






## Step 1: Add Accounts

**Choose account type:** Choose which account type you would like to add to Confirmation.com.

-  **Financial**  
Choose this for bank confirmations or similar. Examples include asset confirmations, liability confirmations, and other instruments held by financial institutions.
-  **Accounts Receivable**  
Choose this for Accounts Receivable confirmations.
-  **Accounts Payable**  
Choose this for Accounts Payable confirmations.
-  **Employee Benefits**  
Choose this for Employee Benefits confirmations. Examples include 401k, 403b, ESOP, Health and other benefit types.
-  **Legal**  
Choose this for Legal confirmations.



**Selecting the responder:** Enter the name of the responding entity to which the confirmation is intended.

**1 Choose Type**

**2 Select Responder**

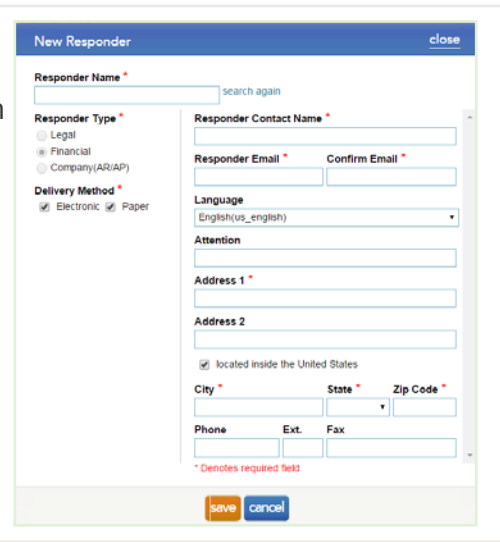
**Search and select a Financial responder:**

Search  
Partner Bank

0 results found. Responder not found? [Add new responder](#) or [import responders \(paper only\)](#)



**Enter contact information:** For confirmations intended for a recipient that is not yet registered with Confirmation.com, basic contact information such as a physical address and/or email address is required.



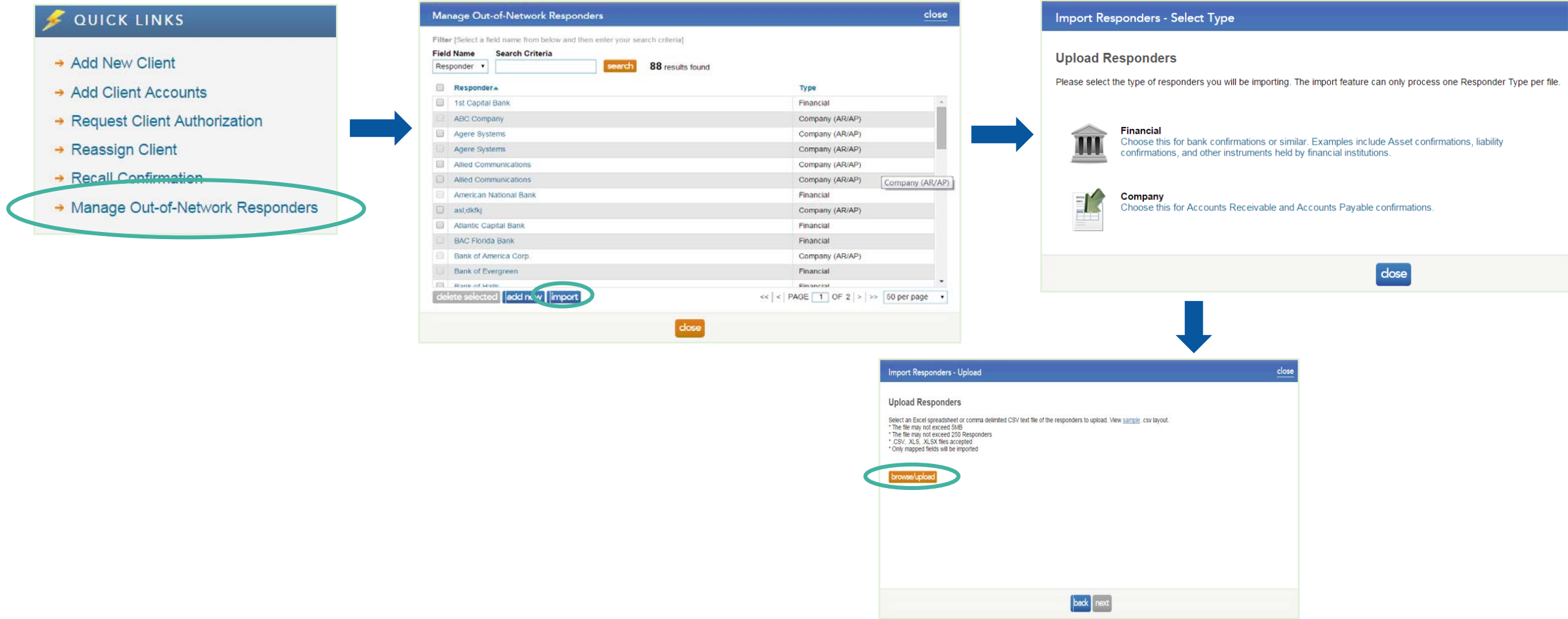
The screenshot shows the 'New Responder' form with the following fields and options:

