

## Step 1: Sign Up Email

Simplify your tax filing process!

Tax season can be busy for everyone! We realize visiting our office may not fit into your schedule.

Many clients prefer using our secure online portals. Setting up a tax portal allows you to provide your tax documents directly to us at your convenience.

*In-Person appointments will always be an option if preferred.*

This is a link to register your new Tax Portal with Marino, Goetz & Associates. **The process is quick and simple. Simply choose a password and you're good to go!** Your username is the email address that received this message - If you prefer to use a different email address please call the office BEFORE setting up your portal.

- Secure and easy to access
- Saves you time by eliminating two office visits
- Upload to the portal at your convenience, allowing us immediate access
- Electronically sign your e-file authorization forms expediting the filing process
- Tax returns will be in one place that you may access any time

Detailed instructions on how to use the portals can be found on our website [www.mgataxes.com](http://www.mgataxes.com).

Please call Alex at 516-526-7620 if you have any questions.

We look forward to hearing from you.

John, Debbie, Helen & Alex

**Instructions:**

Once a portal invitation is requested, you will receive an email from **ONVIO (no-  
[reply@onvio.com](mailto:reply@onvio.com)).** Simply click on the **REGISTER NOW** link to begin.

**REGISTER NOW**



## Step 2: Register Your Account

**Register Your Account**

**Account Information**

First Name \*  (Field highlighted with a red oval)

Last Name \*  (Field highlighted with a red oval)

Email (Thomson Reuters ID)  
4444444444@GMAIL.COM

**Create Password**

New Password \*  (Field highlighted with a red oval)  
Show typing

✓ Password is acceptable.

Confirm Password \*  (Field highlighted with a red oval)  
✓ Password is confirmed.

\* Required Field

**Password Requirements**

Your password **must** have at least 8 characters and 3 of the following:

- At least 1 number (0-9)
- At least 1 lowercase letter (a-z)
- At least 1 uppercase letter (A-Z)
- At least 1 special character (punctuation): ' ~ ! @ # \$ % ^ & \* ( ) \_ - + < = > { } [ ] \ : ; " ' , . ? /

Your password should **not** use:

- words from the dictionary
- your user ID
- sequential letters or numbers such as "abc" or "123"

**REGISTER ME** 

### Instructions:

Your First and Last Name and Email Address will be prepopulated. Create a password. Once you are done, click on **REGISTER ME**.

## Step 3: Register Your Account



**Thomson Reuters**

### Keep your account safe

Add another authentication method.

-  Google Authenticator or similar >
-  Notification via Auth0 Guardian app >
-  Phone >
-  Security Key >

Having trouble signing in? [Get help](#)

### Instructions:

You will be prompted to select a dual authentication method, select one method.

## Step 4: Recovery Code



Thomson Reuters

**Almost there!**

Copy this recovery code and keep it somewhere safe. You'll need it if you ever need to log in without your device.

**Copy code**

I have safely recorded this code

**Continue** 

Having trouble signing in? [Get help](#)

### Instructions:

Once you have created your user name and password, you will be prompted to save a recovery code that has been generated. Then click on **CONTINUE**.

## Step 4: Registration Success

Success! You're Done.

### Account Information

You've successfully registered your account.

Name  
[REDACTED]

Email Address (Thomson Reuters ID)  
[REDACTED]

[Privacy policy](#)

Our site uses cookies to improve your online experience. They were placed on your computer when you accessed this website. You can change your cookie settings through your browser. [Cookie policy](#)

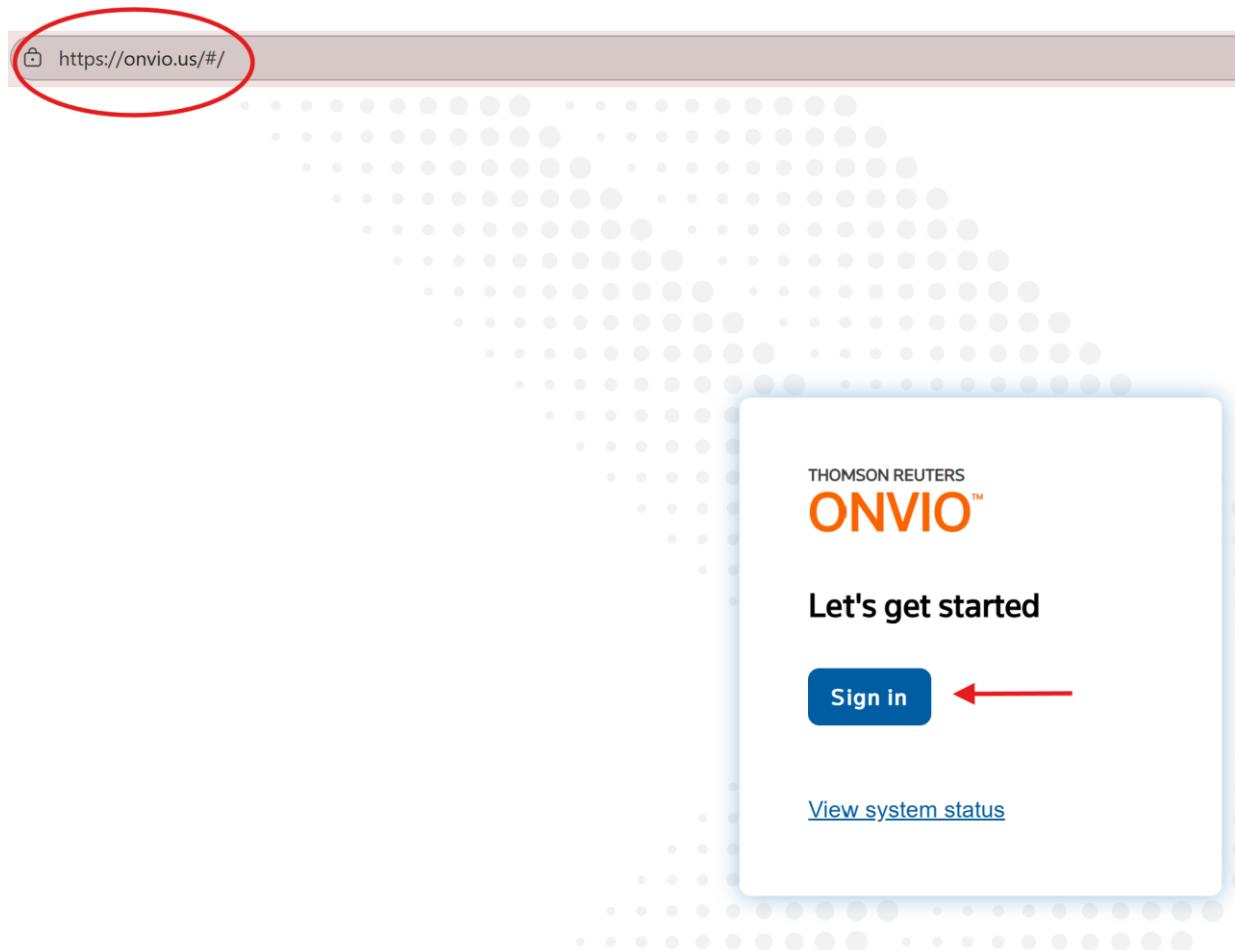
**DONE**



### Instructions:

Once you have successfully registered, you will get this notification showing you the username and email address that you registered with. Then click on **DONE**.

## Step 5 : Sign In



### Instructions:

Once registration is complete, you will be brought back to the main sign in page at [\*\*https://onvio.us\*\*](https://onvio.us) to log in with your user name and password