



CERTIFIED PUBLIC ACCOUNTANTS
BUSINESS CONSULTANTS

Client Portal Introduction Guide

Introduction to Client Portal

This Guide is designed for portal users who will have access to the document management module in the Client Portal. The Client Portal is an extension of Sciarabba Walker & Co. LLP's website and provides a fast, secure solution for sharing and exchanging electronic documents. It also allows a reduction in environmental waste by corresponding electronically instead of handling paper. Unlike email and email attachments, documents accessed through the Client Portal are protected by encryption technology so that you will have confidence that the information is secure when transferred back and forth.

System Requirements

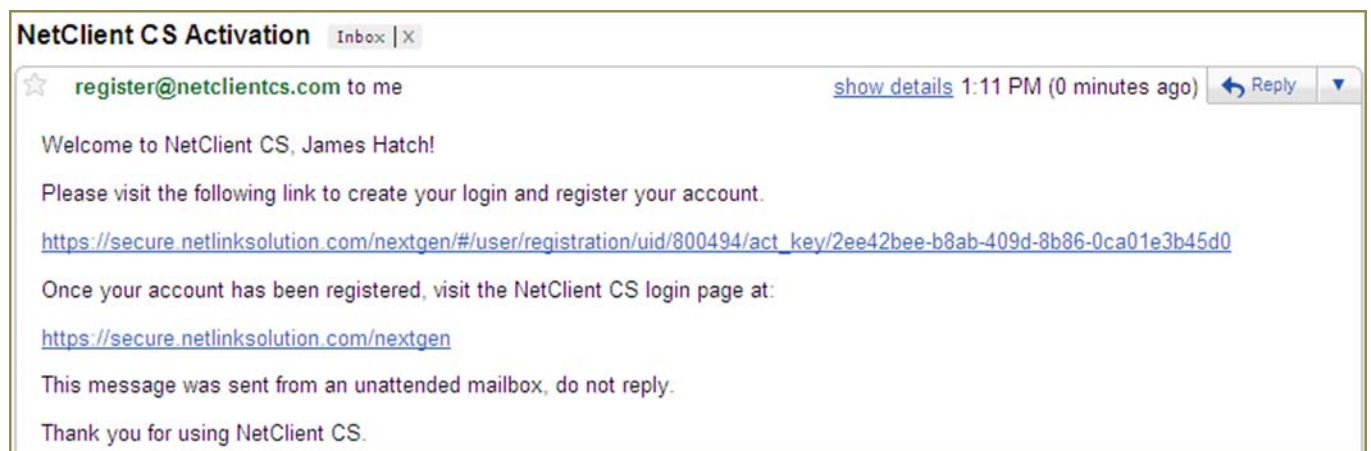
To access and use the Client Portal, you need high-speed internet access and the following:

- Internet Explorer (version 7.0 or higher) web browser, Mozilla Firefox (version 3.0 or higher), Google Chrome, or Apple Safari (version 5.0 or higher)
- Adobe Reader ([Adobe Reader](#))
- A Microsoft windows-based PC operating Windows XP or newer.

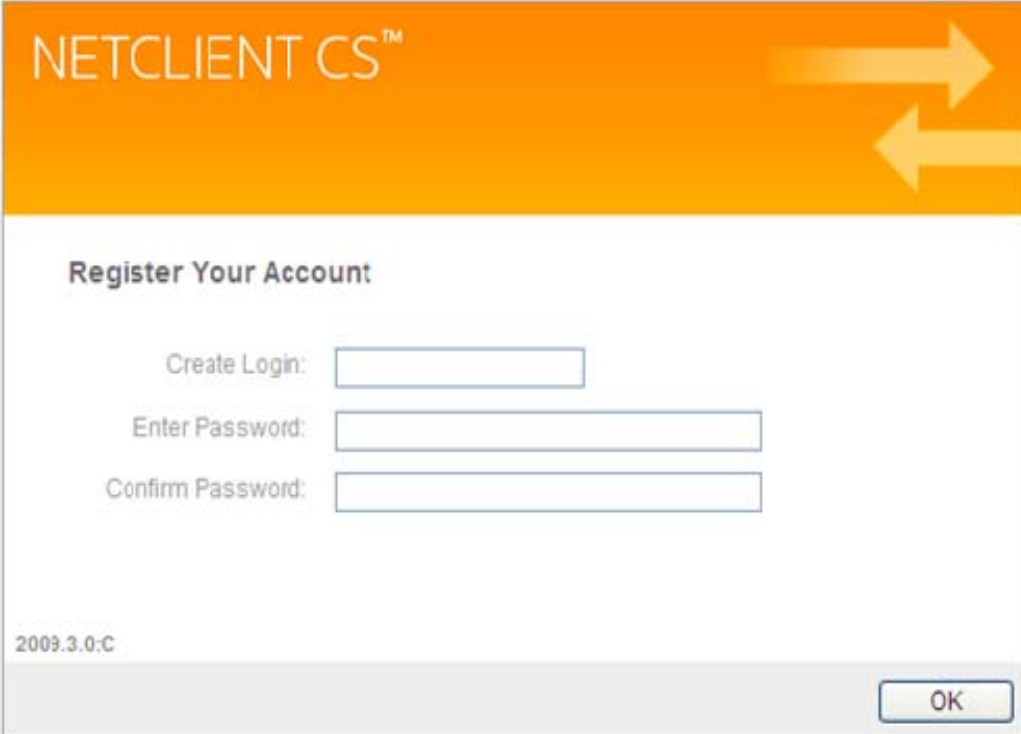
Accessing and Using Sciarabba Walker Client Portal

