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## CCH Signatures

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## Setting up your account

When a firm wants you to sign a document electronically you will receive an email notification from CCH Signatures.

If this is the first time you have been asked to signed documents electronically, you will need to set up your account within CCH Signatures.

1. You will receive two emails. The first contains the information and link you need to setup an account.

Welcome to **CCH Signatures**, the chosen digital signature & document delivery solution of Wolters Kluwer.

Wolters Kluwer has sent you a document to review via the secure portal.

To sign view this document, you must first set up a secure account with **CCH Signatures**.

Click [here](#) to go to the secure website.

Enter your username and password.

Add your name or initials to be used in your electronic signature.

Create a new secure password.

**Username:** This email address

**Password:** A temporary password will be sent in a separate email.

Click on the training guide link for complete instructions on setting up your account and sign your documents.

If you have any concerns about the content of this email, please contact Wolters Kluwer.

Kind regards

The **CCH Signatures** Team

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<b>CCH Signatures Support</b> 0800 500 224 NZ-Support@wolterskluwer.com	<b>Training Information</b> <a href="#">Training Guide</a> <a href="#">CCH Signatures Information</a>
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2. The second email contains your temporary password.

Wolters Kluwer has invited you to digitally sign documents using **CCH Signatures**.

This is your temporary password to complete your account setup.

**5Tw3wB3R**

If you have any concerns about the content of this email, please contact Wolters Kluwer.

Kind regards

The **CCH Signatures** Team

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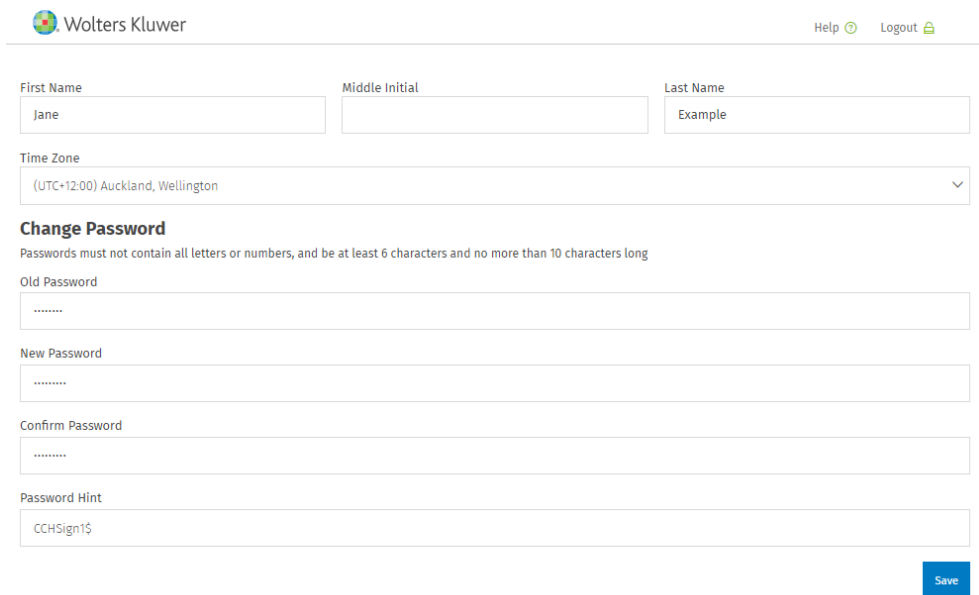
Note: The sender may customize the email templates to their own branding or style.

3. Click on the link provided in the first email to go to the secure website.
4. Enter your email address(username) and the temporary password.



5. You will be prompted to change your password and add additional details of your name and time zone:

- Name
- Time Zone
- New password



6. Enter your first name, initial and last name.

**Note:** These are the details that will be used to construct your electronic signature. You can choose to provide your full name(s), initials or any combination of these.

You must agree to the Terms of Use – by selecting the icon **“I Consent to Electronic Package”**.

