

# Tax Agents & Accountants

Digitally Transform your Business

*Just*  *Sign*

DIGITAL SIGNATURE MADE EASY



# Future Proof your Business | Save Both: Time and Money

## Get your clients to e-sign Tax Returns faster & safer



- ✓ Digital Signature will change your professional life and the way you do business.
- ✓ Authenticate your client's identification and securely get digital signature on Income Tax Returns.

Its safe... its fast... its simple.

# What is this all about

## Introduction to Digital Signature

- How Clients will sign while you work from home
- How you will Authenticate clients signature
- How the process will work when
  - Client
  - Tax Agent
  - Tax Preparer
  - Income Tax Return Lodger

all are at different locations

- How under the Tax Payer Charter you will maintain your obligations as a Tax Agent

# Steps Involved in the whole Process

## **Setup**

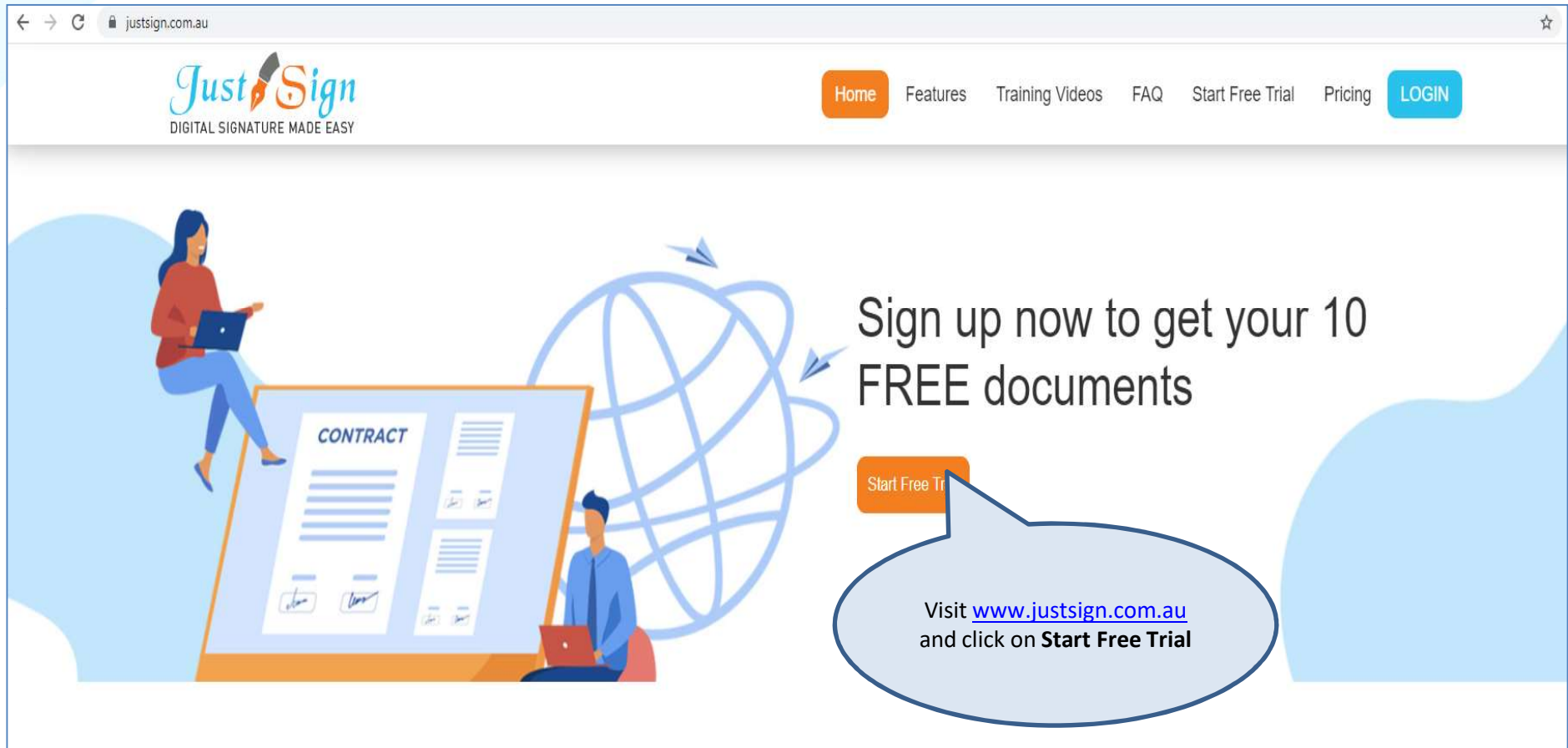
1. Register & Activate your Account
2. Create your Account
3. Add your Team TAX PREPARER & Tax Return LODGER

## **Tax Returns**

1. Add Taxpayers
2. Upload Income Tax Return & Mark where Tax Payer has to sign
3. Signing Process with OTP Authentication
4. Income Tax Returns Storage & Court Approved Audit Trail

# Step 1. Register & Activate Your Account

## www.justsign.com.au



The image shows a screenshot of the Just Sign website homepage. The browser address bar displays "justsign.com.au". The website header includes the "Just Sign" logo with the tagline "DIGITAL SIGNATURE MADE EASY" and a navigation menu with links for "Home", "Features", "Training Videos", "FAQ", "Start Free Trial", "Pricing", and a "LOGIN" button. The main content area features an illustration of a woman sitting on a large document labeled "CONTRACT" and a man sitting at a laptop in front of a globe. A callout box with a speech bubble contains the text: "Visit [www.justsign.com.au](http://www.justsign.com.au) and click on **Start Free Trial**".

