



Client Portal Instructions

When you click on “Client portal” on the Vicca Chartered Accountants website and then select “login”, you will be redirected to the client portal and presented with the below login screen:

Login ID: user

Password:

Remember me

Login

In the “Login ID” section enter your user name
In the “Password” section enter your password.

The login credentials are provided to you by the Vicca Chartered Accountants office. If you forgot your user name and/or password, or if you have any queries or issues, please contact Kim Macaranas or Celeste Dopheide on 07 3221 9444.

Once logged on, you will be presented with the following screen:

portal.viccaca.com:8080/Web%20Client/ListDir.htm

VICCA | Web Client

Home

Name	Size	Time
2014 ITR		6/24/2015, 4:26:50 PM
MYOB		6/23/2015, 11:50:03 PM
cog_20101102.pdf	8.11 MB	6/24/2015, 10:42:05 PM
Corporate Entities.txt	590 bytes	6/23/2015, 11:35:32 PM
RMA DOA REQUEST FORM.XLS	34.5 KB	6/24/2015, 4:31:49 PM
tax return.txt	0 bytes	6/30/2015, 10:22:52 AM
Test document.txt	0 bytes	6/23/2015, 11:33:45 PM
Thumbs.db	17.5 KB	6/25/2015, 7:53:06 AM



To download files onto your computer from the Client Portal, highlight the file and click on the "Download" button as shown below:

The screenshot shows the VICCA Web Client interface. At the top, there is a navigation bar with the VICCA logo and the text "Web Client". Below this is a breadcrumb trail: "Home". The main content area shows a file directory for "Home". The directory contains several folders and files:

Name	Size	Time
2014 ITR		6/24/2015, 4:26:50 PM
MYOB		6/23/2015, 11:50:03 PM
cog_20101102.pdf	8.11 MB	6/24/2015, 10:42:05 PM
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Test document.txt	0 bytes	6/23/2015, 11:33:45 PM
Thumbs.db	17.5 KB	6/25/2015, 7:53:06 AM

The "Download" button in the top navigation bar is circled in red.

To upload a file from your computer onto the Client Portal, click on "Upload button"

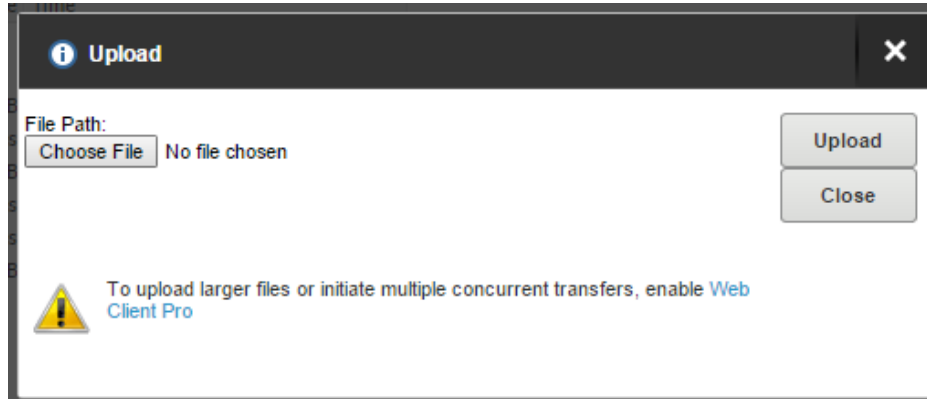
The screenshot shows the VICCA Web Client interface. At the top, there is a navigation bar with the VICCA logo and the text "Web Client". Below this is a breadcrumb trail: "Home". The main content area shows a file directory for "Home". The directory contains several folders and files:

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Thumbs.db	17.5 KB	6/25/2015, 7:53:06 AM

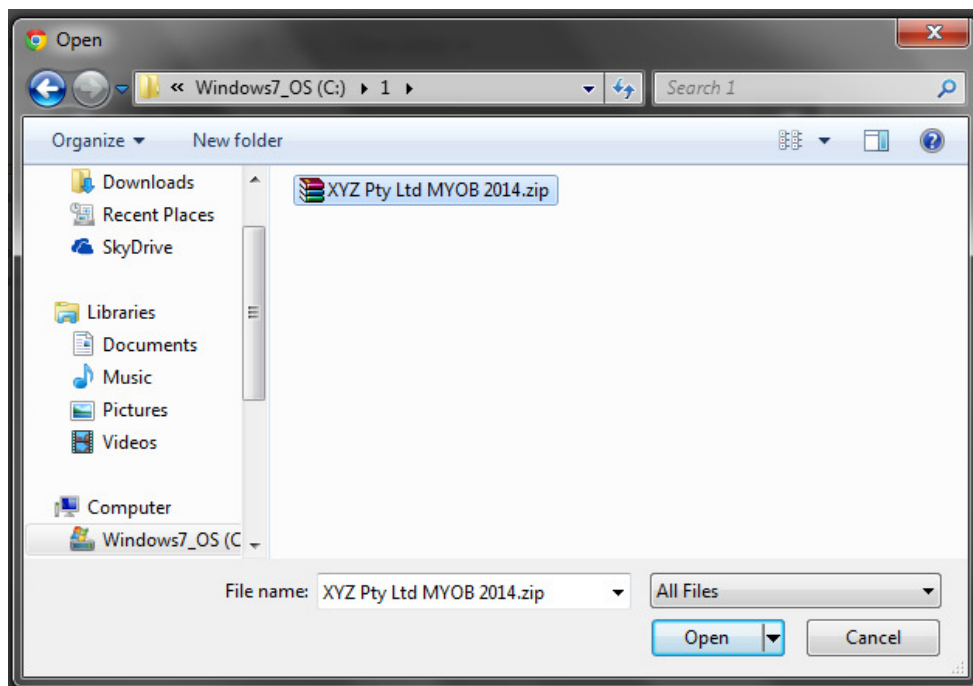
The "Upload" button in the top navigation bar is circled in red.



