File Exchange

The File Exchange is a secure way to share files between Miller Management (MM) and our clients.

Accessing the File Exchange

Go to the website: <u>https://secure.netlinksolution.co</u> m/nextgen/?firm=362519



The login screen will appear:

Login information provided by MM; password is updated by client during training session.

NetClient CS Username: _____

Password:

Upon login, you will see the home screen. This screen will list any folders or documents you can access. Any new documents uploaded by MM will be designated with the orange "New" flag.

■ NetStaff CS > Document Manage ×	+		- 0 ×		
← → C 🔒 secure.netlinksolution.com/nextgen/go.html#/document-management/file-exchange			x 🕶 \varTheta :		
👯 Apps 📕 Clock in/aut 📕 Helpful Excel/Sprea					
Miller Management 5921 NW Barry Rd, Ste 100 - Kansas City, MO 64154					
🖩 Home 🗬 Messages 📃 Dana McNutt 😵 Help					
🚯 NetStaff CS 🛛 🗙 Admin	✓ 1				
Documents			Find:		
File Exchange	Home Up Remove				
	Name	Size	Date Modified		
			3/18/2020 8:14 AM		

> You will receive an email notification when a new document has been uploaded. Clicking on the hyperlink will take you directly to the new file.

Once you are logged in to **Accounting CS**, you'll see a black desktop with the ACS icon and a printer's icon in the upper left-hand corner. <u>Note:</u> If you see two Accounting CS icons, please click the white one, "Accounting CS Client Access."



Double click to open Accounting CS.

CS Professional Suite	
Sign In	
NetStaff CS Login	
8	
Password	
<u>۵</u>	
CS Professional Suite Security Help	

Enter your NetClient CS username and password. This is the same one you used to login to the File Exchange. (see page 3)

Login information provided by MM; password is updated by client during training session.

Once the program opens you can access payroll and/or accounting functions depending on your user permissions.

Occasionally, ACS will prompt you for a 2nd password... usually when you log in for the first time, or if it requires you to update your password (which it does every 90 days).

MM will supply this password. It never changes.

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Open Firm: FIRM			
Staff ID: TEST			
Password:			
Remember login information			
Version 2021.1.1			
Change Password OK Cancel THOMSON REUTERS			

Password: