

Li Hua CGA implements Canada's encrypted file and message delivery service [e-Courier.ca](http://e-Courier.ca) to securely exchange sensitive files and information with our clients. e-Courier is also a partner with CGA Alberta. If you are a client with Li Hua CGA and in need of sending or receiving private and confidential files such as financial statements or tax forms, please contact us to set up a free e-Courier guest account to ensure your privacy and information security. This Guide lists some basic features and operations of e-Courier and helps you use this service easily.

## New User Login

When you use our e-Courier service for the first time, you will receive an email from Li Hua CGA Client Services ([client-services@lihuacga.com](mailto:client-services@lihuacga.com)). Click on the link in the email to bring you to the Li Hua CGA e-Courier's initial sign-up page.

From: Li Hua CGA Client Services ([client-services@lihuacga.com](mailto:client-services@lihuacga.com))

Sent: February-04-13 4:41:57 PM

To: [REDACTED]

"Li Hua CGA Client Services" <[client-services@lihuacga.com](mailto:client-services@lihuacga.com)>, who may be reached at 4032657818, has created a free e-Courier guest account for you so that you may securely exchange sensitive messages and large files with Li Hua CGA.

You have at least one e-Package waiting for you. Please activate your account and pick it up before 2013/02/12 00:59 MST, or it will be returned to the sender.

e-Courier is an easy to use and secure replacement for email and file sharing, with no software installation required.

To activate your account simply click:

<https://e-courier.ca?a1=Ui-u3>

(or cut and paste this link into your browser),

then enter:

- 1) a password (or pass phrase) of your choosing;
- 2) a hint to help you remember that password; and
- 3) the first 10 digits of your Work phone number.

All e-Package files and messages are secure and encrypted, courtesy of e-Courier and Li Hua CGA.

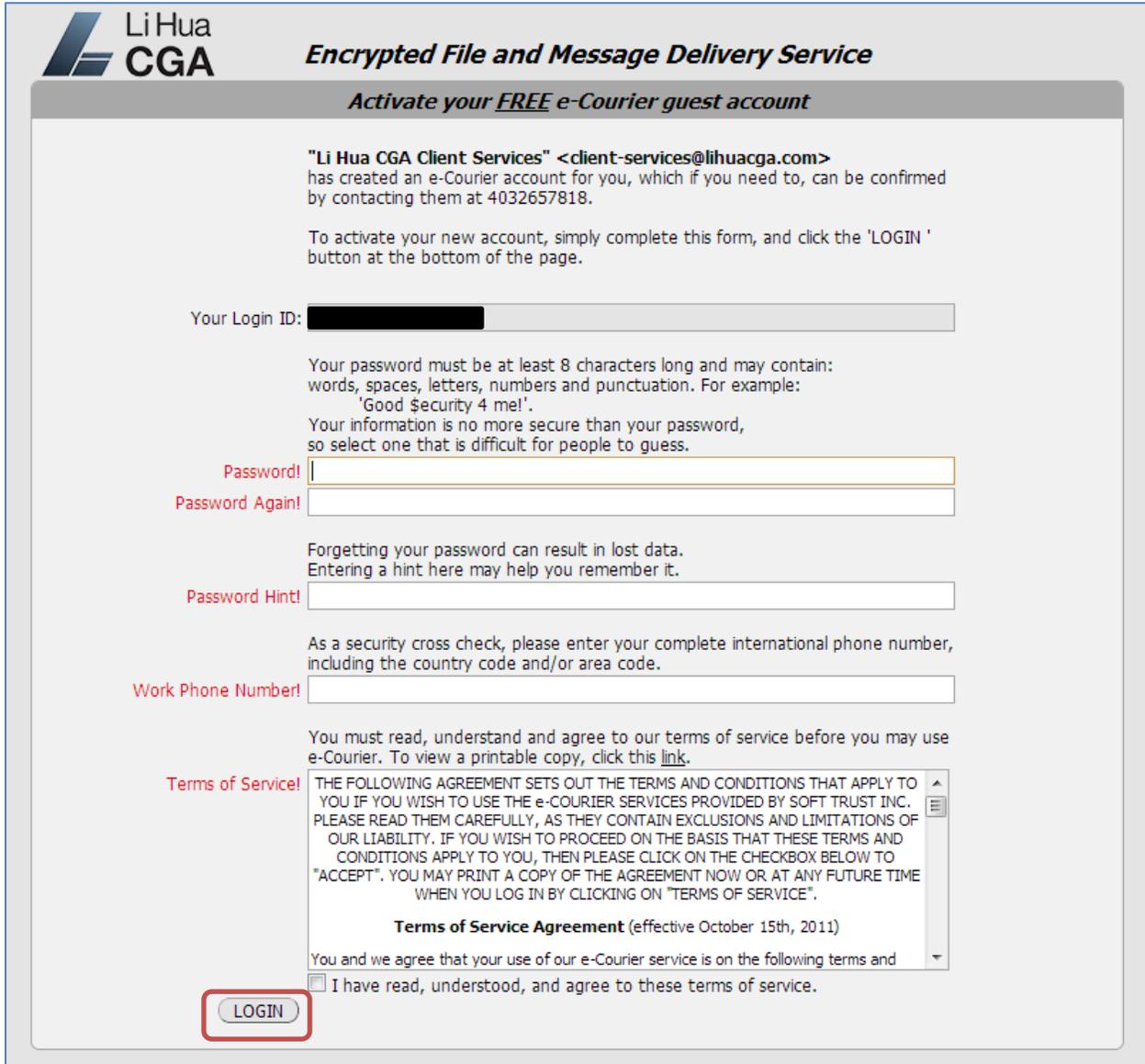
For more information click <http://e-Courier.ca> or call toll-free +1.866.610.4631

