



**Farkouh, Furman & Faccio, LLP**  
**Client Portal Creation Form**

Please fill in the following information and return the completed form to Meg Beditz at [mbeditz@ffcpas.com](mailto:mbeditz@ffcpas.com)

**Portal Admin** *(required)*

The Portal Admin is the person who will be the primary user of the below listed portal/s. This user will have all rights within the portal/s and have the administrative ability to create and manage other Portal Users if that option is chosen. It is required to have a Portal Admin so please complete the section below.

Client Name	Admin First Name	Admin Last Name	Email Address
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please note, if there are multiple Portals associated with the same Portal Admin (i.e. the same email address), there will be no need to login to each Portal separately. Logging in with one set of Admin credentials will grant access to the multiple Portals at once.

**Additional Portal Users** *(optional)*

Once you have logged into your portal, you will have the ability to create any additional Portal Users you might need. Keep in mind that creating additional Portal Users is optional and unless configured otherwise, anyone who has access to your portal will be able to see any of the files that exist there. You will have the ability to choose various user rights for these additional Portal Users, as well as set security on certain folders within your portal if you do not wish for them to see specific documents.

Because of ever-changing state laws and regulations regarding the transfer of confidential information over the internet and our commitment to a paperless environment, we strongly encourage you to take advantage of this new service.

**Please sign below to confirm your understanding and agreement to our Client Portal services. Thank you for your cooperation.**

Print Name	Signature	Date
_____	_____	_____