



Client Portal NetClient CS Solution

Introduction Guide



Introduction to the HRLLP Client Portal – NetClient CS

Please note: Online, self-paced learning tutorials can be found on our website at <http://www.hrrllp.com>. Click on the “Client Portal” link and review the “Tips and Tutorials” section.

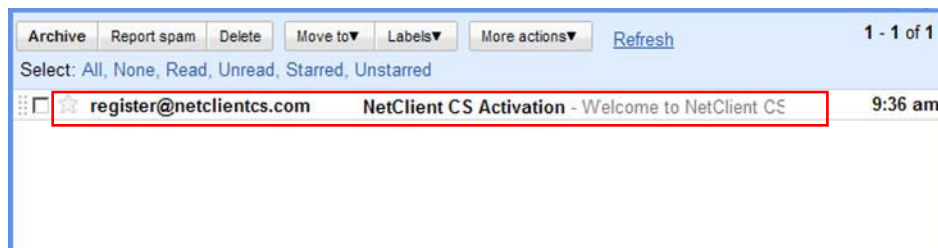
This guide contains information and step-by-step instructions on using the HRLLP Client Portal solution – NetClient CS. This Client Portal is an extension to the HRLLP’s website and document management solution. It provides us with the means to securely and quickly exchange electronic documents with our clients.

System Requirements

To access and use the HRLLP Client Portal, you need high-speed internet access, Internet Explorer (version 7.0 or higher), and at a minimum Adobe Reader.

Accessing and Using the HRLLP Client Portal

Upon the Firm receiving your confirmation to utilize the Client Portal solution we will initiate the Client Portal registration process. Within a few days you will receive an email from register@netclientcs.com with a subject of “NetClient CS Activation – Welcome to the NetClient CS” similar to the one shown below. *If you don’t receive an email, please check your spam folder and then contact the Portal administrator.*



This email will contain a link in order for you to create a login and register your account. Depending on the security in your email solution you can either click on the link or you may have to copy and paste the URL in your browser. See image below.

register@netclientcs.com <register@netclientcs.com>
To: "elias.drivas@gmail.com" <elias.drivas@gmail.com>

Mon, Feb 15, 2010 at

Welcome to NetClient CS, Elias DrivasCS!

Please visit the following link to create your login and register your account.

https://secure.netlinksolution.com/nextgen/#/user/registration/uid/729055/act_key/447a2268-13fa-4c8d-8c5e-6156ff61c9ac

Once your account has been registered, visit the NetClient CS login page at:

<https://secure.netlinksolution.com/nextgen>

This message was sent from an unattended mailbox, do not reply.

Thank you for using NetClient CS.

At the NetClient CS – Register Your Account webpage follow the steps below:

1. Enter the email address you provided HRR with in the “Create Login” field
2. Enter a password in the “Enter Password” field (*the password is case sensitive, must be at least 7 characters and contain at least one number and one letter*)
3. Re-enter the password in the “Confirm Password” field

See image below:

NETCLIENT CS™

Register Your Account

Create Login:

Enter Password:

Confirm Password:

