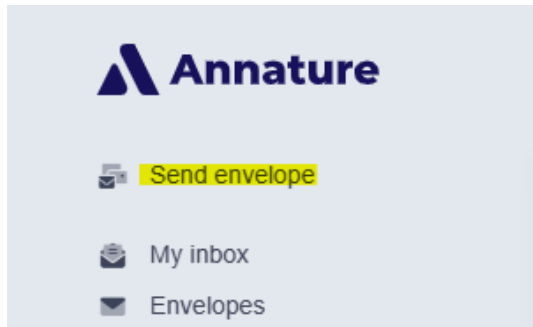# Prepare the Annature package (unless Manual/email collation)

- Log into Annature (if you do not have the credentials, ask your manager to share them with you via dashlane/practice protect)
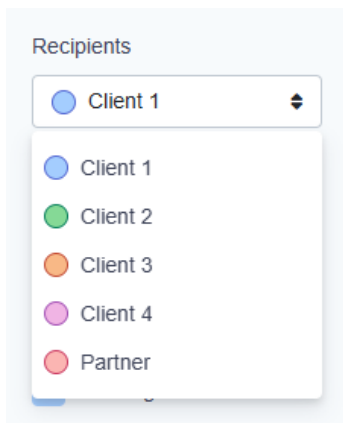
Annature – Sign in link

Begin Envelope

- Click on 'Send Envelope'

- Upload a copy of the activity statement/s.

- Add recipients (client details) to the envelope.

Prepare Documents for signing

- Scroll through the document until you reach the first signing spot. Make sure the correct signing party is chosen in the top left-hand corner

- Click on signature from the fields section and drop the box into the signature box

- Click on Date signed from the fields section and drop the box into the date box

For a BAS there is a signing spot and date spot on the first two pages.

- Review the whole document to ensure all signature and date requirements are correct.

- Click 'Save changes'

Finish Envelope

- Update the Envelope name: Same as the subject line for your collation email
Eg. MONTH 20XX Activity Statement – Client Name/s

- Enter an email message such as follows:
Hi {{recipient_first_name}},
As per my email, kindly follow the above link if you wish to electronically sign your activity statement.
Thank you,

- **IMPORTANT!!! Select the Brand you are sending on behalf of (if applicable)**

- Review the Email preview to ensure the branding, names, Activity Statement period are all correct.

- Select 'Save changes' to keep the Annature envelope in draft so that you can send it directly after the collation email is sent.