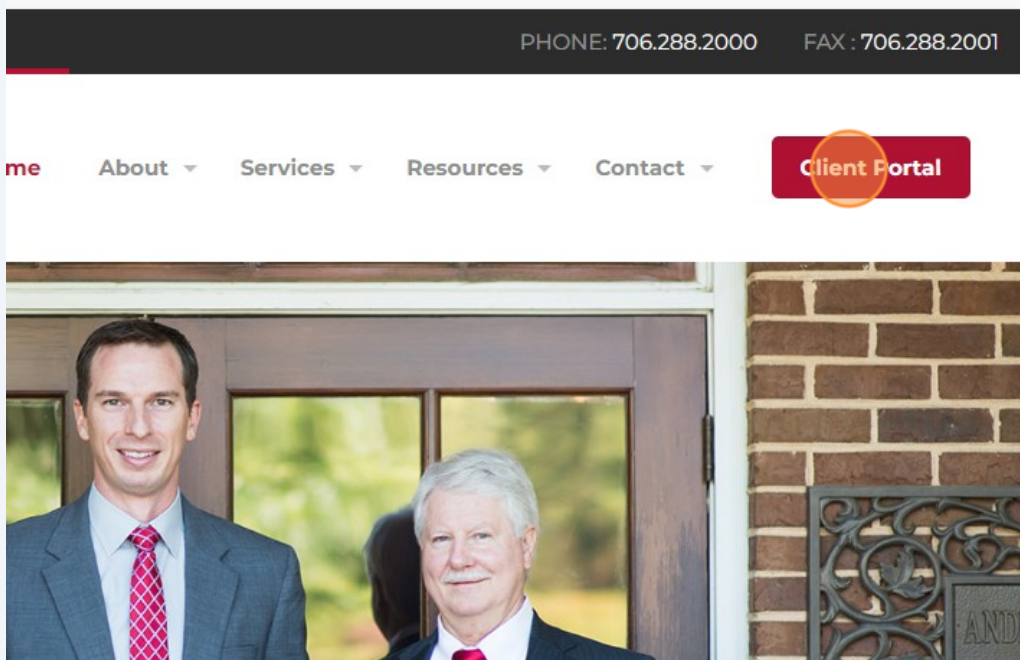


Client Portal Sign in (Existing User)

1 Navigate to <https://www.augustacpas.com/>

2 Click "Client Portal"



3

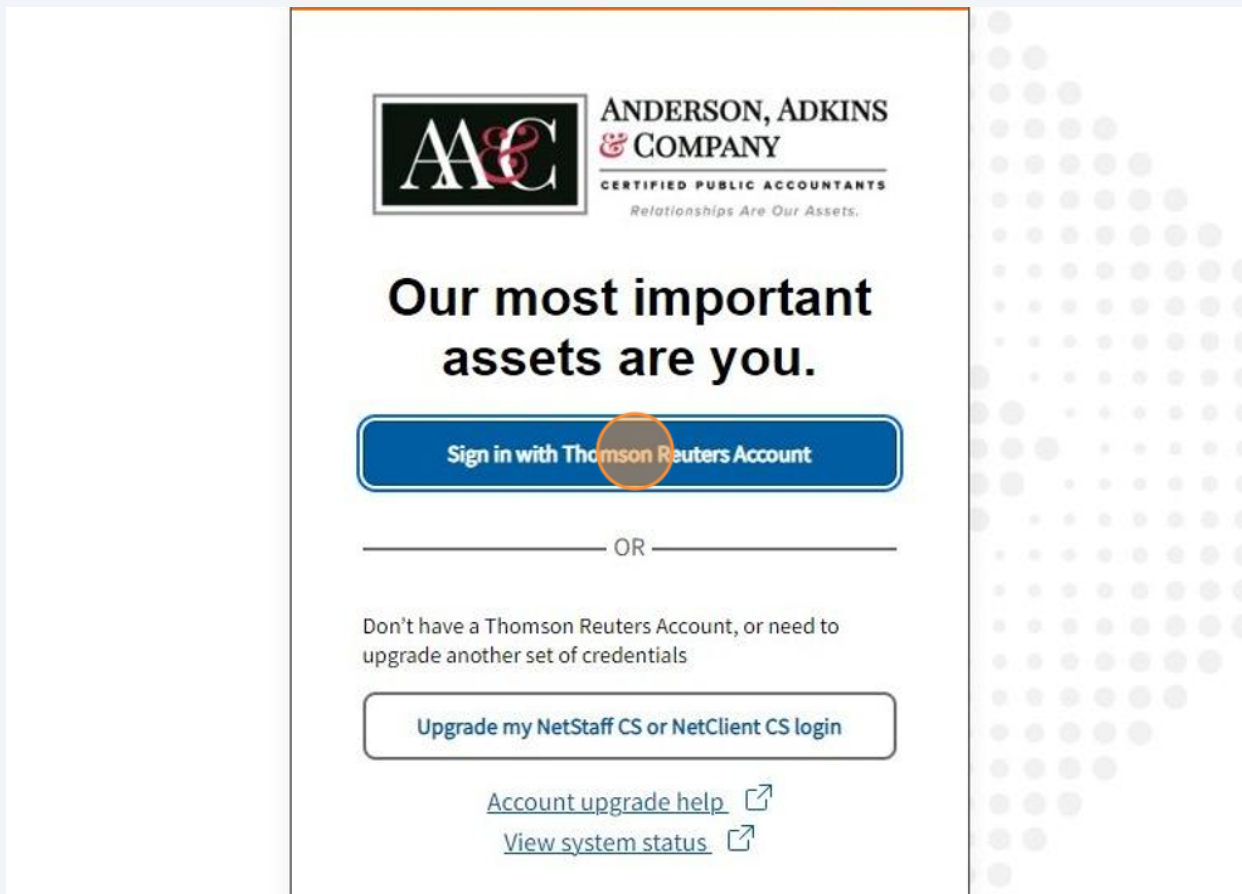
Navigate to the Log-In Now box and Click "Enter".

