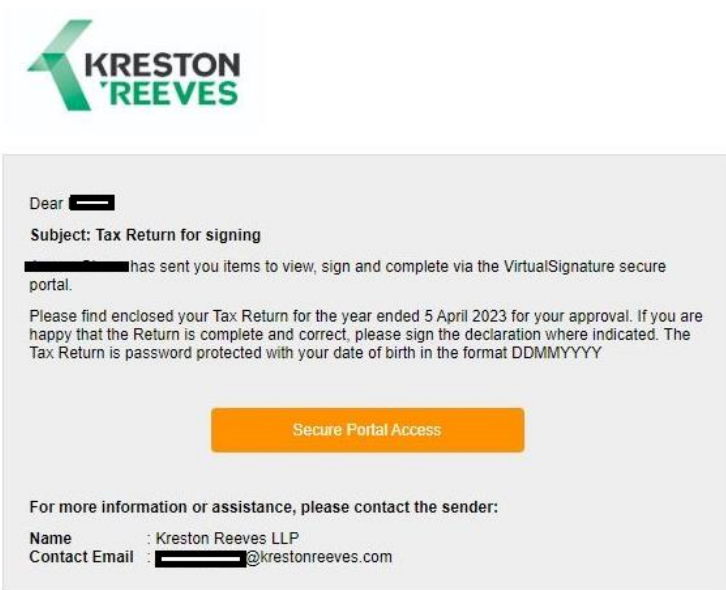


Virtual signature guide

When we send you your Tax Return for approval you will receive an e-mail with the subject “Documents for signature from Kreston Reeves LLP”.

If you open up the e-mail, the message will look something like this:



Click on the orange box “Secure Portal Access”.

You will then need to enter your name in the boxes shown below. Tick the box to confirm that you are happy to proceed and then click on the orange box “Proceed”.



The screenshot shows the "Secure Portal Access" form. It includes the following elements:

- Header: **Secure Portal Access**
- Reference: Ref: 78V9-JRY6-MQZJ
- Input fields: A text box for a reference number, a "Forename" field, and a "Surname" field.
- Agreement text: "By ticking the box below, you are agreeing to electronically provide and exchange information with the sender. Please ensure that you read all important instructions carefully."
- Confirmation checkbox: "I confirm that I am ready to proceed" with an unchecked checkbox.
- Submit button: An orange button labeled "PROCEED".
- Footer: "Privacy Policy Powered by VirtualSignature.com" and "© 2023 virtualsignature.com".

This will then bring up:

KRESTON REEVES

Sender
[Redacted]
[Redacted]@krestonreeves.com

Transaction Reference
GFX6-GN25-P8GZ

Subject
Tax Return for signing

Transaction Progress
You have 4 item(s) for review.

- Geolocation ✓
- [Redacted] 2023 UK Tax Return ⚠️
- [Redacted] 2023 Declaration ⚠️
- 🔒 [Redacted] 2023 UK Tax Return ⚠️

FINALISE & RETURN

CANCEL TRANSACTION

The “Geolocation” box is included as one of the “items” for review.

Click on each document to view it. If we have password protected the document, it will have the padlock symbol next to it as shown above and the following box will pop up when you click on the document.

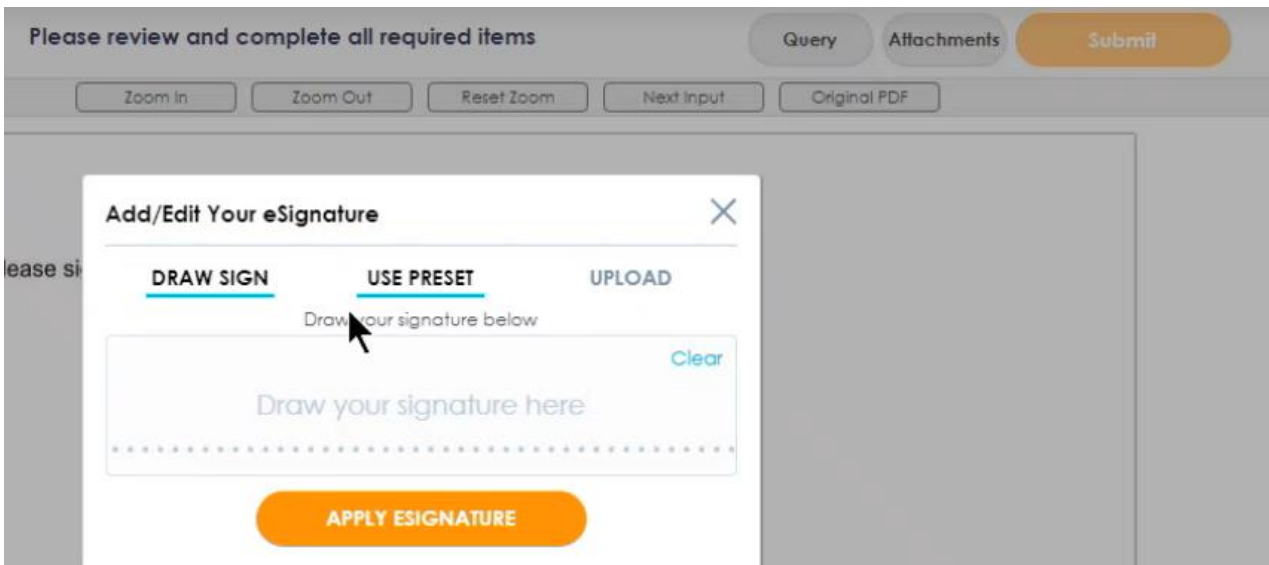
This document has been password protected, please enter the password to proceed

