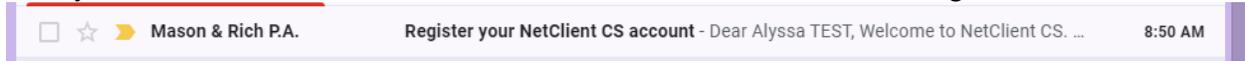


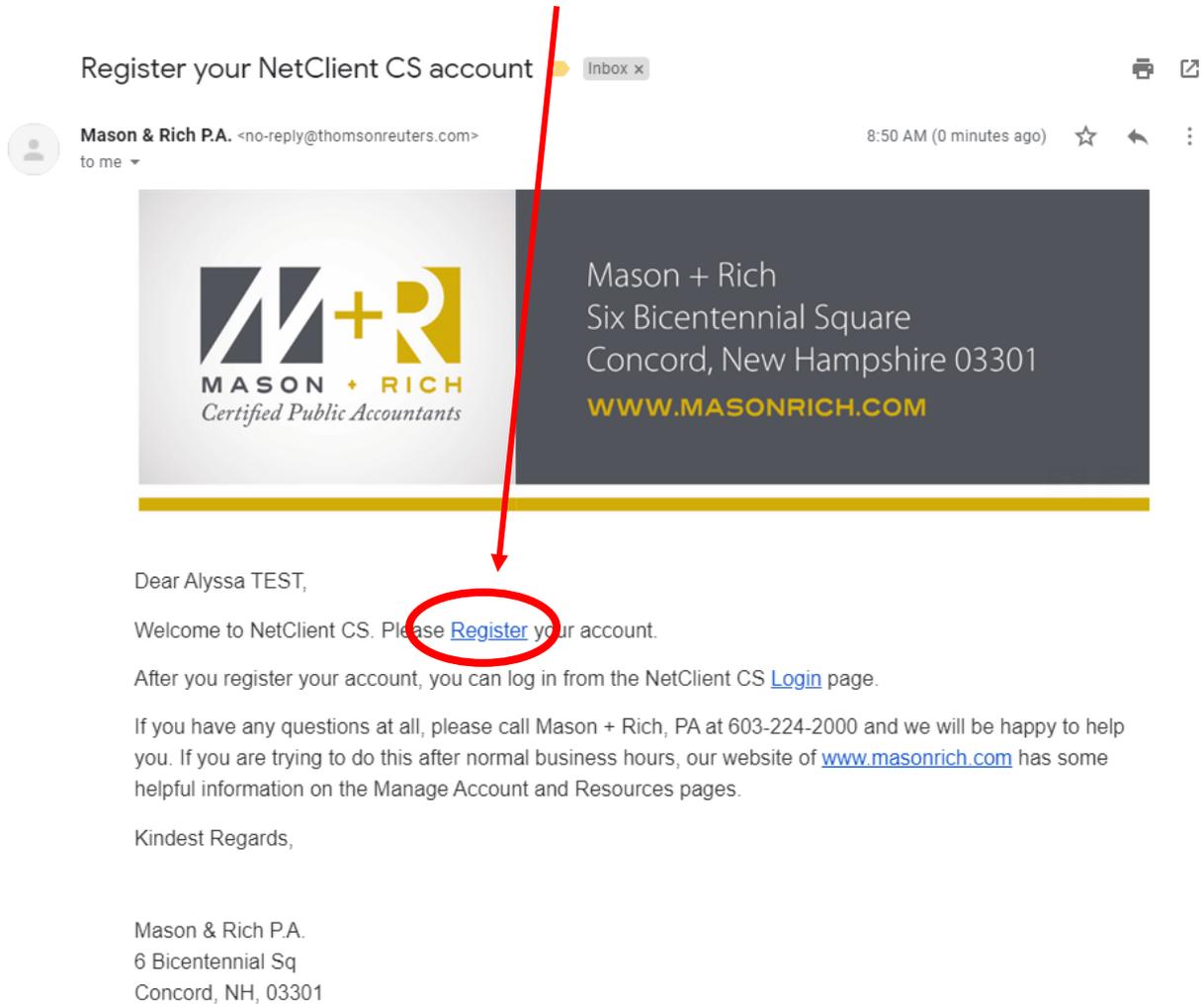
## A Step By Step Tutorial: Registering Your Portal

First, you will receive an email from Mason & Rich P.A. that will look something like this:



If you don't see the email within a few minutes, check your junk folders.

Next, Open the email and click the blue link Register to begin the registration process:



Clicking the link will redirect you to a registration page that looks like this (shown below):

## Create an account

Access your products with a single Thomson Reuters account.  
Already have an account? [Sign in](#)

All fields are required.

