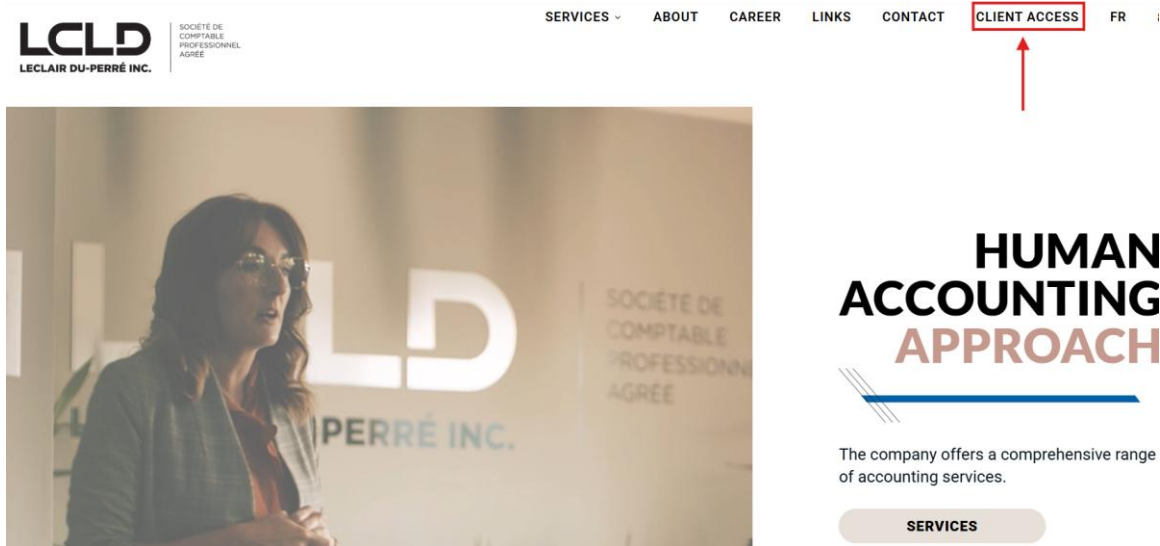


## Client access portal –How to upload documents

1- Log in to your **Client access portal** through our website: [www.leclairduperre.com](http://www.leclairduperre.com)



The image shows the login page of the client portal. At the top left is the LCLD logo. Below it are two language selection buttons: "English" and "Français". The main heading is "Welcome to the portal!". There are two input fields: "Email" with the placeholder text "Enter your email address" and "Password" with a "Show" toggle icon. Below the password field is a link for "Forgot your password?". At the bottom is a blue "Sign in" button.

We recommend that you add the following link to your Internet bookmarks:

<https://leclairduperre.cchifirm.ca/clientportal/>

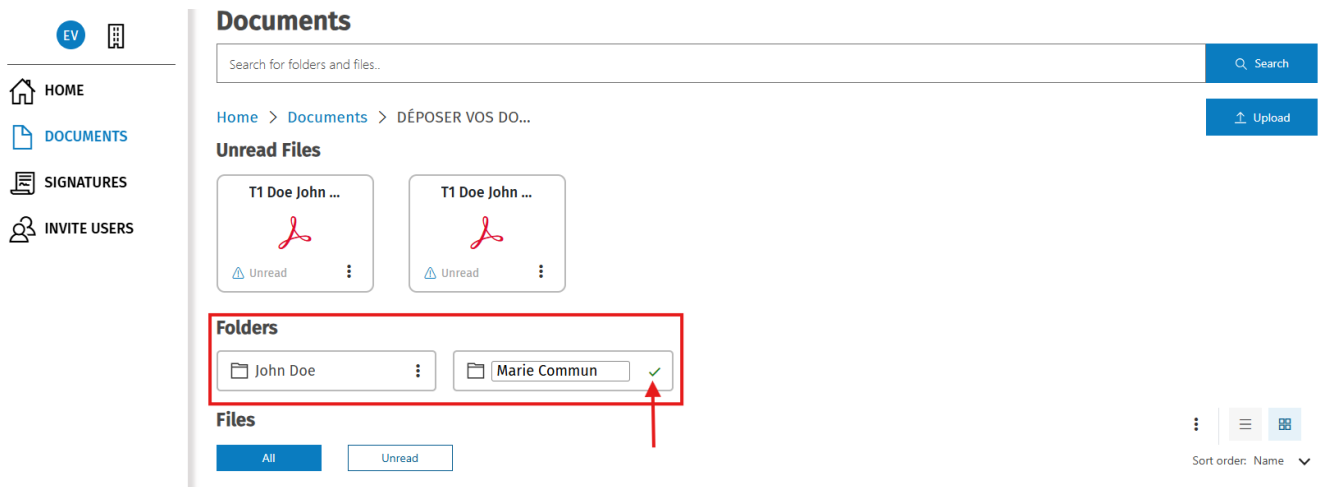
- 2- Select the portal in your personal name (top right). EX: Doe, John  
Then select the folder entitled **DÉPOSER VOS DOCUMENTS ICI - DROP DOCUMENTS HERE.**

