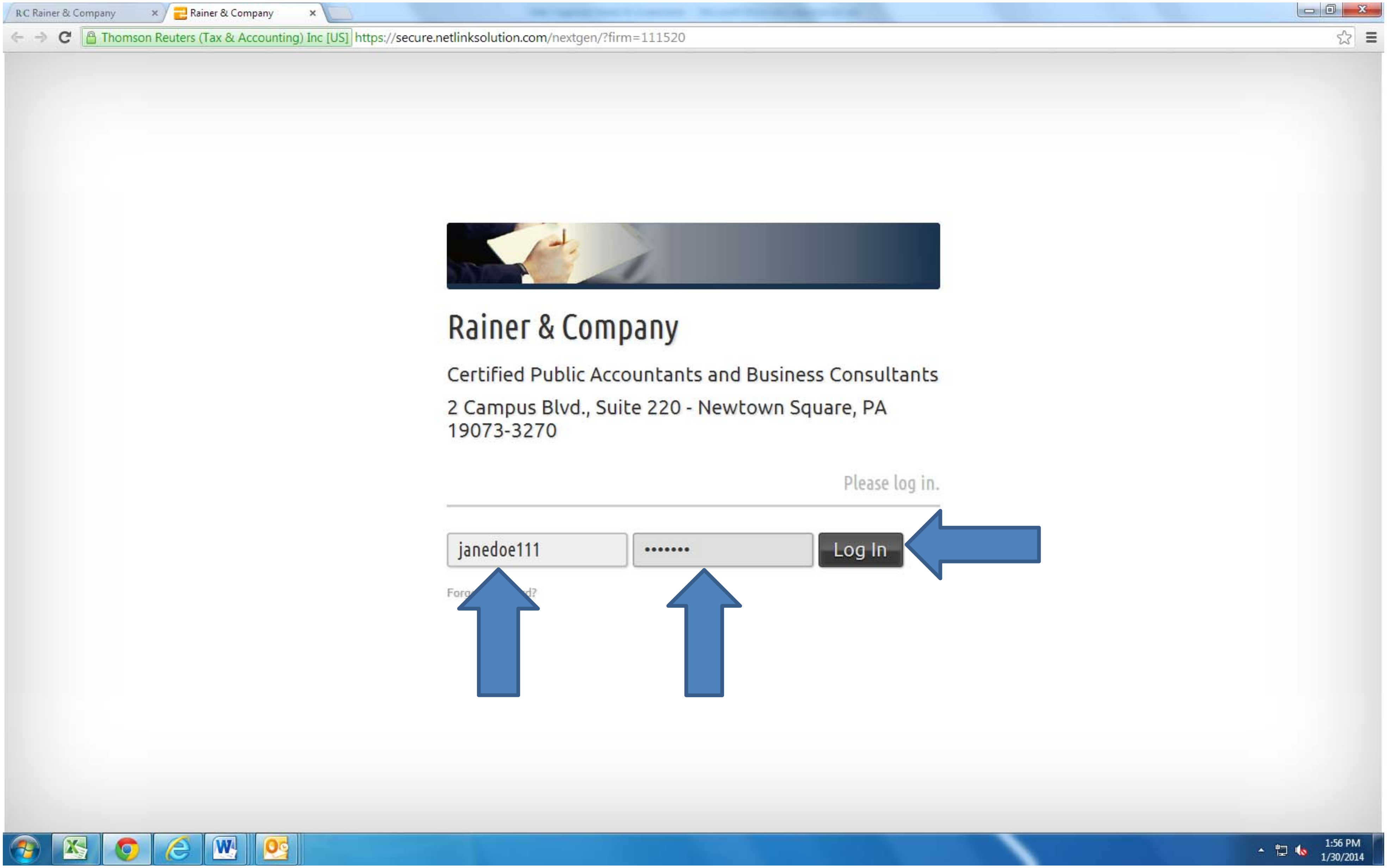
Step 3: Finish registering your NetClient Portal by creating a login and password, then click the "Register" button (see below):



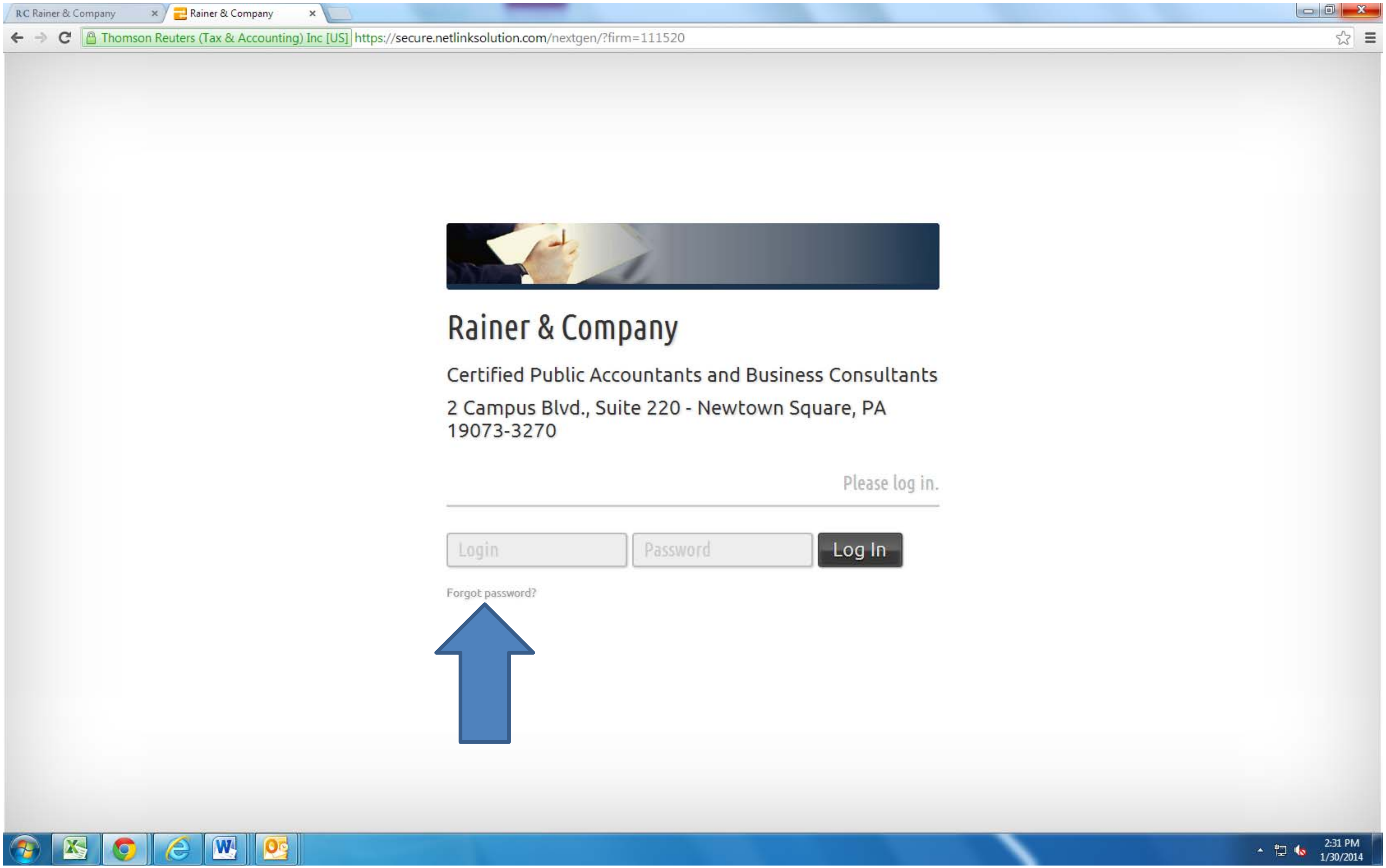
Step 4: Once your NetClient Portal is registered, log on by going to the Rainer & Company website at www.rainer.com, and clicking on the "Client Login" button (see below):

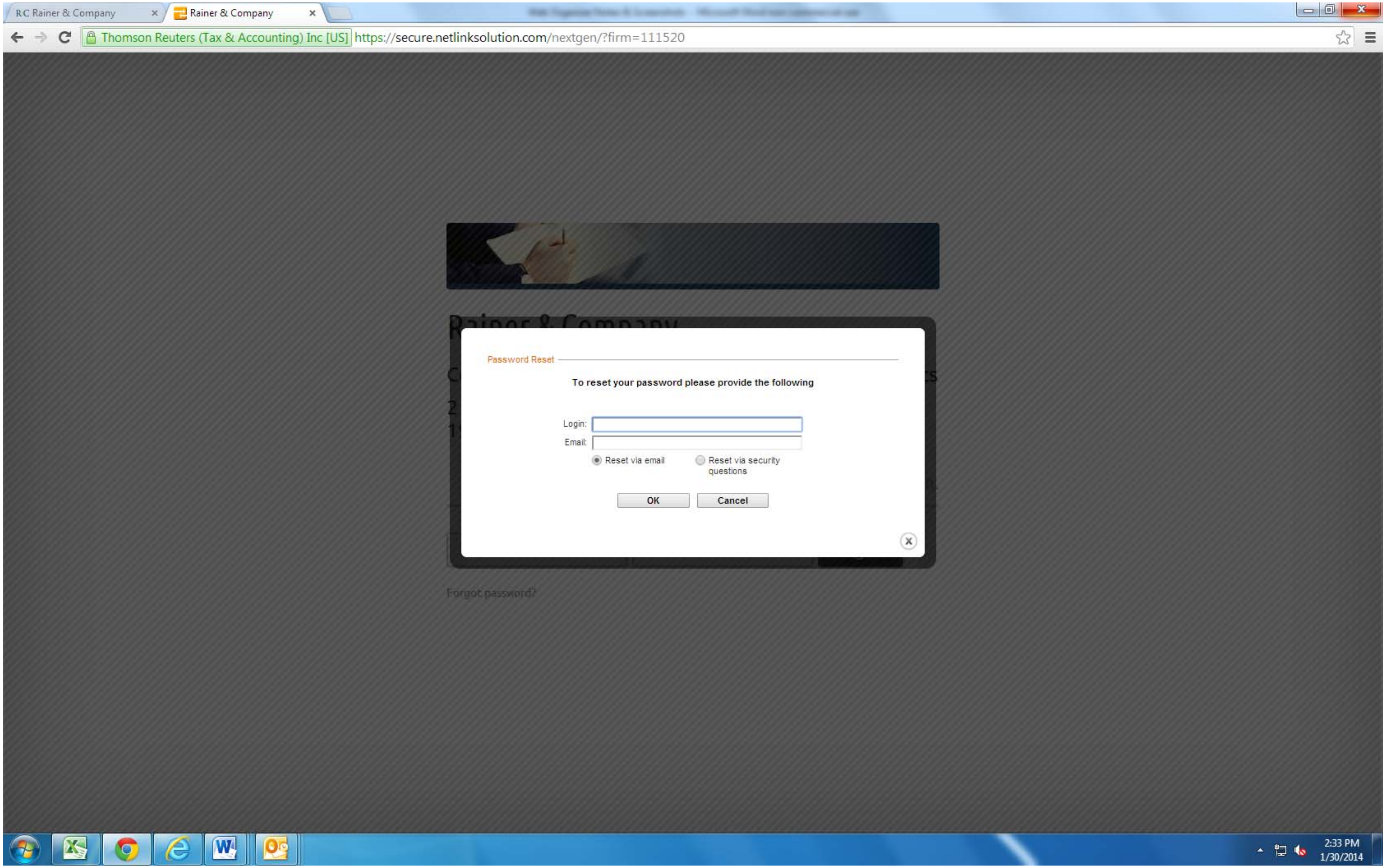


Step 5: Enter your login and password where indicated, then click the "Log In" button (See below):

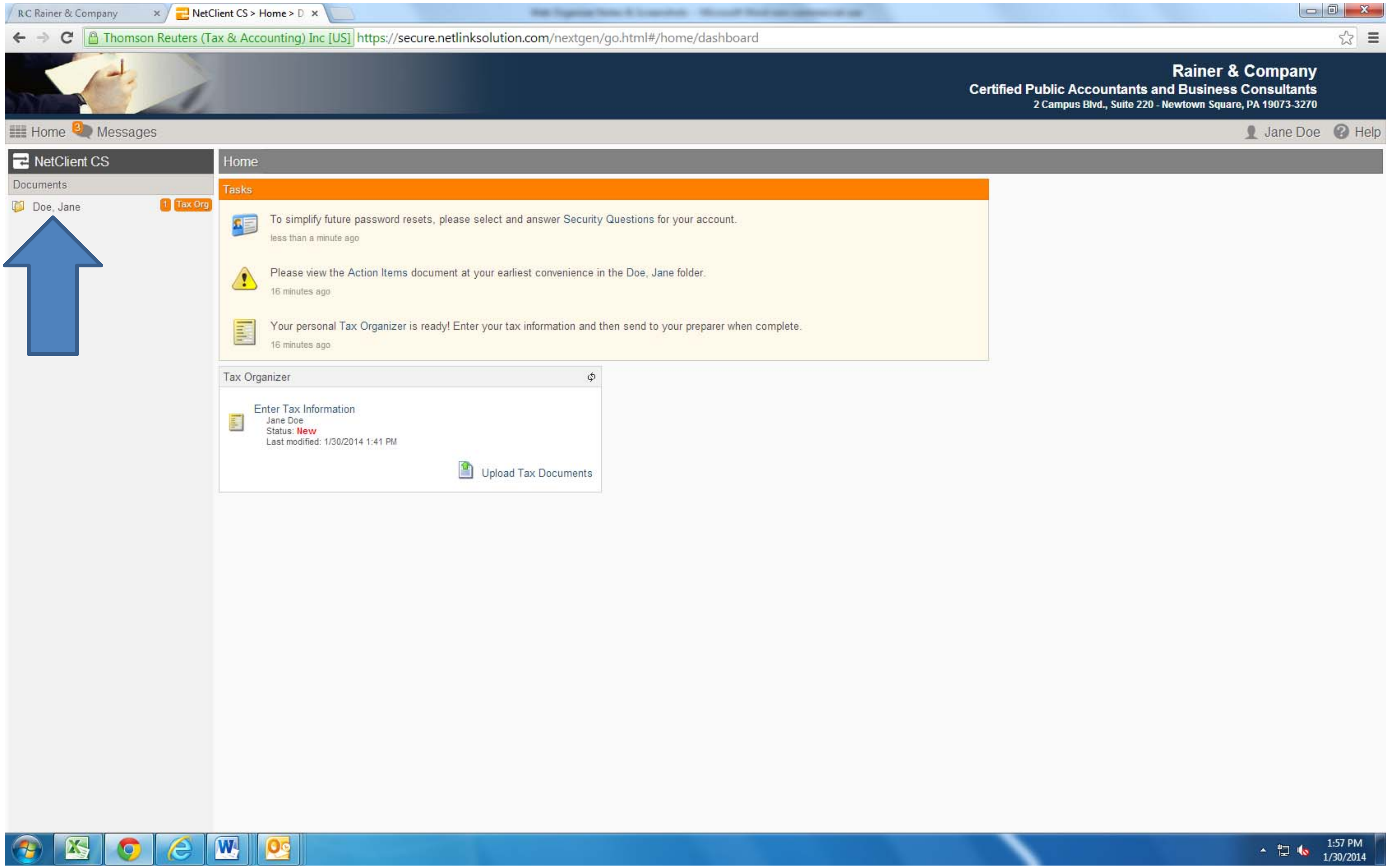


NOTE: If you forget your password, or just want to change it, you can simply click the link that says, "Forgot Password?" on the client login screen. This will allow you to reset your password (see below):

