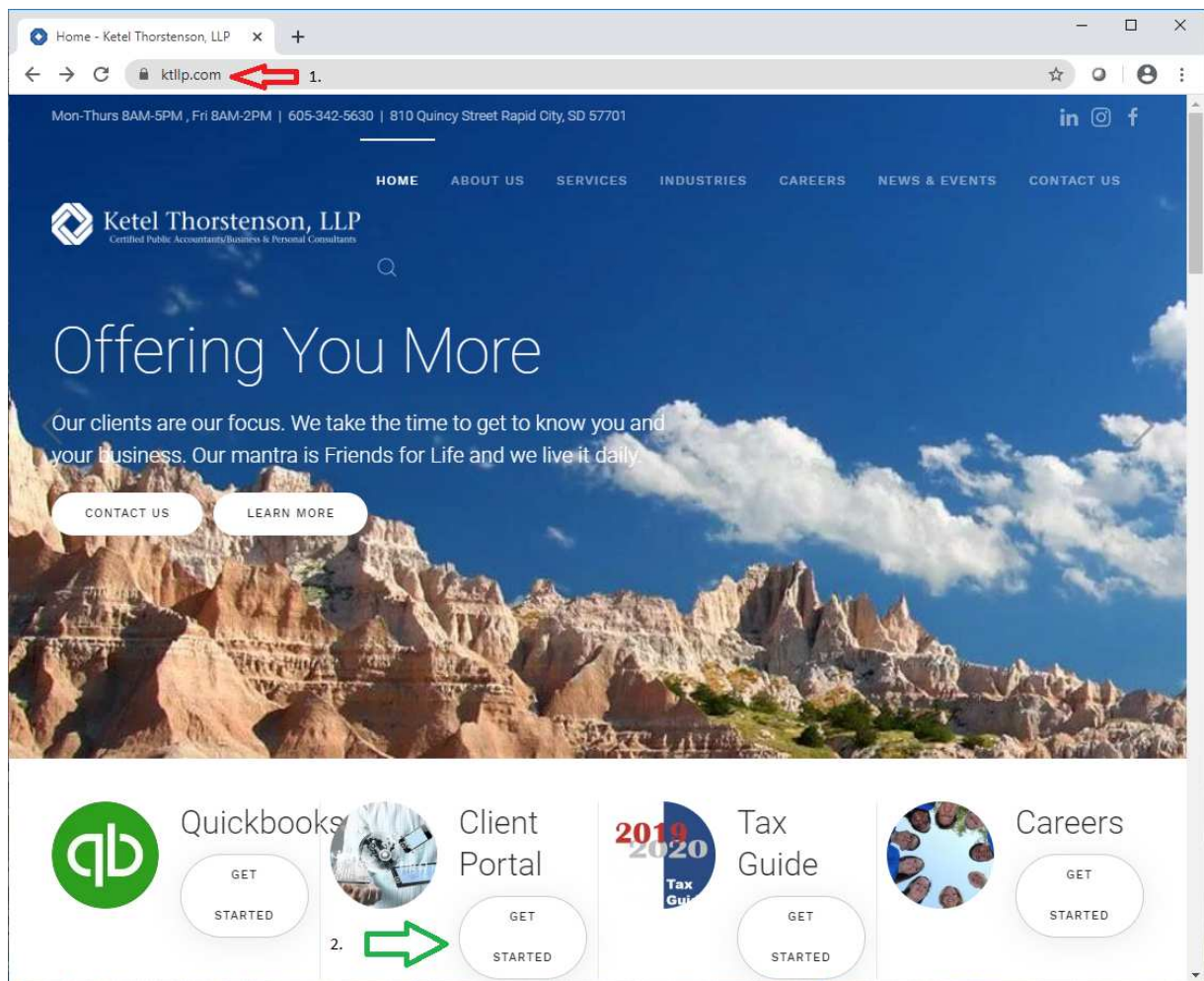




# UPLOADING FILES TO KTLLP

How to Upload Files to KTLLP Staff Using the Client Portal

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**Step One:** Open any web browser and clear out the address bar (the part where one normally sees website names like <http://ktllp.com>). In the figure above, this area is indicated by the red arrow. Once the address bar has been cleared out, type in <http://ktllp.com> and hit enter. This will take one to the main page as shown above. Once at the main page, click the “Get Started” button under the client portal section as indicated by the green arrow above.

