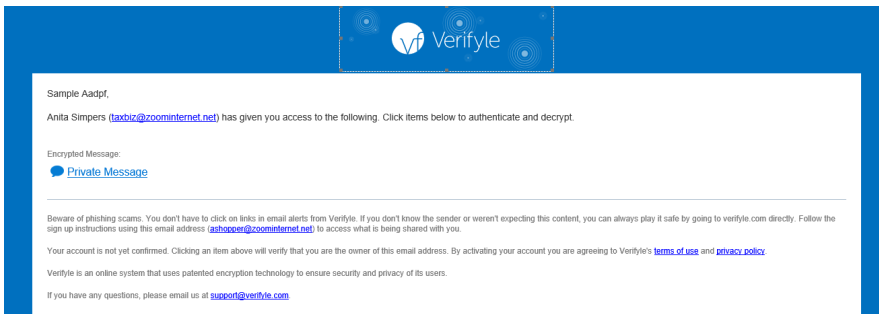
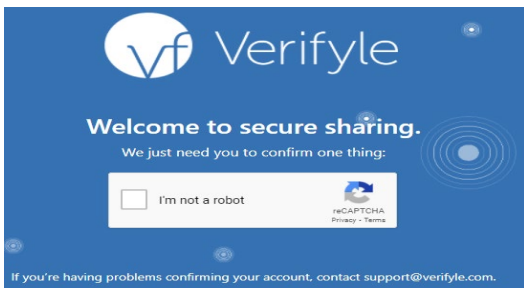


Instructions for using Verifyle

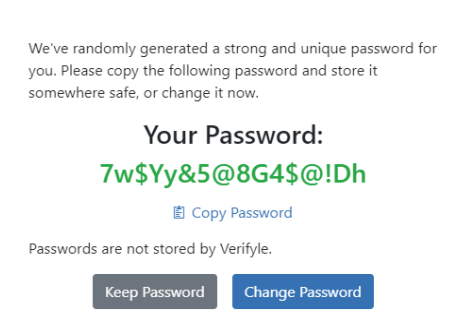
Send an email to taxbiz@zoominternet.net with **Verifyle request** in subject line. You will receive the following email from donotreply@verifyle, Anita Simpers (taxbiz@zoominternet.net):



Click on “Private Message”, you will be taken to Verifyle and asked to check a box proving you are not a robot:



You can choose to use the password provided or create your own. You will need the password each time you log in to Verifyle.

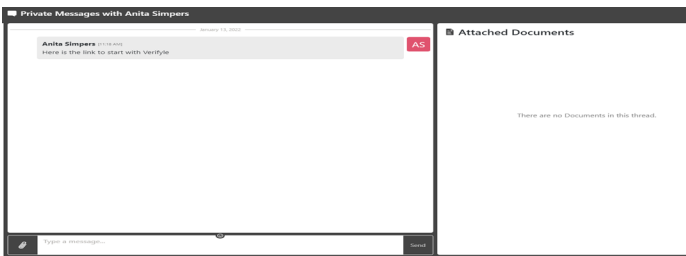


You will then be taken to this screen.



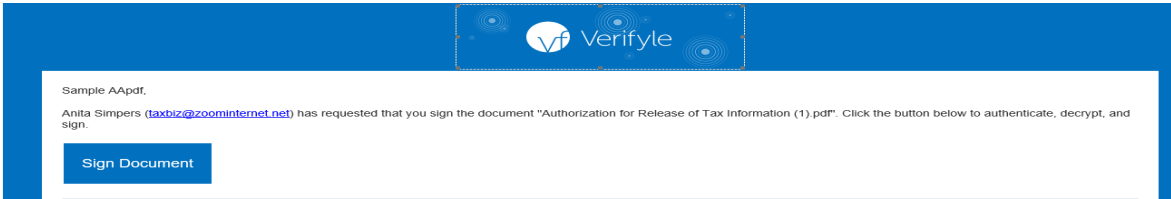
You can view the tutorial by clicking the arrow on the bottom right, or skip it by clicking the X on the top left.

After clicking on the above X, you will be taken to this screen:

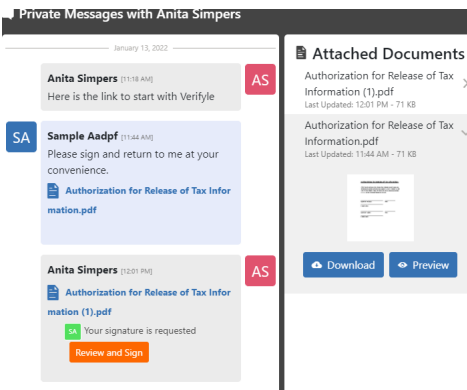


You can read the private message in the top box, write a message back in the lower box or view documents (if available) in the box on the right side. Private Messages are always encrypted on-on-one communications. You can share documents by clicking the paper clip icon in the private message box.

When documents need to be signed, you will receive this email, click on sign document to go to Verifyle.

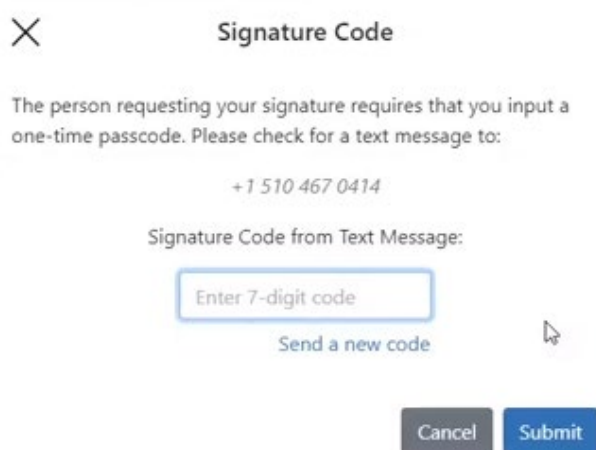


You will see this screen:



Click on the “Review and Sign” orange box. Click “YES” to agree to do business electronically. Select the handwriting font from the dropdown box or draw your own to use for your signature. Click “Save”. Click “Confirm”. Your signed document will automatically be sent to me. *If you want to see screen shots of the instructions in this paragraph, please let me know and I will forward to you.*

If signatures are required from two people, and we have email addresses for both, after one signs, the form will automatically be sent to the second person for signature.



**** Signing E-file authorization documents –** the IRS requires KBA authorization. So, when these forms are sent to you, a text message with a 7-digit code will be sent to your cell phone. After you click “YES” to agree to do business electronically, you will see the screen to the LEFT. Enter the 7-digit code and click “Submit”. You will be taken to the signature screen.