



### To Upload Files to KPM via NetClient Secure Portal

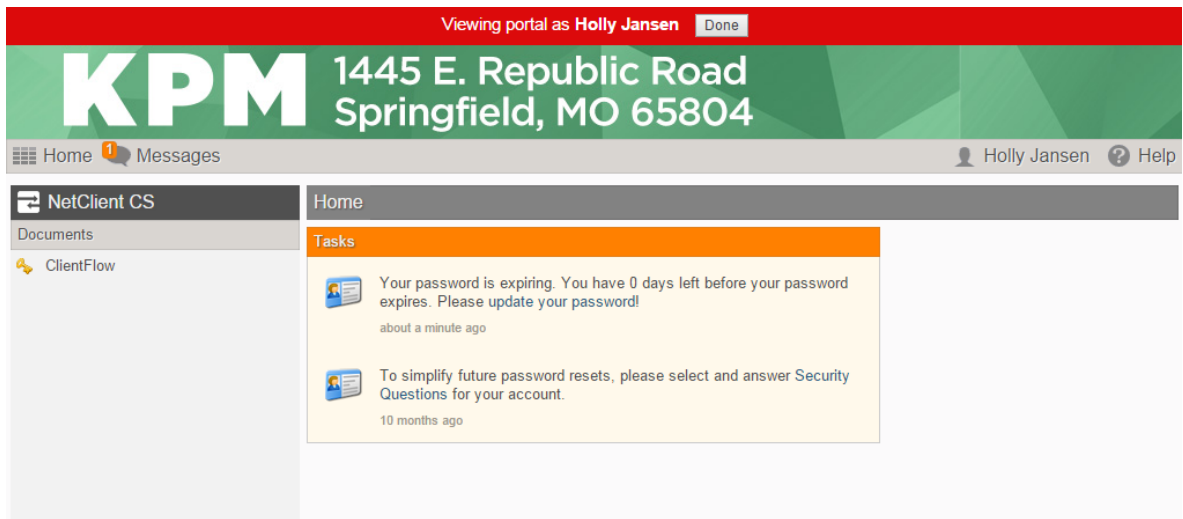
1. You will receive an email with a link to set up your password
2. To log in, go to the KPM website at **www.kpmcpa.com** and choose KPM Connect Portal from the Client Portals dropdown in the top right corner of the homepage
3. Enter your username and password

Please log in.

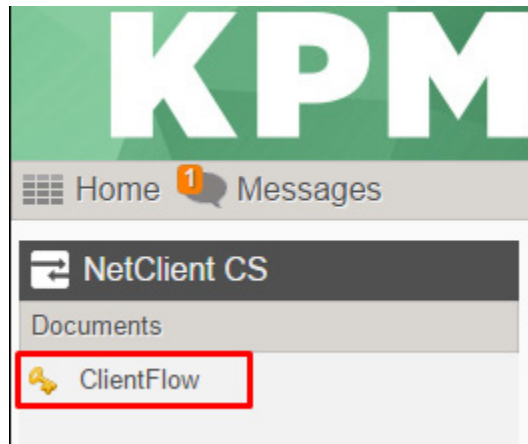
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<input type="text" value="xxxxxx@kpmcpa.com"/>	<input type="password" value="....."/>	<input type="button" value="Log In"/>
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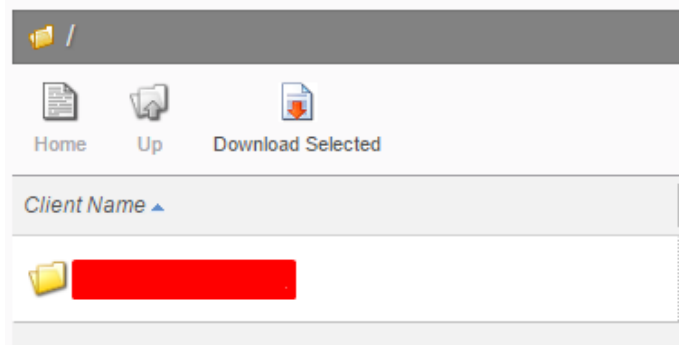
This will be your home screen



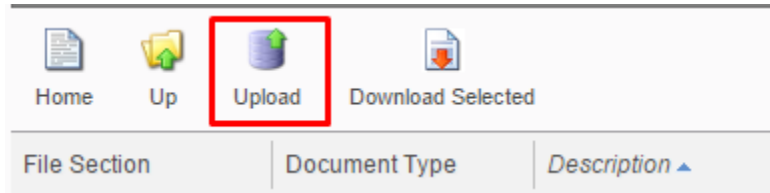
4. To upload a document, choose ClientFlow



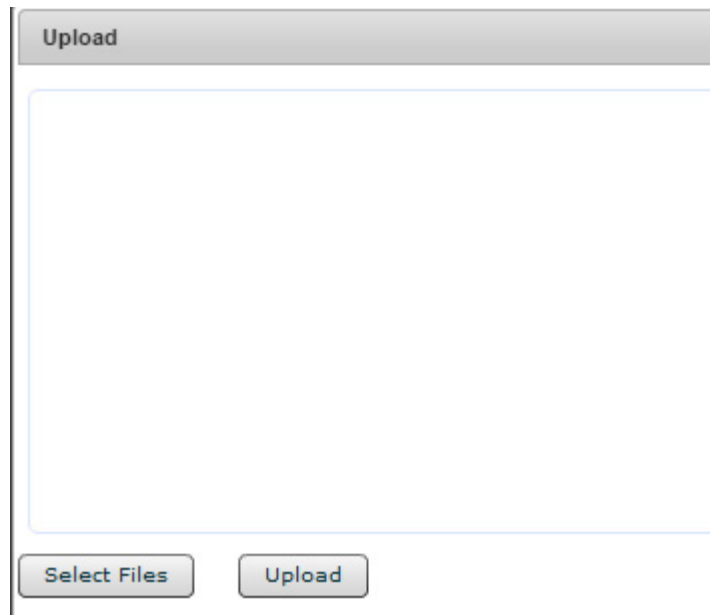
5. You will see one or more folders. Choose the applicable folder



6. You will then find an upload button at the top of the screen



Choose upload and 'select files' you wish to send. Click upload.



7. Email KPM after the upload is complete. KPM will then be able to retrieve your files