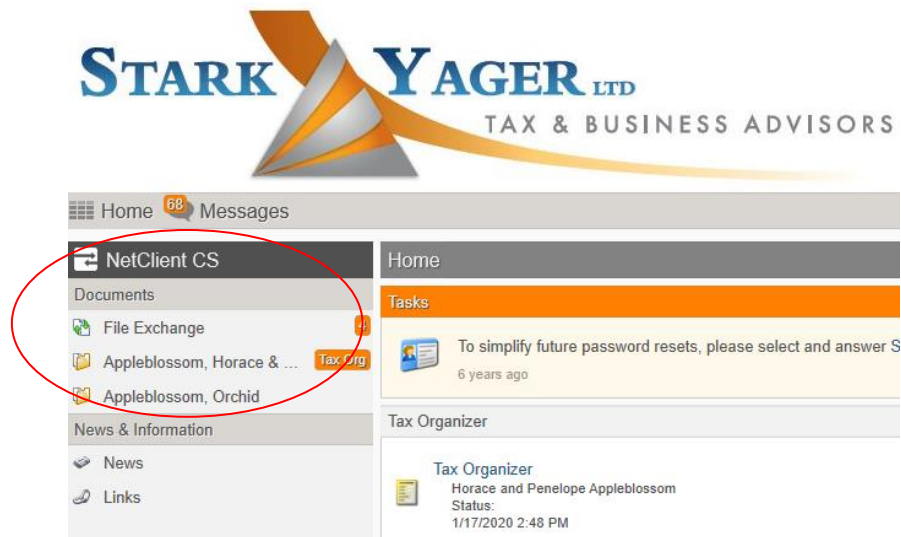


Stark Yager, Ltd.

Portal Instructions – File Exchange

Are you looking for a secure way to submit documents to or to receive documents from our office? You now have the ability to upload documents to or retrieve documents from your secure web portal. To access your portal:

1. Access your portal from our Website: www.starkyager.com
2. In the NetClient CS Users pane of the Home Dashboard, click the **File Exchange** link in the Documents section.

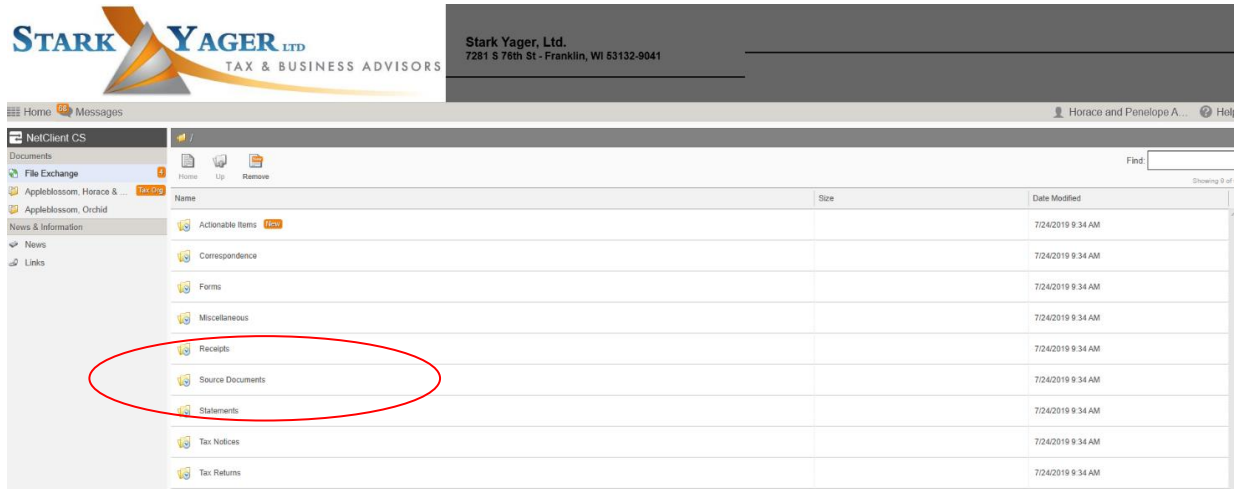


NOTE: IF YOU DON'T SEE THIS LINK, YOU DON'T HAVE ACCESS TO THIS FEATURE AND YOU WILL NEED TO CONTACT THE OFFICE TO RECEIVE ACCESS.

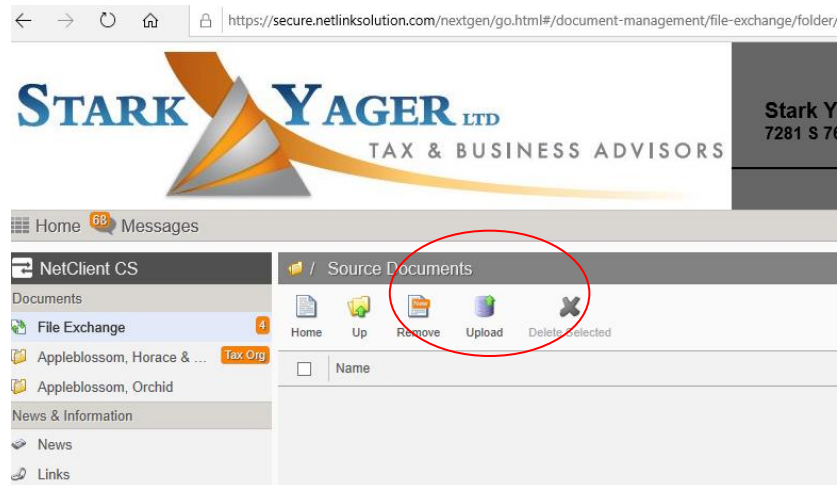
3. The user's personal and shared File Exchange folders appear in the File Exchange screen on the right-hand side. Each folder is used for the exchange of specific types of documents (i.e. Source Documents is for the Tax Documents for preparation of your tax return, Tax Notices is used if you receive a Tax Notice from the IRS or other agency, Actionable Items is for documents that need your signature or other action)



