

OFER E. GABBAY & COMPANY P.C.

Certified Public Accountant



128 Summit Avenue
Hackensack, NJ 07601

Tel: 201.883.1000 Fax: 883.1145
Website: Gabbayco.com

Accountant's Office

This is one of the reasons we need your most updated email address. This website sends both of us a notification once a document has been uploaded into your account.

Below is the information you need to get started with the accountant's office website.

This website is a secure way to transfer files from you to me and vice versa. This gives us the opportunities to upload and download files regardless of size. You can always log into your account to access your records.

These are the following steps:

- **As we complete your return, we will send you an email advising you that your return has been completed.**
- **We will upload your return, or any other document, to your portal and you will receive a notification with an access link.**

For new clients only, this link expires within 48 hours. If you do not receive such notification, please check your SPAM folder. Once you select the link, it will ask you to enter 4 digits, these digits are the last 4 digits of your SSN.

Once you enter these four digits, it will ask you to create a password. This is a unique password that must contain 8 characters, one upper case letter, one number, one symbol, such as (!,@,#,\$,%,&,*).

- **After logging in, I need you to print, sign and date the Signature pages documents and fax back to us with your payment. Please make sure to date these forms with today's date.**
- **These files will be made available to you for up to one year.**
- **If you have multiple returns, all returns will be uploaded to the same portal to save you time.**

If you have any problems or questions, please feel free to call our office for assistance.



MEMBER OF THE AICPA AND NJSCPA