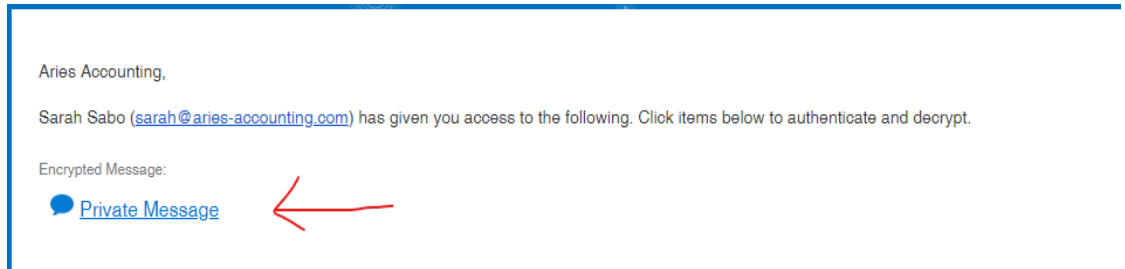


## Aries Accounting – Verifyle Instructions

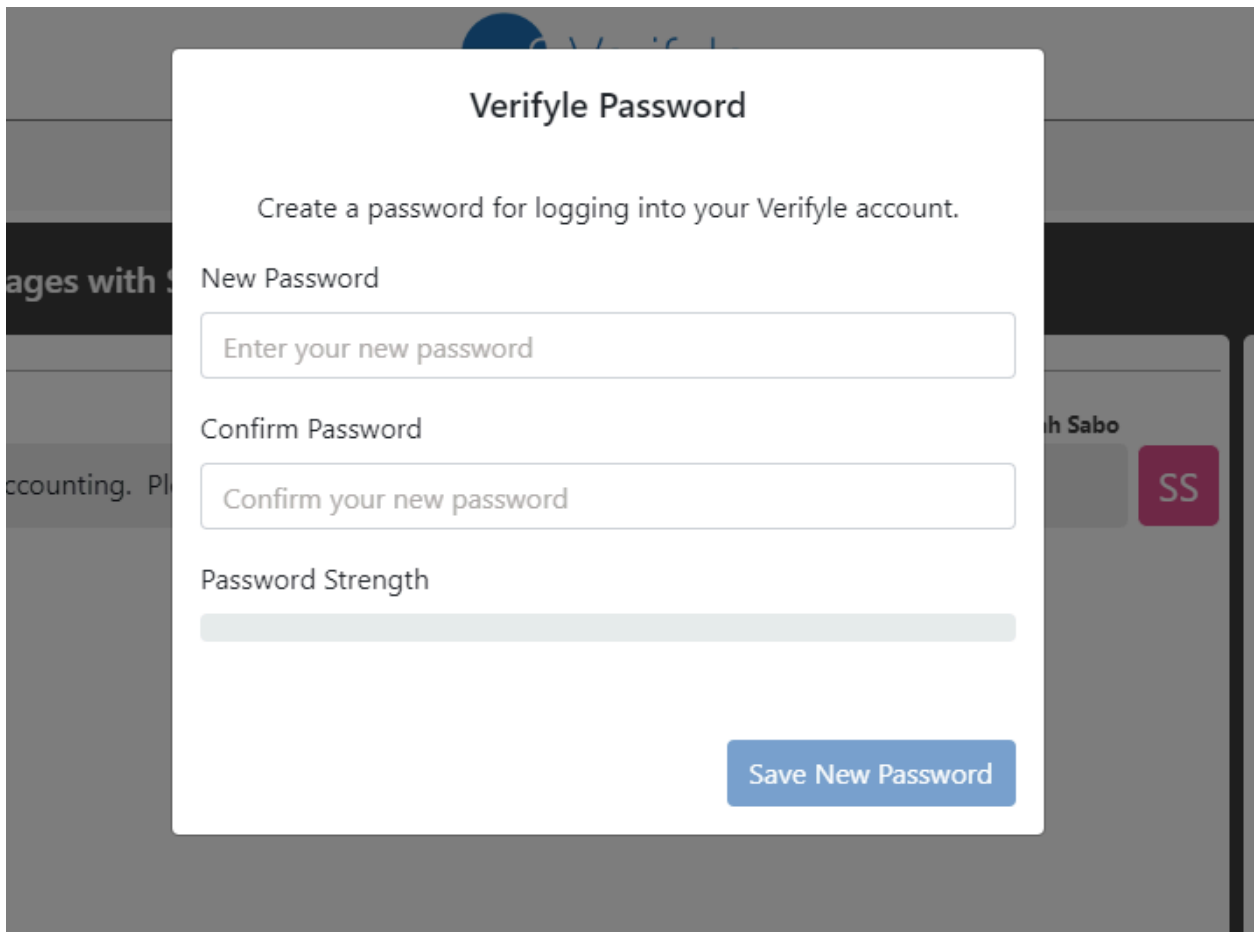
Verifyle is a secure portal that follows the CPA BC requirements, and that Aries has been using for many years as a way to transfer information with clients.

