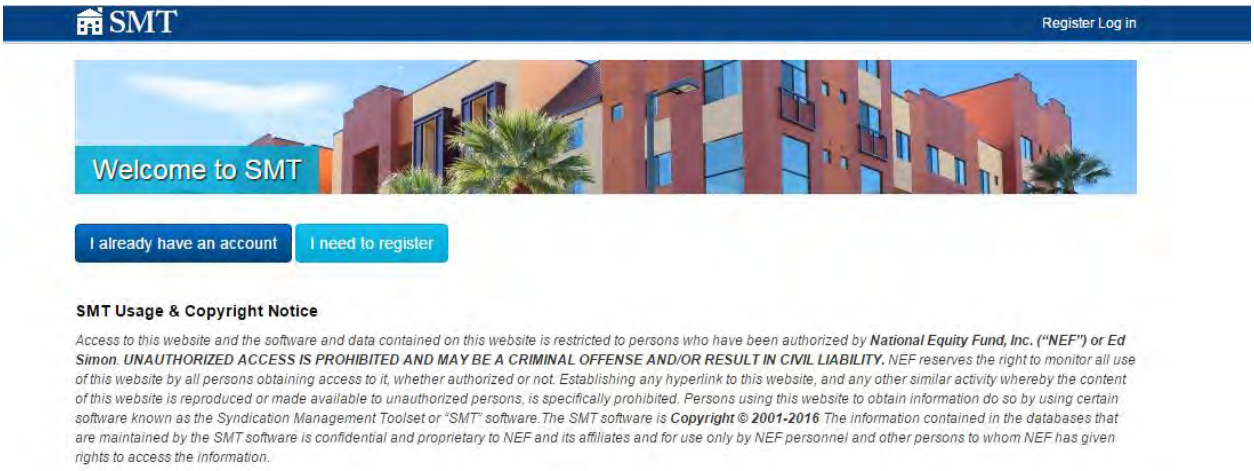
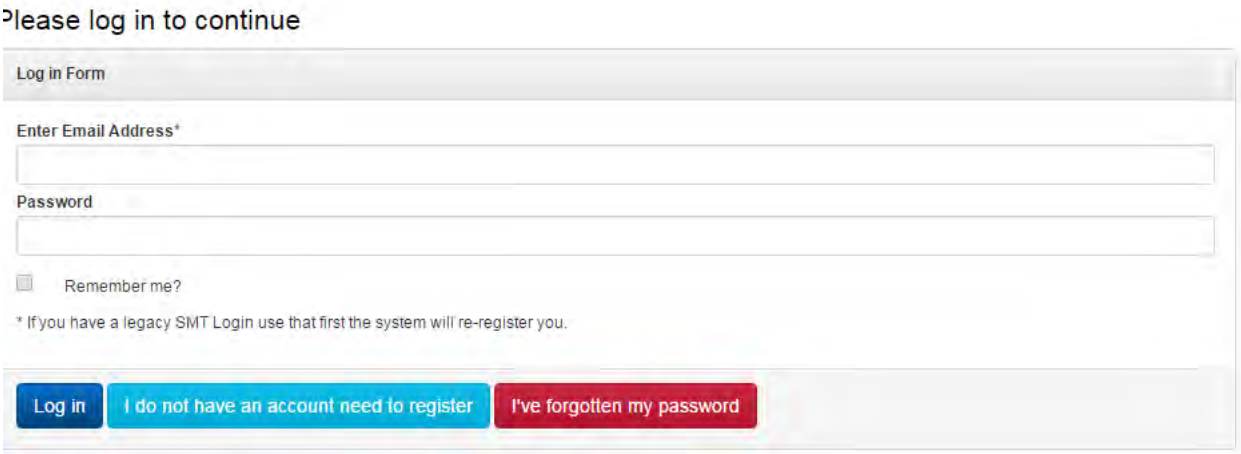
Instructions for New CPA Portal

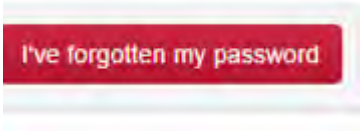
First go to https://cpa.nefinc.org it should redirect you to the following screen
https://smtmvc.nefinc.org/Home/Index



