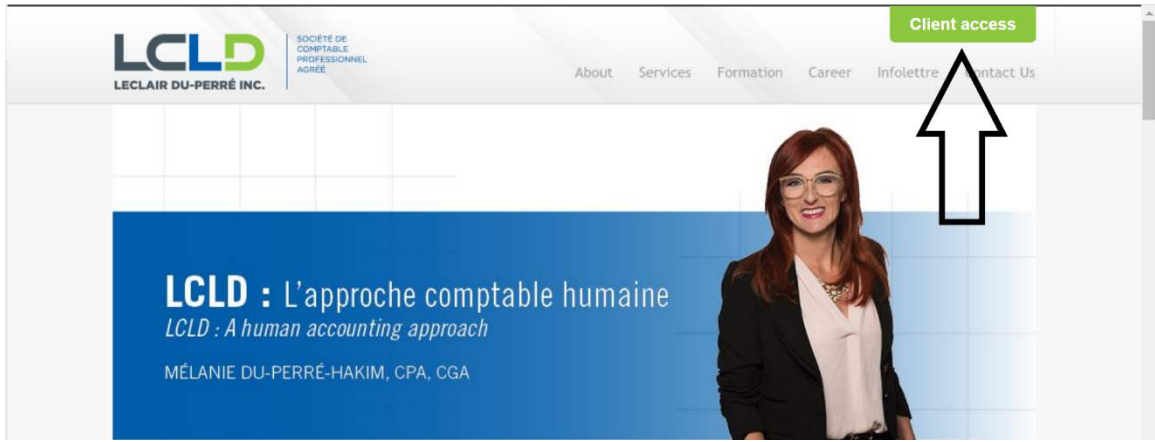


Client access portal –How to upload documents

- 1- Log in to your **Client access** portal through our website www.leclairduperre.com



The screenshot shows the LCLD website homepage. The logo 'LCLD LECLAIR DU-PERRÉ INC.' is on the left, and 'SOCIÉTÉ DE COMPTABLE PROFESSIONNEL AGRÉÉ' is on the right. A navigation menu includes 'About', 'Services', 'Formation', 'Career', 'Infolettre', and 'Contact Us'. A green 'Client access' button is highlighted with a white arrow. Below the navigation is a banner for 'LCLD : L'approche comptable humaine' featuring a woman's portrait and the text 'LCLD : A human accounting approach' and 'MÉLANIE DU-PERRÉ-HAKIM, CPA, CGA'. A blue bar at the bottom of the banner says 'LCLD LECLAIR DU-PERRÉ INC - Portal'.

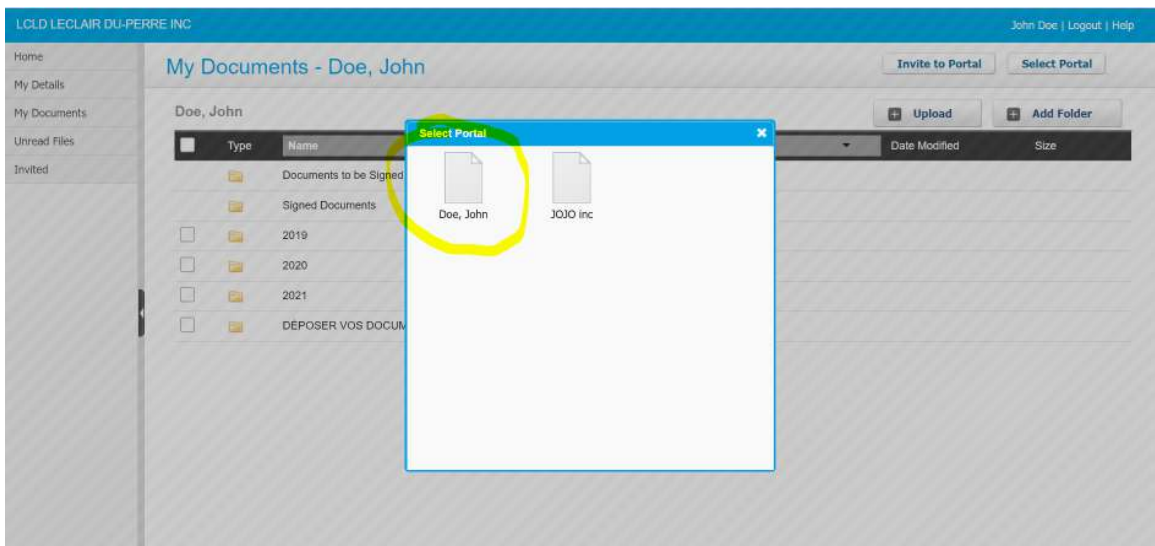
Language
English (Canada) ▼

E-mail

Password

Login [Forgot your password?](#)