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FILE TRANSFERS

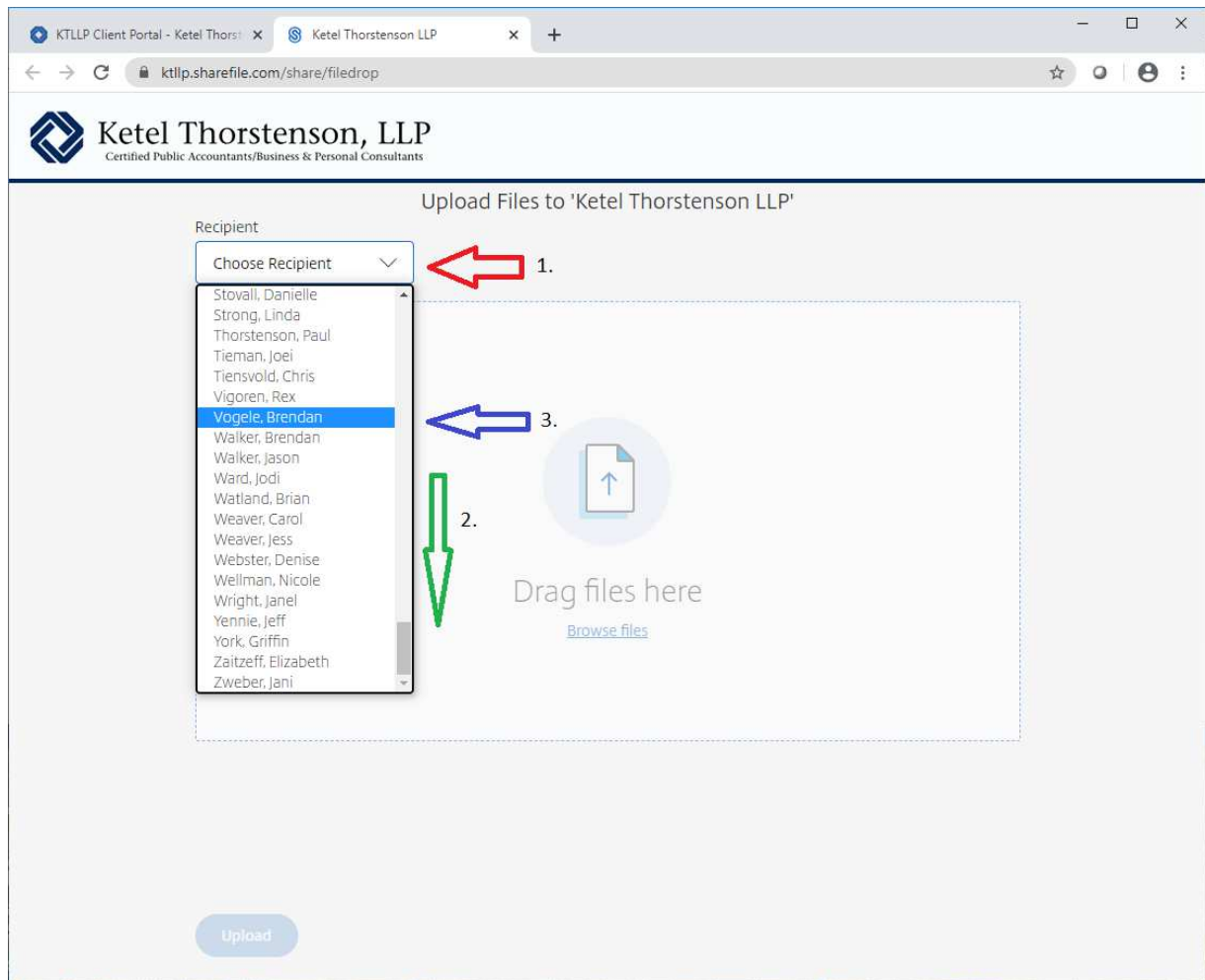
LOGIN TO CLIENT PORTAL

E-PAYROLL