This notice was auto-generated by the e-Courier server.

This communication is CONFIDENTIAL. If you are not the intended recipient, please reply to the sender indicating that and delete this email and any copies immediately.

Thank you.

For the first time only, you need to create a *password* for using e-Courier (at least 8 characters), a *password hint* for recovery purpose, plus enter the 10-digit *phone number* (e.g. 4035555555) you left with our company. Read and agree with e-Courier's terms of service before click the *login* button.



**Li Hua CGA** **Encrypted File and Message Delivery Service**  
**Activate your FREE e-Courier guest account**

**"Li Hua CGA Client Services" <client-services@lihuacga.com>**  
has created an e-Courier account for you, which if you need to, can be confirmed by contacting them at 4032657818.

To activate your new account, simply complete this form, and click the 'LOGIN' button at the bottom of the page.

Your Login ID:

Your password must be at least 8 characters long and may contain: words, spaces, letters, numbers and punctuation. For example: 'Good \$ecurity 4 me!'.  
Your information is no more secure than your password, so select one that is difficult for people to guess.

Password!

Password Again!

Forgetting your password can result in lost data. Entering a hint here may help you remember it.

Password Hint!

As a security cross check, please enter your complete international phone number, including the country code and/or area code.

Work Phone Number!

Terms of Service! THE FOLLOWING AGREEMENT SETS OUT THE TERMS AND CONDITIONS THAT APPLY TO YOU IF YOU WISH TO USE THE e-COURIER SERVICES PROVIDED BY SOFT TRUST INC. PLEASE READ THEM CAREFULLY, AS THEY CONTAIN EXCLUSIONS AND LIMITATIONS OF OUR LIABILITY. IF YOU WISH TO PROCEED ON THE BASIS THAT THESE TERMS AND CONDITIONS APPLY TO YOU, THEN PLEASE CLICK ON THE CHECKBOX BELOW TO "ACCEPT". YOU MAY PRINT A COPY OF THE AGREEMENT NOW OR AT ANY FUTURE TIME WHEN YOU LOG IN BY CLICKING ON "TERMS OF SERVICE".

