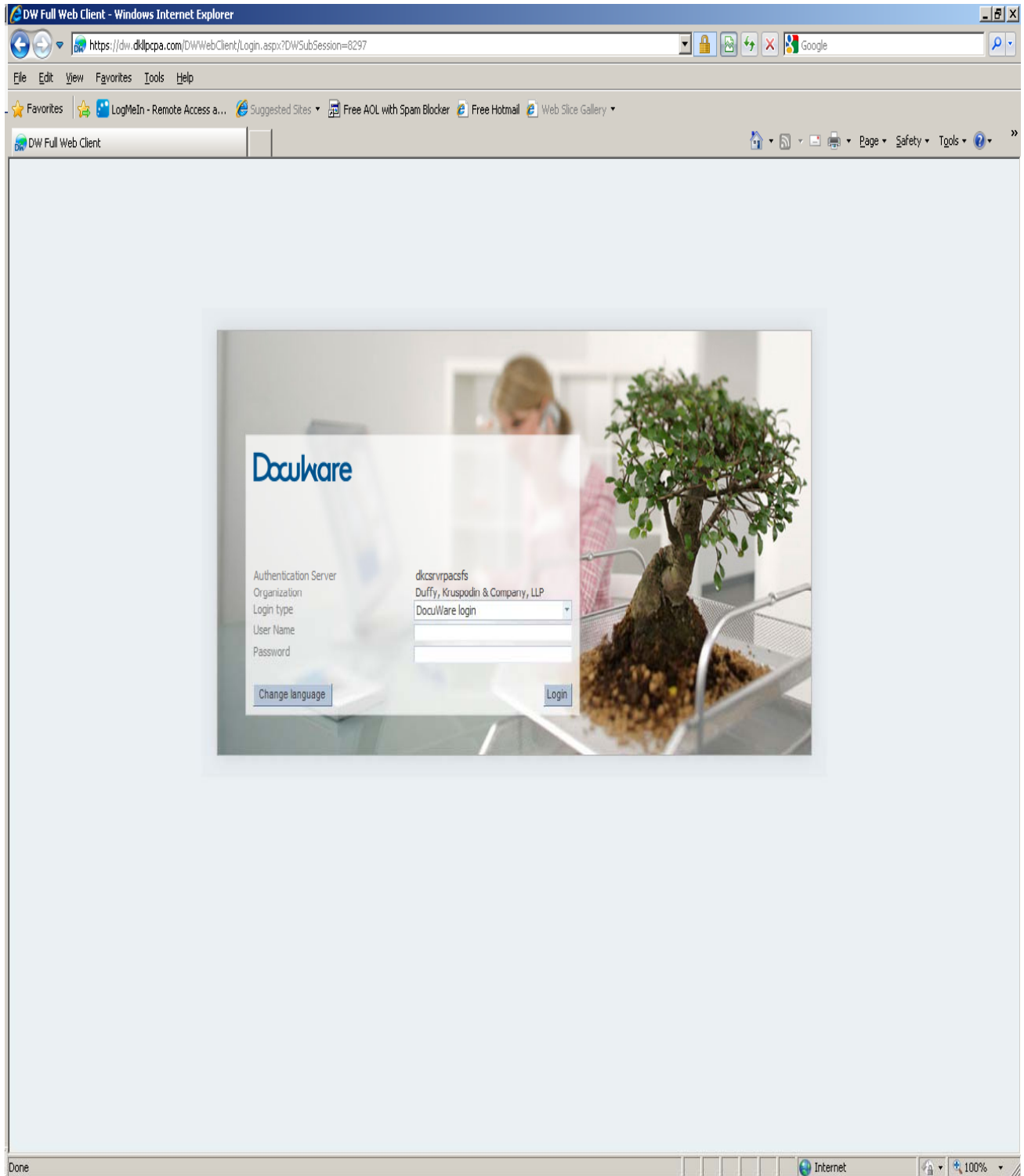


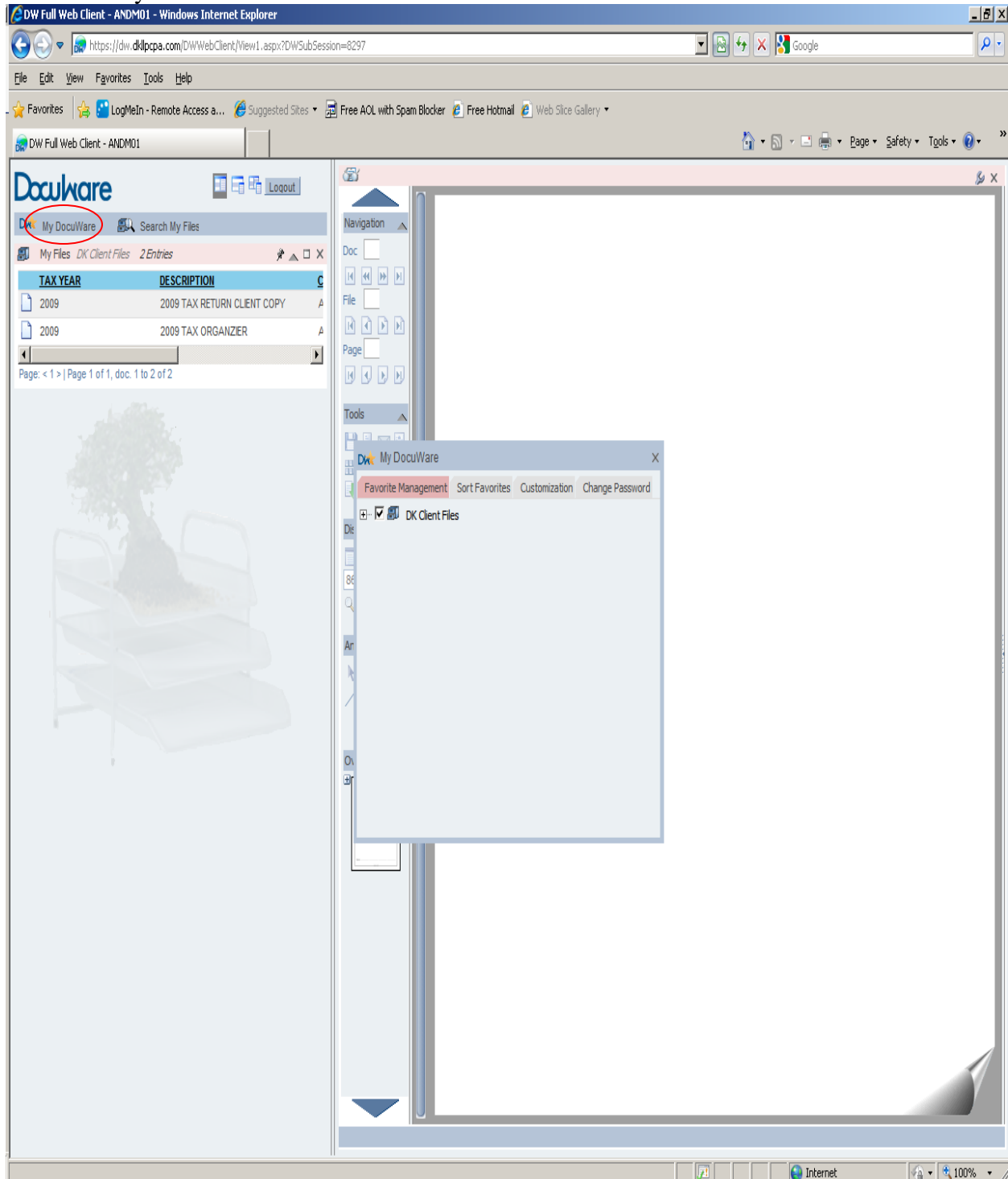
DUFFY, KRUSPODIN & COMPANY, LLP.

Mac Users: Please access using Fire Fox or Internet Explorer (Safari is not compatible)  
Enter user name and password given by Duffy, Kruspodin & company, LLP.



