

WILLIAM HOON & CO. LTD.

Contactless Procedure

A step-by-step guide

Step
1



Review & Sign*

Engagement Documents

Click [here](#) for step-by-step instructions to sign documents electronically

***Note:**

To sign electronically, you must sign by hand with your cell phone or computer.

Step
2



Activate Your TaxFolder Account

Click [here](#) for step-by-step instructions to activate and sign in

Step
3



Upload Your Tax Documents

- **Go to:** <https://welcome.taxcycle.com/> to sign in and upload documents
Click [here](#) for step-by-step instructions to upload documents

Note: There will be additional processing fees to review picture files (.jpg & .png)

