

Accessing the Client Portal

1. Go to madisonrandolph.com
2. Click on the **“Login”** button in the upper right hand of the site. (Do NOT click on “New Clients”)
3. A “Client Portal Login” Screen appears. Click on **“Need a Password or Forgot Password?”**
4. Enter your Email address and Social Security (or employer ID) number in the spaces provided
5. Click on **“Request New Password”**
6. You should receive a notice that “Your password has been resent and you will receive an E-mail notice shortly with your new password.”
7. On the “Client Portal Login” screen.....Enter the Social Security Number of the primary taxpayer on the return in the user Id **and** the temporary password that was e-mailed to you. (*Hint*): you can copy and paste the password.
8. Click **“Login”**
9. You are now in your portal. The screen will read “Update My Address / Email / Phone / Password”
10. Enter and confirm your new password. Update your personal information. When you are finished, click **“Save”**
11. A “login.atomanger.com” pop-up appears – **Click “OK”**
12. On the left-hand panel, you can see the items that you can use the portal for. A couple of key items that we feel are a great new asset to the firm are:
 - View My Documents / Tax Return
 - Upload My Documents to Madison Randolph

**** Welcome to Madison Randolph, CPA Secure Portal **** 

****Welcome to Madison Randolph, CPA Secure Portal****

Where’s My Refund?

[View My Documents / Tax Return](#)

View my Invoice / Make a Payment (BALANCE: \$0.00)

[Upload My Documents to Madison Randolph](#)

Sent Questions / Notes / Attachments

Tell Us How We Are Doing

Client Feedback

Helpful Links

Request an Appointment