

Uploading documents to our client portal

1. Once email to join HowNow Portal is received, click on the link to activate your account.

Hi,

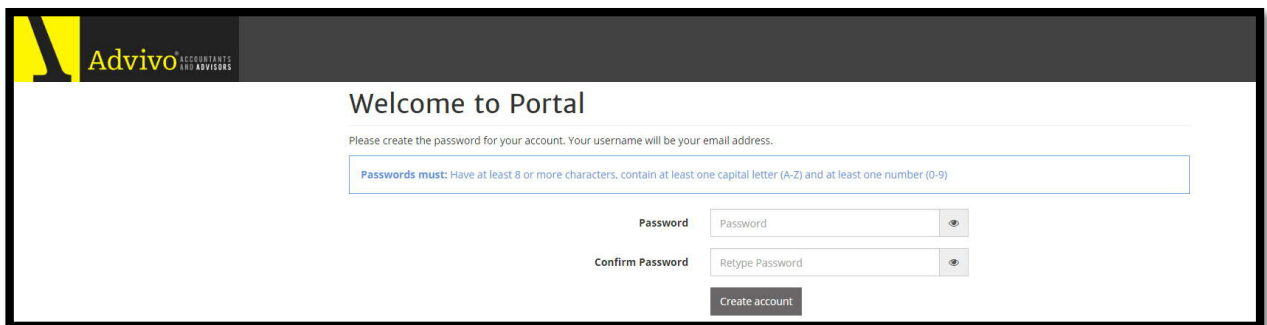
You have been invited to access our Client Portal, please use the link below to activate your account.

[click to activate your account](#)

You can access the welcome guide along with help articles by following the link below:

<http://portaluserhelp.hownowhq.com/support/solutions/articles/5000675641-welcome-to-our-client-portal>

2. Set a secure password.



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Welcome to Portal

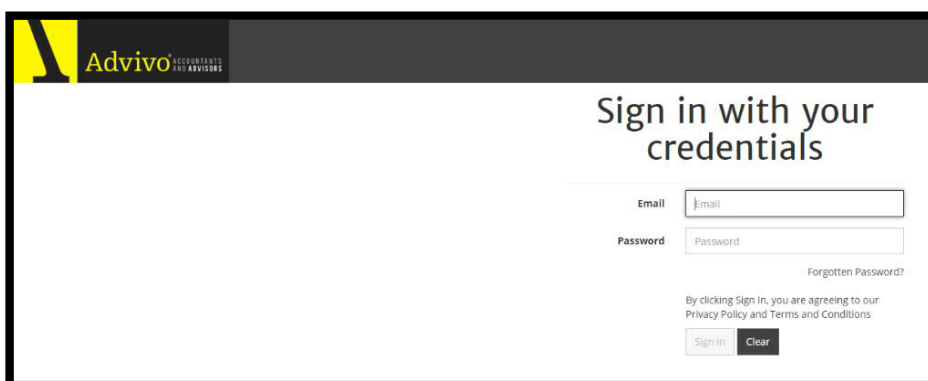
Please create the password for your account. Your username will be your email address.

Passwords must: Have at least 8 or more characters, contain at least one capital letter (A-Z) and at least one number (0-9)

Password

Confirm Password

3. Sign into the portal.



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Sign in with your credentials

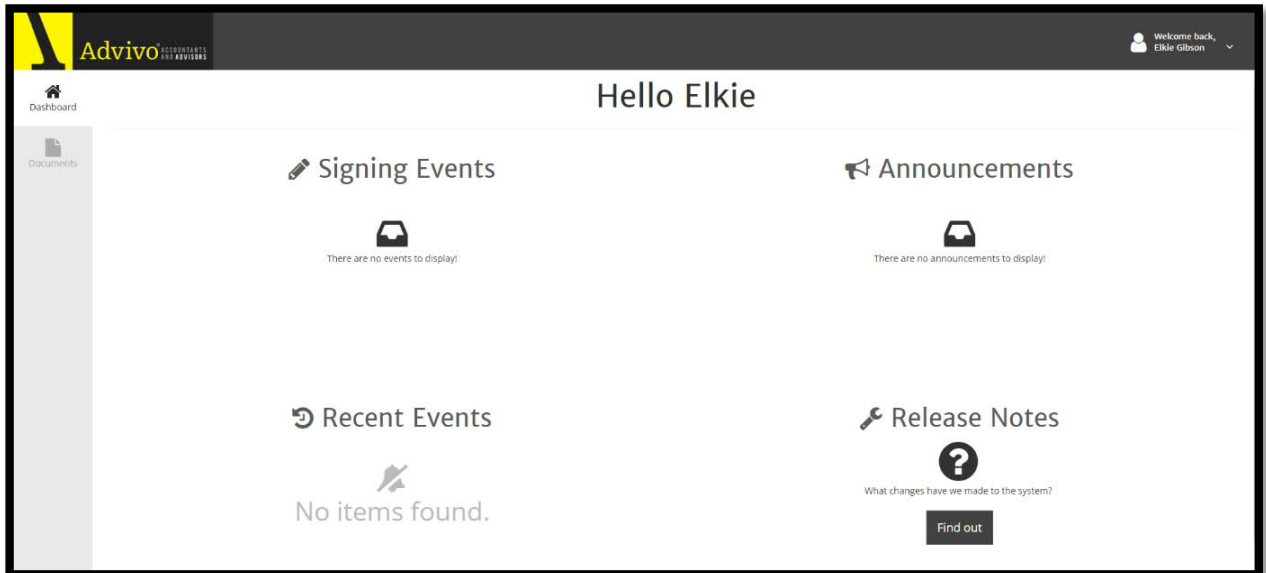
Email

Password

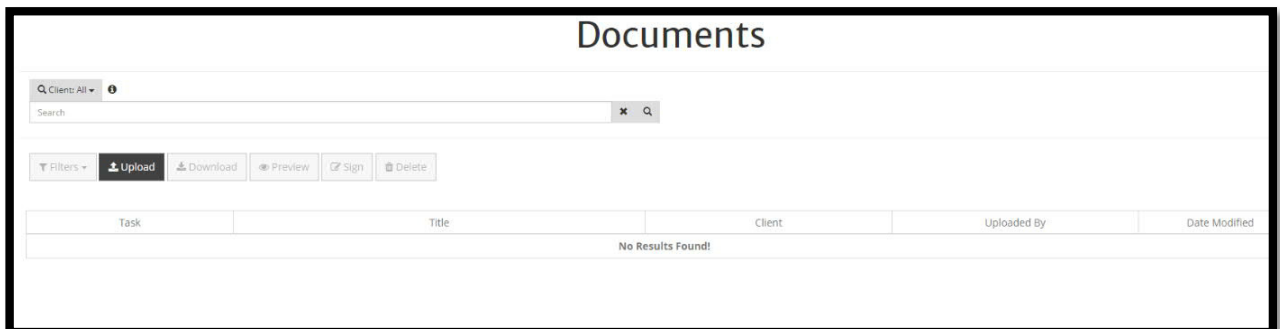
[Forgotten Password?](#)

By clicking Sign In, you are agreeing to our Privacy Policy and Terms and Conditions

4. To view or upload documents, click on the “Documents” tab.



5. From here, you can upload a document by clicking on the “Upload” button.



6. Once you have chosen the document/s, HowNow will ask to which client to upload to. If you have more than one, select the appropriate client. Otherwise, select all and click “Upload”.

