

Accountant CPE Card

Volume 7

Thank you for your time today...

and for participating in the ADP Quarterly CPE Program. After completing the in-house portion of the seminar, you will need to complete a course exam online to receive two hours of interactive self-study CPE credit.

Volume 7 Topics:

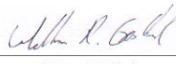

Technical Topic:
**Business Financial Flow Planning:
The Art of Knowing What Lies
Ahead**

MAS Practice Management Topic:
**Protecting Your Data is More than a
Good Idea - It's the Law**

1. Going Online to Receive Your Certificate of Completion:

Why Do I Need to Go Online?

Course accreditation is administered by our CPE partner, SmartPros. **In order to receive CPE credit, you (the accountant) MUST complete the online interactive components for credit.** A complete copy of the entire program (including a copy of the video and all study components) are posted online for your review. If you missed something live, you can always access it online. Once you have set up your online account, you can easily login and access all course materials online. There is no need to register every time you take a quarterly segment; your user account and CPE history are automatically tracked online. Upon successful completion of the online components, you can PRINT a CERTIFICATE OF COMPLETION for you records. All courseware qualifies for CPE under SmartPros' NASBA QAS sponsorship. More details are provided on the ADP Professional Education Center.

CERTIFICATE of COMPLETION	
This certificate is presented to: Joanna Fitzwater, CPA	
For successfully completing: ADP Practical: Client Retention and Partnering Strategies	
In accordance with the standards for the National Registry of CPE Sponsors and the Quality Assurance Service Programs, CPE credit has been granted based on a 50-minute hour for Registry <i>interactive</i> , Registry <i>new Standards</i> and QAS self-study courses, and 100-minute hour for Registry <i>non-interactive</i> self-study courses.	
Field of Study:	Management
Date completed:	June 1, 2004
	
Signature of CEO or individual responsible for administration of continuing education	
<small>Important: CPAs should visit NASBA's website at www.nasba.org or contact their state board to determine sponsor registration requirements.</small>	
	
National Registry ID#	103186
Check ONLY ONE box and enter number of CPE credits.	
<input type="checkbox"/> Non-interactive self-study: CPE Credit:	0
<input checked="" type="checkbox"/> Interactive self-study: CPE Credit:	2
<input type="checkbox"/> New Standards self-study: CPE Credit:	0
QAS ID#	009
CPE Credit:	2



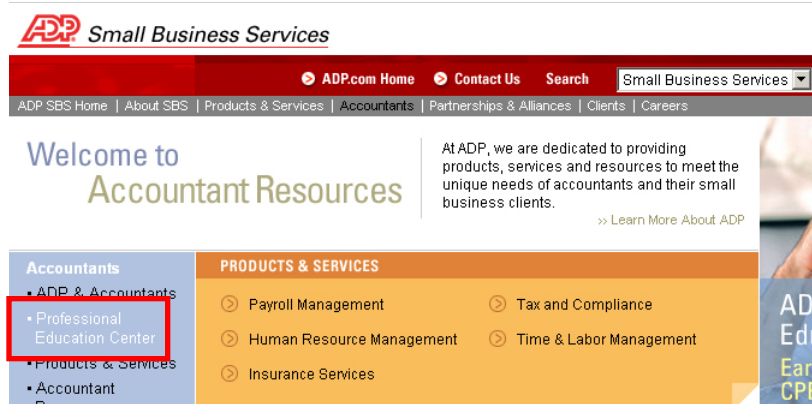
2. Setting Up Your Online Account:

You only need to register once for the ADP Quarterly Seminar Program. You can use your same username and password to access your account and all future course segments!

a. Go to: www.accountant.adp.com

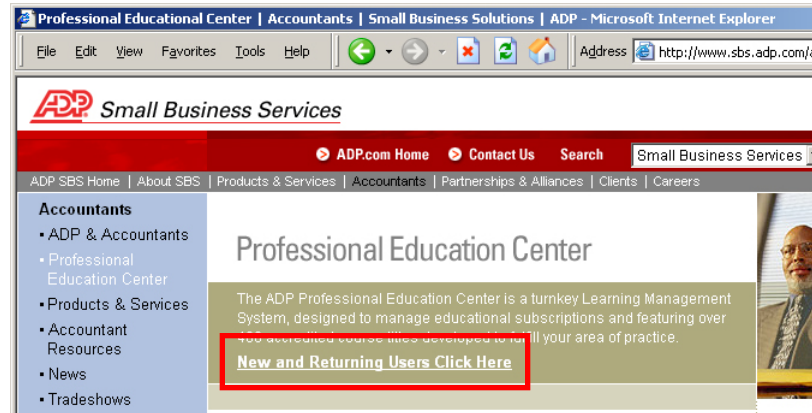
b. Click on link to:

