

## How to send e-Courier by Login

In the case we need to communicate further, you will need to learn how to receive documents we send to you through e-Courier. Fortunately, the more complex issues of creating a guest account will be done by us.

1. The first time you receive a e-Courier message from us, you will receive an email like this.

💌 Message List 😹 Delete		0 0
Subject: From: Tot: To: Priority: Options:	New secure e-Package Re: Sample Message "\"Kevin Yip\" <kiyipcpa@gmail.com> via p1.e-courier.ca" <notifications@e-courier.ca> Fri. November 23, 2018 7:57 pm "Test User" <testuser@kyipcga.com> Normal View Full Header   View Printable Version   Download this as a file   View Message details</testuser@kyipcga.com></notifications@e-courier.ca></kiyipcpa@gmail.com>	
"Kevin Yip" <kyipcpa@gmail.com &gt;, who may be reached at 604-970-3828, has free e-Courier guest account for you so that yo messages and large files with Kevin K. Yip, Inc. You have at least one e-Package waiting for yo pick it up before 2018-12-24 23:59 PST, or it w e-Courier is an easy to use and secure replacer no software installation required.</kyipcpa@gmail.com 	created a u may securely exchange sensitive  u. Please login to your account to vill be returned to the sender. ment for email and file sharing, with	
To login to your account and view your e-Packa https://e-courier.ca/bI?a1=Kkwu3&ep=%3062 (or cut and paste this link into your browser), then enter: 1) a password (or pass phrase) of your choosin 2) a hint to help you remember that password; 3) the first 10 digits of your Work phone numb	age simply click: 80388&uu=1 ig; : and er.	
All e-Package files and messages are secure an	nd encrypted.	
For more information click http://e-Courier.ca	or call toll-free +1.866.610.4631	
This notice was auto-generated by the e-Courie	er server.	
This communication is CONFIDENTIAL. If you a reply to the sender indicating that and delete to immediately. Thank you.	are not the intended recipient, please his email and any copies	
	Delete Move to: IN	& Prev   Delete & Next BOX   Move

 In order to view the message and files we sent you, simply click the link as directed in the email. You may have to check your junk mail to make sure that this message has not been accidently redirected. The instructions for how the open the package are clearly noted down in the email itself.



t 604.267.1220 f 604.267.1225 info@kyipcpa.com www.kyipcpa.com

3. Once you click the link, the below webpage will appear in a new tab. Continue by filling in the requested information. Once complete, read e-Courier's terms of service, check for agreement, then press login.

Encrypted File and Mes	ssage Delivery Service
"Kevin Yip" <kyipcpa@gmail.com> acccount for you, which if you need to them at 604-970-3828.</kyipcpa@gmail.com>	has created a free e-Courier guest , can be confirmed by contacting
Your login ID:	Not you?
TestUser@kyipcga.com	
Your password is case sensitive, must may contain: words, spaces, letters, no	be at least 8 characters long, and umbers and punctuation.
Your New Password!	
create a password here	
Your Password Again!	
repeat it here	
Your information is no more secure the is difficult for people to guess. For example: "dances with wolves"	an your password, so create one that (hint: my favorite movie)
"JoshuaGiraffe by Raffi"	(hint: FavoriteSong by Artist)
Forgetting your password can result in help you remember it.	lost data. Entering a hint here may
Your Password Hint!	
to help you remember it	
As a security cross check, please ente number, including the country code an matter.	er your complete international phone d/or area code. Punctuation does not
Your Work Phone Number!	

## **IMPORTANT REMINDER:**

In order to access e-Courier in the future, you will need to create a password. Please write down the password you create, since we will not have any records of it. Provide yourself with a hint, and enter your phone number.

This phone number is usually one you provided to us in an earlier correspondence. If we have never spoken with you regarding your phone number, we will send a regular email clarifying what number was placed as the security check. This security check number we use will usually be our office phone number of (604) 267-1220.



4. Once you press login, you will now be able to view the message.

LOGOUT	Last Login. never	new	inbox	contacts	track	menu
Details of e-Package pkg#06280388			K	EVIN I	K. YIP, fessional Ac	INC
Sample Message						
Reply Forward Dismiss Print						
From: kyipcpa@gmail.com "Kevin Yip"						
Sent: 2018-11-23 16:57 PST						
To: TestUser@kyipcga.com "Test User"					Com	oleted 🗸
Status: Available until 2018-12-24 23:59 PST						
Files: none						
Secure Message:						
Sample Message						
Kind regards,						
Kevin Yip, CPA, CGA, CFP						
Kevin K. Yip, Inc. Chartered Professional Accountant						
#208 - 8678 Greenall Ave						
V5J 3M6						
Tel: 604-267-1220						
Cel: 604-970-3828 Fax: 604-267-1225						
Skype: kyipcga						
Website: www.louincaa.com						



t 604.267.1220 f 604.267.1225 info@kyipcpa.com www.kyipcpa.com

5. In the future, you will be able to login to e-Courier directly from their website. Like any email account, you can login with the password and email you have set.





6. Once logged in, select new, and create an email. E-Package recipients will be to your right. Any attachments will work the same way as a regular email.

	TestUser@kyipcga.com (Guest) LOGOUT		Last Login: 2018-11-23 17:06	<u>n</u> ew inbox	contacts trac	k <u>m</u> enu	•
			Click	on a row of the table b	elow to view tha	t e-Packag	je.
	inbox: Available e-Package	es sent to you	To vie	w your older e-Packag	ges (if any), user	the 'track'	menu item above.
	Smart Search	D matching	1 of 1 rows		Click on a row to view	that e Dackao	-
	~ Sent From	То	Description	pkg#	Expiry Sta	atus File	5
	🗸 11-23 16:57 kyipcpa@gmail.com	-me	Sample Message	06280388	2018-12-24 Com	pleted 0 of	0
	.i			(To see all your e-P:	ackages use the trai	ck menu iter	n)
er.ca: new	× +						
er.ca: new 3 🔒 https:	x + ://e-courier.ca/bDP/a1=Kkowu3mw0ba&op=2 TestUseg@ytpiga.com(0dest)	Last Login: 2018-11-23 17:06	new Linbox Contacts Track men				
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## **IMPORTANT REMINDER:**

Note that all e-Courier correspondence will result in a link being sent to your regular email account, so you won't have to check e-Courier regularly for our messages.