



Document Management Portal User Guide

Introduction to AHP's Client Portal

Andrews Hooper Pavlik PLC (AHP) uses a portal system designed and hosted by Thomson Reuters. The application is known as NetClient CS. This guide is designed for portal users who will have access to the Document Management module in the NetClient CS portal. The NetClient CS portal is an extension of AHP's website and provides a solution for AHP's clients to share and exchange electronic documents securely and quickly. It also allows a reduction in environmental waste by corresponding electronically instead of handling paper (e.g., less use of paper and less vehicle emissions to have documents delivered). Unlike emails and their attachments, the NetClient CS portal uses encryption technology so you will have confidence knowing that the information is secure when transferred back and forth.

System Requirements for using the NetClient CS Portal

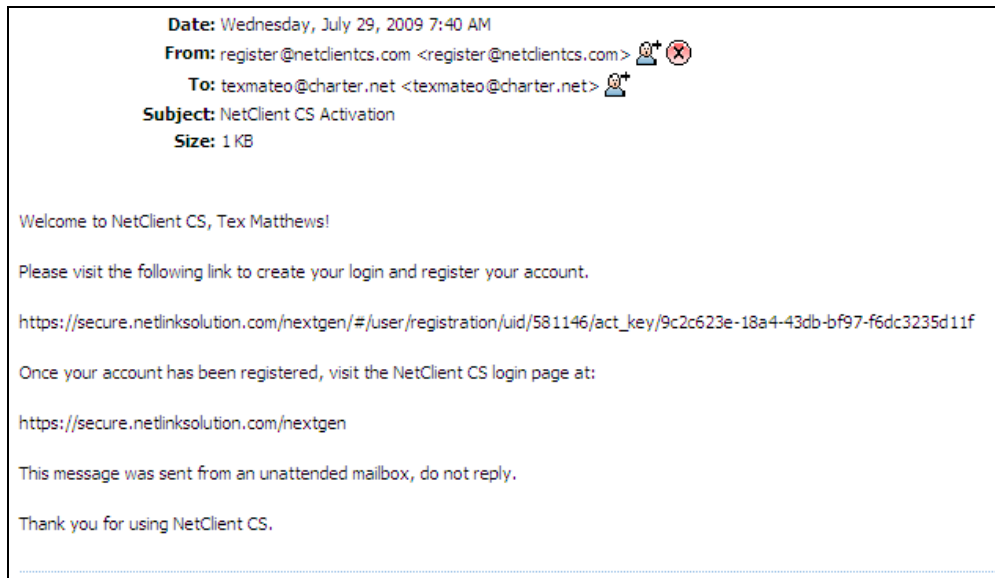
To access and use the NetClient CS portal, you need high-speed internet access. NetClient CS is compatible with Apple Safari version 5.0 or higher, Google Chrome, Microsoft Internet Explorer version 7.0 or higher, and Mozilla Firefox.

Accessing and Using AHP's NetClient CS Portal

Below are step-by-step instructions on using NetClient CS. The images used in these instructions are for illustrative purposes only and will be slightly different than the actual NetClient CS website you will access.

To access NetClient CS, AHP will create an account for you. You will then receive an email from register@netclientcs.com with the subject "NetClient CS Activation". The email will contain a link (or URL address to copy and paste into the browser) to create a login and register your account. If you do not receive an email, please check your spam folder and then contact AHP Portal Support at portal@ahpplc.com or call 1-888-754-8478.

Sample Login Email:



1. Once the email has been received go to the registration website and follow these steps:
 - a. Enter your email address in the Create Login field
 - b. Enter a password in the Enter Password field
 - c. Re-enter the password in the Confirm Password field

NETCLIENT CS™

Register Your Account

Create Login:

Enter Password:

Confirm Password:

2009.3.0-C

OK

Important Information about your Login and Password

- The password must be at least seven (7) characters long and must include letters and numbers (e.g. **password1**). You may also use symbols (e.g., %, \$, #).
- Passwords are case sensitive (e.g. **PassWord1**).
- Users are encouraged to change their passwords periodically 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 in to an account, the login for that account is locked. An email message will be sent automatically to the email address assigned to the login; the email message notifies the user of the unsuccessful login attempts and provides a link to unlock the login immediately. The account will be unlocked when the user clicks the link within the email message or when the lock expires after 30 minutes.

