

DAWN M JAKE CPA PLLC FIRM PORTAL AGREEMENT

To enhance our services to you, we will utilize FIRM PORTAL POWERED BY OFFICETOOLS, a collaborative, virtual workspace in a protected, online environment. FIRM PORTAL POWERED BY OFFICETOOLS permits real-time collaboration across geographic boundaries and time zones and allows DAWN M JAKE CPA PLLC and you to share data, engagement information, knowledge, and deliverables in a protected environment. In order to use FIRM PORTAL POWERED BY OFFICETOOLS, you may be required by the provider of FIRM PORTAL POWERED BY OFFICETOOLS to execute a client portal agreement and agree to be bound by the terms, conditions and limitations of such agreement. You agree that we have no responsibility for the activities of FIRM PORTAL POWERED BY OFFICETOOLS and agree to indemnify and hold us harmless with respect to any and all claims arising from or related to the operation of FIRM PORTAL POWERED BY OFFICETOOLS.

DAWN M JAKE CPA PLLC is not a host for any of your information. You are responsible for maintaining your own copy of this information. We do not provide back-up services for any of your data or records, including information we provide to you. Portals are utilized solely as a method of transferring data and are not intended for the storage of your information. Information on a portal may be deleted by DAWN M JAKE CPA PLLC.

If you decide to transmit your confidential information to us in a manner other than a secure portal, you accept responsibility for any and all unauthorized access to your confidential information. If you request that we transmit confidential information to you in a manner other than a secure portal, you agree that we are not responsible for any liability, including but not limited to, (a) any loss or damage of any nature, whether direct or indirect, that may arise as a result of our sending confidential information in a manner other than a secure portal, and (b) any damages arising as a result of any virus being passed on or with, or arising from any alteration of, any email message.

Documents and/or requests uploaded during non-office hours will be considered received on the following business day. DAWN M JAKE CPA PLLC is not responsible for any penalties, tax, or interest that may occur for failure to timely provide our office with complete and adequate information in order to comply with state and federal deadlines.

If you wish to have DAWN M JAKE CPA PLLC grant access to your employees(s) to use FIRM PORTAL POWERED BY OFFICETOOLS we will do so. By your signature below, you understand that by doing so, your employee(s) will have full access to all information being transferred on the portal. DAWN M JAKE CPA PLLC is not responsible for the use and/or misuse of this information.

Each party hereto agrees that any electronic signature is intended to authenticate a written signature, shall be valid, and shall have the same force and effect as a manual signature. For purposes hereof, "electronic signature" includes, but is not limited to, a scanned copy of a manual signature, an electronic copy of a manual signature affixed to a document, a signature incorporated into a document utilizing touchscreen capabilities, or a digital signature. Documents may be executed in one or more counterparts, each of which shall be considered an original instrument, but all of which shall be considered one and the same agreement.

By your signature below you agree to the use of DAWN M JAKE CPA PLLC'S FIRM PORTAL POWERED BY OFFICE TOOLS.

Signature: _____

Date: _____

Print Name: _____

Business Name(s) if applicable:
