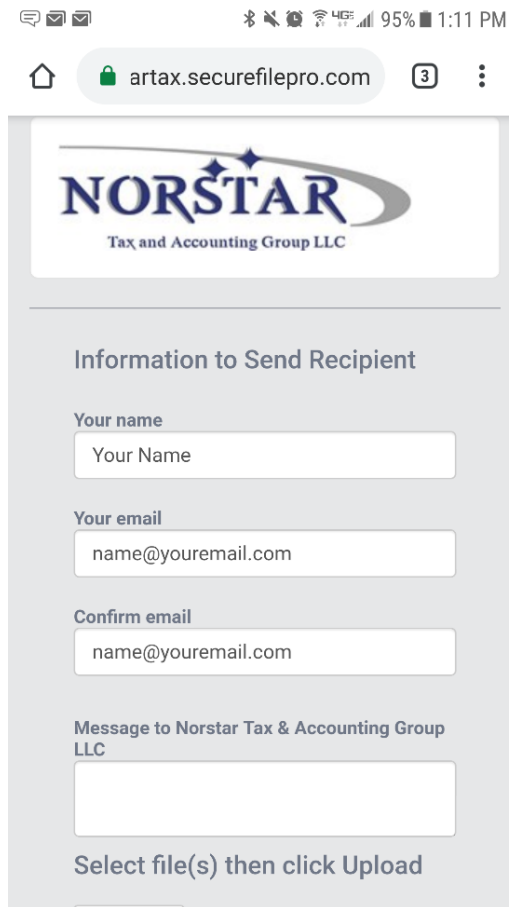


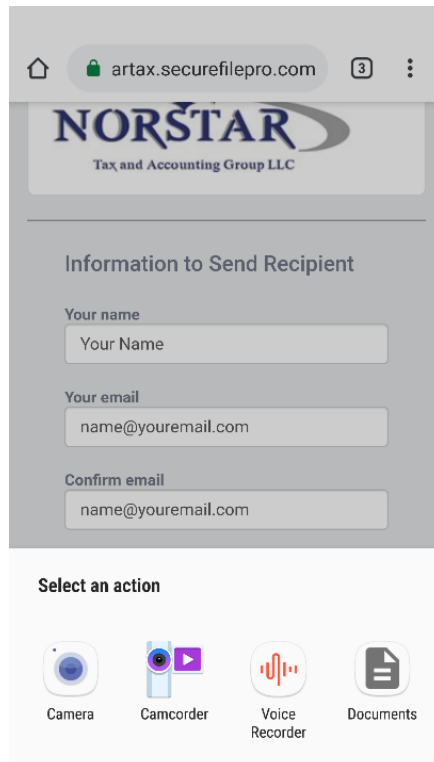
Uploading File Securely Using Your Smartphone

1. Open a web browser on your smartphone.
2. Go to our secure file exchange site via either of the following two ways:
 - a. From the homepage of our website <https://norstartax.com>, click on the Secure Document Exchange icon
 - b. Navigate directly to <https://norstartax.securefilepro.com>
3. Login to your account if you have one, or go to the Guest Exchange
4. The following instructions are for sending using the Guest Exchange. If you have signed in to your account, the procedure is the same when you hit Select (step 7)
5. Enter your name and email address
6. Enter any comments in the Message box (optional)



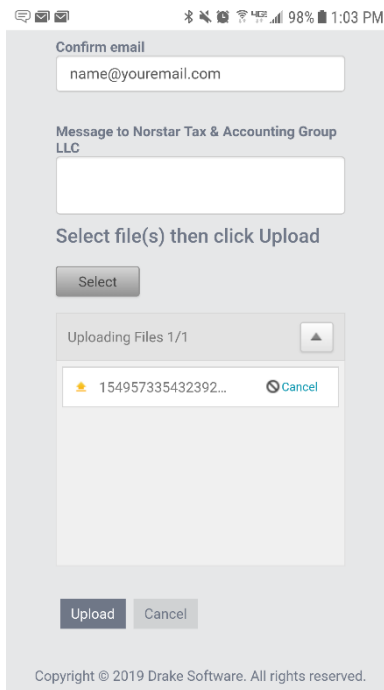
The screenshot shows a mobile browser interface. At the top, the status bar displays notification icons, signal strength, 4G LTE, 95% battery, and 1:11 PM. The address bar shows the URL artax.securefilepro.com. The main content area features the Norstar Tax and Accounting Group LLC logo at the top. Below the logo is a section titled "Information to Send Recipient" containing three input fields: "Your name" (with placeholder "Your Name"), "Your email" (with placeholder "name@youremail.com"), and "Confirm email" (with placeholder "name@youremail.com"). Below these fields is a larger text area labeled "Message to Norstar Tax & Accounting Group LLC". At the bottom of the form, there is a button labeled "Select file(s) then click Upload".

7. Click on Select on the bottom of the screen
8. There will be a pop-up
9. Select Camera



Select Camera

10. Option: If you have the file/document already stored on your device, select Documents
11. Take a picture of the document
12. Hit OK if ok, or Retry to retake
13. If you have more files to send, hit Select again
14. Review the files selected
15. Hit Upload to send



File(s) to be sent

Upload to send

Your files will be sent securely to our secure portal.