

How to Access your new Drake Portal 😊

1. Go to your email and you should see your invitation email. It should look like this (See image Below)



2. Open that email and you should see an image of a notepad saying "Its tax time". Scroll to the bottom so it looks like this (See image below)

Hello **Garrity Togo**,

A new Drake Portals account has been created for you by **GARRITY BOOKKEEPING SVC**

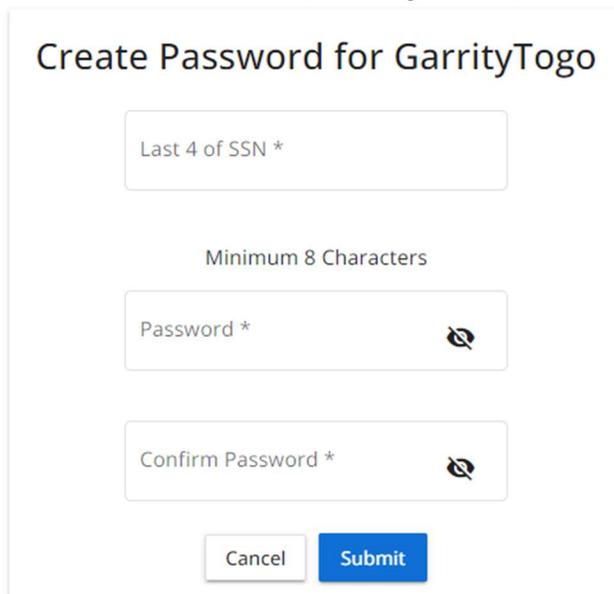
Your username is: **GarrityTogo**

To create your password and access your account, click the link below.

<https://LEAGARRITYEA.securefilepro.com/connect/#?link=Ph2hZ07iZbgkLdah87sH3X8vHdNzbqOI>

If clicking the link doesn't work, you can copy and paste it into your browser's address bar.

- 3.
4. Please click on the blue link and it should open your browser. Once your browser is loaded the screen should look like this (See image below)

The image shows a screenshot of a web form titled 'Create Password for GarrityTogo'. The form has three input fields: 'Last 4 of SSN *', 'Password *', and 'Confirm Password *'. Each field has a small eye icon to its right, indicating a toggle for visibility. Below the fields, there are two buttons: 'Cancel' and 'Submit'. The 'Submit' button is highlighted in blue.

- Next, type in your last four of your social to create your new password. If you are a new client, we have set you up with a temporary social until we can input your correct information. Your temporary social security number will be 12345689; therefore, the last four will be 6789. Input that where the last four of SSN* and continue to create your new password (See image below)

Create Password for GarrityTogo

Last 4 of SSN *
6789

Minimum 8 Characters

Password *
.....

Confirm Password *
.....

Cancel Submit

- After your password is saved it will bring you back to the Login page for the Secure portal website. Input your password and save this information for your records (your login and password) (See image below)

GARRITY BOOKKEEPING SVC

Sign In

Username
GarrityTogo

Password
.....

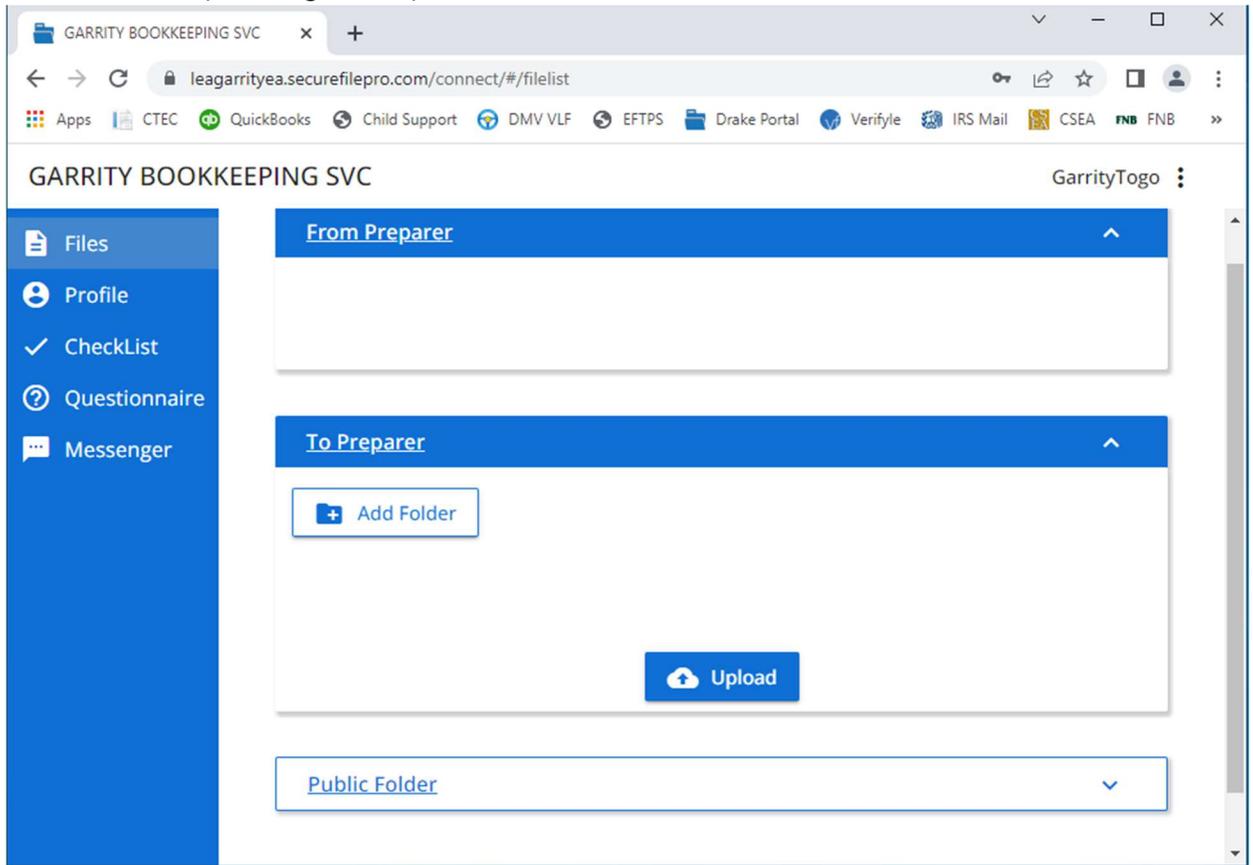
[Forgot Username/Password](#)

