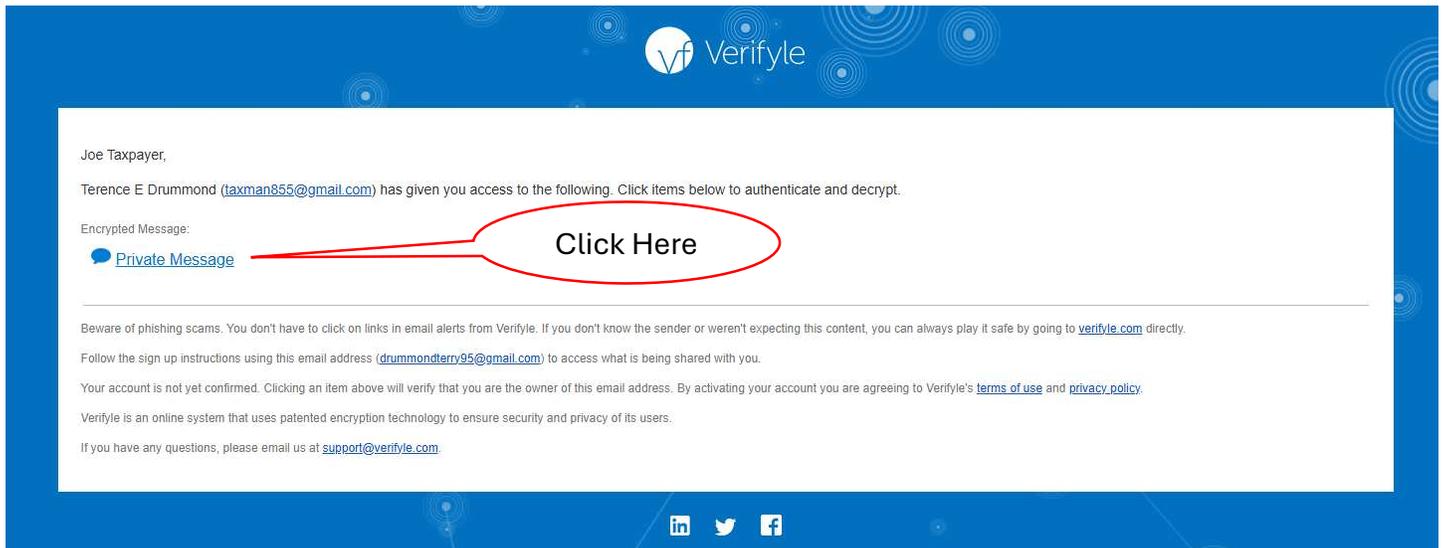


Instructions for using Verifyle

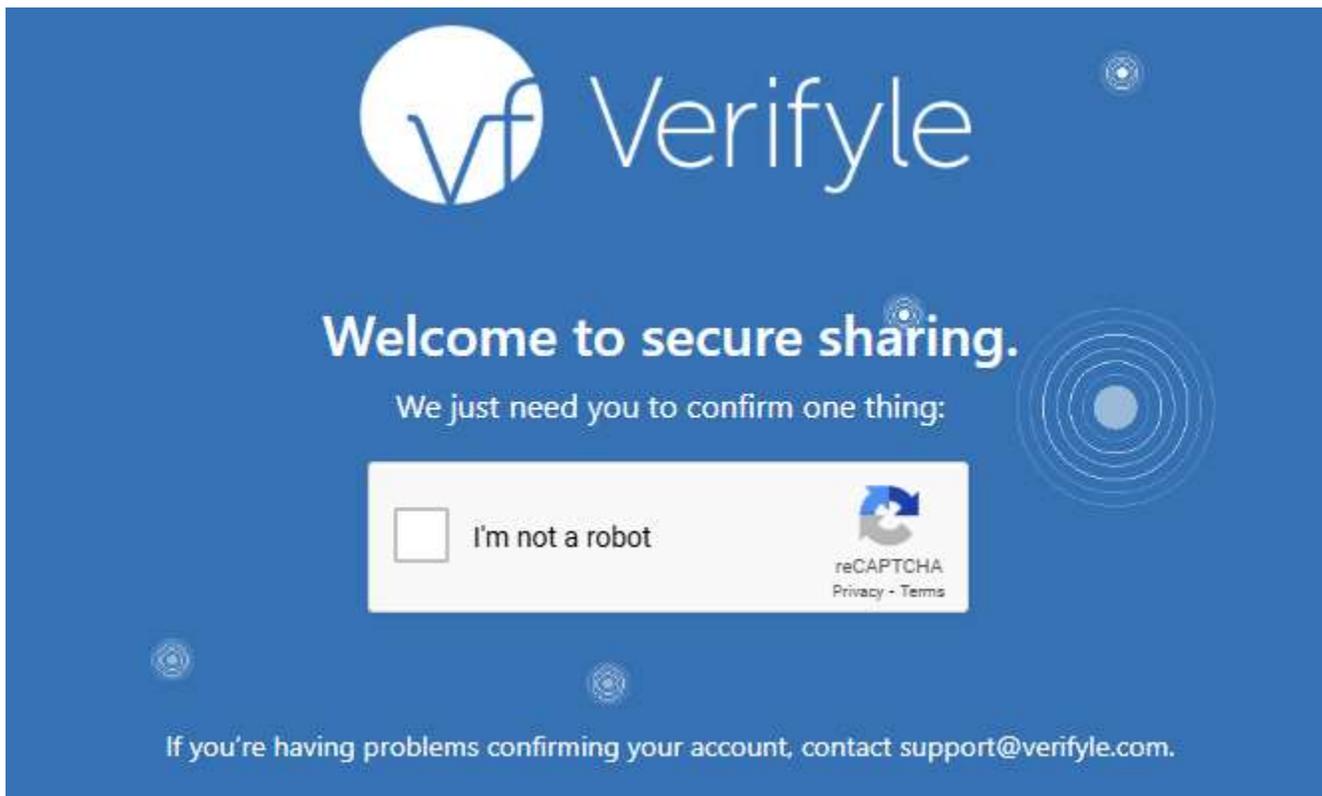
Verifyle can be used on any device. You can create the account on a computer and download the app to your phone from either the google play store or the Apple iphone store.

