How to Sign Documents Via Right Signature

1. Open your email
2. Once you have opened your email account, you will see a message from ‘Rightsignature.com’ it will state below the address “Terranova and Associates, LLC has sent you ‘\_\_\_\_\_\_\_’ to sign”
3. Click on this email, it has been sent securely and is safe to open
4. Once you have opened the email you will see a preview of the document that needs to be signed
5. You will then scroll to the middle of the page and see a blue button that says ‘Review & Sign Document’
6. Please click on ‘Review & Sign Document’ if that does not work you will see a link displayed at the bottom of the page you can click on that as well or you may copy and paste that address into your web browser
7. Once you have clicked the button or the link you will be prompted with directions on where to sign (the areas that need to be signed will have red flags)
8. Begin filling out the document where prompted
9. Once you have filled out all text fields you will then hit submit at the bottom of the page. If not, all fields have been filled the software will prompt you to go back
10. Once everything is completed you will hit the blue button that says ‘Submit’
11. You will then be prompted with more directions that walk you through how to look at the ‘Executed’ document and download for your records if wanted

Once your documents have been signed, they will be sent to the Terranova Office securely. We will reach out to you if we have any comments or concerns.

If you have any questions, comments, or concerns please do not hesitate to reach out to us at (978) 774-7700 or emailing us at [office@terranovacpa.com](mailto:office@terranovacpa.com).