The screenshot shows the LCLD Documents interface. At the top right, the user profile 'Doe, John' is displayed with a 'Switch portals' link. A dropdown menu is open, showing 'Doe, John' (circled in red) and 'Jojo Inc'. A red arrow points to the 'Doe, John' option. Below the search bar, the 'Documents' section contains 'Unread Files' and 'Folders'. The 'Folders' section lists folders for the years 2019 through 2024, plus a folder named 'DÉPOSER VOS DO...' which is circled in red. A red arrow points to this folder. At the bottom right, there are icons for 'Download' and 'Add Folder', and a 'Sort order: Name' dropdown.

- 3- Click on  then on **ADD FOLDER** (bottom right).

This screenshot is similar to the previous one, but with a red box highlighting the 'Add Folder' option in the bottom right corner. A red arrow points from the 'DÉPOSER VOS DO...' folder in the 'Folders' section down to the 'Add Folder' button. The 'Add Folder' button is part of a menu that also includes a 'Download' option. The 'Sort order: Name' dropdown is also visible at the bottom right.

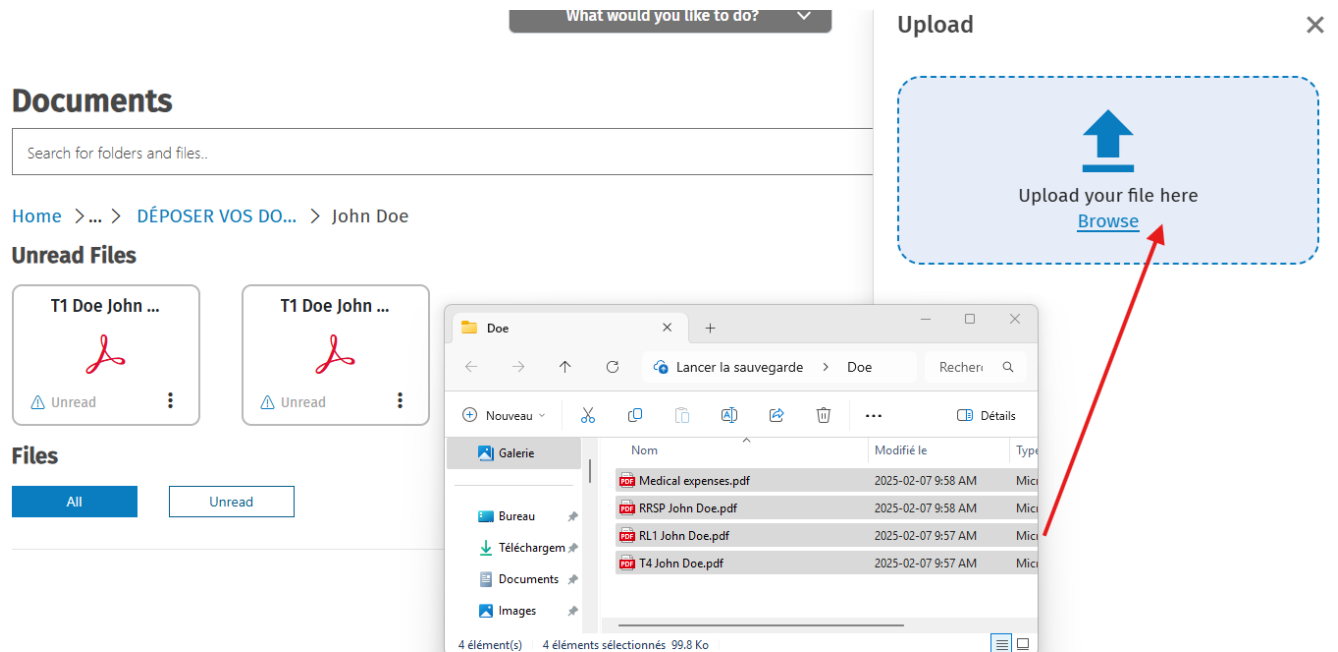
4- Create one folder per family member. Rename folder and **click on the green checkmark** to save it.



