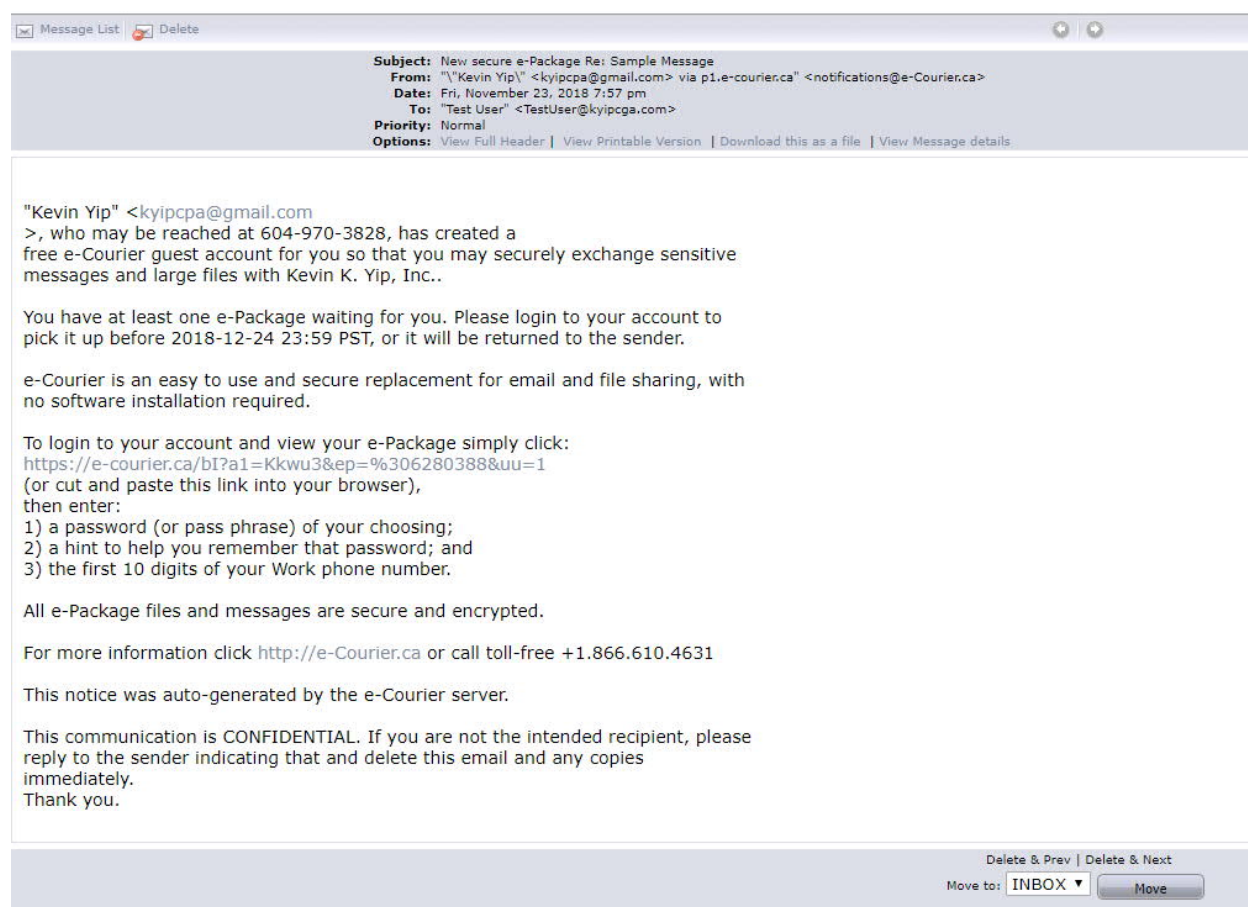


How to send e-Courier by Login

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.



2. 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 accidentally redirected. The instructions for how to open the package are clearly noted down in the email itself.

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.

KEVIN K. YIP, INC.
Chartered Professional Accountant

Encrypted File and Message Delivery Service

"Kevin Yip" <kyipcpa@gmail.com> has created a free e-Courier guest account for you, which if you need to, can be confirmed by contacting them at 604-970-3828.

Your login ID: [Not you?](#)

Your password is case sensitive, must be at least 8 characters long, and may contain: words, spaces, letters, numbers and punctuation.

[Your New Password!](#)

[Your Password Again!](#)

Your information is no more secure than your password, so create one that is difficult for people to guess.

For example:
"dances with wolves" (hint: my favorite movie)
"JoshuaGiraffe by Raffi" (hint: FavoriteSong by Artist)


Forgetting your password can result in lost data. Entering a hint here may help you remember it.

[Your Password Hint!](#)

As a security cross check, please enter your complete international phone number, including the country code and/or area code. Punctuation does not matter.

[Your Work Phone Number!](#)

☐ I agree to the e-Courier [terms of service](#).



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.

