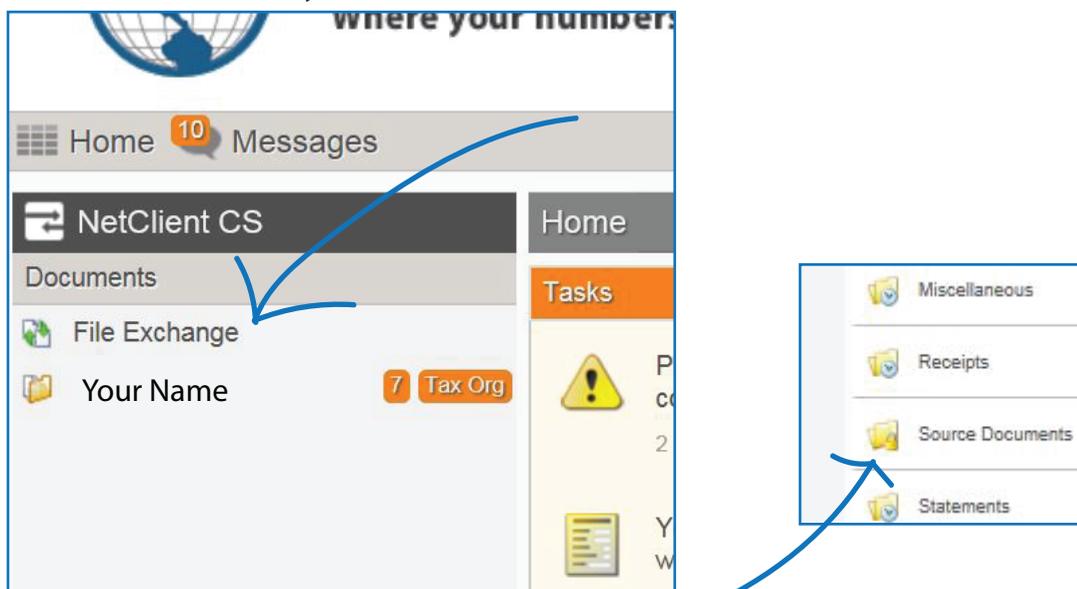




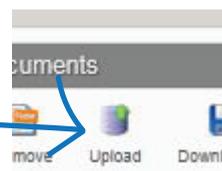
How to use File Exchange

1. Scan your documents, label them clearly and save them to your desktop or another easy-to-find folder.
2. Log into your online account at www.woodburycpas.com and click the 'file exchange' button located above your name on the left-hand side of the screen.



3. Click the 'source documents' file.

4. Click the 'upload' button.



5. Either drag and drop your saved files from the desktop into the upload box, or click the 'add files' button to search your computer for the files you saved.
6. When all the files you need to upload are shown in the upload box, press 'start upload' to complete the process.
7. Your preparer will be automatically notified that you have uploaded files, but feel free to give us a call if you would like to explain anything or if you have any questions.