

Diehl Banwart Bolton

Certified Public Accountants P.A.

Established 1949

November 7th, 2023

Subj: **NetClient/Employee Self Service Portal Login Changes Coming November 17th**

To All Diehl, Banwart, Bolton NetClient & Employee Self Service Users,

We're reaching out to share details about upcoming changes to your NetClient and Employee Self Service portal. Our firm partners with Thomson Reuters to provide the platform for these portals. To improve your portal sign-in experience and security, Thomson Reuters' is updating the portal login process on November 17th. The new sign-in page will look different but will function the same way.

Thomson Reuters created a video about the new login experience. To view this video use the QR code below from your mobile device or click on this weblink: [Migrating Your NetClient Account](#)



Before the 17th, please make sure your current portal login ID and password are correct. If you've saved these details to your browser, please write them down and/or save them somewhere handy. If you've forgotten your login ID, please reply to this e-mail.

Here's what you need to know the first time you login on or after November 17th:

- You will need to create a new username and password. To do this, you'll need your current portal login ID and password.
- You will need to enable two-factor authentication. There are several options available to verify your identity when you log in. We recommend using the Auth0 Guardian mobile app, which is free on the Apple App Store for iOS and Google Play Store for Android.

You can learn more about two-factor authentication from these Thomson Reuters' articles:

- [Two-factor authentication for a Thomson Reuters Account](#),
- [Set up two-factor authentication for your Thomson Reuters Account](#)

For your convenience, a copy of this letter and links to the video and articles listed above are also available on our website: www.cpadbb.com

Please remember, this change will occur on November 17, 2023. In the meantime, feel free to reach out to me with any questions. My email address is mmullins@cpadbb.com.

Sincerely,

Monica Mullins

Monica Mullins

Accountant

Diehl, Banwart, Bolton, CPAs PA

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