First name

Last name

Email

New password

Your new password must contain:

At least 8 characters in length

At least 3 of the following:

A uppercase letter (A-Z)

A lowercase letter (a-z)

A number (0-9)

A special character (!"#\$%&'()\*+,-./:;<=>?@[\]^\_`{|}~)

Confirm new password

Preferred language

I agree to the [terms of use](#)

Continue

The link will bring you to this Thomson Reuters page. You will be prompted to create a Thomson Reuters account . Enter your name, email, password and remaining information shown and click continue.

## Verify your email

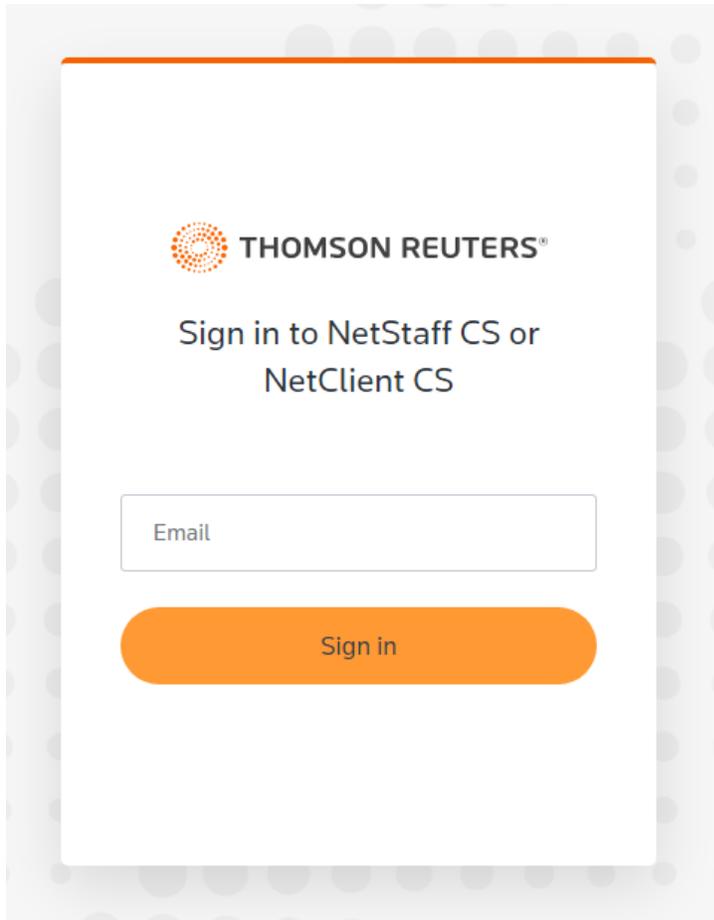
We've sent a 5-digit code to your email [emma@lifesafety.org](mailto:emma@lifesafety.org). Verify your email by entering the code below. Once verified your account will be created.

Verify your 5-digit code [Resend code](#)

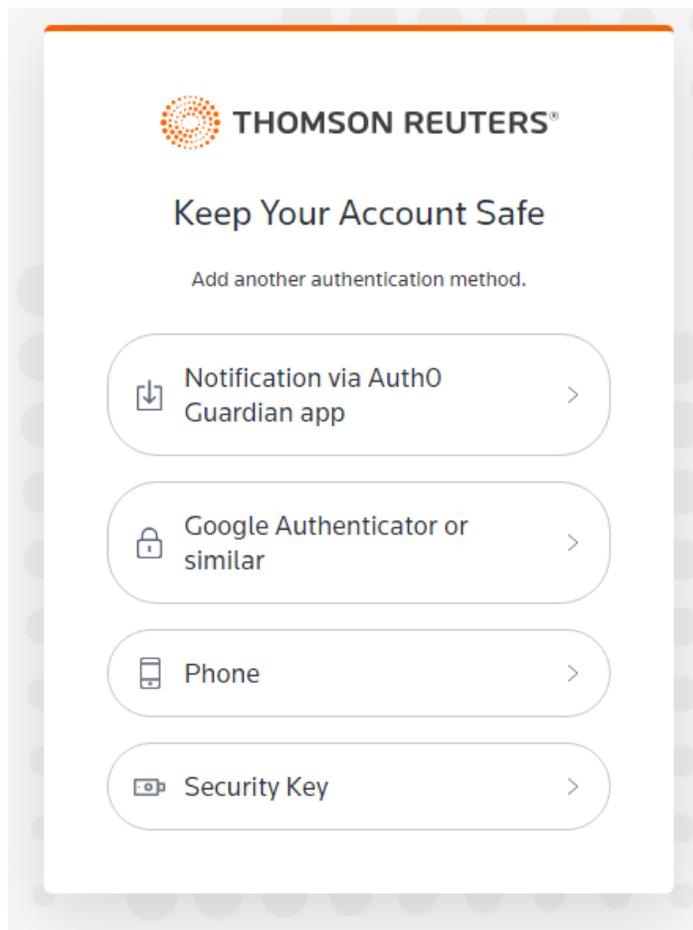
Code is valid for 2 hours.

