



PORTAL ACCESS: NetClient CS Mobile App

The NetClient CS mobile app provides anytime, anywhere portal access to the features you need!

Item	Task
My Account	Modify logins and passwords.
Messages	View notifications that are available through the Messages menu.
File Exchange	Upload files from the device's photo library or from Dropbox, or upload a new picture taken with the device's camera.
Documents section	Access key documents such as tax returns and payroll reports.
My Invoices	View invoices that your firm sends to NetClient CS through Practice CS.
Account Aggregation	View personal finance information.
Stock Quotes	Get quick access to an online stock ticker that's continually updated with information about stock market indexes or individual stocks.
News	View communications from your firm.
Links	Access websites via links that our firm has selected to share with our clients
Payroll features	<p>Through Employee Self-Service:</p> <ul style="list-style-type: none"> • Time Entry—Enter and complete your time for the current pay period • Time History—View a history of the time entered for prior pay periods • Check Stub—View and print copies of your paychecks • Earnings—Get access to up-to-the-minute copies of earnings reports • Leave Balances—View your current leave balances on the fly • W-2s and W-4s—View and edit your W-4 information at any time <p> Note: These features are available only to employees who enter their own time through Employee Self-Service. NetClient CS users who are payroll administrators at a client site must enter payroll data through the NetClient CS web application.</p>

NOTES: You must login to the standard web portal before you can set up the mobile app, and you will use the same credentials as your web portal for setup. For better security, we highly recommend that you use a security code on your mobile device and log out of the app when you are finished.

To download the NetClient CS mobile app for Apple devices, visit the App Store at:
<https://itunes.apple.com/us/app/netclient-cs/id572952397?mt=8&ign-mpt=uo%3D4>

To download the NetClient CS mobile app for Android devices, visit Google Play at:
<https://play.google.com/store/apps/details?id=com.thomsonreuters.clientess>

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