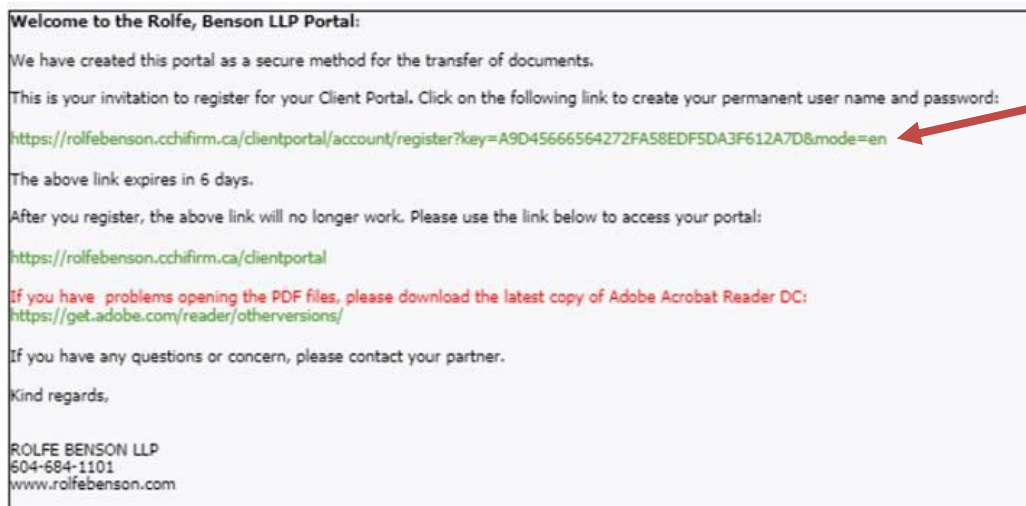


## **Rolfe Benson Client Portal Instructions**

**If you would like to be able to access the client portal to upload or receive digital copies of documents, please contact the administration group at [admin@rolfebenson.com](mailto:admin@rolfebenson.com) or the Partner in charge of your file.**

Once you have been invited to the portal by RB, you will receive the following email.

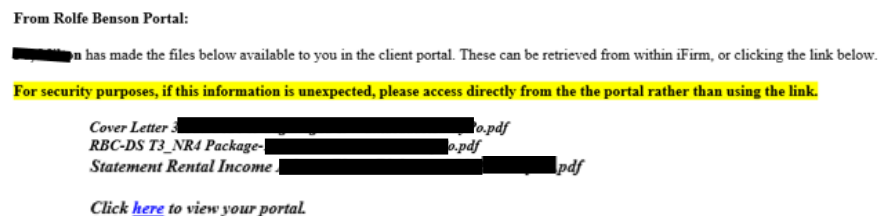
Click on the link which requests you to create a user name and password and follow the instructions



Please bookmark the following page so you have quick access to the portal when you need to view or upload documents:

<https://rolfebenson.cchifirm.ca/clientportal/>

Once you have uploaded documents to the portal or if you receive documents from Rolfe Benson, you will receive the following email:



You can then click on the '[here](#)' link and it will ask you to log in.