

The Client Document Vault

The Client Document Vault is a paperless storage solution available to our clients at **no cost**. Quickly and easily save your important documents on a secure server, then access anytime you need them via an internet connection.

- ❖ Back up important files that might be lost or harmed on a shared PC
- ❖ Scan and upload paper documents to increase efficiency and save space
- ❖ Have access to critical information [such as a copy of your passport] via an internet connection in case of an emergency
- ❖ Easily share documents [tax returns, wills, trusts] electronically with your advisor to assist in financial planning.



How to get started:

1. Contact us to enroll, then watch your email inbox for your login credentials.
2. Gather the items in your Emergency Checklist [enclosed].
3. Complete your Emergency Information Questionnaire [enclosed].
4. Scan your EIQ and other documents. [Contact us if you do not have a scanner.]
5. Go to www.hathawayfinancialgroup.com/client-access.php
6. Sign In and save information to your vault!