



PBGW ShareFile Client Portal Access Form

<https://PBGW.sharefile.com>

Owner/Officer

| | | | |
|---------------|--|------------|--|
| First Name: | | Last Name: | |
| Email: | | Phone: | |
| Company Name: | | | |

Employee Access

| | | | | |
|-----------------|--------|--|--|--|
| Employee Name: | | | | |
| * Password: | | | | |
| Folder: | Email: | | | |
| / (root folder) | | | | |
| ../Payroll | | | | |
| ../Tax Returns | | | | |
| | | | | |
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| | | | | |

* Passwords must be at least eight characters long, contain at least one upper case letter, one lower case letter, and one number.

For the folder rows, please mark; A = Access, user can upload/download files to the folder and subfolders. N = No Access allowed (Employee cannot see or access anything inside this folder.)

If you would like to add other folders names which do not appear, simply write the folder name in the blank lines provided in the matrix and then assign the employee rights.

To be signed by the owner/officer:

I, the undersigned, hereby authorize the above employees to access the PBGW portal with the rights indicated above. When an employee is no longer with the company, I will notify PBGW to remove that person from the portal. I will not hold PBGW liable for any damages as a result of using the portal.

Signature / Date _____

Printed Name _____

Please fax this form back to 215-997-7208 ATTN: Nate Davis

Privacy Notice: PBGW will not share your information with any third-parties unless directed, in writing, by the owner/officer of the company.