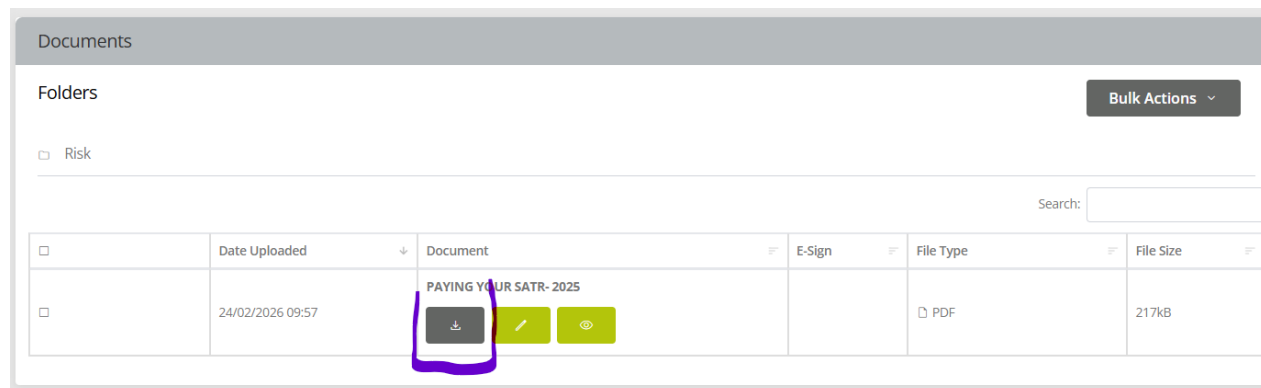


## Accessing 'Paying your Tax Schedule'

1. Login to your portal via the link: <https://www.a-butler.co.uk/portal> - - **If you have forgotten your password, there is a 'forgotten password' link that will enable you to reset this.**
2. After logging in, you will be taken to the **Home Page** of your portal. From here, **hover over the tab labelled 'Document Portal'** (as shown in the image above) and select **your name**.
3. You will then be taken to **your personal document portal**, where you can view all uploaded documents, including any previously signed documents.
4. Once inside your document portal, locate the document titled **'Paying Your Tax – 20XX'**. Click the **grey button** (highlighted in the image below) to download a copy of the schedule to your computer.



Please contact [admin@a-butler.co.uk](mailto:admin@a-butler.co.uk) if you are still experiencing difficulties accessing the document.