

# GovReports – Digital Authentication Signature

## Digital Signature

GovReports Digital Authentication (DA) is an optional service that validates the authenticity and integrity of a document online with a digital signature. That means that DA enables you to have your clients electronically sign and return the documents to you for lodgement.

Digital Authentication is an additional subscription to ICB Exclusive GovReports Package.

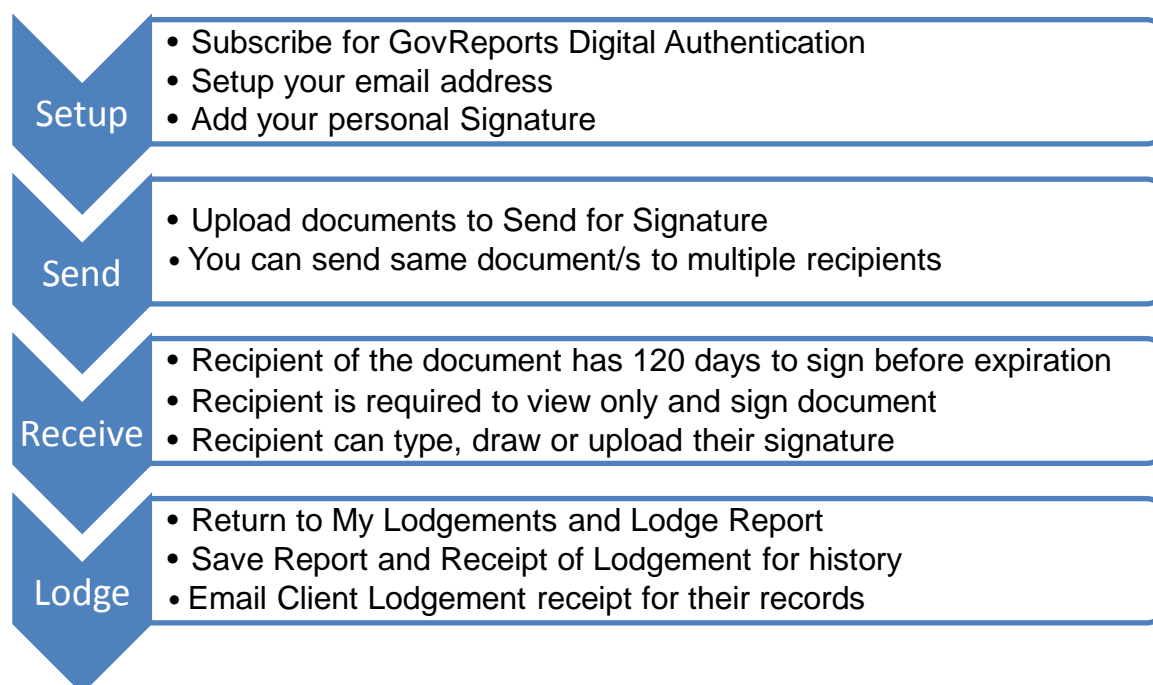
**Note:** to access the Digital Authentication software you require a registered account with GovReports and the internet browser Chrome or Firefox

### Types of Documents for Sending

Any form issued via GovReports can be sent for Digital Authentication: BAS/IAS, TFN Declarations, Payment Summaries, Payroll Tax, Tax File Declaration, Tax Returns (if applicable)

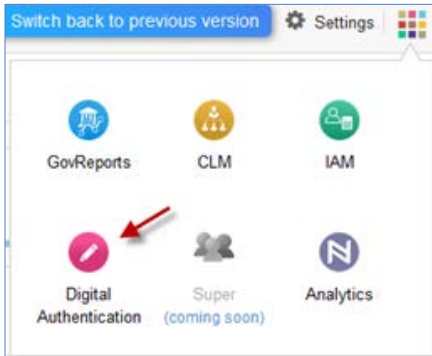
Any additional document requiring a signature can be uploaded through GovReports Digital Authentication, such as Letter of Engagement, Invoice, Contracts and / or Agreements