PROFESSIONAL EDUCATION CENTER



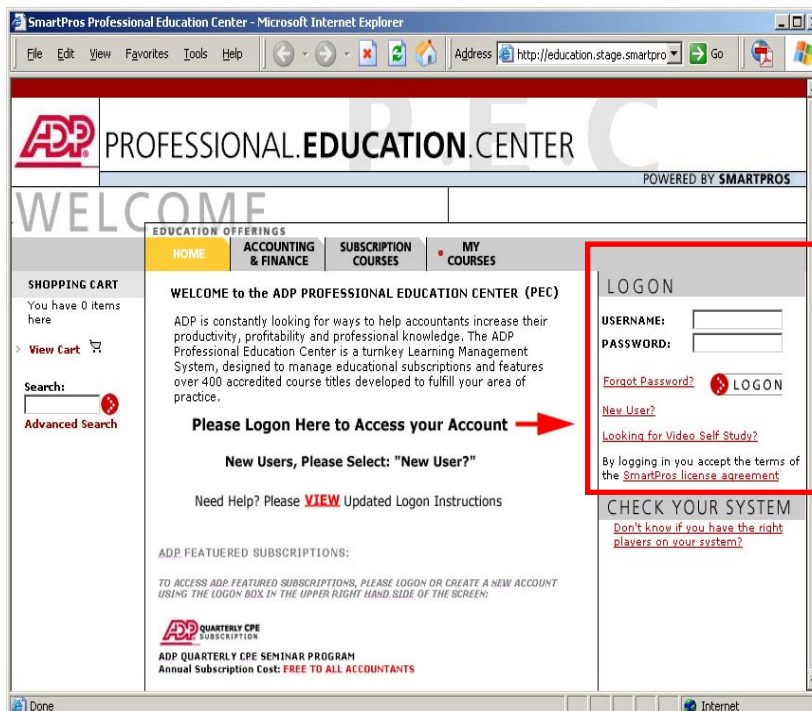
c. Click on link to:

NEW & RETURNING USERS

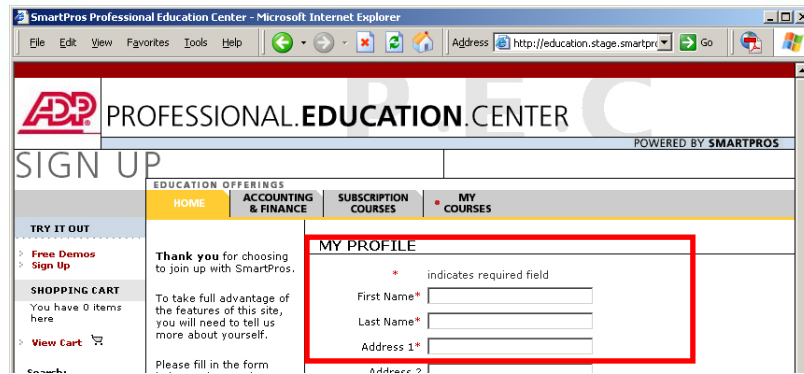


d. **FIRST-TIME USERS** select: **New User?** in the **Logon window** in the upper right hand corner.

EXISTING USERS: Input your **username and password** and hit the **LOGON** button.

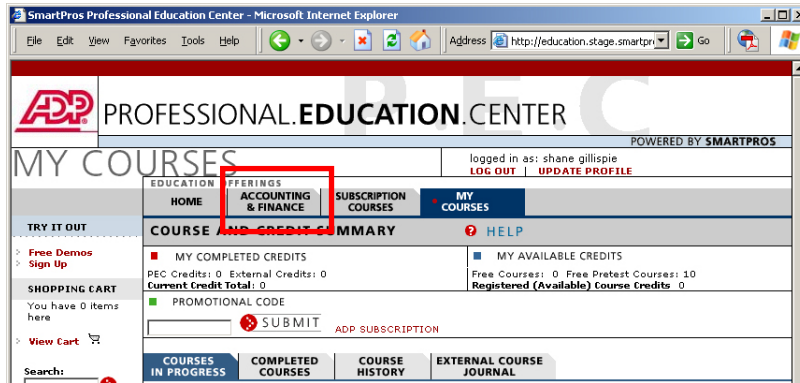


e. NEW USERS ONLY:
Please complete form and click **CONTINUE** at bottom of form.

