

## Step 1: Add Accounts

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



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

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

<b>1 Choose Type</b>	<b>Search and select a Financial responder:</b>
<b>2 Select Responder</b>	Search Partner Bank <input type="button" value="search"/> 0 results found. Responder not found? <a href="#">Add new responder</a> or <a href="#">import responders (paper only)</a>

**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.

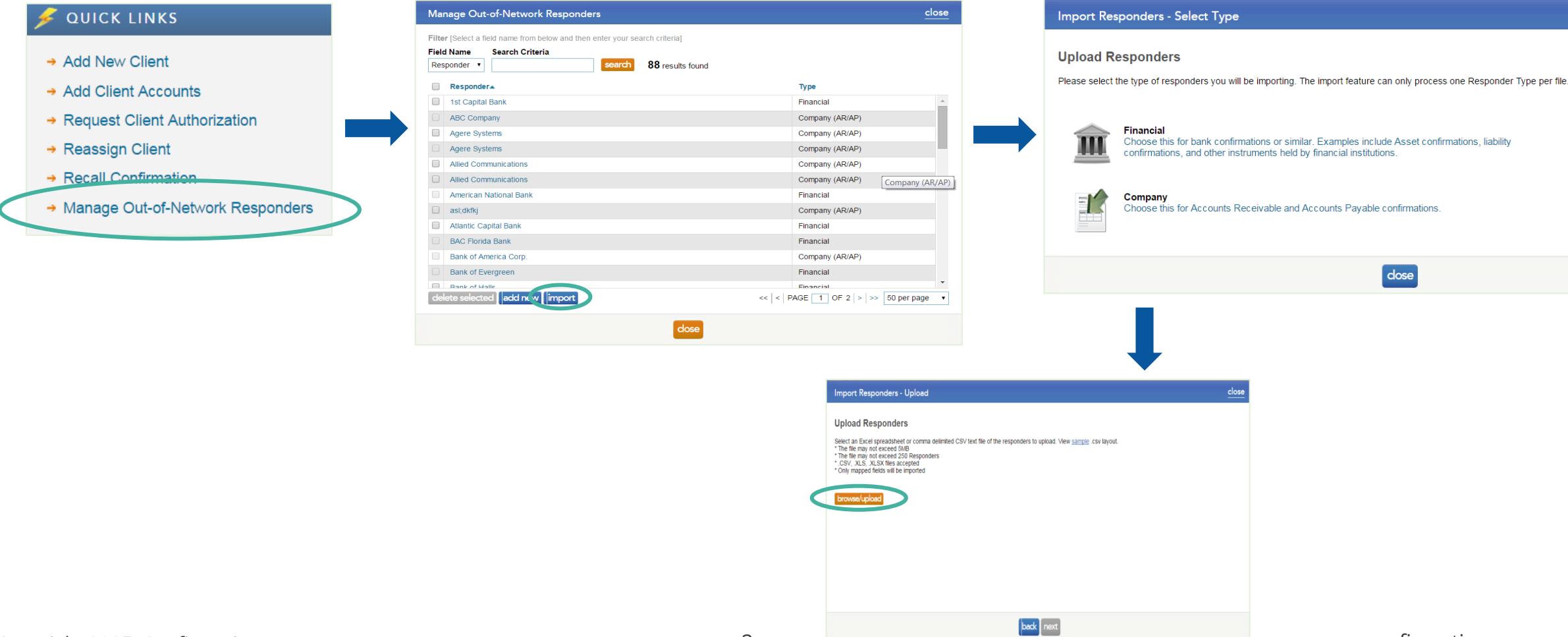


<b>New Responder</b>	<input type="button" value="close"/>
<b>Responder Name *</b>	<input type="text"/> <input type="button" value="search again"/>
<b>Responder Type *</b>	<input type="radio"/> Legal <input checked="" type="radio"/> Financial <input type="radio"/> Company(AR/AP)
<b>Delivery Method *</b>	<input checked="" type="checkbox"/> Electronic <input type="checkbox"/> Paper
<b>Responder Contact Name *</b>	<input type="text"/>
<b>Responder Email *</b>	<input type="text"/> <b>Confirm Email *</b> <input type="text"/>
<b>Language</b>	<input type="text"/> English_us_english
<b>Attention</b>	<input type="text"/>
<b>Address 1 *</b>	<input type="text"/>
<b>Address 2</b>	<input type="text"/>
<input checked="" type="checkbox"/> located inside the United States	
<b>City *</b>	<input type="text"/> <b>State *</b> <input type="text"/> <b>Zip Code *</b> <input type="text"/>
<b>Phone</b>	<input type="text"/> <b>Ext.</b> <input type="text"/> <b>Fax</b> <input type="text"/>

\* 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.

