

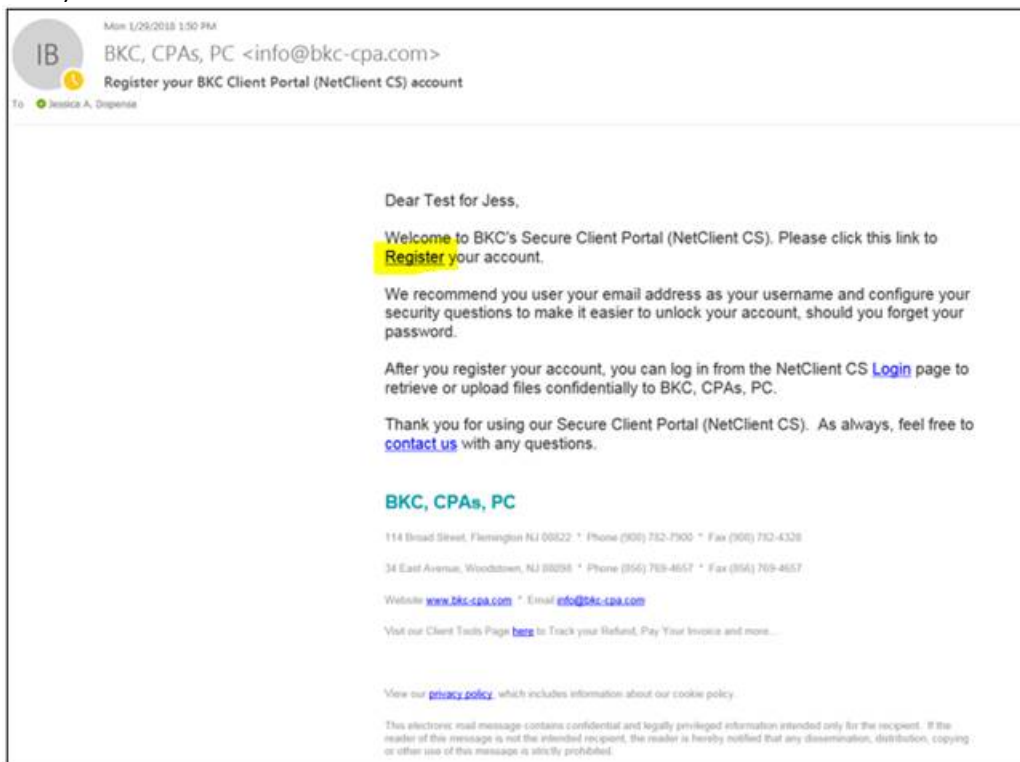
How to use BKC's Secure Client Portal (NetClient CS)

BKC takes the security of your information seriously and therefore is making available to you, free of charge, a Secure Client Portal (referred to as NetClient CS).

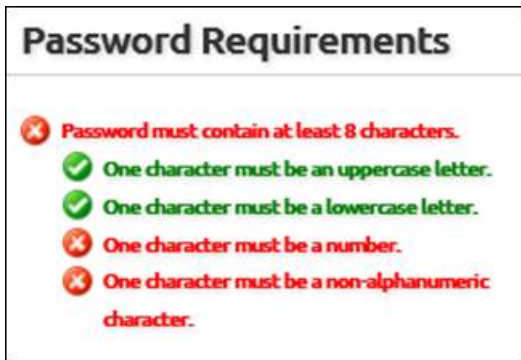
Our Client Portal is a secure online website which serves as a confidential location to store and share electronic documents with us privately. Client Portal uses 256-bit encryption, redundancy & password protection; an equivalent level of security as online banking. Use it to get copies of your tax returns, tax organizer, financial statements, BKC invoices & more! No need to hunt for your paper copies. Access your files anywhere you have a high-speed Internet connection. And if you'd like, even take advantage of our Mobile App (see download links below). We will securely maintain these files for your access in accordance with our Terms Agreement, provided at registration.

Once you have decided to use BKC's Secure Client Portal (NetClient CS), the following will need to occur:

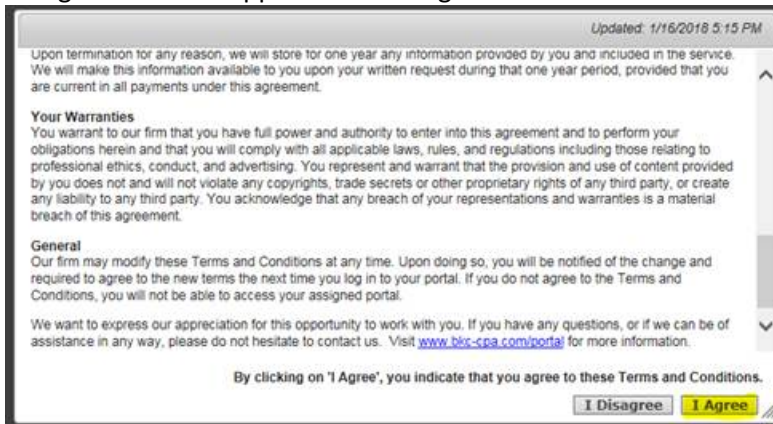
1. A BKC Administrator first needs to input your email address to our system, and pair you with the appropriate account(s).
 - In early February 2018, BKC will be inputting for all clients email address we have on file. Additional email addresses will be added as received. Contact us to provide your email address, if needed.
2. Then, you will receive an email from info@bkc-cpa.com with the subject "Register Your BKC client Portal (NetClient CS) account".