- Responder Name \*** (text input)
- Responder Type \*** (radio buttons: Legal, Financial, Company(AR/AP))
- Delivery Method \*** (checkboxes: Electronic, Paper)
- Responder Contact Name \*** (text input)
- Responder Email \*** and **Confirm Email \*** (text inputs)
- Language** (dropdown menu: English(us\_english))
- Attention** (text input)
- Address 1 \*** (text input)
- Address 2** (text input)
- located inside the United States**
- City \***, **State \*** (dropdown), **Zip Code \*** (text input)
- Phone**, **Ext.**, **Fax** (text inputs)

\* Denotes required field

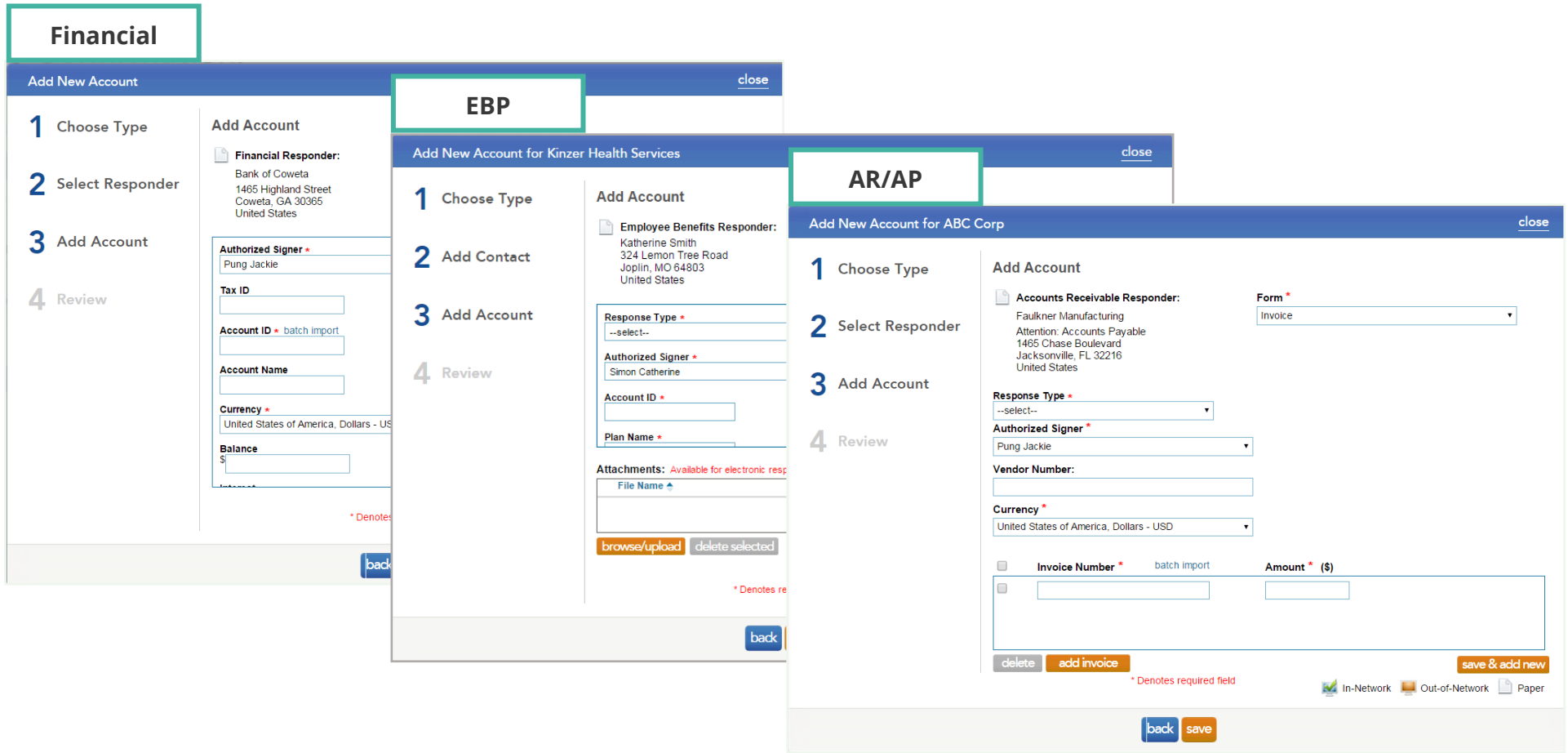
## Step 2: Upload

Multiple responders may also be added by selecting “Manage Out-of-Network Responders” in the main dashboard, selecting the “import” button, selecting the type of responders, and uploading the Excel file containing the address information of the responding entities.



## Step 3: Add Account Information

Enter the Account Numbers, Invoice Numbers, or Balance Information to be confirmed.



The image displays three overlapping screenshots of the Confirmation.com 'Add New Account' interface, each with a different account type highlighted in a green box: Financial, EBP, and AR/AP.

- Financial:** Shows the 'Add Account' form for a Financial Responder (Bank of Coweta). It includes a sidebar with steps: 1 Choose Type, 2 Select Responder, 3 Add Account, 4 Review. The main form fields include: Financial Responder (Bank of Coweta, 1465 Highland Street, Coweta, GA 30365, United States), Authorized Signer (Pung Jackie), Tax ID, Account ID (with a 'batch import' link), Account Name, Currency (United States of America, Dollars - US), and Balance (\$).
- EBP:** Shows the 'Add New Account for Kinzer Health Services' form for an Employee Benefits Responder (Katherine Smith, 324 Lemon Tree Road, Joplin, MO 64803, United States). It includes a sidebar with steps: 1 Choose Type, 2 Add Contact, 3 Add Account, 4 Review. The main form fields include: Employee Benefits Responder (Katherine Smith, 324 Lemon Tree Road, Joplin, MO 64803, United States), Response Type (--select--), Authorized Signer (Simon Catherine), Account ID, Plan Name, and Attachments (Available for electronic resp. with a 'File Name' field and 'browse/upload' and 'delete selected' buttons).