You will then be presented with the following screen:



Click on "Choose File". In the new screen navigate to the file that you want to upload and click on the "Open" button.

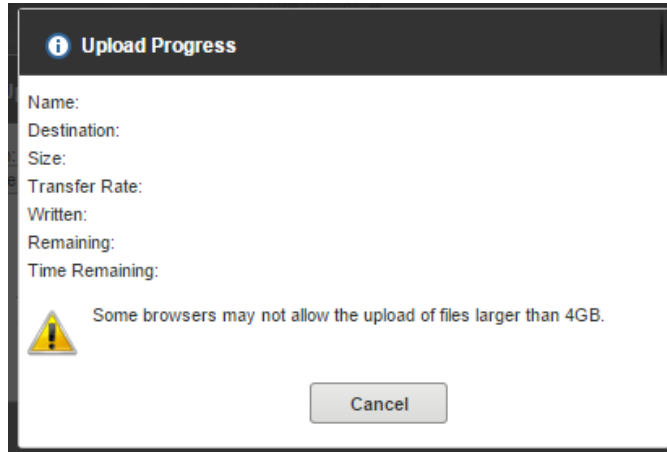


Once you have selected your file, click on the "Upload" button:



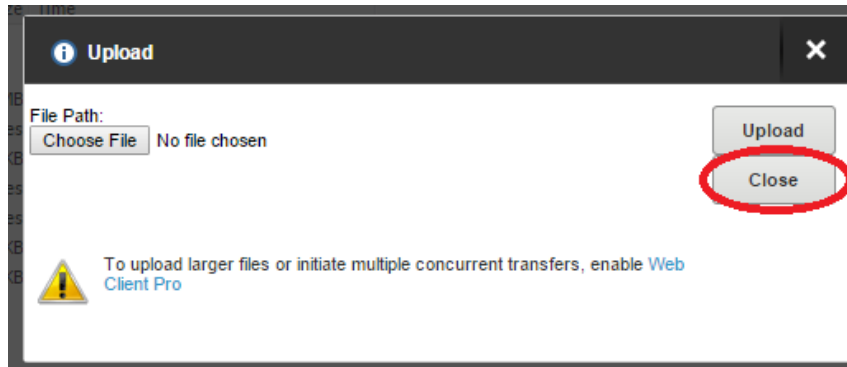


The file upload will then start.

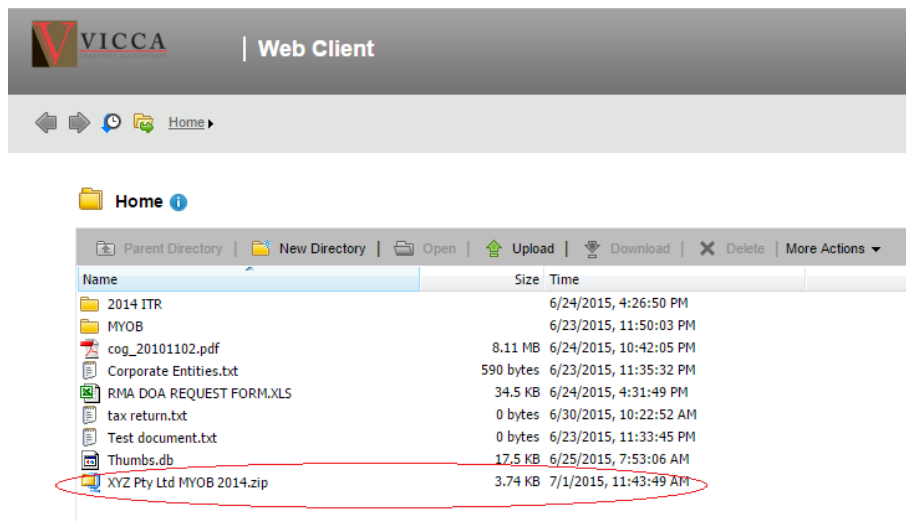


Please note, it might take for a while to upload the file depending on the size of the file and your Internet connection upload speed. If you need to upload addition file please repeat this step.

Once you have finished uploading the files, click on "Close" button:



You will be returned to the main screen where you can see your newly uploaded file.





Once you have uploaded files onto the Client Portal, Vicca Chartered Accountants office will be notified via email.

To log off from the session click on your name and then select "Logout" from the drop down menu.

Size	Time
	6/24/2015, 4:26:50 PM
	6/23/2015, 11:50:03 PM
8.11 MB	6/24/2015, 10:42:05 PM
590 bytes	6/23/2015, 11:35:32 PM
34.5 KB	6/24/2015, 4:31:49 PM
0 bytes	6/30/2015, 10:22:52 AM
0 bytes	6/23/2015, 11:33:45 PM
17.5 KB	6/25/2015, 7:53:06 AM
3.74 KB	7/1/2015, 11:43:49 AM