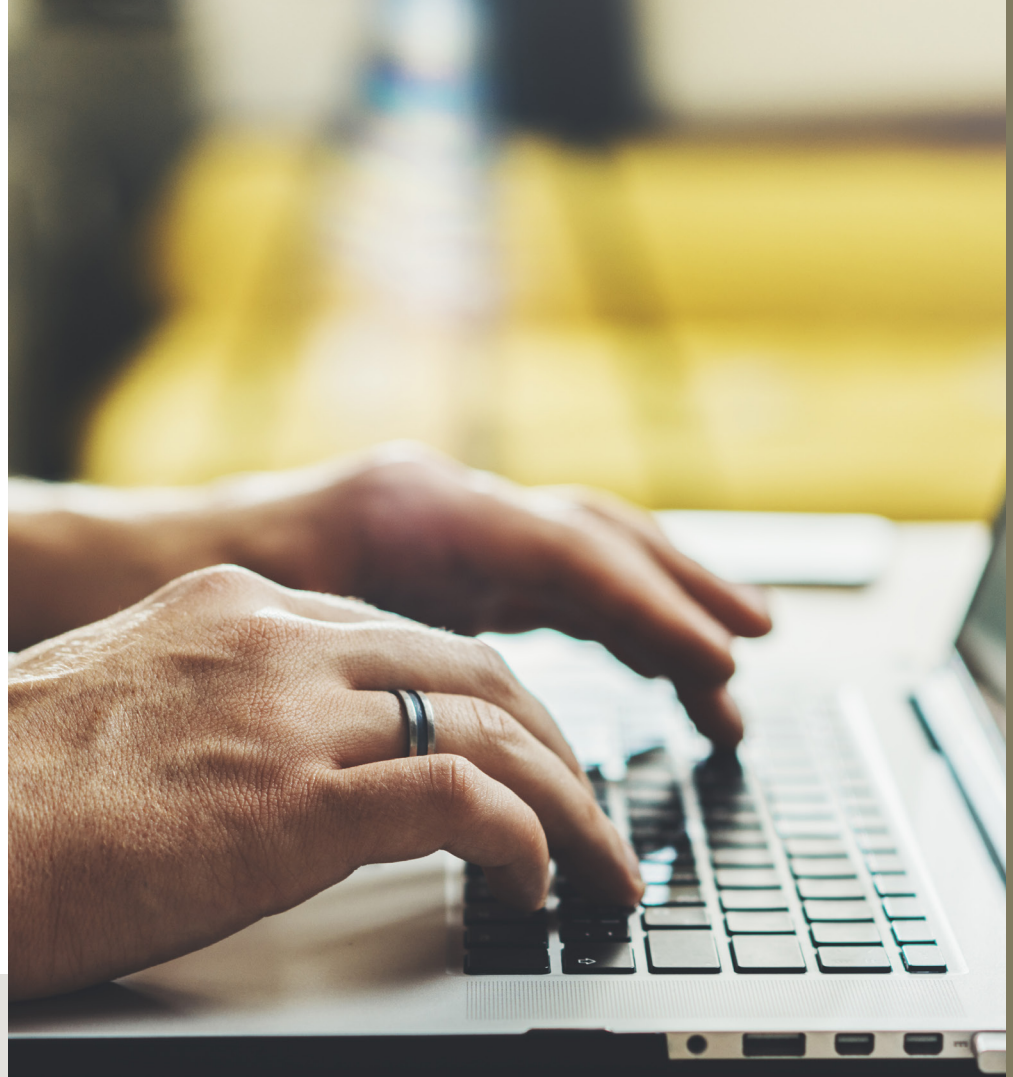

RICHTER

Richter App – Document Center

Personal Tax Client Guide



MONTREAL

Richter Tower
1981 McGill College
Montréal QC H3A 0G6
T 514.934.3400

TORONTO

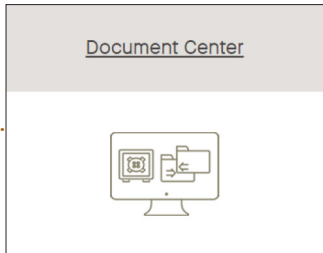
181 Bay St., #3510
Bay Wellington Tower
Toronto ON M5J 2T3
T 416.488.2345

