

SMS Disclosure:

For ARCC Accounting, Payroll, & Business registration/SCorp Conversion Clients Only

- ❖ We are offering a text messaging option for our accounting, payroll, and business clients to allow our team and yourself to text back and forth when information is needed (such as when codes are needed, notification when a password is updated, updates to your financial trackers, payroll master timesheets, etc.
 - Do **NOT** text sensitive information such as passwords, bank account numbers, etc.
 - Call the office or put sensitive information on your secure trackers/timesheets, or upload to secure Finance Dropbox Portal.
- ❖ We will be sending an email to all existing clients notifying you of this option and you may reply to that email with STOP to opt out. By not responding to the email, you are opting in. You may opt out anytime by texting back STOP.
- ❖ For New Clients, this will be on your YOU ARE HERE tracker, and can opt in & out right on that Google Sheets Document.
- ❖ You can always opt in and out any time by emailing, calling, or texting the office.
- ***This is for Accounting, Payroll, & Business Clients ONLY. We will not be using SMS for tax clients.***
- *Message and data rates may apply.*