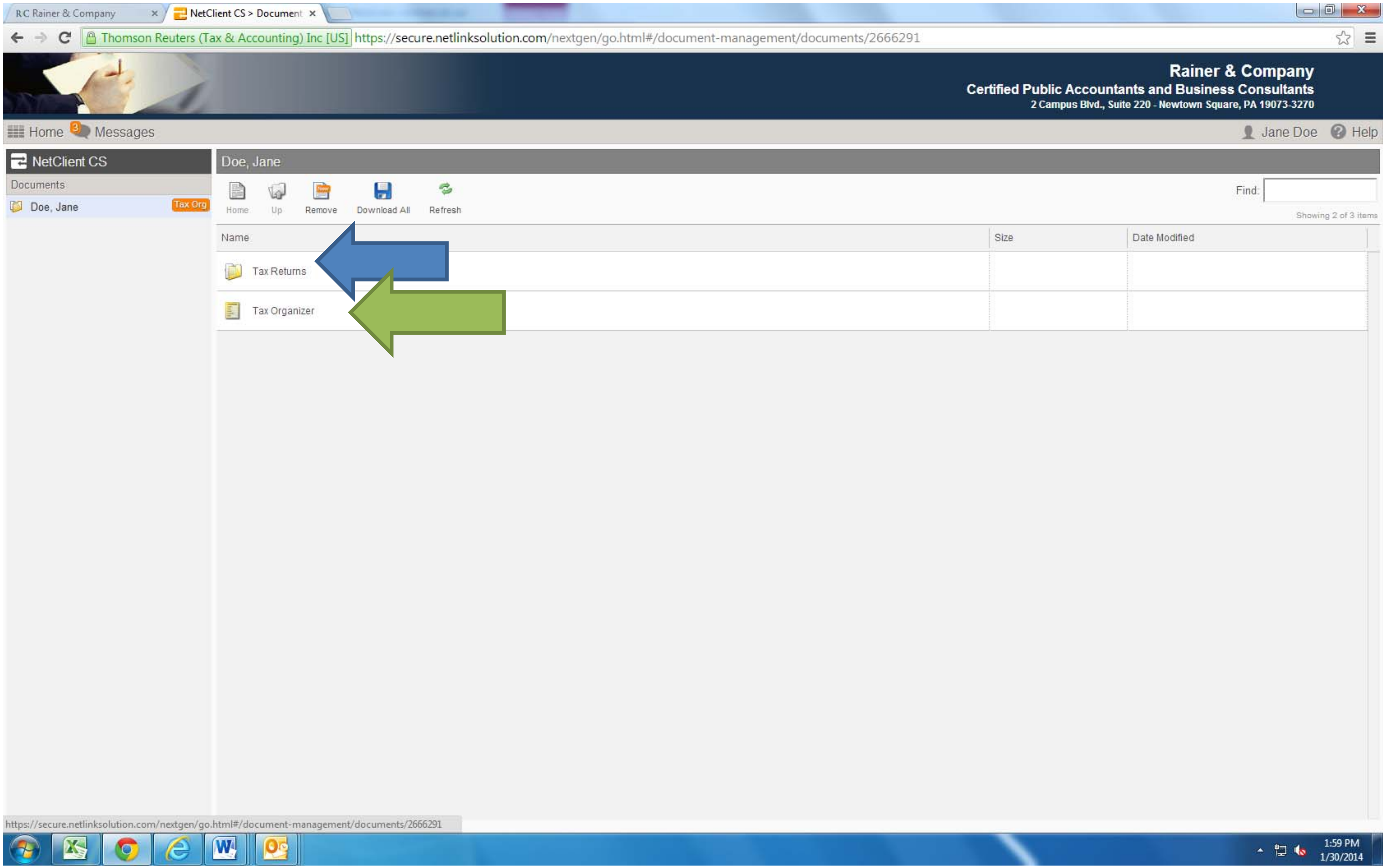



RC Rainer & Company
Rainer & Company
Thomson Reuters (Tax & Accounting) Inc [US]
https://secure.netlinksolution.com/nextgen/?firm=111520
Password Reset
To reset your password please provide the following
Login:
Email:
Reset via email
Reset via security questions
OK
Cancel
2:33 PM
1/30/2014

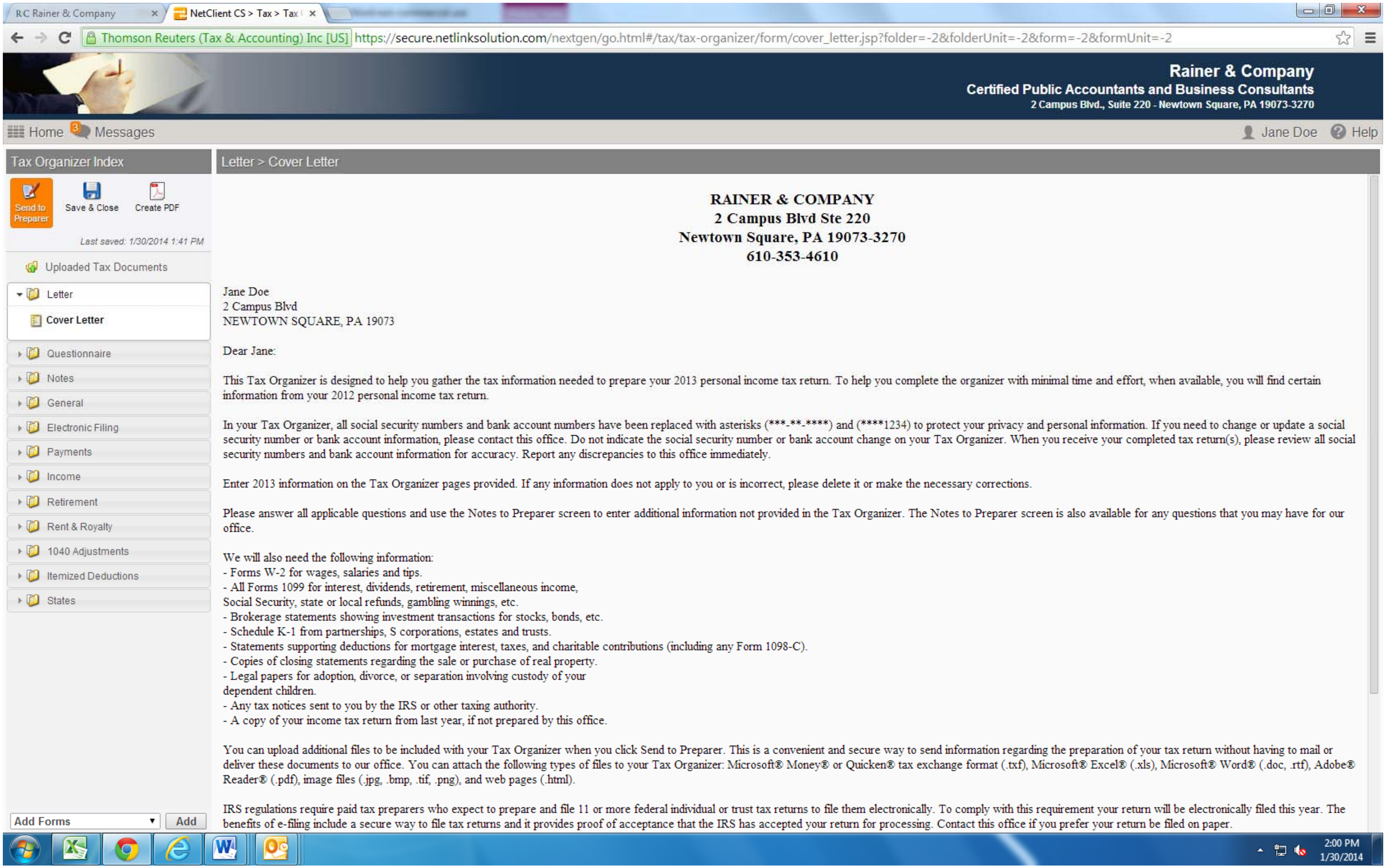
Step 6: Once you are logged onto your NetClient Portal, click on the folder with your name on it under "Documents" to the left side of the screen (see below):



Step 7: This will open another screen which shows your Tax Return Folder and your Tax Organizer Folder. Double-click on the Tax Organizer folder to open it (see below):



Sample Tax Organizer:



RAINER & COMPANY
2 Campus Blvd Ste 220
Newtown Square, PA 19073-3270
610-353-4610

Jane Doe
2 Campus Blvd
NEWTOWN SQUARE, PA 19073

Dear Jane:

This Tax Organizer is designed to help you gather the tax information needed to prepare your 2013 personal income tax return. To help you complete the organizer with minimal time and effort, when available, you will find certain information from your 2012 personal income tax return.

In your Tax Organizer, all social security numbers and bank account numbers have been replaced with asterisks (***-**-****) and (****1234) to protect your privacy and personal information. If you need to change or update a social security number or bank account information, please contact this office. Do not indicate the social security number or bank account change on your Tax Organizer. When you receive your completed tax return(s), please review all social security numbers and bank account information for accuracy. Report any discrepancies to this office immediately.

Enter 2013 information on the Tax Organizer pages provided. If any information does not apply to you or is incorrect, please delete it or make the necessary corrections.

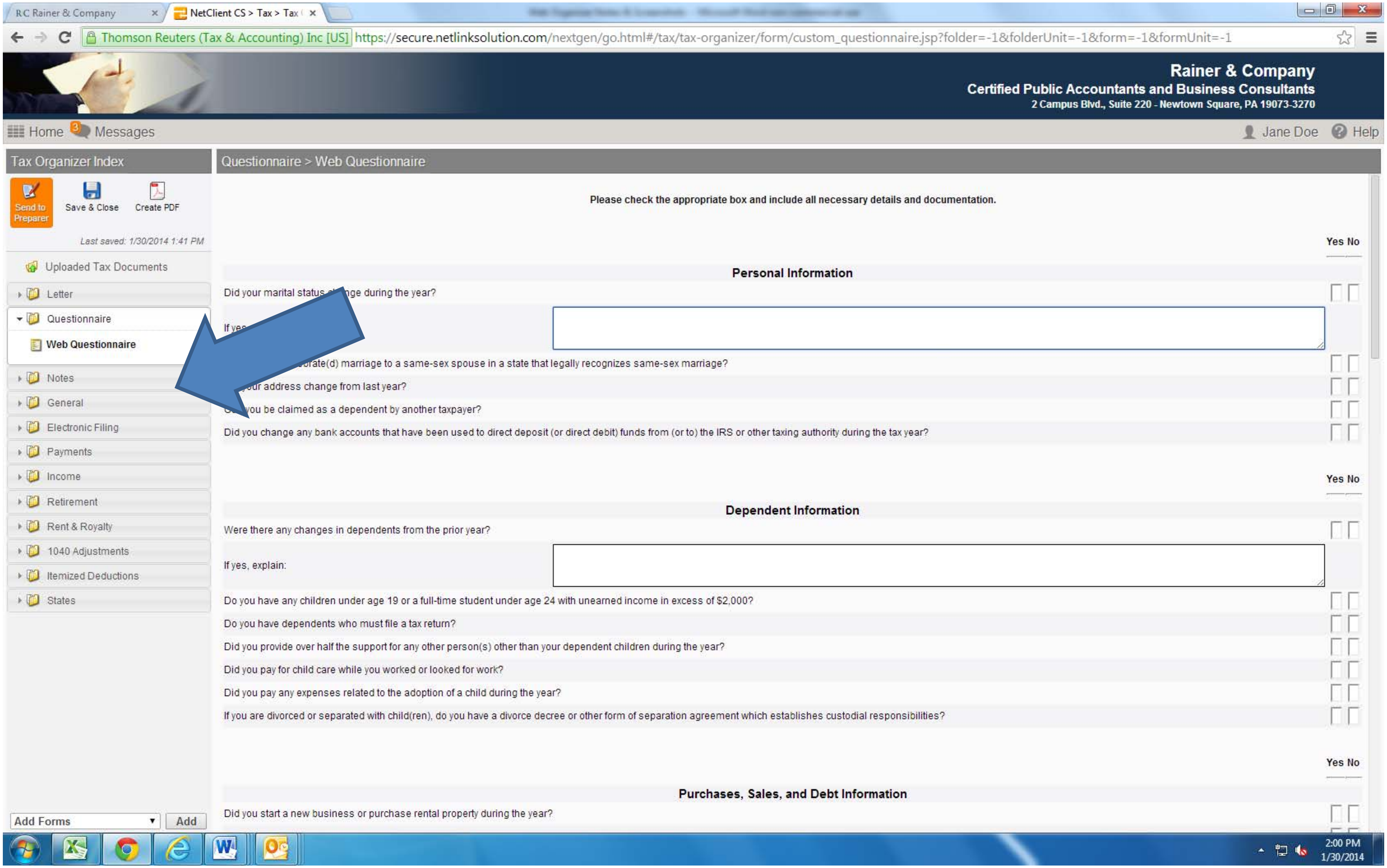
Please answer all applicable questions and use the Notes to Preparer screen to enter additional information not provided in the Tax Organizer. The Notes to Preparer screen is also available for any questions that you may have for our office.

