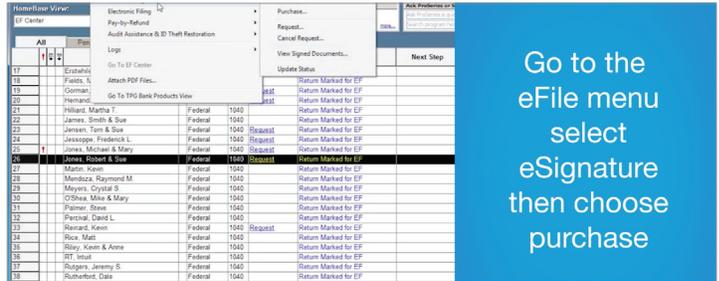


How to Purchase eSignatures in ProSeries

Before you can send a request for eSignature to a client, you must have eSignatures in your bank. To purchase eSignatures and add them to your bank, take the following steps.

1. From the E-File menu at the top of the ProSeries screen, select **Electronic Signature** and then choose Purchase.
2. In the Purchase eSignatures window, enter the desired number of eSignatures you wish to purchase.
3. Complete the billing information.

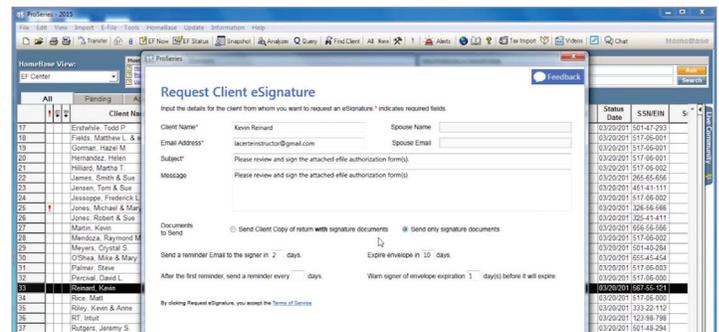
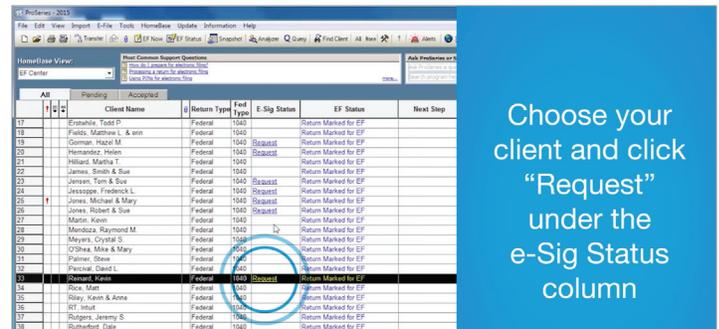


You are now ready to use these eSignatures. To begin using eSignature, you send a request to a client for eSignature.

How to Request an eSignature

If you have eSignatures in your bank, follow these steps to request an electronic signature from a client.

1. From the HomeBase View drop-down menu in the upper left, choose EF Center. Then choose your client, and click **Request** in the E-Sig Status column for that client.
2. ProSeries will check to ensure we have the all the information needed to send the request, and display the results. Click **Continue**.
3. You will see the Request Client eSignature window with the client's information already populated. If desired, you can edit the subject line and body of the email request to customize the message.
4. Choose whether to include a copy of the client's return with the request. By default, ProSeries will send only the eSignature documents.
5. Choose how often you would like automated reminders to be sent to your client for follow-up.
6. Click **Request eSignature** to finish and send the request.



For More Information

For more information on eSignature, please visit: proconnect.intuit.com/esignature-proseries
 If you have questions, please contact: esignature@intuit.com