



## How to Complete Your Self-Assessment Checklist

1. **Log in to your portal** using the link: <https://www.a-butler.co.uk/portal> If you have forgotten your password, you can use the **'Forgotten password'** link to reset it.
2. Once logged in, you will be taken to your portal **Home Page**. From here, **hover over the tab labelled 'To Be Completed'** (as shown in the image above) and select **'Self-Assessment Checklist'**.
3. You will then be prompted to **answer a series of questions**. These help our team prepare your Tax Return.
4. When all questions have been completed, please click **'Complete & Send'**. We will **not** receive your checklist until this button has been selected.
5. You will continue to receive **automated email reminders** until the Self-Assessment Checklist has been fully completed and submitted.

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