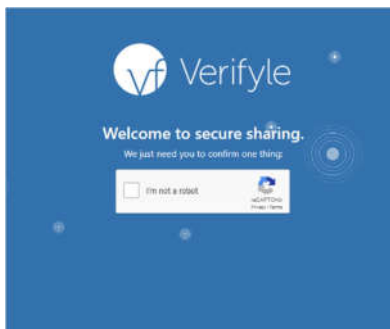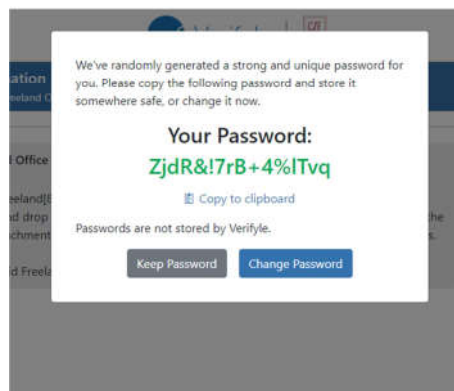You will be receiving an email from Clare Fazackerley and donotreply@verifyle.com and the subject will be Your Signature is Requested. In the body of the Verifyle message, click on the blue "Sign Document" box. (There are alternative instructions if you are wary of clicking the box.)

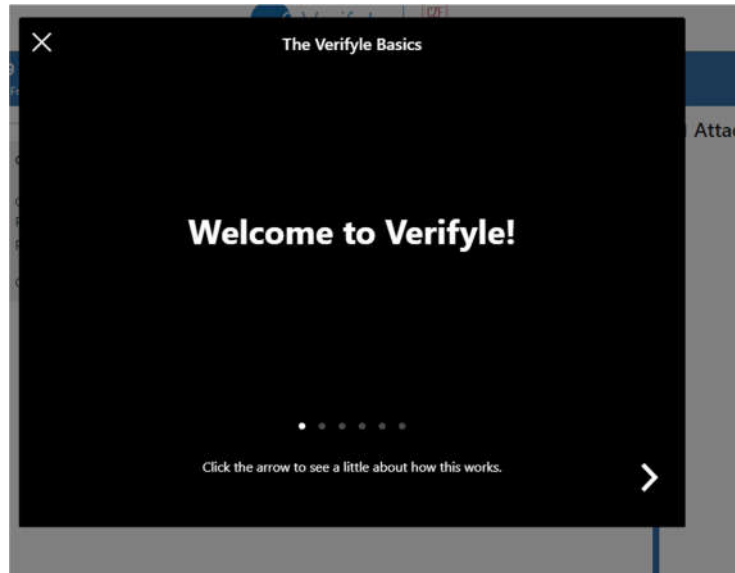After you click on the hyperlink it will take you to a screen that looks similar to this:

Check the box "I am not a robot." Do the quiz to prove it & you should arrive at a screen similar to this:
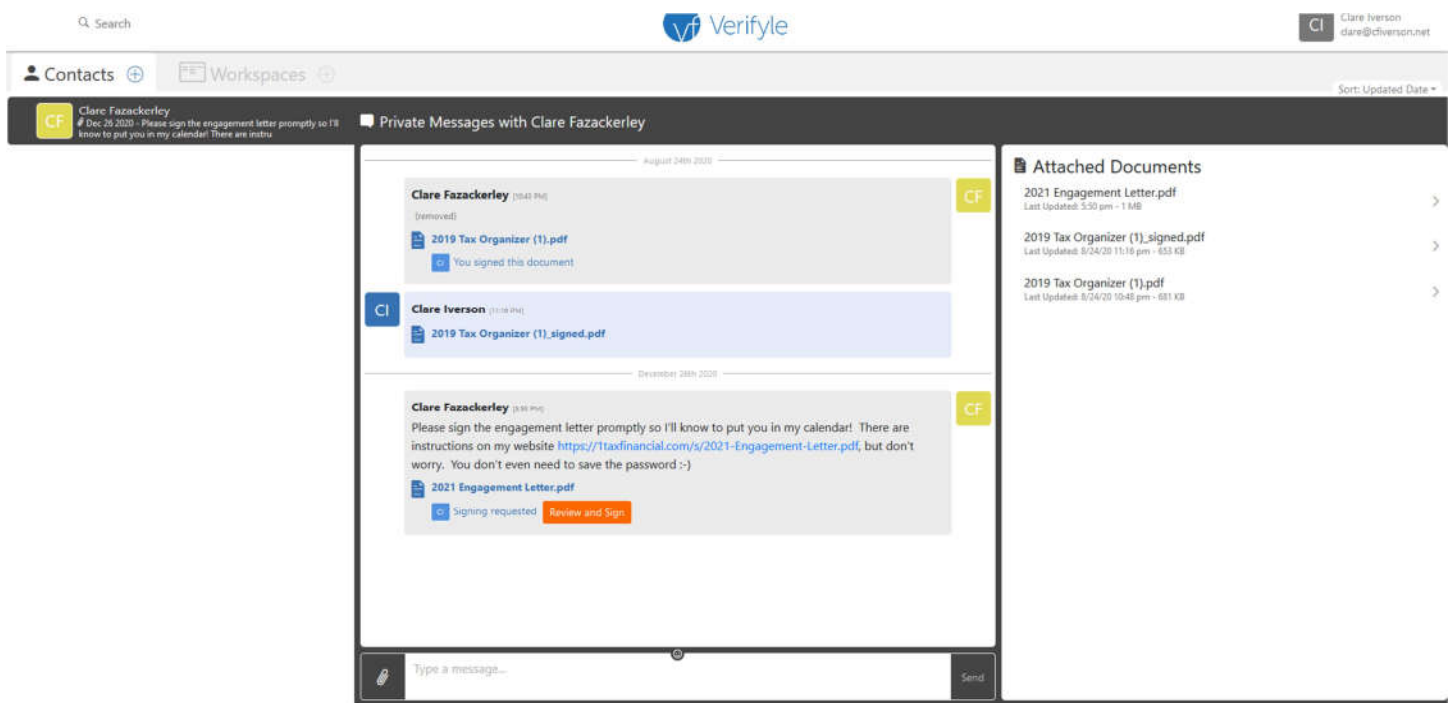

The program will give you a password or you can create your own. If you want to change the password, do so. If not, no worries; you may never use it again, or you will be able to reset it.

Next is this screen. Go through the tutorial at the arrow, or click the X.

Clare Fazackerley
CPA, CFP®, AFC®

1taxfinancial.com | (513) 794-1829
5931 Beacraft Avenue Cincinnati, OH 45213

James Iverson
CFA®

Then you'll get into the message space. Click "Review and Sign" in the Orange box. Click "Confirm" for the handwriting selection, then you can actually read it! "Confirm" each signature. It's easy 😊 You can add a message for me if you have one this early.

If you have questions or need assistance, call Clare 513-794-1829 or email me at clare@1taxfinancial.com. Or if you're worn out by technology, there's a paper one you can print from the website. Or I can mail you one.

Clare Fazackerley
CPA, CFP®, AFC®

1taxfinancial.com | (513) 794-1829
5931 Beacraft Avenue Cincinnati, OH 45213

James Iverson
CFA®