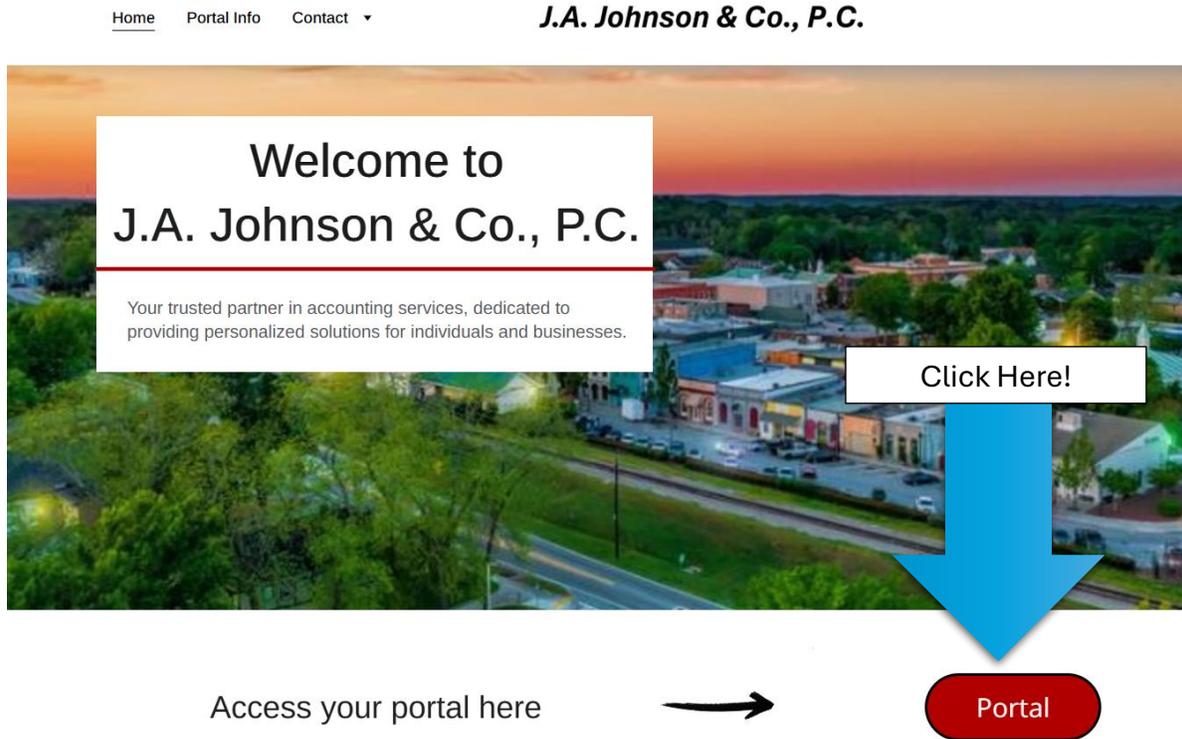


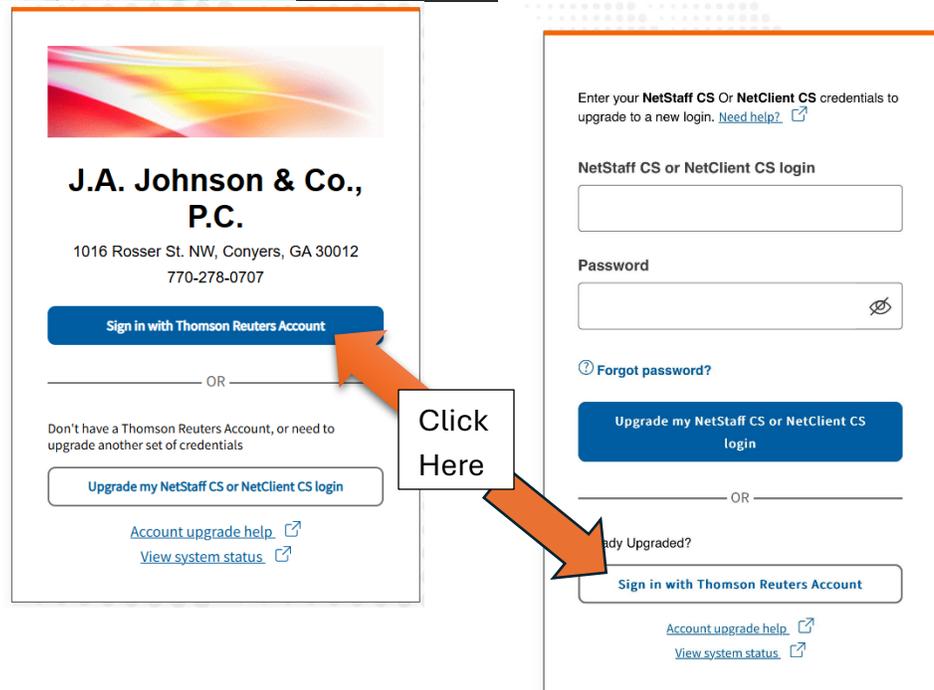
How to Sign in to the portal, access your Tax Returns, and Electronically sign them (after you have created your account)

Step 1: Go to www.jajohnson.com.

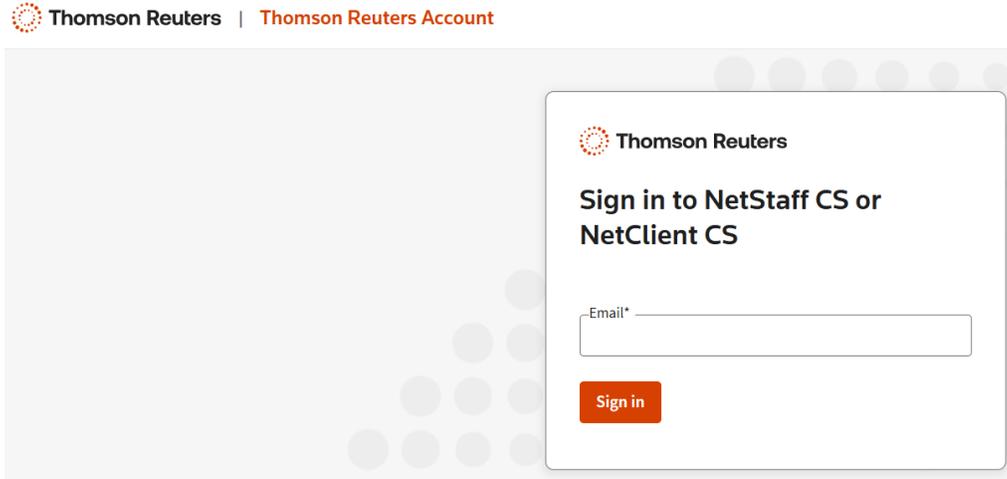
Step 2: Scroll down until you see a red button labeled “portal”.



