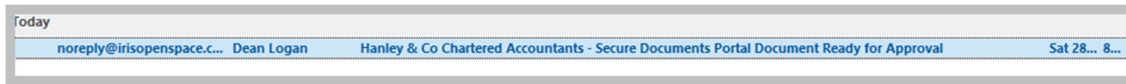
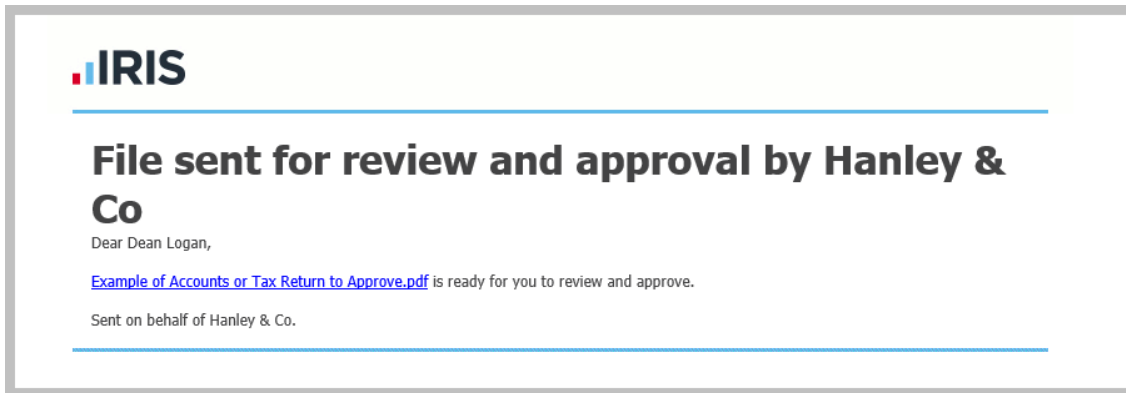


Example of Accounts or Tax Return to Approve.

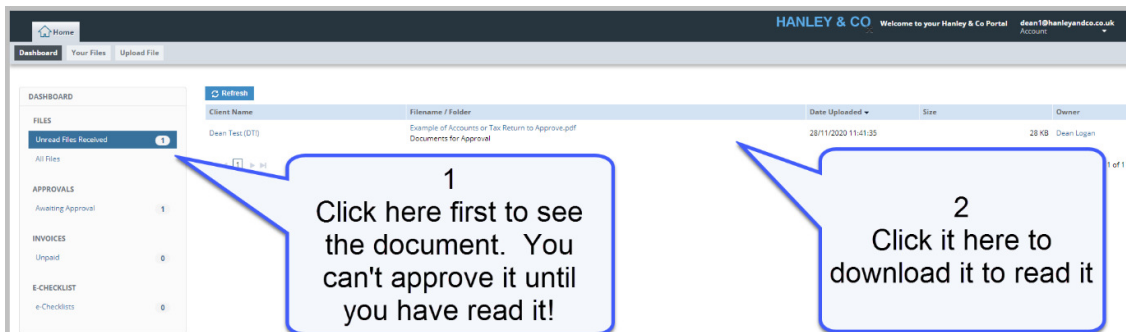
1 You receive an email.



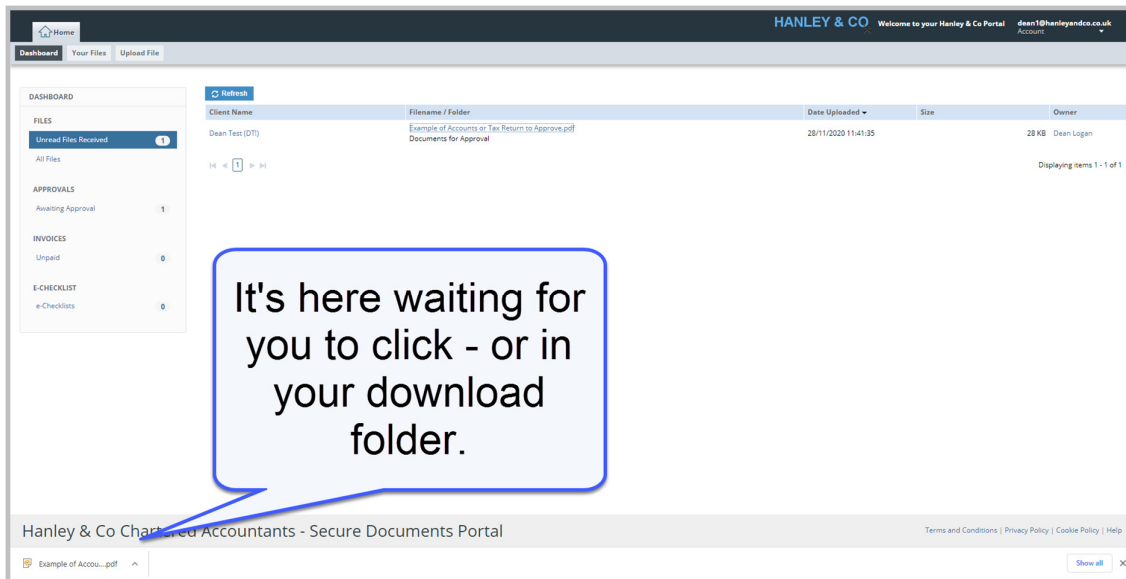
2 Open the email then click on the link and log in with the password you set previously.



