

How To Register Your Employee Portal

1. You will receive a Registration e-mail from Register with the Subject Line: "Register Your Web Employee Account"
2. Open the Registration E-mail and then click the link "Register" in the message.
3. Follow the prompts to create a unique login and password. (The password must be between 7 and 50 characters, and at least one character must be a number.)

4. **PLEASE WRITE YOUR LOGIN INFORMATION AND STORE IN A SAFE PLACE FOR FUTURE REFERENCE!**

USERNAME: _____

PASSWORD: _____

5. Click OK - NetClient CS completes the activation.
6. When you are ready to login, please visit:
www.littleaccounting.com
7. Click Client Login
8. Enter your Username & Password