Instructions for using Verifyle

Verifyle can be used on any device. You can create the account on a computer and download the app to your phone from either the google play store or the Apple iphone store.

After a Verifyle account is created for you, you will receive an email from Terence E. Drummond with New Secure Message in the subject line.

Joe Taxpayer,			
Terence E Drummond (taxr	an855@gmail.com) has given you acce	tess to the following. Click items below to authenticate and decrypt.	
Encrypted Message:			
Private Message		Click Here	
Beware of phishing scams. You	don't have to click on links in email alerts from	Verifyle. If you don't know the sender or weren't expecting this content, you can always play it safe by going to verifyle.cd	om directly.
Follow the sign up instructions u	sing this email address (<mark>drummondterry95@gr</mark>	mail.com) to access what is being shared with you.	
	d. Clicking an item above will verify that you ar	re the owner of this email address. By activating your account you are agreeing to Verifyle's terms of use and privacy poli	<u>cy</u> .
Your account is not yet confirme			
Your account is not yet confirme Verifyle is an online system that	uses patented encryption technology to ensure	re security and privacy of its users.	

Click on the "Private Message" link

On the next window that opens, check the box "I'm not a robot"

	Verifyle *
	We just need you to confirm one thing:
	I'm not a robot
0	0
lf you're h	aving problems confirming your account, contact support@verifyle.com.

In the next window you will be asked to create a password. Passwords must be at least 6 characters. The next window you will enter your first and last name.

After creating a password and entering your name, you will see the following window:



This means you have successfully created your Verifyle account.

To send a private message, click in the box "Type a message" and click send.

To upload any documents, click on the paper clip, browse to the document, click on the document and it will automatically upload to the message window. When finished click "Send" and that's it!

Signing Documents:

The IRS requires KBA authorization. When the signature forms are sent to you, a text message with a 7digit code will b4e sent to your cell phone. After entering the 7-digit code, click submit and you will be taken to the signature screen.

At the time of signing, I will provide additional instructions as necessary.

Client Copies

Copies of all draft returns, final returns, and signature pages will be uploaded to Verifyle. It is important that you keep a copy of your tax returns with your other important records. You can either print the return, keep a digital copy or both. Verifyle remains your account and can be used each year. The account can be accessed at any time.

Notifications

No need to worry if I receive messages or documents. Each time a client accesses Verifyle, I receive and immediate email.