Click the button

This will redirect you to the following screen

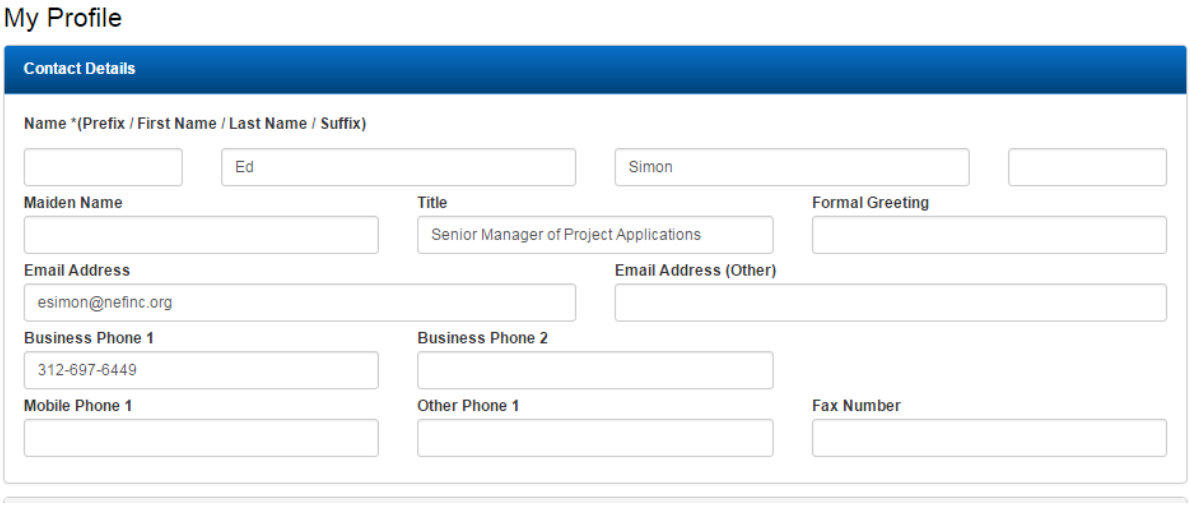


Enter your current Login and password (Hint it may not be your Email address) to the CPA Site if you forgot it try the 

and try getting your login emailed to you if it cannot find the account email smtAdmin@nefinc.org for assistance.

If this is the first time logging into the new site you will be asked to confirm your contact information.

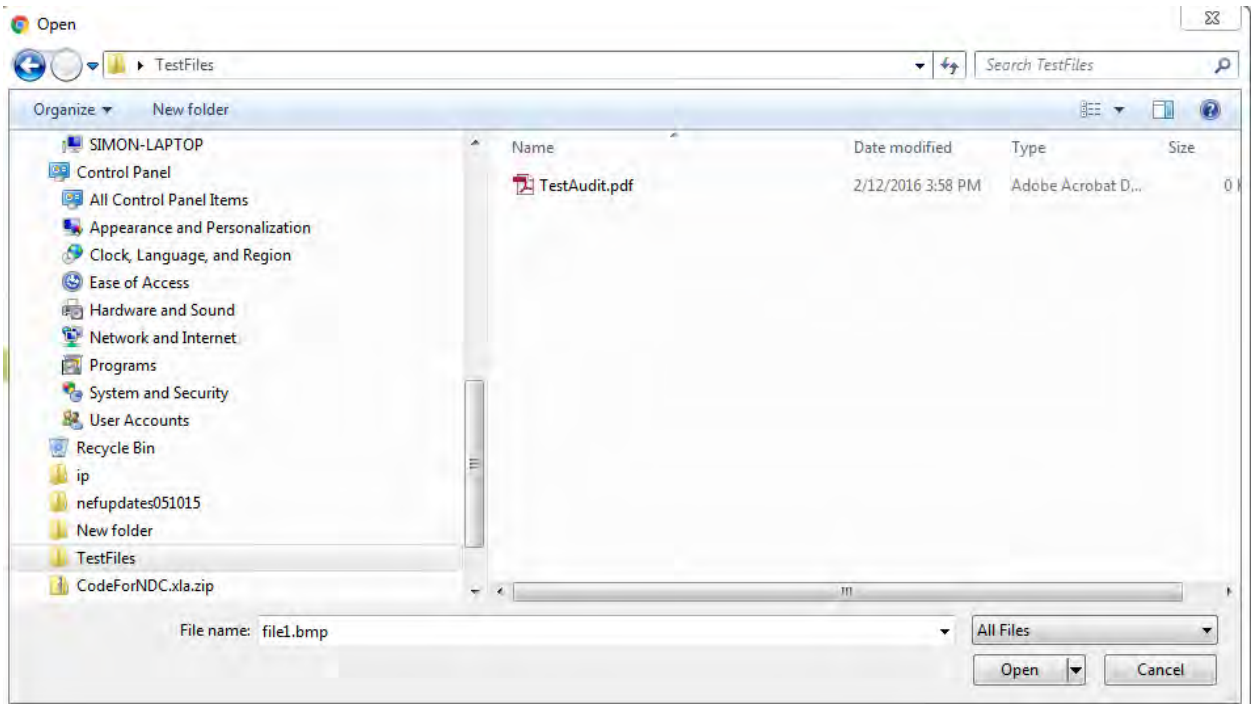
Please confirm or update your information and click



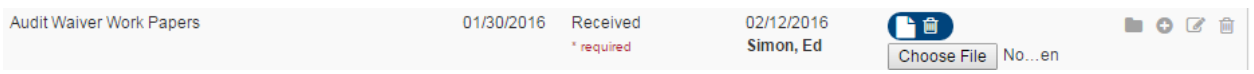
Once you log or update your information you should be redirected to a page that looks like below in you should see a list of the projects that you are the acting CPA on

Click the down arrow ( ) to the left of the Limited Partnership when you are ready to upload reports f.

To upload a report, Click the “Choose File” button to the right of the report type that you are ready to upload and choose the file.



The line will look like below when complete



Please repeat on all the projects necessary.