**Financial**

**Add New Account**

**1 Choose Type**

**2 Select Responder**

**3 Add Account**

**4 Review**

**Add Account**

**Financial Responder:**  
Bank of Coveta  
1465 Highland Street  
Coweta, GA 30365  
United States

**Form \***: Asset

**Authorized Signer \***: Pung Jackie

**Tax ID**:

**Account ID**: [batch import](#)

**Account Name**:

**Currency \***: United States of America, Dollars - USD

**Balance**: \$

**save & add new**

\* Denotes required field

In-Network Out-of-Network Paper

**back** **save**

**AR/AP**

**Add New Account for ABC Corp**

**1 Choose Type**

**2 Select Responder**

**3 Add Account**

**4 Review**

**Add Account**

**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

**Invoice Number \***: [batch import](#)

**Amount \* (\$)**:

**delete** **add invoice**

\* Denotes required field

In-Network Out-of-Network Paper

**back** **save**

## Step 4: Request Client Authorization

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

 **CLIENT AUTHORIZATION**    STEP ③

**Received (0)**  
[ no active client authorizations ]

**Pending (0)**  
[ no pending client authorizations ]

**request** **view log**



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.

 Tue 09/09 12:05  
Systems.Administrator@confirmation.com  
Information requested by Audit Firm  
To Client Signer

**Audit Senior at Audit Firm** requires a Client Authorization to complete their audit work on your behalf. This Client Authorization allows your auditor to request information from your financial institutions and other business partners using the Confirmation.com application. Without this Client Authorization, your auditor cannot initiate or obtain information from these institutions on your behalf.

[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.

### Agreement

By providing the below Client Authorization, I am agreeing to Confirmation.com's User Agreement which allows my financial institutions, business partners, and auditors to process and receive confirmations through the Confirmation.com service.

### Signature\*

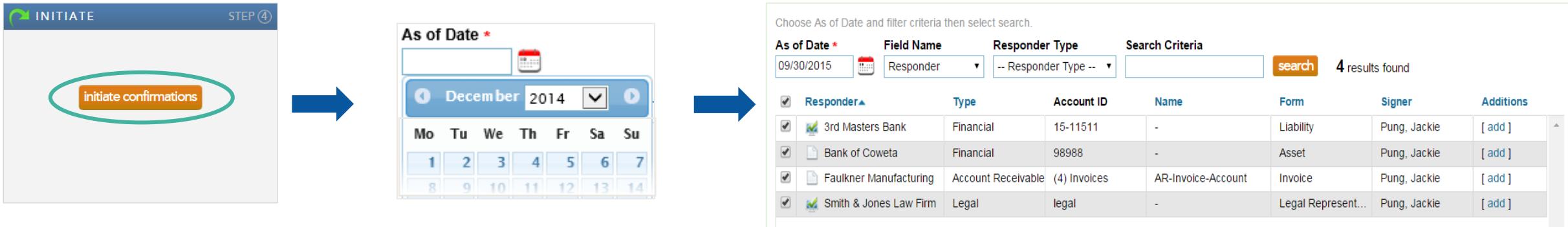
Sign It   Type It   Clear   [Signature Tutorial](#)



Provide signature in the space above.

## Step 5: Initiate Confirmations

Confirmation requests are sent to their intended recipients.



**INITIATE** STEP ④

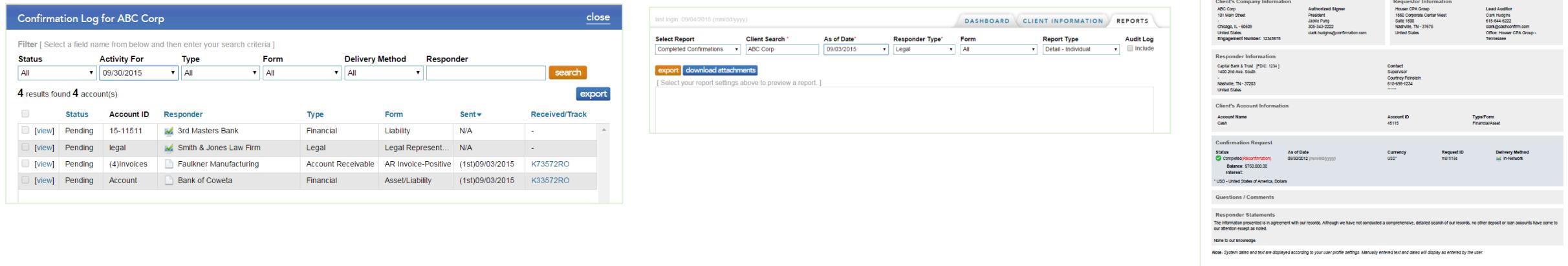
**As of Date \***

Choose As of Date and filter criteria then select search.

