Parkers Prairie Tax Service
104 S Otter Ave • PO Box 53 • Parkers Prairie, MN 56361 • 218-338-6078

How to Get Into Your Client Portal

Your secure online portal for organizers, documents, e-signatures, messages, and payments

Your portal is on our website:

Go to www.parkersprairietaxservice.com → click **PORTAL** → click **Access Your Client Portal**

Tip: bookmark the sign-in page, or download the app on your phone (see below).

First time? Activate your account

1. Find the invitation email from **Parkers Prairie Tax Service** (sent through TaxDome). Check your spam or junk folder.
2. Click **Activate Account**.
3. Create a password – at least **8 characters**, with **one capital letter** and **one number**. Type it twice and click **Submit**.

Can't find the invitation? Check your spam or junk folder, and search your email for 'Parkers Prairie Tax Service' or 'TaxDome'.

Signing in

1. Go to our website → **PORTAL** → **Access Your Client Portal**.
2. Enter the **email address we have on file** and your password.
3. Click **Sign in**. (Gmail users can also choose **Sign in with Google**.)

Married couples: use the email address the invitation was sent to - that's the one we have on file for your account.

Forgot your password?

1. On the sign-in page, click **Forgot password?**
2. Enter your email and click **Get reset link**.
3. Open the email and click **Reset password** (the link works for 24 hours).
4. Create a new password and click **Set new password**.

Email didn't come? Check spam, make sure the email address is typed correctly, and add **taxdome.com** to your safe senders, then request a new reset link.

Use your phone

1. Download the **TaxDome** client app from the App Store (iPhone) or Google Play (Android).
2. Sign in with the **same email and password**.
3. Set up a **4-digit PIN** or **Face ID / fingerprint** so you don't have to type your password each time.
4. Use the **Tasks** tab for your to-do items, and your phone's camera to upload documents.

What you'll do in your portal

- E-sign your engagement letter • Complete your tax organizer • Upload your tax documents
- Send us messages (Chats) • Check off your to-do items • Pay invoices online
- E-sign your Form 8879 • Download a copy of your finished return anytime

Make sure our emails reach you

- Add **taxdome.com** and **parkersprairietaxservice.com** to your contacts or safe senders list.
- Check your spam or junk folder if you're expecting something from us and don't see it.
- New email address? Let us know so we can update your account.

Still need help? Visit our **TaxDome Help & How-Tos** page for step-by-step guides on signing in, uploading documents, completing your organizer, e-signing, and paying invoices: parkersprairietaxservice.com/TaxDome. Prefer paper? You can always drop your documents off at our office.