Step 3: You will be met with One of the two prompts seen to the right. Click the option that says “Sign in with Thomson Reuters Account”.



Step 4: Sign in with the email address you set up the account with.



Thomson Reuters | Thomson Reuters Account

Thomson Reuters

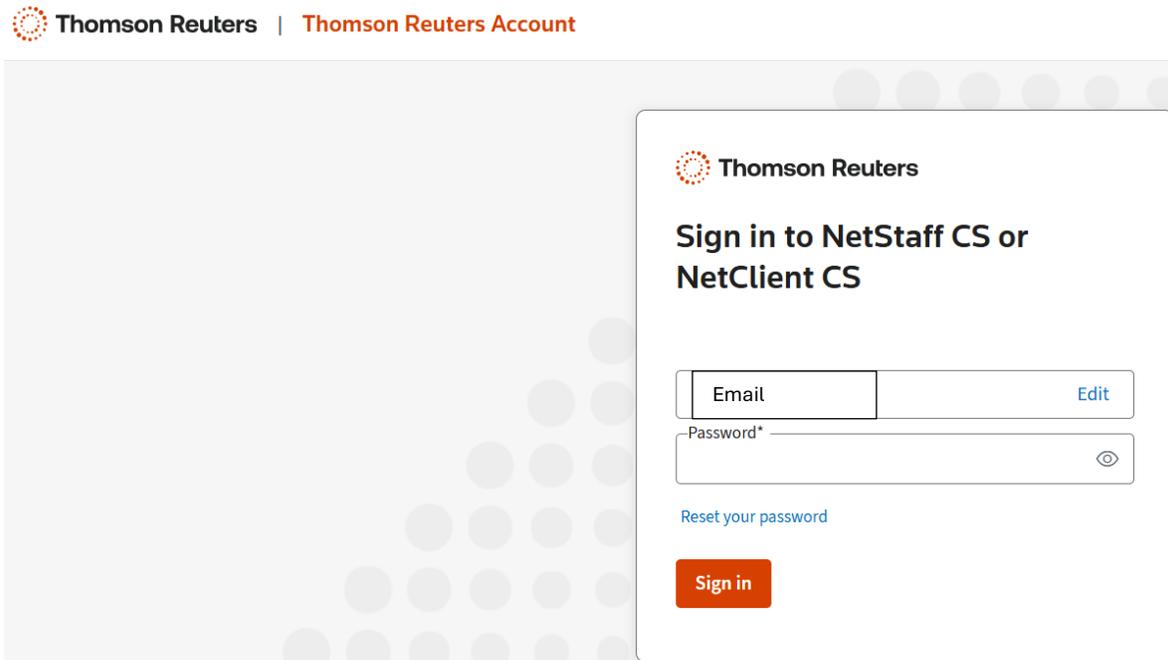
Sign in to NetStaff CS or NetClient CS

Email*

Sign in

Step 5: Type in the Password you used when setting up the account.

If you forgot the password, click “reset your password”.



Thomson Reuters | Thomson Reuters Account

Thomson Reuters

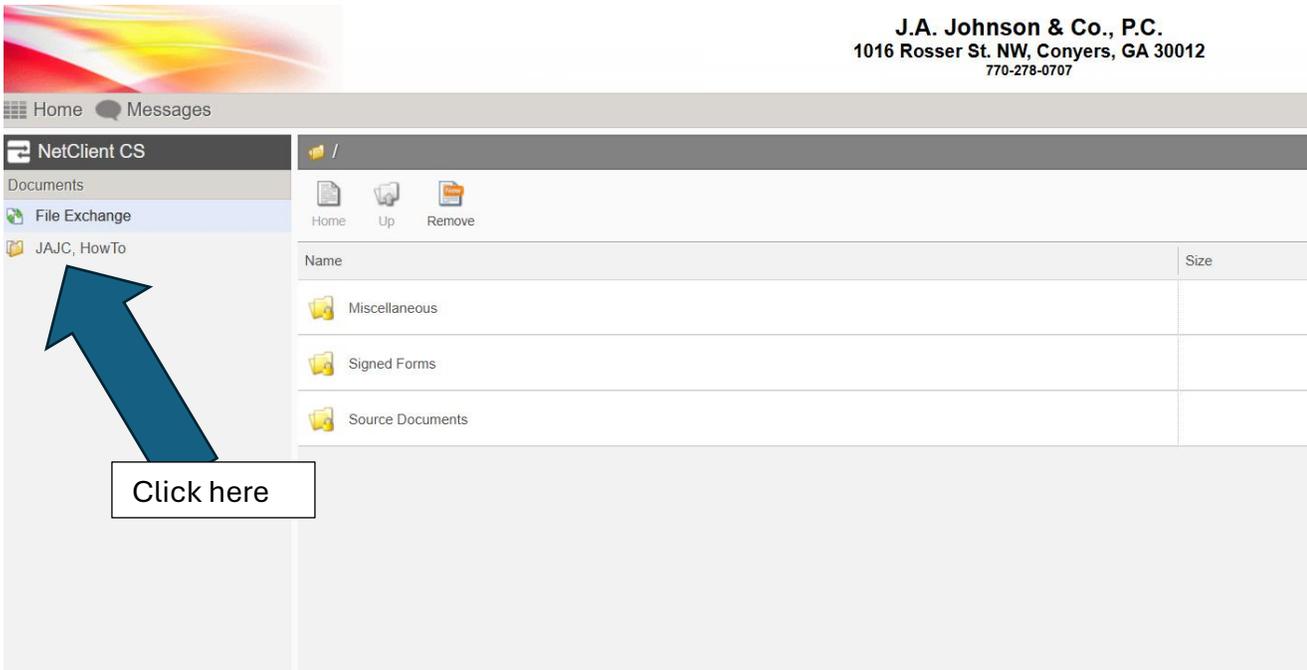
Sign in to NetStaff CS or NetClient CS

Email [Edit](#)

