



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.

New Responder

Responder Name *

Responder Type *

☐ Legal
☒ Financial
☐ Company(AR/AP)

Delivery Method *

☒ Electronic ☒ Paper

Responder Contact Name *

Responder Email *

Confirm Email *

Language

English(us_english)

Attention

Address 1 *

Address 2

☒ Located inside the United States

City *

State *

Zip Code *

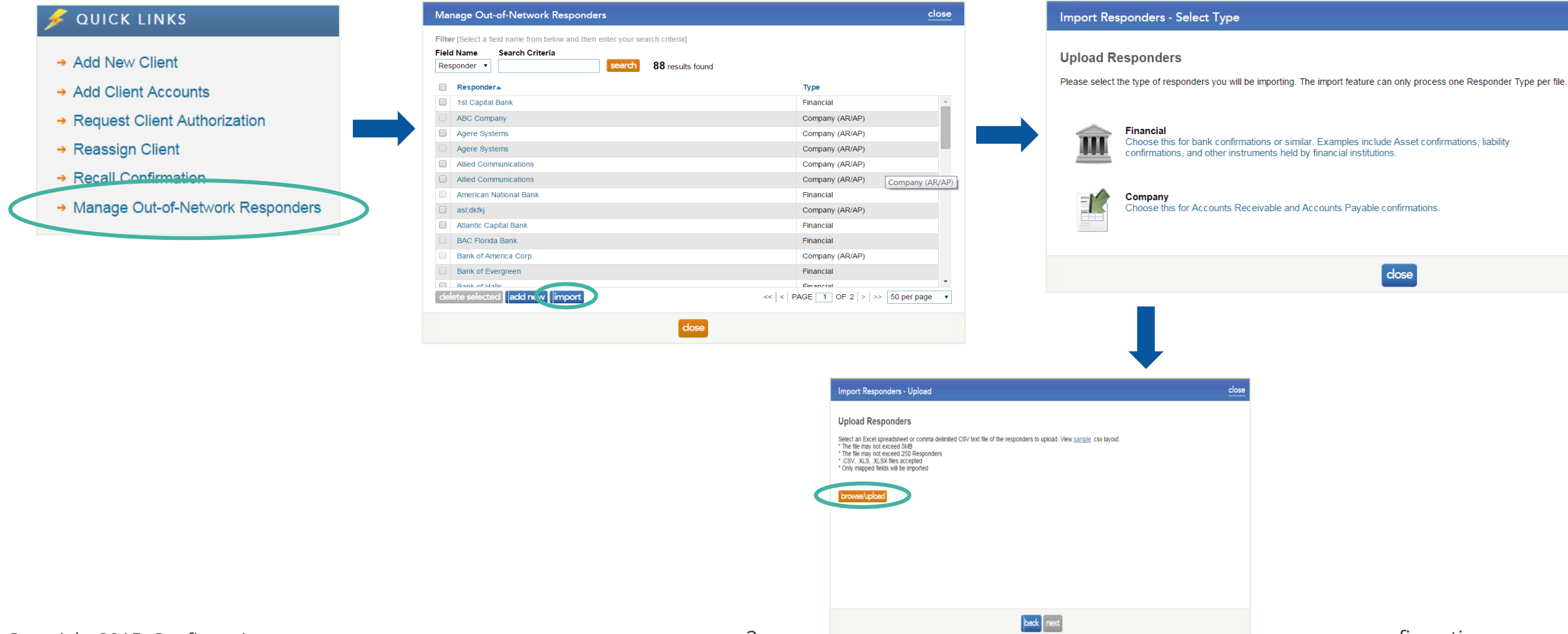
Phone

Ext.