We will also need the following information:
- Forms W-2 for wages, salaries and tips.
- All Forms 1099 for interest, dividends, retirement, miscellaneous income, Social Security, state or local refunds, gambling winnings, etc.
- Brokerage statements showing investment transactions for stocks, bonds, etc.
- Schedule K-1 from partnerships, S corporations, estates and trusts.
- Statements supporting deductions for mortgage interest, taxes, and charitable contributions (including any Form 1098-C).
- Copies of closing statements regarding the sale or purchase of real property.
- Legal papers for adoption, divorce, or separation involving custody of your dependent children.
- Any tax notices sent to you by the IRS or other taxing authority.
- A copy of your income tax return from last year, if not prepared by this office.

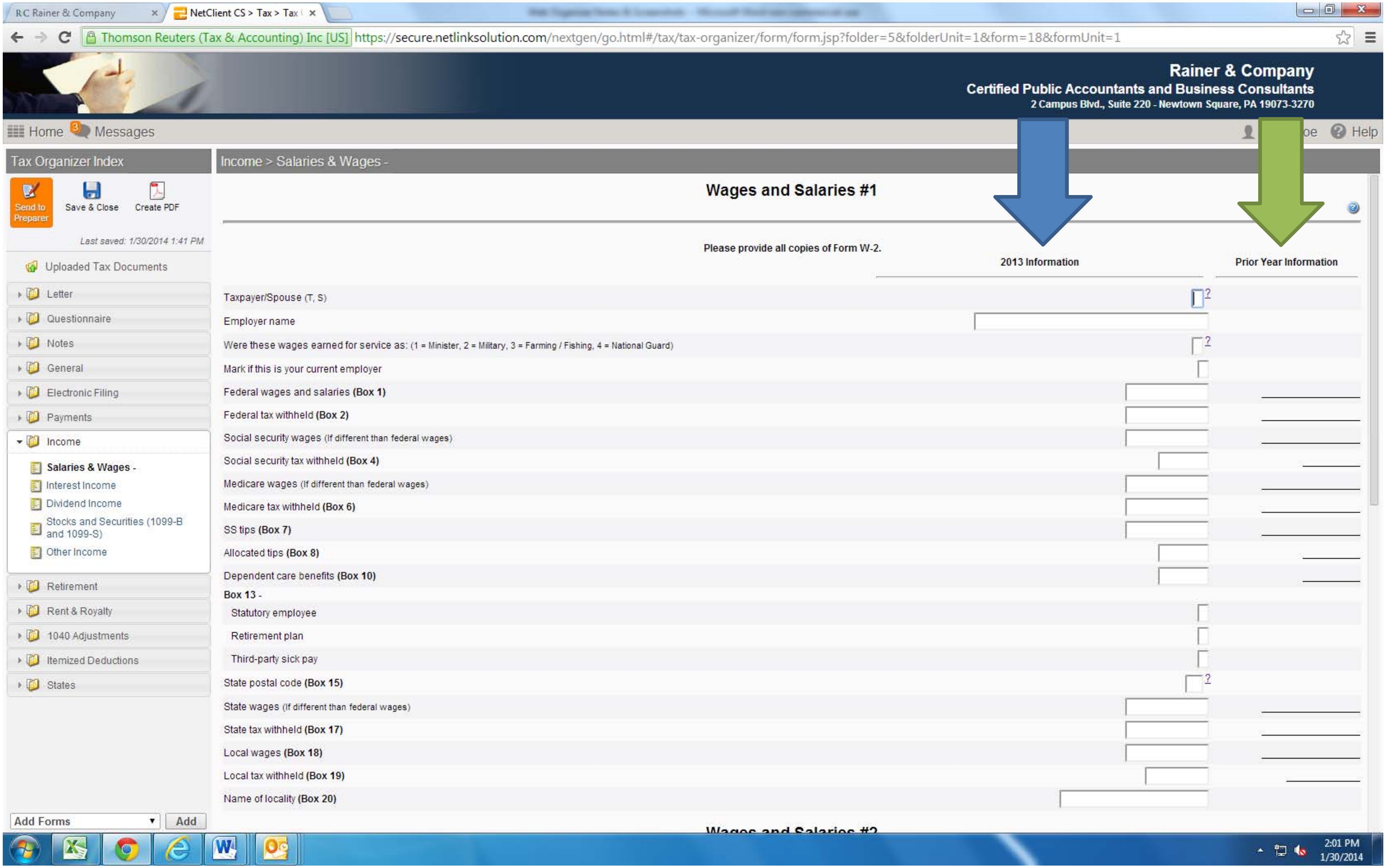
You can upload additional files to be included with your Tax Organizer when you click Send to Preparer. This is a convenient and secure way to send information regarding the preparation of your tax return without having to mail or deliver these documents to our office. You can attach the following types of files to your Tax Organizer: Microsoft® Money® or Quicken® tax exchange format (.txf), Microsoft® Excel® (.xls), Microsoft® Word® (.doc, .rtf), Adobe® Reader® (.pdf), image files (.jpg, .bmp, .tif, .png), and web pages (.html).

IRS regulations require paid tax preparers who expect to prepare and file 11 or more federal individual or trust tax returns to file them electronically. To comply with this requirement your return will be electronically filed this year. The benefits of e-filing include a secure way to file tax returns and it provides proof of acceptance that the IRS has accepted your return for processing. Contact this office if you prefer your return be filed on paper.

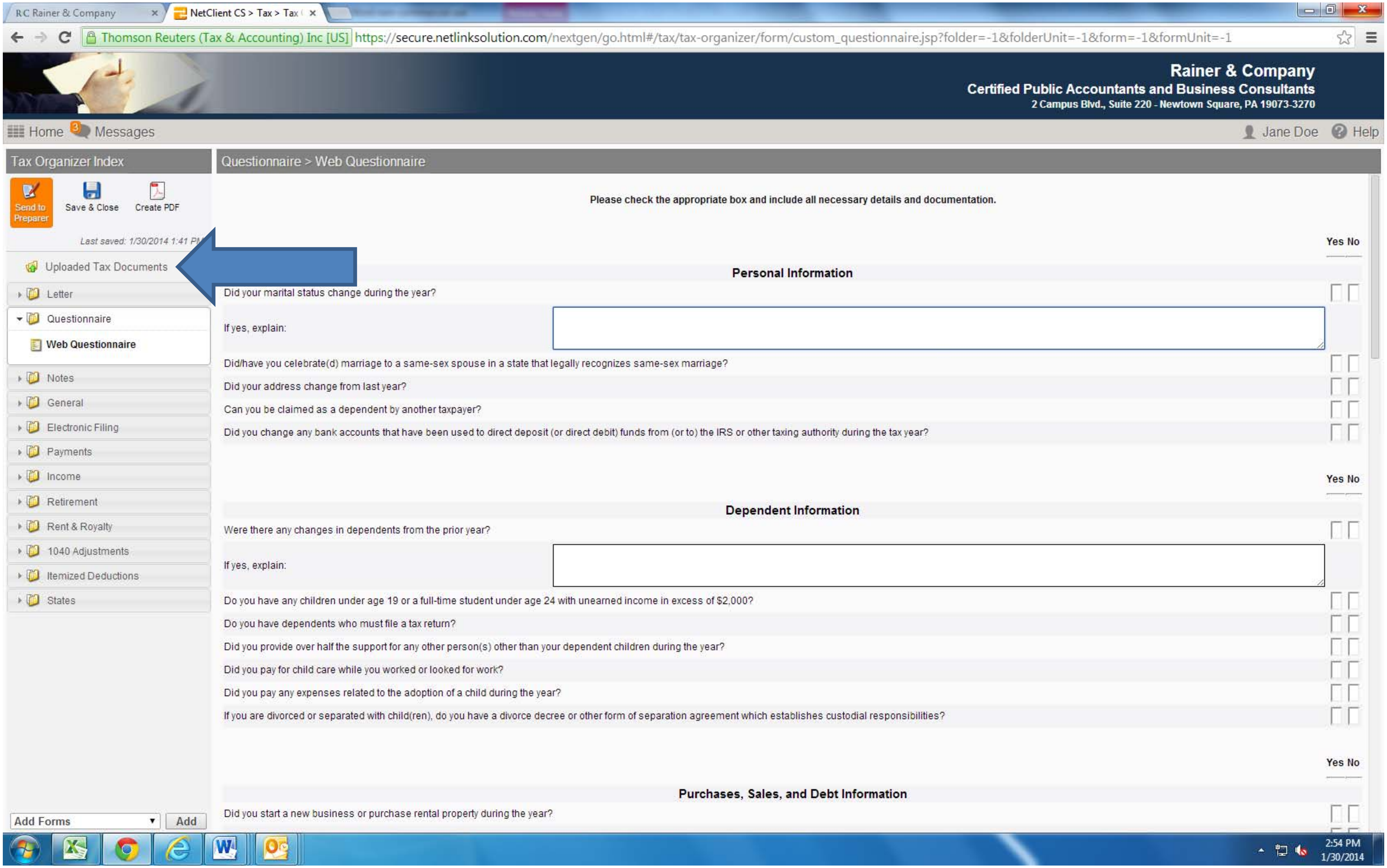
Step 8: Once open, you can go down the list of tabs to the left and fill out the online questionnaire with your current tax information (see below):



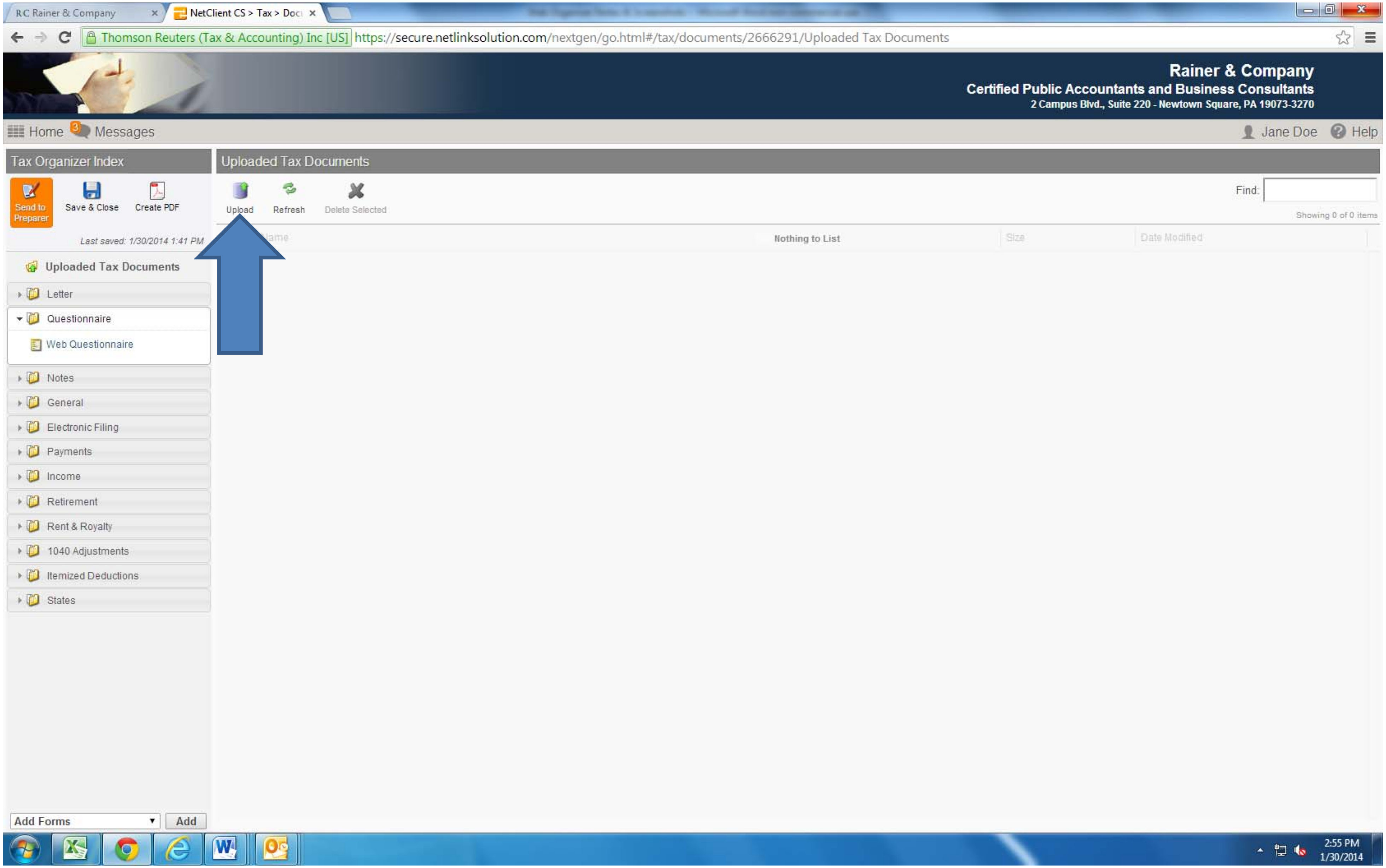
One of the great features of the Web Organizer is that it rolls over prior year information so that clients only need to update whatever new info they have for the current year. It also displays last year's info for reference. (NOTE: this feature is only applicable if Rainer & Company prepared your tax returns the previous year).



