K-1 Recipient
Quick Reference Guide
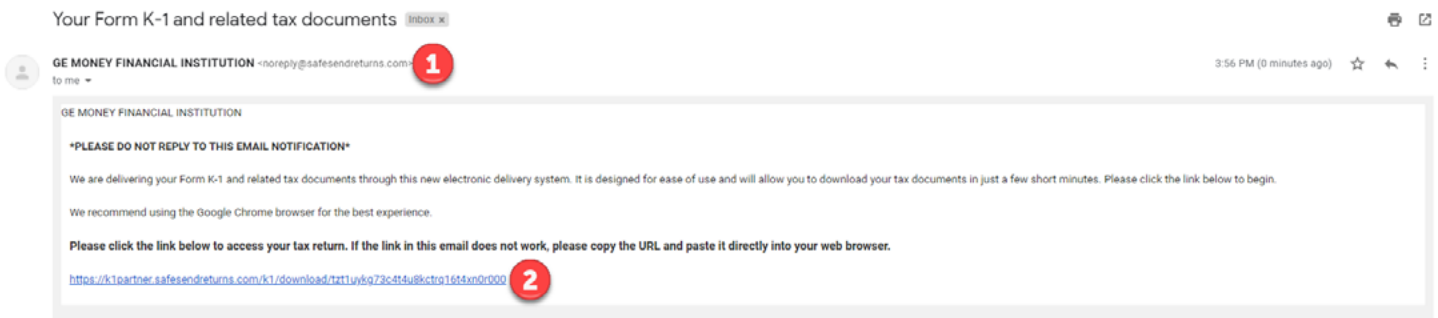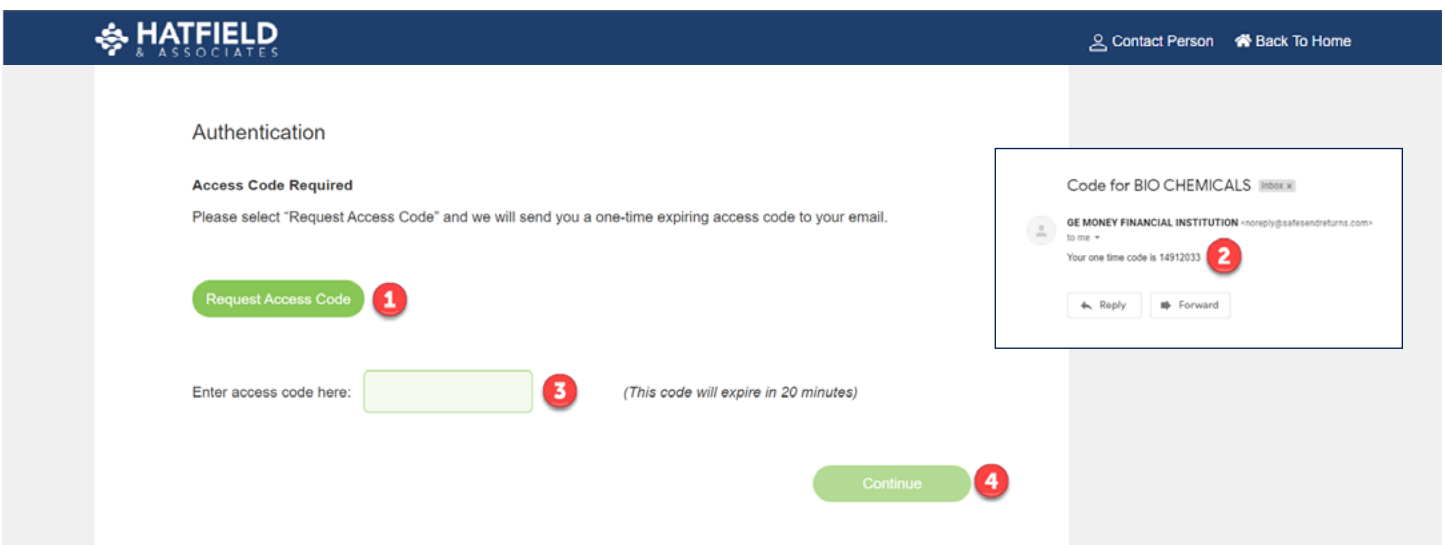
SafeSend Returns

1. You will receive an email from noreply@safesendreturns.com.

    a. We recommend that you add this email address to your email client's safe sender list to avoid these notifications going into a spam/junk folder.

    b. The name of the entity sending you the K-1 package will appear in front of the email address.

2. Click on the link in the email.

1. Click **Request Access Code**.

2. You will receive an email or text notification with a one-time code.

    a. Copy the access code and go back to the Authentication screen.

3. Paste or type the access code into the requested field.

4. Click **Continue**.

1. Click **I Agree** to consent to receive your K-1 package electronically.

1. Click on the **download icon** to download the K-1 package.

2. (Optional) Click on the download icon to download the partner's instructions for Schedule K-1.