## Digital Signature Process



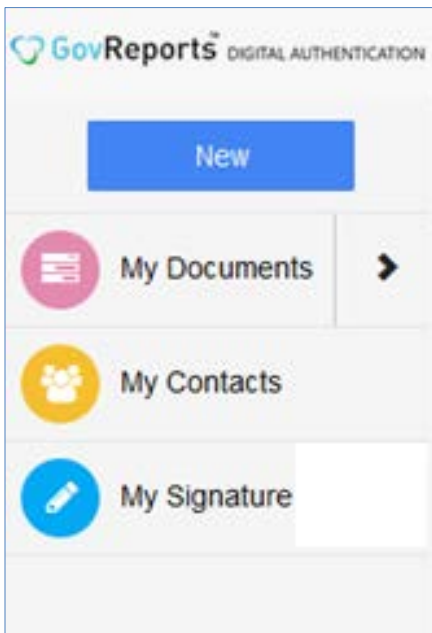
## Setup

### Login to Digital Authentication



After subscribing with GovReports for Digital Signature you will then have the Icon for Digital Authentication from Settings Application Grid.

Select Digital Authentication which will take you to the following menu. There are other ways to access Digital Authentication which is shown in the Send Documents for Signature section



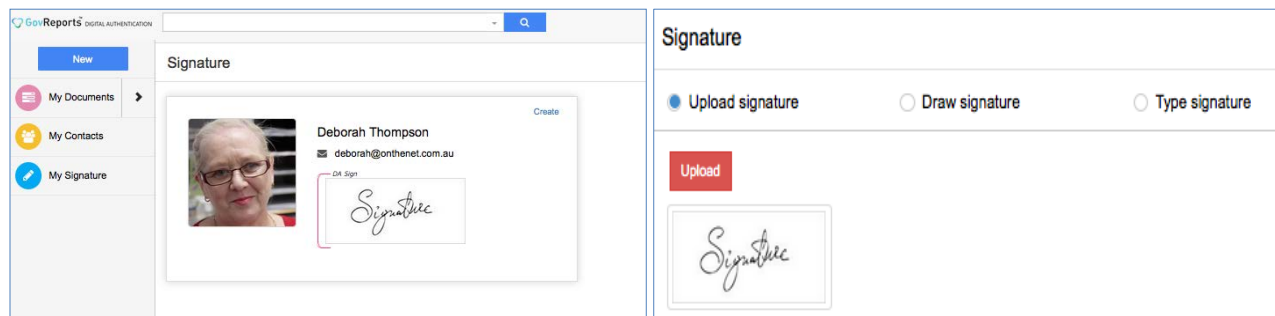
**My Documents** - My Documents lists and manages all documents uploaded or sent for signature with document status, access to all details of your sent, received, and in process documents, search for a specific document, and perform additional actions such as continuing preparation of the draft documents, sign, void, or remind or document recipients to sign.

**My Contacts** - My Contacts are added as you send documents for signing, the system does not import the list from GovReports separately. Contacts are also added as you add additional recipients of documents. You can add and edit the contact details through this section

**My Signature** - Create and save your signature for document signing. You can either upload an image of your signature, type or draw your signature

## Digital Signature Setup

Choose My Signature from the side bar menu. If your image is in GovReports this is inserted here automatically. Click on Create in the right hand corner




You can either upload your signature, use your mouse to write your signature, or take a photo and capture your signature to insert. You can also remove the signature at any time, and redo your signature with a mouse as many times as you like.

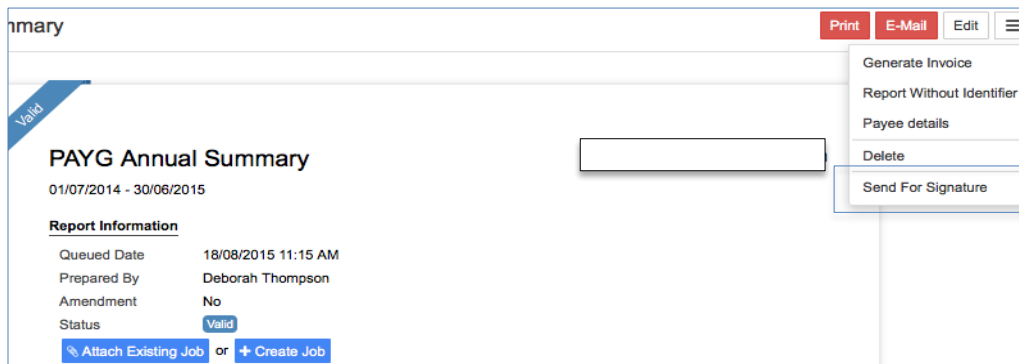
## Sending Documents for Signature

3 different ways to access Digital Authentication for sending documents.