TestUser@kyipcpa.com (Guest)
[LOGOUT](#)

Last Login: never

[new](#) [inbox](#) [contacts](#) [track](#) [menu](#)

Details of e-Package pkg#06280388

 **KEVIN K. YIP, INC.**
Chartered Professional Accountant

Sample Message

[Reply](#) [Forward](#) [Dismiss](#) [Print](#)

From: kyipcpa@gmail.com "Kevin Yip"

Sent: **2018-11-23 16:57 PST**

To: TestUser@kyipcpa.com "Test User"

Completed ✓

Status: **Available until 2018-12-24 23:59 PST**

Files: **none**

Secure Message:

Sample Message

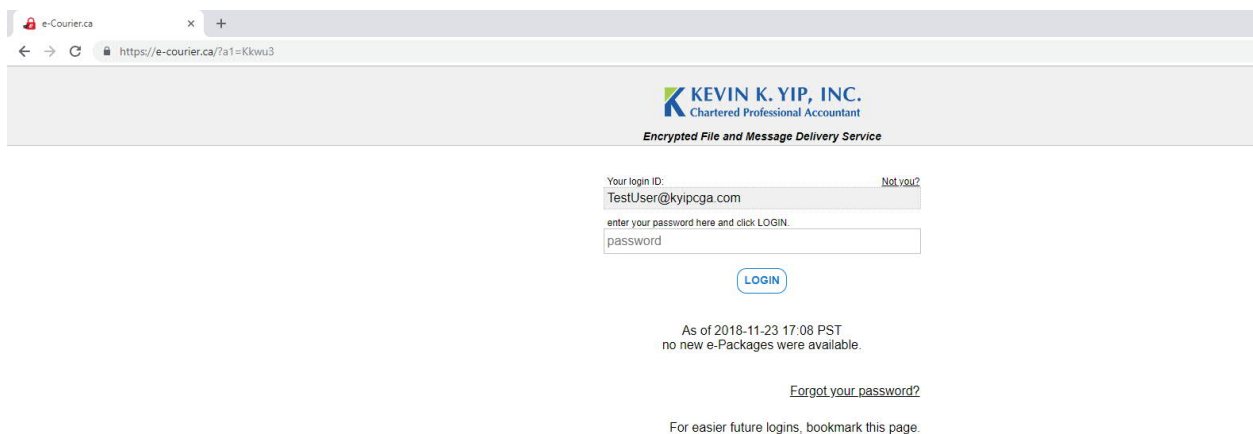
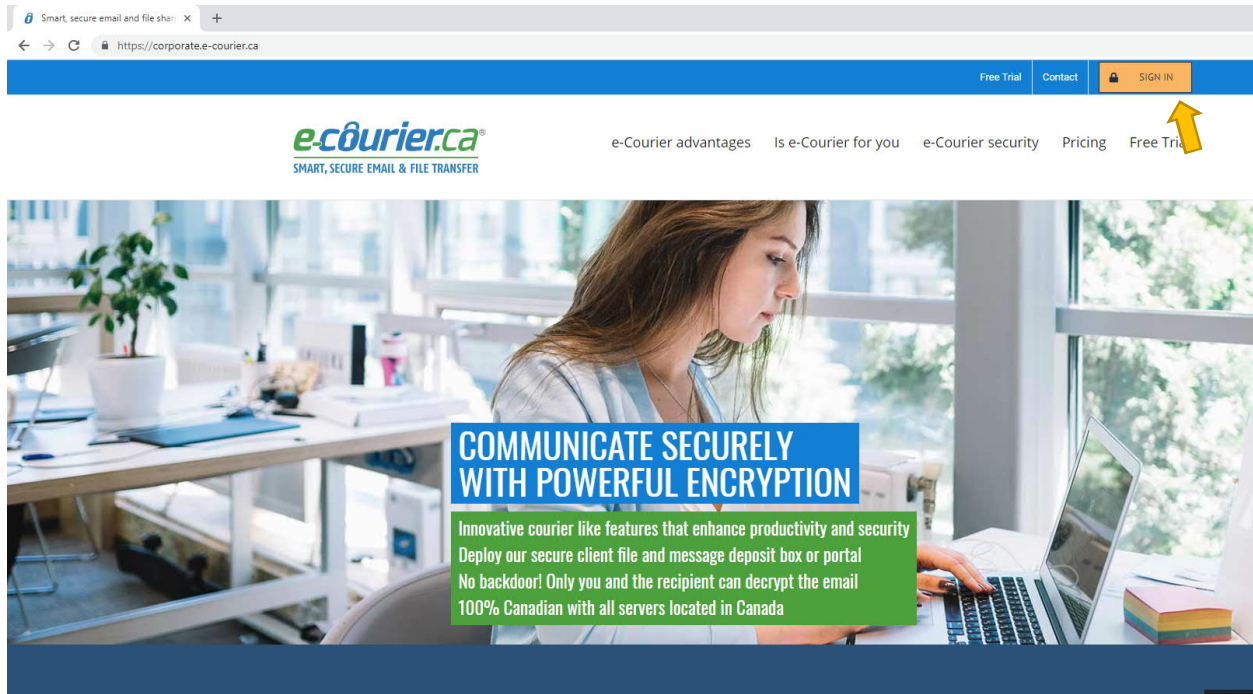
Kind regards,

