UPLOADING FILES TO KT

How to Upload Files to KT Staff Using the Client Portal

Upload Files to 'Ketel Thorstenson LLP'
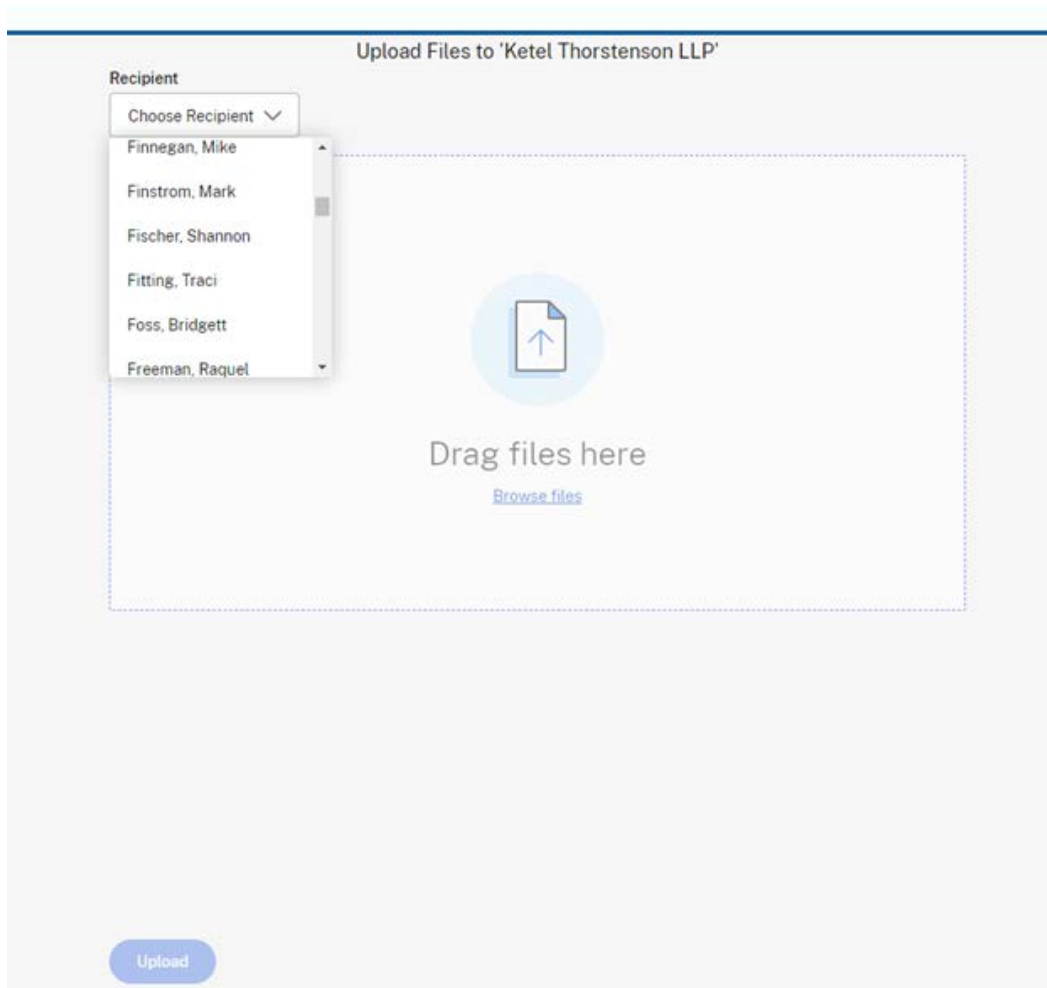
Step One: When brought to the file drop page, click the "Choose Recipient" menu and scroll down until you find your intended recipient. Finally, highlight your KT professional and click on their name to select them as your files' recipient.

Upload Files to 'Ketel Thorstenson LLP'

Recipient

Finstrom, Mark ⌄   clear

Drag files here

Browse files

Upload

Step Two: Once the proper recipient is chosen, simply drag the files one wants to send into the part called "Drag files here" or click the "Browse" link to launch one's file manager in order to locate the desired file.

