

# How To: Electronically Sign Your Tax Return

## Open Email

You will receive an email notification that will let you know that your tax return is ready to be signed.

STEP  
01

## Click On Link

Click on the link in the body of the notification email.

This will take you to view/sign your documents.

Once on the main screen click on the box at the bottom of the page stating that you agree to the terms then click next.

STEP  
02

## Verify Your Identity

You may need to enter the last four digits of your SSN to proceed. The system may also prompt you to answer additional security questions. This is a secure network and is designed to keep your confidential information safe by verifying your identity.

STEP  
03



## Review & Sign

You will want to review your documents, then follow the next screen to sign your documents. When finished please be sure to logout.

STEP  
04

Follow Pictures on the next page.



# How To: Electronically Sign Your Tax Return

**STEP 01**

## NOTIFICATION EMAIL

HUTH THOMPSON LLP  
PO BOX 970  
LAFAYETTE, IN 47902-0970  
765-428-5000

Name

Dear

Name

Your 2014 individual income tax return is complete and ready for filing with the IRS. We need you to review and sign additional documents as described below that require your immediate attention and response.

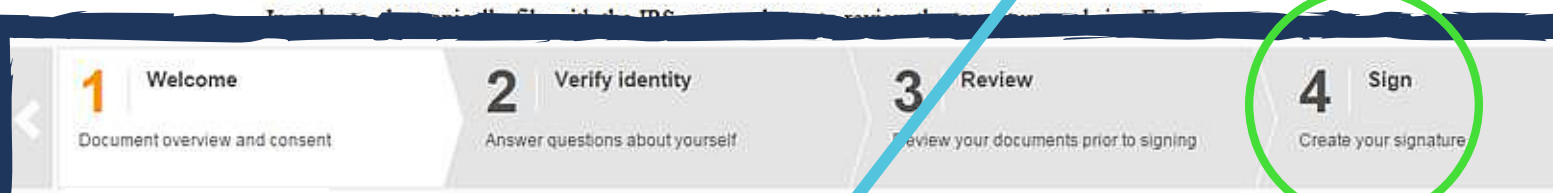
- Form 8879, IRS e-file Signature Authorization
- review documents - form 8879, irs e-file signature authorization

You may view and sign the document(s) electronically by clicking the link below. You may be required to enter the last four digits of your social security number.

<https://secure.netlinksolution.com/esignatures?eid=71d358bc-a8ee-4ded-b56a-a7f0d244be1d&uid=a9d559f2-0b1e-47dd-8bdd-70f71f3e27c1&sid=137a96973eff-43c8-a6dc-55df1118593e>

**STEP 02**

**STEP 04**



**1** Welcome

Document overview and consent

**2** Verify Identity

Answer questions about yourself

**3** Review

Review your documents prior to signing

**4** Sign

Create your signature

Welcome, Name

A signature request has been sent by:

LINCOLN B PERKINS [HUTH THOMPSON LLP] [694]  
HUTH THOMPSON LLP  
tax@huththompson.com

Signature requested on 1 document(s):

Form 8879, IRS e-file Signature Authorization

Please review the Electronic Record & Signature Consent

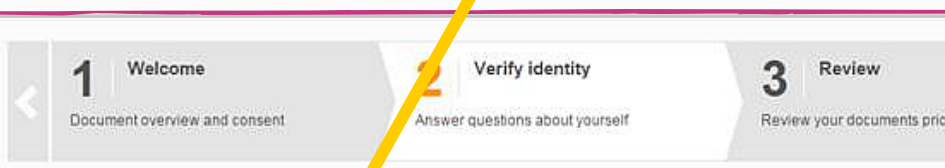
Periodically, our firm may be required to provide to you notices and disclosures electronically through our electronic information to your satisfaction and agree to these terms. Signature Consent and "agree to the terms" option at the bottom of the document.

By selecting the "I have read the Electronic Record & Signature Consent" option, you consent to be legally bound to the terms of the document.

I have read the Electronic Record & Signature Consent

Decline Signature

**STEP 03**



**1** Welcome

Document overview and consent

**2** Verify Identity

Answer questions about yourself

**3** Review

Review your documents prior to signing

Verify Identity

Answer the following questions to verify your identity.

Once started, you'll have approximately 5 minutes to answer the questions before the document expires. If the document expires, you will need to start over.

Last 4 digits of Social Security Number?

Next Question >