

Unit 208 8678 Greenall Ave Burnaby BC Canada V5J 3M6 t 604.267.1220 f 604.267.1225 info@kyipcpa.com www.kyipcpa.com

How to send e-Courier through link

In order to send and receive files securely, Kevin K. Yip, Inc. makes use of the e-Courier system. One of the ways which you can message us through e-Courier is through a link.

You can find links to e-Courier on both our website and in our email correspondence. The following instructions outline how to find, enter and send documents through these links.

Website Links

1. E-Courier links can be found on three areas on our website; the footer at the bottom of each page;



2. The contact line under each of our office personnel;





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3. And under our office information on the 'Contact' page.



4. Clicking on any of these links will bring you into a new tab with an email like page. From this point onwards, you can treat e-Courier as a regular email address.

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		powered by PCOUNTERCO Contact - Counter - 1.04.281.6321 186.510.4031 Counter - 1.04.281.6321 186.510.4031 Counter 2010 1999 Planese + 467 Planese - 2010

5. Just add your email address, description, message and any files you wish to attach and press 'Send e-Package'. Your message is now complete and we will be responding to you shortly.



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Email Correspondence Link

1. Aside from the website, if you have received any prior regular email communication from us, you can find a link in the signature and use it to send a message.

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Regards, Nancy Wong, CPB Kevin K. Yip, Inc. Chartered Professi #208 - 8678 Greent Burnaby BC Cana V5J 3M6 t: 604-267-1220 f: 604-267-1225 nluk@kvipcpa.com www.kyipcpa.com Click here to secu This messao, untains j you have receipt this n representation that this r	onal Accountant all Ave da rely send an encryp privileged and confidential nessage in error, please in nessage is virus-free and	t <mark>ted file or message</mark> information intended only imediately notify Kevin K - provides no warranty or lia	for the addressee(s). If y Yip, Inc. at <u>info@kyipcpa</u> bility for any loss that ma	u are not the intended a com. Views in this mess r arise from this messag	ddressee, you must not read, disse age are those of the individual senc e.	sminate, copy or ta der. Kevin K. Yip,	ake any ac	tion on it. If s no

2. Simply press the link on the bottom of the signature, and a new page will open up, addressed to Nancy Wong from our office. This is the same page as before on the website.



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3. As before, from this point onwards, you can treat e-Courier as a regular email address.

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