

August 6, 2003

TO: LeivaCPA Web Site Customer

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

REF: Web Navigation Hints

1. To view/access your .pdf products, click on the 'blue code link' left of document description, then click on blue link 'download pdf'
 - 1a. If your computer says it does not have the program to read a pdf file, please go to www.Adobe.com and download a free version of their Adobe Reader software. The link to get the free download is at the left side of their web site under the Gift box, is says GET ADOBE READER in yellow background, red text.
2. Do not exit a page or area by clicking the top right X; Rather click the Back button on your Browser.
3. To set up our Web Site as your default home page in your Browser if you are using Explorer, go to Tools, Internet Options, General Tab, and change your Home Page address to www.LeivaCPA.com finish by clicking Apply and Ok at bottom.
4. Don't forget to let us know if you want to receive your monthly financial statements and consulting memo via our Web Site instead of regular mail.
5. When filling out an input form at our Web Site use the TAB key and not the Enter to move around fields.
6. You may change the text font in the web site by adjusting your browser. To do this go to VIEW/TEXT SIZE/LARGER
7. In order to not have to bring the site down while we continue to create custom client folders, you may see from time to time a category in your list that is not yours while we are inputting it; Please note this is only temporary and the category would be empty of financial information. We strive to keep your records confidential.

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