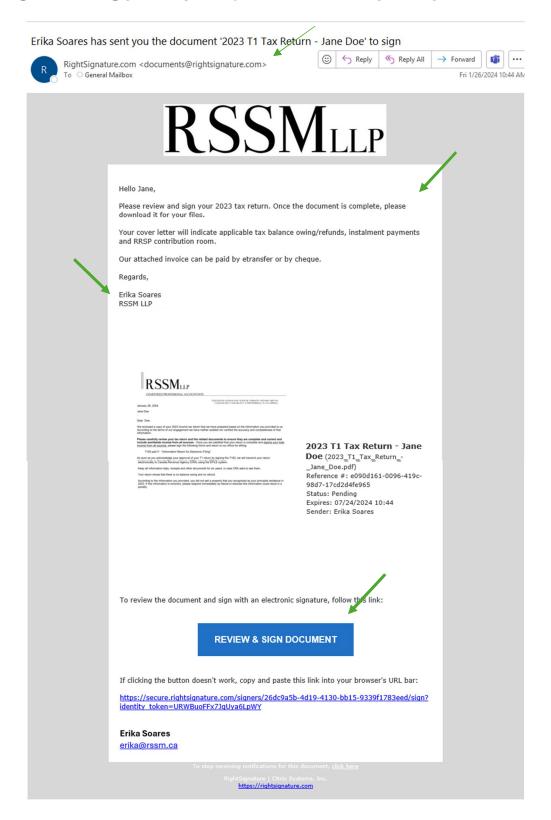
Check your email address daily for an email from RightSignature.com (documents@rightsignature.com) including checking your spam/junk folder frequently.

Once you receive your tax return for sign via RightSignature, please read our message, then click on REVIEW & SIGN DOCUMENT.

**Our notes will always have our complete staff email signature. If you are unsure the email you received is legitimate, feel free to give us a call to confirm.



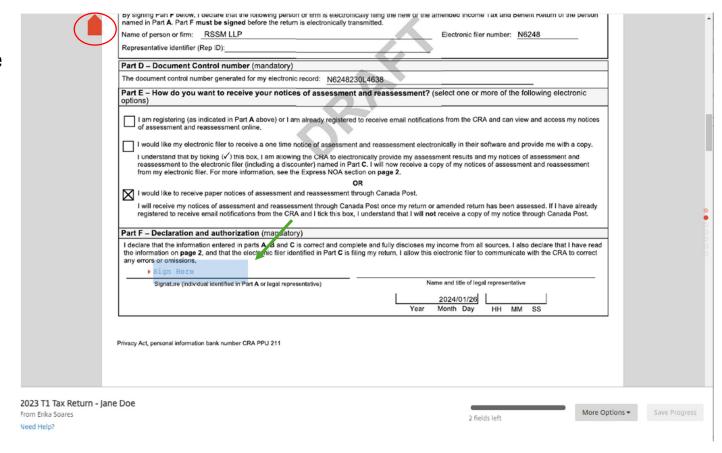
A new window will open. Review your:

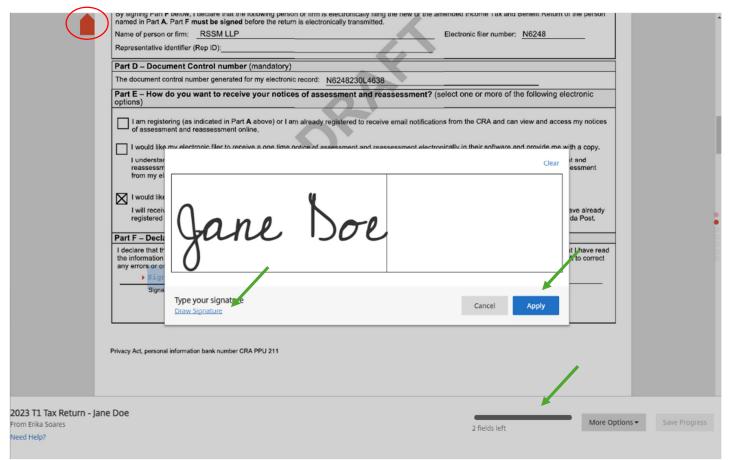
- invoice,
- cover letter and;
- tax return

*If you would like to save and/or print your tax return, click on the More Options menu on the lower right corner of the window and download the PDF to your device.



Once you have reviewed the document, follow the orange-red arrow and select boxes to Initial your invoice and cover letter. Continue to follow the arrow to sign the required tax forms for filing.





To sign, simply click on the Sign Here boxes. You can choose to draw or type your signatures.
Once done drawing or typing, click Apply.
Repeat the steps until all the fields are initialed and/or signed.

**You will see a progress bar at the bottom of the document.

Once you complete all the fields send us your signatures by clicking on the new button that appears at the bottom of the document to *Submit Signature* and click *Submit* again.

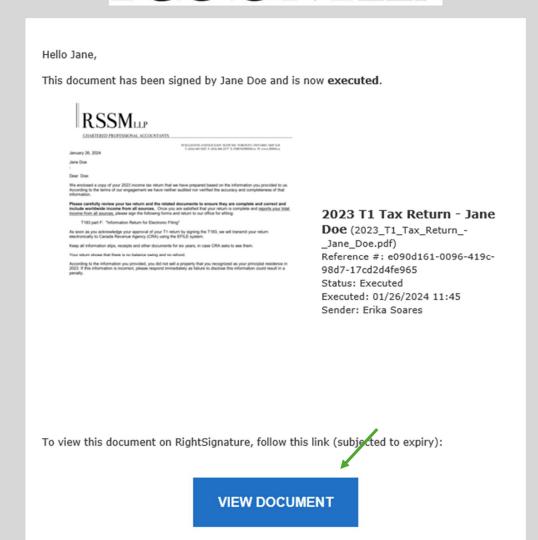


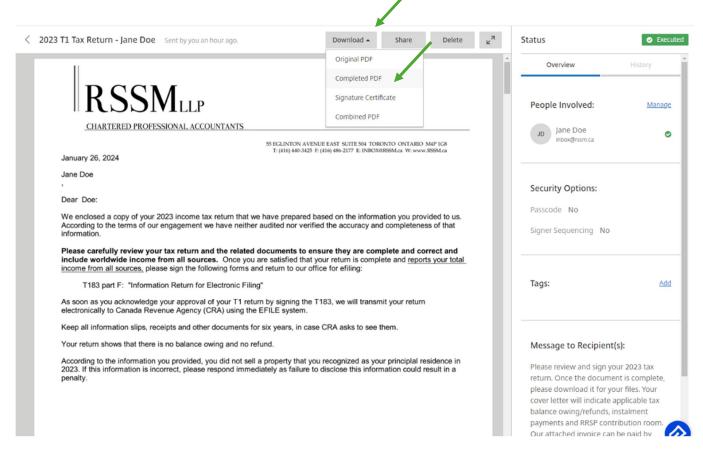
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