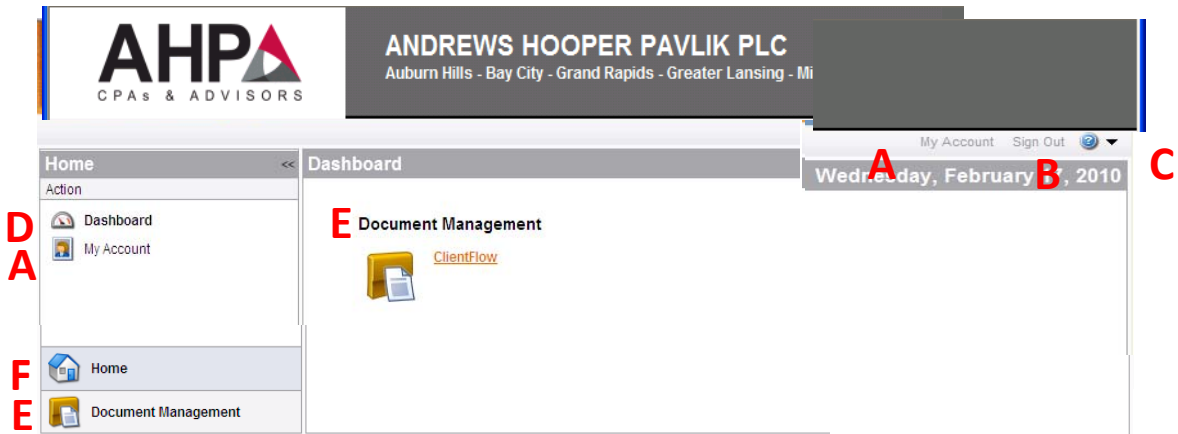
Note: If you have any questions or issues with accessing your AHP NetClient CS user account, contact AHP Portal Support at portal@ahpplc.com or call 1-888-754-8478.

Note: For future access and to login to AHP's client portal after this initial login, visit AHP's website (www.ahpplc.com) and click on "Client Portal" to reach the login page.

2. After successfully registering your NetClient CS account, confirm that your email address is in the Login field and enter your password that you just created and click on the Login button.

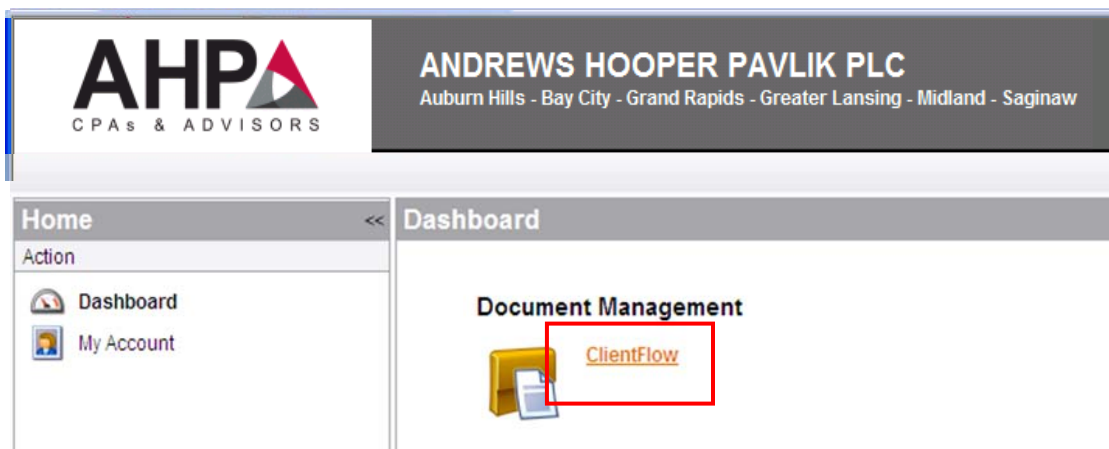
Note: After logging in, the NetClient CS Home or Dashboard page will be displayed listing ClientFlow in the Document Management module.

