

# How to e-sign Documents

Guide to using OneClick  
as a signing portal

[wrpartners.co.uk](http://wrpartners.co.uk)



**WR  
Partners**  
Protecting your future.

## Receiving notification

You will receive an email from **notifications@accountantspace.co.uk** to notify you that you have a document to e-sign.

You can click the link to go to our OneClick Portal or visit our website.

## Logging in

When you first log into OneClick, you may have more than one account to enter. For example if you are a director of a Company, you will see your personal self-assessment portal, and the companies portal.

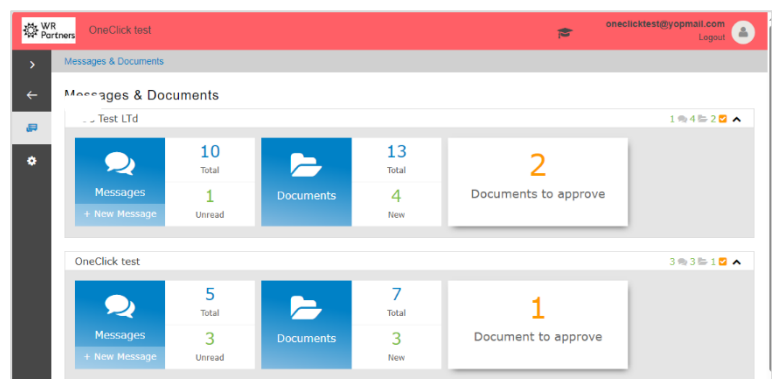
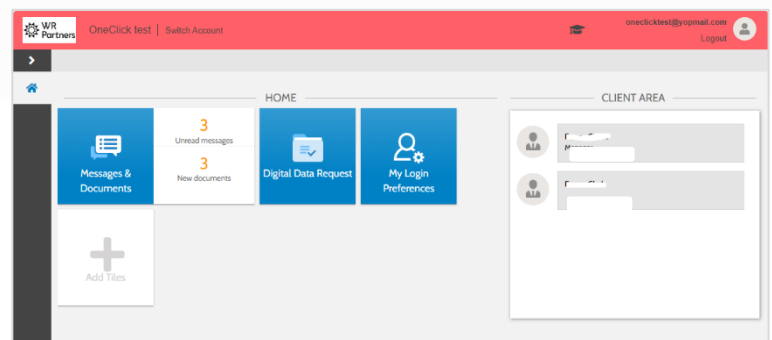
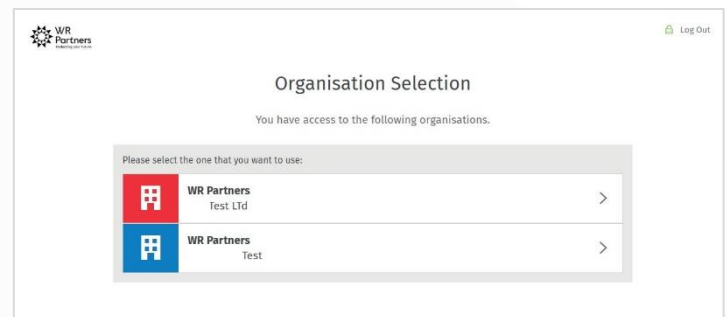
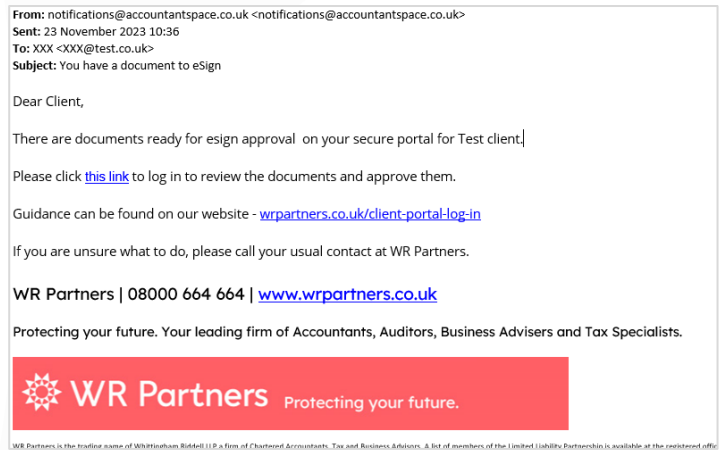
Select which portal you want to enter to sign documents which will be stated on your email notification.

## Finding the documents

The document e-sign is within Messages & Documents and provides a secure and efficient way to obtain approval (or rejection) to documents instead of signing physically and returning through the post.

The main screen will show that you have an unread message. Click this to go to your documents.

Click the large orange number above 'Documents to approve' to go to your documents to e-sign.



# E-signing documents

You will be able to see all of the documents due to be e-signed.

Click on the blue text to download the document.

