



TD CONSULTING GROUP, PC  
*CPAs, Tax and Business Advisors*

---

## Attention:

# Important Information about Your 2010 Organizer!!

In the next few weeks, we will deliver your 2010 Tax Organizer to you electronically via our new secure client portals!

You will receive an email with instructions on how to access your organizer and engagement letter once available. We will be using the most current email address we have on file for you. Please add [processing@tdcpagroup](mailto:processing@tdcpagroup) to your safe sender's list. Before contacting us, make certain the email was not redirected to your spam or junk mail folders.

\*\*\*\*\*

Your client portal can be accessed on our website by clicking 'My Portal' under the *Client Login* Section on our main page.

Once you have selected 'My Portal' you will be prompted to enter your Login and Password which we will provide to you.

Once you are inside your portal, you will be able to transfer documents to us quickly and we will be able to deliver your returns and reports to you quickly and efficiently. You are then able to save any files to your local computer or print and file.

Once again we will not be mailing organizers this year—you will need to access your portal. Organizers are provided to gather information. We will not be using fillable electronic organizers this year. We may try them in the future.

If you have not received your portal Login information by December 31<sup>st</sup> 2010, or if you require additional assistance please do not hesitate to contact our office at 503-786-7320.