CHICAGO

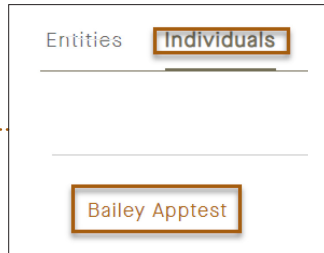
200 South Wacker, #3100
Chicago IL 60606
T 312.828.0800

1 ACCESSING TAX SLIP FOLDERS

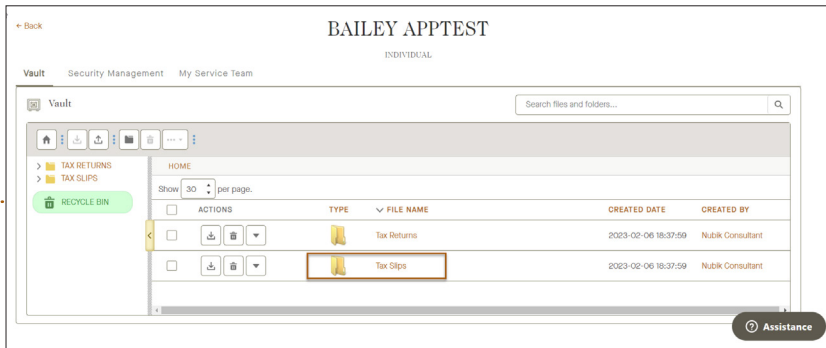
Click on **Document Center**



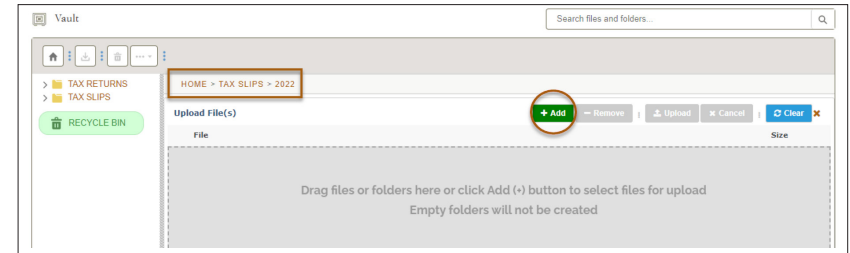
On the **Individuals** tab, click on your name



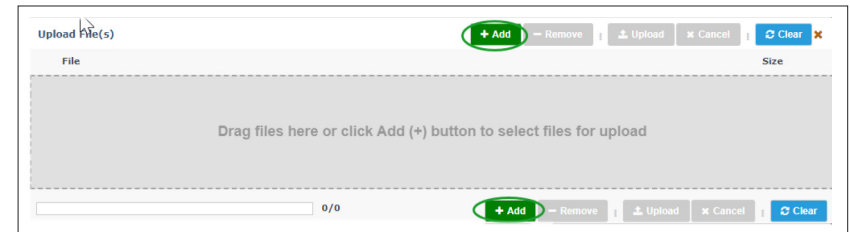
A list of folders will be visible on the **Vault** tab. Click on the **Tax Slips** folder, then click on the sub-folder for the year that your tax slips relate to.



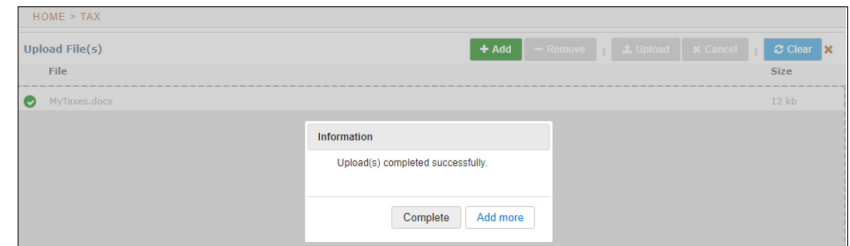
The following screen will appear:



You can drag and drop your file(s) or click on the **Add** button at the top or bottom of the upload window and browse to add your file. You can also upload an entire folder structure and its content by dragging and dropping.



You will be notified that you have successfully uploaded your file; click on **complete** or **add more documents**, if you desire.



2 UPLOADING YOUR TAX SLIPS

Ensure you are in the sub-folder that represents the year that your tax slips relate to and click on the **Upload Files** button found on the ribbon.