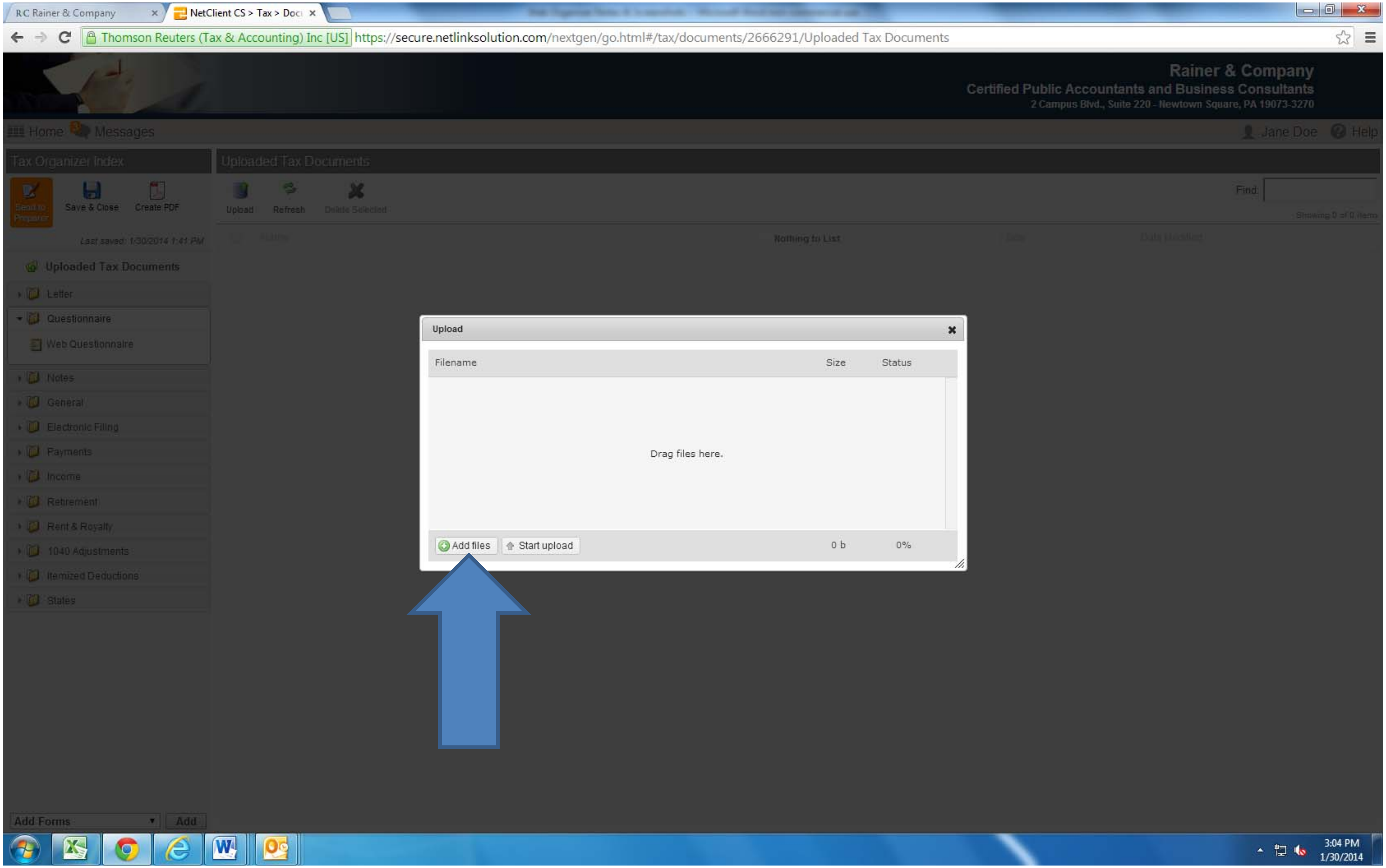
Step 9: You can also upload your tax documents such as W-2, 1099, 1098, K-1 etc by clicking the "Uploaded Tax Documents" link (see below):

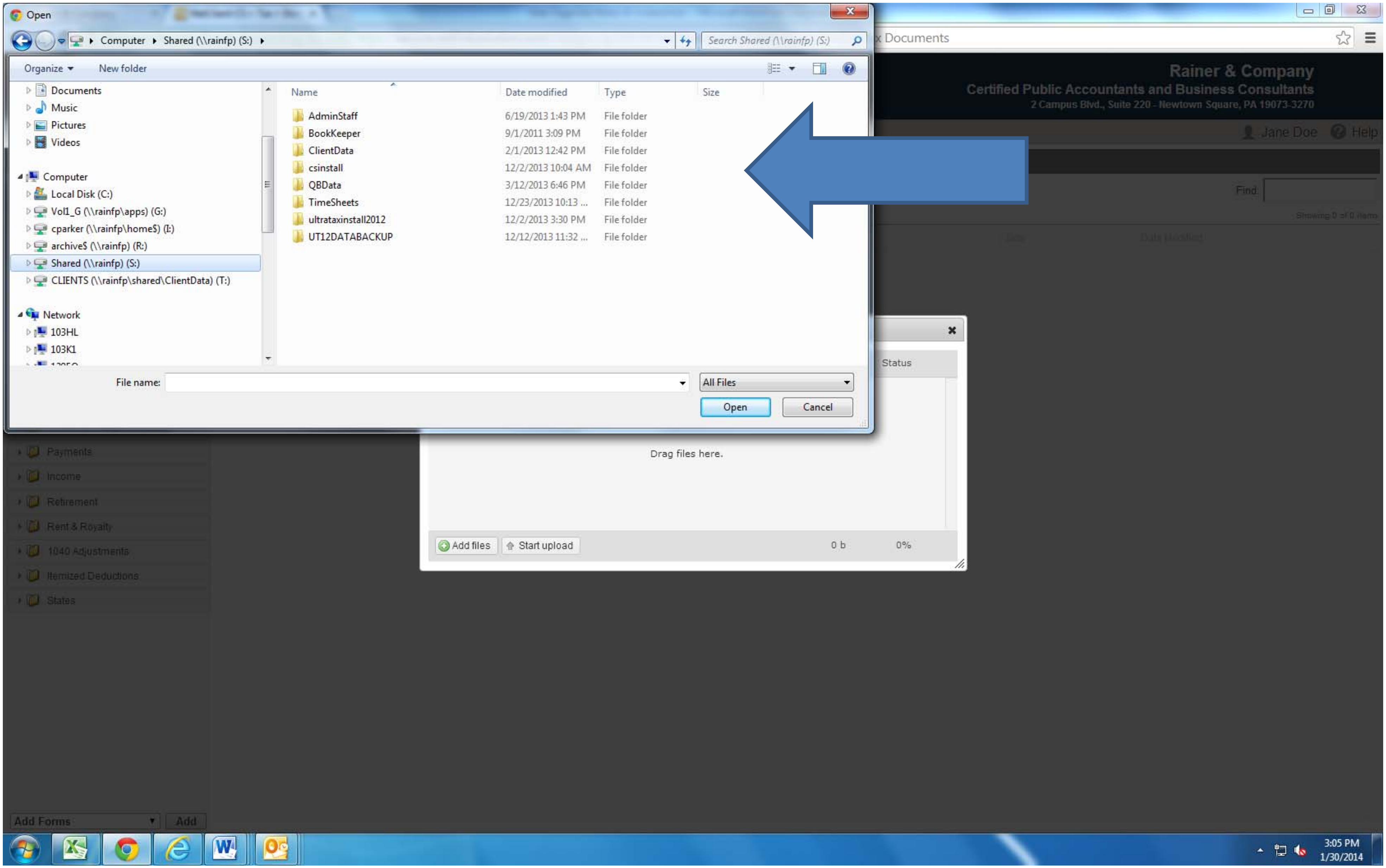


Step 10: This opens up a screen that will allow you to upload your saved documents by first clicking the "Upload" button (see below):

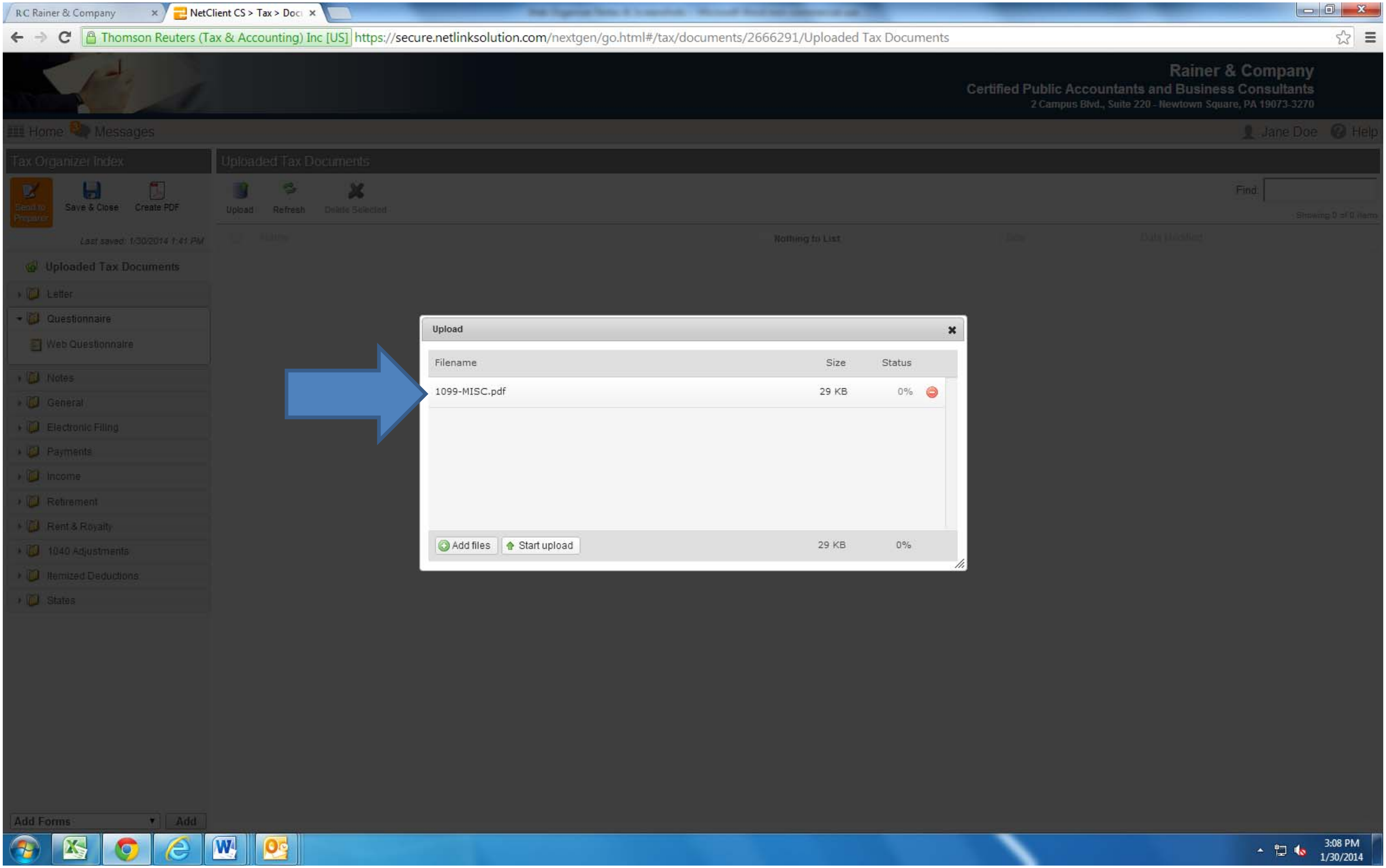


Step 11: Then clicking on the "Add Files" button. (This allows you to browse your computer to where your saved documents are that you wish to upload) (see below):

