

## Virtual signature instructions -Two-factor authentication

To ensure your tax return is sent to you for approval as securely as possible, we will be using two-factor authentication unless you expressly advise otherwise.

When we send you your Tax Return for approval, you will receive an email with the subject "Documents for signature from Kreston Reeves LLP".

If you open the email, the	
message will look something	Dear
like this:	
	Subject: Tax Return for Signing
Click on the orange box	Dear has sent you items to view, sign and complete via the VirtualSignature secure portal. Dear Please find enclosed your 2024 Tax Return for approval. If you are happy that the Return is com-
"Secure Portal Access".	plete and correct, please add your signature to the declaration. Once you have viewed all the items including, if applicable, the "geolocation" so they all have a green tick, a box should appear for you to click on "finalise and return". With kind regards
	Secure Portal Access
	For more information or assistance, please contact the sender:
	Name: Kreston Reeves LLP
	Contact Email:
	Transaction Ref: SDRW-329Q-PL8Z
	Unsure about thi This email has been sent to you by VirtualSignature.com on behalf
	of
	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.

You will then need to enter your name in the boxes shown on the right:

Secure Portal Access	
Forename	
Sumame	
By ficking the box be agreeing to electron exchange informatio	ically provide and
Please ensure that yo instructions carefully.	
I confirm that I am re	eady to proceed 🔲
PRO	CEED
	by VirtualSignature.com isignature.com

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

This will then bring up the following:

KRESTON	SecureCode PIN
REEVES	Transaction Ref:
Sender	As part of our authentication process, we need to
	send you a 6 digit passcode to your phone number ending in
Transaction Reference	Click "Send PIN" to proceed.
Subject	SEND PIN
Tax Return for Signing	If your phone number does not match as listed above, please contact the sender at
	If you have already been supplied with a PIN, please <u>click here</u> to proceed to PIN entry

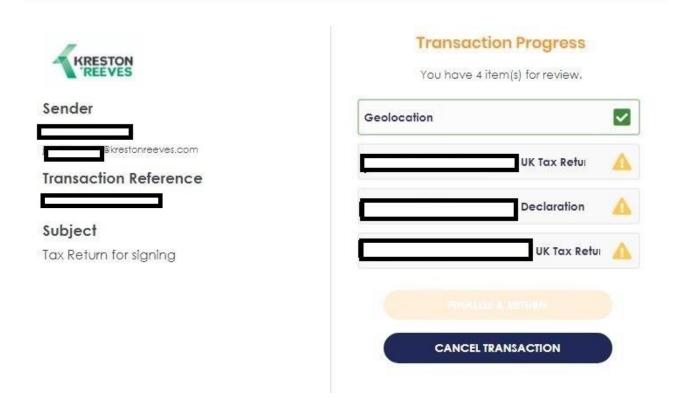
Click on "Send PIN", which will bring up the following:

	SecureCode PIN Transaction Ref:
Sender Transaction Reference	A 6 digit PIN has been sent to your phone number ending Enter 6 Digit Code
<b>Subject</b> Tax Return for Signing	To resend code, <u>click here</u> . SUBMIT
	If you have not received your PIN, please contact the sender at
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Where we have a mobile phone number for you, a code will be sent to you by text.

If we do not have a mobile number from you, you will receive a voice call to your landline number with the code. The voice call will be from 02036411643, which will begin with "This is a message from Secure PIN", followed by a quote of the transaction reference. The message will be repeated once, but you can request for the code to be resent if needed.

Enter the code and then click "Submit". This will then bring up the following:



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

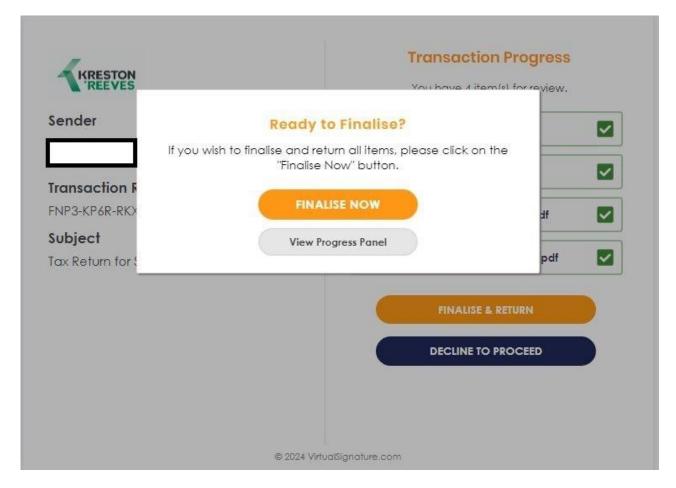
Click on each document to view it.

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

review and complete all requir	ed items	Query Attachments	
Zoom In Zoom Out	Reset Zoom Next Input	Original PDF	
Add/Edit Verse Simethor		/	
		► -	
Dropu your clore	Clear		
Draw your sign			
APPLY ESIG	NATURE		
	Zoom in Zoom Out Add/Edit Your eSignature DRAW SIGN USE PRE Draw your signa Draw your sign	Zoom in     Zoom Out     Reset Zoom     Next input       Add/Edit Your eSignature     >       DRAW SIGN     USE PRESET     UPLOAD       Draw our signature below	Zoom In Zoom Out Reset Zoom Next Input Original PDF Add/Edit Your eSignature DRAW SIGN USE PRESET UPLOAD Draw our signature below Clear Draw your signature here

You can either draw your signature, use a generated signature, or upload your signature. Then click on the orange box "Apply esignature", followed by 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	Thank You Complete
Sender Transaction Reference	This transaction has now been completed and a confirmation email has been sent.
Subject Tax Return for Signing	You may now close the browser Click on a document below to view
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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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