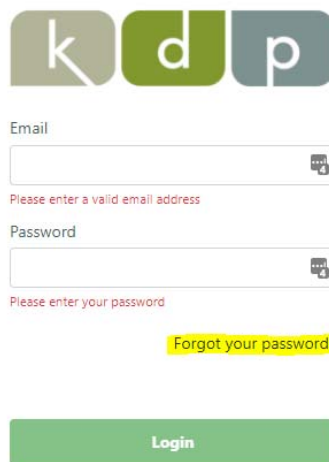


KDP SECURE CLIENT FILE TRANSFER PORTAL

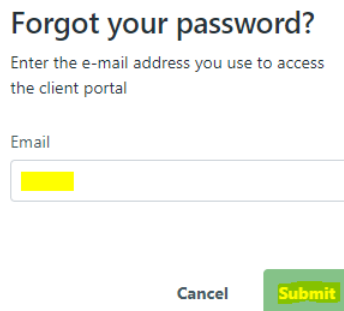
<https://kdpllp.firmportal.com/login>

1 RESETTING YOUR PORTAL LOGIN PASSWORD

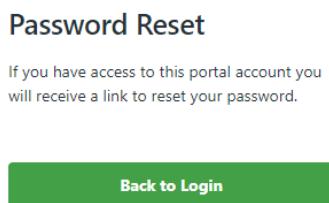
Open a web browser, and navigate to <https://kdpllp.firmportal.com/login>, where you will see this screen:



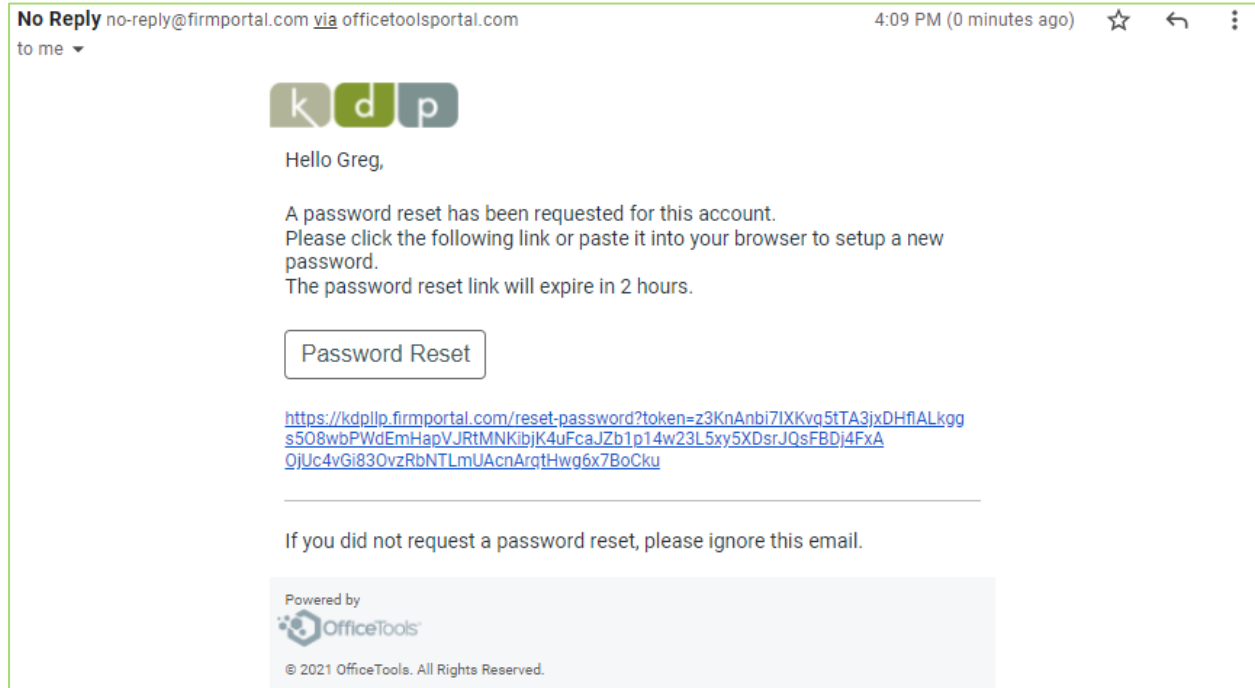
Click on "Forgot your password?" This will take you to the following screen:



