

Portal Creation Information

Please fill in the following information and return the completed form to us.

Portal Admin *(required)*

The Portal Admin is the person who will be the primary user of your portal. This user will have all rights within the portal and have the administrative ability to create and manage other Portal Users.

First Name	Last Name	Email Address (Login)
_____	_____	_____

Portal Users *(optional)*

Mackay Brehm & Smith, Chartered Accountants, Professional Corporation can create any additional Portal Users you might need during the initial setup process. Keep in mind that creating additional Portal Users is optional and that anyone who has access to your portal will be able to see any of the files that exist there unless otherwise specified.

First Name	Last Name	Email Address (Login)
_____	_____	_____

Degree of Access: <i>(choose one)</i> :	<i>Complete Access</i>	Y / N
	<i>Access limited to own folder only</i>	Y / N

First Name	Last Name	Email Address
_____	_____	_____

Degree of Access: <i>(choose one)</i> :	<i>Complete Access</i>	Y / N
	<i>Access limited to own folder only</i>	Y / N

First Name	Last Name	Email Address
_____	_____	_____

Degree of Access: <i>(choose one)</i> :	<i>Complete Access</i>	Y / N
	<i>Access limited to own folder only</i>	Y / N