Sign In

[Terms of Use](#)

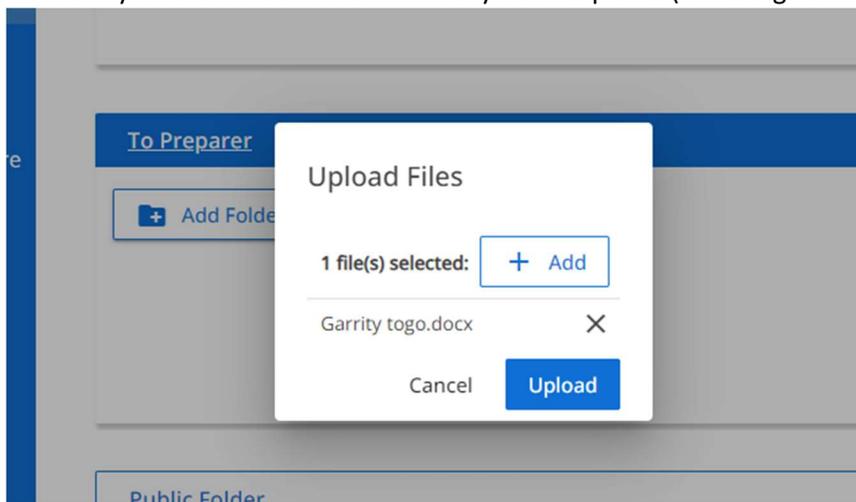
[Privacy Policy](#)

7. Once you have typed in your password then it should bring you right into your secure portal online account. (See image below)

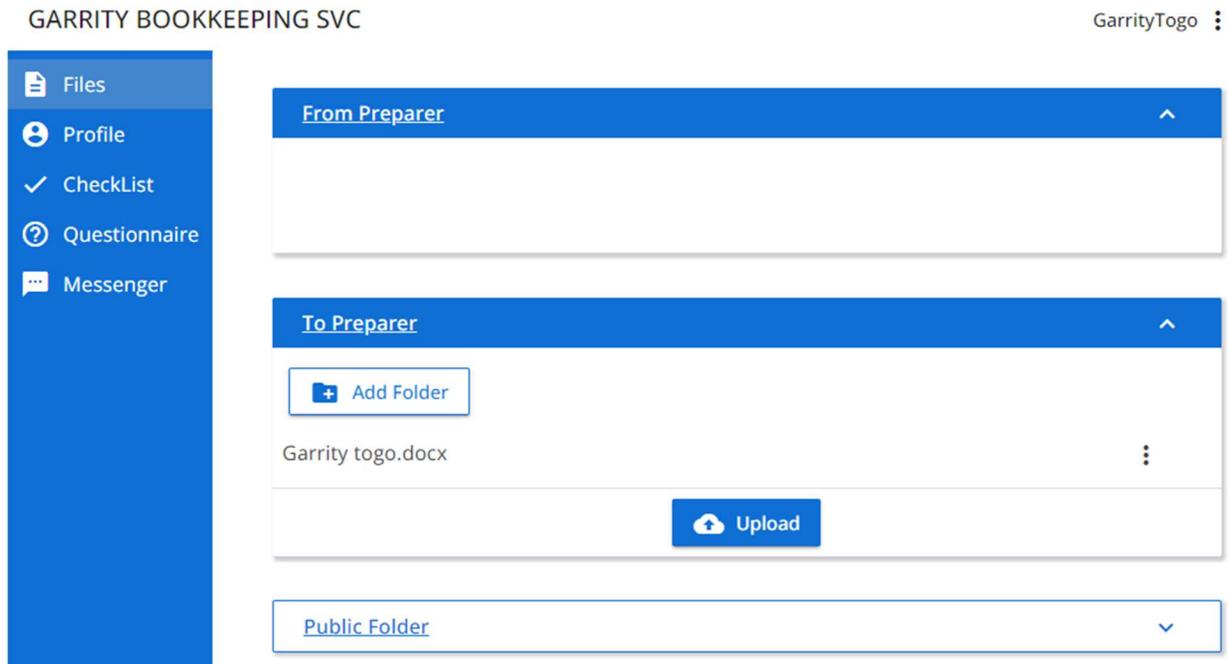


Now that you are logged in feel free to look at those tabs to your left and fill out your profile 😊

8. Its very easy to upload your documents safely. Click on the “Upload” button and choose your files that you have scanned or saved on your computer. (See image below)



After you have uploaded your screen it should look like this (See image below)



And that's all there is too it 😊

If you do have any questions feel free to email us or give us at call at the office at (707)693-1040