Enter your Email address and click the "Submit" button. You will see the following screen:



Open your Email inbox, and check for an email from "No Reply" or no-reply@firmportal.com via officetoolsportal.com:



Click on the "Password Reset" button, or the link just below the button (in blue underlined text). This will take you to the following screen:

Reset Password

Email

New Password

Confirm Password

Update Password


Enter your Email address, a New Password, and then re-enter your new password in the Confirm Password box. Once finished, click the "Update Password" button. You should see the following screen:

Password Reset

Your password has successfully been reset

[Back to Login](#)

Click on the "Back to Login" button, which will take you back to <https://kdpllp.firmportal.com/login> :



Email

Please enter a valid email address

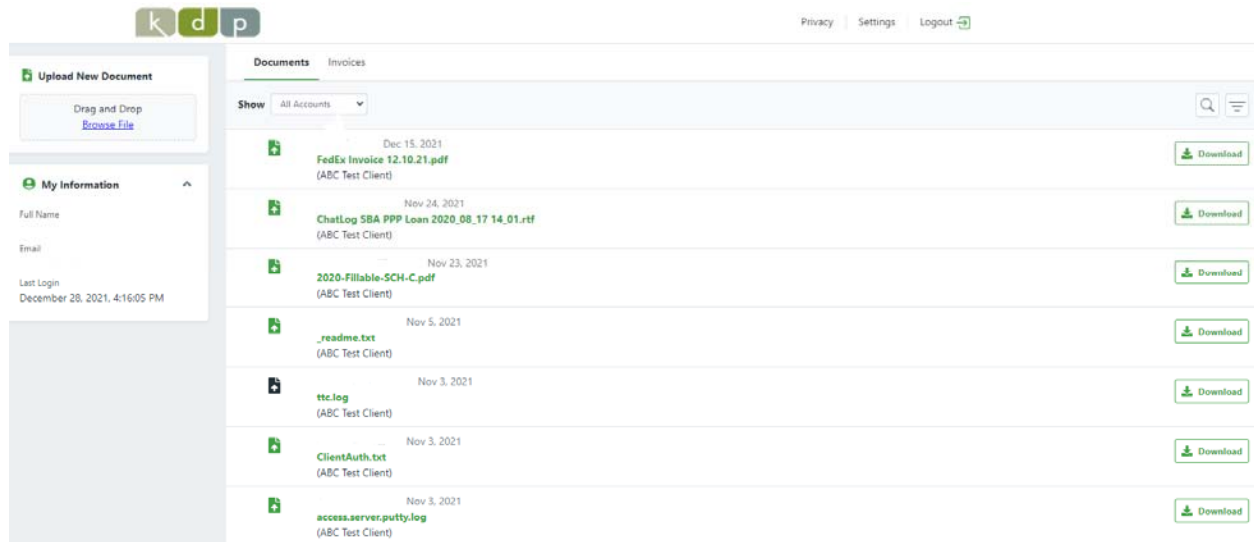
Password

Please enter your password

[Forgot your password?](#)

[Login](#)

Your Email address may auto-populate. If not, re-enter your email address, and enter your new Password. Click on "Login", and you should be taken to your client portal:



The screenshot shows the client portal interface. On the left is a sidebar with 'Upload New Document' (drag and drop or choose file) and 'My Information' (Full Name, Email, Last Login: December 28, 2021, 4:16:05 PM). The main area has a 'Documents' tab and a list of files for 'ABC Test Client'. The files are:

File Name	Date	Action
FedEx Invoice 12.10.21.pdf	Dec 15, 2021	Download
ChatLog SBA PPP Loan 2020_08_17 14.01.rtf	Nov 24, 2021	Download
2020-Fillable-SCH-C.pdf	Nov 23, 2021	Download
_readme.txt	Nov 5, 2021	Download
ttc.log	Nov 3, 2021	Download
ClientAuth.txt	Nov 3, 2021	Download
access.server.putty.log	Nov 3, 2021	Download

Please contact us at (541) 773-6633 if you experience any issues.