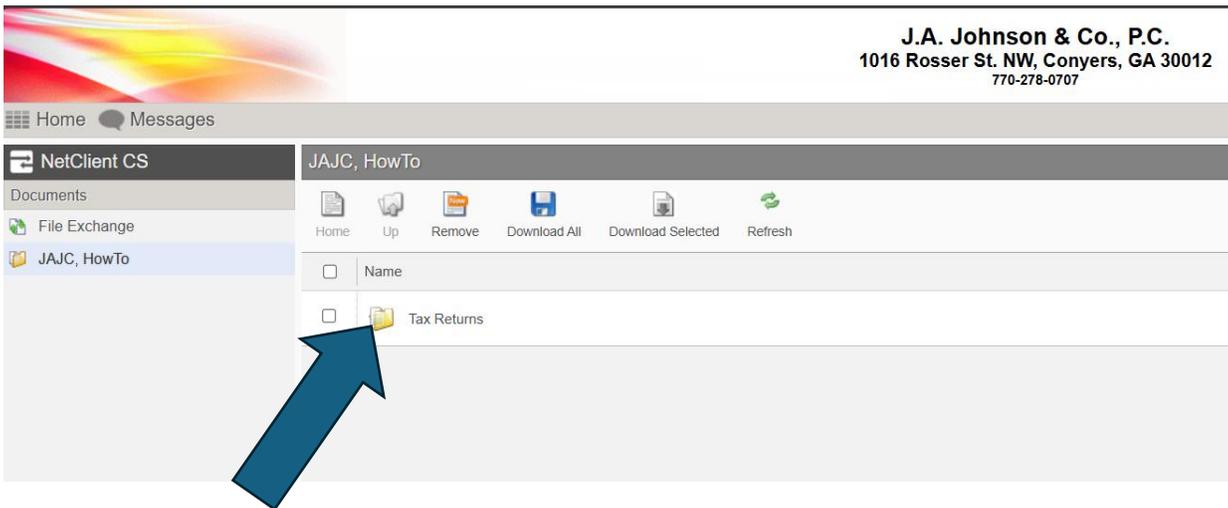
Password* [Reset your password](#)

Sign in

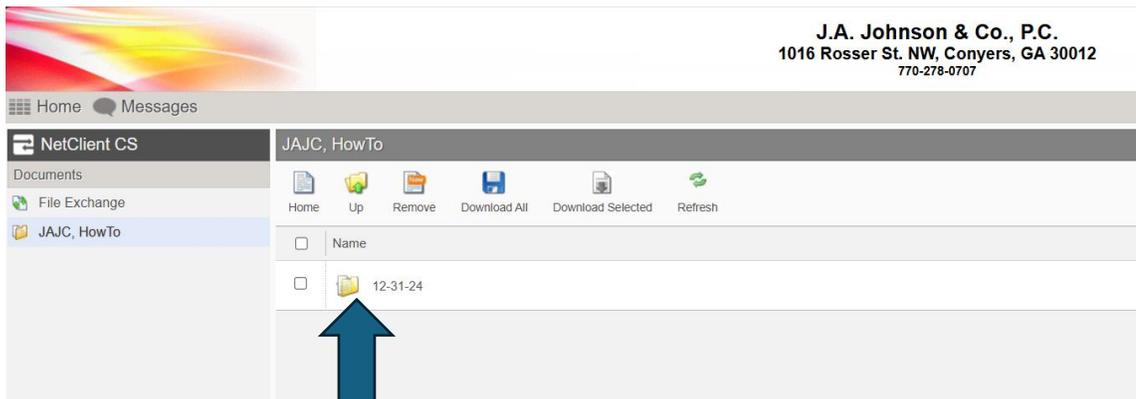
Now you should be looking at the home page of your account like the one below



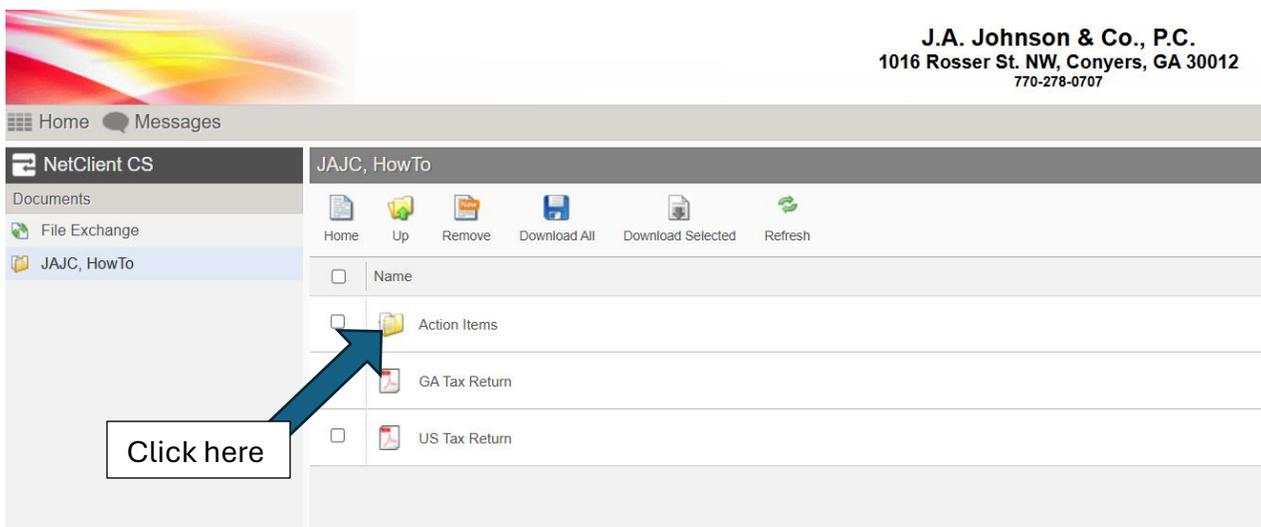
Step 6: To see your Tax Returns Click the folder with your name on in the left-hand column as seen above.