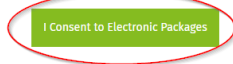
**You Are Responsible For Reading And Understanding These Conditions Of Use And Terms Of Service Before Clicking “I Consent to Electronic Packages” To Complete Your User Account Registration In The Portal.**

You are verifying that you are able to view, read and understand all of these conditions of use and terms of service; and that you alone are responsible for reading and understanding all these conditions of use and terms of service before you agree to be legally bound by these conditions of use and terms of service. If you have any questions for us about any of these conditions of use and terms of service before you agree to become legally bound by them then you may use the Contact information described above to ask us these questions before you decide to proceed with completing registration of your user account with the portal.

If you disagree with any of the conditions of use and terms of service associated with CCH Signatures for ABC Accounting Portal then click on the “I Do Not Consent” button below.

Clicking on the “I Do Not Consent” button will prevent you from viewing any information and disclosures in CCH Signatures for ABC Accounting Portal because you are refusing to accept the conditions of use and terms of service associated with the portal.

CCH Signatures for ABC Accounting will therefore always send you information and disclosures for the transaction and/or service you requested from CCH Signatures for ABC Accounting on paper using a courier selected by CCH Signatures for ABC Accounting.

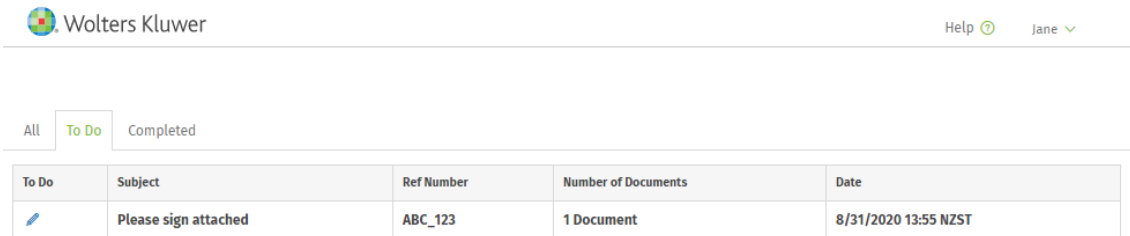



7. If you prefer to sign documents manually you can select **“I Do Not Consent”**.

The **To Do** tab, will display the Packages that requires your attention to sign.

## Signing a document

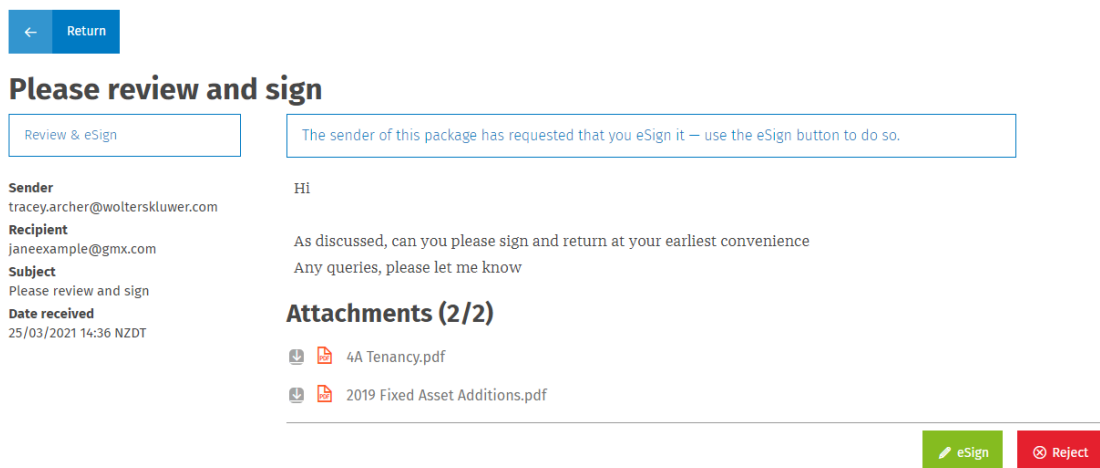
1. Sign into the **CCH Signatures** Portal via the email link.
2. Select the item in the **To Do** tab.



To Do	Subject	Ref Number	Number of Documents	Date
	Please sign attached	ABC_123	1 Document	8/31/2020 13:55 NZST

**Note:** There may be additional information that the sender may need to clarify with you that will not appear in the notification email regarding the documents requiring to be signed. You will see this in the next screen.

3. Select **Esign** button to open the package. Your package may contain more than document to be signed. It may also need to be signed by more than 1 person.