Create your account

A 5-digit code will be sent to your email. Enter the code in this screen and click "Create your account". You will get a confirmation email to let you know that you have successfully added NetClient CS (the portal) to your Thomson Reuters account.



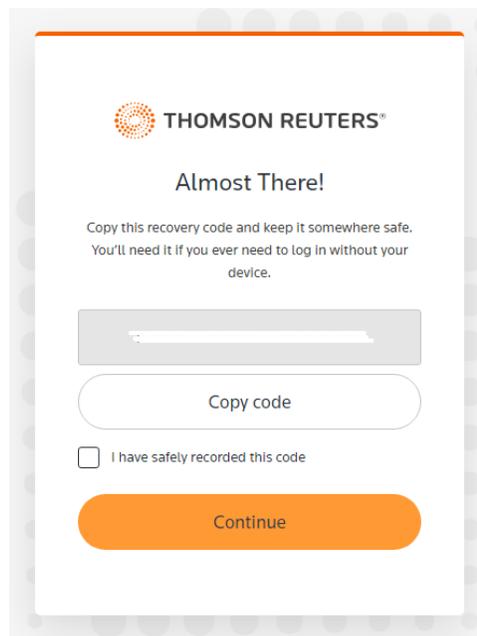
You will then be prompted to sign in to the account that you just made. Enter you email, click sign in, and then enter your password.



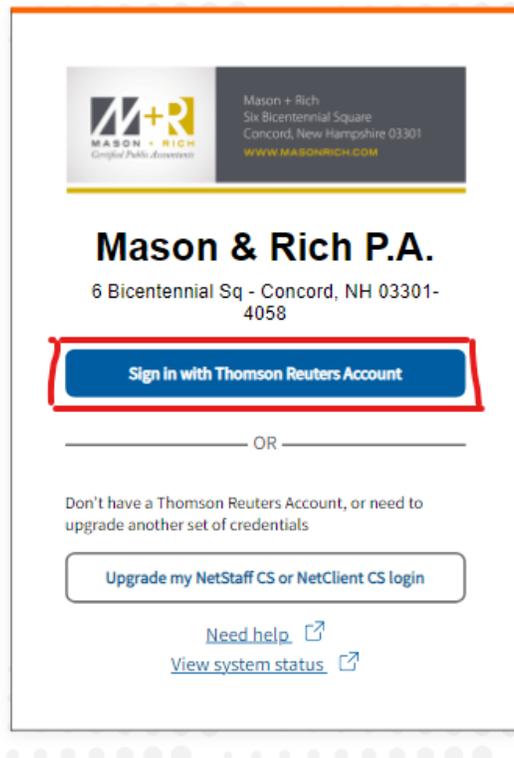
You will now be required to add 2-factor authentication. There are a few options for this. You can use any of the above such as receiving a text or phone call, using the google authenticator app, or you can use the Auth0 Guardian app. If you wish to use the Auth0 Guardian app, the website will show you where to find the app.

Once you have set up two-factor authentication, you can sign into your portal:  
<https://secure.netlinksolution.com/nextgen/?firm=50317#/>

It is very important that you save a copy of your recovery code after you have set up your device for two-factor authentication.



Save this code



The image shows a login page for Mason & Rich P.A. At the top left is the logo with the letters 'M+R' and the text 'MASON + RICH Original Public Accountants'. To the right of the logo is the address: 'Mason + Rich, Six Bicentennial Square, Concord, New Hampshire 03301, WWW.MASONRICH.COM'. Below the logo and address is the company name 'Mason & Rich P.A.' and the address '6 Bicentennial Sq - Concord, NH 03301-4058'. A blue button with the text 'Sign in with Thomson Reuters Account' is highlighted with a red border. Below this button is the word 'OR' flanked by horizontal lines. Underneath is the text 'Don't have a Thomson Reuters Account, or need to upgrade another set of credentials' and a button that says 'Upgrade my NetStaff CS or NetClient CS login'. At the bottom are two links: 'Need help' and 'View system status', each with an external link icon.

When you go to sign in you must use the top login "Sign in with Thomson Reuters Account".

The bottom log in will not work for new users as of 11/18/2023.