Quick Start Guide for Client Authorization

The Confirmation.com application provides auditors and their clients a secure and efficient means for obtaining the necessary client authorization to initiate audit confirmations. The below guide describes the electronic process for requesting and submitting client authorization within the Confirmation.com application.

Establishing a Client Profile (Auditor)

After registering for Confirmation.com, the auditor will establish a Client Profile, designate an authorized signer, then enter the necessary client account information.

Requesting Authorization (Auditor)

From within the Confirmation.com application, the auditor will request client authorization for the selected authorized signer.

This process generates an email from **systems.administrator@confirmation.com** to the client email address provided by the auditor. This email contains a secure link allowing the client to provide the necessary approvals.

Providing Authorization (Client)

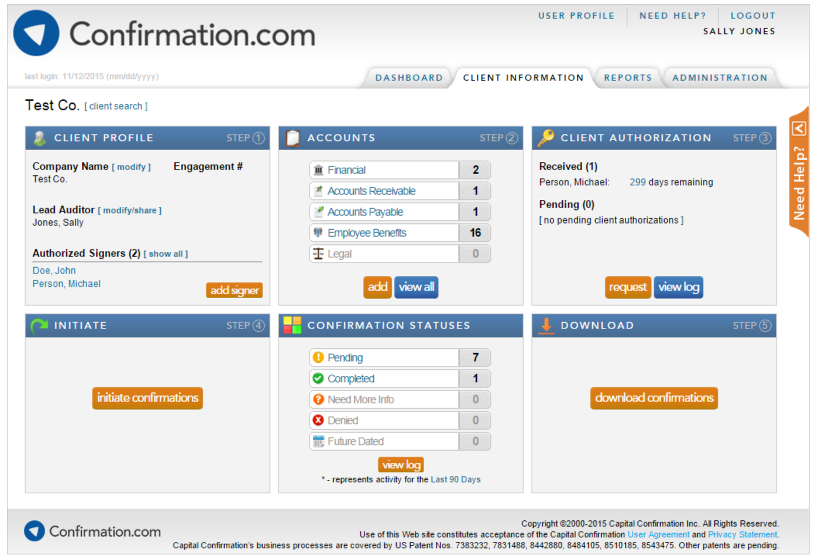
From within the authorization email, the Client Signer will select the secure link. This will display a unique authorization page containing important information about the Client and the Firm.

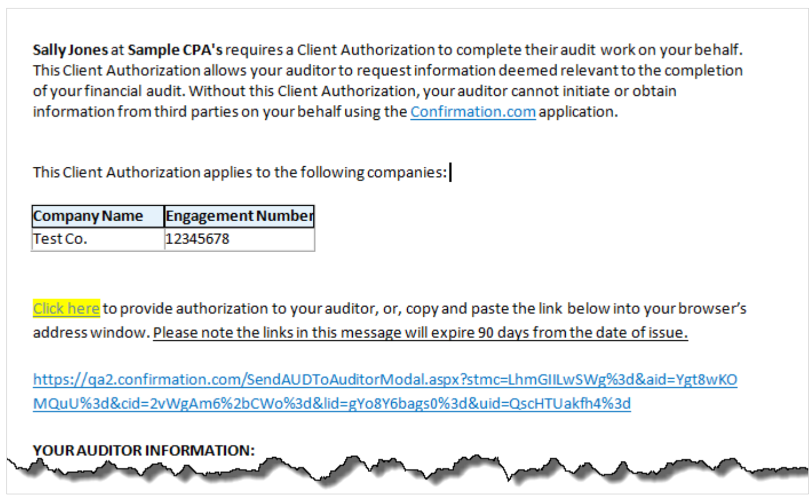
From within the Client Authorization view, the Client Signer will complete the Signature step by signing their name in the space provided. The signature step can be performed by using a mouse, trackpad, or a stylus/finger on touchscreen devices.

A signature can be cleared or typed using the links located above the signature area.

Once completed, select the Send button located at the base of the Signature area to return the authorization to the auditor.

To learn more contact us at **1-888-716-3577** or visit **Confirmation.com**





Sally Jones at **Sample CPA's** requires a Client Authorization to complete their audit work on your behalf. This Client Authorization allows your auditor to request information deemed relevant to the completion of your financial audit. Without this Client Authorization, your auditor cannot initiate or obtain information from third parties on your behalf using the Confirmation.com application.

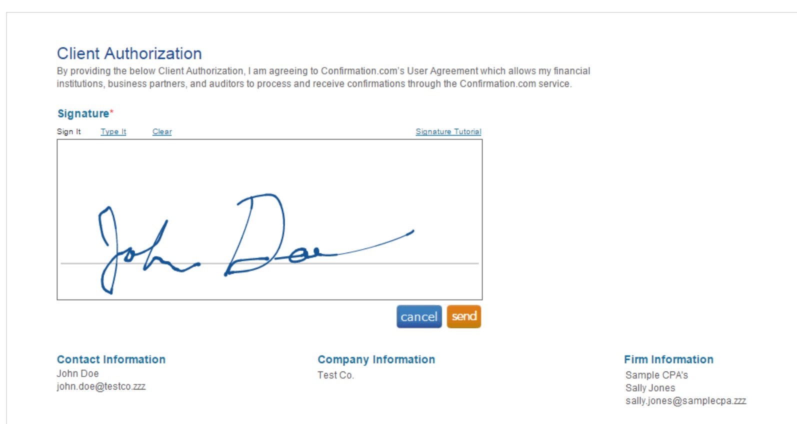
This Client Authorization applies to the following companies:

Company Name	Engagement Number
Test Co.	12345678

Click here to provide authorization to your auditor, or, copy and paste the link below into your browser's address window. Please note the links in this message will expire 90 days from the date of issue.

https://qa2.confirmation.com/SendAUDToAuditorModal.aspx?stmc=LhmGIILwSWg%3d&aid=Ygt8wKOMQuU%3d&cid=2vWgAm6%2bCWo%3d&lid=gYo8Y6bags0%3d&uid=QscHTUakfh4%3d

YOUR AUDITOR INFORMATION:



Confirmation.com