Upload Files to 'Ketel Thorstenson LLP'

Recipient

Finstrom, Mark ⌄   clear

1 item   Clear all   + Add more

× 📕 2023 Tax Return.pdf   30.29 KB
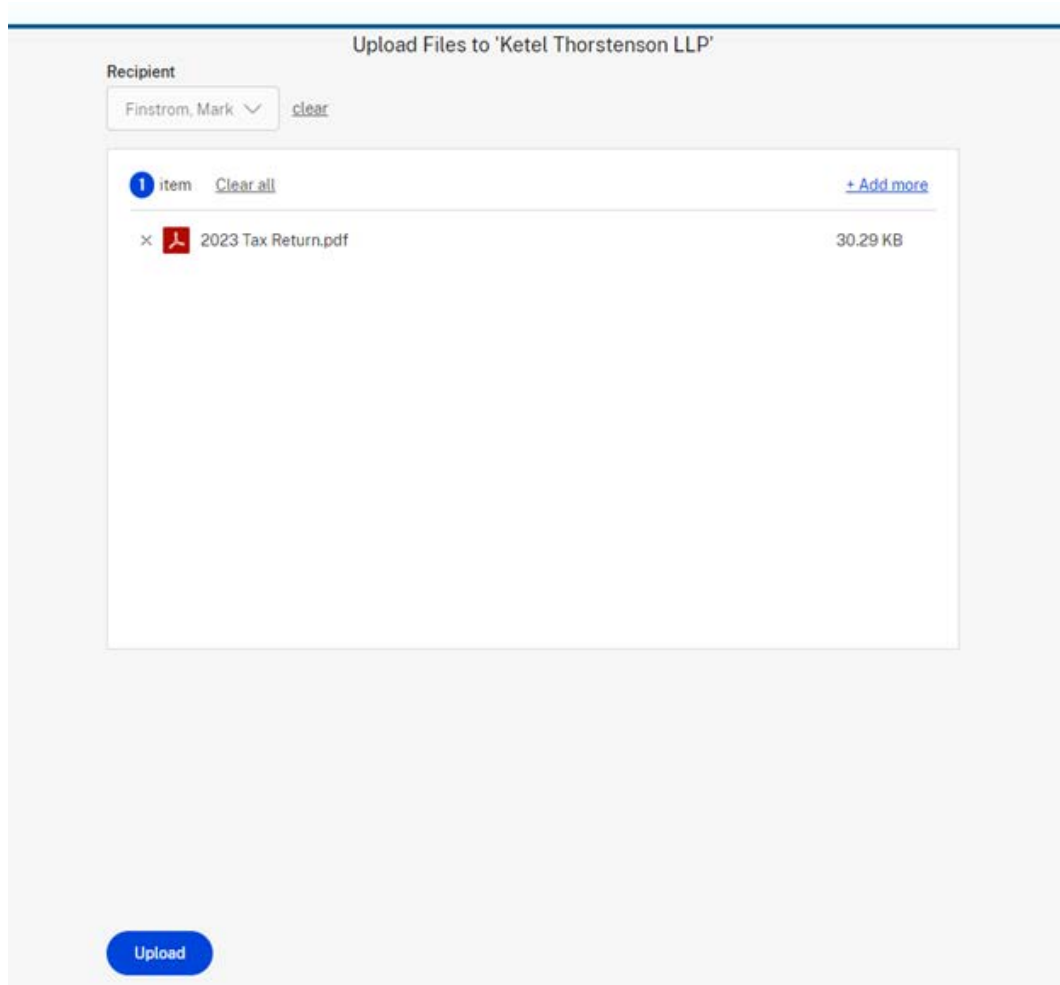
Upload

