

Hickey Smith LLP Client Portal Terms of Use

Welcome to the Hickey Smith Client Portal (“Client Portal”). The Client Portal was designed to facilitate easy and secure electronic transfer of documents and information between the Hickey Smith LLP (collectively, “Hickey Smith” or “Firm”) and its clients. The Client Portal is exclusively provided to the Firm’s clients and intended for their sole use under the following terms and conditions.

1. OWNERSHIP OF PORTAL; AGREEMENT TO TERMS OF USE

This Portal is the property of Hickey Smith. By using the Client Portal, you agree to these terms of use, if you do not agree, please do not use the Client portal. Hickey Smith reserves the right, at its sole discretion, to change, modify, add or remove portions of these Terms of Use, at any time. Your continued use of the Client Portal following the posting of changes will mean that you accept and agree to the changes.

2. SERVICE AVAILABILITY

The Firm will use reasonable efforts to make the Client Portal available 24 hours a day.

3. SECURITY

The Firm utilizes a combination of industry-standard security technologies, procedures, and organizational measures to help protect your information from unauthorized access, use or disclosure. However, internet transmissions are never completely private or secure. As such, you should understand that information that you send to the Client Portal might be read or intercepted by others, even if there is a special notice that a particular transmission is encrypted.

4. PRIVACY

The Hickey Smith Client Portal Privacy Policy applies to the use of the Client Portal, and its terms are made a part of these Terms of Use by this reference.

5. LOGON ACCOUNTS AND THEIR SECURITY

The Firm will set up individual logon accounts for you and your colleagues who need access to the Client Portal. Each account will have access only to the matters requested by you. You are solely responsible for authorizing, monitoring, controlling access to and maintaining the confidentiality of your username, password, and PIN.

6. TERMINATION OF LOGON ACCOUNT

You agree to notify the Firm attorney responsible for your matter(s) via e-mail when an individual logon account is to be terminated. The Firm will make every effort to confirm and terminate access as soon as possible.

7. LINKS TO THIRD PARTY SITES

The Client Portal may contain links to other websites (“Linked Sites”). The Linked Sites are not under the control of the Firm and the Firm is not responsible for the contents of any Linked Site.

8. NO UNLAWFUL OR PROHIBITED USE

You may not use the Client Portal website in any manner which could damage, disable, overburden, or impair the Client portal or interfere with any other party's use and enjoyment of the Client Portal.

9. TRADEMARKS

The trademarks, logos, and service marks (collectively the "Trademarks") displayed on the Client Portal are registered and common law trademarks of the Firm. Nothing contained on the Client Portal should be construed as granting, by implication, or otherwise, any license or right to use any of the Trademarks.

10. SOFTWARE

The software that is made available for your use through the Client Portal (the "Software") is the copyrighted work of the Firm and/or its suppliers. Copying or reproduction of the software to any other server or location for further reproduction or redistribution is not permitted.

11. IRS CIRCULAR 230 DISCLOSURE

As required by IRS rules, the Firm informs you that any tax advice contained in communications (including any attachments) exchanged using the Client Portal is not intended or written to be used, and cannot be used, for the purpose of avoiding tax-related penalties or promoting, marketing or recommending to another party any tax related matters addressed in the communication.