

One platform for all your audit confirmations

Confirmation.

A Cashmetra Sutta



- Confirmation.com is the world's leading provider of online audit confirmations, enabling auditors to request audit confirmations electronically rather than by mail.
- Global network of more than 13,000 audit firms and more than 3,000 financial institutions in over 100 countries.
- Web-based service designed to drive efficiency, combat fraud and enhance client experience.
- Electronic bank confirmations are completed in an average of 1-3 days.





# Step 1: Add new client

Once you have logged in to your confirmation dashboard, select 'Add New Client' from the Quick Links section.			Step 1: Add a Client I	Profile				<u>close</u>
QUICK LINKS     Add New Client     Add Client Accounts     Request Client Authorization		> >	Company Informati Company Name * Authorized Signer Signer Title *	Website	s	Signer Email *		Re-Type Signer Email *
→ Reassion Client			First Name *	Last Name *	→ [ P	Phone *	Ext.	Fax
<b>Company Name</b> : This is the legal entity / registered company name.			Address 1 * Address 2		E	_anguage English(us_engli Client Regis	-	(Optional)
<b>Signer Information</b> : If you are sending bank confirmations, this signer must match the bank's mandate.			I located inside the United Country * select a country	d States	CI AI	redentials to Cor Clients can enter Authorization pro:	nfirmation.c	selected to send this signer login com. formation, issue a Client nd check the status of their
<b>Signer email</b> : This must be the email of the authorized signer. Authorization cannot be delegated to another party.			City * Prov./Re	egion Postal Code *	C			led confirmations. gistration to client
<b>Client Registration</b> : We suggest that you only provide access to the client if they have specifically requested this.				* Denotes				Privacy Statement



### Step 2: Add accounts – selecting the responder

Once you've created and entered your client profile, select 'add' from the 'Accounts' section:

🏛 Financial	4
Accounts Receivable	0
Accounts Payable	0
Employee Benefits	0
🕂 Legal	0

To send bank confirmations, select the Search for your responding financial 'Financial' confirmation type: institution: Search Financial Choose this for bank confirmations Bank name search Select where you Review the selected responder details below and select next to continue: want to send your confirmations to. Bank name Bank address Make sure you read Bank address the 'Responder Bank address Instructions' issued by the bank. **Responder Instructions:** Accepted Forms: Take note of the The banks accepted request types will The bank provides special instructions to the auditor here. These 'Accepted Forms'. be listed here. e.g. contain important details about submitting your requests so ensure you take the time to read them carefully. These are the types Asset of confirmations Consolidated Liability requests the selected bank will respond to.



## Step 2: Add accounts – choosing the request type

#### **Individual forms**

- An Individual form confirms the details of an **individual balance or arrangement**.
- Common Individual forms include: Asset, Liability, Bond Issue, Contingent Liability, Derivatives, Escrow Account, Letter of Credit, Line of Credit, Money Market Fund, Mortgage Debt, Securities + others.

	Account ID * [Account number]
Select your confirmation form type from the drop down list:	Main Account Sort Code [Providing aids bank]
Form *	Currency *
select confirmation type	[Select currency from the drop down]
Asset Consolidated Liability	Balance       [Year end balance]
	Interest [If applicable] %
Cost	Account Description
\$23 per account.	[Other useful info e.g. legal entity name]
Capped at 5 (\$115) per entity, per bank, per	

### E.g. Asset form

[Registered company number]

[Signer name per bank's mandate]

.

Authorized Signer \*

Tax ID:

Select your confirmation form type from the



## Step 2: Add accounts – choosing the request type

#### **Consolidated forms**

drop down list:

-- select confirmation type --

\$99 per full entity search

Form \*

Asset Consolidated Liability

Cost

- A consolidated form is a 'Full entity search' of bank records.
- Provide a single account number or reference for an entity and the bank will use this to locate the client on their system.
- They will run a full statement of all balances and arrangements and provide this as a response.

[Signer name per bank's mandate]		
Tax ID:		
[Registered company number]		
Account ID * [Account number]		
Account Name [Per bank records]		
Product Type [List products]	<b>TIP:</b> Listing out known products (e.g. Deposits, Loans, Futures, FX contracts etc.) within the 'Product	
Branch Location	Type' field will help the bank locate your client records faster.	
[If applicable]		
Include a list of authorized signers for all associated accounts: *		
Account Description [Other useful info e.g. legal entity nam		

Attachments: Files are purged from the account 120 days after their upload date.

	File Name 🔶		Date 💠	Size 🔶	User Name 🔶	
$\rightarrow$						*
						-
	browse/upload	delete selected				

**TIP:** Providing a spreadsheet of all your audited entity's accounts will assist the bank's search.



## Step 3: Requesting client authorization to disclose information

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.

Your client must follow the

email link and digitally sign

The process takes less than 30 seconds to complete.

the authorization.

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.



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\*

Agreement

Sign It	Type It	Clear	Signature Tutorial
2	E. 9	igner	
Provide	e signature i	the space above.	



# Step 4: Initiating your confirmations

Once you've received your client authorization, you can initiate your confirmations:		balance sh	r 'As of Date' – this is the neet date of your audit.	confi		2	
	STEP ④			charg you r Eng		2345234 umber (cl ther ques	•
					eral Questions for all R lude any additional quest		ptional)
					Ļ		
			Once you are ready to se You will be asked to pay		5		

You will be asked to pay at this point via credit card unless your office has a centra credit card on account. For more information on billing options please contact support.

Responders 🔺	Туре	Quantity	Total
🛃 Bank name	Financial	1	\$99.00 USD
Totals		1	\$99.00 USD



## Step 5: Download your confirmations

When the bank completes your confirmations you'll receive a notification via email. Log in to download your confirmations:



### Recalling confirmations

Make a mistake? If you have sent confirmations to banks with an error, you can 'recall' them provided the bank has not started work on their response.

> Watch how to recall <u>a confirmation</u>

> > 9

#### **Re-confirmations**

Response not what you expect or missing information? You can send a reconfirmation to the bank with a message attached explaining what information is incorrect or missing. The bank will prioritize responding to re-confirmations.

### Watch how to perform <u>a re-confirmation</u>



#### Need help? Contact customer support

#### Region

USA & Global Asia Pacific South Africa United Kingdom

#### Call

+1 866 325 7201 +61 452 442 722 +27 11 507 0107 +44 (0)203 757 6312

#### Email

customer.support@confirmation.com support@apac.confirmation.com support@cqs.co.za uk.support@confirmation.com