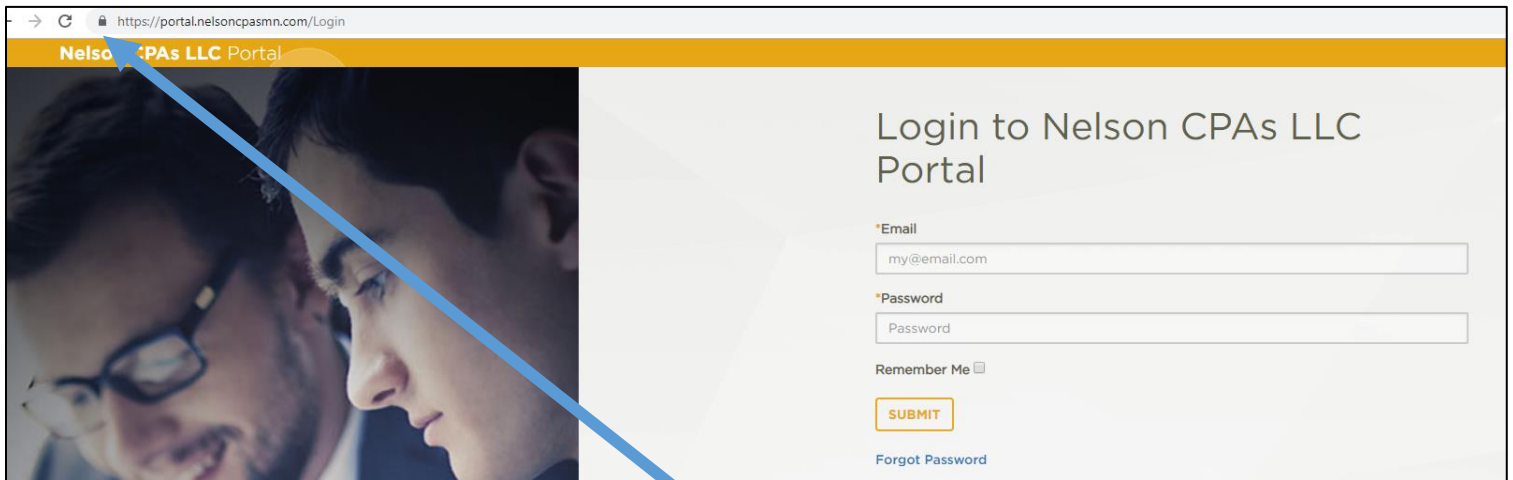
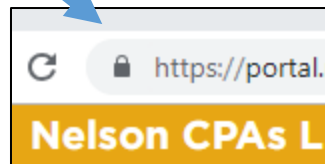


Registering for the Nelson CPAs Portal

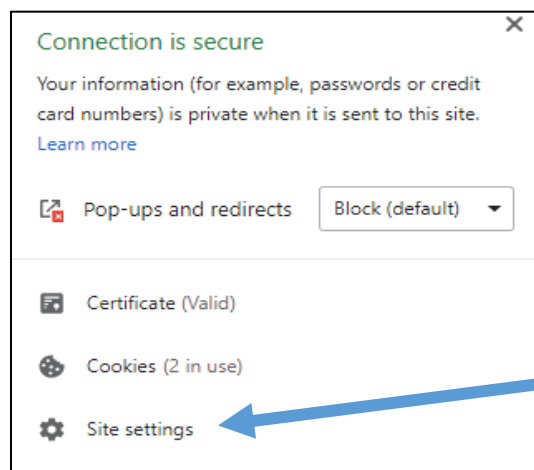
1. Read the Client Portal Agreement on our website. By registering for your portal, you are agreeing to the terms as outlined in the document.
2. DO NOT use Internet Explorer as your browser. All other common browsers will work.
3. Make sure pop-ups are allowed for this site on your device.
 - a. Go to <https://portal.nelsoncpasmn.com>



- b. Click on the lock symbol



- c. Select "Site Settings" (a new tab will open)



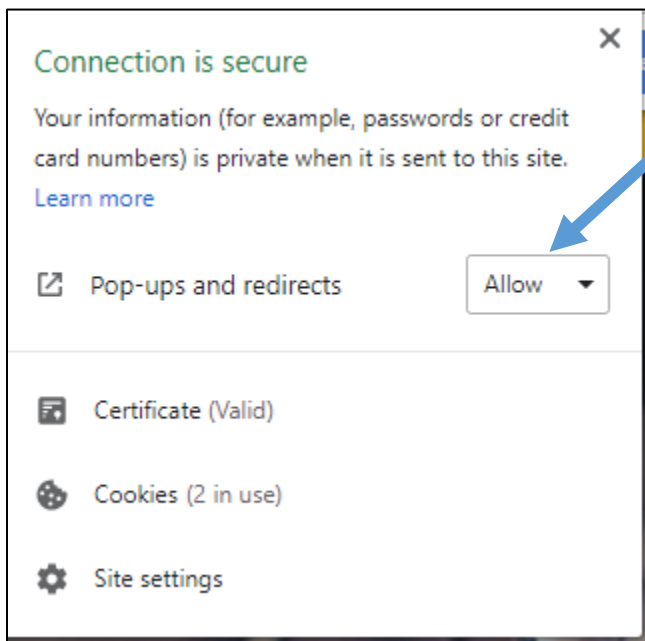
d. Go to "Pop Ups and Redirects"



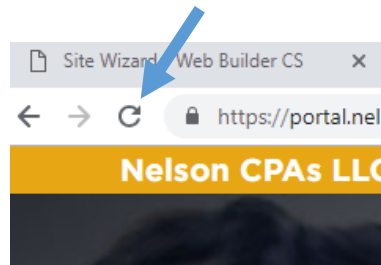
e. Choose "Allow" from the drop down box

f. Go back to the original tab and click on the lock again

g. Make sure it now says "Allow"



h. Select "Reload"



4. Register for portal access
 - a. Enter your Username and Password listed in the registration email you received
 - b. After your initial login, you will be instructed to change your password; your username will remain your email address

See “Portal Instructions” for information on uploading your documents to your portal and for downloading documents we put in the portal for you.

If you have any questions or need additional assistance, please contact Mary Love at mlove@NelsonCPAsMN.com or 651-455-4621 x114.