

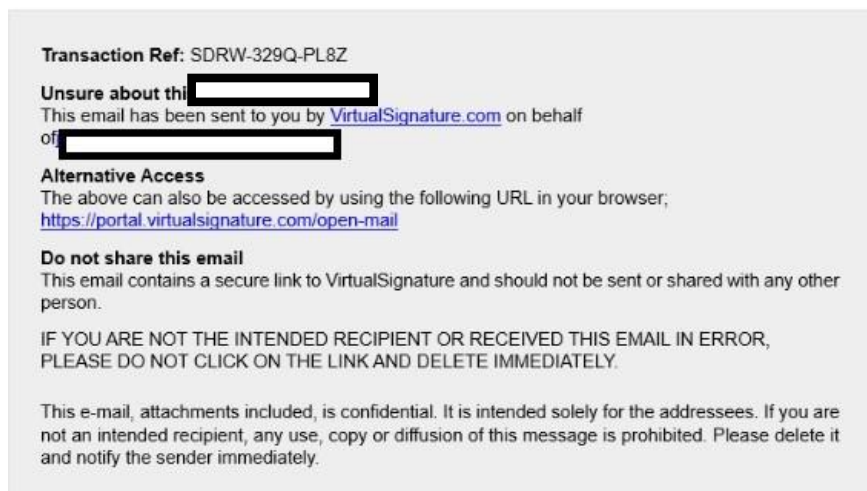
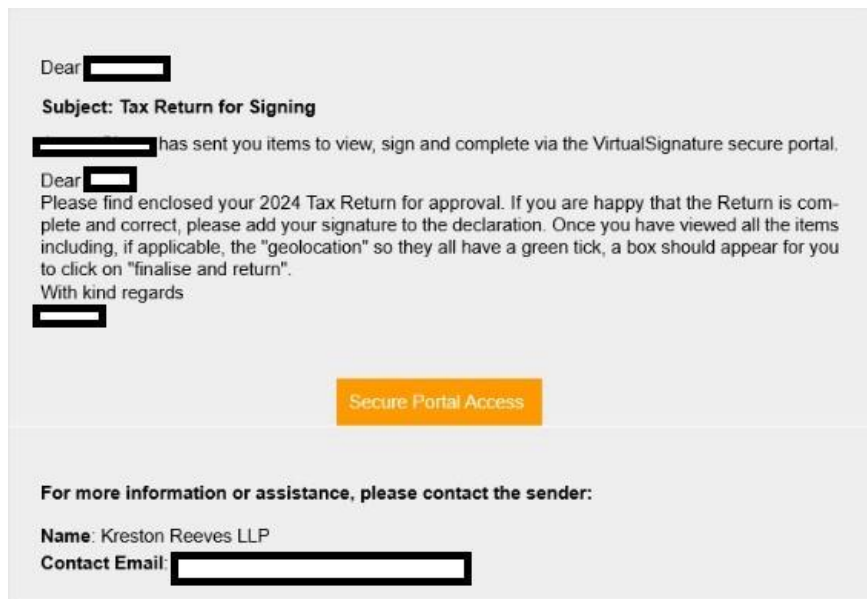
Virtual signature instructions - Two-factor authentication

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 like this:

Click on the orange box "Secure Portal Access".



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

Secure Portal Access

Ref:

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

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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:

 Sender <input type="text"/> Transaction Reference <input type="text"/> Subject Tax Return for Signing	<p>SecureCode PIN</p> <p>Transaction Ref: <input type="text"/></p> <p>As part of our authentication process, we need to send you a 6 digit passcode to your phone number ending in <input type="text"/></p> <p>Click "Send PIN" to proceed.</p> <p>SEND PIN</p> <p>If your phone number does not match as listed above, please contact the sender at <input type="text"/></p> <p>If you have already been supplied with a PIN, please click here to proceed to PIN entry</p> <p>© 2024 VirtualSignature.com</p>
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Click on “Send PIN”, which will bring up the following:



Sender

[Redacted]

Transaction Reference

[Redacted]

Subject

Tax Return for Signing

SecureCode PIN

Transaction Ref: [Redacted]

A 6 digit PIN has been sent to your phone number ending [Redacted]

Enter 6 Digit Code

To resend code, [click here](#).

SUBMIT

If you have not received your PIN, please contact the sender at [Redacted]

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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:

KRESTON REEVES

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:

Please review and complete all required items

Zoom In Zoom Out Reset Zoom Next Input Original PDF Query Attachments Submit

Add/Edit Your eSignature

DRAW SIGN USE PRESET UPLOAD

Draw your signature below

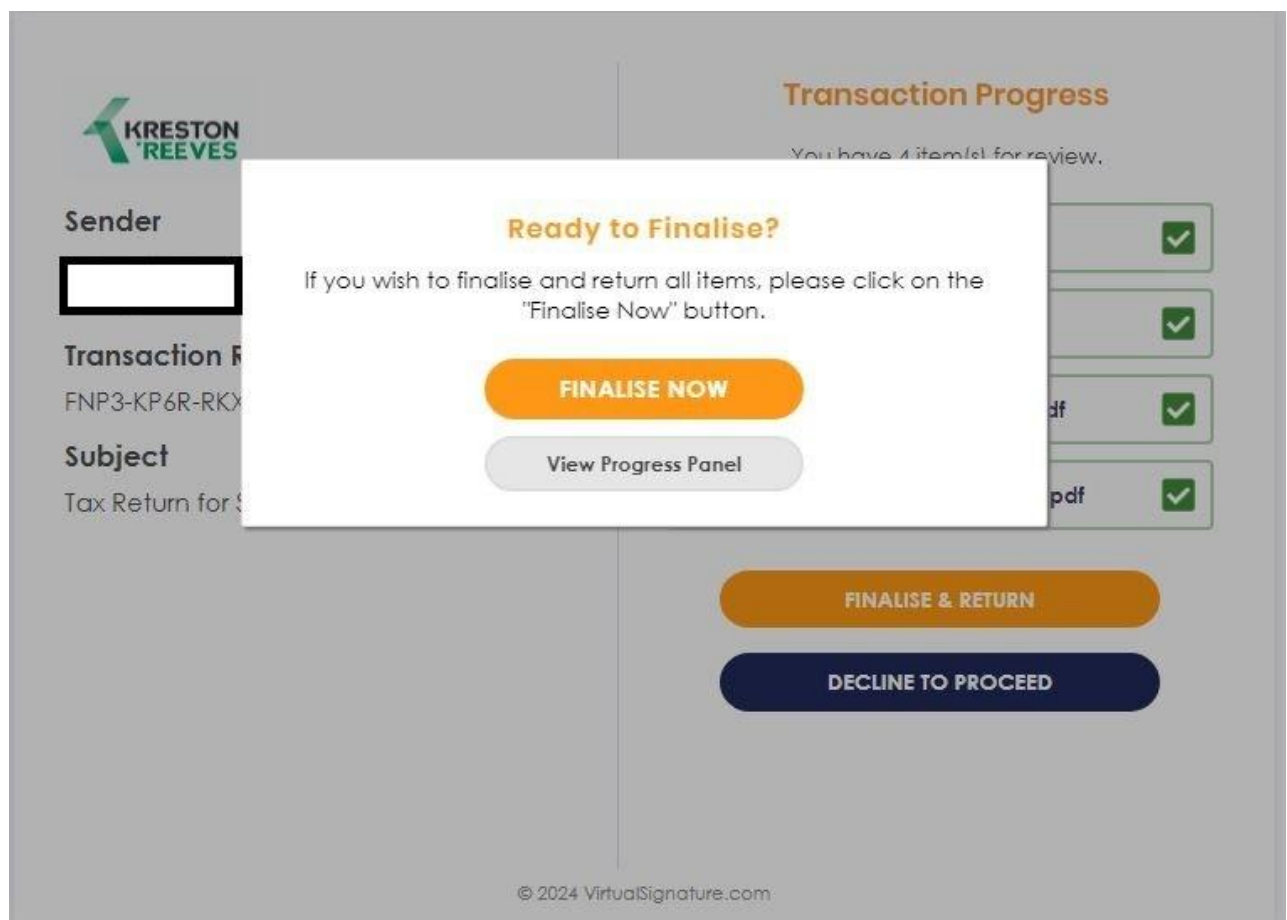
Draw your signature here

Clear

APPLY ESIGNATURE

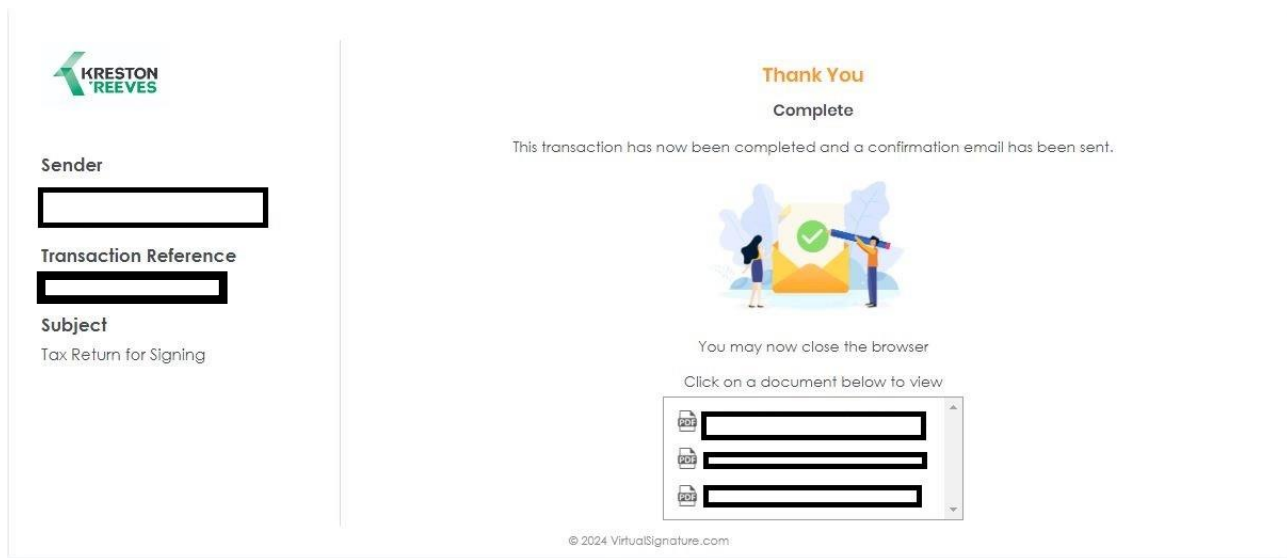
You can either draw your signature, use a generated signature, or upload your signature. Then click on the orange box “Apply esignature”, followed by the orange box “Submit”.

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:



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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