Step Three: Once all of the file(s) have been selected for upload, click the "Upload" button.
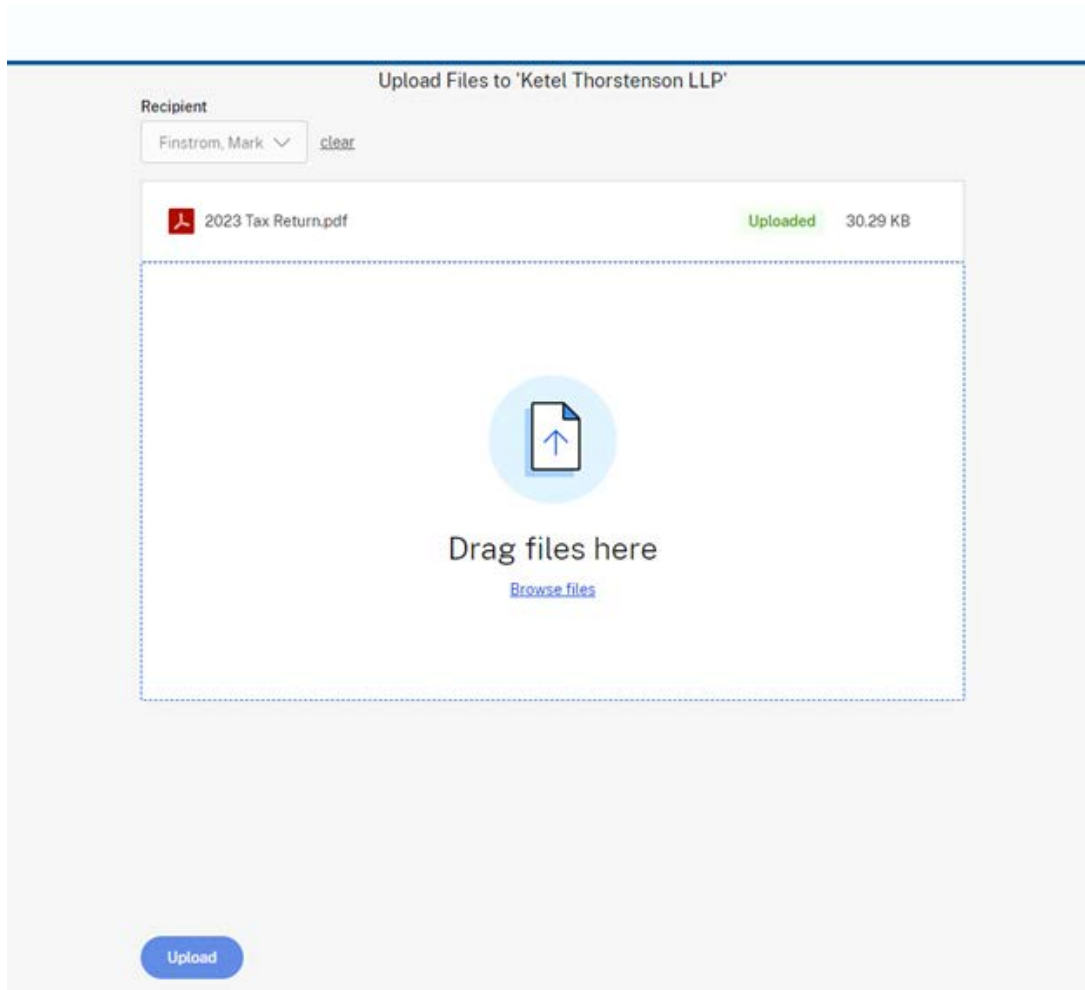
Step Four: The file(s) will begin uploading. No further action is needed during this time, but one must have an active connection the whole time while uploading the file(s) to the KT staff member selected previously in step one.

Congratulations! This concludes the uploading process. Once complete, the uploaded file(s) will be shown as "Uploaded." One can continue uploading files by going through step one through three until all needed files have been uploaded.

Questions? We are here to help. Please call (605) 342-5630 if more information is needed. Our staff will get you connected to one of our IT support staff and they can assist you with any additional questions or concerns.

Thanks again!