← Return

### Please review and sign

Review & eSign

The sender of this package has requested that you eSign it – use the eSign button to do so.

**Sender**  
tracey.archer@wolterskluwer.com

**Recipient**  
janeexample@gmx.com





**Subject**  
Please review and sign

**Date received**  
25/03/2021 14:36 NZDT

Hi

As discussed, can you please sign and return at your earliest convenience  
Any queries, please let me know

#### Attachments (2/2)

-   4A Tenancy.pdf
-   2019 Fixed Asset Additions.pdf

eSign
Reject

- The navigation pane will inform you of how many documents require signing and prompts you to the location fields for signing.
- You can either choose to **sign** or **reject** the document.

**Note:** if you reject one document in the package all documents are rejected.

**This is your document to review and sign.**

The red arrows below will direct you to places you need to sign. Note: If there is more than 1 document in this envelope, use the blue arrows below to move between documents.

The sender of this package has requested that you eSign it – use the eSign button to do so.

2 Documents - 0 Complete

2019 Fixed Asset Additions.pdf

<< 2 of 2 >>

You must complete the fields below before signing this document.

Sign here

Page No	Page Title	Doc No	Doc Date	Doc Type	Doc Status	Doc Value	Doc Total	Doc Balance	Doc Total
1	2019 Fixed Asset Additions	1	2019-01-01	Fixed Asset	Open	18,769.00	18,769.00	0.00	18,769.00
<b>TOTAL</b>						<b>18,769.00</b>	<b>18,769.00</b>	<b>0.00</b>	<b>18,769.00</b>

- To sign the document, simply click into the box.

**This is your document to review and sign.**

The red arrows below will direct you to places you need to sign. Note: If there is more than 1 document in this envelope, use the blue arrows below to move between documents.

The sender of this package has requested that you eSign it – use the eSign button to do so.

2 Documents - All Complete

2019 Fixed Asset Additions.pdf

<< 2 of 2 >>

You must complete the fields below before signing this document.

Sign here

Page No	Page Title	Doc No	Doc Date	Doc Type	Doc Status	Doc Value	Doc Total	Doc Balance	Doc Total
1	2019 Fixed Asset Additions	1	2019-01-01	Fixed Asset	Open	18,769.00	18,769.00	0.00	18,769.00
<b>TOTAL</b>						<b>18,769.00</b>	<b>18,769.00</b>	<b>0.00</b>	<b>18,769.00</b>

- Once all fields are signed, check the navigation pane. You need to ensure that it states all completed and all you will see the arrows are green.

- Click on the **ESIGN** button.

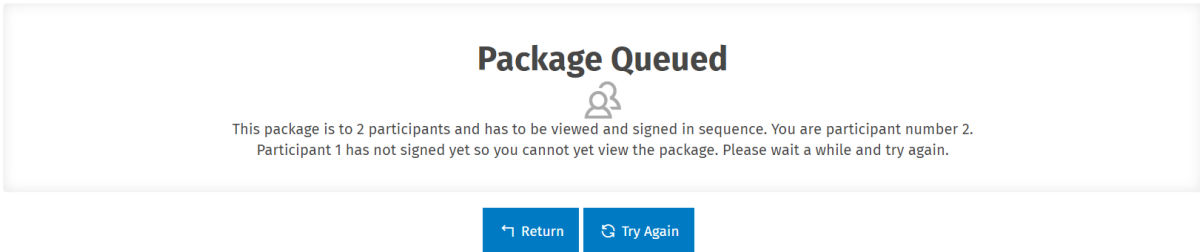
This completes the process and sends notification back to the originator of the documents.

## Multiple Signatories

Documents may need to be signed by more than one person.

The sender will decide if multiple signatories can sign in any order or in a specific order.

If the sender has set a signing order you will not be able to sign until it is your turn to do so.