### Option 1: (Recommended)

By sending GovReports generated valid documents from **Saved Reports**

- Select Client via 'My client' or 'Saved Reports'
- Select form requiring authorisation
- Select 
- Form must be Valid so 'Send for Signature' appears
- Select 'Send for Signature'



### Option 2:

Choose **Digital Authentication** from settings application grid, as above

### Option 3:

From within the reporting form window – **Save / Lodge section**.

ATO reporting forms in GovReports are provided with an additional option in Saved / Lodged section to **Save, Validate and Send for Signature**. On choosing this option, your reporting form gets validated then directs you to Digital Authentication.

**Annual GST Return**

**Reporting Party :** THE PURSER FAMILY TRUST (62483468038)  
**Intermediary :** CRAMPTON AUTOMOTIVE PTY LTD (64057283253)

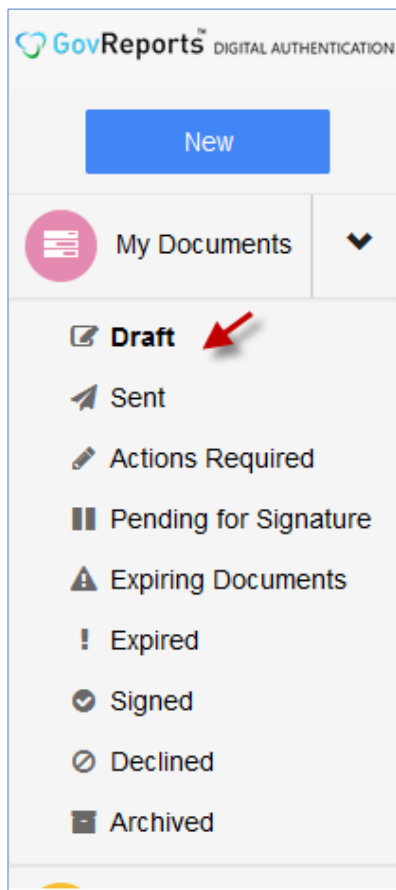
1 Report details
2 GST
3 Summary & Declaration
4 Save/Lodge

**Save/Lodge**

Lodgment Type

- Save as Draft (Will not validate with the SBR, Saves form/data as draft for later use)
- Prelodge (Validates data with the SBR, but your form/data will not be saved)
- Save (Validates data with the SBR, if valid, saves the form/data and moves it to Queue)
- Save, Validate and Send for Signature (If valid, saves the form/data and Sends for Signature)
- Lodge

## Sending for Signature



After document is saved and selection of 'send of signature' is made you will be sent to 'My Documents'

### Document Status:

**Draft** – Document is saved ready to be sent for signature

**Sent** – Document is sent to recipient

### Actions required

**Pending for Signature** – Waiting for Signature from Recipient

**Expiring Documents** – Documents set to expire in number of days

**Expired** – Expired documents waiting for action

**Signed** – Signed documents

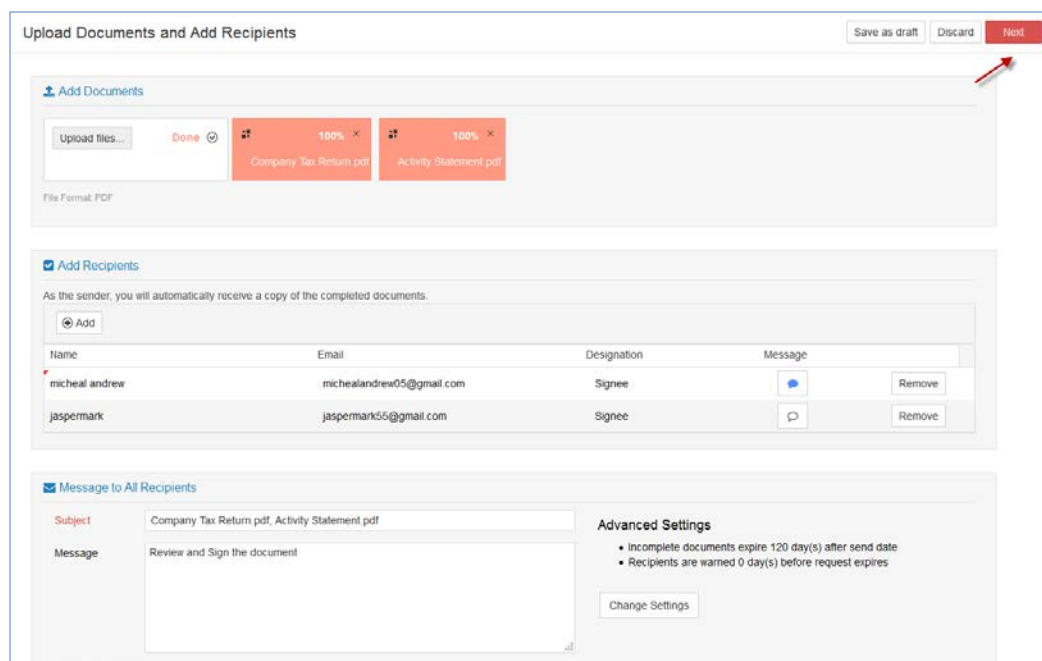
**Declined** – When document recipients have declined to sign the document, it is flagged as declined