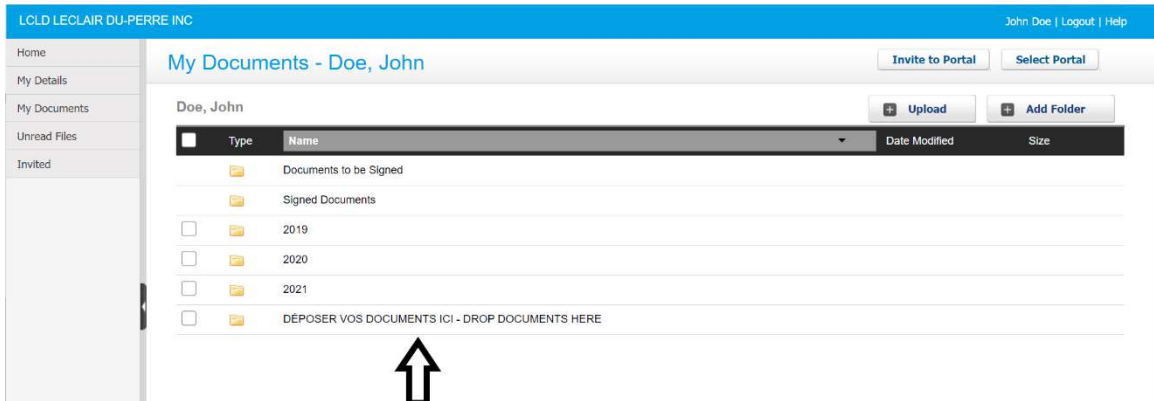
- 2- Select the portal in your personal name EX: Doe, John



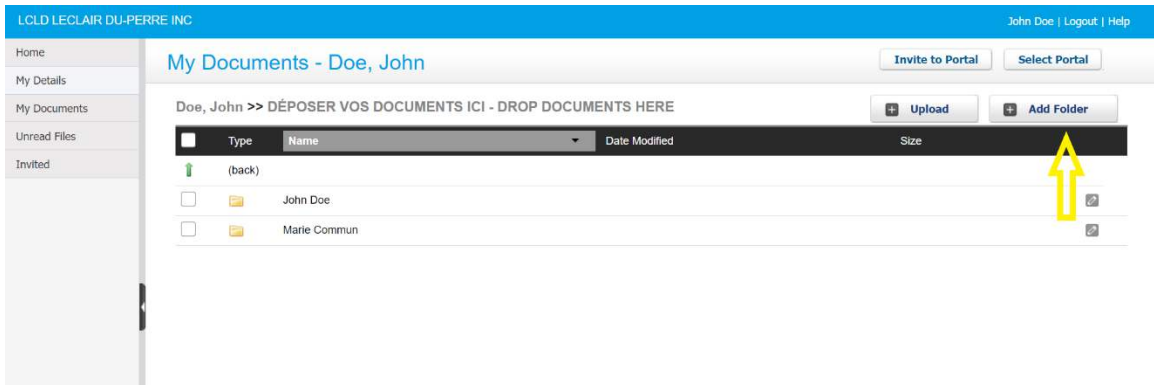
The screenshot shows the LCLD client portal interface. The user is logged in as 'John Doe'. The main area is titled 'My Documents - Doe, John'. A 'Select Portal' dialog box is open, showing two options: 'Doe, John' and 'JOJO inc'. The 'Doe, John' option is circled in yellow. The dialog box also has a 'Select Portal' title bar and a close button. The background shows a list of documents with columns for 'Type', 'Name', 'Date Modified', and 'Size'.

Type	Name	Date Modified	Size
Documents to be Signed			
Signed Documents			
2019			
2020			
2021			
DEPOSER VOS DOCUM			

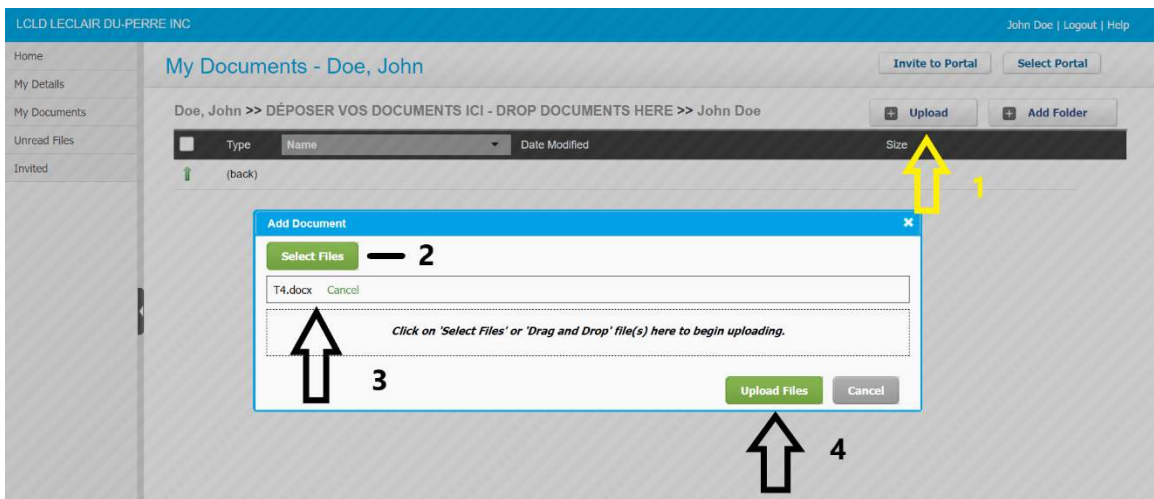
3- Select the folder entitled **DÉPOSER VOS DOCUMENTS ICI - DROP DOCUMENTS HERE**



4- Click on **Add Folder**. Please create 1 folder per family member.



5- Click on **Upload**. Then click on **Select Files**. Select the folder or documents needed then click on **Upload Files**.



6- Repeat steps 4 and 5 until all your family's documents are uploaded.

- 7- Notify us that all your documents are uploaded and that we can begin your income tax return by sending an email at info@leclairduperre.com. We ask you to include a brief summary of the uploaded documents.