To access Client Portal, Sciarabba Walker will need to create an account for you. Please email our portal administrator at (swportal@sciarabbawalker.com) to request that we create a portal for you. You will then receive a registration email from register@netclientcs.com. **It is very important that you watch for this email, as your mail program may treat it as spam or junk mail.** The email will contain a link (or URL address to copy and paste into the browser) that will take you to a page to create a login and register your account. If you cannot locate the registration email, contact us at (swportal@sciarabbawalker.com) and we will resend the registration information.

Sample Login Email:



1. Once the email has been received go to the registration website and follow these steps:
 - a. In the Create Login field, enter the email address that you received in the confirmation email.
 - b. Enter a password in the Enter Password field. (See password requirements below.)
 - c. Re-enter the password in the Confirm Password field



The image shows a registration window titled "NETCLIENT CS™". The window has an orange header with the text "NETCLIENT CS™" and two white arrows pointing right. Below the header, the title "Register Your Account" is displayed. There are three input fields: "Create Login:", "Enter Password:", and "Confirm Password:". At the bottom left, the version number "2009.3.0-C" is shown. At the bottom right, there is an "OK" button.

Important Information about your Login and Password

- The password must be at least seven (7) characters long and must include letters and numbers (example: **password1**). You may also use symbols (% , \$, # , etc.)
- Passwords are case sensitive (example: **PassWord1**)
- Users will be required to change their Passwords every 90 days for security purposes. Passwords cannot be reused for 9 cycles.
- If you forgot your password, you can request to have a new temporary password emailed to you.
- If ten consecutive, unsuccessful attempts are made to log in to an account, the login for that account is locked. An email message will be sent automatically to the email address assigned to the login; the email message notifies the user of the unsuccessful login attempts and provides a link to unlock the login immediately. The account will be unlocked when the user clicks the link within the email message or when the lock expires after 30 minutes.

2. After successfully registering your Client Portal account, confirm that your login is in the Login field, enter the password that you created and click on the Login button.

NETCLIENT CS™

You have been registered successfully.

Login:

Password:

2009.3.0:C

Login

Note: After logging in, the NetClient CS Home/Dashboard page will be displayed listing ClientFlow in the Document Management module.

NetClient CS > Home > Dashboard - Windows Internet Explorer provided by IE Provided by SciArabba Walker

https://secure.netlinksolution.com/netgen/#/home/dashboard

Identified by GeoTrust

File Edit View Favorites Tools Help

GoFileRoom Pandora Radio - Listen to ... NetClient CS > Home ...

Sw SciArabba Walker & Company, LLP
200 E Buffalo St Ste 402 - Ithaca, NY 14850-4232

Welcome to NetClient CS, garrett wagner

Home Dashboard Thursd

Home Action

Dashboard My Account

Financial Tools Account Aggregation

News & Information News

Document Management File Exchange 0 new files... ClientFlow

2010.7.1 BC > Ready Internet | Protected Mode: Off

Please note:

For future access and to login to the Sciarabba Walker Client Portal you can either:

1. Add the current webpage under your favorites in Internet Explorer
2. Visit <http://www.sciarabbawalker.com>, click on the Client Portal tab and enter your email address and password under the Sign In section.

If you have any questions, please contact the Portal Administrator by email at swportal@sciarabbawalker.com.