**Archived** – When a document is placed in Archived, you still have the option to retrieve

1. Each document for lodgement needs to be sent separately. This has been done for ease of tracking. Example: If you sent 2 different forms, such as June BAS and TPAR, because of different lodgement dates they might be returned at different times and that's difficult to track.
2. It is possible to add multiple non GovReports documents to be sent out at the same time for signature
3. Multiple recipients of documents can be included whether signature is required or just for viewing. Simply add recipients.

### To send a GovReports generated document, follow the 8 step process

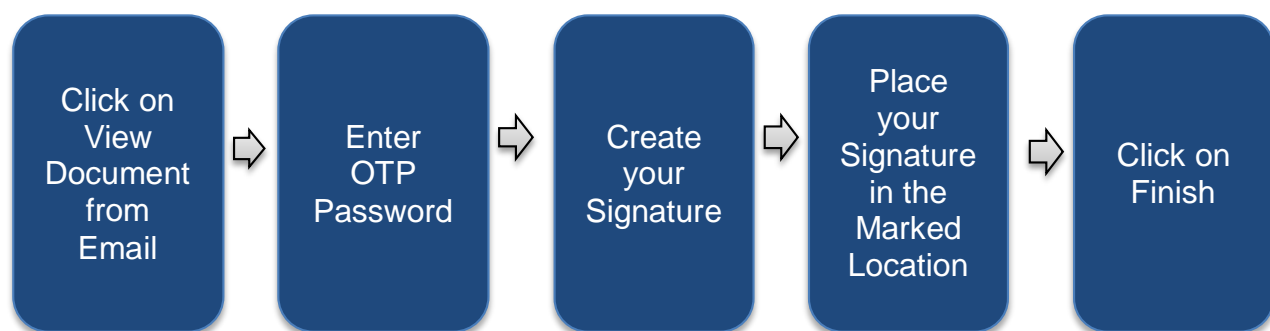
1. In GovReports, click on Saved Reports, Select Valid form, click on 'Send for Signature'
2. Digital Authentication Opens on the 'Upload Documents and Add Recipients' screen



3. Upload any additional documents. Documents can be general or signature required
4. Add additional Recipients with email addresses. Designation can be signatory or viewer. If recipients requires changes to email or name just overtype, on this screen.
5. Create a private message to recipient if required and create message for all recipients, on this screen. This screen also allows you to change the expiry date and/or setup the recipient warning of the expiration
6. Then Click Next (top right side)
7. This screen is to add the X for the placement of the signature.
8. When complete, press send and all the documents will be sent to all recipients  
Review your send documents in My Document screen showing their status as viewable

### Recipient Receiving Document

The recipient will be asked to view the document after entering a password. Signature is then required in either type, draw or picture and then saved and returned



See below images of the recipient’s process for viewing and entering OTP password



### Receiving a Signed Document

An email will advise you that a document has been received and signed.

1. It is possible to view the document by the email.
2. Also by going into Digital Authentication and to My Document and click on document as right side of screen change – view document is immediately there.
3. You are also advised within GovReports that document has been signed and therefore ready for lodgement
4. You can download and print document if required.