

How to electronically sign your documents via your Secure Portal

Once a signature request is created by Joly Riendeau et Associé, you will immediately receive an email notification inviting you to sign the documents.

It is essential that you access your own portal (with the correct email address) in order to sign your documents. This is to make sure that the signature shows the right name and thus ensures its validity.

Below is the process to follow:

- In the body of the received email, click on the blue button "Sign documents"
- This will automatically load your secure portal in your browser and will prompt you to log in
- Once logged in, you will be automatically directed to the files that need to be signed
 1. Click on the blue button "NEXT" to access the first required signature
 2. Click on "Sign"
 3. Repeat the first two steps until you have signed all required spots in the current file
 4. Click on "CONFIRM" to access the next file to be signed
 5. Repeat steps 1 to 4 for each file
- You can then view the signed documents as you wish
- Click on "EXIT/SORTIE" to quit the process
- As simple as that! Your documents are thereby signed and a notification to that effect is sent to Joly Riendeau et Associé.

Once we are done processing your signed documents, your tax returns will be transmitted to the tax authorities and the final documents will be uploaded in your secure portal. You will have access to it any time. You can either view them directly within the portal or download them to your local drive. If you wish to download multiple files at once, a ZIP file will be created.