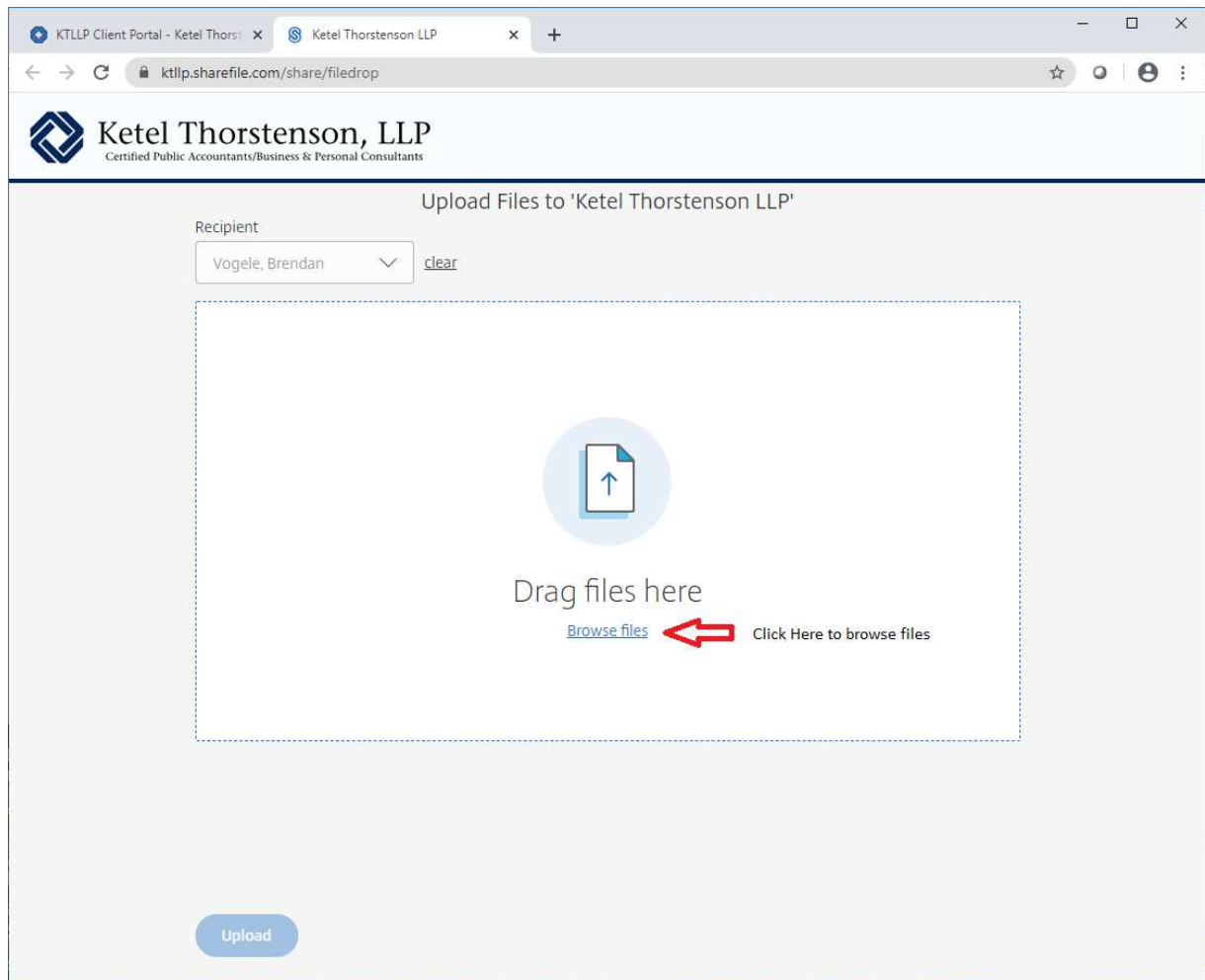
LOGIN TO NETLINK

ONLINE PAYMENTS NEWSLETTER GET SOCIAL RECENT POSTS

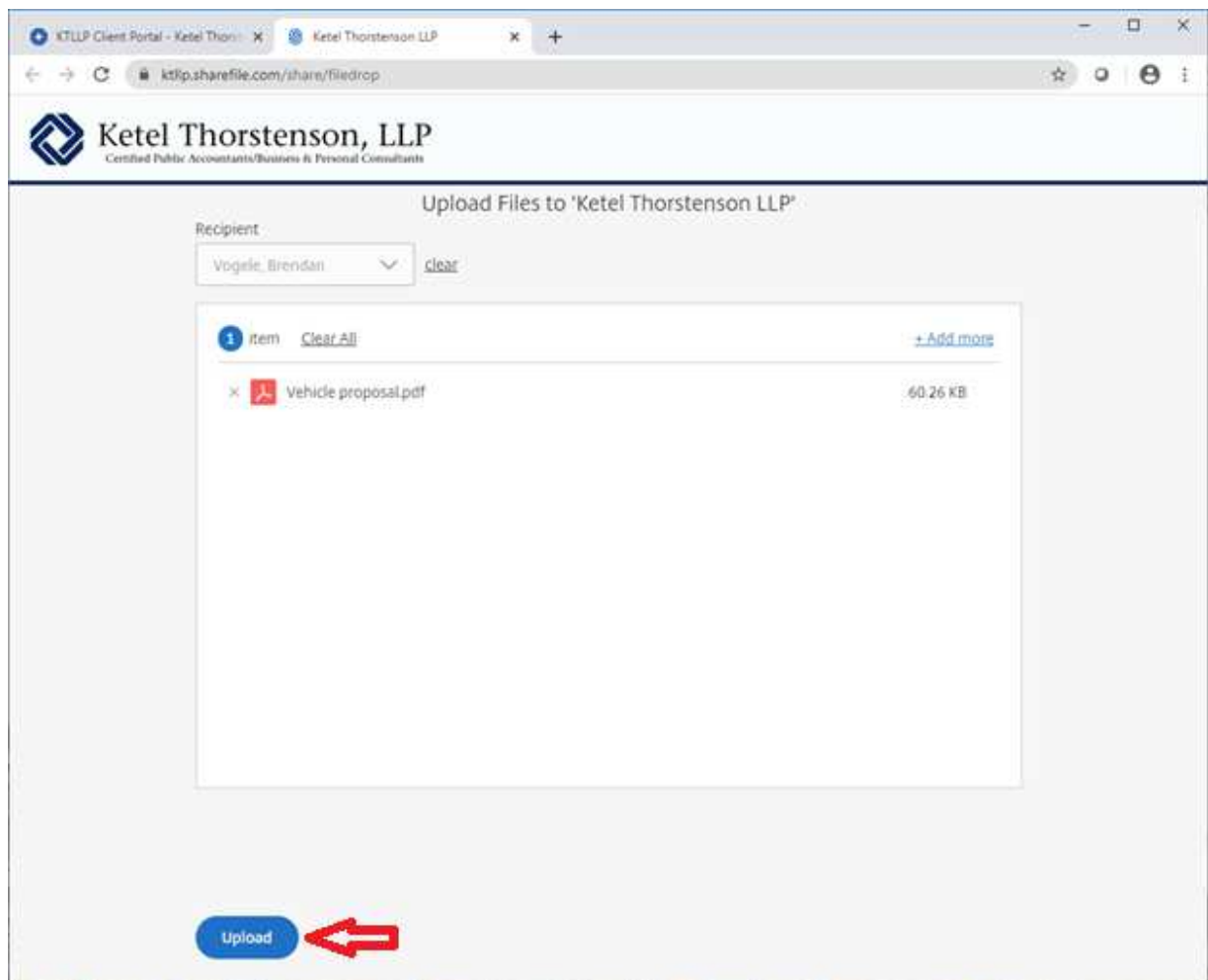
**Step Two:** When brought to the client portal page, click the button labeled “Logon to Client Portal” as indicated by the red arrow above. This will take one to the file drop page.



