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TO: LEIVACPA CLIENT

FROM: Rolando E. Leiva, C.P.A.

REF: HOW TO CHANGE YOUR LOGIN PASSWORD TO WEB LOGIN

To change your Password to one only you know:

At the Home Page, under the LeivaCPA green logo, click where it says 'Welcome Back your name'

Now fill in your PASSWORD in the 3rd field and fill in again to Confirm in the 4th field.

Please also fill in any missing or wrong information in the 'Ship To' area.

Now page down to bottom and click SAVE at bottom right.

That is it!

Please write down and remember your personal password.
Remember that your login id is your FIRSTLAST name in uppercase without a space.

Enjoy the conveniences of using our Web Site.

Let us know if there is anything we can add or change to improve this service.

ROLANDO E. LEIVA, C.P.A., P.A.

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