jak + CO.
Certified Public Accountants

Our numbers are just right.

Guide To Using RightSignature

JAK has implemented RightSignature, as a hassle-free way to obtain your legal signature on documents by securely sending through email.

STEP 1 Email Received

When a document is ready for your signature, you will receive an email indicating JAK has sent a document for you to sign.

When you open the email from JAK via RightSignature, you'll receive information on what the document consists of and the link to follow in order to complete your electronic signature.

The link will take you to a new tab that will ask you to enter a security question. Normally this question will be the last four digits of your Social Security Number or an agreed upon question.

STEP 2 Sign Document

You can enter your signature by finding the red arrow shape and going to the signature box. In order to provide your electronic signature, you have two options:

1. To **write your signature with the cursor**, click and hold down the mouse inside the signature box and begin to write your signature with the cursor. Then press Apply.
2. To **type your signature** rather than use the mouse like an electronic pen, click inside the signature box. Then select "Type your signature." Click on the signature line, type your name and then press Apply.

STEP 3 Add The Date

Select the date field and you'll be prompted to select the date you submit your signature.

STEP 4 Submit Signature

Once you have selected the date, you are ready to submit your signature. Select "Submit Signature" on the bottom right of the document.

STEP 5 Completion

RightSignature will generate a preview of the final document that you can download for your records. To complete, simply close the tab on your internet browser and you're done.

If you have questions during the process, please do not hesitate to reach out to JAK.
We hope you find RightSignature a helpful and convenient time-saver.

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