Navigation Features of NetClient CS



- A. **My Account** – Allows a user to view and update their Login, Name, Email Address, and Password.
- B. **Sign Out** – Allows a user to sign out and end their session of using NetClient CS.
- C. **Help Menu** – Provides a menu of help topics for using NetClient CS and ClientFlow.
- D. **Dashboard** – Allows a user to view all applications they have access to in NetClient CS.
- E. **Document Management** – Allows a user to view all Document Management applications they have access to in NetClient CS.
- F. **Home** – Allows a user to return back to the Home view of the Dashboard to view all applications.

3. Click on ClientFlow to open the application.



Navigation Features of ClientFlow in the NetClient CS Portal

The screenshot shows the ClientFlow interface for the client HALLIBURTON. The interface includes navigation buttons (Home, Up, Upload) and a table of documents. Red callouts A through G highlight specific features:

- A:** Document Index Value Columns – Points to the column headers: File Section, Document Type, Description, Year, Period End, and Document Date.
- B:** Document List Page Navigation Buttons – Points to the navigation buttons: First Page, Previous Page, Next Page, and Last Page.
- C:** Refresh Document List Button – Points to the refresh button.
- D:** Document List Page Display – Points to the page display input field.
- E:** Document Display Drop-Down – Points to the document display dropdown menu.
- F:** Home/Up – Points to the Home and Up buttons.
- G:** Upload – Points to the Upload button.

File Section	Document Type	Description	Year	Period End	Document Date
AUDIT	WORKPAPERS	AUDIT WORKPAPERS			06/04/2008
AUDIT	FINANCIAL STATEMENT				06/04/2008
AUDIT	WORKPAPERS	AUDIT WORKSHEET FROM CL			06/12/2008
AUDIT	FINANCIAL STATEMENT	FINANCIAL DATA FOR MONTH	2008	12/31	01/29/2009
BUSINESS TAX 1120S	WORKPAPERS	WORKPAPERS	2007	06/30	06/04/2008
CLIENTFLOW	UPLOADS	FINANCIAL DATA BULK FILES			07/30/2009
CLIENTFLOW	UPLOADS	SIGNED ENGAGEMENT LETTER			08/05/2009

- A. **Document Index Value Columns** – Allows a user to view the index values given to each document. Each column can be moved by clicking and dragging it to a new location and each column can be resized by clicking and dragging its border. Documents are sorted alphabetically by File Section.
 - B. **Document List Page Navigation Buttons** – Allows a user to navigate between multiple pages of documents by going to the First Page, Previous Page, Next Page, or Last Page.
 - C. **Refresh Document List Button** – Allows a user to refresh the list of documents viewable on the page.
 - D. **Document List Page Display** – Allows a user to navigate to a specific page number.
 - E. **Document Display Drop-Down** – Allows a user to select how many documents they can view on a page.
 - F. **Home/Up** – Allows a user to return back to the list of Client Names and Client Numbers for which you can see published documents for.
 - G. **Upload** – Allows a user to upload a document to ClientFlow.
4. Click on a Client Name or Client Number to see any documents for that client.

The screenshot shows the ClientFlow interface for the client HALLIBURTON. The interface includes navigation buttons (Home, Up) and a table of clients. Red boxes highlight the client name HALLIBURTON and its Client Number 20500.01.

Client Name	Client Number
HALLIBURTON	20500.01

Note: No documents will appear here if your firm has not published any documents to the NetClient CS portal for you to view, or you have not recently uploaded any documents.

- Click on any document in the list to open the document up in view mode.


/ HALLIBURTON

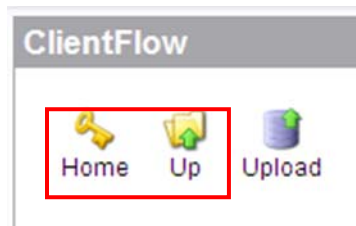
File Section	Document Type	Description	Year	Period End	Document Date
AUDIT	WORKPAPERS	AUDIT WORKPAPERS			06/04/2008
AUDIT	FINANCIAL STATEMENT				06/04/2008
AUDIT	WORKPAPERS	AUDIT WORKSHEET FROM CL			06/12/2008
AUDIT	FINANCIAL STATEMENT	FINANCIAL DATA FOR MONTH	2008	12/31	01/29/2009
BUSINESS TAX 1120S	WORKPAPERS	WORKPAPERS	2007	06/30	06/04/2008
CLIENTFLOW	UPLOADS	FINANCIAL DATA BULK FILES			07/30/2009

