

SIGNING ON THE CLIENT HUB

STEP 1 – LOG IN TO CLIENT HUB

Click on the link in the email under Document Hub Address or through our webpage
<https://documenthub.handisoft.com.au/ClientPortal>

STEP 2 – DOWNLOAD THE DOCUMENT

Document Name

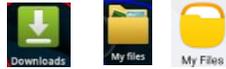
    CAS0001_2024 Tax for Signing.pdf

To the left of the document you are wanting to sign is an arrow pointing down  click on this. It will download the document. **Don't click on the document name.**

STEP 3 – REVIEW THE DOCUMENT

If the document does not automatically open after downloading it can be found:

- Computer – Downloads folder in file explorer
- Apple Devices – Files App 
- Android Devices – Downloads, Files or My Files Apps



Please note: **In most cases our invoice will be included with the document for signing.** If you have any questions regarding the document, contact our office before signing.

After viewing the document, you will need to go back to where you logged into the hub (step 1).

STEP 4 – SIGN THE DOCUMENT

Document Name

   CAS0001_2024 Tax for Signing.pdf

After the document has been downloaded the pen will change from red to orange.

Click on the orange pen, a popup box will appear. Click on Sign Document.

Electronic Signature ? X

First Name:

Last Name:

Signed: 08/03/2023

By clicking "Sign Document" below, I hereby certify:

- The information I am submitting is true and accurate
- I have read and understood the contents of the document
- I agree with all declarations made within the document

Status

Signing in progress

This may take a few minutes. It will send a notification to us saying you have signed the document.

If you refresh the webpage the pen should show as green and the status will change to Document signed.

Document Name

   CAS0001_2024 Tax for Signing (SIGNED).pdf

SWITCHING USERS – When a couple have the same email log in you will need to switch users.

On the top right-hand side of the webpage is a user icon  Click on this to change the user – SWITCH PORTAL AREA. Then follow the same instructions as above to sign the document.

FORGOT YOUR PASSWORD

Opposite the Login button is a forgot password link click on this to have a reset password link emailed to you.

Login ?



Accountant's Practice ID

User Name/Email Address

Password

Remember me

[Forgot Password](#)

Are you an Employee? Login [here](#)

If you require any further assistance, please call our office on (03) 5986 2189.