



Please fill in the following information and return the form to our office. The form can be mailed back, faxed to (630) 388-7406 or emailed to Breea Burtch at bburtch@dhjj.com

Client or Company Name

Authorized by (required):

Signature (required):

Company Name (if applicable):

Title (if applicable):

Portal Admin (required)

The Portal Admin is the person who will be the primary user of your portal. This user will have all rights within the portal and have the administrative ability to create and manage other Portal Users if that is necessary.

First Name

Last Name

Email Address

Portal Users (optional)

DHJJ can create any additional users you might need during the initial setup process. Keep in mind that anyone who has access to your portal will be able to see any of the files that exist there.

First Name

Last Name

Email Address

First Name

Last Name

Email Address