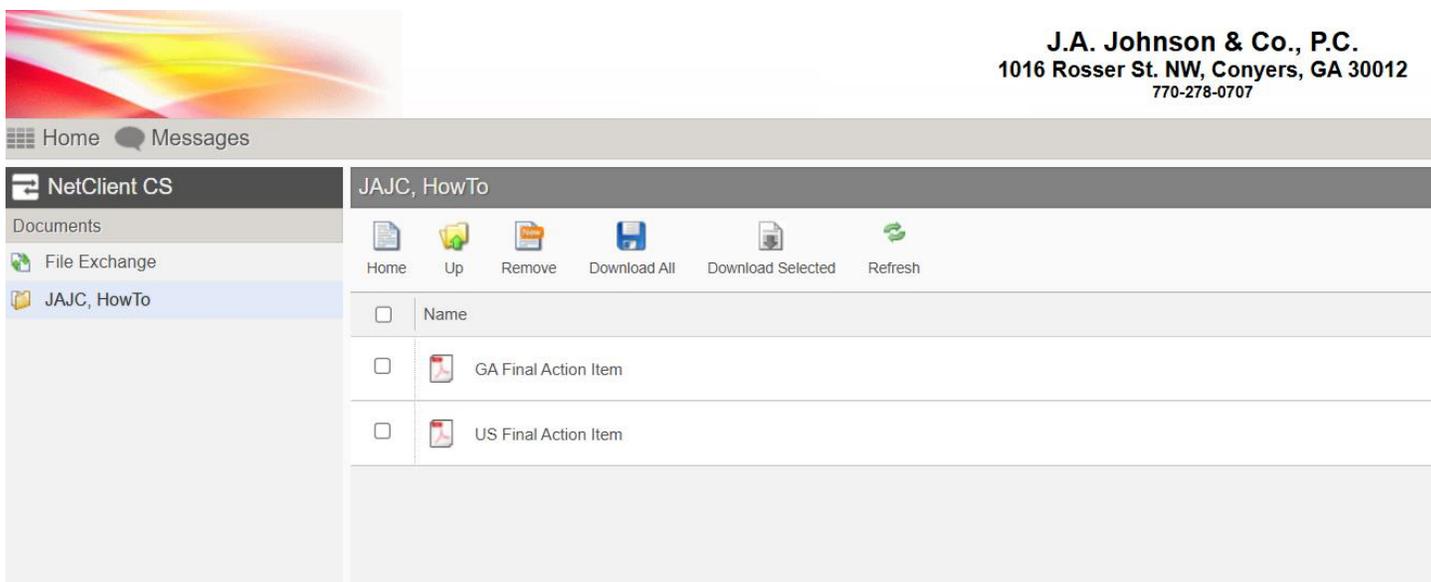
Step 7: Click on the folder labeled tax returns.



Step 8: Click on the folder with the corresponding year that you are trying to view.



Step 9: To view, download, and sign the necessary documents please open the “Action Items” folder as seen above.

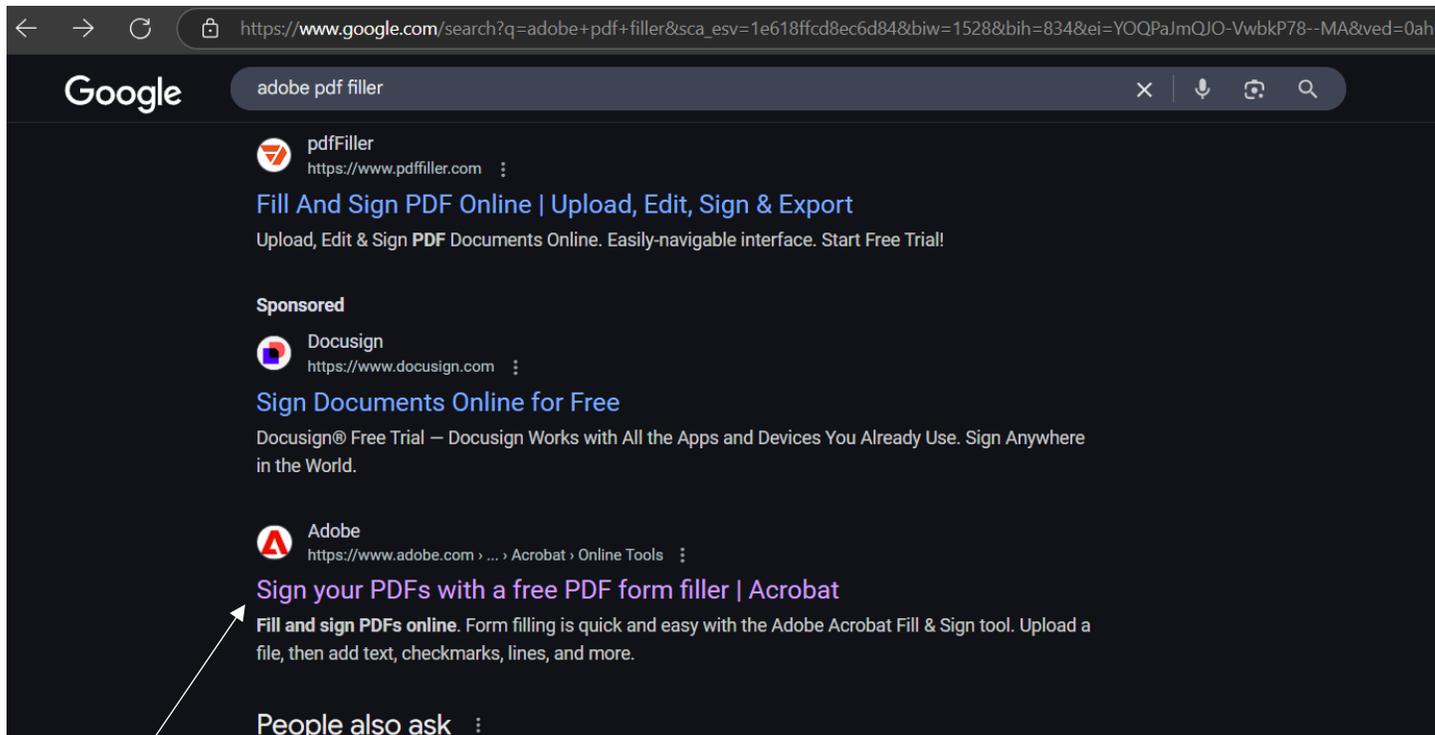


Step 10: You can click the “Download all” button or view the available PDFs individually.

You have multiple options to sign the returns under actionable items.

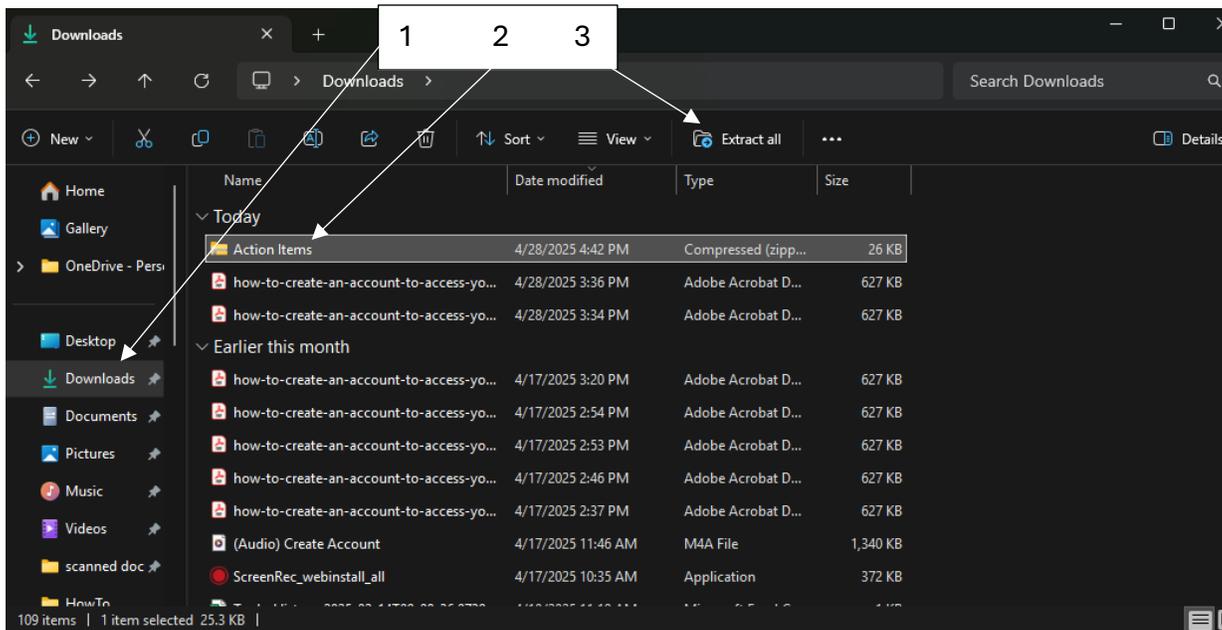
- Sign them electronically and submit them electronically.
- Print them, physically sign them, and rescan to submit them electronically or email them.
- Print them, physically sign them and mail them to the office.