**Terms of Service Agreement** (effective October 15th, 2011)

You and we agree that your use of our e-Courier service is on the following terms and

I have read, understood, and agree to these terms of service.

**LOGIN**

After successful login, you will be brought to e-Courier's inbox.

## Receiving Files

If we have sent you a new file, you will receive an email notification in the mailbox you provided. The email will be from Li Hua CGA Client Services (client-services@lihuacga.com). Click on the link in the email to log on to e-Courier.

Please note, for your privacy, please pick up and download the files within the time limited. The “e-Package” will expire after certain time specified in the email and will be deleted from e-Courier system permanently. e-Courier will send you a notification 24 hours prior to the expiration.

From: **Li Hua CGA Client Services** (client-services@lihuacga.com)  
 Sent: February-05-13 12:16:50 PM  
 To: [REDACTED]

Re: Financial Statement rev.2

Secure e-Package (pkg#05342623) was sent on 2013/02/05 with 1 file attachment.

To view it now and download this attachment, click:  
<https://e-courier.ca/bI?a1=Ui-u3&p=5342623>  
 (or cut and paste this link into your browser).

Note that if there are any files in the e-Package which you want to keep, you must save a local copy of them before the e-Package expires and all files are automatically e-Shredded.

Please pickup **before 2013/02/13 00:59 MST**, or it will be returned to the sender.

All e-Package files and messages are secure and encrypted, courtesy of e-Courier and YHN.

For more information click <http://e-Courier.ca> or call toll-free +1.866.610.4631

This notice was auto-generated by the e-Courier server.

This communication is CONFIDENTIAL. If you are not the intended recipient, please reply to the sender indicating that and delete this email and any copies immediately.  
 Thank you.

After logging in, you will be brought to the inbox. Move your mouse to the row containing the file, and a single click will display the message and attachments to download.

new inbox contacts track profile subscribe help logout Last Login: 2013/02/04 17:17 MST

**inbox:**  
**Available e-Packages sent to you**

Smart Search:  (matching 1 of 1 rows) (Click on a row to view that e-Package.)

Sent	From	Description	pkg#	Status	Expiry	Files
02/04 16:41	client-services@lihuac...	<b>Financial Statement</b>	05342386	Unopened	2013/02/12	0/1

powered by **ecourier.ca** UNAUTHORIZED USE PROHIBITED  
 Copyright 2005-2012 Soft Trust Inc. All rights reserved.  
[Terms of Service](#) [Server Release s47.0](#) [Privacy Policy](#)



Returning clients will be brought to the login page directly after clicking on the file link in the email notification. After logging in, the “e-Package Details” page will show. A single click on the file name will download the file to your computer. If there are multiple files, you may click on *Download All* to zip them up and download as a single .zip file.

**e-Package Details** **e-courier.ca**

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**Financial Statement**

From: "Li Hua CGA Client Services" <client-services@lihuacga.com> Sent 2013/02/04 16:41 MST  
To: [REDACTED] Opened(0 of 1)  
Status: **1 file available for download until 2013/02/12 00:59 MST** pkg#05342386

[Download All](#) [Reply](#) [Forward](#) [Dismiss](#) [Print](#)

**File 1: Financial Statement 2012.docx** 12,818 bytes; fingerprint=0EEF95E8  
*(You can download files one at a time by clicking on their filenames, but remember to save them.)*

Secure Message: Use Li Hua CGA's e-Courier service to download your confidential file securely.