**How to Change your password:**

Click on “My DocuWare”



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## Click on Change Password

The screenshot shows a Windows Internet Explorer browser window displaying the DocuWare web client. The address bar shows the URL: <https://dw.dklpcpa.com/DWWebClient/View1.aspx?DWSubSession=8297>. The browser's Favorites bar includes 'LogMeIn - Remote Access a...', 'Suggested Sites', 'Free AOL with Spam Blocker', 'Free Hotmail', and 'Web Slice Gallery'. The DocuWare interface is visible, featuring a navigation pane on the left with a search bar and a table of files. The table has columns for 'TAX YEAR' and 'DESCRIPTION'. Two entries are listed: '2009' with '2009 TAX RETURN CLIENT COPY' and '2009' with '2009 TAX ORGANIZER'. A 'Change Password' dialog box is overlaid on the main content area. The dialog box has a title bar 'Dx My DocuWare' and a close button. It contains a menu with 'Favorite Management', 'Sort Favorites', 'Customization', and 'Change Password' (highlighted with a red circle). Below the menu are three input fields: 'Old password', 'New password', and 'Confirm new password'. A 'Change Password' button is located at the bottom right of the dialog box. The background of the DocuWare interface shows a blurred image of a person sitting at a desk with a computer monitor.

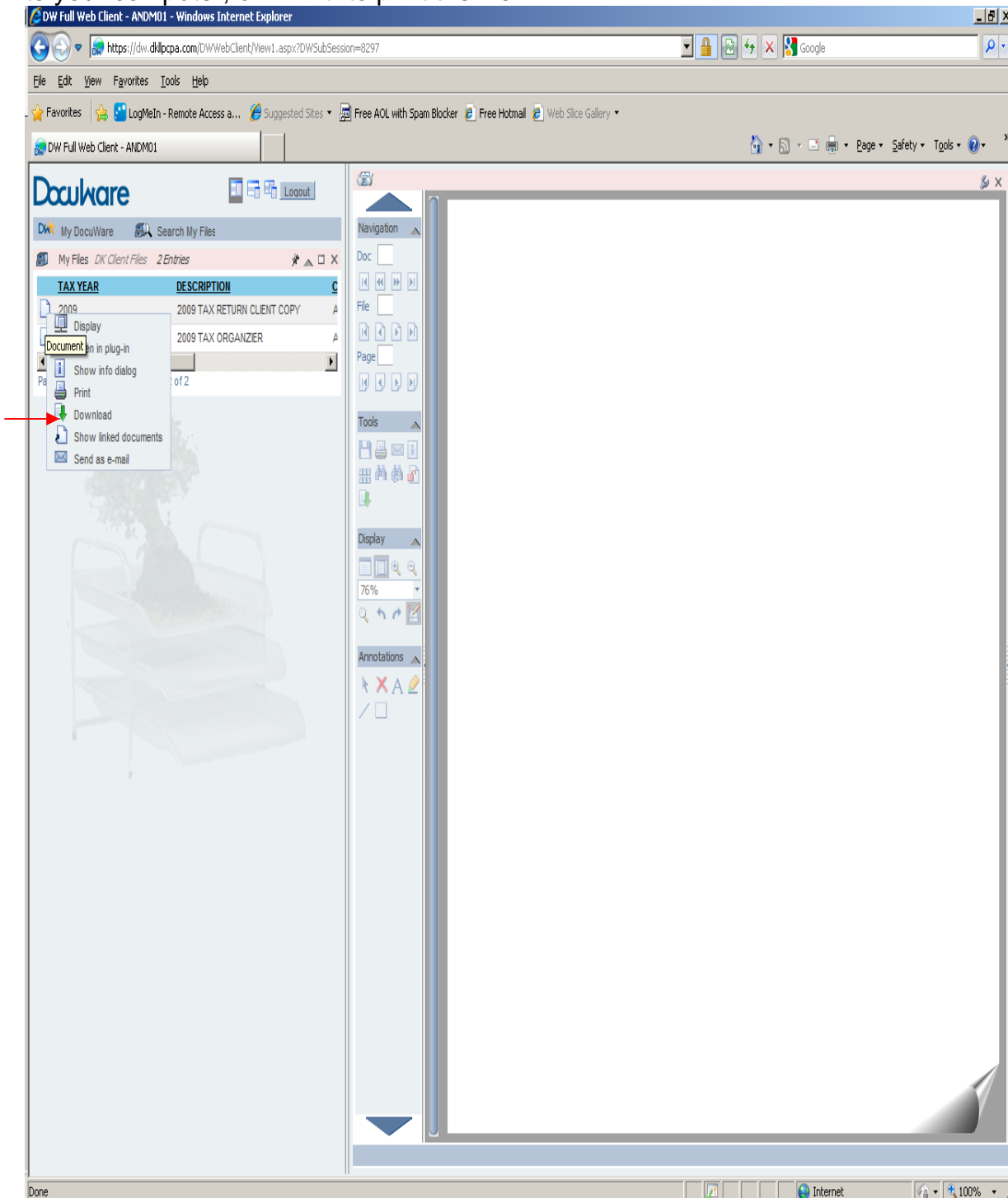
TAX YEAR	DESCRIPTION
2009	2009 TAX RETURN CLIENT COPY
2009	2009 TAX ORGANIZER

Enter your old password, enter your new password, and re-enter to confirm, select the “Change Password” button

