How to Send Documents Securely to Terranova and Associates, LLC

1. Open your web browser (Chrome, Safari, etc.)
2. In your URL bar either Google ‘Terranova and Associates’ or copy and paste this link ‘https://www.terranovacpa.com/’
3. Once you have landed on the homepage of our website go to the upper right-hand corner and hover your cursor over ‘For Clients’
4. Once you are hovering above ‘For Clients’ you will see a drop-down menu appear
5. Within that drop down menu you will then select ‘Upload Files’ or ‘Upload Files- Business’ select the option that pertains to you (If you do not have a business ‘Upload Files’ is what you should select)
6. Once you have clicked on either option you will be brought to a screen where you will be prompted to input your information. Please complete this form.
7. Once you have completed the form you will scroll down and see a box that says ‘Drag Files Here’

\*\*Please note that you do not have to encrypt your files, if your files are encrypted or password protected please send the passwords along with the documents so that we will be able to access them successfully\*\*

1. At this time, you may drag and drop your files or browse the files on your computer to securely upload
2. Once you have placed in your files to upload you can hit ‘Upload’ in the blue box at the bottom of the page
3. You will know that your upload is successful once you get the message that says ‘Success!’

Once your documents have been uploaded, they will be sent to the Terranova Office securely. We will reach out to you if we have any comments or concerns.

If you have any questions, comments, or concerns please do not hesitate to reach out to us at (978) 774-7700 or emailing us at [office@terranovacpa.com](mailto:office@terranovacpa.com).