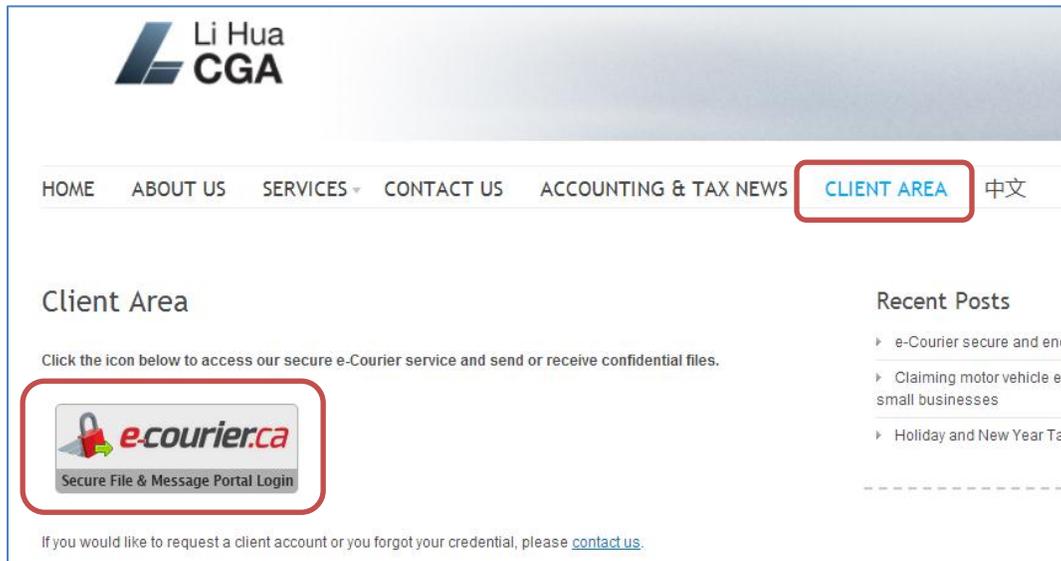
This email communication is intended ONLY for the use of the person or entity named above and may contain information that is confidential or legally privileged. If you are not the intended recipient named above or a person responsible for delivering messages or communications to the intended recipient, YOU ARE HEREBY NOTIFIED that any use, distribution, or copying of this communication or any of the information contained in it is strictly prohibited. If you have received this communication in error, please notify us immediately by telephone and then destroy or delete this communication.

e-Package [REDACTED] (recipient) transactions:  
Log: 2013/02/04 16:41 MST Available until 2013/02/12 00:59 MST  
2013/02/04 17:25 MST Opened  
2013/02/05 09:18 MST Opened  
2013/02/05 09:26 MST Opened  
2013/02/05 09:26 MST Opened

If you have related information or files, you can hit *Reply* button to reply an “e-Package” to us. If you need to reply or draft a new “e-Package”, please refer to the “Sending Files” section below.

## Returning Client Login

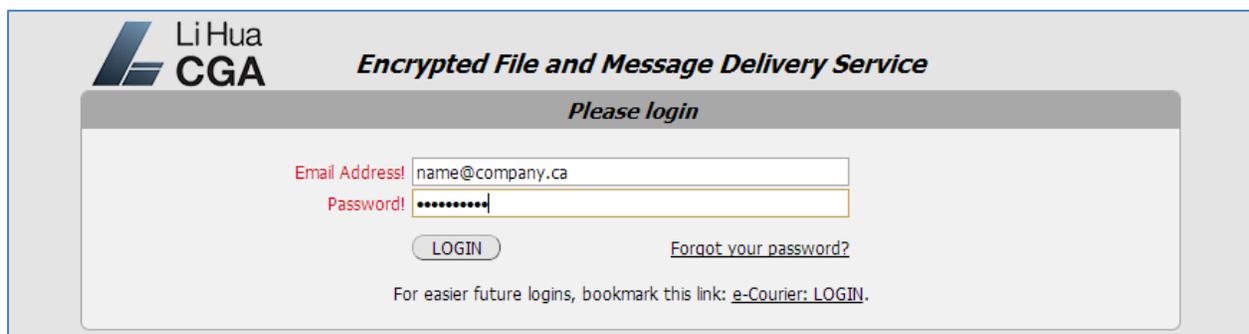
Open your Internet browser, and enter [www.lihuacga.com](http://www.lihuacga.com) in the address bar. After the webpage loads, click on *Client Area* and then click on the e-Courier login icon.