Acct	Description	Unadjusted 12/31/2004	Unadjusted 12/31/2005	\$ Variance	% Variance
Accounts Payable					
200	Accounts Payable	(22,654.98)	(20,309.31)	2,345.67	-10%
	Accounts Payable Total	(22,654.98)	(20,309.31)	2,345.67	-10%
Accounts Receivable					
120	Billed Receivables	63,442.73	46,931.40	(16,511.33)	-26%
121	Unbilled Receivables	27,556.78	31,054.86	3,497.88	13%
122	Unbilled Expenses Receivable	5,884.56	4,960.05	(924.51)	-16%
123	Accounts Receivable - Employees	1,500.00	0.00	(1,500.00)	-100%
124	Allowance for Doubtful Accts	0.00	0.00	0.00	----
	Accounts Receivable Total	98,384.07	82,946.11	(15,437.96)	-16%
Accrued Liabilities					
231	FICA W/H Payable	(464.75)	(8,821.67)	(8,356.92)	1798%
232	Fed W/H Payable	(1,820.00)	(2,335.11)	(515.11)	28%
233	MI W/H Payable	(299.00)	(2,668.68)	(2,369.68)	793%
234	FUTA Payable	(52.00)	(167.99)	(115.99)	223%
235	SUTA Payable	(227.50)	0.00	227.50	-100%
240	Accrued Interest Payable	0.00	0.00	0.00	----

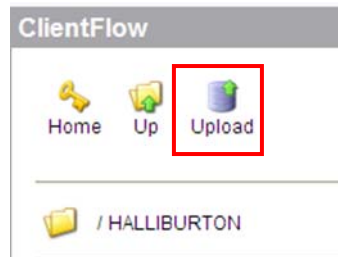
Note: Documents opened from the portal are READ-ONLY and therefore cannot be edited and saved back to the portal. If the document requires editing, save a copy to the local drive (File / Save As), edit it as necessary, and then upload it back to the portal (uploading is discussed in the next steps).

Note: To view a document that is in the portal, it requires the necessary software application to open and view the document. For example, if a document in the portal is a Microsoft Word file, you will need to have Microsoft Word installed to your local workstation to open and view the document.

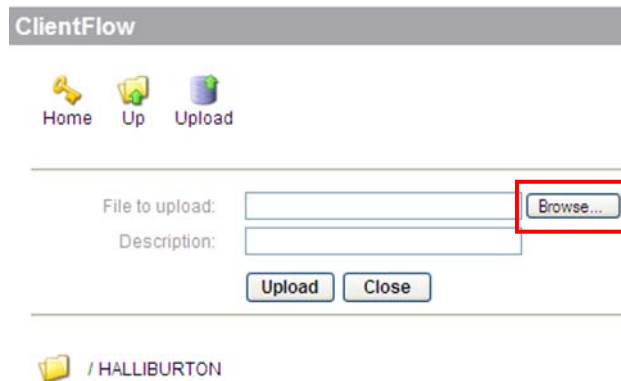
- Click on the  in the upper right hand corner of the window to close the document after viewing it.
- Click on HOME or UP icons, to return back to the list of Client Names and Client Numbers for which you can see published documents for.