If you want to sign them electronically, you can do so using Adobe as seen below.

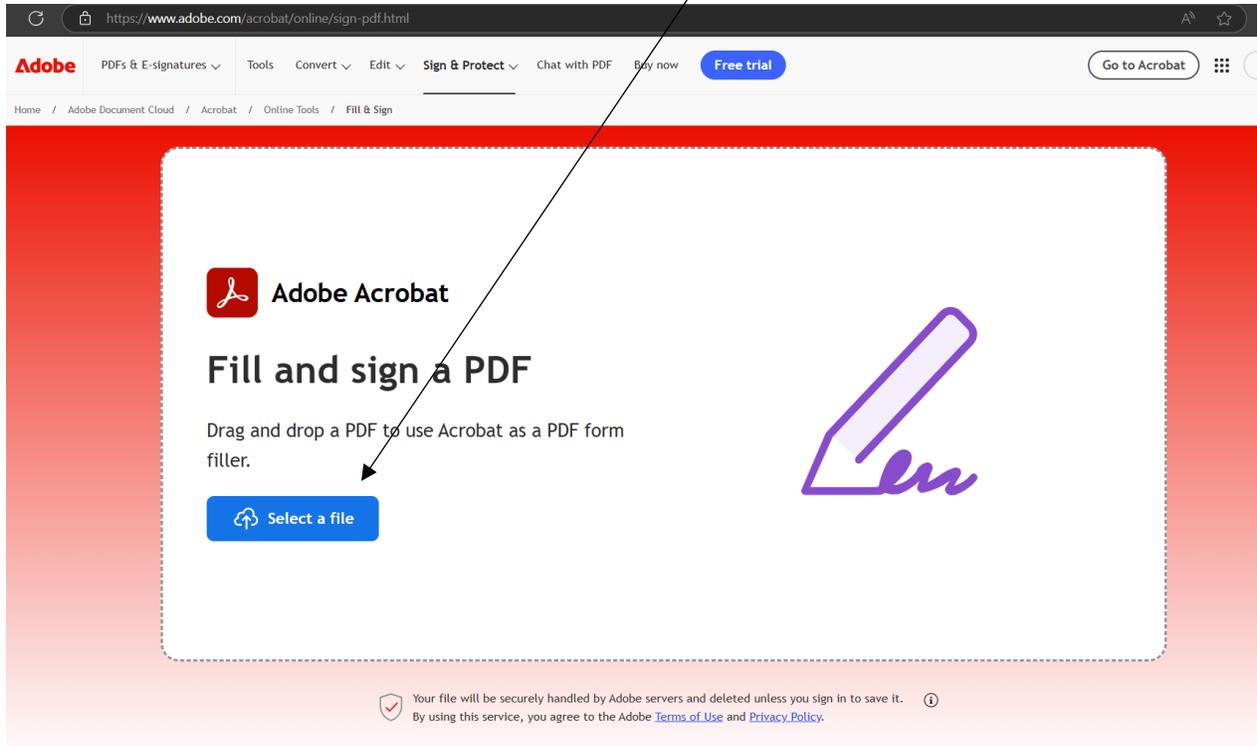


Step 1: Go to google and type “adobe PDF filler” in the search bar. Scroll down until you see the option seen above and click “Sign your PDFs with a free PDF form Filler”

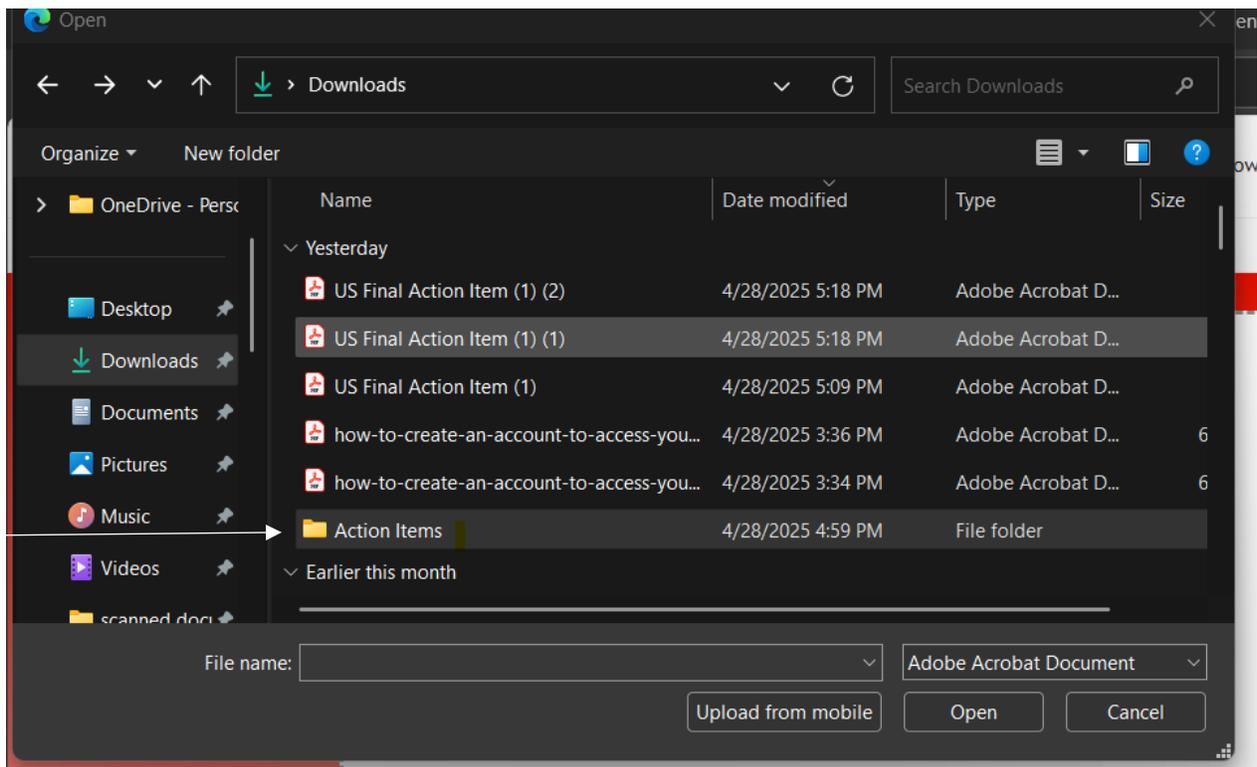
*Before selecting your file Ensure you go to your file explorer and extract the files from the ZIP folder that was downloaded. To do so open file explorer, click downloads on the far left and select the folder with the zipper icon labeled “Action Items”. Then Click “extract all”.