Fax

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 [close](#)

- 1 Choose Type
- 2 Select Responder
- 3 Add Account
- 4 Review

Add Account

Financial Responder:
Bank of Coweta
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 [close](#)

- 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](#) [save & add new](#)

* Denotes required field

 In-Network  Out-of-Network  Paper

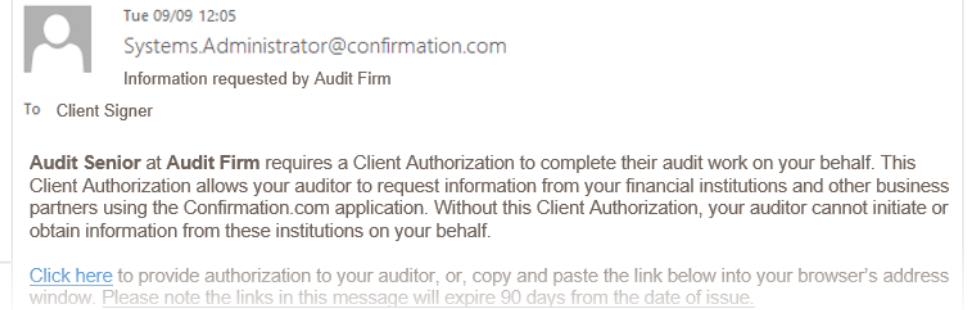
[back](#) [save](#)

Step 4: Request Client Authorization

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

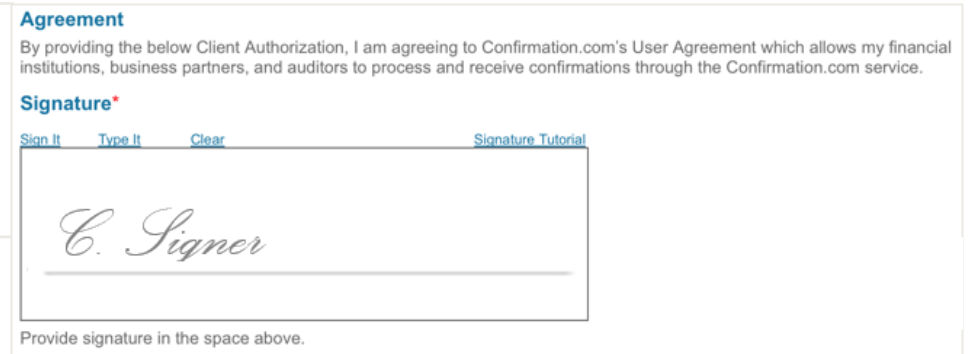


Your client will receive an email from Confirmation.com asking them to provide their authorization to their bank and other parties to disclose information through Confirmation.com.



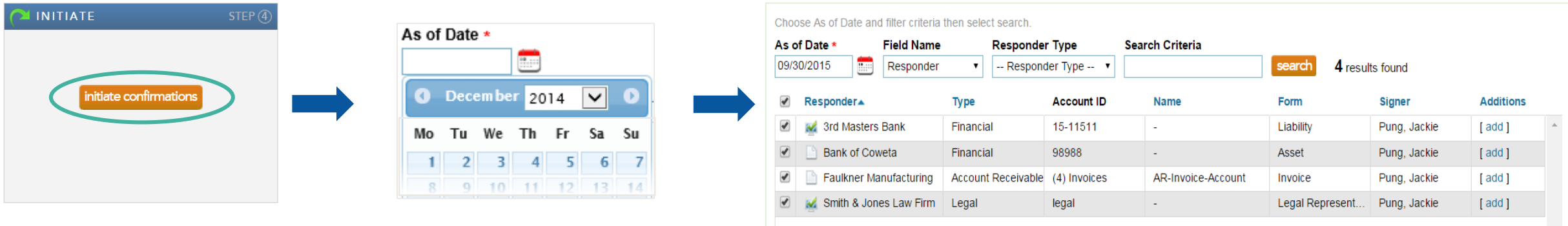
Your client must follow the email link and digitally sign the authorization.

The process takes less than 30 seconds to complete.



Step 5: Initiate Confirmations

Confirmation requests are sent to their intended recipients.