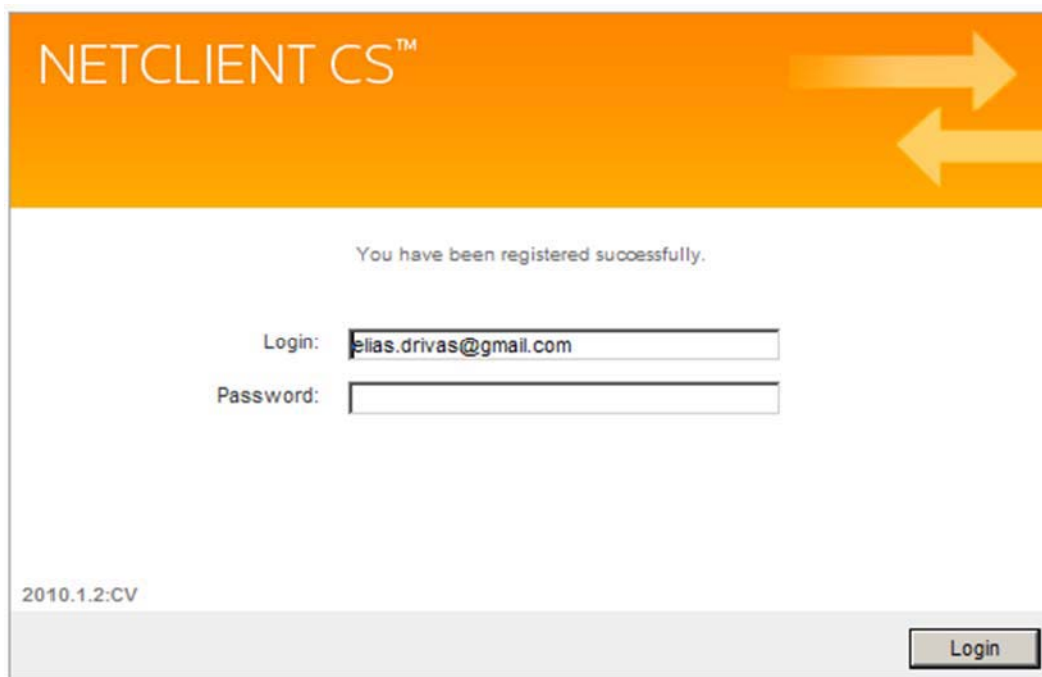
2010.1.2:CV

OK

Please note:

- Users are 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 into an account, the login for that account is locked. An automatic generated email will be sent to the email address assigned to the account notifying the user about the unsuccessful login attempts. The email contains a link which will allow the user to immediately unlock the account. The lock will also automatically expire after 30 minutes without user intervention.

After registering, the login screen will appear. If necessary enter you login ID, which is your email address and password. Click on the Login button.



NETCLIENT CS™

You have been registered successfully.

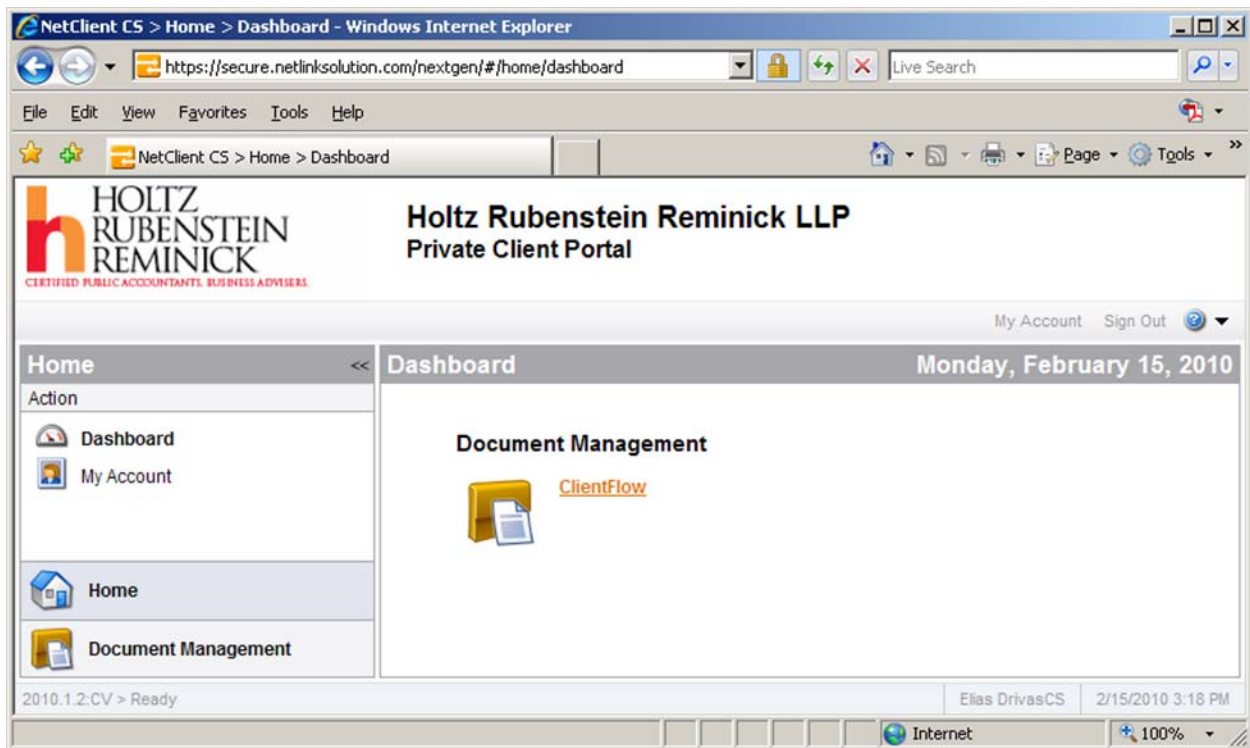
Login:

Password:

2010.1.2:CV

Login

After you complete the login phase, the HRLLP Client Portal – NetClient CS Home / Dashboard page will be displayed listing ClientFlow under the Document management module. See image below.



Please note:

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

- add the current webpage under your Favorites in Internet Explorer or
- visit our website at <http://www.hrllp.com>, click on the "Client Portal" link 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 portaladmin@hrllp.com or leave a voicemail at (646) 289-9004.