

Hickman & Leckrone, PLLC

Certified Public Accountants

Securely upload your information via your portal.

To use your portal: click on **CLIENT PORTAL**

Type your **Email address** that is associated with your portal account

Password: Your temporary password was emailed to you at the time you were initially set up on the portal. If you do not remember your password, click **Forgot Password?** Then, enter your email address and you will receive an email to reset your password. If you click on the link and you are not redirected, open a new tab in the **same browser**, copy and paste the link. This should allow you to reset your password.

When you are finally logged in, it will alert you to create a permanent password.

***NOTE:**

WHEN SUBMITTING DOCUMENTS, WE WILL ACCEPT A MAXIMUM OF 3 PDF FILES TO ENSURE ALL DOCUMENTS ARE ACCOUNTED FOR. YOU ARE ALLOWED UNLIMITED PAGES WITHIN A SINGLE PDF FILE. PLEASE REMEMBER, NO ZIP FILES OR PICTURES WILL BE ACCEPTED.

If you are having trouble condensing your documents into 1-3 PDF files, please feel free to drop them off at our office, or mail them in.

**Documents will only remain on the portal for 30 days after uploaded.*