

Register for PKF Texas Client Portal Video Transcript

Welcome to the PKF Texas instructional video for the NetClientCS Client Portal. In this video, we will show you how to register your account with NetClientCS.

PKF Texas is pleased to introduce to you our next generation client portal solution. The client portal is a secure website where you can:

- Download your sensitive tax and accounting documents
- Send us required supporting documents
- And safely store documents with us.

All you need is:

- a reliable internet connection
- a web browser
- Adobe Acrobat Reader
- and an e-mail address to receive the registration e-mail.

Now we're going to open our e-mail to the Inbox.

When we register you with our portal system, you will receive an e-mail from register@netclientcs.com with the subject "NetClientCS Activation" in the header. Open the e-mail from the registration link.

Please be aware this e-mail may be identified as junk e-mail, so add register@netclientcs.com to your safe sender list.

Now click on the link to register in the e-mail.

If your e-mail system blocks links for security reasons, highlight, copy and paste the link into your browser's address bar and press enter.

- Enter your e-mail address in the "create login" field.
- Be aware the password you enter is case sensitive. It needs to contain seven characters with at least one number and one letter.
- Enter your password for the portal system. Enter your password again to confirm.
- Click OK.

Now your registration is complete. We hope you find our next generation client portal system to be a secure, flexible, and easy way to access your important files and conduct business with us.

For assistance or feedback, please contact portalhelp@pkftexas.com.

A transcript of this presentation and the client portal User Guide in PDF format are available on our website, www.pkftexas.com/ClientPortal/.