As of Date *	Field Name	Responder Type	Search Criteria	4 results found																																				
09/30/2015	Responder	-- Responder Type --	<input type="text"/>	<b>search</b>																																				
<table border="1"> <thead> <tr> <th>Responder</th> <th>Type</th> <th>Account ID</th> <th>Name</th> <th>Form</th> <th>Signer</th> <th>Additions</th> </tr> </thead> <tbody> <tr> <td>3rd Masters Bank</td> <td>Financial</td> <td>15-11511</td> <td>-</td> <td>Liability</td> <td>Pung, Jackie</td> <td>[ add ]</td> </tr> <tr> <td>Bank of Coweta</td> <td>Financial</td> <td>98988</td> <td>-</td> <td>Asset</td> <td>Pung, Jackie</td> <td>[ add ]</td> </tr> <tr> <td>Faulkner Manufacturing</td> <td>Account Receivable</td> <td>(4) Invoices</td> <td>AR-Invoice-Account</td> <td>Invoice</td> <td>Pung, Jackie</td> <td>[ add ]</td> </tr> <tr> <td>Smith &amp; Jones Law Firm</td> <td>Legal</td> <td>legal</td> <td>-</td> <td>Legal Represent...</td> <td>Pung, Jackie</td> <td>[ add ]</td> </tr> </tbody> </table>						Responder	Type	Account ID	Name	Form	Signer	Additions	3rd Masters Bank	Financial	15-11511	-	Liability	Pung, Jackie	[ add ]	Bank of Coweta	Financial	98988	-	Asset	Pung, Jackie	[ add ]	Faulkner Manufacturing	Account Receivable	(4) Invoices	AR-Invoice-Account	Invoice	Pung, Jackie	[ add ]	Smith & Jones Law Firm	Legal	legal	-	Legal Represent...	Pung, Jackie	[ add ]
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## 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
[view] Pending	15-11511	3rd Masters Bank	Financial	Liability	N/A	-
[view] Pending	legal	Smith & Jones Law Firm	Legal	Legal Represent...	N/A	-
[view] Pending	(4)Invoices	Faulkner Manufacturing	Account Receivable	AR Invoice-Positive	(1st)09/03/2015	K73572RO
[view] Pending	Account	Bank of Coweta	Financial	Asset/Liability	(1st)09/03/2015	K33572RO

**DASHBOARD** **CLIENT INFORMATION** **REPORTS**

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

Select Report: Completed Confirmations, Client Search: ABC Corp, As of Date: 09/30/2015, Responder Type: Legal, Form: All, Report Type: Detail - Individual, Audit Log: Include

**CLIENT INFORMATION**

Client's Company Information: ABC Corp, 101 Main Street, Chicago, IL - 60609, United States, Engaged/Number: 12345678

Authorized Signer: Clark Hudgins, Date: 09/30/2012, 305-343-2222, clark.hudgins@confirmation.com

Requestor Information: Houser CPA Group, 1660 Corporate Center West, Suite 400, Nashville, TN - 37215, United States, Engaged/Number: 12345678

Lead Auditor: Clark Hudgins, Date: 09/30/2012, 305-343-2222, clark.hudgins@confirmation.com, Office: Houser CPA Group - Tennessee

Responder Information: Capital Bank & Trust [DTC: 1034], 1400 2nd Ave South, Nashville, TN - 37203, United States, Contact: Courtney Fenslen, Date: 10/09/2012, 615-699-1234

Client's Account Information: Account Name: Cash, Account ID: 45115, Type/Form: Financial/Asset

Confirmation Request: Status: Complete (Recorndation), As of Date: 09/30/2012 (mm/dd/yyyy), Balance: \$150,000.00, Interest: 1%, USD - United States of America, Dollars, Request ID: m0115, Currency: USD, Delivery Method: In-Networ

Questions / Comments: No questions or comments have been entered.

Respondee 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.

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.