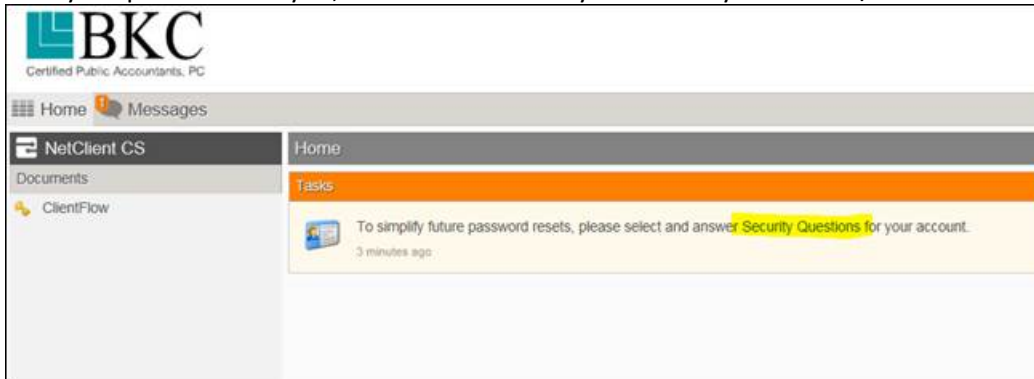
3. Click the "Register" link in the first paragraph.
4. Create a Login for your account.



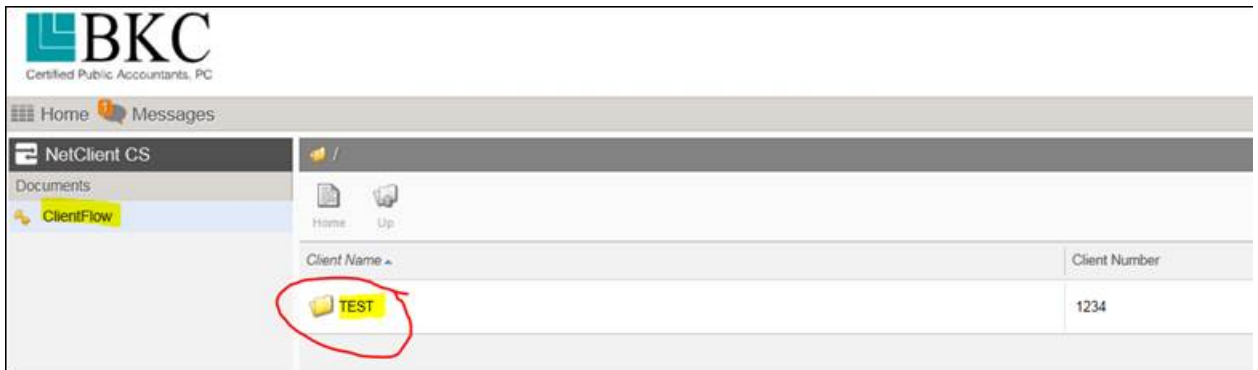
5. Then it should say “Success Your Registration is Complete!”. And it will ask you to enter your password again to Log-In.
 - If it says “Sorry there was an issue on our end.” First try reentering your username and password. Contact us, if you experience further issues.
6. Our Terms Agreement will appear. Click “I Agree” to continue.



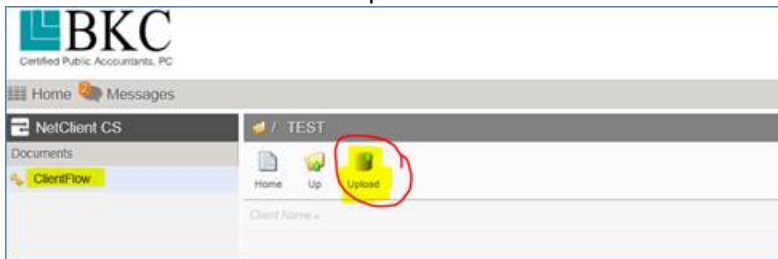
7. Now you should see your Portal account. To simplify future password resets, click to configure your Security Questions. This will allow you to reset your password on your own in the future, should you forget it. BKC cannot reset your password for you, and we cannot see your Security Questions/Answers.



8. If BKC has “Published” files, you will see them under “Client Flow”, in a folder for your Client Name. Click the folder, shown below as “TEST”, and within it you should see your documents. If nothing has been published to you yet, this will be empty/blank. Contact us if you are expecting something specific from us, and do not see it. This year we will be publishing your 2017 tax returns as they are completed, so check back to the secure client portal whenever you like, [available at this link.](#) We will be sure to send you a direct email, alerting you when documents are published, and the software should also generate an automated notification.



9. If you would like to send us documents securely, chose “Upload” within Client Flow. Browse to the file, or drag in from your computer. Click “Start Upload”. The BKC professional in-charge of your account will receive an automatic notification. Feel free to email your tax professional directly via email to communicate messages, but avoid emailing financial documents, Social Security numbers and Dates of Birth. All confidential documents should be shared via this secure client portal.



10. Your uploaded documents & published files from us will remain available to you in accordance with our Terms Agreement.
11. For convenience, you may also like to take advantage of BKC’s secure client portal (NetClient CS) **Mobile App** which will enable you to access your files on the go securely.
- To download the NetClient CS mobile app for Apple devices, visit the App Store at: <https://itunes.apple.com/us/app/netclient-cs/id572952397?mt=8>
 - To download the NetClient CS mobile app for Android devices, visit Google Play at: <https://play.google.com/store/apps/details?id=com.thomsonreuters.clientess>

Learn more about this service at our website www.bkc-cpa.com/client-portal/ or [contact us](#) with questions.
Thank you for working with us!