

ROBERT C. ROWLAND, C.P.A.
CLIENT PORTAL 2013

Instead of scheduling a meeting to go over your tax information, consider uploading your important documents to our secured Portal.

Email transmissions are fairly easy to intercept and anyone with access to your email account could see and collect your confidential tax information. To support you in the safety of your personal information, upload tax material such as Form W-2s and completed Tax Organizers to the Portal and allow the Portal to securely encrypt the material for our retrieval only.

For **all users**, please follow these steps to send documents:

1. Open your Internet and find the website at www.goraonline.com
2. Once the website is open, find the 'Members' tab
3. Scroll down and click on 'Upload Documents'
4. Please enter Password as **river18** (no capitals and no spaces)
5. Before uploading please read the additional instructions provided in the window
6. **Once all information is uploaded, please email karen@rowlandtax.com to notify her of submission**