

## Client Portal Agreement

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**Postal Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Our Client Portal is an easy to use, secure way for you to upload and download documents, data files and reports at your own convenience. The Client Portal allows you to access relevant files at any time. You can review and sign your tax return online via an authenticated digital signing function.

Please remember to notify us once you have completed uploading any relevant documents for work to be completed.

The above email address will be used for your client portal login, this email must be a unique email address that is not used by other people.

By signing this document, you are acknowledging that:

- The email address you have provided is yours alone and that no one else has access to it.
- You consent to Desborough Accountants setting up a client portal login with the provided email address and uploading your tax returns and other documents for your private access.
- You and you alone, will be responsible for using the digit signature function to sign any documents that are uploaded with a signature request.

**Sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_