Log-In Now



4

You will be redirected to *Netlink solutions* webpage to sign in. Click "Sign in with Thomson Reuters Account".



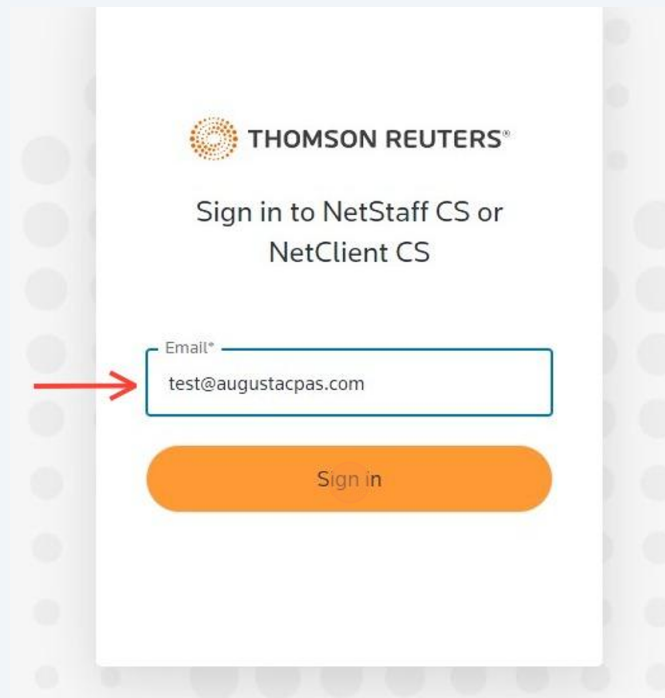
Alert! If you have not received a registration email to set up a portal account, please contact our firm. ONLY choose this sign in option if you have already gone through the steps of setting up and creating your account.



Alert! If this is your first-time logging into your account since the *Thomson Reuters* migration- Please refer to our instruction, "Upgrade NetStaff CS or NetClient CS login for Portal".

5

You will be prompted to enter the email address associated with your account, then Click "Sign In".



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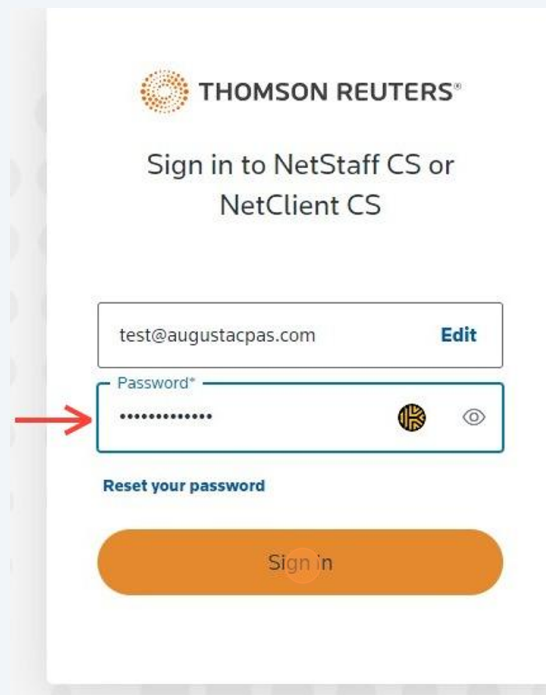
Sign in to NetStaff CS or
NetClient CS

Email*
test@augustacpas.com

Sign in

6

Enter the password associated with your account and Click "Sign In".



