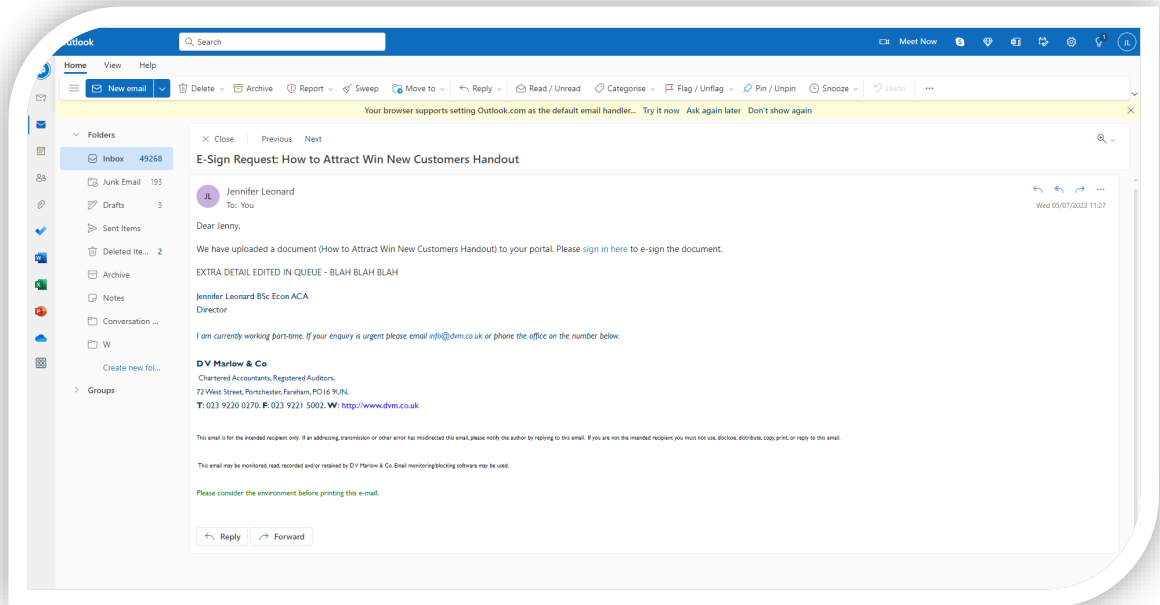


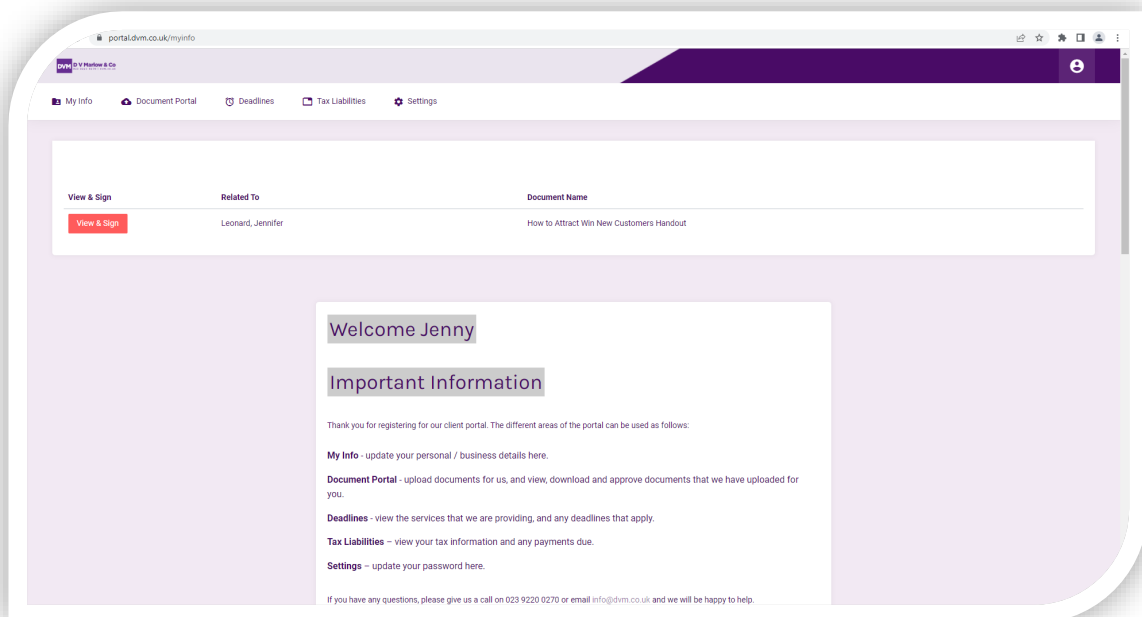
DVM Client Portal Guide:

