



e-Signatures Powered by HelloSign and How to Use It

Electronic Signatures (e-Signatures) enable individuals and organizations to sign documents remotely from a computer, mobile device, or tablet, creating a court and IRS admissible signature in seconds. Using e-Signatures helps our Firm to reduce risks, save resources, and build better client experiences. They can simply open the Document and tap to electronically apply their signature.

Why e-Signature

- **Faster than paper** - Send and sign agreements up to 80% more quickly.
- **Easy and intuitive** - Simplify signing for everyone, tech-savvy or not.
- **Legally-binding** - Audit trails provide proof of document access, review, and signature.
- **Secure and reliable** - Safely sign and request signatures for your most important documents.

How to Sign Your Document

1. Open email with subject **Please sign this Document**
2. Click on the link
3. Click **Click to sign** button
4. Use the mouse or touchpad to create a signature
5. Click **Continue**

What happens when a Document is signed

After the Document has been signed, you will receive an email from HelloSign stating, **Success! Your Document has been signed** which will have a blue **View Signed Document** button. We suggest that you click on the blue **View Signed Document** button to download a copy of the signed Document for your records.

Multiple Signers

If there are multiple signers to the Document, you may receive an email from HelloSign stating, **Success! Your Document has been signed** which will not have a blue **View Signed Document** button. If it doesn't, it means not everyone has signed the document yet. When all signatures are obtained, you will receive an email that does. **Click View Signed** button to download your copy of the signed Document.

Additional Learning

[The Signature Process](#) (Video Instructions)

Contact



For additional information, call us at (844) 850-6166, email us at administration@shiltscpa.com, or visit us at www.shiltscpa.com.