



RHN Client Portal – Quick User Guide

The RHN Client Portal is a simple and secure way to share (send and receive) electronic files with your helpful accountants at **Reid Hurst Nagy Inc. CPAs.**

Have you received a Login and Password from RHN yet?

If not, please call our office at 604-273-9338 and we will have you set-up in no time!

Logging-in

Please enter your email address and the password given to you by RHN.

The screenshot shows a login interface with the RHN logo at the top. Below the logo is the text "Web Portal Login". There are two input fields: "Login (Email):" and "Password:". Below the "Password:" field is a "Sign In" button. At the bottom of the form is a blue link that says "Forgot your password?".

Please remember to **change your password** once you have successfully logged-in.



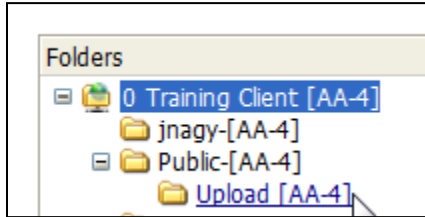
= [Upload](#)




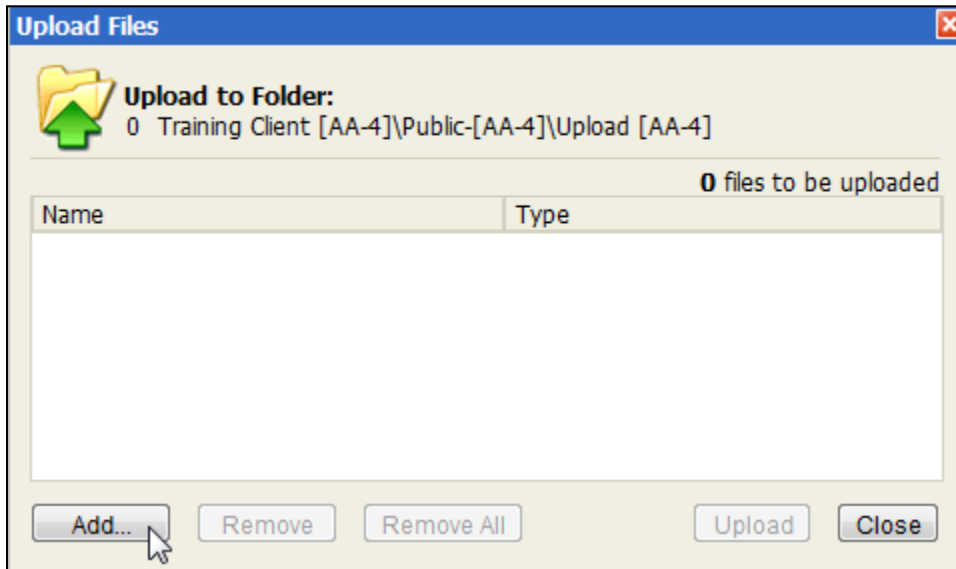
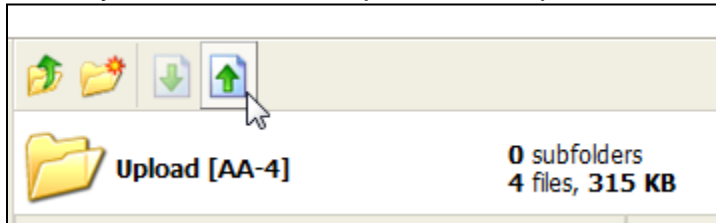
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Uploading Files to RHN


1. Under “Folders”, select the **Upload** folder within the **Public** folder.

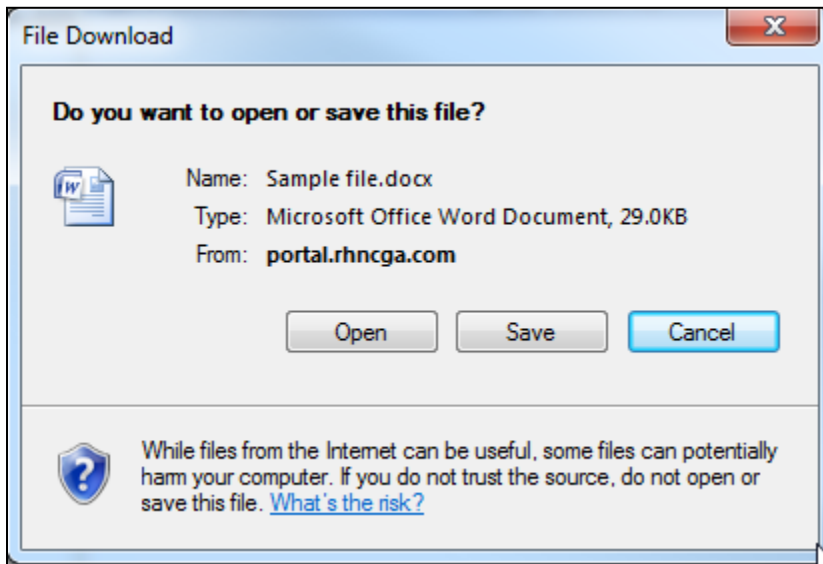
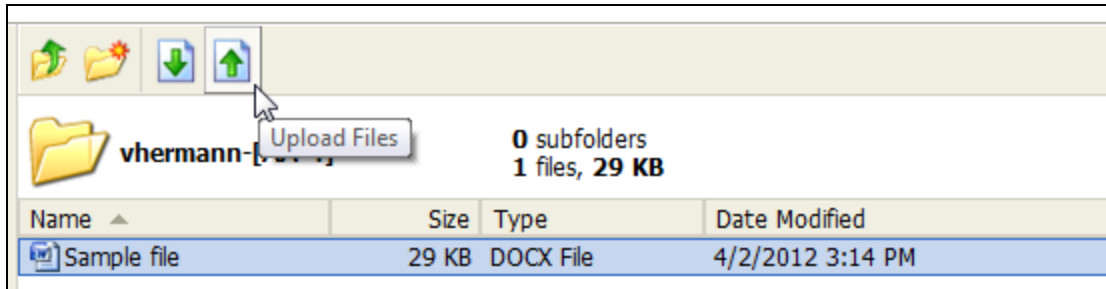


2. Click on the  icon to bring up a browser and click **Add** to choose which file(s) you would like to upload to the portal. Click **Upload** to finish.



Downloading Files to Your Computer

1. Select the folder with your name.
2. Select and highlight the file which you wish to download.
3. Click on the  icon to download the file to your computer. You may choose to open or save this document.



We are glad to help!

Please feel free to call our office at 604-273-9338 if you require additional assistance or if you need to reset your password.