Completing an e-sign request from DVM via the client portal

1. You will receive an email asking you to sign a document:

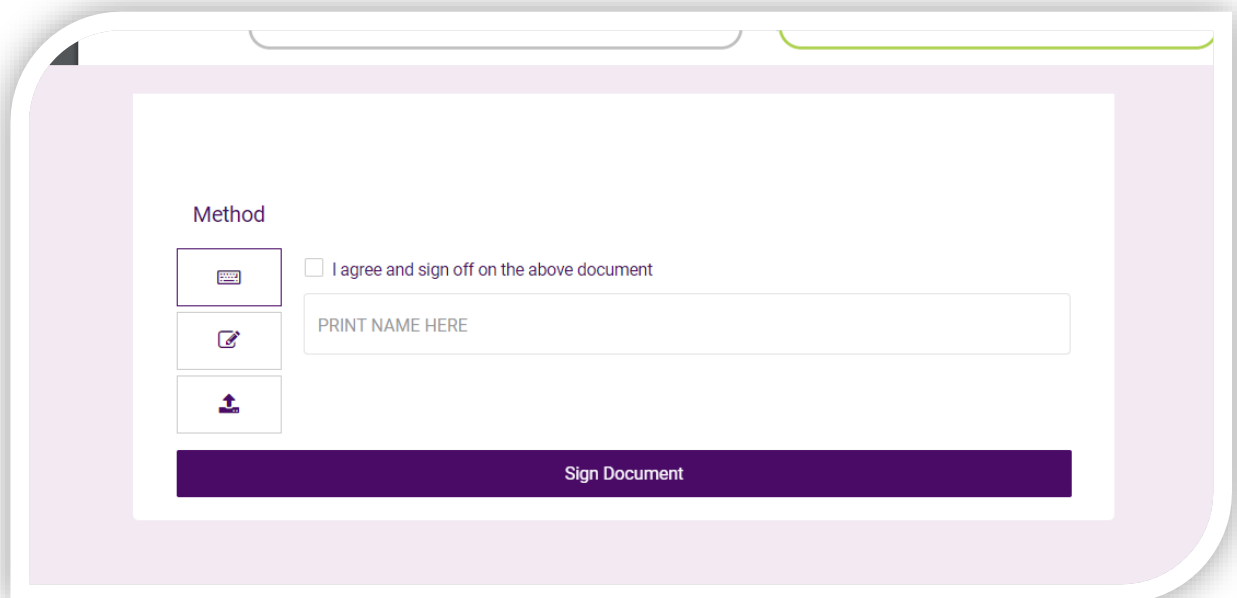


2. Please click the link in the email to login to our client portal (if you haven't yet registered, ask us for a new unique link. If you have forgotten your password, you can click 'forgot password' at the bottom of the login screen.), Next, click on the red 'view and sign' icon.



3. Clicking the red icon opens the document for you to view and sign.

- Firstly, please tick 'I agree and sign off on the above document';
- Secondly, please add your signature. You can either:
 - ✓ type your signature (top icon with keyboard image);
 - ✓ draw your signature (middle icon with pencil);
 - ✓ upload your signature as a file (bottom icon with arrow).



Method

I agree and sign off on the above document

PRINT NAME HERE

Sign Document

Your DVM Client Manager will then be automatically notified that you have approved the document, and we will proceed with the next step in the process (usually filing a return online with HMRC).

You will also receive a confirmation email that the document has been signed.

Thank you for using the client portal.