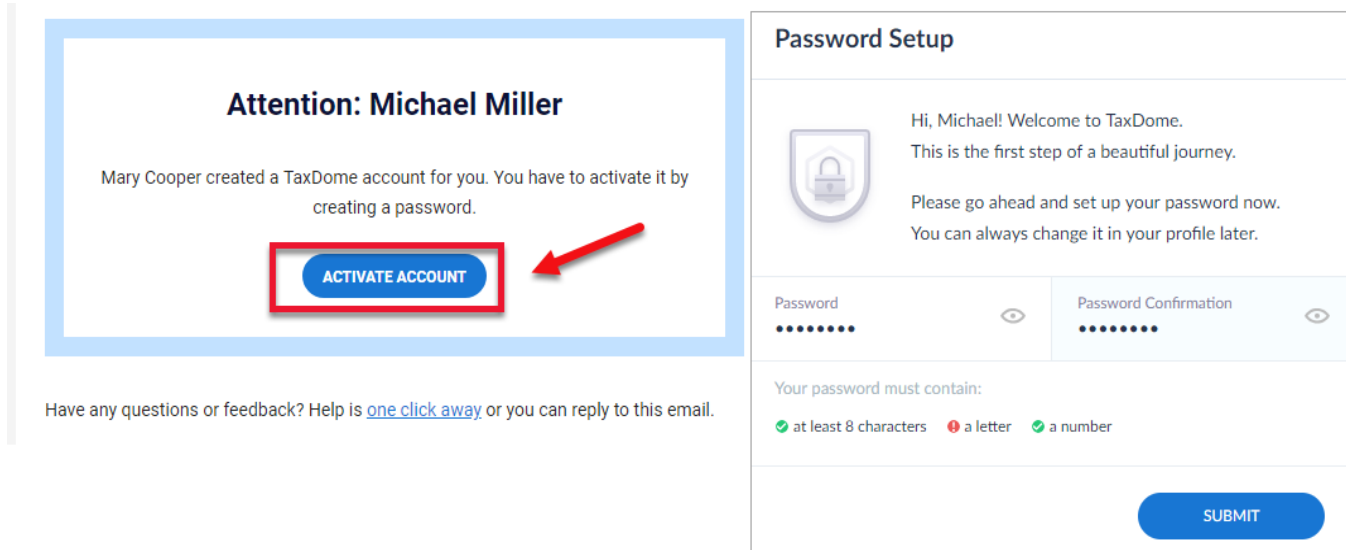


How to Start using the Baer Tax Group Portal- Tax Dome

Step 1. Activation Account

Open the invitation email and click on the **ACTIVATE ACCOUNT** link. Then create your password. Enter it twice to confirm, then click **SUBMIT**.



The image shows two parts of the account activation process. On the left is an email invitation from Mary Cooper to Michael Miller, with a red box around the 'ACTIVATE ACCOUNT' button and a red arrow pointing to it. On the right is the 'Password Setup' form, which includes a welcome message, password input fields, and a 'SUBMIT' button.

Attention: Michael Miller

Mary Cooper created a TaxDome account for you. You have to activate it by creating a password.

ACTIVATE ACCOUNT

Have any questions or feedback? Help is [one click away](#) or you can reply to this email.

Password Setup

Hi, Michael! Welcome to TaxDome. This is the first step of a beautiful journey. Please go ahead and set up your password now. You can always change it in your profile later.

Password: Password Confirmation:

Your password must contain:

- ✓ at least 8 characters
- ✗ a letter
- ✓ a number

SUBMIT

That's it! Now you can use your portal. To return to it in the future, you'll just need to sign in with your email and password. The portal address is www.baertaxgroup.taxdome.com.

Step 2. View To-Dos

The first page you see is your dashboard with notifications about important updates, such as unpaid bills, unseen messages, pending organizers, and unread documents. You'll also find the contact info for our firm here.

Step 3. Explore the Main Menu in the Left Sidebar

From the sidebar, you'll be able to easily go wherever you need to on your portal.

- **Documents** is where you upload your documents, e-sign, and download whatever we've prepared for you.
- **Messages** is where you can ask us any questions or respond to any of our requests.
- **Organizers** is where you fill out any necessary questionnaires needed for us to prepare your documents.
- **Contracts** is where you e-sign custom engagement letters that are used to define the scope of engagement between us.
- **Settings** is where you add additional users to your account if needed.