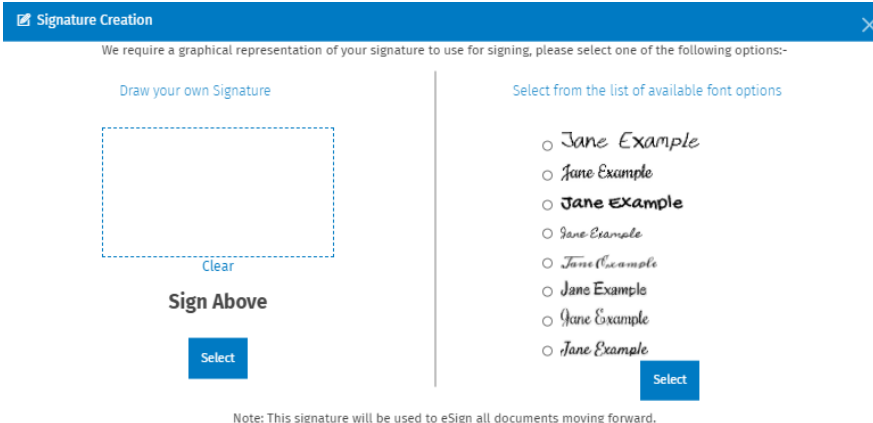
Once all parties have signed you will receive an email notification that the document is complete and ready to download.

## Change the signature style

You can change your signature style or even write your own signature on screen.

1. Click within the signature box and a pop-up box **CHANGE SIGNATURE** will appear.
2. Select **Change Signature** to either draw your own signature or select from a predetermined list available.


**Note:** the name provided is what was originally set when you first signed into CCH Signatures portal. If you wish to change, please contact CCH Support Team.

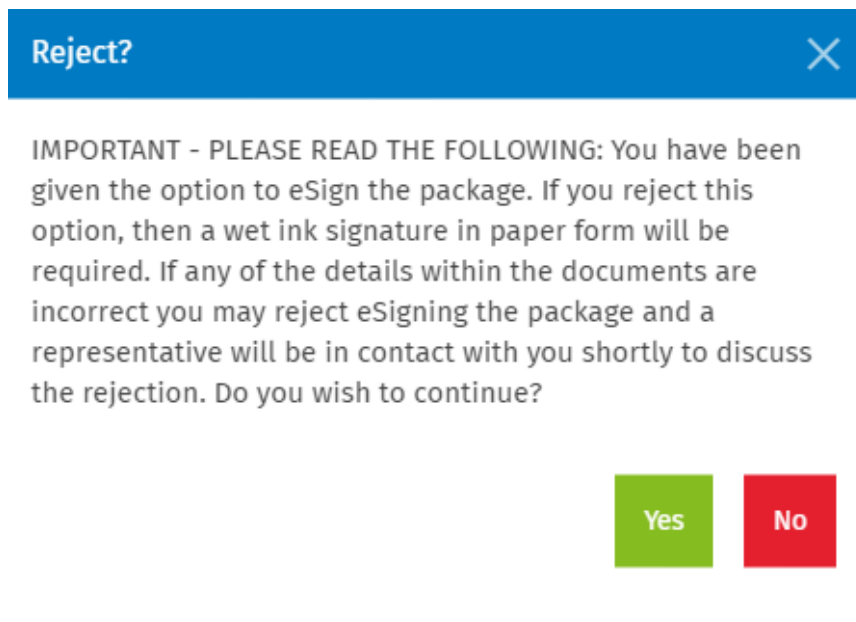




## Rejecting documents

You can reject document.

1. click on the reject button 
2. It will prompt you with a confirmation screen



This will send notification back to the originator, that the documents have been rejected.

**Note:** If you have received multiple attachments this will reject all documents

## Download your signed document


CCH Signatures portal is not a Management Document System. **It will only remain in the portal for 90 days.**

You should download and keep a copy of your signed document.

Within CCH Signature portal under the **Completed** tab, click on the document you require to download.

1. Select the attachment, this will open the PDF.

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 Wolters Kluwer

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[← Return](#)

### Signed: Need signature urgently

**Sender**  
raceyt13@gmail.com

**Recipient**  
tracey.archer@wolterskluwer.com

**Subject**  
Signed: Need signature urgently

**Date received**  
25/03/2021 13:20 NZDT

**Ref Number**  
abc\_a123

This is a signed copy of the package you received with Tracking Number 17562-51.

#### Attachments (1/1)

[📎 Employee Data Privacy Notice \(Ne...](#)

2. Click on the green document button to download, save and print a copy.