- AR/AP:** Shows the 'Add New Account for ABC Corp' form for an Accounts Receivable Responder (Faulkner Manufacturing, Attention: Accounts Payable, 1465 Chase Boulevard, Jacksonville, FL 32216, United States). It includes a sidebar with steps: 1 Choose Type, 2 Select Responder, 3 Add Account, 4 Review. The main form fields include: Accounts Receivable Responder (Faulkner Manufacturing, Attention: Accounts Payable, 1465 Chase Boulevard, Jacksonville, FL 32216, United States), Form (Invoice), Response Type (--select--), Authorized Signer (Pung Jackie), Vendor Number, Currency (United States of America, Dollars - USD), and a table for Invoice Number and Amount (\$).

## Step 4: Request Client Authorization

Once you've added all your accounts, you can request client authorization for your client:



Your client will receive an email from Confirmation.com asking them to provide their authorization to their bank and other parties to disclose information through Confirmation.com.

**Matt McInnis at Innova CPA's** requires a Client Authorization to complete their audit work on your behalf. This Client Authorization allows your auditor to request information deemed relevant to the completion of your financial audit. Without this Client Authorization, your auditor cannot initiate or obtain information from third parties on your behalf using the Confirmation.com application.

This Client Authorization applies to the following companies:

Company Name	Engagement Number
ABC Metals	

[Click here](#) to provide authorization to your auditor, or, copy and paste the link below into your browser's address window. Please note the links in this message will expire 90 days from the date of issue.



Your client must follow the email link and digitally sign the authorization.

The process takes less than 30 seconds to complete.



## Step 5: Initiate Confirmations

Confirmation requests are sent to their intended recipients. The icon next to the responder's name shows how it will be delivered. If you choose a responder with a paper icon the cost will be free until March 31, 2016. For bank confirmations, recipients have the option to respond online in addition to mail.