Just Sign  
DIGITAL SIGNATURE MADE EASY

Home Features Training Videos FAQ Start Free Trial Pricing LOGIN

Sign up now to get your 10 FREE documents

Start Free Trial

Visit [www.justsign.com.au](http://www.justsign.com.au) and click on **Start Free Trial**

# Step 1. Register & Activate Your Account

The screenshot shows the Just Sign website's registration page. At the top left is the logo 'Just Sign' with the tagline 'DIGITAL SIGNATURE MADE EASY'. The top right navigation bar includes links for 'Home', 'Features', 'Training Videos', 'FAQ', 'Start Free Trial' (highlighted in orange), 'Pricing', and 'LOGIN'. The main heading is 'Free Trial'. Below it is a progress bar with three steps: 1. Account Info (highlighted in orange), 2. Invite Friends, and 3. Start Signing. The central text asks 'Do you want to try World's leading Online Digital Signature Tool?' and provides details about the free trial. Below this is a registration form with fields for 'Email address \*', 'Confirm email address \*', and a math problem '1 + 8 = 0'. An orange 'Activate Account' button is positioned to the right of the math problem. A blue arrow points upwards from the bottom of the page towards the 'Activate Account' button. Below the form, there are notes: '\*Mandatory Field', 'No credit card required to register', and a link to sign in for existing users.

## Steps

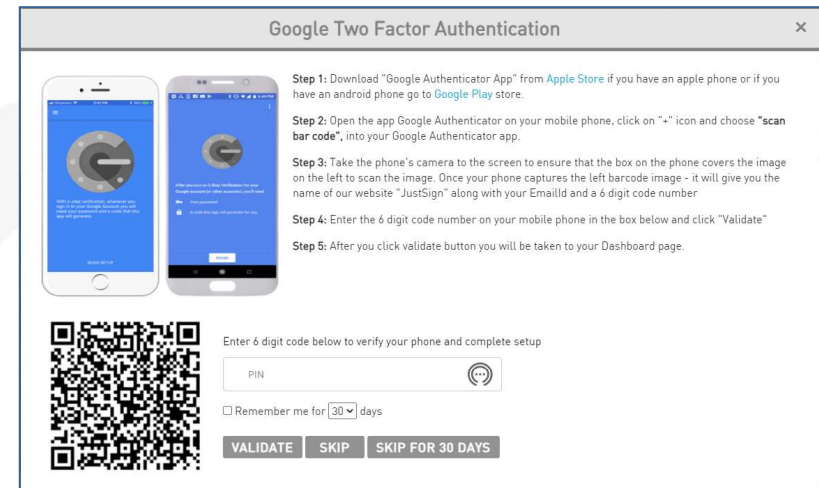
1. Enter your email address, answer a logical question and click on Activate Account
2. Email with activation link is sent to your email id.
3. Click on link and enter your password
4. Your JustSign account is activated.

# Step 2. Create your Account- Security

Your JustSign account has 2-Factor Authentication to secure your identity and account.

## 1. Account Password

## 2. Dynamic PIN through Google Authenticator via your mobile Phone



- Download Google Authenticator app on your mobile.
- Open the app and Scan the QR code – your JustSign account will appear on your screen
- Enter the PIN displayed on your mobile to login to JustSign securely



# Step 2. Create your Account – Your Details

Just Sign  
DIGITAL SIGNATURE MADE EASY

Helpline +612 9684 4199 Envelopes Left (10) SMS Left (1) Welcome Mary

My Details

Document Manager Signature Setup Add Senders Change Password My Settings Help Logout

**User Details**

First Name :- Mary

Surname :- Tax Agent

Email :- justsigndemo@gmail.com

Which country are you in? :- Australia

Mobile :- 04XXXXXXX

Save Cancel

**Company Details**

Company Name :- Mary Tax Agent Pty Ltd

ACN :- 12345678

Address :- Address 1

Suburb :- SYDNEY

State :- NSW Post Code :- 2121

Website :- Phone No

Edit Company Logo

Edit Company Details

Just Sign  
DIGITAL SIGNATURE MADE EASY

Helpline +612 9684 4199 Envelopes Left (10) SMS Left (1)

My Details

Validate OTP (One Time Passcode)

A OTP (One Time Passcode) has been sent to your mobile number. Please enter the OTP in the field below to verify

Enter OTP \*

RESEND OTP (04:09) VERIFY

Save Cancel

## Create your Profile

1. Go to Document Manager upon login
2. Click on My Details
3. Enter User details and company details.
4. OTP is sent to your mobile number to authenticate you
5. Enter OTP and your account details are verified



# Step 2. Create your Account – Signature Setup

**Signature Setup**

Step 1. Either upload or use our system generated or draw with mouse your signature. Step 2. Finalize signature

UPLOAD SIGNATURE   SYSTEM GENERATED   DRAW WITH MOUSE

Upload Signature/Images

UPLOAD SIGNATURE

→ Drag and drop files here to upload  
(Or Click here to upload a file)

UPLOAD INITIALS

→ Drag and drop files here to upload  
(Or Click here to upload a file)

Signature/Initial Image Requirements

By clicking Finalize, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on envelopes, including legally binding contracts - just the same as a pen-and-paper signature or initial.

**FINALIZE**

## Your Signature Setup

1. Click on My Details and click on Signature Set up
2. You have 3 options to set up your signature
  - a) Upload a signature from your system
  - b) Select System generated signature
  - c) Draw with mouse

**Signature Setup**

Step 1. Either upload or use our system generated or draw with mouse your signature. Step 2. Finalize signature

UPLOAD SIGNATURE   SYSTEM GENERATED   DRAW WITH MOUSE

Select one of the font to be used as your signature and initial

SELECT	SIGNATURE	SELECT	INITIALS
<input type="radio"/>	Mary Tax Agent	<input type="radio"/>	MJ
<input type="radio"/>	MARY TAX AGENT	<input type="radio"/>	MT
<input type="radio"/>	Mary Tax Agent	<input type="radio"/>	MT
<input type="radio"/>	Mary Tax Agent	<input type="radio"/>	MT
<input checked="" type="radio"/>	Mary Tax Agent	<input checked="" type="radio"/>	MJ
<input type="radio"/>	Mary Tax Agent	<input type="radio"/>	MT
<input type="radio"/>	Mary Tax Agent	<input type="radio"/>	MT
<input type="radio"/>	Mary Tax Agent	<input type="radio"/>	MT
<input type="radio"/>	Mary Tax Agent	<input type="radio"/>	MT
<input type="radio"/>	Mary Tax Agent	<input type="radio"/>	MT
<input type="radio"/>	Mary Tax Agent	<input type="radio"/>	MT

Selected Signature: *Mary Tax Agent*

Selected Initials: *MJ*

By clicking Finalize, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on envelopes, including legally binding contracts - just the same as a pen-and-paper signature or initial.