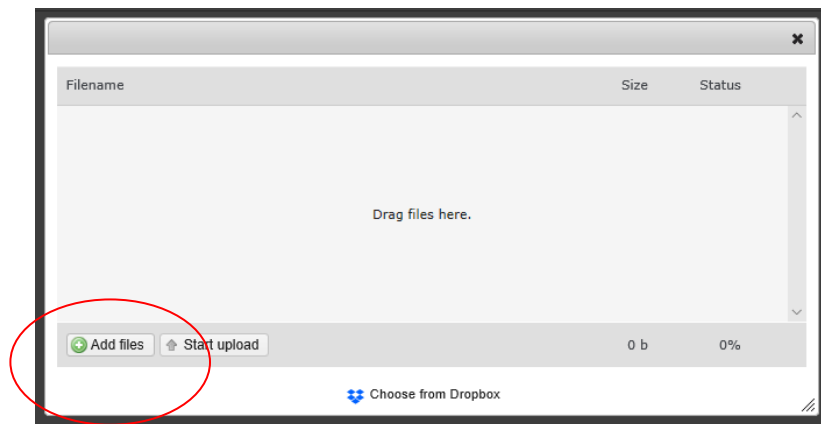
4. Click the folder to which you will upload the file (i.e. Source Documents).



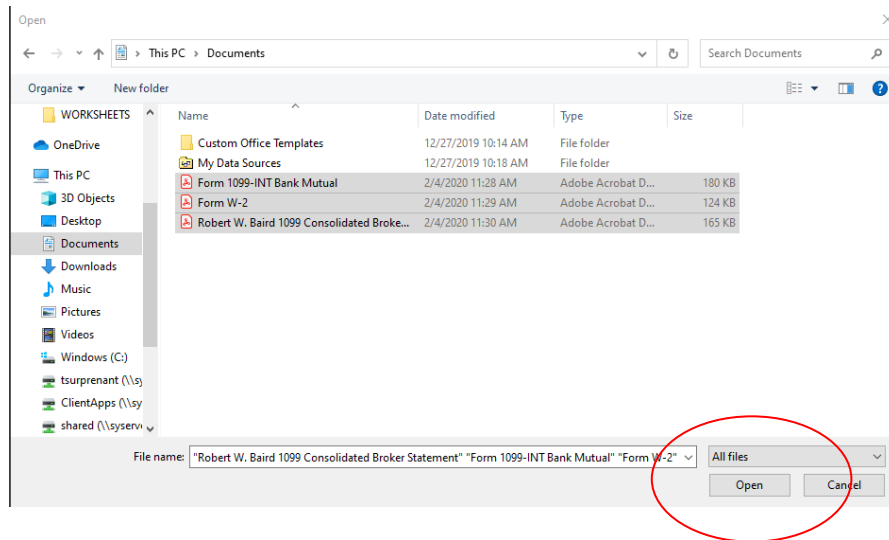
5. Click **Upload** icon.



6. Click the Add files button [Alternatively, you can use the Choose from Dropbox link if you have your files saved in Dropbox]



7. Navigate to the files you want to upload, select them, and click the Open button.

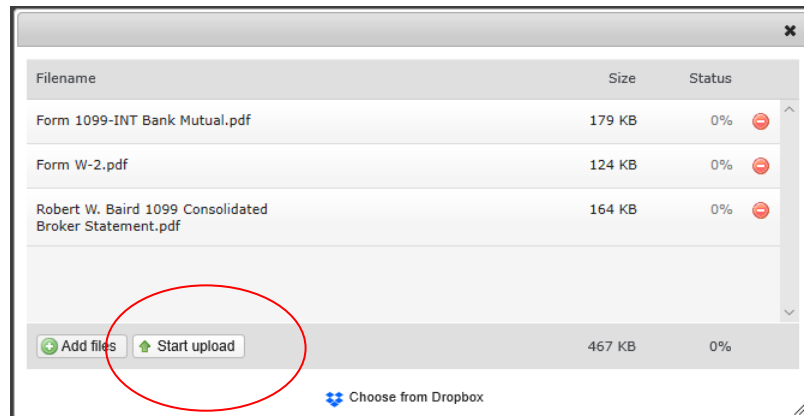


NOTE: You can upload multiple files of up to 2 gigabytes (GB), and you can include multiple files in a single upload.

NOTE: To select multiple files that are listed consecutively, click the first file, press and hold the SHIFT key, and then click the last file.

NOTE: To select multiple files that are not listed consecutively, click a file and then press and hold down the CTRL key while you click additional files.

8. After you add all of the files that you want to upload, click the Start upload button.



9. After you upload the files, they will be present in the designated folder and we will receive an email notification that you have uploaded documents to your portal.

If you would like to have access to File Exchange or if you have any questions, please contact the Portal Administrative Team by email at eteam@starkyager.com or contact our office at 414-425-7760