8. To upload a document into ClientFlow, select a client from the list and then click on Upload.

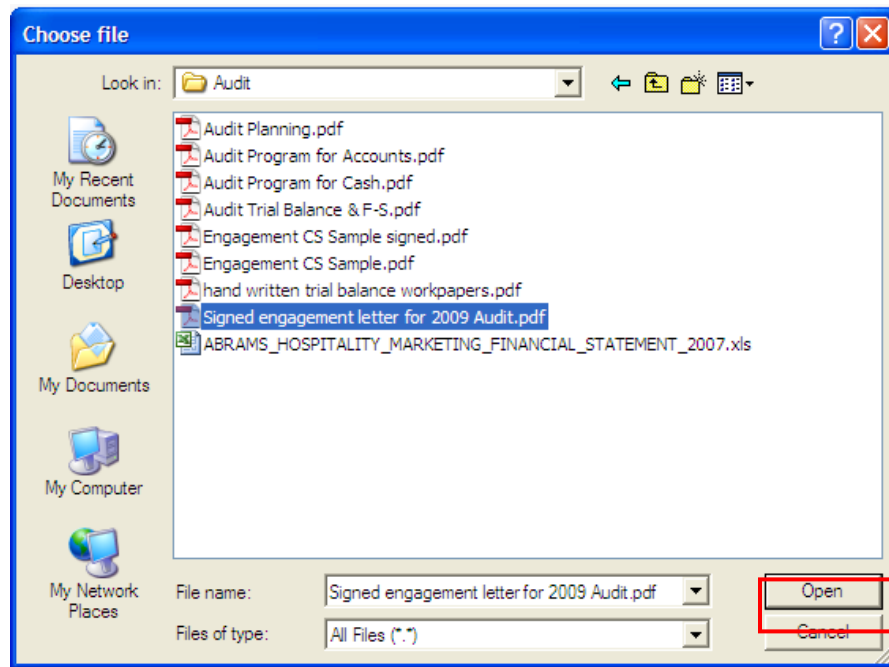


9. Click on the Browse button to search for the document you want to upload to ClientFlow.

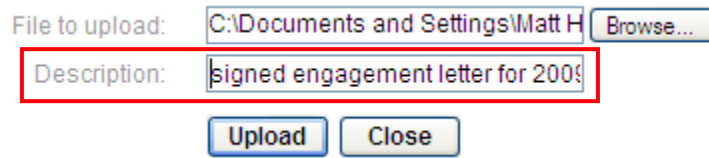


Note: If you do not want to upload a document, click the Close button to close the upload option.

10. In the Choose file window, find the document you want to upload, select it and click on the Open button.



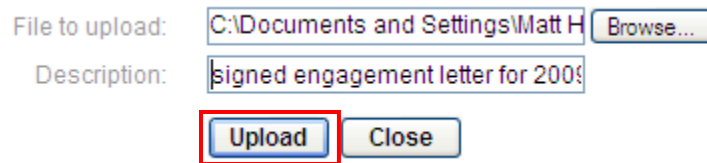
11. Enter a description about the document that you will be uploading.



The screenshot shows a web form for uploading a document. It has two text input fields: 'File to upload:' and 'Description:'. The 'File to upload:' field contains the path 'C:\Documents and Settings\Matt H' and has a 'Browse...' button to its right. The 'Description:' field contains the text 'signed engagement letter for 2009' and is highlighted with a red rectangular border. Below the fields are two buttons: 'Upload' and 'Close'.

Note: You can add up to 225 characters of text to describe your document.

12. Click on the Upload button to upload the file to the portal and make it viewable to your firm.



This screenshot is identical to the previous one, but the 'Upload' button is now highlighted with a red rectangular border.

Note: After the document has been uploaded, the document will become viewable in your list of documents in the portal. This feature shows the documents you uploaded to AHP through the portal.

13. After viewing or uploading documents, click on Sign Out to end your session with using the portal.

Important Information about Documents Uploaded through AHP's NetClient CS Portal

- Any type of document or file can be uploaded to the portal and viewed in its native format except for TIFF files.
 - TIFF files will be converted to PDF files when viewed by AHP.
- Approximately 400 MB is the maximum file size that can be uploaded to NetClient CS at one time.
 - A NetClient CS session may time-out if the Internet connection is not fast enough to completely upload the document(s) within 3 hours.
- Individual documents or files can be uploaded to the portal one at a time. Multiple documents/files may be uploaded at one time if they are located in a single folder.
- AHP may NOT be automatically notified when a user uploads a document to the portal. Please alert your main contact to let them know when documents have been uploaded.
- AHP determines which documents you can view by publishing them to NetClient CS. At any time AHP can unpublish a document where you will not be able to view it.

Contact Information for Support of the AHP NetClient CS portal:

Andrews Hooper Pavlik PLC

www.ahpplc.com

Portal Support: portal@ahpplc.com or 1-888-754-8478.