**FINALIZE**

**Signature Setup**

Step 1. Either upload or use our system generated or draw with mouse your signature. Step 2. Finalize signature

UPLOAD SIGNATURE   SYSTEM GENERATED   DRAW WITH MOUSE

By using your mouse draw your full signature and initials

DRAW SIGNATURE

Draw Signature   Clear

DRAW INITIALS

Draw Initials   Clear

By clicking Finalize, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on envelopes, including legally binding contracts - just the same as a pen-and-paper signature or initial.

**FINALIZE**

# Your Team

## A real life situation

### People Involved in Lodging Income Tax Return

**Alex** - Financial statements & Income Tax Return preparer

**Mary** – You as the Tax Agent – Approving the lodgement – Sign Income Tax Return

**Scott** - Admin Staff – who lodges the income Tax Return

Plus

**Client** – who has to approve and sign the income Tax Return

# Step 3. Create your Account – Add your Team

My Details

Document Manager | Signature Setup | Add Senders | Change Password | My Settings | Help | Logout

→ Add Senders

Senders Details

First Name \* Alex  
Surname \* Tax Preparer  
Email \* alextaxpreparer@gmail.com  
Mobile 0424714307  
Allow access to  My's Folder  Shared Folder  
 Sender can not send document to Signer without Approval  
\*Mandatory  
Save Clear

Senders Details

First Name \* Scott  
Surname \* ATO Lodger  
Email \* scottatolodger@gmail.com  
Mobile 0424714307  
Allow access to  My's Folder  Shared Folder  
 Sender can not send document to Signer without Approval  
\*Mandatory  
Save Clear

First Name	Surname	Email	Mobile	User Type	Access My Folder	Access Shared Folder	Admin Control Send Document	Active	Edit	Delete
Alex	Tax Preparer	alextaxpreparer@gmail.com	0424714307	Sender	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Mary	Tax Agent	justsigndemo@gmail.com	0424714307	Admin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Scott	ATO Lodger	scottatolodger@gmail.com	0424714307	Sender	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

Showing 1 to 3 of 3 entries

Previous  Next

# Step 3. Create your Account – Add your Team – Tax Preparer & Tax Return Lodger

## How do Staff members join :

Your Team ( Alex - Tax Preparer & Scott – Admin Staff) will receive an email to join as Staff account

Alex clicks on “Join” button and signs up to register and activates his staff account

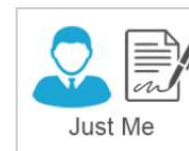
Alex logs in to his JustSign account, creates his user profile , sets up his signature and proceeds to Prepare Document for Signing.



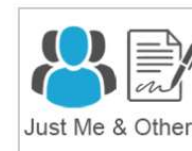
## Start Signing Digitaly Online

Excellent! Now it's time to start signing

Who will sign the first document?



Just Me



Just Me & Others



Just Others

# Financial Statements and Income Tax Returns

Client sends information to the Tax Return Preparer and assume the Financial Statements & Income Tax Returns are now ready (by Alex) in pdf format and have to be signed by the client and by the Tax Agent (by Mary) and then lodged (by Scott)

**To be sent by:** Tax Return Preparer (Alex)

**To be digitally Signed by:** Client & Tax Agent (Mary)

**To be Lodged by:** Admin Staff (Scott)

# Step 1. Tax Returns – Client to be added

Document Manager

Complete Setup of your Account  
5/6 Complete **60**



## Process

From Document Manager > Add Signers>

You can add unlimited signers by either entering them one by one or import from a provided CSV file from your Tax Software.

Alex (Tax Preparer) adds his client John as Tax Payer.

A screenshot of the 'Add Signers' form. The form has a header 'Add Signers' and a sub-header 'Signers Details'. On the left, there is a profile image placeholder with a silhouette of a person and the text 'Profile Image' and 'Image Requirements'. In the center, there is a dashed orange box with the text '→ Drag and drop files here to upload (Or Click here to upload a file)'. On the right, there are input fields for 'First Name' (John), 'Surname' (Tax Payer), 'Email' (john taxpayer@gmail.com), and 'Mobile' (04XXXXXXXX). A red asterisk indicates that the mobile number is mandatory. At the bottom right, there are 'Save' and 'Clear' buttons.

# Step 2: Upload ITR & Mark where Tax Payer has to sign

Document Manager

Complete Setup of your Account 60  
5/6 Complete



- Alex clicks on **Just Others**

He selects who will sign documents from the list:

- John Tax Payer (Client)
- Mary Tax agent
- Scott ATO Lodger

Select option against each signers – Sign or Receive a copy

John (Tax Payer) and Mary (Tax Agent) will sign  
Scott (Return Lodger) will only receive a copy to lodge.

Alex can add the tax return by either:

- Upload document from his computer – Already saved for Tax Software
- or
- Import document from cloud – if saved on Cloud Drive

Once the Financial Statements & Income Tax Returns (Max 10 documents) are uploaded,

Alex clicks on 'Proceed to prepare document' – this is where he has to mark who has to sign where

The screenshot shows the 'Just Others to Sign' interface with the following sections:

- Select who will sign documents:** A search bar and a list of signers: John Tax Payer (john taxpayer@gmail.com), Mary Tax Agent (justsigndemo@gmail.com), and Scott ATO Lodger (scottatolodger4@gmail.com). There are '+Add Signer Group' and '+Add New Signer' buttons.
- Selected signers who will sign:** A list of the three signers with checkboxes for 'Sign' and 'Receive a Copy'. John and Mary have 'Sign' checked, while Scott has 'Receive a Copy' checked.
- Select Document from inbox or shared folder:** A search bar for document selection.
- Upload document from your device:** A dashed box with the text 'Drag and drop files here to upload (Or Click here to upload a file) Maximum 10 files at a time'.
- Import document from cloud:** Icons for Box, OneDrive, Google Drive, and Dropbox.
- Document Requiring Signature:** A field containing 'Sample Tax Return\_2021.pdf'.
- Buttons:** 'Cancel' and 'Proceed to Prepare Document'.