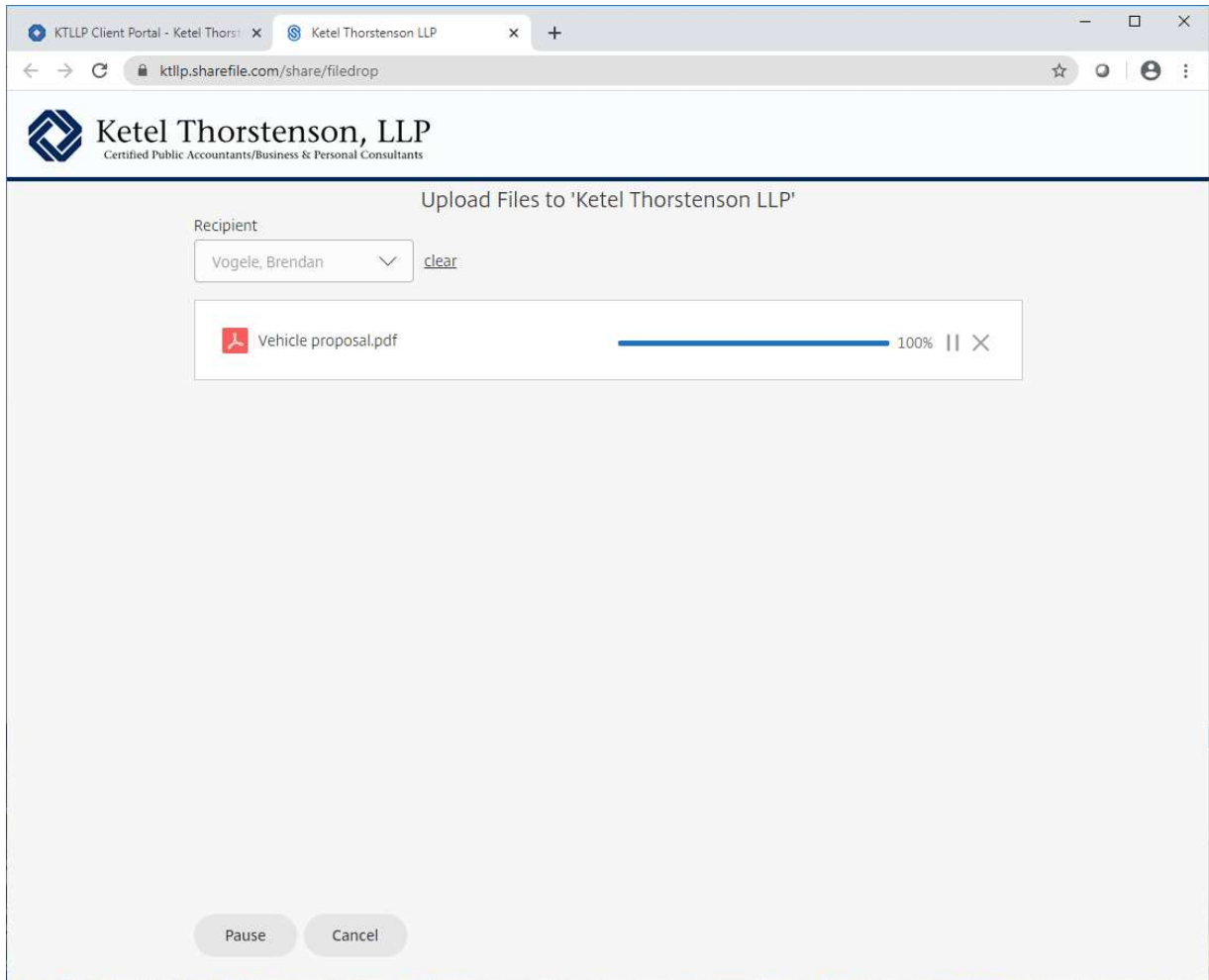
**Step Three:** When brought to the file drop page, click the drop down menu as indicated by the red arrow above. Next, scroll down until one finds the intended recipient as shown by the green arrow above. Finally, highlight the intended recipient and click on it to select that recipient as indicated by the blue arrow above.



