

Virtual signature instructions

Virtual Signature allows you to e-sign documents that we send to you such as your Tax Return.

When we send your Tax Return to you for approval, you will receive an e-mail with the subject "Tax Return for signing - Documents for signature from Kreston Reeves LLP"

If you open the email, the message will look something like this:

Click on the orange box "Secure Portal Access".

Dear [REDACTED]

Subject: Tax Return for Signing

[REDACTED] has sent you items to view, sign and complete via the VirtualSignature secure portal.

Please find enclosed your Tax Return for the year ended 5 April 2024 for your approval. If you are happy that the Return is complete and correct, please sign the declaration where indicated.

[Secure Portal Access](#)

For more information or assistance, please contact the sender:

Name : Kreston Reeves LLP

Contact Email [REDACTED]

Transaction Ref: [REDACTED]

Unsure about this email

This email has been sent to you by VirtualSignature.com on behalf of [REDACTED]

Alternative Access

The above can also be accessed by using the following URL in your browser;
<https://portal.virtualsignature.com/open-mail>

Do not share this email

This email contains a secure link to VirtualSignature and should not be sent or shared with any other person.

IF YOU ARE NOT THE INTENDED RECIPIENT OR RECEIVED THIS EMAIL IN ERROR, PLEASE DO NOT CLICK ON THE LINK AND DELETE IMMEDIATELY.

This e-mail, attachments included, is confidential. It is intended solely for the addressees. If you are not an intended recipient, any use, copy or diffusion of this message is prohibited. Please delete it and notify the sender immediately.

Enter your name in the boxes shown here:

Tick the box to confirm that you are happy to proceed, and then click on the orange box "Proceed".

Secure Portal Access

Ref: [Redacted]

[Redacted]

Forename

Surname

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.

I confirm that I am ready to proceed ☐

PROCEED

[Privacy Policy](#) Powered by VirtualSignature.com

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This will then bring up the following:



Sender

[Redacted]

[Redacted]@krestonreeves.com

Transaction Reference

[Redacted]

Subject

Tax Return for signing

Transaction Progress

You have 4 item(s) for review.

