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March 13, 2020

To our clients and friends,

As a valued client of Mattina, Kent & Gibbons, PC, we want to let you know about actions we are taking in response to concerns about COVID-19 (novel coronavirus). The health and safety of our clients, employees, families and vendors remains a top priority, and we are committed to serving your tax and accounting needs no matter how the situation evolves.

We want you to be aware that our offices are open and that we have taken precautionary measures for the health and safety of our clients and staff. This includes additional cleaning and disinfecting protocols, making hand sanitizer readily available, and ensuring colleagues are following best practices as outlined by the Center for Disease Control (CDC).

We also wanted to make you aware of alternative measures we have available if you prefer not to have face to face meeting. To provide us with documents, you can send items through our client portal available on our website. We are also available to provide your completed tax return via portal as well.

**Q: How do I get setup on the Client Portal?**

A: Just email our office manager, Kathy Groves, at [kgroves@mkgpc.com](mailto:kgroves@mkgpc.com) or contact her at (248) 601-9500 to notify us and we will set you up with a Portal account. You will receive an email with a link to the portal, user name information, and a temporary password.

**Q: How do I get to the Client Portal?**

A: You can log into the portal directly from our website, [www.mkgpc.com](http://www.mkgpc.com)

B: Or you can login here, <https://www.clientaccess.com/#/login>

Please be assured that we have developed contingency plans designed to ensure uninterrupted Firm operations. As part of our preparedness, we are actively monitoring the local and global health situation and will implement additional measures if needed to support our customers, colleagues and communities.

While we are focused on the health and safety of our clients, staff and vendors during this uncertain time, you can rest assured knowing that we are fully committed to delivering the outstanding services you've come to expect from MKG, PC.

*Mattina, Kent & Gibbons, P.C.*

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