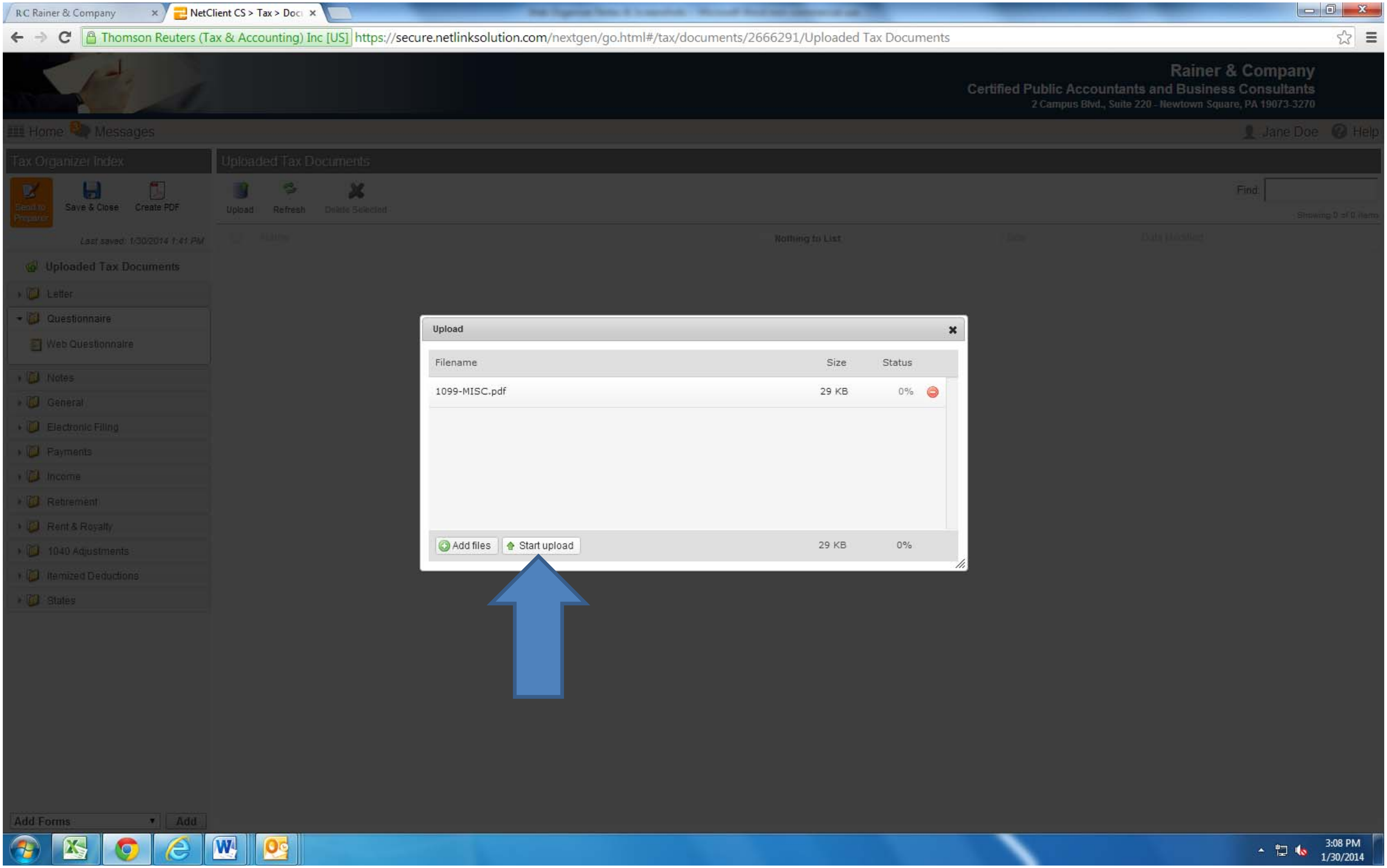



Open
Computer ▸ Shared (\\rainfp) (S:) ▸
Search Shared (\\rainfp) (S:)
Organize ▾
New folder
Documents
Music
Pictures
Videos
Computer
Local Disk (C:)
Vol1_G (\\rainfp\apps) (G:)
cparker (\\rainfp\home$) (I:)
archive$ (\\rainfp) (R:)
Shared (\\rainfp) (S:)
CLIENTS (\\rainfp\shared\ClientData) (T:)
Network
103HL
103K1
Name
Date modified
Type
Size
AdminStaff 6/19/2013 1:43 PM File folder
BookKeeper 9/1/2011 3:09 PM File folder
ClientData 2/1/2013 12:42 PM File folder
csinstall 12/2/2013 10:04 AM File folder
QBData 3/12/2013 6:46 PM File folder
TimeSheets 12/23/2013 10:13 ... File folder
ultrataxinstall2012 12/2/2013 3:30 PM File folder
UT12DATABACKUP 12/12/2013 11:32 ... File folder
File name:
All Files
Open
Cancel
x Documents
Rainer & Company
Certified Public Accountants and Business Consultants
2 Campus Blvd., Suite 220 - Newtown Square, PA 19073-3270
Jane Doe
Help
Find
Status
Drag files here.
Add files
Start upload
0 b
0%
Payments
Income
Retirement
Rent & Royalty
1040 Adjustments
Itemized Deductions
States
Add Forms
Add
3:05 PM
1/30/2014

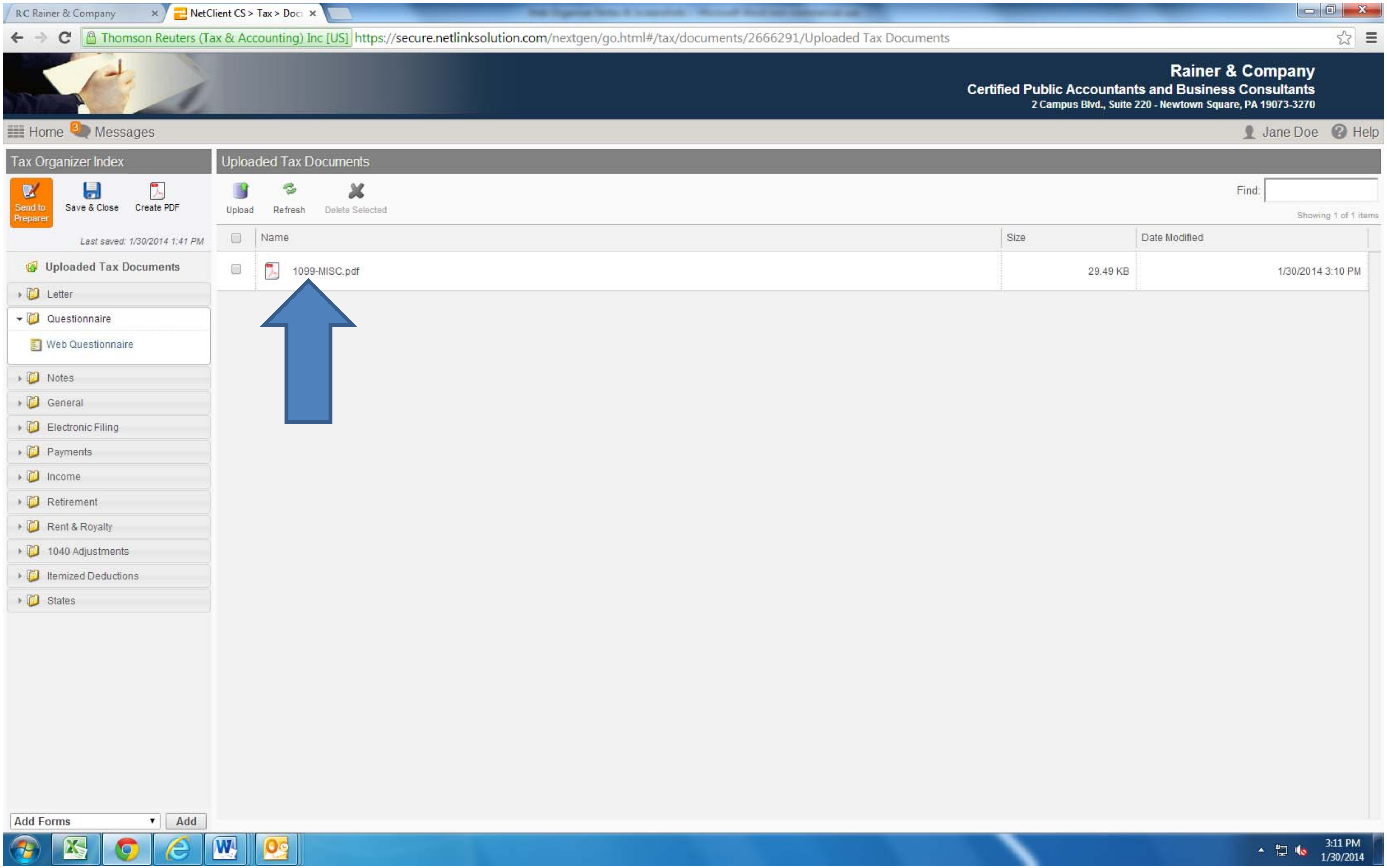
Step 12: Once you find the document that you want to upload, simply double-click on it to add it to the upload screen (see below):



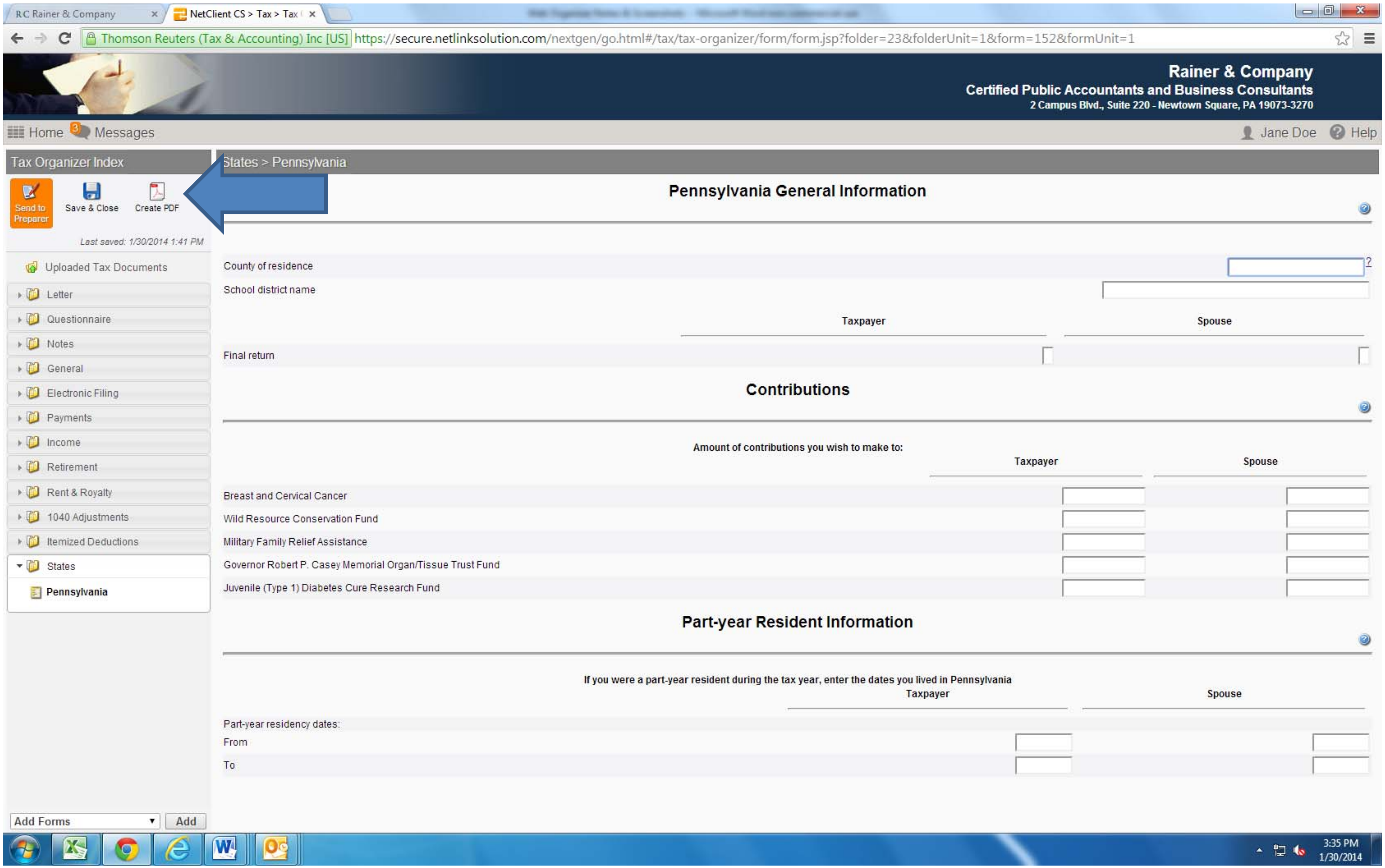
Step 13: Click on the "Start Upload" button to start the upload process:



