



Client Portal Instructions

How to log in to the Portal

1. Copy the following in to your web browser or click on the link on our website:

<https://cloud1.sagehandisoft.com.au/ClientPortal/Account/Login/HUSS0003>

Note: If you cannot see the login page, please try a different web browser such as Firefox, Chrome or Explorer.

2. Type in your Username (should be letters and numbers, all in CAPITALS)

Eg: HWANG01

Your user name will be emailed to you once you activate your client portal account.

Eg: Client Portal Login Activation

The following Client Portal Login has been activated:

User Name: HWANG01

Date: 4/19/2016 8:30 AM WST

The Client Portal Login will provide access to the following Portal User Areas:

Client Ref	Portal User	Client Name
WANCHA	Haiyan Wang	Miss Wang Haiyan

3. Type in your password (the Auto password originally send out to your email address OR your own one if you have change it)

How to Electronically Sign Your Tax Return

1. Log in to your Client Portal
2. Select the above document in the list
3. From the "Document Details" page, select the "Download from Portal" icon to download a copy of the document
4. Once you have reviewed the document (compulsory) and are ready to sign:
 - From the "Document Details" page, click the "Sign Document" icon to electronically sign the document
5. The requester will be notified automatically that you have signed the document

The application ensures that all documents must be read before they can be signed. After being digitally signed, it is then date-and-time stamped and becomes "read only", eliminating the possibility of changes being made afterwards. Once signed, documents cannot be renamed, overwritten or deleted.