

# HubSync Portal – Document Signing



**CRI** CARR  
RIGGS &  
INGRAM

CPAs and Advisors

[CRIcpa.com](http://CRIcpa.com)


# Invitation email – documents to sign

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Example of the invitation email to sign documents is displayed below.


Please follow on screen prompts to electronically sign documents.

CRI <notifications@assuresign.com> ← ↶ ↷ | 🗑️ 📧 📧 | ⋮  
To: You Fri 1/12/2024 5:46 PM

 **CRI** CARR RIGGS & INGRAM  
CPAs and Advisors

Dear [REDACTED],

Carr, Riggs & Ingram has prepared a document for your review and signature. Please follow the link below to access the document and complete your electronic signature.

[Review & Sign](#)  Click the link to access documents.

Thank you,

Carr, Riggs & Ingram

Document signing powered by **Nintex AssureSign**.  
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# Document Signing – link to external page

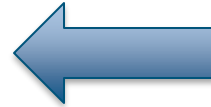
Link from your email will direct you to the AssureSign website to digitally sign your documents. Click on "Start Signing" to begin this process.



A new document from Carr Riggs & Ingram is available for you to sign.

By selecting start signing you agree to the [terms and conditions](#).

Start signing



Tax - Entity EL - [redacted] ▾

1 ▾ of 13



Additional options are available at the bottom of the page.

🗨 Ask sender a question

🚫 Decline signing

📄 Download documents

# Document Signing

Click on "Adopt Signature"



Please select the "Adopt signature" button to type or draw your signature to be applied to the document.

Back

Adopt signature

Field 1 of 2

Select either Typed or Drawn and click "Adopt Signature" to begin signing.

Adopt a Signature

Select a signature style

- Typed with a keyboard
- Drawn with touch, mouse, or stylus

Provide your name by drawing with touch, mouse, or stylus.

Signature

A large rectangular box for drawing a signature. It contains a faint 'X' and a dashed line. A small question mark icon is in the top right corner.

By clicking "Adopt Signature", I agree that the signature and initials above will be the electronic representation of my signature and initials for all purposes when I use them to sign documents. Applying them to a document is legally equivalent to signing with a pen on paper.

Cancel

Adopt signature

# Signing Complete – download files

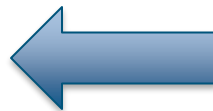
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- Once all documents have been electronically signed, the final step will display to "submit".
- A confirmation message will be displayed, and you'll have an opportunity to download signed copies of the documents for your records.



You have successfully completed the signing process. Your document is complete and may be downloaded by clicking the button below.


Download document Tax - Entity EL -



Click this button to download signed documents.

# Signing Complete – email confirmation

- Confirmation email will be sent upon completion of all signatures.
- You'll have an opportunity to access documents envelope and download signed copies for your records.

 CRI <notifications@assuresign.com>  
To: You

  
Sun 1/14/2024 10:59 PM



Dear [REDACTED],



Click **View Envelope** to download signed documents.

Envelope signing has been completed. Please click "View Envelope" to view or download the final signed copy.

**View Envelope**

If you have any questions about the envelope or its contents, please contact Carr Riggs & Ingram.

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