

# myBBDPass (Private Account Safe & Secure)

Business By Design offers all important tax documents and corporation records available to you at any time, 24/7. The system is called **myBBDPass**

## HOW DO I ACCESS myBBDPass ACCOUNT?

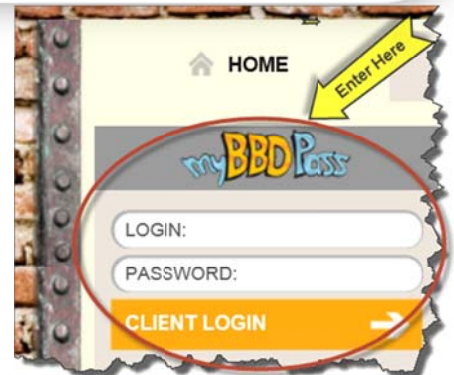
- **SMARTPHONE/TABLET APP.**

- ⇒ You can access your portal directly from your smartphone or Tablet.
- ⇒ Download the app "**Net Client CS**" for your Apple or Android device
- ⇒ Once downloaded, you can access your account through the login as seen here.
- ⇒ Enter your Username and Password when prompted.



- **INTERNET ACCESS**

- ⇒ You can access your account by going to our website: [biz-by-design.com](http://biz-by-design.com)
- ⇒ At our home page, on the left hand side, look for the BBD Online Login as seen here.
- ⇒ Enter your Username and Password when prompted.



## WHAT IS MY USERNAME & PASSWORD FOR myBBDPass ACCOUNT?

- **DEFAULT LOGIN FOR SETUP**

- ⇒ Our standard naming convention is as follows:  
*Username: Your first and last name (no space)*  
*Password: First 4 letters of last name and the last 4 numbers of your SS# (no spaces)*
- ⇒ We encourage you to change or maintain your own password once logged in.

- **FORGOT YOUR LOGIN INFO?**

- ⇒ If you have forgotten your login information, click on the link provided to retrieve your account information. BBD can not retrieve your password.



## WHAT INFORMATION CAN I FIND IN myBBDPass ACCOUNT?

- **INCOME TAX INFORMATION:**

- ⇒ Tax Returns
  - Personal Tax Returns*
  - Corporation Tax Returns*
- ⇒ Tax Documents
  - Tax Prep source documents.*

- **CORPORATION RECORDS:**

- ⇒ Corporation Annual Minutes
  - Includes annual SOS business renewal*
- ⇒ Corporation Record Books
  - New for 2012 corporations*
  - Prior to 2012 – Records only if scanned*
- ⇒ Other corporation doc updates
  - Examples: Lease &/or Royalty Agreements, Corp Reimburse policies, etc.*

- **PAYROLL TAX INFORMATION :**

--ONLY IF BBD PAYROLL CLIENT

- ⇒ Quarterly Tax Returns
- ⇒ Annual W-2, W-3
- ⇒ Employee Paystubs



## HOW SAFE IS myBBDPass ACCOUNT?

- **256 BIT ENCRYPTED DATA . . .**

- ⇒ In today's world, your data safety is critical. We take every reasonable measure we can to ensure the security of your data.
- ⇒ Portal security features are similar to any banking for financial website.
- ⇒ All client data stored with Thomson Reuters data centers. A fact sheet on this storage can be provided upon request.

## NOTES: myBBDPass ACCOUNT - NEW FOR 2013:

- **CORPORATION MINUTES UPDATES.**

- ⇒ Corporation Annual Minutes will **ONLY** be delivered to this account. No paper copies will be provided in 2013.
- ⇒ Please read and review these documents at your convenience.
- ⇒ If you wish to have signed copies, you can download and print a copy for your records.