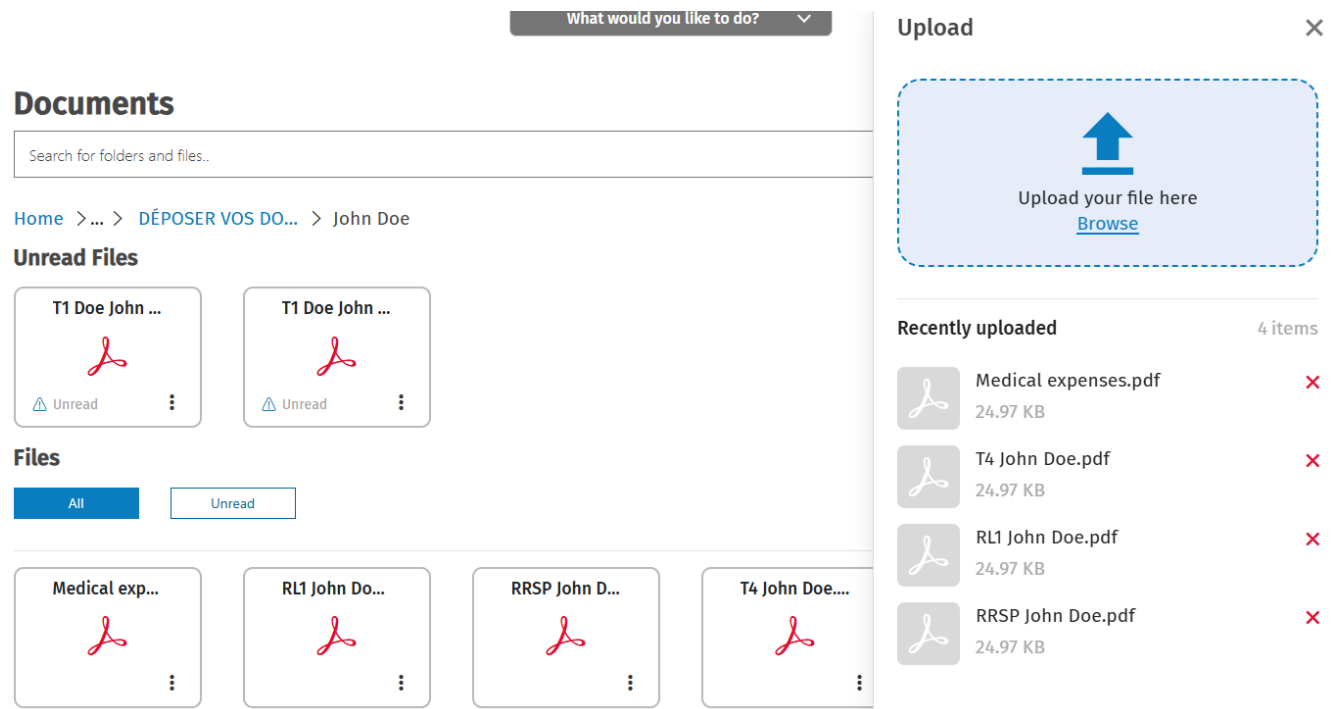
5- Choose one of the folders you just created then click on **Upload**.



