

MILSTED LANGDON

# APPROVING DOCUMENTS VIA VIRTUAL SIGNATURE

## Step-by-step Guide

When Milsted Langdon sends you a document for review or signature approval, you will receive an email like the below. Click on **'Secure Portal Access'** to access the document(s) that need review or approval.

## MILSTED LANGDON

Dear

**Subject: Documents for Signing**

has sent you items to view, sign and complete via the VirtualSignature secure portal.

[Secure Portal Access](#)

**For more information or assistance, please contact the sender:**

**Name** : Milsted Langdon

**Contact Email** :

**Transaction Ref:** N2PB-SJLC-BNX2

**Unsure about this email**

This email has been sent to you by VirtualSignature.com on behalf of

↓

**Alternative Access**

The above can also be accessed by using the following URL in your browser;

**Do not share this email**

This email contains a secure link to VirtualSignature and should not be sent or shared with any other person.

**IF YOU ARE NOT THE INTENDED RECIPIENT OR RECEIVED THIS EMAIL IN ERROR,  
PLEASE DO NOT CLICK ON THE LINK AND DELETE IMMEDIATELY.**

This e-mail, attachments included, is confidential. It is intended solely for the addressees. If you are not an intended recipient, any use, copy or diffusion of this message is prohibited. Please delete it and notify the sender immediately.

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VSID is an Electronic Signature and Identity Service Provider (IDSP) with ISO 27001, ISO29003, ISO29115 and Cyber Essentials Plus certified.



You will then see the below screen and need to enter your forename and surname. Then click **'Proceed'**.

MILSTED LANGDON  
Welcome to Secure Portal Access  
Transaction Ref. 64M9-VX8D-QX5X  
Email  
Forename  
Surname  
By proceeding, you are agreeing to electronically provide and exchange information with the sender.  
**PROCEED**  
Sender:  
Email:  
Privacy Policy Powered by VirtualSignature.com  
© 2025 virtualsignature.com

You will then see the below screen.

MILSTED LANGDON  
Progress Panel  
Action Items 0/1  
**Workflow Process - Post review** >  
FINALISE & RETURN  
I DO NOT WISH TO PROCEED

Click on the document(s) listed, as highlighted above. This will then take you to a new window where you can view the document page by page. You will then need to review and sign the document. If there are multiple documents for signing, you will need to click on each document individually, as in the below example.

Profit and loss Projections\_2025 >  
Wealth Management Budget >  
FINALISE & REVIEW  
I DO NOT WISH TO PROCEED

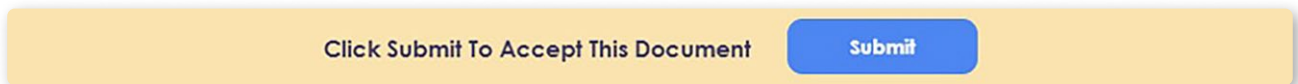
When you view a document you will be able to click on each individual page of the document to review the content.

Management report  
Please review and complete all required items  
Page 1  
Page 2  
Page 3  
View Next  
Sign Here  
Registration number:  
Limited  
Management Report  
for the Period from 20 January 2024 to 31 January 2025

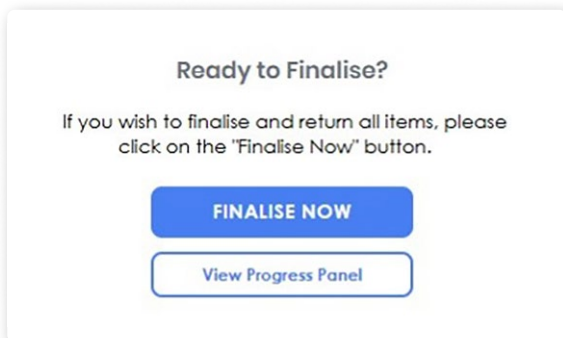
When you click on the blue name tag which says **'Sign Here'**, you will then see the following box. Click on **'Use Preset'** and click **'Apply Esignature'**. This will sign the document digitally.



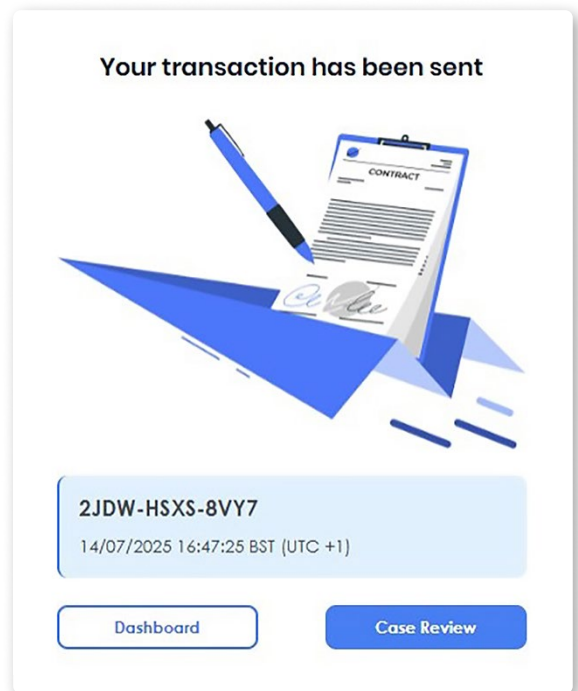
You can then click **'Submit'** on the bottom banner of the document preview screen, to approve the document.



Once you have clicked on the **'Submit'** button you will see the following screen



Click **'Finalise Now'** and the signed document will be sent back to Milsted Langdon, and your account manager notified. You will see the below image to say that your transaction has been sent. The code will be unique to the transaction.



# MILSTED LANGDON

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