Step 2: Next you will be brought to this page where you will click the button that says “select a file”



Step 3: A file explorer tab will open, where you will open the unzipped folder named “Action Items” then “Tax Returns” then the year of the return you are signing EX: “12-31-24” then “Action Items” then select the file “US Final Action Item”.



Step 4: Next You will be asked to either sign in or create a FREE account. You may sign in with an existing adobe account or create a new account.

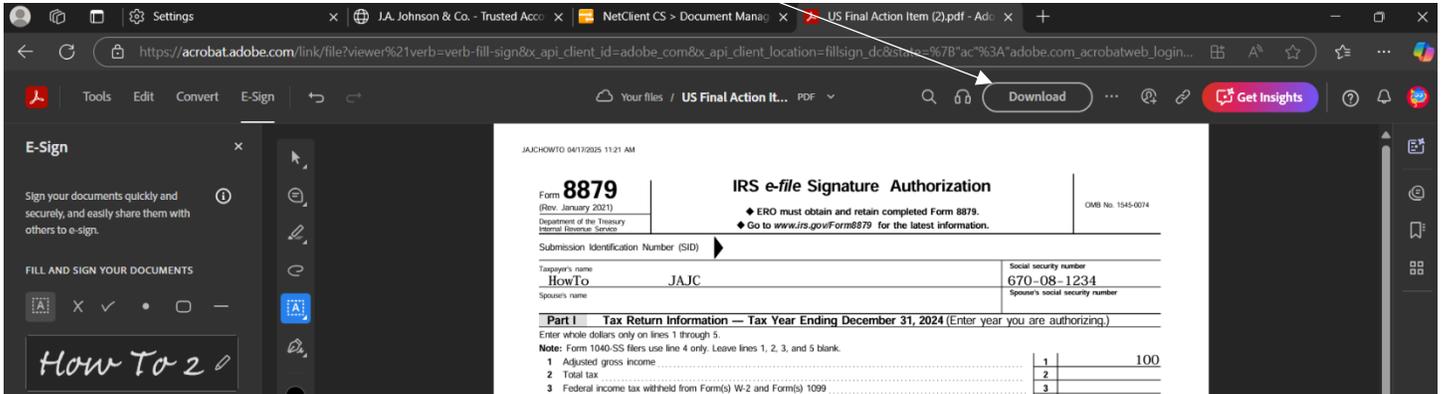
Step 5: Now you should be on a page like the one below. To sign your document, Click in the box labeled “ADD SIGNATURE” and type your name, then click on the line where you need to sign.

The screenshot shows the Adobe Acrobat E-Sign interface on the left and the IRS Form 8879 on the right. The E-Sign panel includes options to 'Add signature' and 'Add initials', and an 'Invite to e-sign' button. The IRS form is for the tax year ending December 31, 2024. The taxpayer is J.A. Johnson & Co., P.C. with a PIN of 55555. The signature date is 04/17/25.

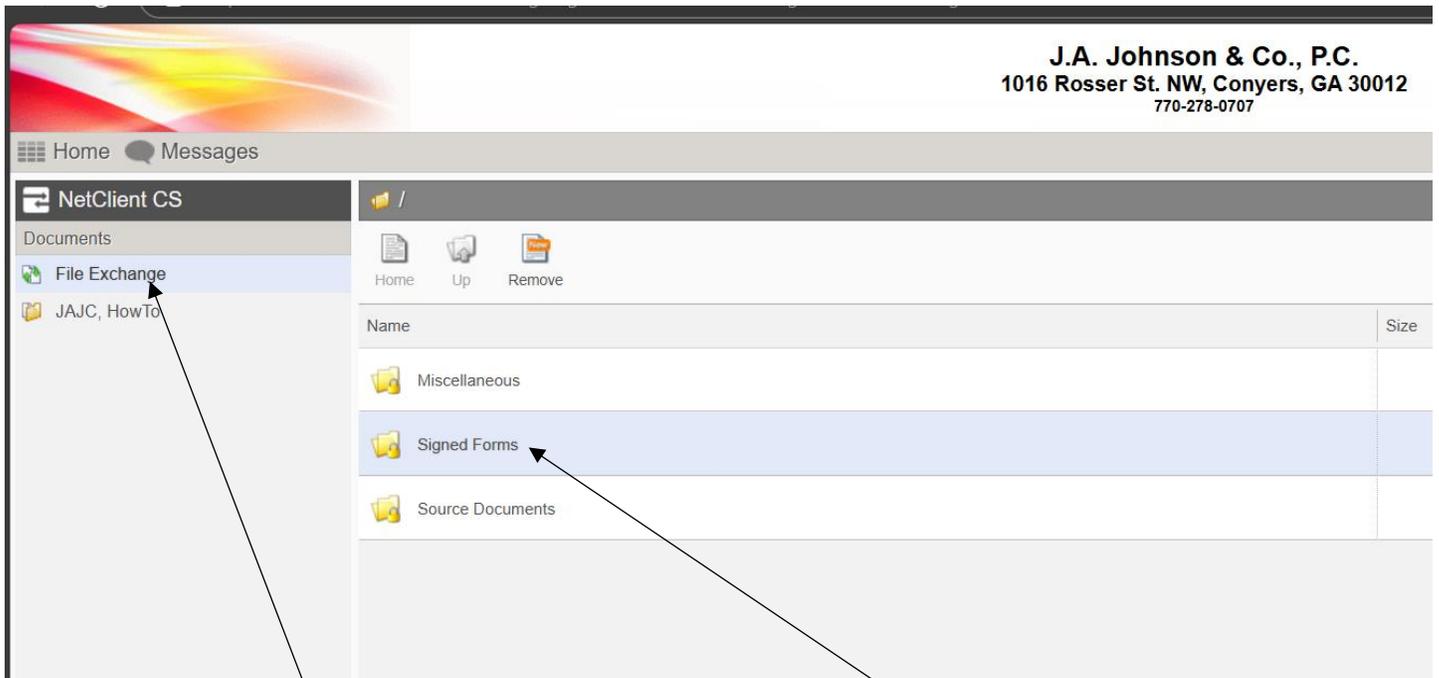
Step 6: If signing for your Spouse as well click on the “edit your signature” and now type your Spouse’s full name.