# Step 2: Upload ITR & Mark where Tax Payer has to sign

## How To Prepare a Document for Signature

Click and Choose multiple Documents

Electronic Lodgement Declaration is required to be signed by the Tax payer and Tax agent.

Alex can drag fields on multiple pages for signature as well.

Click on respective signers and drag the desired field.

Drag the Signature Box to the correct location of the Income Tax Return

The screenshot displays the 'Just Others to Sign' interface with three numbered steps: 1. Select Signers and Document which needs to be signed; 2. Prepare Document for Signature; 3. Send Email to Signers. A 'Sample Tax Return...' button is highlighted with a red 'X' icon. Below the signers list, a 'Select signer above & Drag-Drop Below field on Doc' section contains various fields like Signature Box, Initial Box, Full Name, Date Box, Witness Name, Dial Box, Witness Sign, Check Box, Sender Comment Box, and Signer Comment Box. The 'Email Signers' button is at the bottom. The right side shows a preview of a tax form titled 'PART A Electronic Lodgment Declaration (Form 1)' for Mr. John Tax Payer (TFN: 123 456 789). The form includes sections for 'PART A' and 'PART B Electronic funds transfer consent', with fields for tax file number, name, year, and agent details. Signature and date fields are present for both the taxpayer and the tax agent.

5

4

1

2

3

# Step 2: Send to Signers to Sign Income Tax Return

Select the level of Authentication required

- Sign via email / SMS / Face to Face
- Sign by drawing or chose Font
- Signer to upload photo id

Additional authentication can be set for signer:

For e.g: - Alex has requested John to verify with OTP on mobile.

Extra Documents which do not need Signature can also be uploaded which will go as an attachment to the Email

Email Message or if Sending by SMS can be Edited

The screenshot shows the 'Just Others to Sign' interface with the following annotations:

- 1:** Points to the 'Level of Authentication' section on the left.
- 2:** A large arrow labeled '2. Drag & Drop' points to the 'How Signers will Sign & Authenticate' section for 'John Tax Payer'.
- 3:** Points to the 'Verify signer with OTP on Mobile' toggle for 'John Tax Payer'.
- 4:** Points to the 'Insert Attachment in Email' section for 'John Tax Payer'.
- 5:** Points to the 'Send Email Message' editor for 'John Tax Payer'.
- 6:** Points to the 'Send For Sign' button at the bottom right.

At the bottom, a text box states: "Alex can set priority signing : John Tax payer will sign first Mary Tax agent will sign after John". This is linked to the 'Priority Signing' button in the 'Sign in any order' section.

# Step 3: Signing Process with OTP Authentication

## How Taxpayers Sign

**John (Tax payer) receives an email to sign Tax Return from Alex.**

Dear John Taxpayer,  
I invite you to sign Sample Tax Return\_2021.pdf.  
Please click on the below button to "View and Sign" this document. Please enter Password <-176730> to access when prompted. You will be able to upload your digital signature or use one of our font Signature.

**View & Sign**

If you get stuck, Do not hesitate to contact me.  
After you sign Sample Tax Return\_2021.pdf, Everybody will get copy by email.


Alex Tax Preparer  
0424714307  
Mary Tax Agent Pty Ltd  
Address 1  
SYDNEY  
NSW-2121

PS: Don't forward this email. By clicking View & Sign you agree that this document(s) will be signed by you digitally.

**John clicks on Accept to proceed**

**Just Sign**  
DIGITAL SIGNATURE MADE EASY  
Address 1  
SYDNEY  
NSW-2121

**John, You are invited to sign**

 You have been invited by Alex Tax Preparer to sign the document Sample Tax Return\_2021.pdf


To Proceed to Digitally Sign, Please click the Accept button Below.  
In the next screen, you will be asked to enter the password which has been emailed to you.

**Accept** **Refuse to Sign**

**John enters verification code from his email**

**Just Sign**  
DIGITAL SIGNATURE MADE EASY  
Address 1  
SYDNEY  
NSW-2121

**John, You are invited to sign**

 Alex Tax Preparer provided you with a 4 Digit password. Enter the password in the Box below and click verify to view the Document.

Enter code you received\*


**Verify**

**John enters OTP sent to his mobile as further verification**

**Just Sign**  
DIGITAL SIGNATURE MADE EASY  
Address 1  
SYDNEY  
NSW-2121

**SMS Verification**

**Validate OTP (One Time Passcode)**

 A OTP (One Time Passcode) has been sent to your mobile number.

Please enter the OTP in the field below to verify

OTP (One Time Passcode)

**RESEND OTP (04:55)** **VERIFY OTP**

# Step 3: Signing Process with OTP Authentication

John uploads his medicare card (as requested by Alex (Tax Preparer) by clicking the link below