Enter the email address you used when you sign up and *continue*.

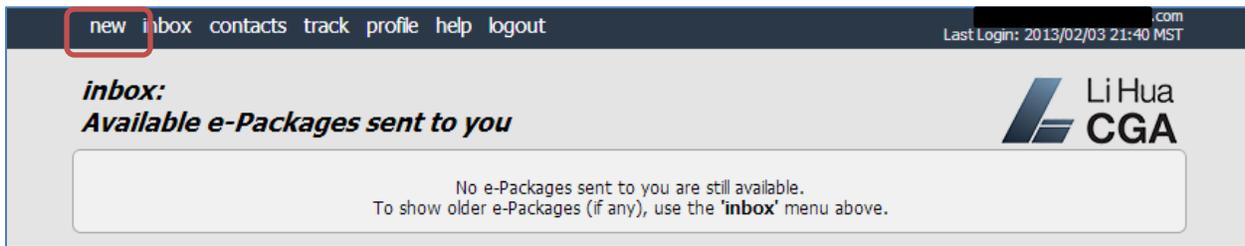


Enter your password and *continue*.



## Sending Files

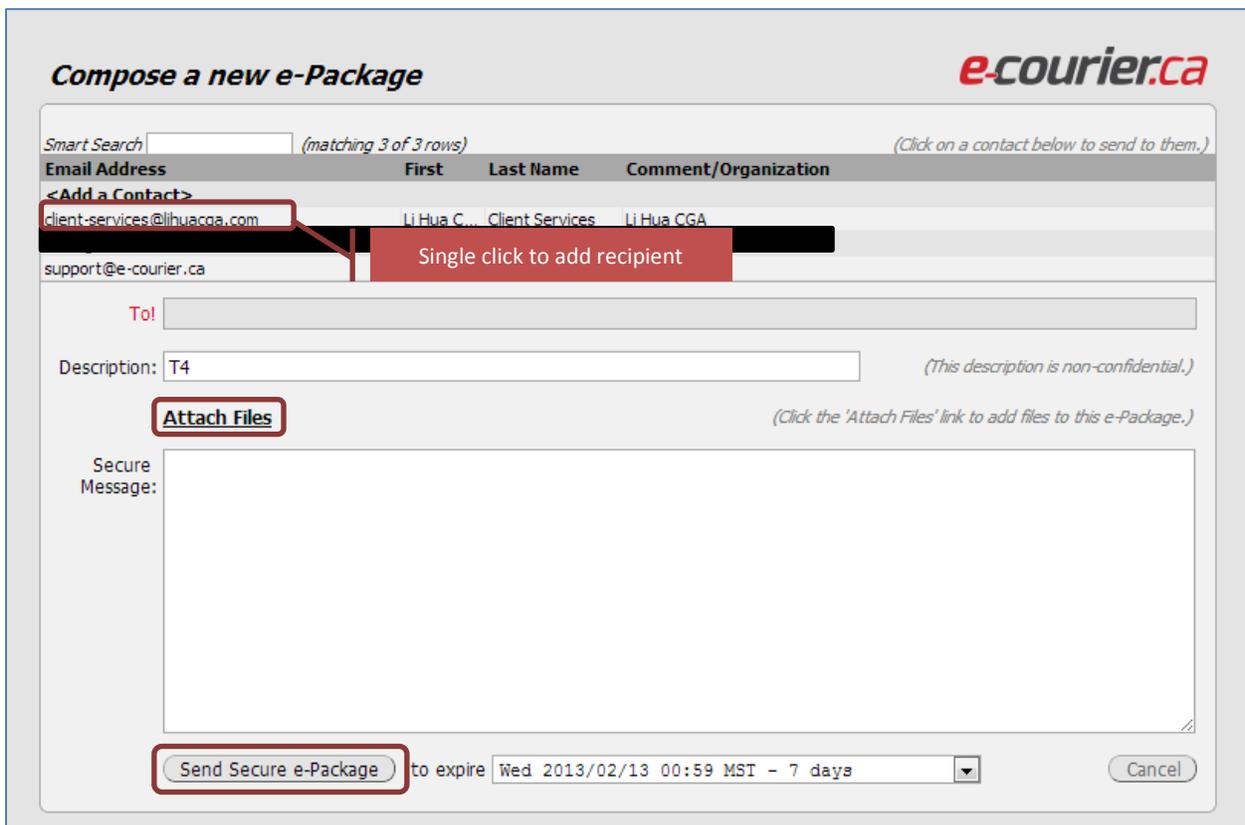
Click on *new* after logging in, if applicable.



