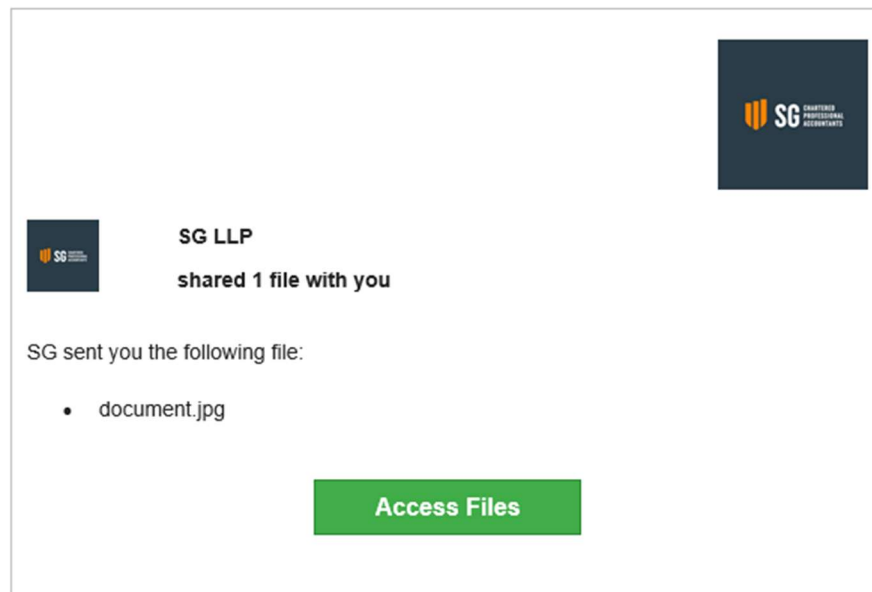


## How to retrieve documents from Titanfile

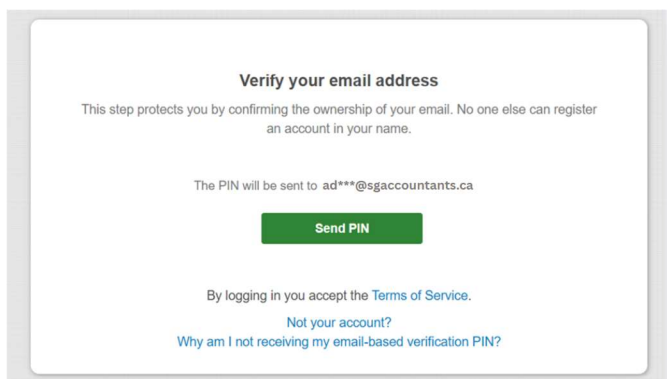
SG LLP  
1302 10<sup>th</sup> AVENUE SE  
CALGARY, AB T2G 0W9  
[www.sgaccountants.ca](http://www.sgaccountants.ca)

So, we have completed your tax documents and sent them to you via Titanfile. How do you access them?

1. You should receive an email from Titanfile notifying you of the document upload. Click **Access Files**.



2. If you have not received documents via Titanfile before, you will have to create an account. To do so, you will be sent a pin to your email to authorize your account. Do not close this window when you are getting the pin from your email.



The PIN has been sent to ad\*\*\*@sgaccountants.ca

Enter generated PIN

Verify

Waiting for Your Verification Pin?

If you don't receive your 6-digit verification code within 30 minutes, please try again.

[Regenerate PIN](#)



3. Once you validate your account, proceed to create an account to receive your files.

### Register and get access to the following:



1 File



1 Message



2 People

To access this information, there is no installation or configuration required.

You only need to set a new password and you will have access.

Your password must be at least 8 characters long, and contain at least three of the following four characters: A lowercase character, an uppercase character, a special character, and a digit.

Your email:	<input type="text" value="admin@sgaccountants.ca"/>
Your name:	<input type="text" value="Admin"/>
Password:	<input type="password"/>
Confirm password:	<input type="password"/>

[Proceed to Files](#)

4. If you have already made an account, it will prompt you to sign in.

## TitanFile

Log in to your existing TitanFile account

Email Address:

Password:

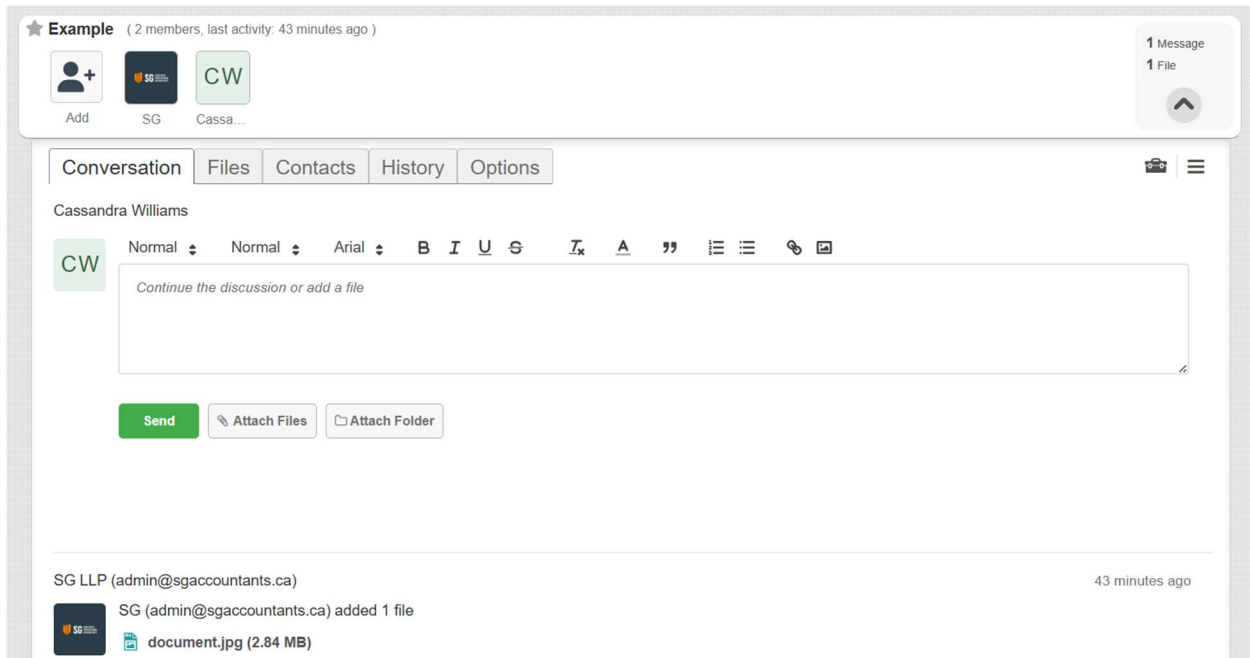
Remember me [Forgot password?](#)

Log in

This service is hosted by [TitanFile Inc.](#)



5. Once you have either signed in or made an account, you will be able to access your documents.



6. Open your files and you will be able to download them by clicking the middle button on the right. Please download your documents, as they will be deleted within 30 days.

