Documents for Signing on a Mobile Device

This is the email you will receive when a document we send for signing is uploaded. Our example says "Test page..." – your document will say something else. The exact wording of the email will also change depending on the document we are sending to you.

You cannot Accept or Reject the document until you take action to remove the message in the blue box.

To proceed, you need to click on the PDF to open and view the document in full before the system lets you go back (swipe right) to the first screen so that you can then Reject or Approve the document.

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We have uploaded your Engage	ment Letter.
Please login to your portal to:	
 Read our letter Sign if you agree with the engagement 	e terms of the
Please note that we are unable for you until we receive the sign	to perform any work ned copy.
If you have any queries please c contact us.	lo not hesitate to
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Once you have viewed the document, the screen should now look like this (without the blue box being visible).

You can then choose to Accept or Reject the document.

5:30 🗢 🔲 ▲ Mail < **Engagement Letter** Due: Tomorrow JG We have uploaded your Engagement Letter. Please login to your portal to: Read our letter • Sign if you agree with the terms of the engagement Please note that we are unable to perform any work for you until we receive the signed copy. If you have any queries please do not hesitate to contact us. Kind Regards Burnett Business Centre PDF Test page for portal.pdf ol Task Due by: Status: Task code: created: Tomorrow Created TSK00000184 Today 🗚 🔒 ouscentre.portal.accountants 🖒 C \square ᡤᡗ

When you click to approve you will see this confirmation screen.	Once you
confirm the approval your work is done.	

If you have more than one entity, you need to choose the 3 lines at the top left (on your mobile screen) to choose each one. Open each one to view the docs and then approve.

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