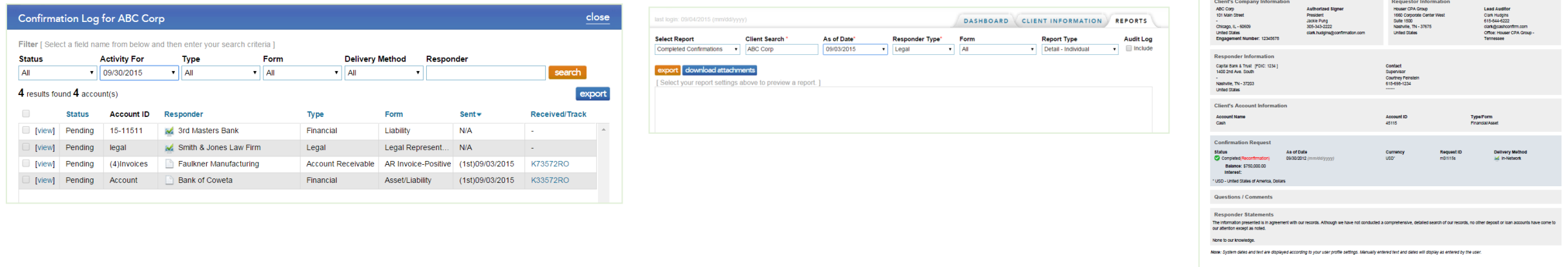


The diagram illustrates the process of initiating confirmations. It starts with a button labeled "initiate confirmations" in the "INITIATE STEP 4" section. An arrow points to a date selection interface showing "As of Date" with a calendar for December 2014. Another arrow points to a search results page. The search results page shows a table with 4 results found, filtered by "As of Date" (09/30/2015), "Field Name" (Responder), and "Responder Type" (Legal). The table lists responders: 3rd Masters Bank, Bank of Coweta, Faulkner Manufacturing, and Smith & Jones Law Firm, each with their respective account IDs, names, forms, and signers.

| As of Date * | Field Name | Responder Type | Search Criteria | search | 4 results found | |
|--|--------------------|----------------------|--------------------|--------------------|-----------------|-----------|
| 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] |

Step 6: Track and Print Responses

All confirmations are tracked and responses uploaded to electronic workpapers.



The diagram illustrates the process of tracking and printing responses. It starts with a "Confirmation Log for ABC Corp" table showing 4 results found. An arrow points to a "Select Report" interface where a report is selected. Another arrow points to a "Report Name: Completed Confirmation Report - Detail" page. The report page shows a detailed view of the confirmation request, including the client's statement, responder information, and account information.

Confirmation Log for ABC Corp

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

Select Report

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

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 request nor expect you to conduct a comprehensive, detailed search of your records, if during the process of completing this confirmation additional information about other deposit and loan accounts we may have with you comes to your attention, please include such information below.

At the close of business on the Request Date below, our records indicated the below deposit balances, and that we were also directly liable to the financial institution for loans at 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

ABC Corp
101 Main Street
Chicago, IL - 60601
United States
Engagement Number: 12345678

Authorized Signer

President
John Pung
305-543-2222
cark.hugins@confirmation.com

Requestor Information

Houser CPA Group
1960 Corporate Center West
Suite 100
Nashville, TN - 37175
United States

Lead Auditor

Clark Hugins
615-544-4222
cark@coarconfirm.com
Office: Houser CPA Group - Tennessee

Responder Information

Capital Bank & Trust [FSC: 1234]
1400 2nd Ave. South
Nashville, TN - 37203
United States

Contact Supervisor

Courtney Rembert
615-498-1234

Client's Account Information

Account Name: Cash Account ID: 40115 Type/Form: Financial Asset

Confirmation Request

Status: Completed (Confirmation)
As of Date: 09/30/2015 (mm/dd/yyyy)
Currency: USD
Request ID: n011156
Delivery Method: 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 times are displayed according to your user profile settings. Manually entered text and dates will display as entered by the user.