

# How To: Access Your Organizer

## Client Center

Login at the Client Center on the homepage of our website: [www.huththompson.com](http://www.huththompson.com). Click on Client Portal Login.

STEP  
01

## Find Your Name

Click on the name of your tax return on the left side of the screen. Click on the Client Action Required folder. There you will see a pdf file labeled 201X Tax Organizer.

STEP  
02

## Print

Click on the organizer document. Please print, fill out and scan back to the portal. Based on which browser you are using, you may have to right click to print. If using Internet Explorer you will need to save the organizer then print.

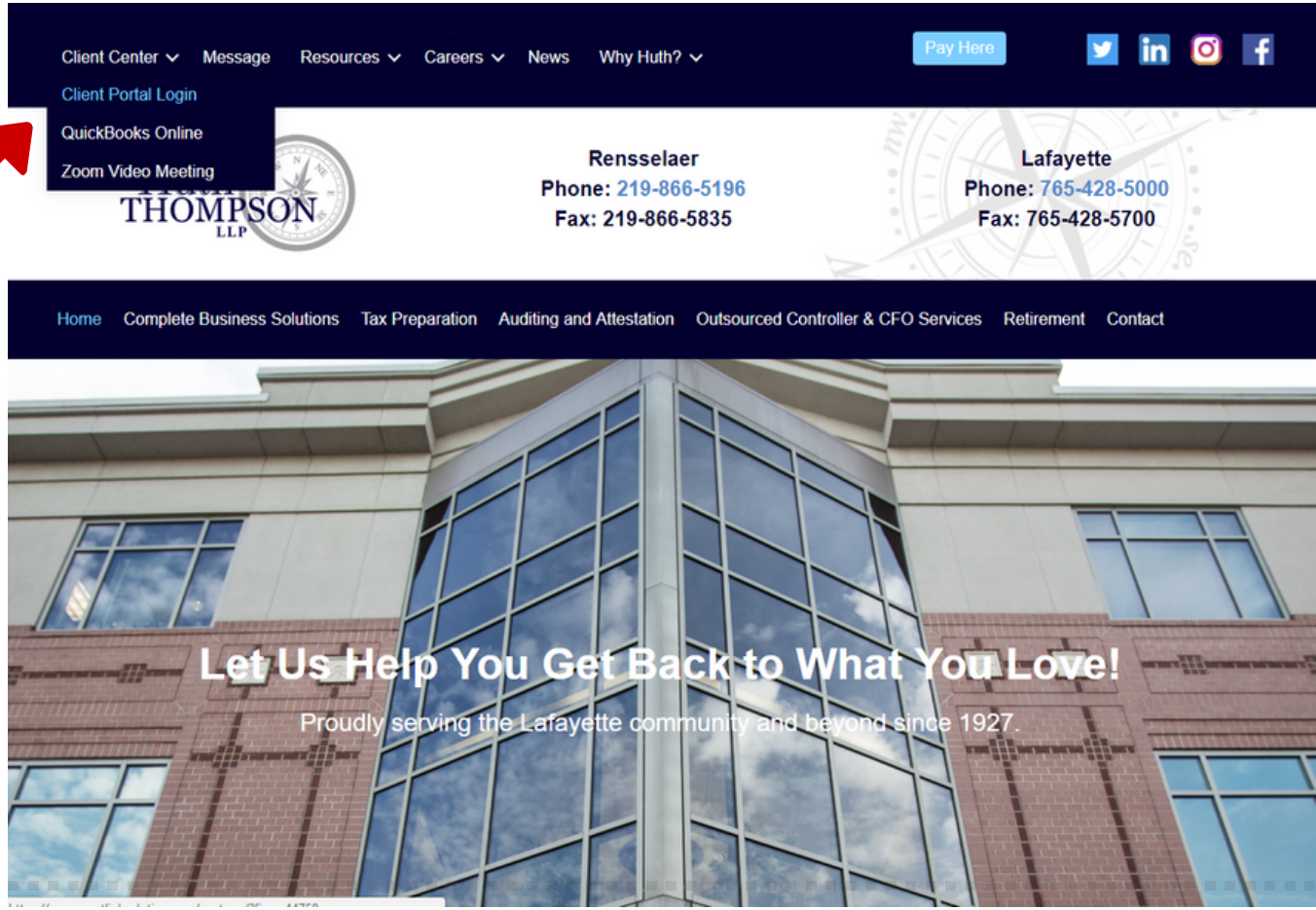
STEP  
03



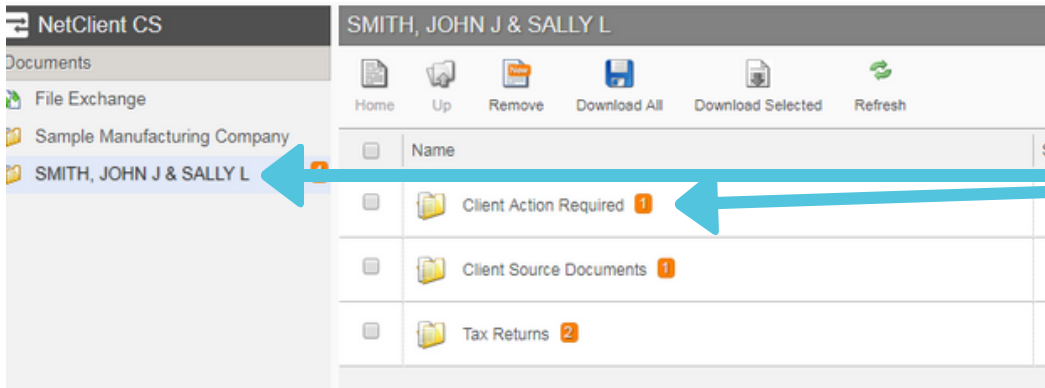
Follow Pictures on the next page.



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**STEP  
01**



**STEP  
02**

**STEP  
03**