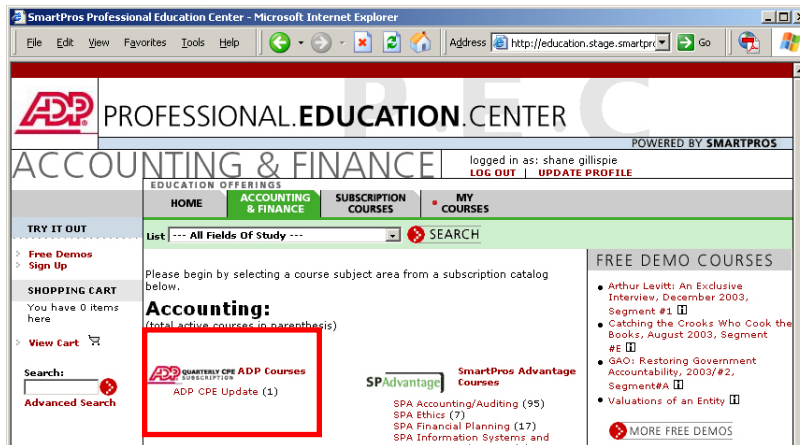


3. Enrolling in Courses You Wish to Complete:

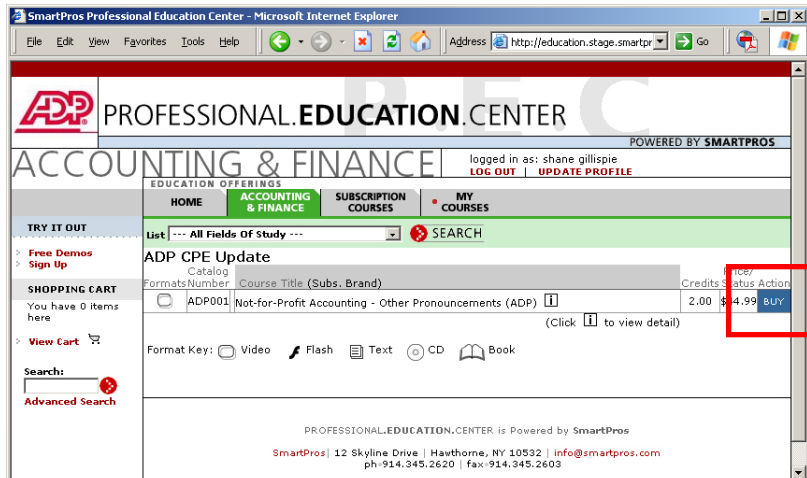
a. From the **MY COURSES** page, select the **ACCOUNTING & FINANCE** tab.



b. From the **ACCOUNTING & FINANCE** TAB, select **ADP QUARTERLY SEMINAR CATALOG**.

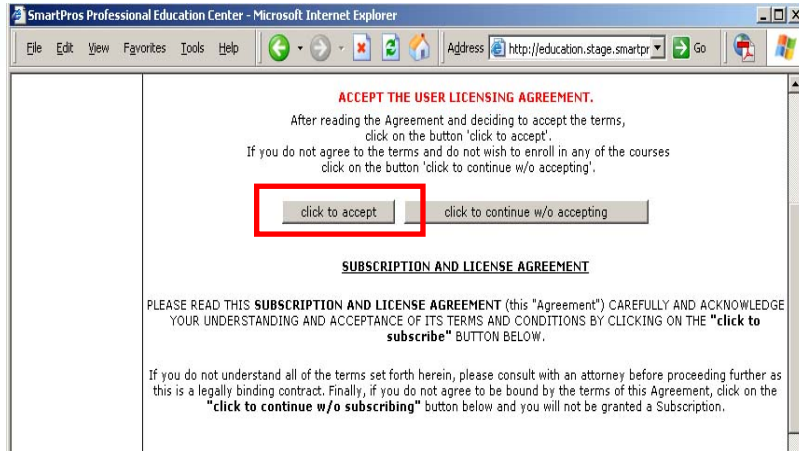


c. Click on the **ENROLL** or **LAUNCH** button for the course you wish to complete.



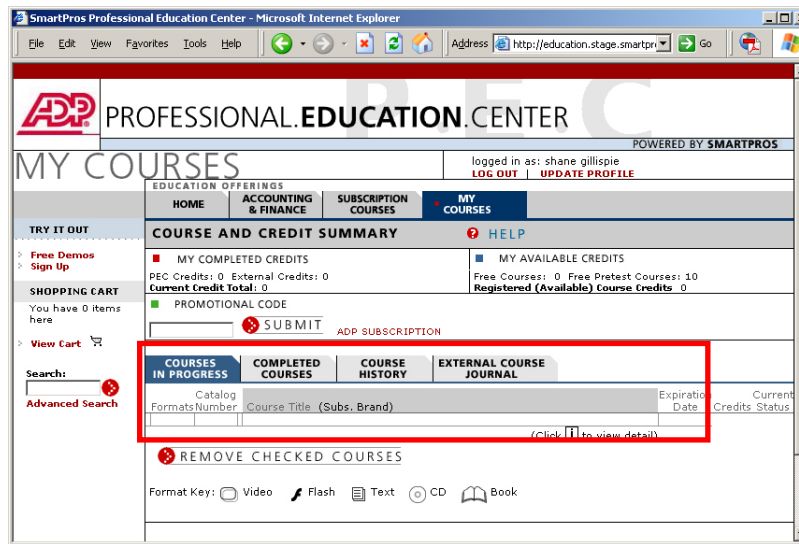
d. NEW USERS: The first time you enroll in a course, you must click to **ACCEPT LICENSING AGREEMENT**.

NOTE: You will NOT be enrolled in the course if you do not accept the licensing agreement.



e. You will now be directed back to the **MY COURSES** tab.

You can **LAUNCH** your courses by clicking on the **COURSE TITLE**.



4. Taking Exam to Complete Course:

a. After **LAUNCHING COURSE**, please review materials online.

b. Select **FINAL TEST** towards the bottom of the page.

NOTE: If you experience any difficulties, please contact our CPE partner SmartPros directly at:

admin@smartpros.com
(914) 345-2620 ext. 1177