The 'INITIATE' step (STEP 4) features an 'initiate confirmations' button. A calendar is shown for December 2015, with the date 12/31/2015 selected. A search filter is applied for 'Paper' delivery method, showing 4 results found.

As of Date *	Field Name	Responder Type	Search Criteria
09/30/2015	Responder	-- Responder Type --	

Responder	Type	Account ID	Name	Form	Signer	Additions
<input checked="" type="checkbox"/> 3rd Masters Bank	Financial	15-11511	-	Liability	Pung, Jackie	[ add ]
<input checked="" type="checkbox"/> Bank of Coweta	Financial	98988	-	Asset	Pung, Jackie	[ add ]
<input checked="" type="checkbox"/> Faulkner Manufacturing	Account Receivable	(4) Invoices	AR-Invoice-Account	Invoice	Pung, Jackie	[ add ]
<input checked="" type="checkbox"/> Smith & Jones Law Firm	Legal	legal	-	Legal Represent...	Pung, Jackie	[ add ]

Delivery Method Legend:  In-Network  Out-of-Network  Paper

## Step 6: Track and Print Responses

All confirmations are tracked and responses uploaded to electronic workpapers.

Confirmation Log for ABC Corp

Filter | Select a field name from below and then enter your search criteria |

Status	Activity For	Type	Form	Delivery Method	Responder
All	09/30/2015	All	All	All	

4 results found 4 account(s)

	Status	Account ID	Responder	Type	Form	Sent	Received/Track
<input type="checkbox"/>	Pending	15-11511	3rd Masters Bank	Financial	Liability	N/A	-
<input type="checkbox"/>	Pending	legal	Smith & Jones Law Firm	Legal	Legal Represent...	N/A	-
<input type="checkbox"/>	Pending	(4)Invoices	Faulkner Manufacturing	Account Receivable	AR Invoice-Positive	(1st)09/03/2015	K73572RO
<input type="checkbox"/>	Pending	Account	Bank of Coweta	Financial	Asset/Liability	(1st)09/03/2015	K33572RO

last login: 09/04/2015 (mm/dd/yyyy)

DASHBOARD CLIENT INFORMATION REPORTS

Select Report: Completed Confirmations Client Search: ABC Corp As of Date: 09/03/2015 Responder Type: Legal Form: All Report Type: Detail - Individual Audit Log: Include

export download attachments

[ Select your report settings above to preview a report. ]

Report Name: Completed Confirmation Report - Detail  
Client Name: ABC Corp  
As of Date: 09/30/2015

Client's Statement

We have provided to our accountants the following information as of the close of business on the Request Date below regarding our deposit and loan balances. Please confirm the accuracy of the information, noting any exceptions to the information provided. If the balances have been left blank, please complete this form by furnishing the balance in the appropriate space below. Although we do not require our request only to conduct a comprehensive, detailed search of our records, during the process of completing the confirmation additional information about our deposit and loan accounts may be with you comes to your attention, please include such information below.

At the close of business on the Request Date below, our records included the below deposit balances, and that we were also directly liable to the financial institution for some of the close of business on the stated Request Date as indicated below.

\* Ordinarily, balances are intentionally left blank if they are not available at the time the form is prepared.

Client's Company Information	Authorized Signer	Requestor Information	Lead Auditor
ABC Corp 101 Main Street Chicago, IL 60602 United States Employment Number: 1234567	President John Pong 305-343-3222 john.pong@confirmation.com	Hoover CPA Group 1800 Corporate Center West Suite 1500 Nashville, TN 37215 United States	CRA Hudgins 615-844-5222 cra@confirmation.com Office: Hoover CPA Group - Tennessee

Responder Information

Bank Name & Title	Contact
Capital Bank & Trust #250 1234 1400 2nd Ave SW Nashville, TN 37203 United States	Supervisor Country Function 615-449-1234

Client's Account Information

Account Name	Account ID	Type/Form
Cash	40119	Financial/Asset

Confirmation Request

Status	As of Date	Currency	Request ID	Delivery Method
Completed (Non-Confirmation)	09/30/2015 (mm/dd/yyyy)	USD	40119	In-Network

Balance: \$750,000.00  
Interest: -  
\* USD - United States of America, Dollars

Questions / Comments

Responder's Statements

The information presented is in agreement with our records. Although we have not conducted a comprehensive, detailed search of our records, no other deposit or loan accounts have come to our attention except as noted.

None to our knowledge.

Note: System dates and text are displayed according to your user profile settings. Manually entered text and dates will display as entered by the user.