Geolocation



[Redacted] UK Tax Return



[Redacted] Declaration



[Redacted] UK Tax Return



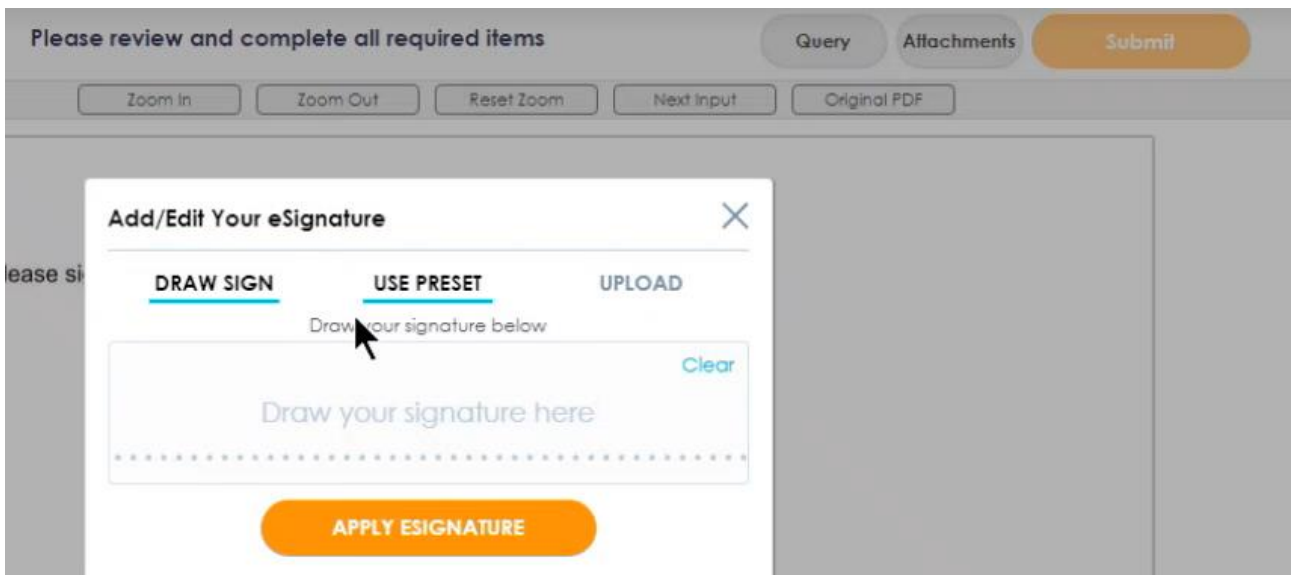
FINALISE & RETURN

CANCEL TRANSACTION

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

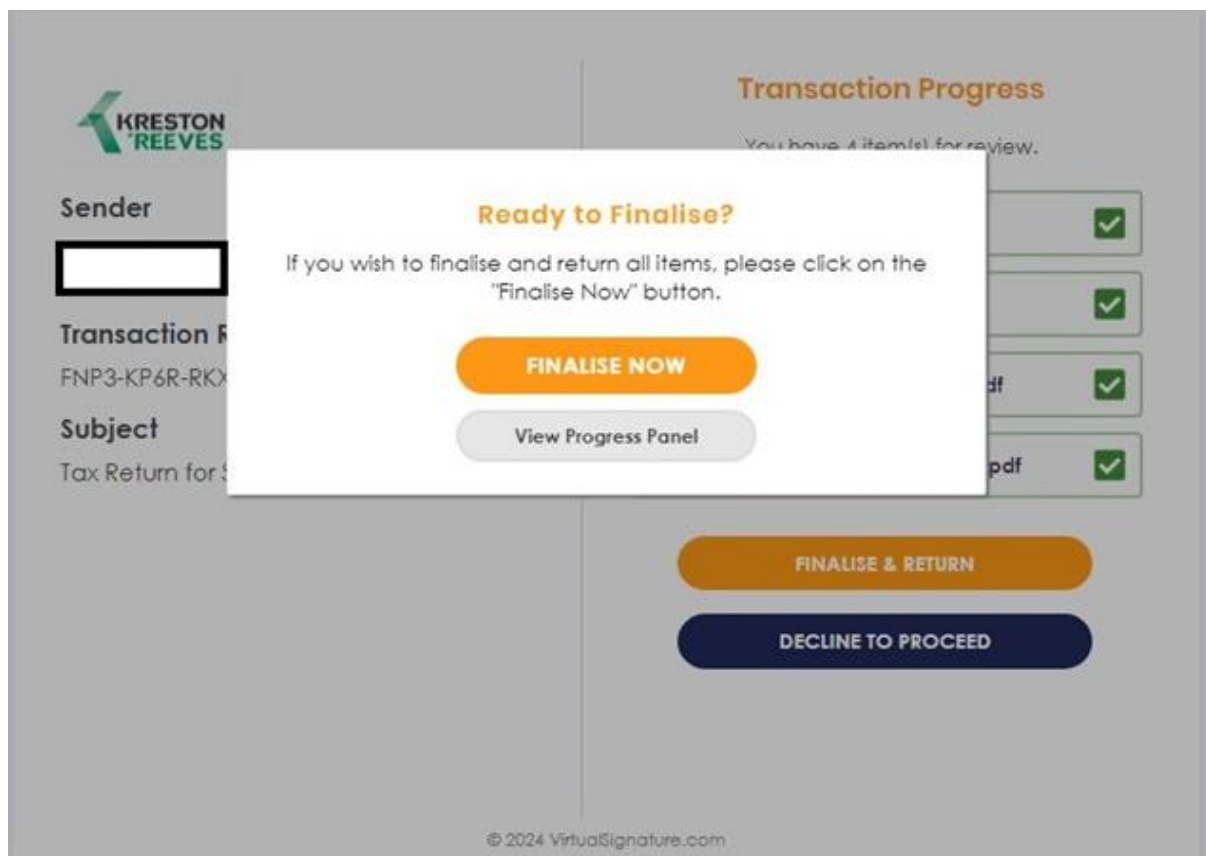
Click on each document to view it.

You need to sign the declaration where indicated. When you click on the “Sign Here” tab, the following box will appear



You can either draw sign your signature, use a generated signature, or upload your signature. 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 “Transaction Progress” screen. Once you have viewed all and signed the declaration, the following box will appear:



Click on the orange box “Finalise Now”.

You will then see the following screen where you can click on the various documents to download copies for your records:

KRESTON REEVES

Sender
[Redacted]

Transaction Reference
[Redacted]

Subject
Tax Return for Signing

Thank You Complete

This transaction has now been completed and a confirmation email has been sent.

You may now close the browser

Click on a document below to view

- [Redacted Document]
- [Redacted Document]
- [Redacted Document]

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For all your business, tax and wealth needs.

Call: +44 (0)330 124 1399

Email: enquiries@krestonreeves.com

Visit: www.krestonreeves.com

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