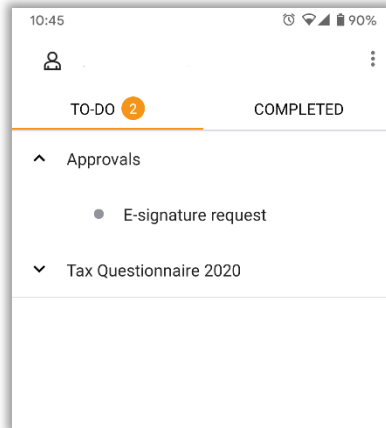


How to eSign Form 8879, IRS e-file Signature Authorization

You may sign your Form 8879 from your Onvio Client Center account. Both spouses can sign from the same account, but they will each have to work through the process individually. The signature process works best on a computer, but it can also be completed on a mobile device.

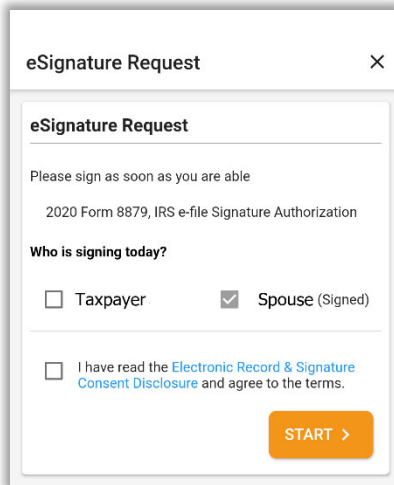


First log into your Onvio Client Center account at <https://onvio.us/clientcenter/en/us/auth> (this can also be found on our website, just click the upper login box on the right hand side of the page.).

Once inside, look for the tasks in the “to do” column. If you don’t see any tasks, make sure you are in the tasks side of the account. There should be labels for “tasks” and “documents” either on the top or bottom of the screen, depending on what type of device you are using.

Choose the E-signature request.

This should bring up a screen listing the documents to sign. Choose “start” to begin the signing process.

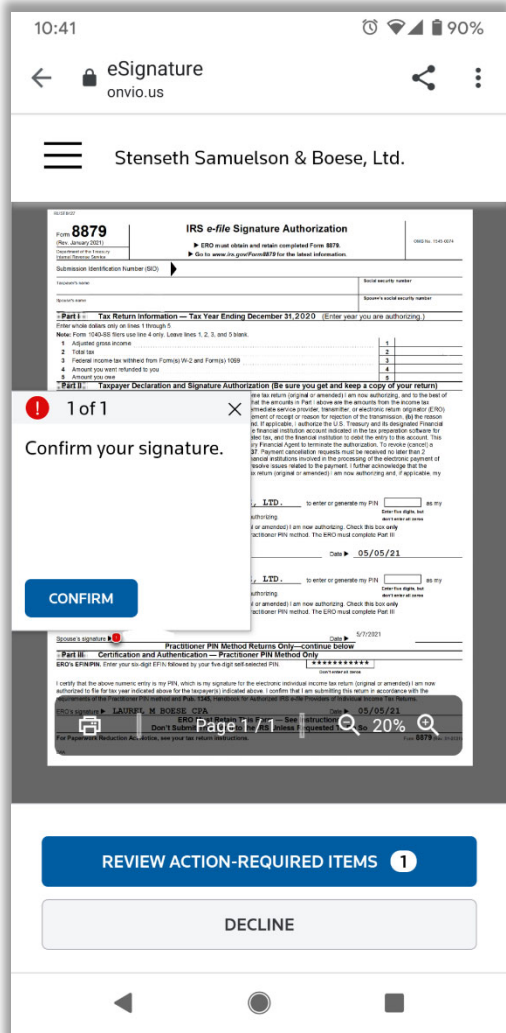


Choose your name and check the box to agree to the signature terms, then hit start to begin signing. If one of the names is grayed out or has “(signed)” listed after it, then that person has already completed their signature. If you don’t see your name, or it is already grayed out before you sign, contact our office for help.

When you choose start, you will need to verify your identity before signing your form. After entering the last 4 digits of your Social Security Number you will be asked to answer a number of questions pulled from your credit history. If you answer them wrong, the signature will fail. If this happens, just reach out to us and we will resend the signature request. (Some of the questions can be obscure, so resending the request is fairly common.)



Once you verify your identity, you can choose how you would like to sign the form. Please do not use the “upload option”, as it doesn’t always work. After you choose your style or draw your name, you can move on to the next screen.



The program will now step you through the document, allowing you to confirm the placement of the signature in the required places. You should be able to print the document or review it from this screen if you wish.

After you sign, the document will also be available for you to view or print in the documents portion of your online account. This is the simpler option for saving the document for your records.

After confirming your signature, you will be able to submit the document. We will automatically receive notification that you have signed, so you don't need to contact us unless you have questions.