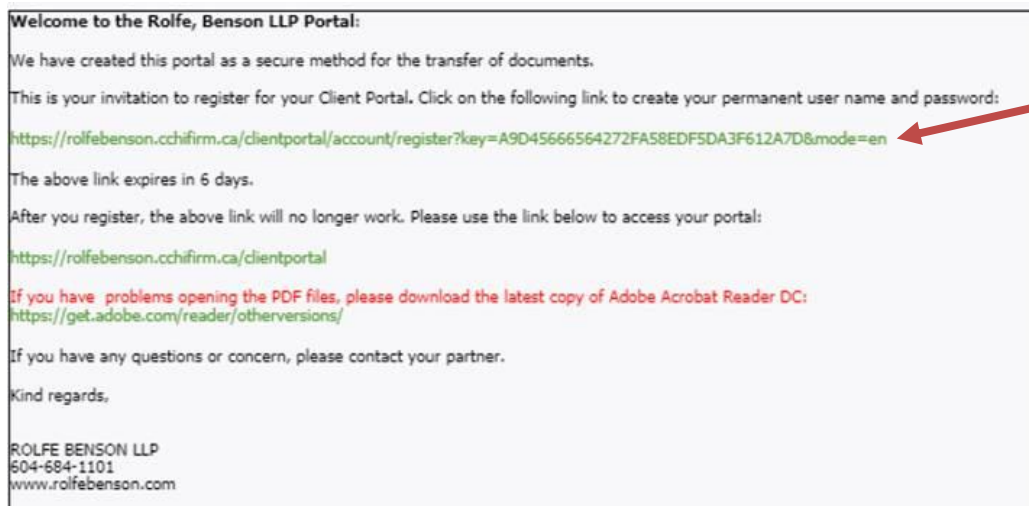


Rolfe Benson Client Portal Instructions

If you would like to be able to access the client portal to upload or receive digital copies of documents, please contact the administration group at admin@rolfebenson.com or the Partner in charge of your file.

Once you have been invited to the portal by RB, you will receive the following email.

Click on the link which requests you to create a user name and password and follow the instructions



Please bookmark the following page so you have quick access to the portal when you need to view or upload documents:

<https://rolfebenson.cchifirm.ca/clientportal/>

Once you have uploaded documents to the portal or if you receive documents from Rolfe Benson, you will receive the following email:

From Rolfe Benson Portal:

██████████ has made the files below available to you in the client portal. These can be retrieved from within iFirm, or clicking the link below.

For security purposes, if this information is unexpected, please access directly from the the portal rather than using the link.

Cover Letter ██████████.pdf
RBC-DS T3_NR4 Package-██████████.pdf
Statement Rental Income ██████████.pdf

Click [here](#) to view your portal.

You can then click on the '[here](#)' link and it will ask you to log in.