

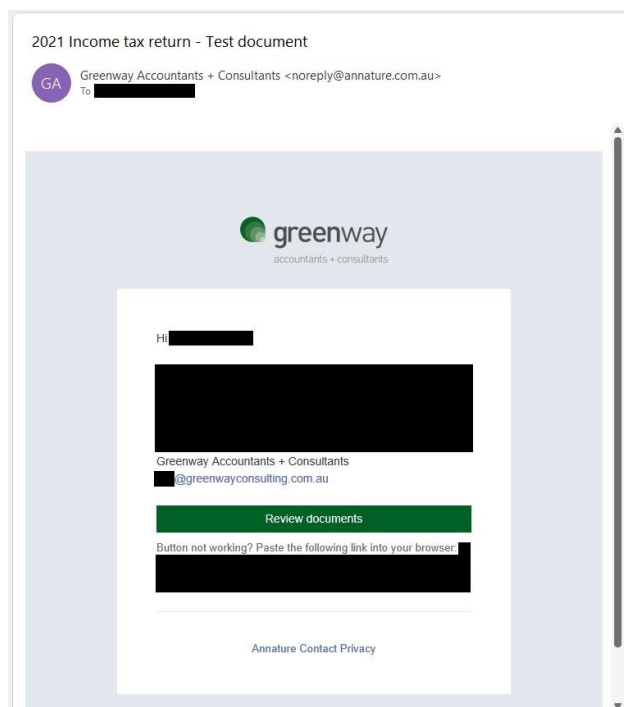
HOW TO ELECTRONICALLY REVIEW & SIGN DOCUMENTS

As part of improving our service to you, Greenway Accountants + Consultants are introducing eSigning. Our eSign software is very easy to use and it is also legally binding & secure.

Simply follow the steps below to begin electronically signing a document:

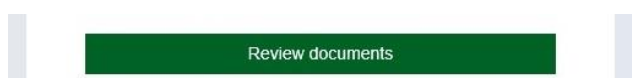
1. RECEIVE AN EMAIL FROM GREENWAY ACCOUNTANTS + CONSULTANTS

You will receive an email from ourselves, stating that Greenway Accountants + Consultants have requested you to sign a document. (See image below).



2. OPEN THE DOCUMENT TO BE SIGNED

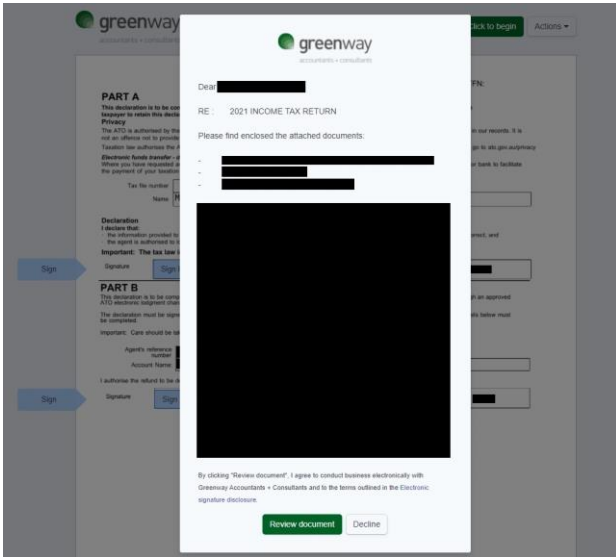
Once you have received an email from us, click on the green box titled **“Review documents”** within your email. (See image below). The document to be signed will then be opened in your web browser (PC or mobile device.)



3. AGREE TO REVIEW THE DOCUMENT

The document to be signed, along with an agreement screen, will appear in your web browser. *(See image below).*

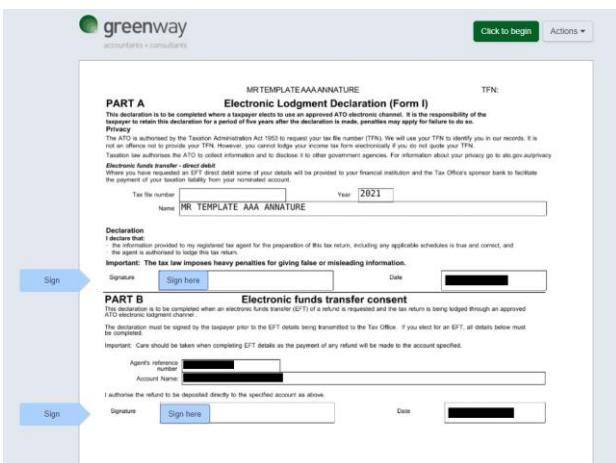
Click on the green box titled **“Review documents”**, at the bottom of the screen, to begin electronically signing the document.



4. REVIEW AND SIGN THE DOCUMENT

The document to be reviewed and signed will now be clearly visible in your web browser. *(See image below).*

Click on the green box titled **“Click to begin”**, at the top right of screen.



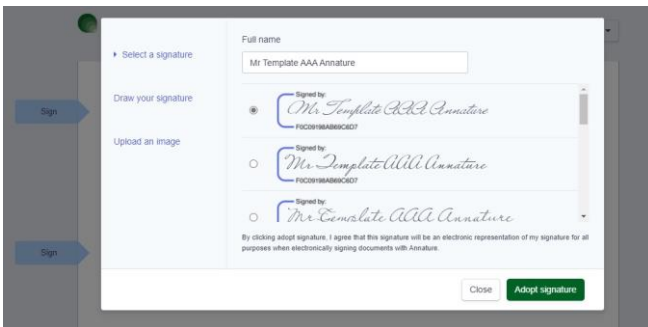
5. REVIEW AND SIGN THE DOCUMENT

Review the documents. When you are satisfied that everything is correct, click on the first signature box titled **“Sign here”**. (See image below).



Then, a screen will appear with signature options. (See image below).

You can either select a signature (this allows you to type your name), draw your signature or upload an image of your signature. Once you have selected your signature option, click the green box titled **“Adopt signature”**.



Then, click on the following signature boxes throughout the document titled **“Sign here”**. (See image below).

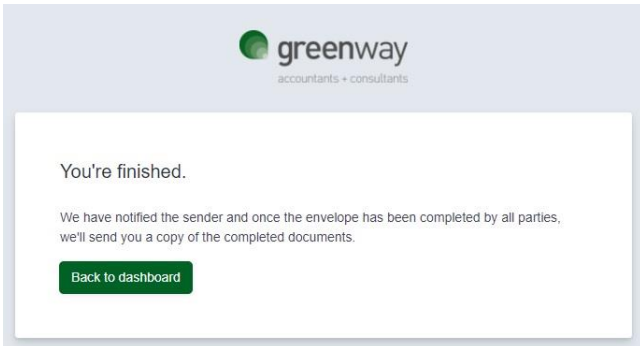


Once all signature boxes have been completed, click the green box titled **“Finish signing”** at the top right of screen. (See image below).



6. ESIGNING COMPLETED

After reviewing and completing all of the signatures, a message screen in your web browser will appear confirming you are finished. (See image below).



7. RECEIVE AN EMAIL CONFIRMATION

After completing steps 1 to 6, you will then receive an email confirmation containing PDF copies of your signed documents. (See image below).

To view the signed documents and certificate of completion, either download the PDF documents attached to your email or click the green box titled “**View documents**” within the email.

These attached documents are for you to retain. You can print them out if you prefer paper copies or just save the digital documents somewhere safe.

Greenway Accountants + Consultants also receive a notification that the documents have been approved. At this point, we will then be able to lodge with the ATO.

Should you encounter any problems with this eSigning process, please do not hesitate to contact us.