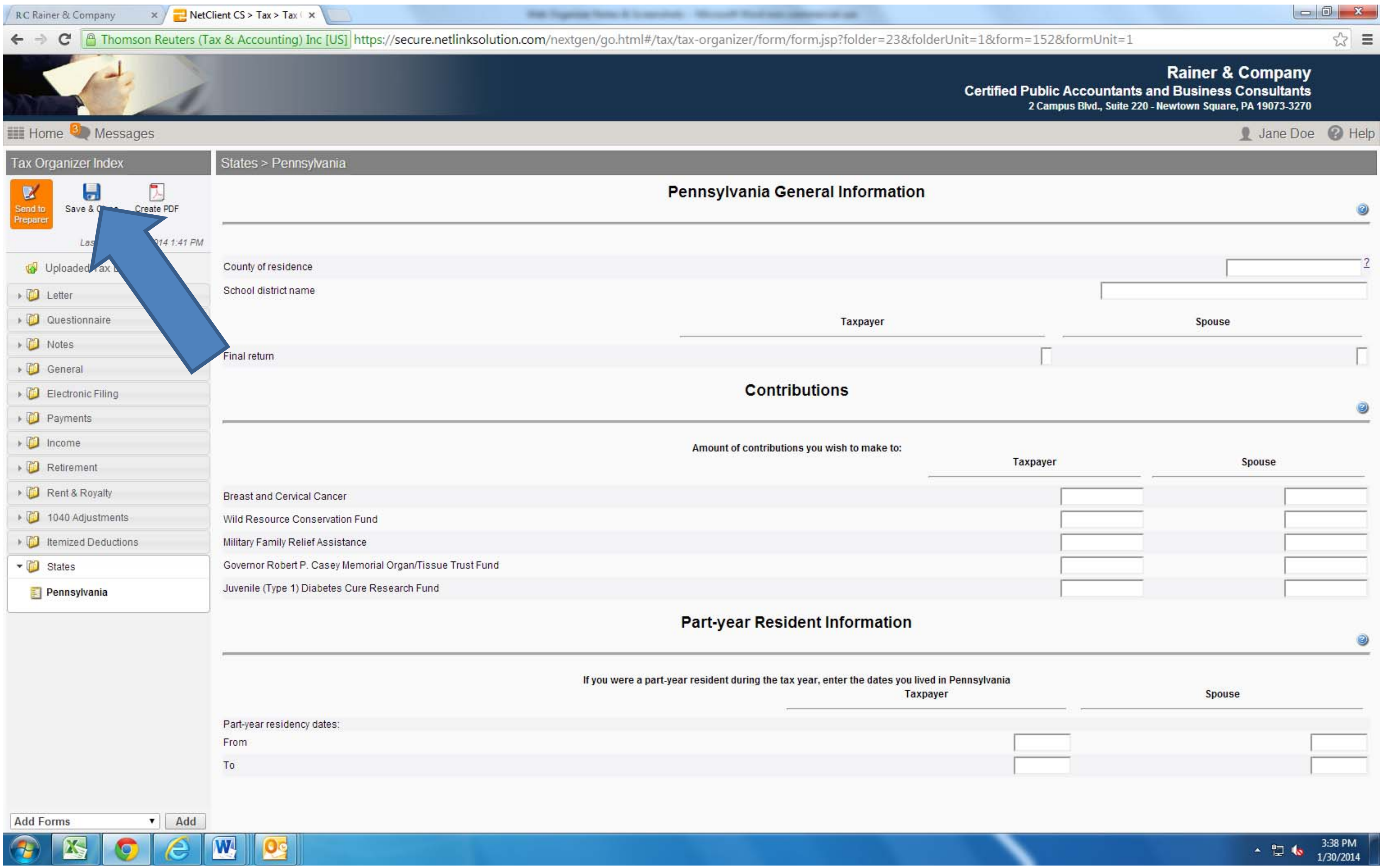
Step 14: When finished uploading, you should be able to see your uploaded documents in the "Uploaded Tax Documents" screen (see below):



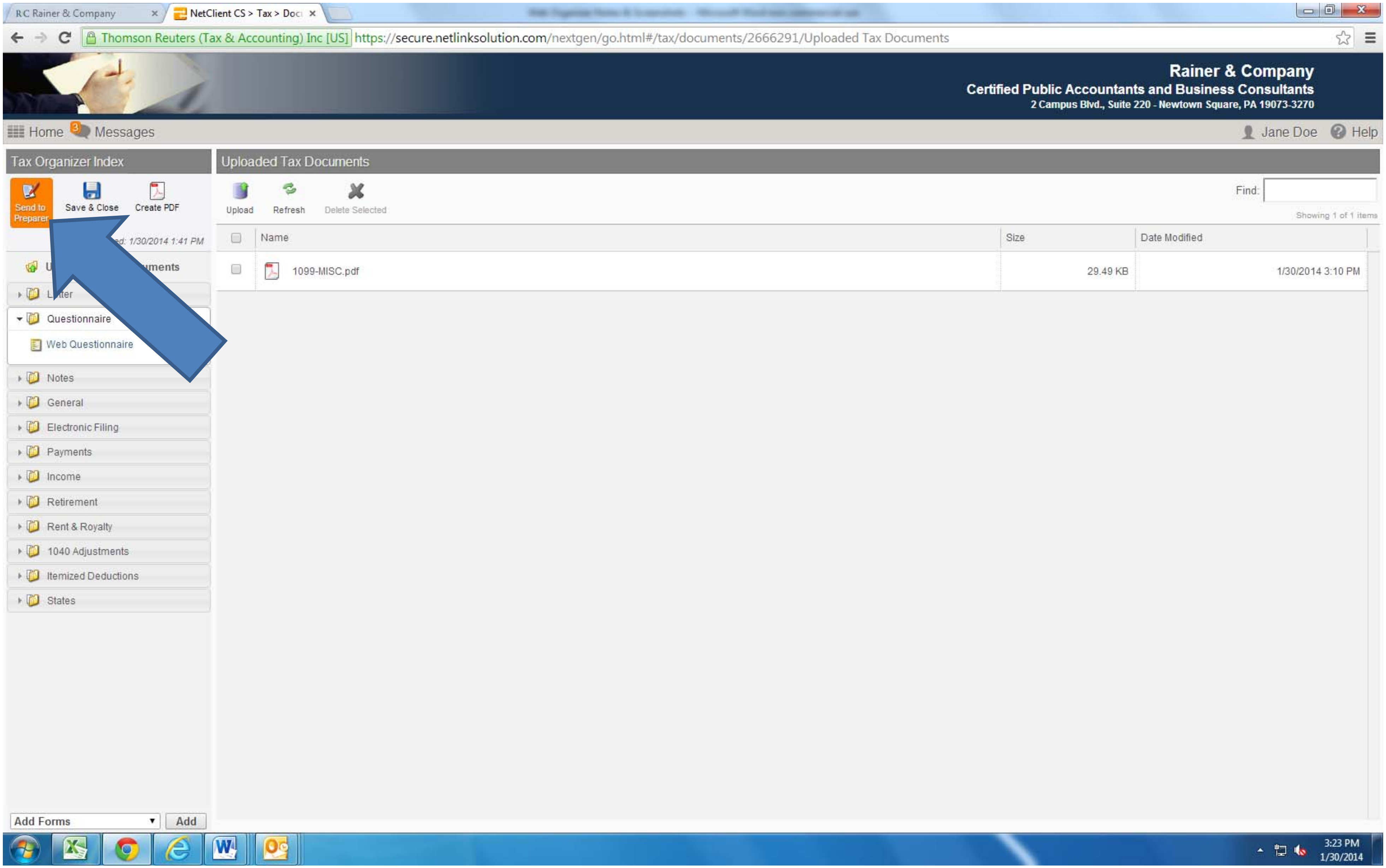
You can save a PDF of your Web Organizer if you choose by clicking on the Adobe PDF icon that says, “Create PDF” (see below):

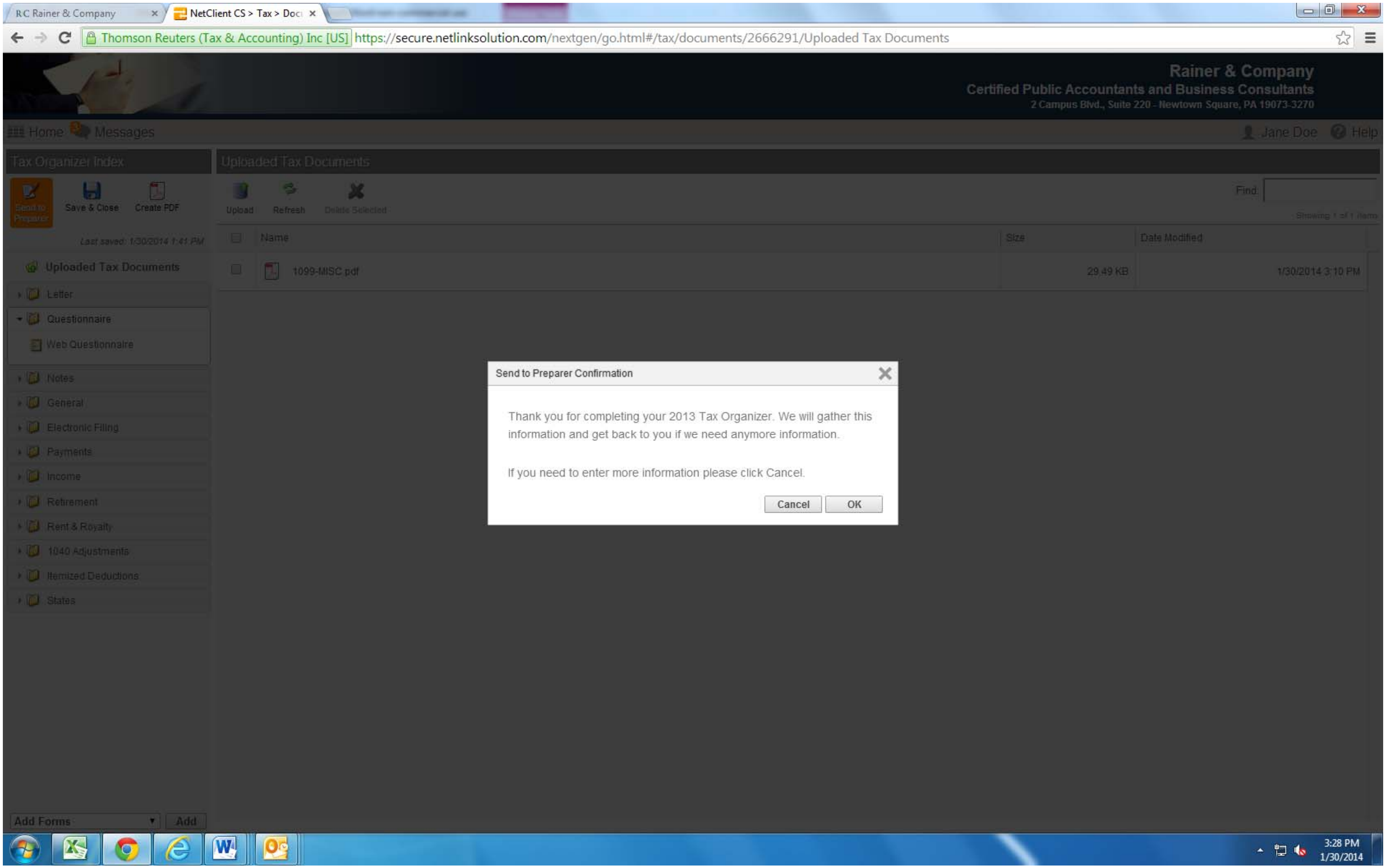


You can also stop and start your Web Organizer whenever you want by clicking the "Save and Close" button before you exit the Web Organizer (see below):

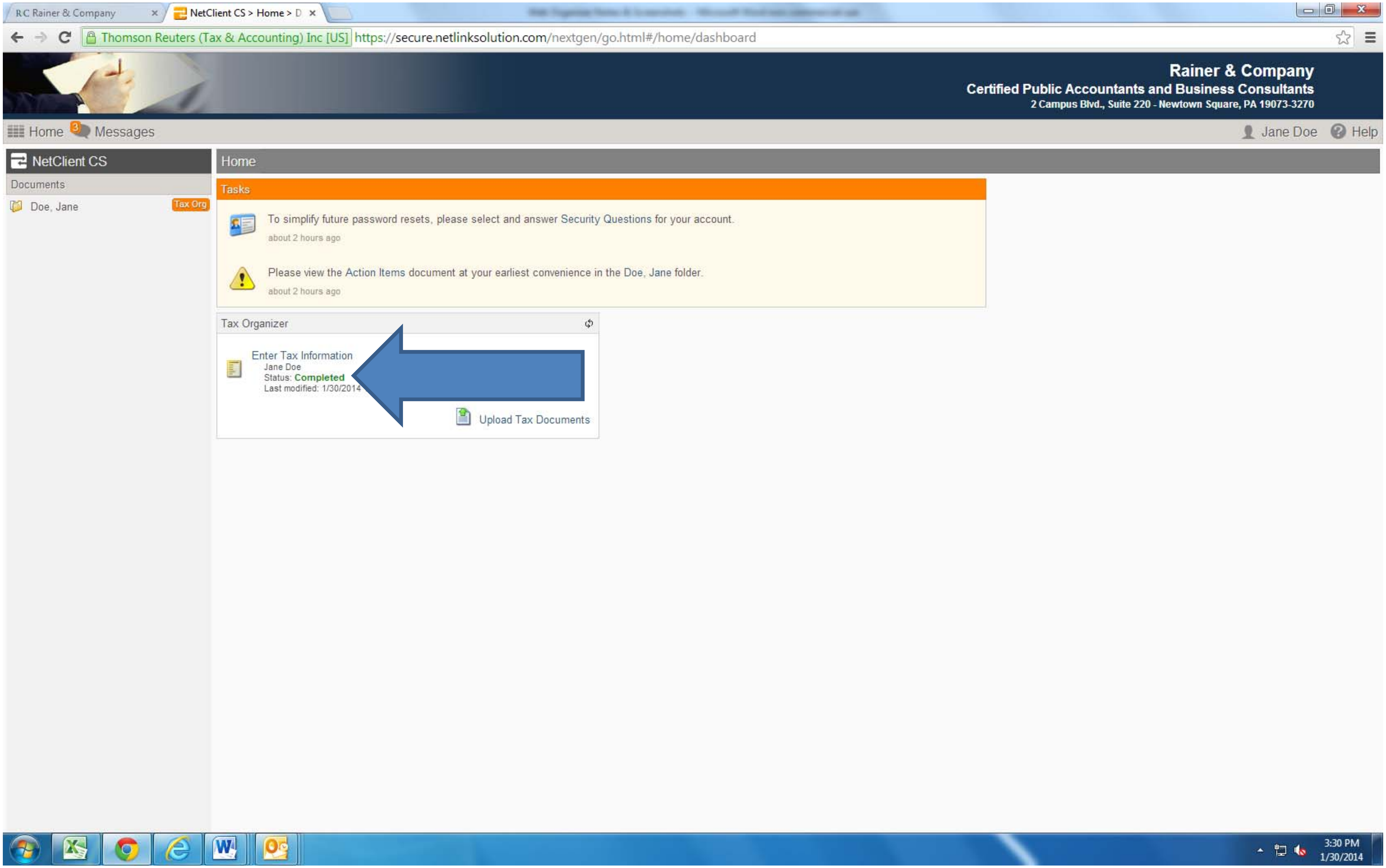


Step 15: When you are finshed inputting your information into the Web Orgainzer and/or uploading your tax documents, simply click the "Send To Preparer" button. This will electronically transmit your info to Rainer & Company where the admin staff will retrieve it and import it into our tax software so that the accountants can begin preparing your tax returns (see below).

