



## How to Access Your Tax Returns

Looking for a PDF copy of your tax returns? Follow the simple steps below to access a copy of your returns, day or night from any computer or compatible mobile device which has access to the internet:

- Go to [www.finesstax.com](http://www.finesstax.com)
- Look for and single click on the “services” tab
- Single click the last option in the list of Services, “Online Client Portal”
- You should immediately be directed to our client portal login page
- Enter your username in the box where it says “Login.” Please note your username was established by you and is case sensitive. If you do not remember your username please contact our office and someone will assist you.
- Enter your password where it says “Password.” This is also case sensitive however, if you have forgotten your password we are not able to access that for you. You will need to click the “Forgot Password?” Tab under the Login box.
- Once you have entered your username and password single click the “Log In” box to the right of the “Password” box.
- You should then be directed into your portal. Look to the left column, you should see your name. Single click on your name.
- In the center of the portal a folder should appear with the words “Tax Returns” to the right of the folder.
- Single click on the folder.
- One or more folders will appear with dates next to them.
- Look for and single click the folder with the date which corresponds to the last day of the year for which you need your tax returns. If you need a 2013 tax return, look for a folder with “12-31-13” to the right of the folder.
- You should then see a series of PDF files. Single click the PDF which corresponds to the return that you need to see. If you need to see a copy of your Federal Tax Return single click the PDF named “US Tax Return.”

**If you have any questions or need help accessing the portal please feel free to contact the office and our staff will walk you through the process or assist you with your questions.**

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