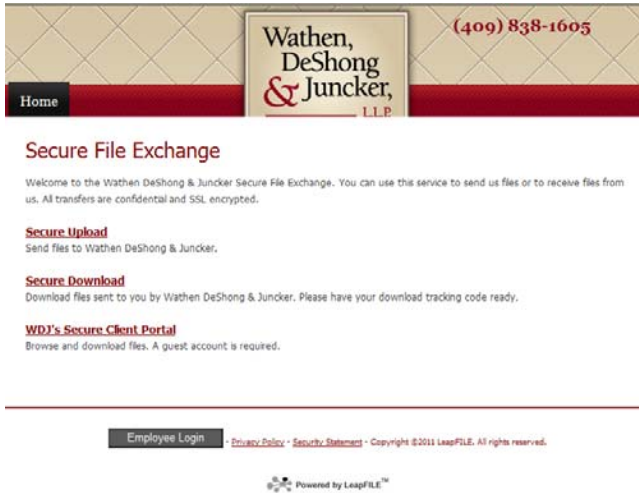


## INSTRUCTIONS ON HOW CLIENTS CAN UPLOAD INFORMATION TO WDJ THROUGH SECURE SITE

- Go to [www.wdjcpa.com](http://www.wdjcpa.com)
- Click on “Client Portal Login” button at top



- Click on “Secure upload”



- Click on recipient’s name and click Submit button
- Users must fill-in all of their contact information **along with a subject line and brief message.**
- At the bottom of this page, click on “Select files to send (Regular Upload)”. Browse out to where this file is located and click on it.