



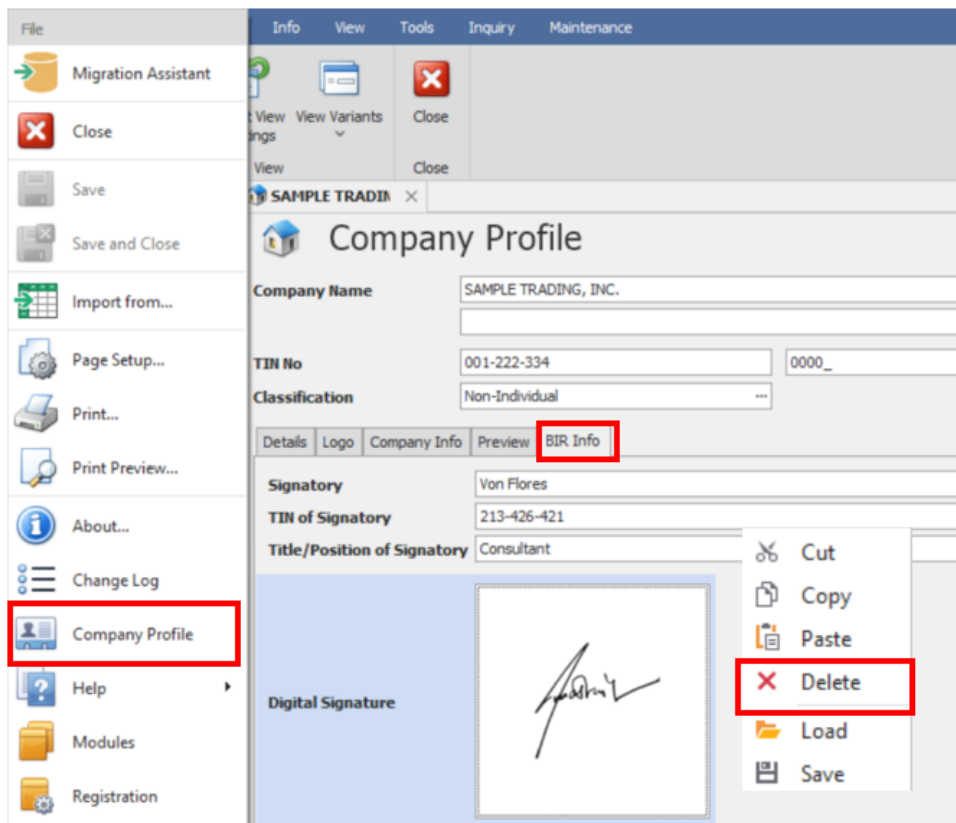
## How to Change/Delete Digital Signature of Tax Agent in BIR Info

### Overview:

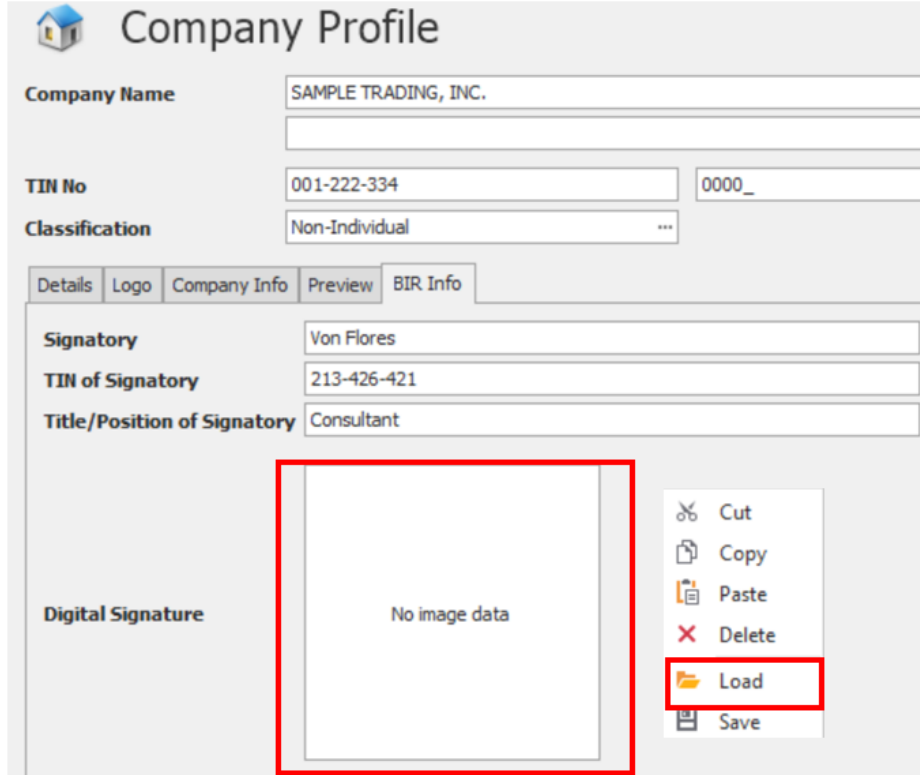
Digital Signature under BIR Info in Company Profile is used to attach Tax Agent's E-Signature. This will reflect automatically in the system's generated BIR Forms such as BIR 2307, BIR 1604, 1601 etc. Changing and Removal of E-Signature is still possible for this setup.

### Procedure:

1. Go to Company Profile > BIR Info > Right click then select Delete. Previously added signature will be removed.

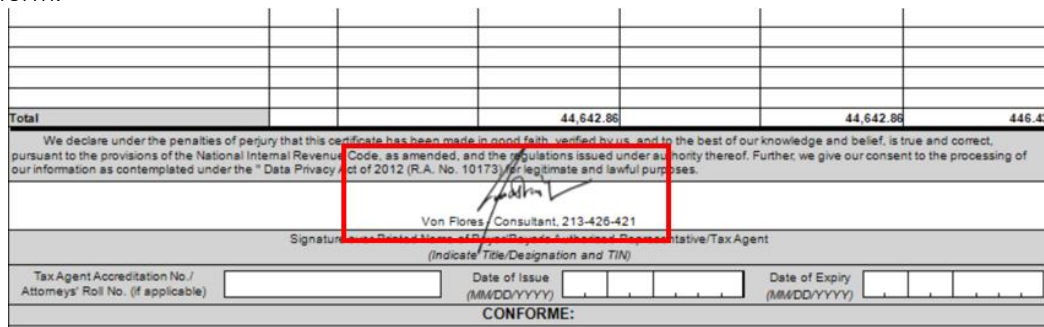


- This shall allow the user to upload another E-Signature by clicking the Digital Signature Box or Right Click and Load. Just leave it as blank and save if opted not to reflect E-Signatures in BIR Forms automatically.



### How does it work?

When generating BIR Forms, uploaded E-Signature will reflect in the Tax Agent/Representative portion of the BIR form.




**For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>**