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**How to access your file:**

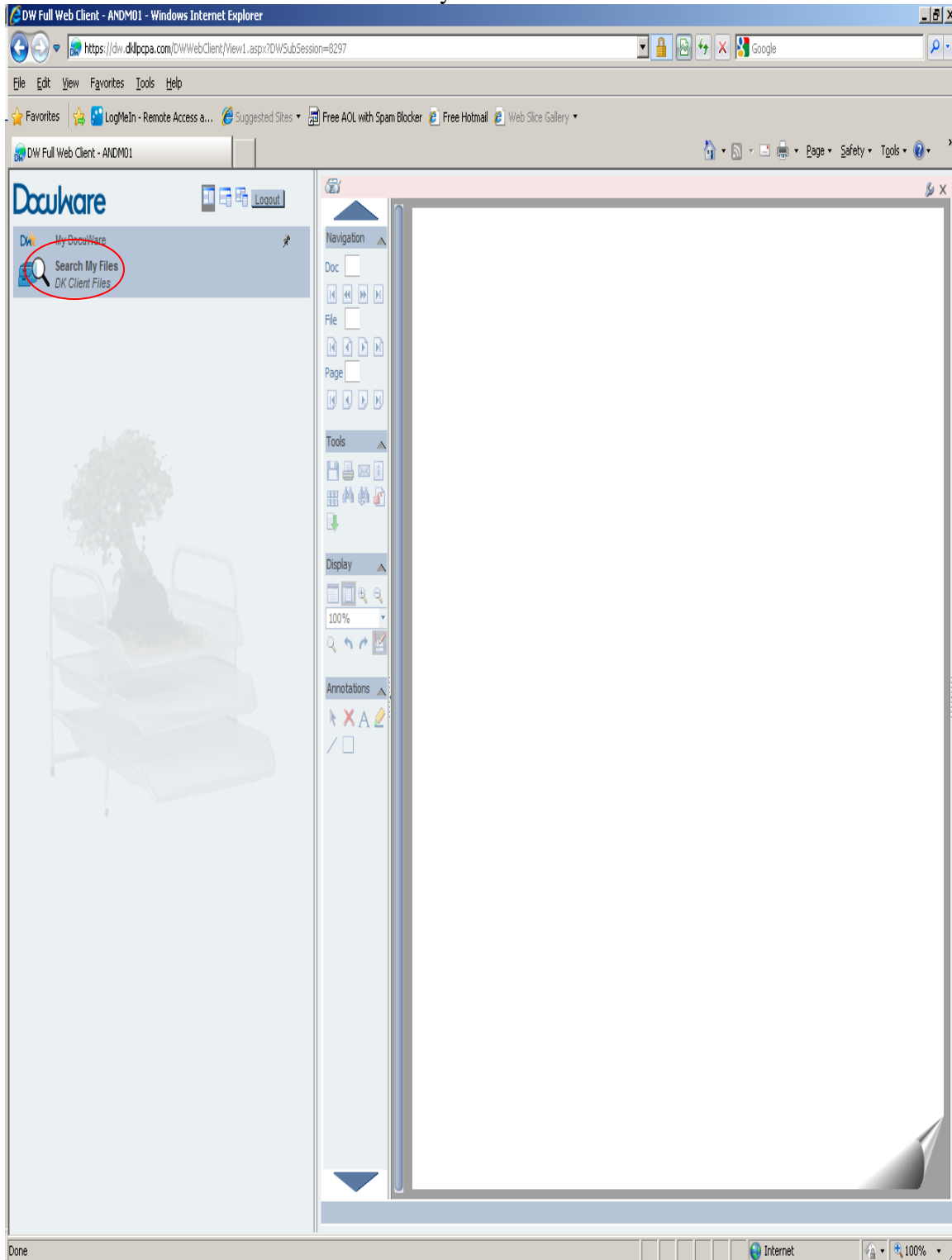
You can right click on the file, and then select “Download” (in original format) to save it to your computer, or “Print” to print the file.