THOMSON REUTERS®

Sign in to NetStaff CS or
NetClient CS

test@augustacpas.com Edit

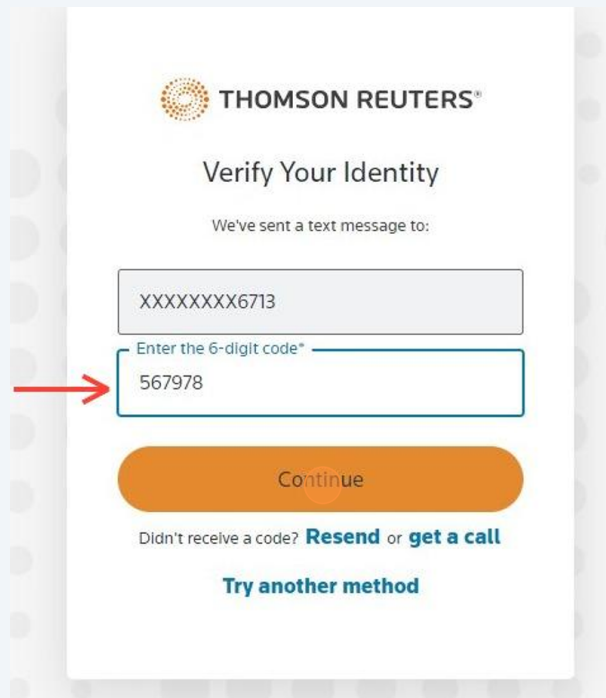
Password*
.....

Reset your password

Sign in

7

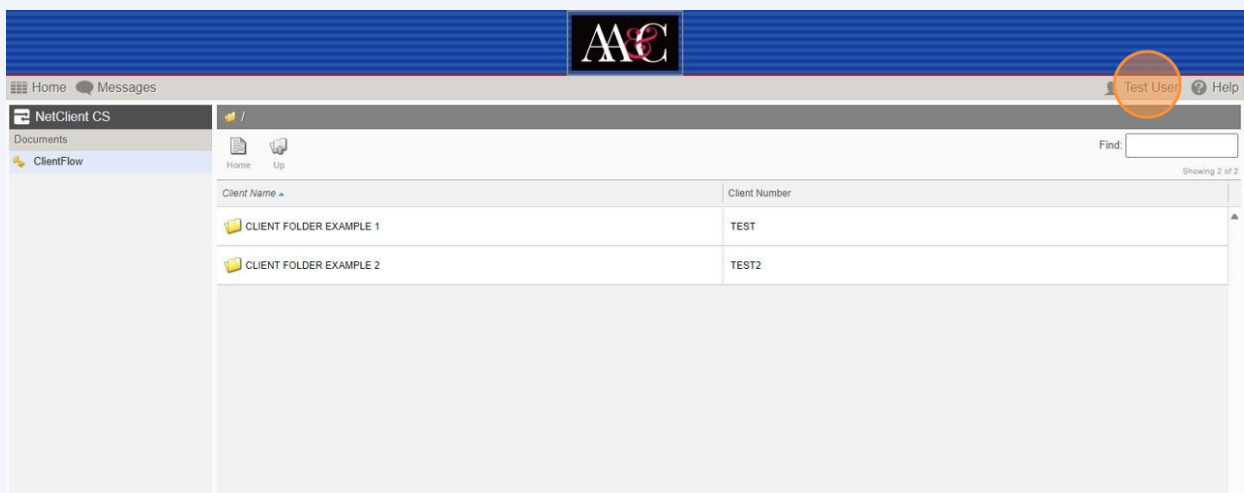
You will be prompted to authenticate your account using the multifactor authentication method (MFA) that was set up when creating your account.



Alert! For the purpose of these instructions, we have used "phone" as our MFA method.

8

You are now signed in to your portal account.





Tip! View the "Navigating your Client Portal" instructions to learn how to use your portal.