

GoFile Room Client Portal Access Instructions

Copies of your tax returns are available on HW&Co. Secure Online Portal.

You should have received an email from us welcoming you to your HW&Co. Secure Online Portal. This email also includes instructions for registering your account. When registering your account, you will be asked to choose a username and password. We suggest using your email address as your username. Keep your username and password in a safe place. They will be needed to access your Secure Online Portal.

Once you have registered for the HW&Co. Secure Online Portal, you can access copies of your tax returns anytime in seven easy steps.

1. Go to the HW&Co. website at www.hwco.cpa
2. Click on the "Client Login" tab at the top of the home web page



Client Login Pay Now | CALL US: 877-FOR-HWCO

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3. Click on "Secure Portal Transfer"

Secure Portal Transfer

4. Enter your Login (username) and Password on the Secure Online Portal page. Click the box "I'm not a robot"



Secure Online Portal

Cleveland | Columbus | Willoughby
Middleburg Heights | Mansfield

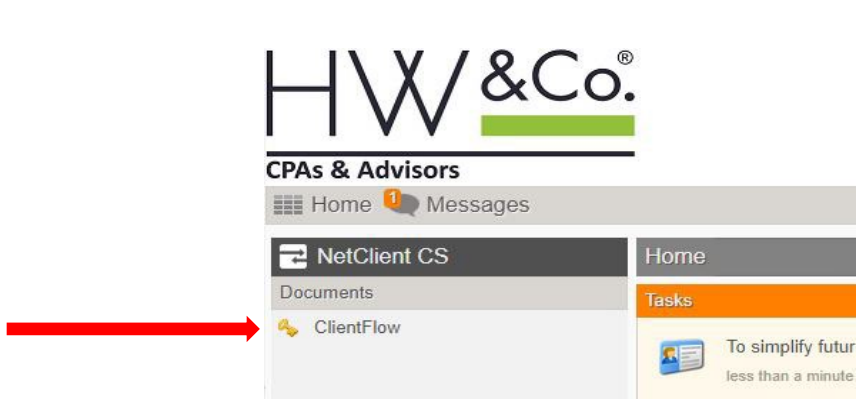
Please log in.

Login	Password	Log In
leslea.logananderson@hwco.cpa dale.davis@hwco.cpa		

System Status

5. Follow the instructions for setting up Multi-Factor authentication

6. Click on ClientFlow under NetClient CS Documents on left side of page



7. Click on the folder to view tax returns

If you have any problems, please contact us.

Visit our website at www.hwco.cpa throughout the year for timely tax articles and other interesting information.