Password

Close **Proceed**

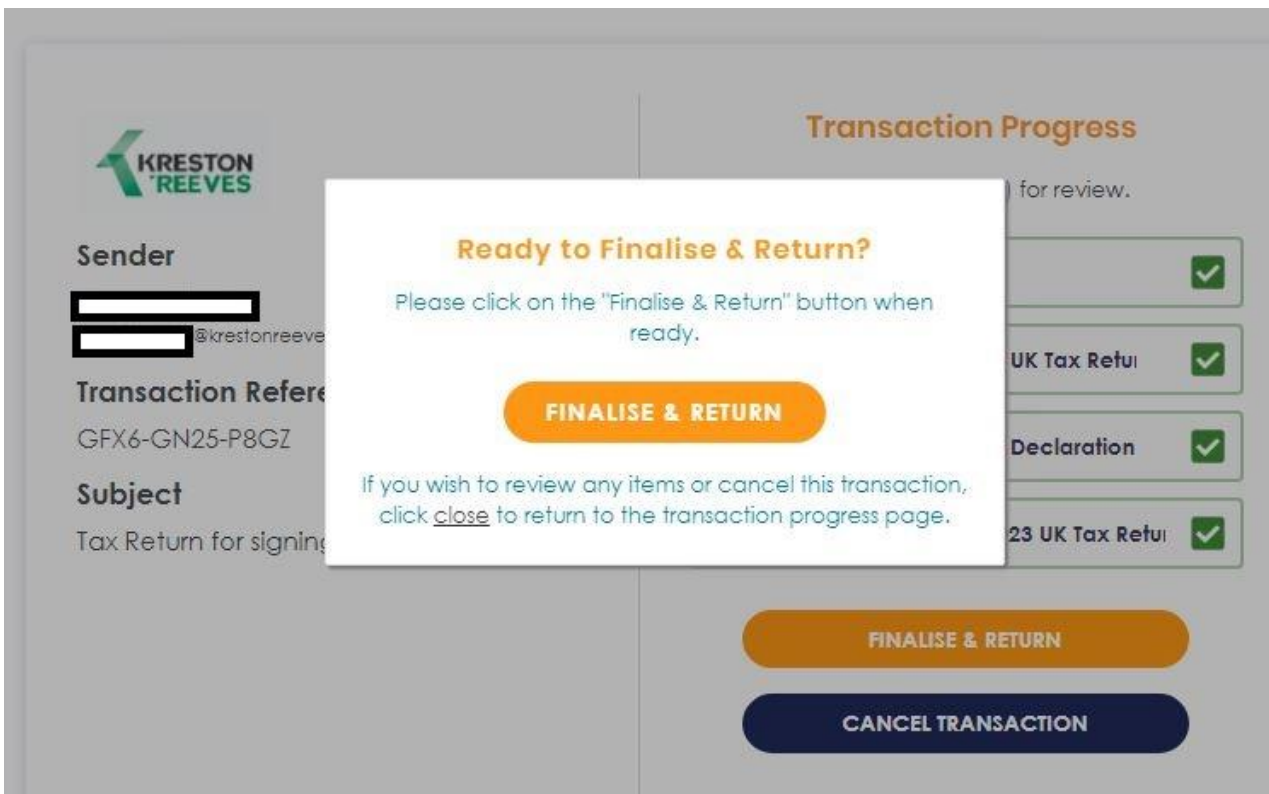
The password will normally be your date of birth in the format DDMMYYYY.

You need to sign the declaration where indicated. When you click on the signature field the following box will appear:



You can either draw your signature, use a generated signature or upload your signature. Then click on the orange box "Apply eSignature" and then the orange box "Submit".

As you view the documents a green tick will appear next to it on the "Transactions Progress" screen. Once you have viewed all documents and signed the declaration the following box will appear:



Click on the orange box "Finalise and Return". You will then receive an e-mail with copies of the documents attached.