Here are some tips on how to use Verifyle:

- 1) Our office will send you a link to Verifyle using your individual email address.
  - a. Check your email and open the email from one of our team members:



- b.
- 2) Click on Private Message. Then, confirm you are not a Robot.
- 3) You will create your password that is unique to you. Do NOT share this password with anyone. We do NOT have access to your password.

A screenshot of the Verifyle Password creation screen. The screen displays the title "Verifyle Password" and the instruction "Create a password for logging into your Verifyle account." Below this are two input fields: "New Password" with the placeholder "Enter your new password" and "Confirm Password" with the placeholder "Confirm your new password". A "Password Strength" indicator is shown below the fields. A blue button labeled "Save New Password" is located at the bottom right of the form.

4)

- 5) Enter your first and last name as you want us to correspond with you.

×

### Your Name

This is the name that your Verifyle contacts will see.

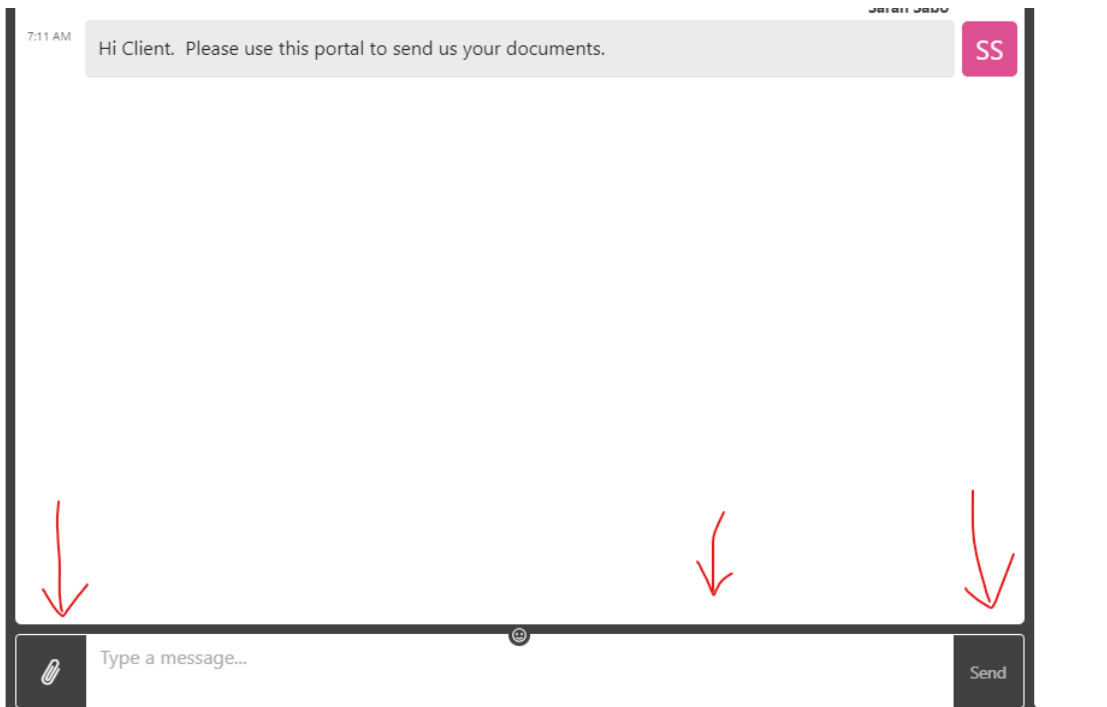
First Name

Last Name

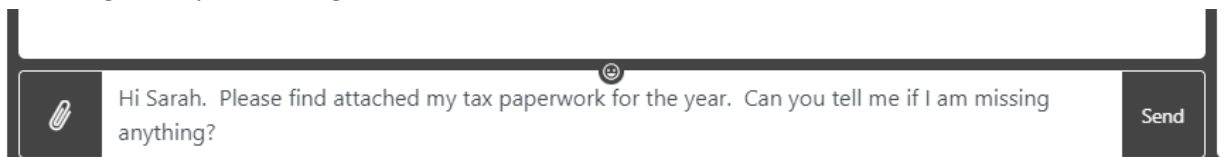
Save Name

- 6)
- 7) Once you are signed in, you will see the message from our office. Whoever sent you the message is your Contact. le: Sarah Sabo, Shannon Campbell, etc.

- 8) You can type a message to us and attach your files very easily by clicking in the lower portion of the message box. To the left side you will see a Paperclip where you can attach your files.



- 9) After hitting SEND your message and attachments will be sent to us.



- 10) You will use this same portal to sign your paperwork when the taxes are complete.