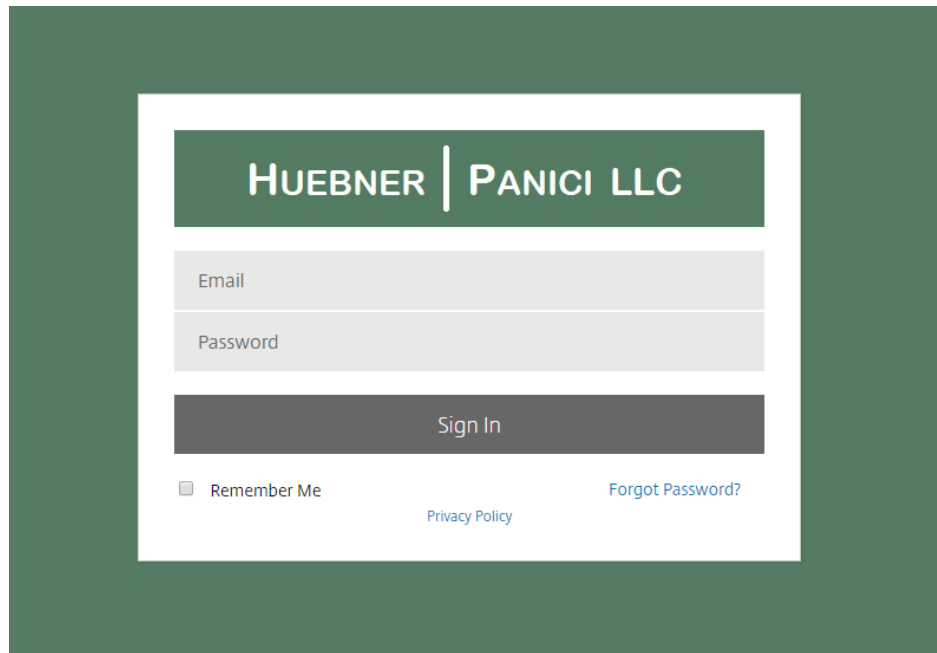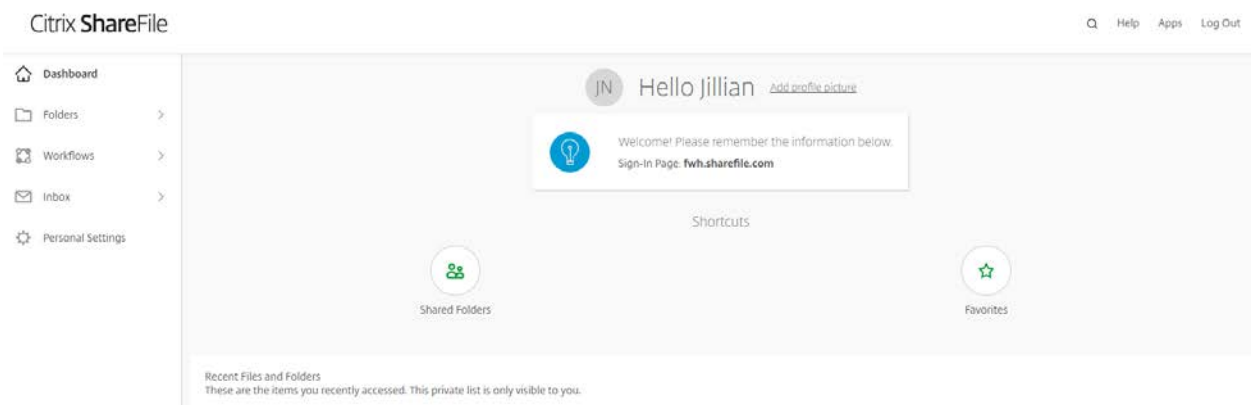# Your Portal Experience

1. Once you have successfully created a login and password, you will go to
    fwh.sharefile.com or use the link found on www.fhcotax.com.

2. Enter your email and password then click the grey "Sign In" bar as follows:

3. Once you have logged in, you will see a page similar to this:

> From here you can click on the folders tab on the left-hand side of your screen to view the folders you have been given access to.

For a personal return, once you have selected the appropriate tax year you will see the following folder options:

If it is a return type other than individual, you will see similar but slightly different folder options.

To view a document

1. Navigate to the folder containing the document and click on the name of the file that you wish to view.
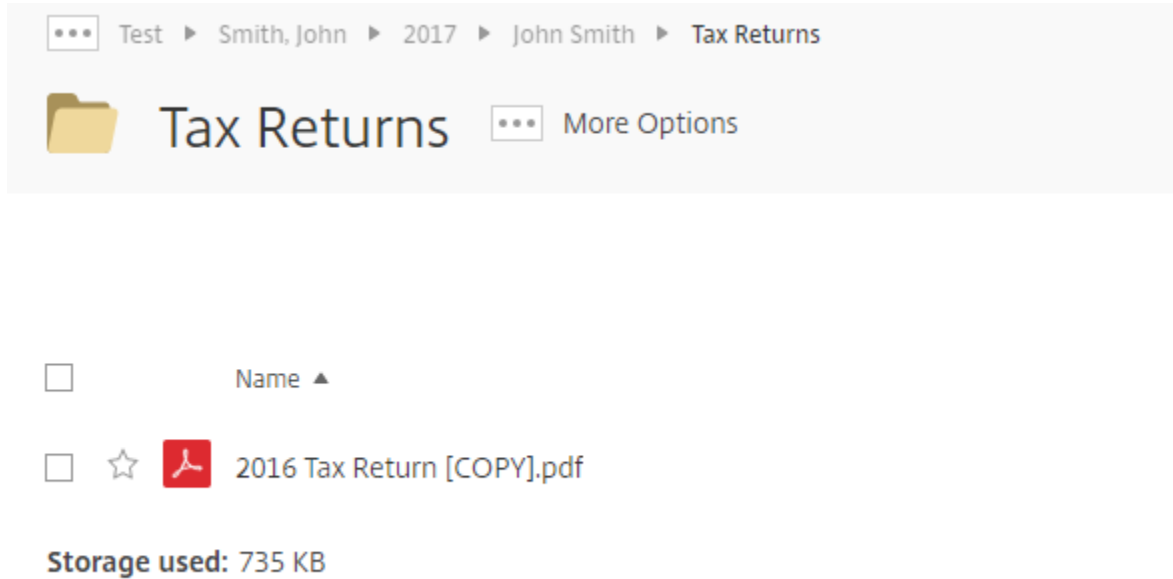
2. This will allow you to view the document. On the right side of the screen, you will also have the options to download or print the document.