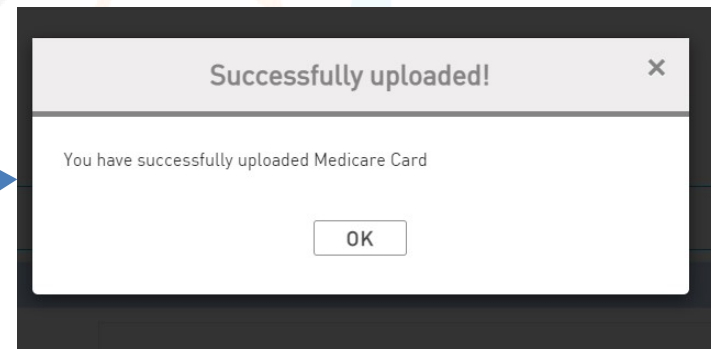
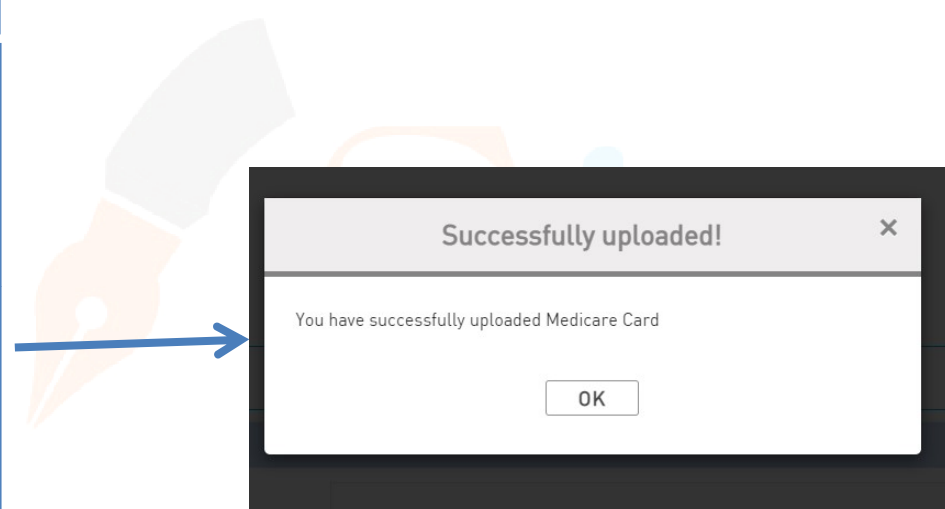
**Just Sign**  
DIGITAL SIGNATURE MADE EASY  
Address 1  
SYDNEY  
NSW-2121

**Upload Authentication Document(s)**

**Upload Authentication Document(s)**

You are required to upload following authentication documents

Click [here](#) to upload **Medicare Card**



Income Tax Return is then Displayed To John for Signature

# Step 3: Signing Process with OTP Authentication

John clicks on agree to sign the document

**Consent**

I agree to sign this document

Please setup your signature

John can set up his signature by either –  
Uploading from system  
OR  
Draw with mouse OR  
Select default Font .

**Set up your signature**

You haven't setup your signature yet.  
[Click here](#) to setup your signature.

This feature can be selected by Sender.

For e.g:  
John selects default Font and Saves signature and proceeds to sign.

**Signature Setup**

Name Upload Signature

Select Font

SELECT	SIGNATURE
<input checked="" type="radio"/>	<i>John Taxpayer</i>
<input type="radio"/>	<i>John Taxpayer</i>
<input type="radio"/>	<i>John Taxpayer</i>
<input type="radio"/>	<i>John Taxpayer</i>
<input type="radio"/>	<i>John Taxpayer</i>

Selected Signature: *John Taxpayer*

By clicking Save Signature, I agree to the terms of the [JustSign Signature Agreement](#)

**Save Signature** **Cancel**

VIEW PAGE 1 OF 6

Mr John Tax Payer TFN: 123 456 789

**PART A Electronic Lodgment Declaration (Form I)**

This declaration is to be completed where a taxpayer elects to use an approved ATO electronic channel. It is the responsibility of the taxpayer to retain this declaration for a period of five years after the declaration is made, penalties may apply for failure to do so.

**Privacy**

The ATO is authorised by the Taxation Administration Act 1953 to request your tax file number (TFN). We will use your TFN to identify you in our records. It is not an offence not to provide your TFN. However, you cannot lodge your income tax form electronically if you do not quote your TFN.

Taxation law authorises the ATO to collect information and to disclose it to other government agencies. For information about your privacy go to [ato.gov.au/privacy](#)

**Electronic funds transfer - direct debit**

Where you have requested an EFT direct debit some of your details will be provided to your financial institution and the Tax Office's sponsor bank to facilitate the payment of your taxation liability from your nominated account.

Tax file number: 123 456 789 Year: 2021

Name: Mr John Tax Payer

**Declaration**

I declare that:

- the information provided to my registered tax agent by the preparation of this tax return including any applicable schedules is true and correct, and
- the agent is authorised to lodge this tax return.

**Important:** the tax law imposes heavy penalties for giving false or misleading information.

Signature:  Date:  Comment:

**PART B Electronic funds transfer consent**

This declaration is to be completed when an electronic funds transfer (EFT) of a refund is requested and the tax return is being lodged through an approved ATO electronic channel.

The declaration must be signed by the taxpayer prior to the EFT details being transmitted to the Tax Office. If you elect for an EFT, all details below must be completed.

**Important:** Care should be taken when completing EFT details as the payment of any refund will be made to the account specified.

Agent's reference number:

Account Name: Mr John Tax Agent

I authorise the refund to be deposited directly to the specified account as above.

Signature:  Date:

Sensitive (when completed) Client Ref: C0009 Agent: 70454-123

# Face to Face Signing

## What is face-to-face signing?

- This type of signing is where the sender of the document (Tax Return preparer and the signer (Client) are in the same room
- Sender prepares an Income Tax Return in front of the client – the client reviews it and signs it there and then
- This happens typically in a H & R Block or an ITP scenario – where the client visits the Tax Agent office
- A One Time Password (OTP) is sent to the client on his mobile to Authenticate that the signer is the one (with his mobile) at the time of signing to ensure it is proven in court on “Who signed” the income tax return



# Signing Process with Face to Face Authentication

Alex (Tax Preparer) can drag Face to Face Signing in John's (Tax Payer) signing panel.

SMS with OTP is sent to John's mobile. SMS script can be edited

The screenshot shows a software interface for document signing. At the top, a progress bar has three steps: 1. Select Signers and Document which needs to be signed, 2. Prepare Document for Signature, and 3. Send Email to Signers. Below this are two panels for configuring signing for different signers.