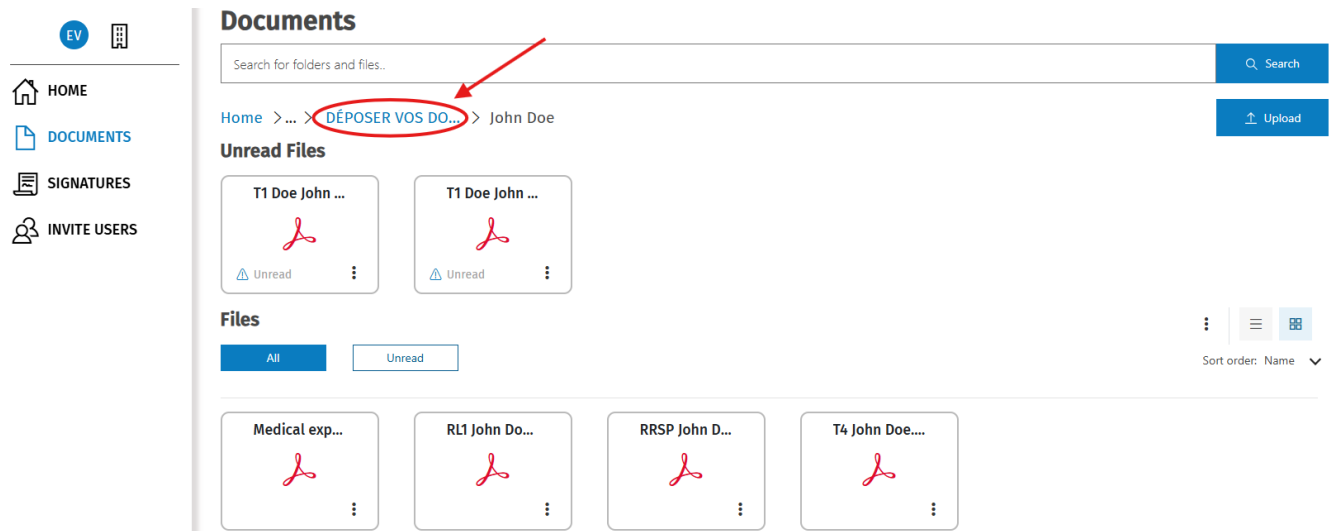
6- **Drag and drop ALL** the files to be submitted for this person in one go or choose Browse and select **ALL** the desired files.



7- Your files are now uploaded to the portal.

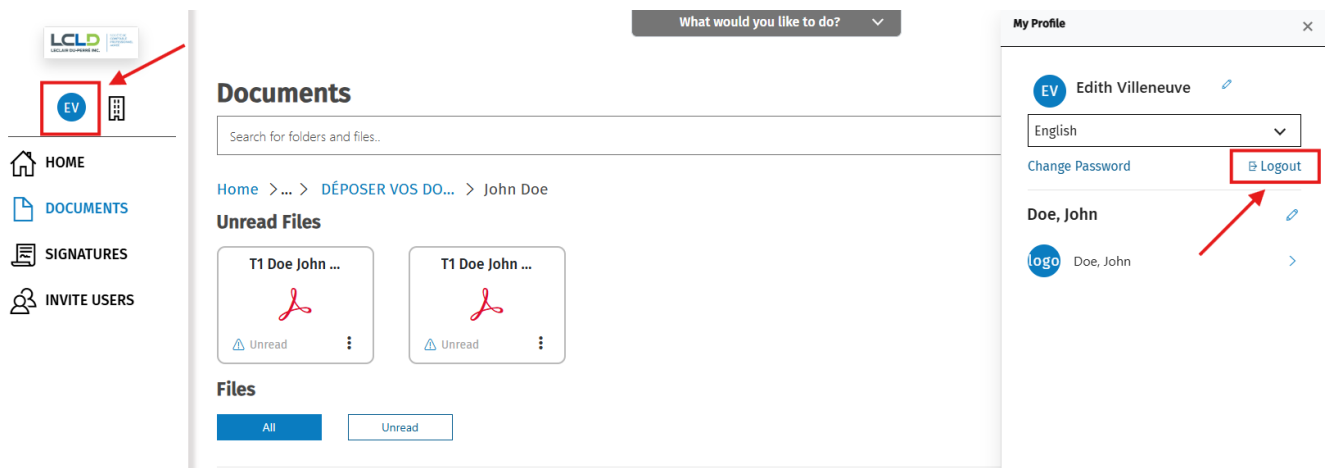


- 8- Then choose the folder of another family member and repeat steps 5 and 6. To choose another folder, simply click on DÉPOSER VOS DOCUMENTS ICI - DROP DOCUMENTS HERE.



- 9- It is important to 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](mailto:info@leclairduperre.com).

- 10- To logout, click on your initials (top left) then click on Logout.



To learn more about using the CCH iFirm portal, you can watch this [short video](#).