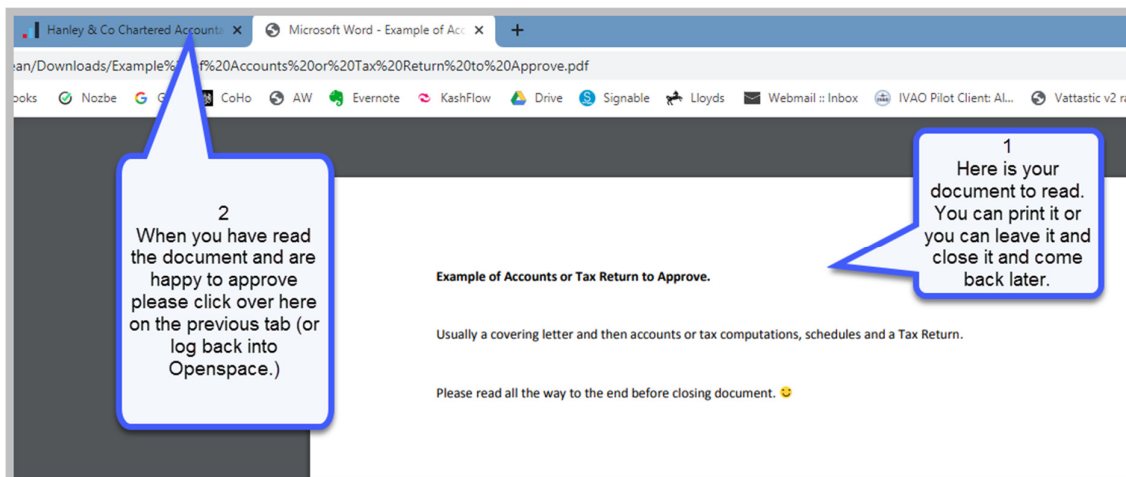
3 In your portal - usually a letter and accounts or tax computations and a Tax Return.



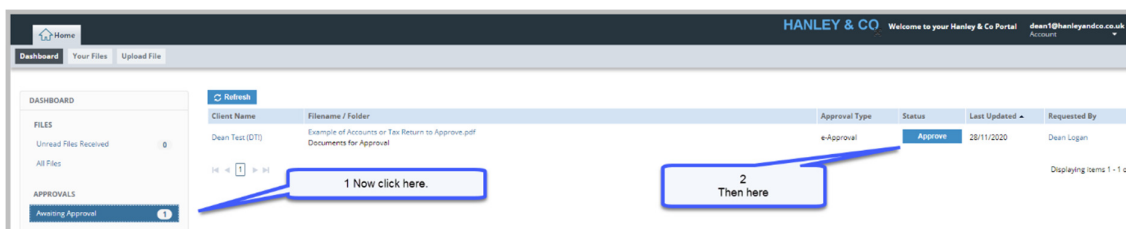
4 The document to view is downloaded below.



5 Please read all the way to the end before closing the document. 😊



6 Ready to approve it?



7 The approval screen.

Approve

Are you sure you want to approve - Example of Accounts or Tax Return to Approve.pdf?

Click approve to embed the following information into the file as proof that you have approved this file, the PDF will then be encrypted to prevent editing.

Name: Dean Logan
 Email: dean@hanleyandco.co.uk
 IP Address: 84.70.54.115
 TimeStamp: 28/11/2020 11:54 (GMT)

Dean Logan confirms that the information is correct and complete to the best of their knowledge and belief.

1 Click here to approve.

2 If you have a query you can reject it and send us a message.

Approve Reject Cancel

8 Now it shows as approved.

Location: Home > Dean Test (1 files) > Documents for Approval

Name	Description	Uploaded	Latest Download	Approval Type	Status
Example of Accounts or Tax Return to Approve.pdf		28/11/2020 11:41:35	28/11/2020 11:50:37	e-Approval	Approved (28/11/20)

9 There might be more in your portal!

DASHBOARD

FILES

- Unread Files Received** **1**
- All Files

APPROVALS

- Awaiting Approval 0

INVOICES

- Unpaid 0

E-CHECKLIST

- e-Checklists 0

2 Copies of signed accounts

1 Self Assessment checklist

Refresh

Client Name

Dean Test (DT)

If you have any queries please call us!