**Panel 1: John Tax Payer**

- Signers:** John Tax Payer
- How Signers will Sign & Authenticate (Drag and Drop):** A drag-and-drop area containing icons for authentication methods. A blue arrow labeled "1. Drag and Drop" points to the "Face To Face Signing" icon.
- Send SMS Message:** A text area containing the message: "Alex Tax Preparer has invited you to sign a document & wants to verify you. Enter code <XXXXXX> on your screen. Expires in 5 minutes." A blue arrow points to this area from the text box above.

**Panel 2: Mary Tax Agent**

- Signers:** Mary Tax Agent
- How Signers will Sign & Authenticate (Drag and Drop):** A drag-and-drop area with icons for authentication methods.
- Insert Attachment in Email:** A dashed box containing the text: "Drag and drop files here to upload (Or Click here to upload file) Document not to be signed".
- Send Email Message:** A text area with a rich text editor containing the message: "Please click on the below button to 'View and Sign' this document. Please enter Password <XXXXXX> to access when prompted. You will be able to upload your digital signature or use one of our font Signature."

**Left Panel: Configuration Options**

- Level of Authentication (Drag & Drop to right panel):** Includes "Send to signer signing request via" (Email OR Mobile OR Face To Face Signing), "Signer will sign as below" (Upload or Choose Font OR By Drawing), and "Request signer to upload below" (Medicare Card, Drivers License, Passport, 10 Sec. Video |Coming Soon).
- Receive Progress Notification:** OFF
- Sign in any order:** Priority Signing (indicated by a blue arrow labeled "2")
- Set an expiry date to sign (optional):** A date picker.
- Send For Sign:** A green button at the bottom left.

**Right Panel: Action Buttons**

- Send For Sign:** A green button at the bottom right, indicated by a blue arrow labeled "3. Click to Send".

Alex can set priority signing : John Tax payer will sign first Mary Tax agent will sign after John

3. Click to Send



# Signing Process with Face to Face Authentication

1. John receives SMS on his mobile with the OTP – John enters the OTP on Alex’s system as John is signing Face to Face with Alex.

2. Income Tax Return is then displayed To John for Signature

3. John clicks on ‘Signature on page’ button to view signature requirement on multiple pages

4. John clicks on ‘click here to Sign’ tab and signs his ITR declaration

The document is now sent to Mary (Tax Agent) to sign.

# How does the Tax Agent sign

1. Mary (Tax Agent) receives an email to Sign the Tax return already signed by John (Tax payer)

Dear Mary Tax Agent,

I invite you to sign Sample Tax Return\_2021.pdf.

Please click on the below button to "View and Sign" this document. Please enter Password <907118> to access when prompted. You will be able to upload your digital signature or use one of our font Signature.

[View & Sign](#)

If you get stuck, Do not hesitate to contact me.

After you sign Sample Tax Return\_2021.pdf, Everybody will get copy by email.

Alex Tax Preparer  
0424714307  
Mary Tax Agent Pty Ltd  
Address 1  
SYDNEY  
NSW-2121

2. Mary accepts to sign the Tax return by clicking on 'Accept' button and enters the OTP received on email

Mary, you are invited to sign



You have been invited by  
Alex Tax Preparer  
to sign the document  
Sample Tax Return\_2021.pdf

To Proceed to Digitally Sign, Please click the Accept button Below.  
In the next screen, you will be asked to enter the password which has been emailed to you.

[Accept](#)

[Refuse to Sign](#)

Mary, you are invited to sign



Alex Tax Preparer provided you with a 6 Digit password.  
Enter the password in the Box below and click verify to view the Document.

Enter code you received\*

[Verify](#)

# How does the Tax Agent sign

3. Income Tax Return is then displayed To Mary (Tax agent) for Signature

4. Mary clicks on 'Signature on page' button to view signature requirement on multiple pages

5. Mary clicks on 'click here to Sign' tab and signs her ITR Lodgment declaration

The screenshot shows a 'Sign Document' window. On the left, there is a 'Sign Now' section with instructions: 'Sample Tax Return\_2021.pdf requires you to sign. Click on on below page number(s) and click on "Click Here to Sign"'. Below this are 'Signature on page' buttons for pages 1 and 5, and a checkbox for 'Click here to sign all pages'. A 'Your Signature' panel shows a signature 'Mary Tax Agent' and initials 'M T'. A 'Click Here to Sign' button is at the bottom right of the signature panel. On the right, the tax form 'PART A Electronic Lodgment Declaration (Form I)' is displayed, with a 'Click Here to Sign' button at the bottom right of the form area.

The 'Signature Completed' dialog box contains the following text: 'Thank you for signing document', 'Sample Tax Return\_2021.pdf', and 'You and Alex Tax Preparer will receive an email once all signers have signed.' At the bottom, there are four buttons: 'VIEW DOCUMENT', 'DOWNLOAD DOCUMENT', 'LOGIN TO JUSTSIGN', and 'CLOSE & EXIT'.



Dear Mary Tax Agent,  
Your document(s) is signed and is attached to this email with certificate of completion.  
Mary Tax Agent Pty Ltd  
Address 1  
SYDNEY  
NSW-2121

# Document Signing is complete

All parties (Tax preparer, Tax payer and Tax agent) receive the confirmation email that the document is completed with signed document and completion certificate.