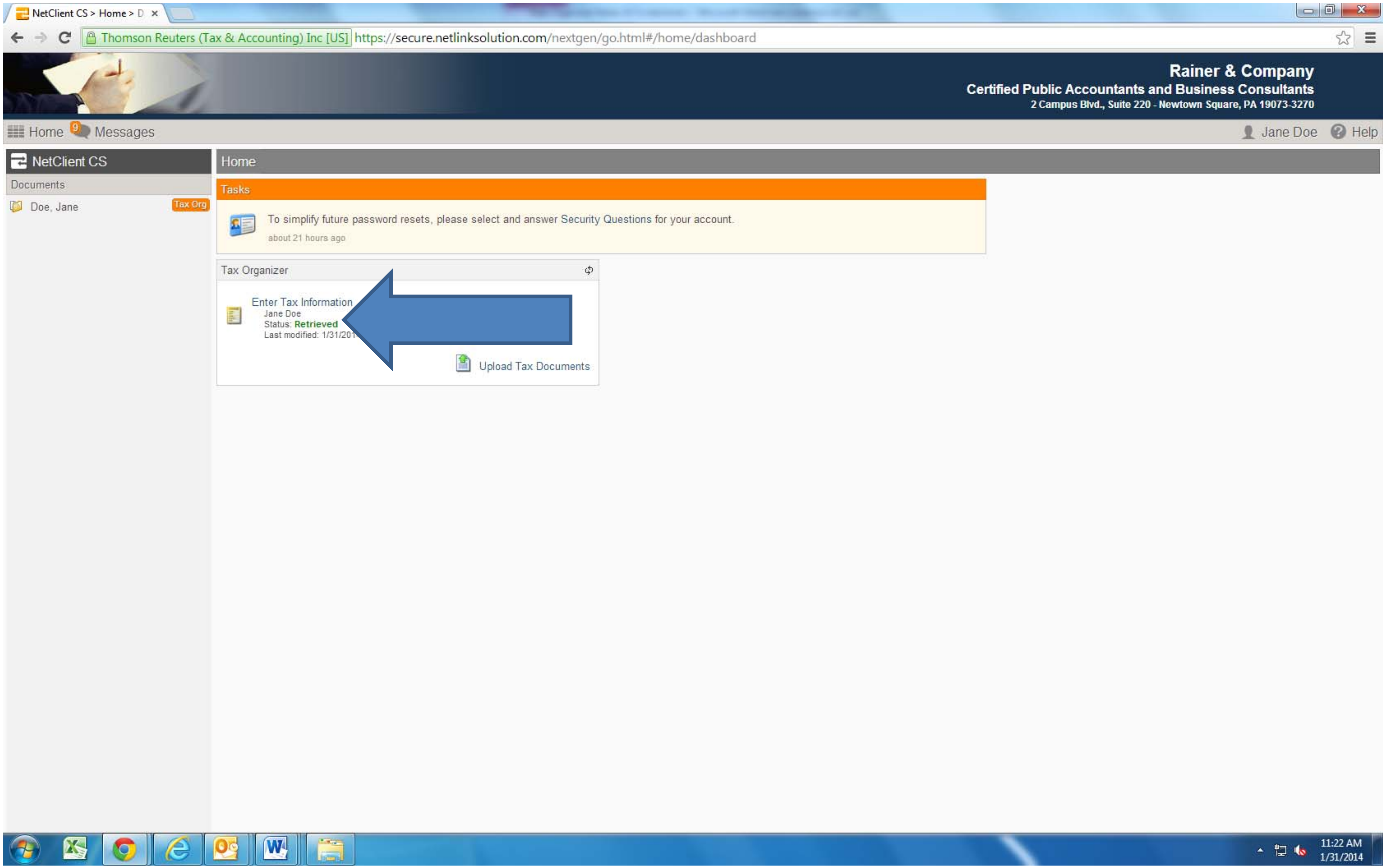



R.C Rainer & Company
NetClient CS > Tax > Doc
Thomson Reuters (Tax & Accounting) Inc [US]
https://secure.netlinksolution.com/nextgen/go.html#/tax/documents/2666291/Uploaded Tax Documents
Rainer & Company
Certified Public Accountants and Business Consultants
2 Campus Blvd., Suite 220 - Newtown Square, PA 19073-3270
Home
Messages
Jane Doe
Help
Tax Organizer Index
Save & Close
Create PDF
Last saved: 1/30/2014 1:41 PM
Uploaded Tax Documents
Letter
Questionnaire
Web Questionnaire
Notes
General
Electronic Filing
Payments
Income
Retirement
Rent & Royalty
1040 Adjustments
Itemized Deductions
States
Add Forms
Add
Upload
Refresh
Delete Selected
Find
Name
Size
Date Modified
1099-MISC.pdf
29.49 KB
1/30/2014 3:10 PM
Send to Preparer Confirmation
Thank you for completing your 2013 Tax Organizer. We will gather this information and get back to you if we need anymore information.
If you need to enter more information please click Cancel.
Cancel
OK
3:28 PM
1/30/2014

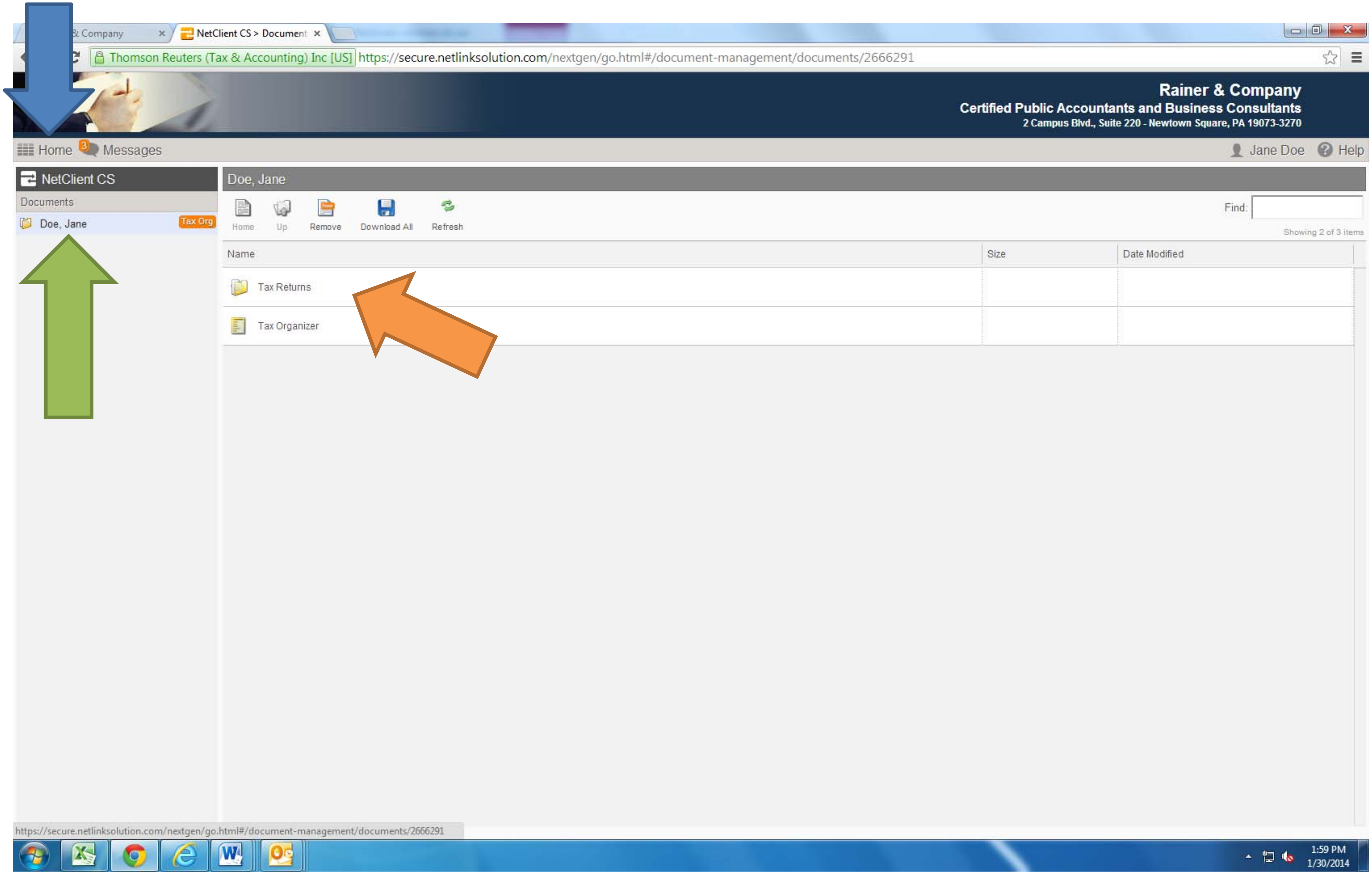
Step 16: Once the Web Organizer is submitted to Preparer, the status on the home page of your NetClient Portal will change from "New" to "Completed" (see below).



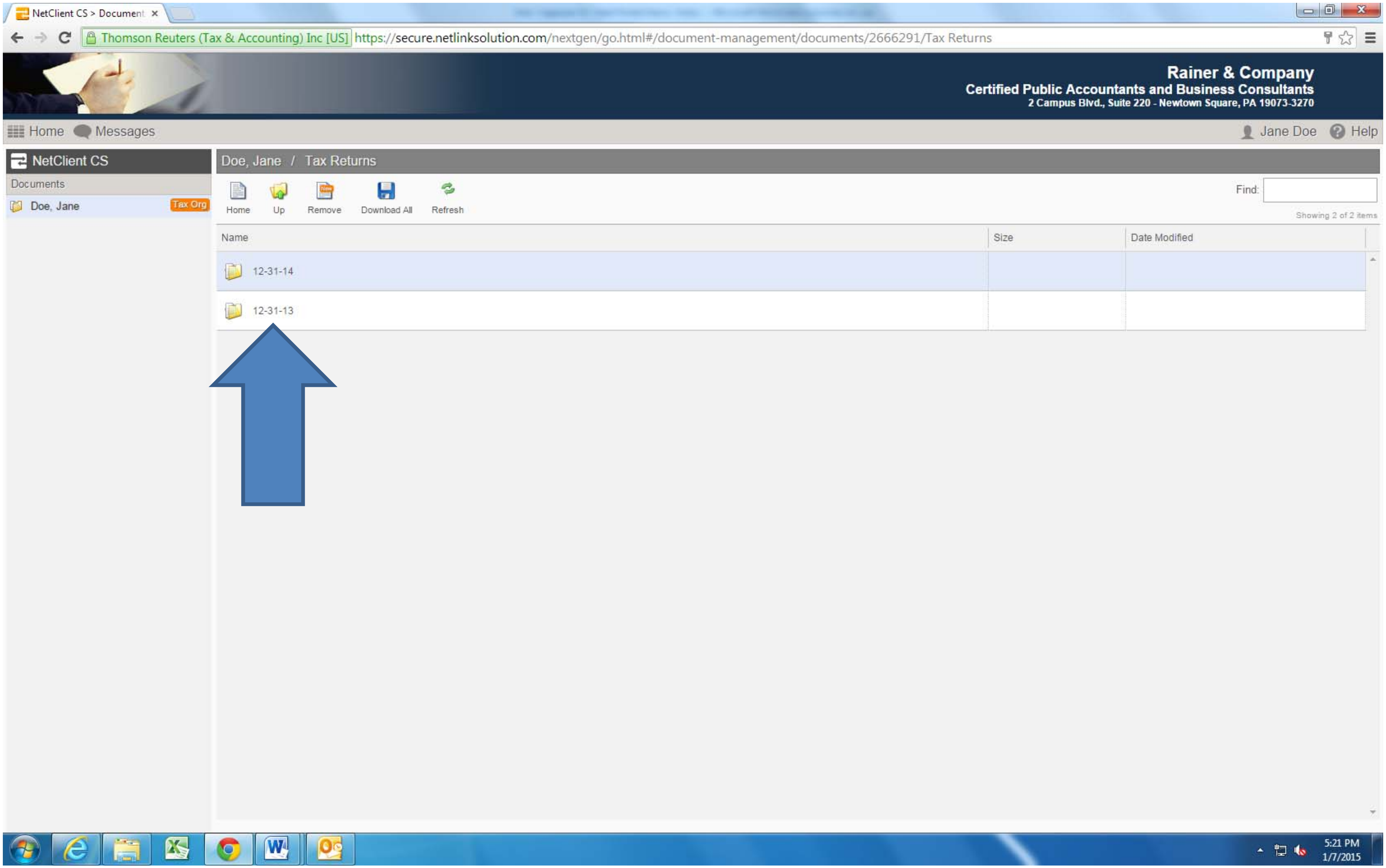
Step 17: Once the Web Organizer data is retrieved by the Rainer & Company admin staff, the status on the home page of your NetClient Portal will change from "Completed" to "Retrieved". This is your confirmation that you have successfully submitted your Web Organizer and/or uploaded tax documents to Rainer & Company (see below).