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.



Click on the “Private Message” link

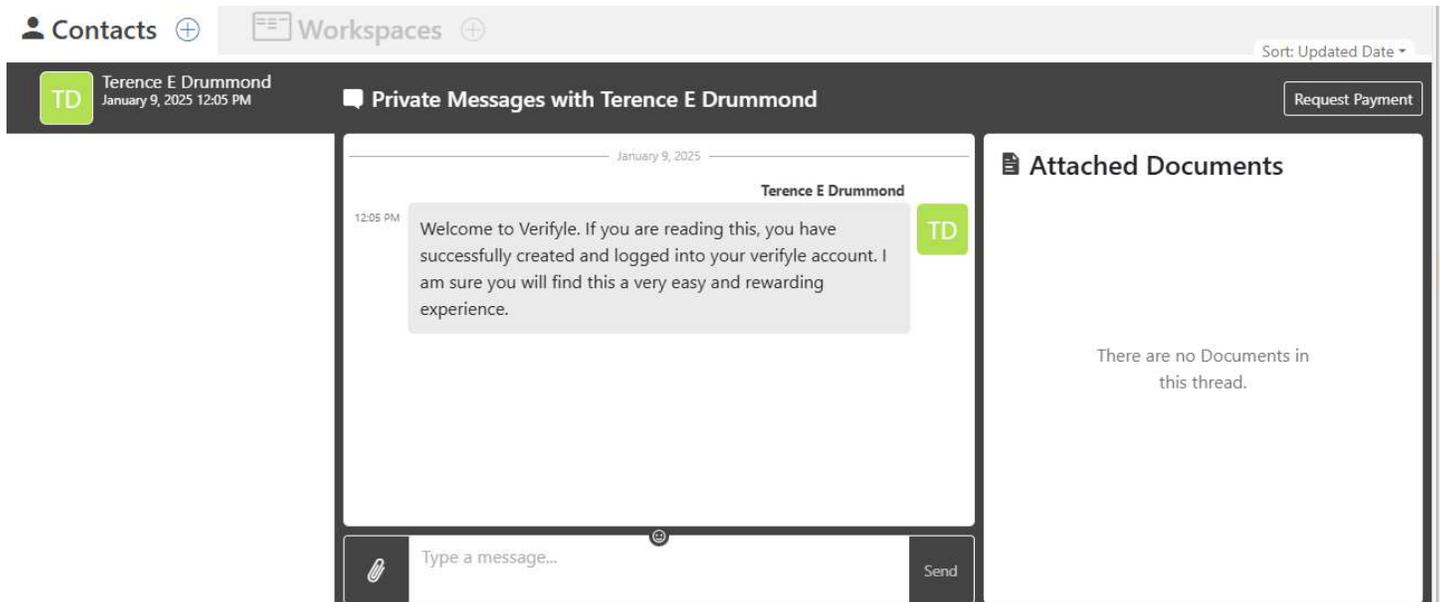
On the next window that opens, check the box “I’m not a robot”



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 7-digit code will be 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 an immediate email.