<b>Mr John Tax Payer</b>		TFN: 123 456 789
<b>PART A Electronic Lodgment Declaration (Form I)</b>		
<b>This declaration is to be completed where a taxpayer elects to use an approved ATO electronic channel. It is the responsibility of the taxpayer to retain this declaration for a period of five years after the declaration is made, penalties may apply for failure to do so.</b>		
<b>Privacy</b> The ATO is authorised by the Taxation Administration Act 1953 to request your tax file number (TFN). We will use your TFN to identify you in our records. It is not an offence not to provide your TFN. However, you cannot lodge your income tax form electronically if you do not quote your TFN. Taxation law authorises the ATO to collect information and to disclose it to other government agencies. For information about your privacy go to <a href="http://ato.gov.au/privacy">ato.gov.au/privacy</a>		
<b>Electronic funds transfer - direct debit</b> Where you have requested an EFT direct debit some of your details will be provided to your financial institution and the Tax Office's sponsor bank to facilitate the payment of your taxation liability from your nominated account.		
Tax file number	<input type="text" value="123 456 789"/>	Year <input type="text" value="2021"/>
Name	<input type="text" value="Mr John Tax Payer"/>	
<b>Declaration</b> I declare that: - the information provided to my registered tax agent for the preparation of this tax return, including any applicable schedules is true and correct, and - the agent is authorised to lodge this tax return. <b>Important: The tax law imposes heavy penalties for giving false or misleading information.</b>		
Signature	<input type="text" value="John Tax Payer"/> <small>Signed by: John Tax Payer Date &amp; Time: 09 Jul 2021 10:40:18 PM AEST</small>	Date <input type="text"/>
<b>PART B Electronic funds transfer consent</b>		
<b>This declaration is to be completed when an electronic funds transfer (EFT) of a refund is requested and the tax return is being lodged through an approved ATO electronic lodgment channel .</b> The declaration must be signed by the taxpayer prior to the EFT details being transmitted to the Tax Office. If you elect for an EFT, all details below must be completed. <b>Important: Care should be taken when completing EFT details as the payment of any refund will be made to the account specified.</b>		
Agent's reference number	<input type="text"/>	
Account Name:	<input type="text" value="Mary Tax Agent"/>	
I authorise the refund to be deposited directly to the specified account as above.		
Signature	<input type="text" value="Mary Tax Agent"/> <small>Signed by: Mary Tax Agent Date &amp; Time: 09 Jul 2021 19:41:28 PM AEST</small>	Date <input type="text"/>

## What happens when Everyone signs

- The Client gets a completed Income Tax Return emailed to him with everyone's signature
- The Tax Agent gets a completed ITR
- The Admin Staff gets a copy of the ITR signed by the Client and the Tax Agent
- The completed income tax return moves to the Completed folder
  - The completed folder can have sub-folders

# Certificate of Completion signed by all parties

Completion Certificate consists of important information of sender and signers like : Name, Email address, Mobile No, IP Address, Signing date and Time, Document Name and most importantly their Signatures.

 DIGITAL SIGNATURE MADE EASY		Just Sign Digital Signature Provider DEED DOT COM DOT AU PTY LTD ABN: 32 123 929 984 Suite 3.04, Level 3, 29-31 Solent Circuit, Baulkham Hills NSW 2153 Phone: (02) 9684 4199 www.justsign.com.au	
<b>Certificate of Completion</b> Certificate of Completion version 1.0			
<b>Document ID</b> a996c27036cd8bc3b76c3a66070899b			
<b>Name</b> Sample Tax Return_2021.pdf			
-----			
<b>Sender</b> Alex Tax Preparer	<b>Sent</b> 09/07/2021 07:39 PM (AEST)	<b>Completed</b> 09/07/2021 07:41 PM (AEST)	
<b>Email</b> alextaxpreparer4@gmail.com	<b>Number of Documents</b> 1 (One)	<b>Number of Pages</b> 6 (Six)	
<b>Number</b> 0424714307	<b>Number of Recipients</b> 2 (Two)	<b>Number of Witnesses</b> 0 (Zero)	
<b>Business</b>	<b>Address</b>	<b>Website</b>	
<b>Address</b>	<b>IP Address</b> 101.112.245.253	<b>Timezone</b> AEST	
-----			
<b>Browser &amp; OS</b> Chrome/91.04472124, Windows 10			
-----			
<b>Recipient Name</b> John Tax Payer	<b>Sent</b> 09/07/2021 07:39 PM (AEST)	<b>Viewed</b> 09/07/2021 07:40 PM (AEST)	
<b>Type</b> Signer	<b>Signed</b> 09/07/2021 07:40 PM (AEST)	<b>Completed</b> 09/07/2021 07:40 PM (AEST)	
<b>Email</b> john taxpayer4@gmail.com	<b>Signature Method</b> Just Sign - system generated	<b>Signature</b>	
<b>Signature Method</b> Just Sign - system generated	<b>IP Address</b> 101.112.245.253	<b>Geolocation</b> -34.3667,150.9 (Approximate)	
<b>IP Address</b> 101.112.245.253	<b>Signature</b>		
<b>Geolocation</b> -34.3667,150.9 (Approximate)			
-----			
<b>Browser &amp; OS</b> Chrome/91.04472124, Windows 10			



# Audit Trail

Audit Trail of the ITR document signing is available for legal ratification, if needed.

Audit Trail contains step-by-step activity trail of the entire ITR document signing process with exact date and timestamp of each activity.

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Certificate of Completion version 1.0

