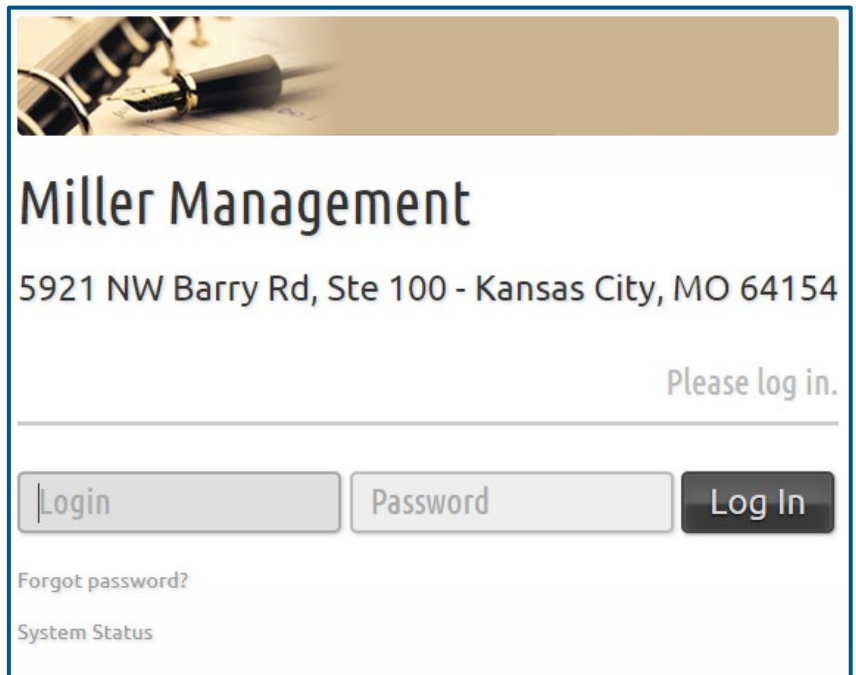# File Exchange

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: https://secure.netlinksolution.com/nextgen/?firm=362519
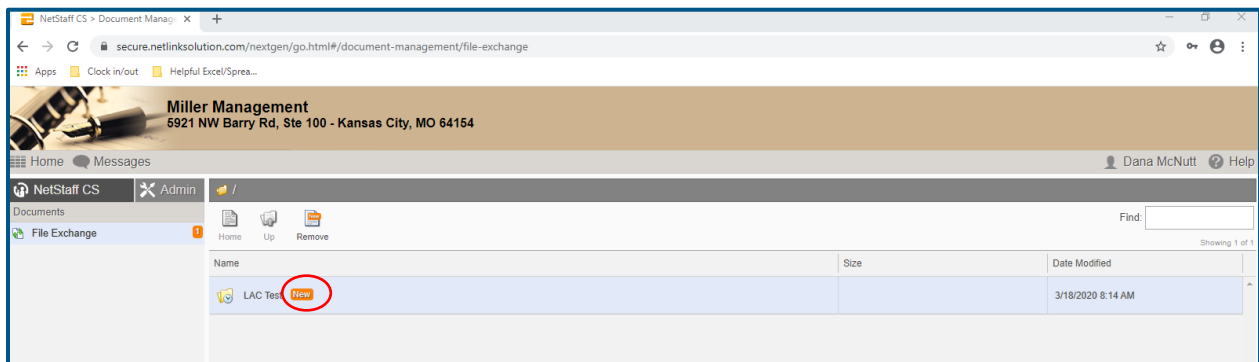
The login screen will appear:

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

NetClient CS   Username: _____

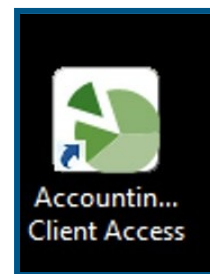   Password: _____

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.
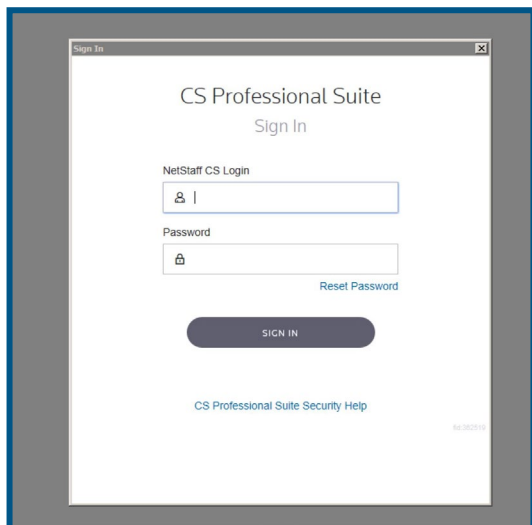

➢ *You will receive an email notification when a new document has been uploaded. Clicking on the hyperlink will take you directly to the new file.*

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."

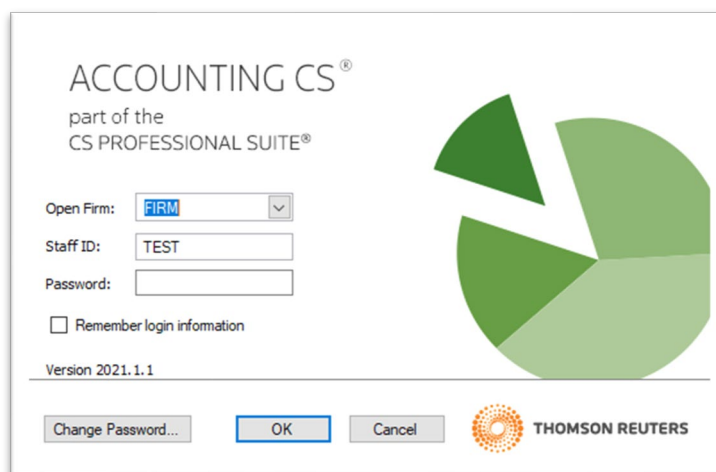Double click to open Accounting CS.

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.

Password: _____