How to create an account to access your virtual portal

Step 1: Access your email and find the email with the subject title "Welcome to NetClient CS"

Welcome to NetClient CS	Inbox ×		
J.A. Johnson & Co., P.C. <no-reply@tho to me *</no-reply@tho 	msonreuters.com>	10:29 AM (2 hours ago)	☆
	Hi HowTo JAJC,		
	Welcome to NetClient CS. You can sign in using your Thomson Reuters Account.		
	If you don't have one yet, you can <u>create a Thomson Reuters Account.</u> Once you do, you'll be redirected to the NetClient CS sign in page.		
	Thank you for using NetClient CS.		
	Thomson Reuters		
	Click Here		
	J.A. Johnson & Co., P.C. 1016 Rosser St NW Conyers, GA 30012		
	View our privacy policy, which includes information about our cookie policy.		
	This electronic mail message contains confidential and legally privileged information intended only for the recipient. If the reader of this message is not the intended recipient, the reader is hereby notified that any dissemination, distribution, c or other use of this message is strictly prohibited.	ie opying	
← Reply ← Forward			

Step 2: You will be brought to this page where you will decide your password

JV1C	
Email*	
HowToJAJC@gmail.com	
Your new password must contain:	
At least 3 of the following: An uppercase letter (A-Z) A lowercase letter (a-z) A number (0-9) A special character (@#!, etc.)	
New password*	
	0
·	
Confirm new password*	0
Confirm new password*	
Confirm new password*	
Confirm new password* Preferred language English (US)	~

Step 3: Determine the password you would like to use, ensuring it has all four requirements Step 4: Then Click continue. Step 5: You will receive another email with a code to verify your email address

Thomson Reuters Thomson Reuters Account	
	Verify email
	We've sent a 5-digit code to your email
	HowToJAJC@gmail.com. Verify your email by
	entering the code below. Once verified your account
	will be created.
	Verify your 5-digit code Resend code
	Code is valid for 2 hours.
	Create account

Step 6: Type that code on the website, then click "Create account" as seen above.

	00
Thomson Reuters Sign in to NetStaff CS of NetClient CS	r
Your email Password* Your password	Edit
Reset your password	

Step 7: You will be redirected to the login page where you will enter your email and the password you just created. (As seen above)

C Thomson Reuters
Keep your account safe Add another authentication method.
Notification via Auth0 Guardian app
Google Authenticator or similar
 Phone >

Step 8: Next you will be brought to this page to add another authentication method. We suggest using the "Phone" method so you will receive a message via Text.



Step 9: You will receive a message like this and input this code into the website.

Thomson Reuters
Almost there!
Copy this recovery code and keep it somewhere safe.
You'll need it if you ever need to log in without your
device.
L7NM87X75U99Z3FCMJHW5G3E
Copy code
I have safely recorded this code
Continue
continue

Step 10: Record your personal recovery code then click continue.

		J.A. Johnson & Co., P.C. 1016 Rosser St. NW, Conyers, GA 30012 770-278-0707
Home 🗨 Messages		
➡ NetClient CS	- 🥶 I	
Documents		
File Exchange	Home Up Remove	
JAJC, HowTo	2 Name	
	Miscellaneous	
	Signed Forms	
	Source Documents	
	4/17/2025 10:31 AM	

Step 11: You should now see the home screen to your account!