

Registering Your Account

Activation Email

Once your portal has been set up, you will receive an activation email from your Tax Consultant that contains a link to register your account.

Note: All future email notifications will come from taxportalassistance@henssler.com (Henssler Tax Portal).

Dear Client:

Your personal 2014 Tax Organizer is ready! The Tax Organizer is designed to help you conveniently gather the tax information needed to prepare your 2014 personal income tax return.

To access your tax organizer, you must first register your account here <https://secure.netlinksolution.com>.

After you register your account, you can log in here <http://www.henssler.com/tax-portal/>.

To contact us regarding this message, please call us at 678-813-5294 or email us at taxportalassistance@henssler.com.

Registering Your Account

- In the email, click the link to register your account.
- A web page will open. Enter the last four digits of your Social Security number.
- Click Next.
- Enter your desired Login ID.
- Enter your desired password in both fields.

Note: Your password must be seven digits or more, and must include at least one number and one letter. Your password should NOT include special characters (&%!).

- Click Register

Confirmation

A message confirming your successful registration will appear. Additionally, the confirmation screen will list fields to log into your Tax Portal.

The first screenshot shows the Henssler Financial logo and the text "Please register your account." Below this is a text input field labeled "Last 4 digits of EIN / SSN" and a "Next" button.

The second screenshot shows the Henssler Financial logo and the text "Please register your account." Below this are three text input fields: "Create Login", "Create Password", and "Confirm Password", followed by a "Register" button.

Signing in for the First Time

Once your account is registered, your confirmation screen will list fields to log into your Tax Portal.

- Your login ID will be pre-populated.
- Enter your password and click Log In.
- A prompt will appear listing our terms and conditions.
- Read through them and click “I Agree” to continue.

Tasks Area

Whenever you log into your Tax Portal, tasks that need to be completed will be listed on the home page in the task area. Many items listed in this area contain clickable links to the actions that need to be performed.

Set Security Questions

To fully set up your account, you need to select Security Questions. These are used for future password resets.

- Click the Security Questions link in the tasks area.
- A prompt will appear with multiple options for Security Questions. For each, pick a question and enter your answer.
- When done, click OK.

Note: If you wish to change these in the future, click your name in the header menu and select Set Security Questions.