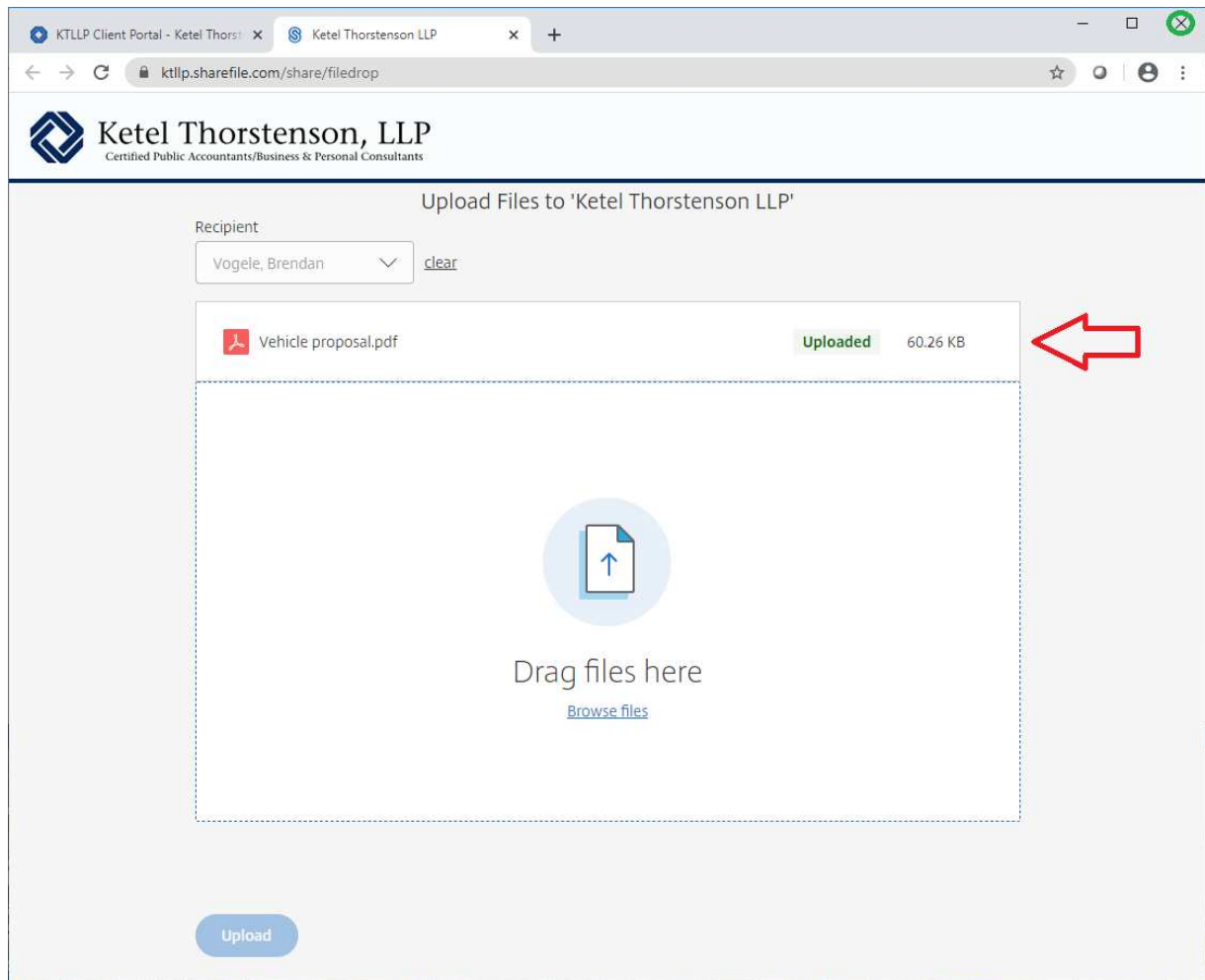
**Step Four:** Once the proper recipient is chosen, simply drag the files one wants to send into the part called “Drag files here” or click the “Browse” link to launch one’s file manager in order to locate the desired file.



**Step Five:** Once all of the file(s) have been selected for upload, click the “Upload” button as indicated by the red arrow above.



**Step Six:** The file(s) will begin uploading. No further action is needed during this time, but one must have an active connection the whole time while uploading the file(s) to the KTLLP staff member selected previously in step three.



**Congratulations!** This concludes the uploading process. Once complete, the uploaded file(s) will be shown as indicated by the red arrow above. One can continue uploading files by going through step four through six until all needed files have been uploaded. To end the session, simply “x” out of the program as indicated by the green circle above.

Questions? We are here to help. Please call (605) 342-5630 if more information is needed. Our staff will get you connected to one of our IT support staff and they can assist you with any additional questions or concerns.

Thanks again for being a **Friend for Life!**