The screenshot shows the Adobe Acrobat E-Sign interface on the left and the IRS Form 8879 on the right. The E-Sign panel shows the signature 'How To 2' being added. The IRS form shows the spouse's signature 'How To 2' and the date '04/17/25'.

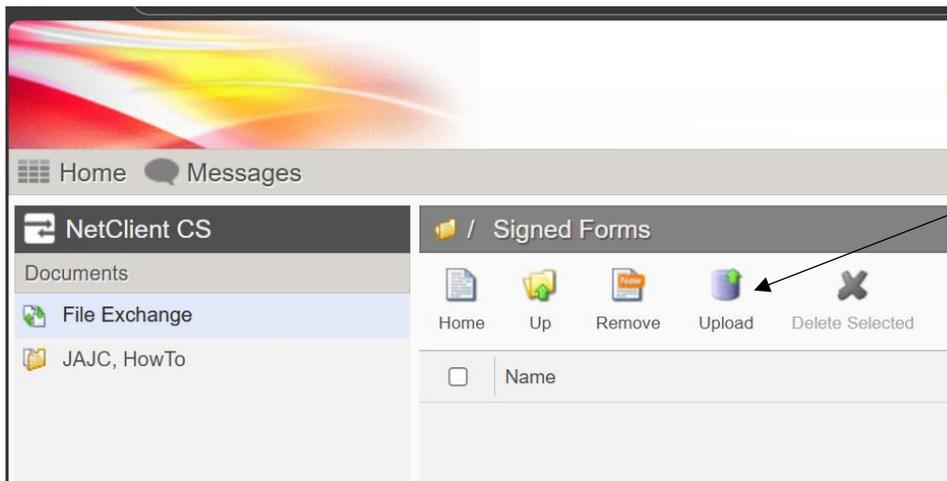
Step 7: After your Document is signed it CLICK the “download” button on the top right.



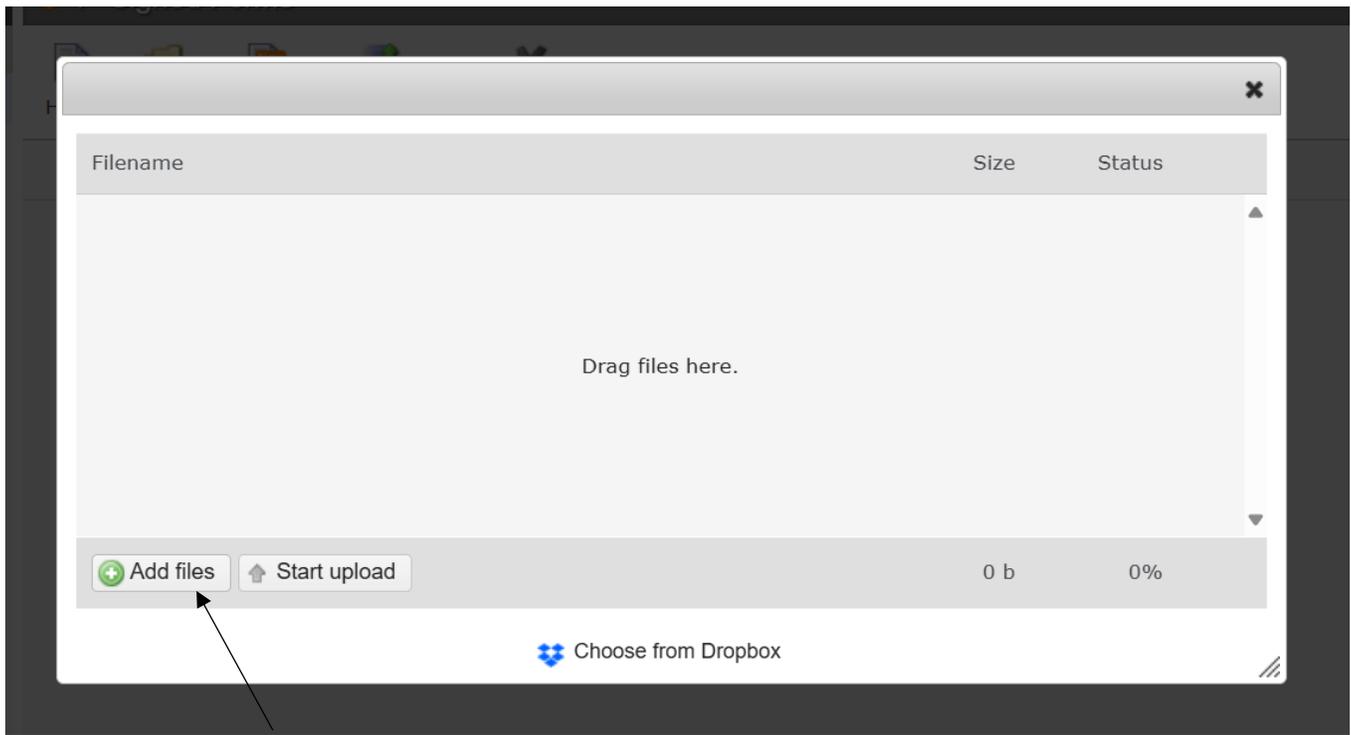
Step 8: Now that you have downloaded your signed document it is time to upload it to the portal. Navigate back to the home screen of your portal.



Step 9: Click the “File Exchange” button, then the Folder labeled “Signed Forms”.