Kevin Yip, CPA, CGA, CFP

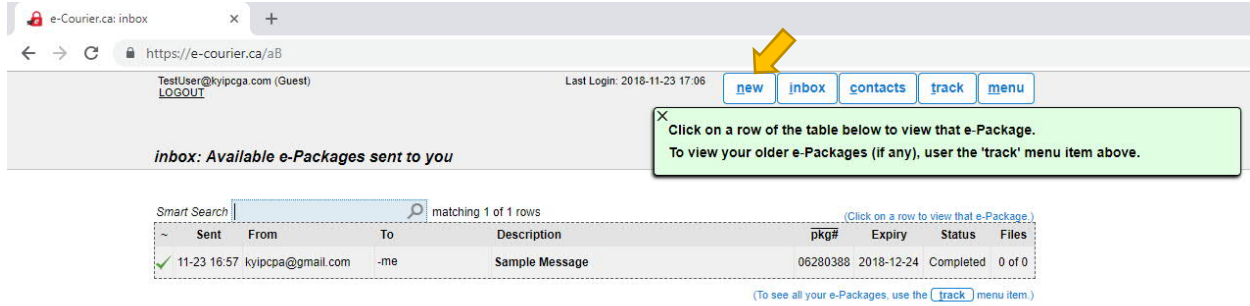
Kevin K. Yip, Inc.
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#208 - 8678 Greenall Ave
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Cel: 604-970-3828
Fax: 604-267-1225
Skype: kyipcpa
Email: kyip@shaw.ca
Website: www.kyipcpa.com

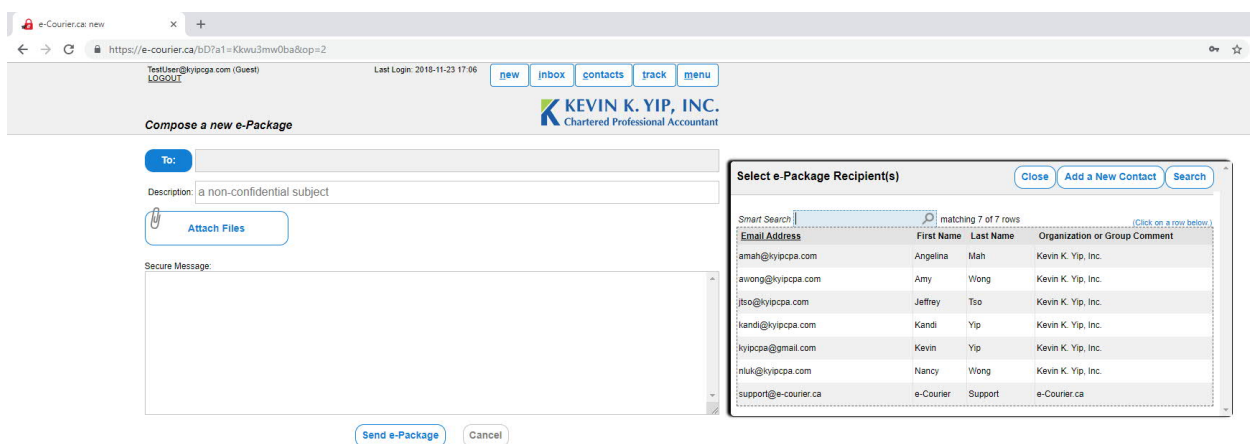
5. In the future, you will be able to login to e-Courier directly from their website. Like any email account, you can login with the password and email you have set.



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.



The screenshot shows the e-Courier.ca inbox interface. At the top, there's a navigation bar with buttons: [new](#), [inbox](#), [contacts](#), [track](#), and [menu](#). A yellow arrow points to the [new](#) button. Below the navigation bar, there's a message: "inbox: Available e-Packages sent to you". A table lists e-Packages with columns: Sent, From, To, Description, pkg#, Expiry, Status, and Files. The first row shows a message sent at 11-23 16:57 to kyipcpa@gmail.com with the description "Sample Message". A green box with a close button (X) contains the text: "Click on a row of the table below to view that e-Package. To view your older e-Packages (if any), use the 'track' menu item above." Below the table, a note says: "(To see all your e-Packages, use the [track](#) menu item.)".



The screenshot shows the "Compose a new e-Package" interface. It includes fields for "To:", "Description:" (with the text "a non-confidential subject"), and "Secure Message:". There's an "Attach Files" button. At the bottom, there are "Send e-Package" and "Cancel" buttons. A pop-up window titled "Select e-Package Recipient(s)" is open on the right. It has a "Close" button, an "Add a New Contact" button, and a "Search" button. The pop-up contains a table with columns: Email Address, First Name, Last Name, and Organization or Group Comment. The table lists several contacts, including Angela Mah, Amy Wong, Jeffrey Tso, Kandi Yip, Kevin Yip, and Nancy Wong, all associated with Kevin K. Yip, Inc. or e-Courier.ca.

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.