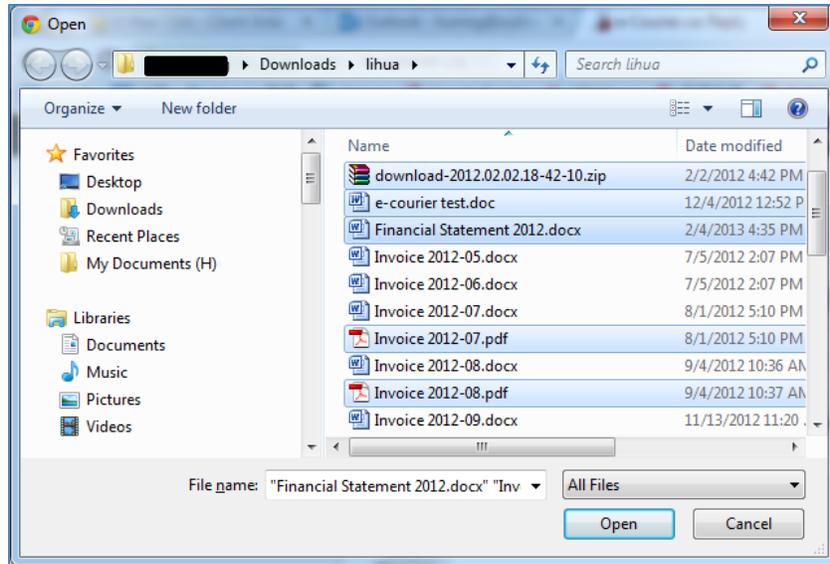
Click on [client-services@lihuacga.com](mailto:client-services@lihuacga.com) row to add us to the recipient (To). If you are replying to our message, the system will have automatically put us to the recipient for you already.

(Note: Do not add a new contact. You only have the permission to send “e-Package” to [client-services@lihuacga.com](mailto:client-services@lihuacga.com) and e-Courier technical support.)

Enter a short description, and attach your files.



Click on *Attach Files* to upload files and send to us. If your operating system supports, you can upload multiple files in one shot. For example, in Windows 7, you may hold Ctrl key on your keyboard and select each file you wish to upload, and then click *Open*. You may transfer attachments up to 2GB; therefore you do not need to worry about the file size.



After above steps, click on *Send Secure e-Package* at the bottom of the page to send your files.

## Notes

- Click *help* on the menu at the top of the page will open another window with useful instructions.
- Do not add a new contact. You only have the permission to send “e-Package” to [client-services@lihuacga.com](mailto:client-services@lihuacga.com) and e-Courier technical support.
- You may click on *logout* on the menu to log out the e-Courier system immediately. If you do not perform any action on e-Courier for 15 minutes, the system will log you out automatically. You will need to log in again to continue.
- You may upload up to 2GB of huge attachments in any file format.
- You can use the *track* feature on the menu to check the status of your “e-Package”.
- For any question regarding e-Courier, including creating a new client account to send us confidential files, please send your inquiry to [info@lihuacga.com](mailto:info@lihuacga.com) or call 403-265-7818.