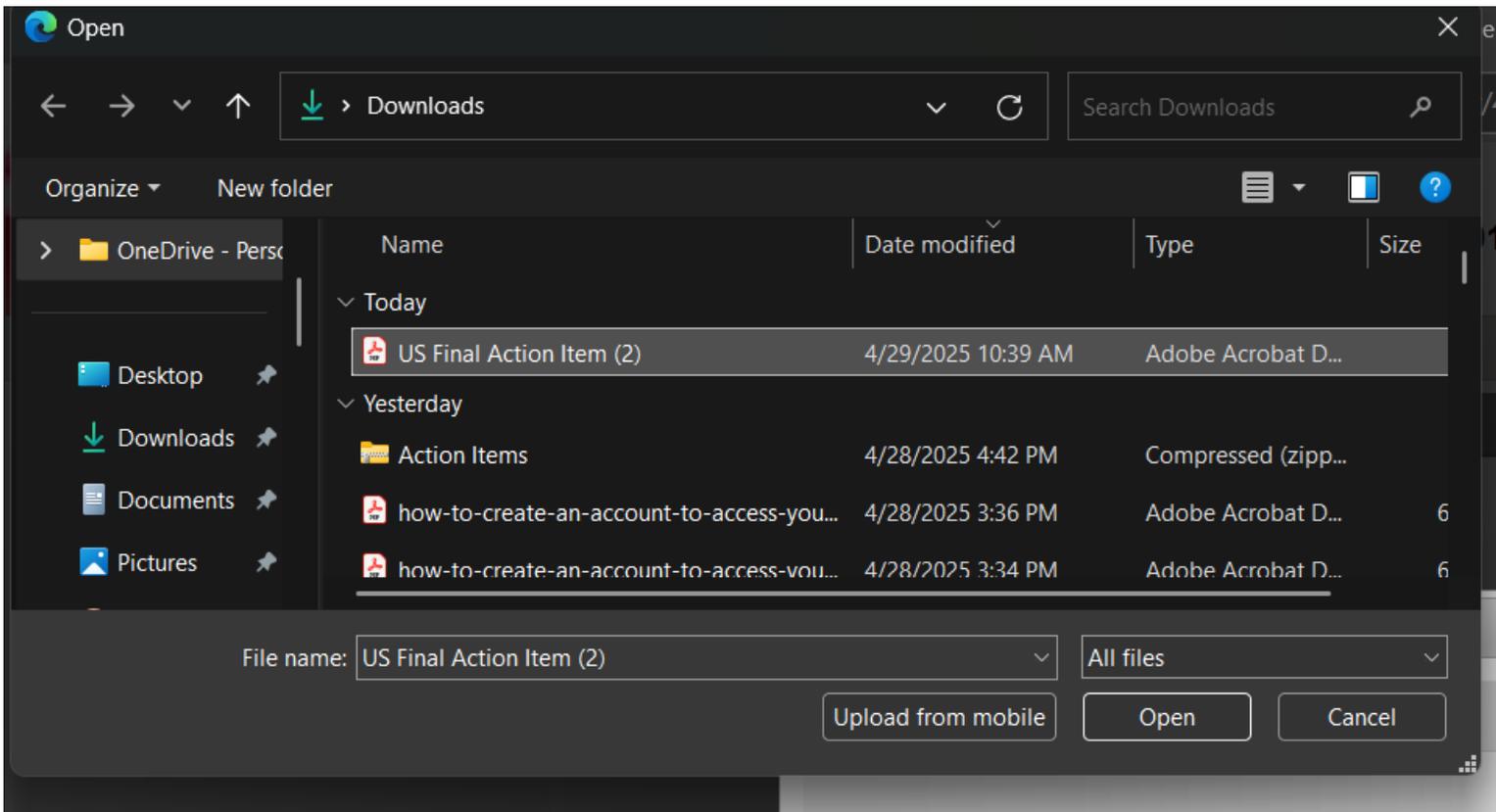


1 Step 10: Next click the icon that says “Upload”.

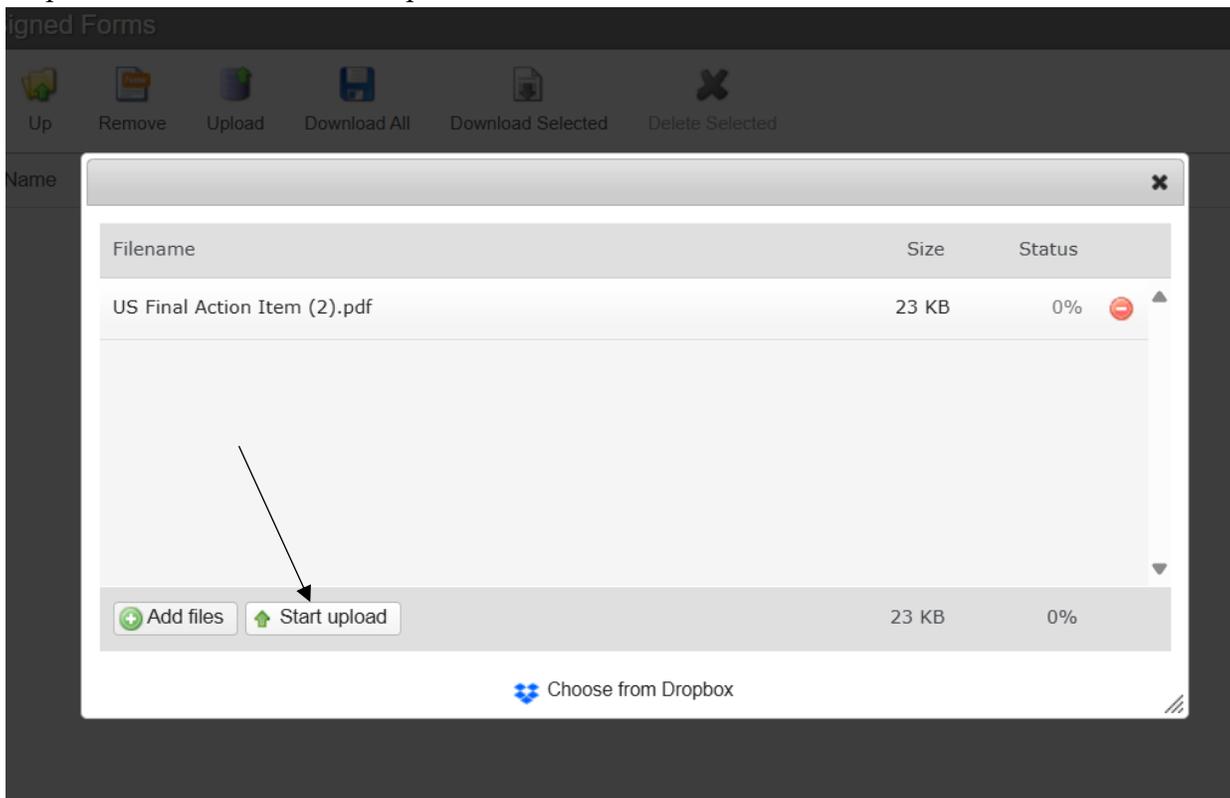


Step 11: Click the “Add files” button in the bottom left corner.

Step 12: Navigate the file explorer page that pops up by clicking “downloads on the far left and selecting the file you downloaded from adobe. Then click Open.



Step 13: Then click the “Start upload” button!



You have now signed and Uploaded your Document! Repeat this process for your State tax return(s).