## Audit Trail

09/07/2021 07:38 PM	Secure Hash Number	The document has been Uploaded by Alex Tax Preparer (689da45004d93b5eb80cb3dc058f1c2ca8240ccd144f4ad02d03d8c9cfdb2b2f)
09/07/2021 07:39 PM	Secure Hash Number	The document has been prepared by Alex Tax Preparer (689da45004d93b5eb80cb3dc058f1c2ca8240ccd144f4ad02d03d8c9cfdb2b2f)
09/07/2021 07:39 PM	Secure Hash Number	Face to Face Sign for John Tax Payer (johntaxpayer4@gmail.com). (689da45004d93b5eb80cb3dc058f1c2ca8240ccd144f4ad02d03d8c9cfdb2b2f)
09/07/2021 07:39 PM	Secure Hash Number	OTP sent to John Tax Payer (johntaxpayer4@gmail.com) (0424714307) (689da45004d93b5eb80cb3dc058f1c2ca8240ccd144f4ad02d03d8c9cfdb2b2f)
09/07/2021 07:40 PM	Secure Hash Number	OTP entered by the John Tax Payer (johntaxpayer4@gmail.com) (0424714307) (689da45004d93b5eb80cb3dc058f1c2ca8240ccd144f4ad02d03d8c9cfdb2b2f)
09/07/2021 07:40 PM	Secure Hash Number	OTP accepted by the system for John Tax Payer (johntaxpayer4@gmail.com) (0424714307) (689da45004d93b5eb80cb3dc058f1c2ca8240ccd144f4ad02d03d8c9cfdb2b2f)
09/07/2021 07:40 PM	Secure Hash Number	John Tax Payer (johntaxpayer4@gmail.com) has viewed the document (689da45004d93b5eb80cb3dc058f1c2ca8240ccd144f4ad02d03d8c9cfdb2b2f)
09/07/2021 07:40 PM	Secure Hash Number	John Tax Payer (johntaxpayer4@gmail.com) ticked Consent to sign this document (689da45004d93b5eb80cb3dc058f1c2ca8240ccd144f4ad02d03d8c9cfdb2b2f)
09/07/2021 07:40 PM	Secure Hash Number	John Tax Payer (johntaxpayer4@gmail.com) has completed the document (703af7ab341eac75e35a884ec81009b884f6bd6272396a77db5f3ec312b2a35b)
09/07/2021 07:40 PM	Secure Hash Number	Mary Tax Agent (justsigndemo@gmail.com) opened the document (689da45004d93b5eb80cb3dc058f1c2ca8240ccd144f4ad02d03d8c9cfdb2b2f)
09/07/2021 07:40 PM	Secure Hash Number	Mary Tax Agent (justsigndemo@gmail.com) opened the document (689da45004d93b5eb80cb3dc058f1c2ca8240ccd144f4ad02d03d8c9cfdb2b2f)
09/07/2021 07:40 PM	Secure Hash Number	Mary Tax Agent (justsigndemo@gmail.com) entered his code to sign the document (689da45004d93b5eb80cb3dc058f1c2ca8240ccd144f4ad02d03d8c9cfdb2b2f)
09/07/2021 07:40 PM	Secure Hash Number	Mary Tax Agent (justsigndemo@gmail.com) has viewed the document (703af7ab341eac75e35a884ec81009b884f6bd6272396a77db5f3ec312b2a35b)
09/07/2021 07:41 PM	Secure Hash Number	Mary Tax Agent (justsigndemo@gmail.com) ticked Consent to sign this document (689da45004d93b5eb80cb3dc058f1c2ca8240ccd144f4ad02d03d8c9cfdb2b2f)
09/07/2021 07:41 PM	Secure Hash Number	Mary Tax Agent (justsigndemo@gmail.com) has completed the document (966d8c9e8f7d3ef41194bd97474d76177d2cca3c37041ff0a9c3f85cfa74d447)
09/07/2021 07:41 PM	Secure Hash Number	The document has been viewed and completed by all recipients (966d8c9e8f7d3ef41194bd97474d76177d2cca3c37041ff0a9c3f85cfa74d447)
09/07/2021 07:41 PM	Secure Hash Number	Completed document sent to Alex Tax Preparer on alextaxpreparer4@gmail.com (689da45004d93b5eb80cb3dc058f1c2ca8240ccd144f4ad02d03d8c9cfdb2b2f)
09/07/2021 07:41 PM	Secure Hash Number	Completed document sent to John Tax Payer on johntaxpayer4@gmail.com (689da45004d93b5eb80cb3dc058f1c2ca8240ccd144f4ad02d03d8c9cfdb2b2f)
09/07/2021 07:41 PM	Secure Hash Number	Completed document sent to Mary Tax Agent on justsigndemo@gmail.com (689da45004d93b5eb80cb3dc058f1c2ca8240ccd144f4ad02d03d8c9cfdb2b2f)



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Number of eSignature Request <a href="#">Envelopes</a> via Email	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	No of <a href="#">Envelopes</a> <input type="text" value="10"/>
Number of SMS Included in Yearly Plan Extra SMS can be purchased click <a href="#">SMS</a>	100	200	300	400	500	1000	1
Number of Senders	1	3	5	1	5	Unlimited	1
Business branding on every Email sent to signer	With our logo	With our logo	With our logo	Senders logo	Senders logo	Senders logo	Senders logo
Invitation SMS To Signer	With our Name	With our Name	With our Name	With Senders Name	With Senders Name	With Senders Name	With Senders Name
Signing Page where signers go to sign	Our Branding	Our Branding	Our Branding	Senders Branding	Senders Branding	Senders Branding	Senders Branding
Admin controls before document is sent for signing	✗	✓	✓	✗	✓	✓	✓
Share documents with your team members only when you like	✗	✓	✓	✗	✓	✓	✓

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Package Price (Incl.GST)	<b>\$2,750.00</b>	<b>\$4,950.00</b>	<b>\$8,800.00</b>
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Inclusions			
Digital Signature	 DIGITAL SIGNATURE MADE EASY 1 Year Enterprise Corporate Plan Value <b>\$990</b>	 DIGITAL SIGNATURE MADE EASY 1 Year Enterprise Corporate Plan Value <b>\$990</b>	 DIGITAL SIGNATURE MADE EASY 1 Year Enterprise Corporate Plan Value <b>\$990</b>



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300	<b>\$15.00</b> Per Fund (Plus GST) Package Price (Incl. GST) <b>\$4,950.00</b>	<a href="https://justsign.com.au">justsign.com.au</a> 1 Year Expert Individual Plan Value <b>\$550</b> 
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7000	<b>\$6.00</b> Per Fund (Plus GST) Package Price (Incl. GST) <b>\$46,200.00</b>	<a href="https://justsign.com.au">justsign.com.au</a> 1 Year Enterprise Corporate Plan Value <b>\$990</b> 
10000	<b>\$5.00</b> Per Fund (Plus GST) Package Price (Incl. GST) <b>\$55,000.00</b>	<a href="https://justsign.com.au">justsign.com.au</a> 1 Year Enterprise Corporate Plan Value <b>\$990</b> 

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