



**CERTIFIED PUBLIC ACCOUNTANTS
AND BUSINESS ADVISORS**

Please fill in the following information and return the form to our office. The form can be mailed back, faxed to (630) 420-1463 or emailed to Liz Gonzalez at egonzalez@dhjj.com.

Client or Company Name

Authorized by (required):

Signature (required):

Company Name (if applicable):

Title (if applicable):

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 if that is necessary.

First Name	Last Name	Email Address
_____	_____	_____

Portal Users (optional)

DHJJ can create any additional users you might need during the initial setup process. Keep in mind that anyone who has access to your portal will be able to see any of the files that exist there.

First Name	Last Name	Email Address
_____	_____	_____

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_____	_____	_____