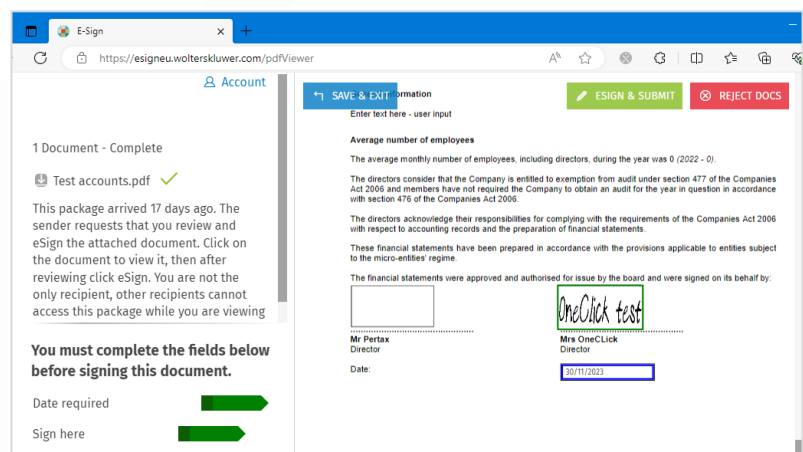
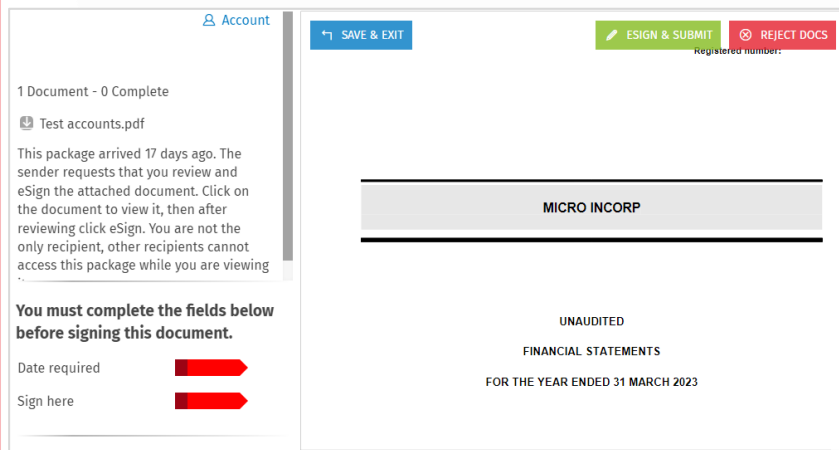
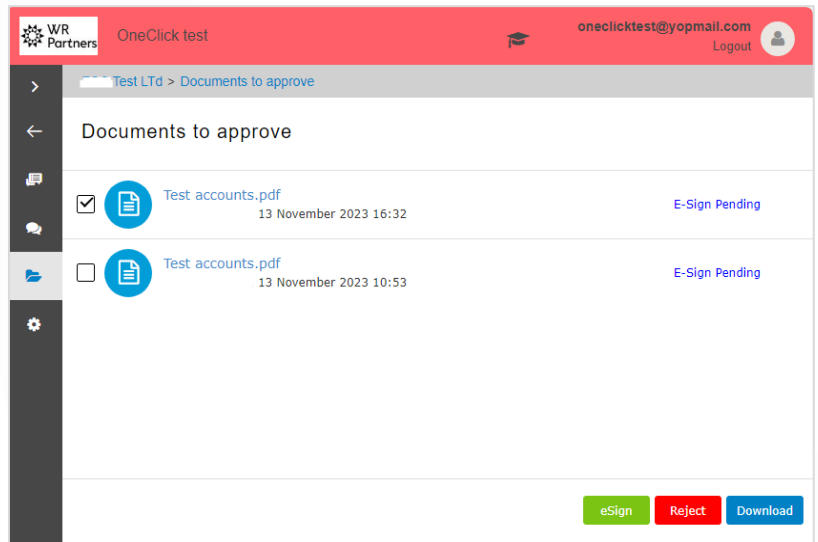
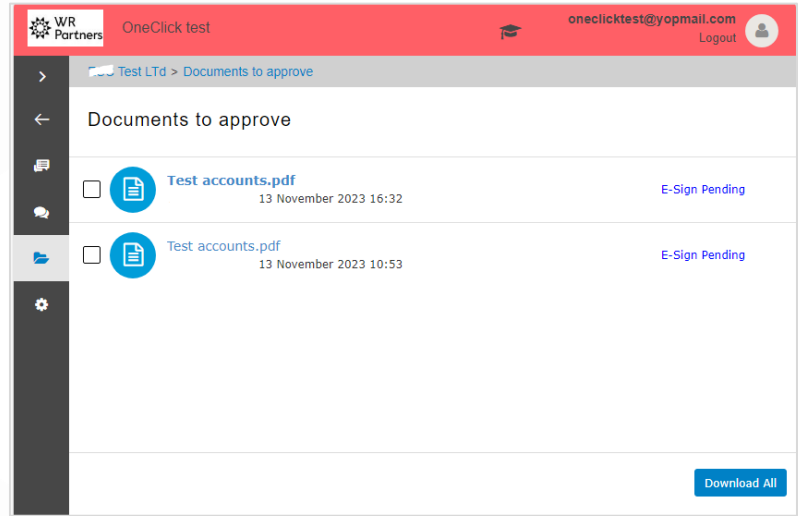
You can then review and check you are happy with the figures and information before signing.

Once happy, tick the box next to the document and select the green e-sign in the bottom right corner.

If you want to revise anything on the document, you can select reject and it will go back to WR Partners to amend.

Use the red arrows to navigate to the areas that need a signature.

Click in the signature and date box to fill in your signature.



## Changing your signature

Click the signature box, and a small blue box will appear underneath that says 'Change signature'

You can then add your own signature using your mouse/tablet/phone to write,

Change the writing font or

Upload a signature from a picture file.

We recommend writing your own signature or uploading a picture of your signature. This will be updated for all documents in the bundle and be saved for future use.

Once you have signed all the areas in the document, the arrows will be green.

You can then click e-sign in the top right corner of the screen.

The document will now show as e-signed in your document list.

WR Partners will then be notified that you have e-signed the document.