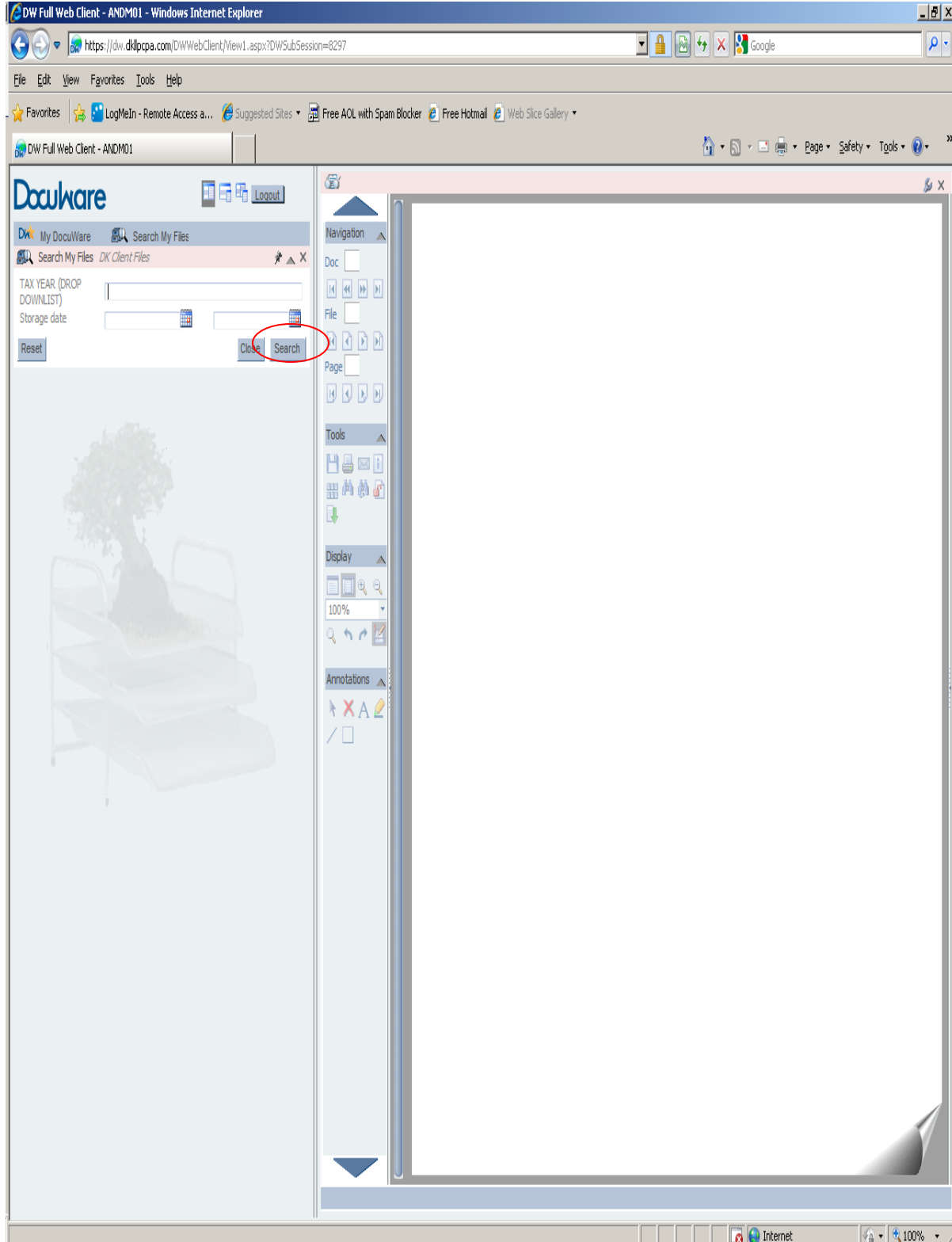
When finished, click on logout button to exit.

**If you do not see your data:**

Click on the left the blue icon “Search My Files”



Click on Search button



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Click the push pin icon to save your search for future visits.  
You will see all of your documents now.