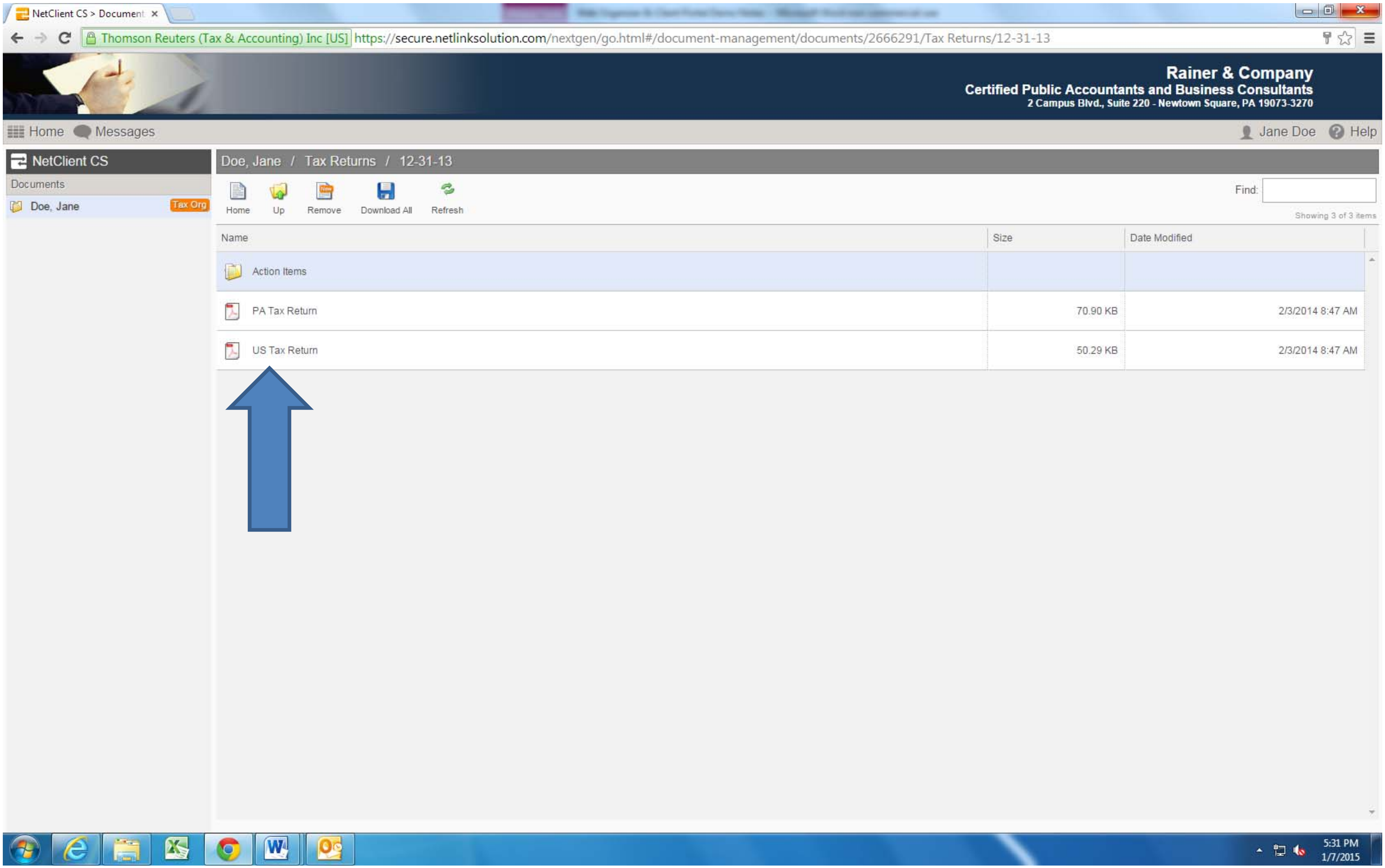
To access your Tax Returns through your Client Portal, go back to the Home screen by clicking the "Home" button, then click on the link to the left with your name on it. This will display your "Tax Returns" folder (see below).



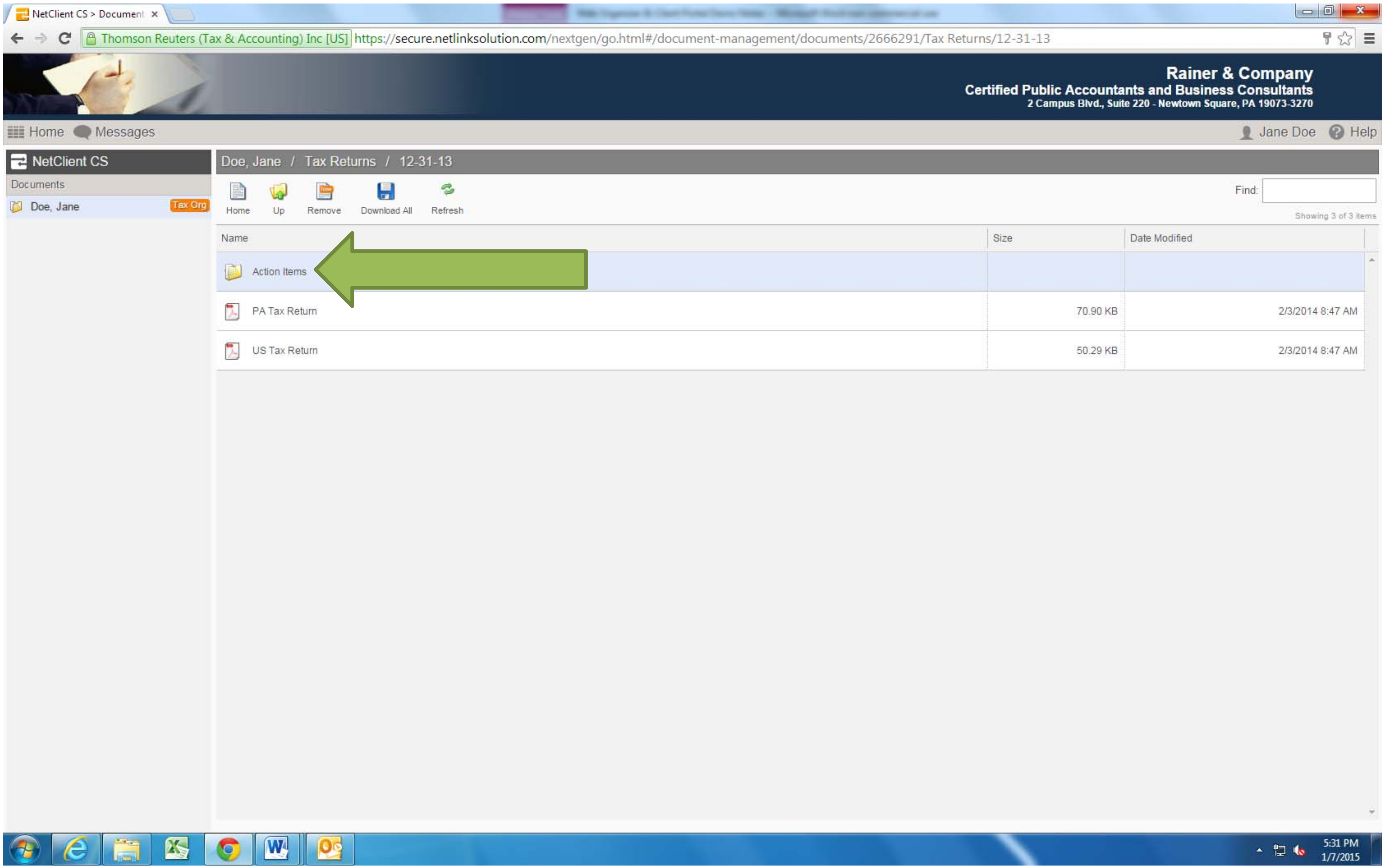
Click on the "Tax Return" folder to reveal PDF copies of tax returns for each year that you used a Client Portal (see below).



Double click on the year-end folder to display the actual returns (see below).



Depending on your preference, Rainer & Company will send you your actionable tax return items, that is any item that requires action on your part such e-file authorization forms that need to be signed and sent back to Rainer & Co, federal and/or state payment vouchers that need to be paid and remitted to the IRS and/or the state, any estimated payment vouchers that need to be paid and remitted, etc, either by mail or via your "ACTION ITEMS" folder on your NetClient Portal. Therefore, be sure that you check your "ACTION ITEMS" folder for any <u>urgent actionable documents</u> that may require your attention (see below).



If Rainer & Company sends your actionable items via your NetClient Portal, you will get an email, such as the one below, notifying you that there are actionable documents waiting for you in your "ACTIONS ITEMS" folder (see below):

(Sample Email Notification Once Tax Returns are Completed and Transmitted to Client Portal):

RAINER & COMPANY
2 Campus Blvd Ste 220
Newtown Square, PA 19073-3270
610-353-4610

Client Name
Client Address

Dear ________________________:

A copy of your 2014 individual tax return has been posted to NetClient CS, a private, secure web portal. Once you log in, click the folder under "Documents" to access your returns.

Additional tax documents have also been posted that require your immediate attention and response such as e-file authorization forms, payment vouchers, estimates, etc. These documents can be found in the folder marked, "Action Items". Please make sure that you review these Action Items as soon as possible as these documents are time sensitive and require immediate action on your part.

To access your tax returns, enter your login (janedoe111) here www.rainer.com.

If you don't remember your password, you can reset it by entering your login (janedoe111) and your email address (jdoe@rainer.com) here https://secure.netlinksolution.com/nextgen?firm=111520&showPasswordReset=true.

To contact us regarding this message, please call us at 610-353-4610 or email us at taxes@rainer.com.

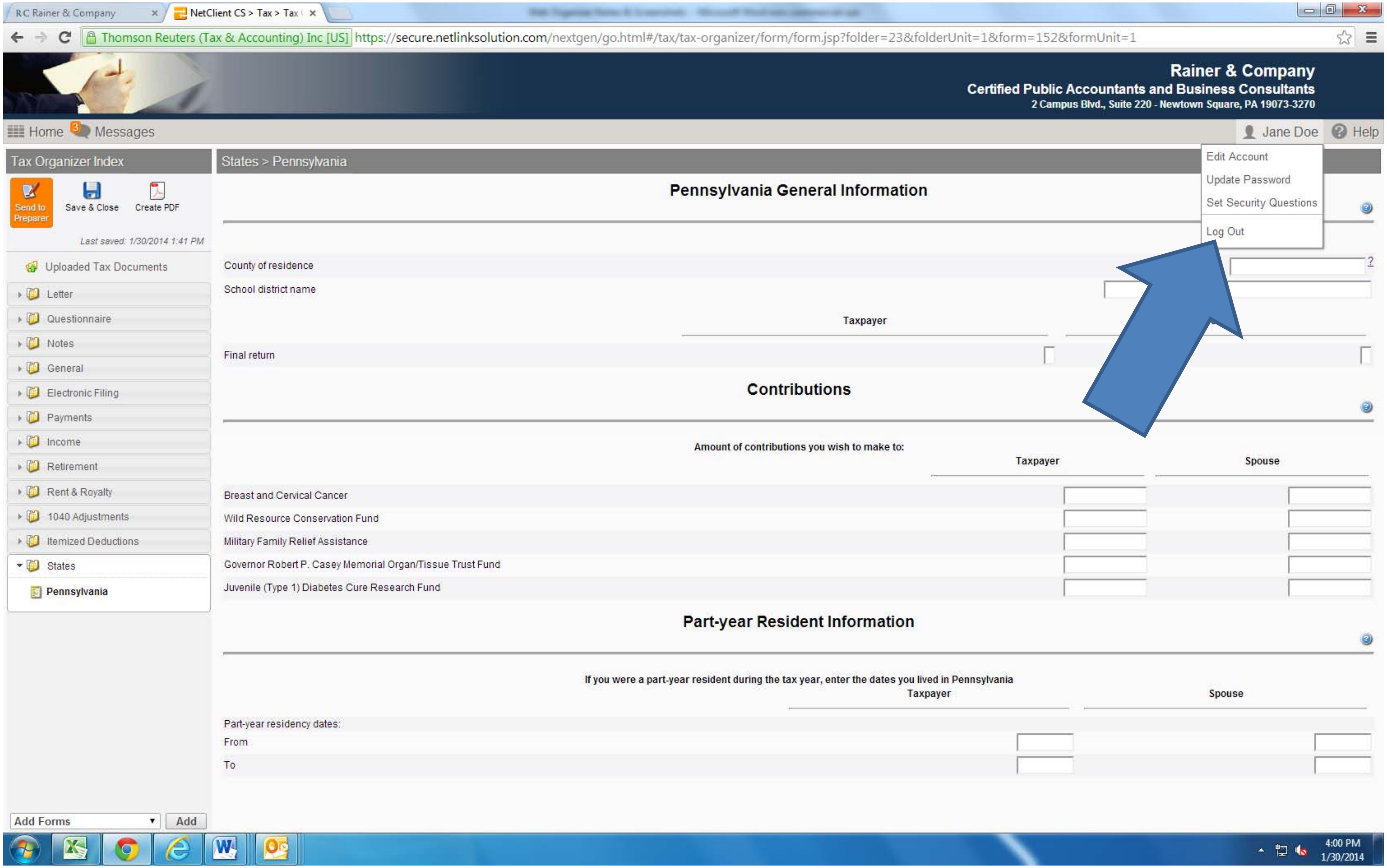
Thank you for the opportunity to serve you.

Sincerely,

RAINER & COMPANY

This electronic mail message contains confidential and legally privileged information intended only for the use of the recipient. If the reader of this message is not the intended recipient, the reader is hereby notified that any dissemination, distribution, copying or other use of this message is strictly prohibited and is hereby instructed to notify the sender immediately by return email and destroy this copy of this message.

To properly log out of your NetClient Portal, click on the link with your name to the right of the screen. From the drop-down menu select "Log Out" (see below).



For questions and/or assistance with your Web Organizer or NetClient Portal please contact:

Christine Parker
Firm Administrator
(Ph) 610-353-4610
(Email) cparker@rainer.com

On behalf of Rainer & Company, thank you for the opportunity to serve you!

RAINER & COMPANY
CERTIFIED PUBLIC ACCOUNTANTS AND BUSINESS CONSULTANTS
Celebrating 60 Years of Service