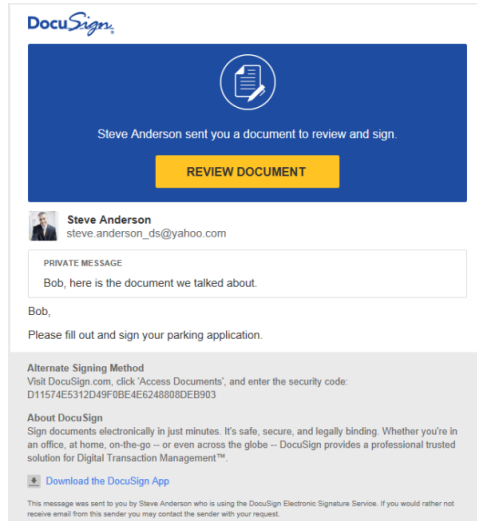


Page: DocuSign

Email Notification

The email is sent from DocuSign® on behalf of the sender. The email contains a message from the sender and a link to open the document on DocuSign. The signer clicks **REVIEW DOCUMENTS** to start the signing process.

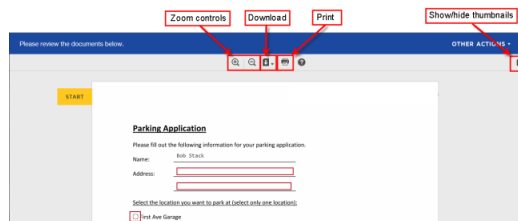


Review the disclosure and select the check box for agreeing to use Electronic Records and Signatures, and then click CONTINUE to hide the welcome and begin reviewing and signing the documents.

Important! You must agree to use electronic records and signatures in order to view and sign the documents.

Signing Documents

The first page of the document you are signing is shown in the browser window.



Click START on the left side of the page to begin the signing process.

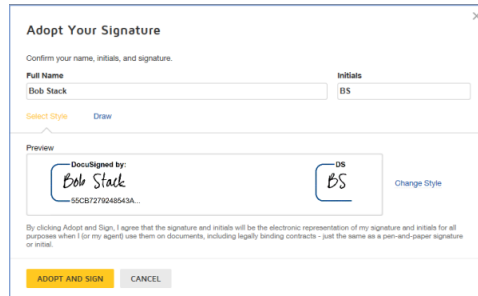
The action indicator on the left side of the page moves through the document, showing where to sign.

- To sign or initial, click the SIGN or INITIAL field on the document.

The first time you click a SIGN or INITIAL field, you are asked to adopt your signature and initials.

Adopting a Signature

The first time you click a SIGN or INITIAL field, you are asked to adopt a signature and initials.

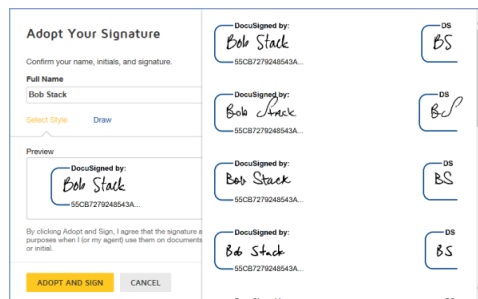


To adopt your signature:

- First verify your name and initials are correct. If not, they can change them as needed. If you would like to change your name or initials, type the changes in the Full Name and Initials fields.
- Choose if you want to select a preformatted signature style or if you will draw your signature.

Note: Drawing a signature and initials can only be done if your browser is HTML5 capable and the sender allows it.

If you choose to use a preformatted style, you can click Select Style to view and select a signature style.



If you choose to draw your signature,

Click **Draw** to show the blocks for adding their signature or initials.

Adopt Your Signature

Confirm your name, initials, and signature.

Full Name
Bob Stack

Initials
BS

Select Style Draw

Draw your signature Clear

By clicking Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

In the **Draw your signature** or **Draw your Initials** block, draw your signature/initials using a mouse or, for a touch-screens, your finger or a stylus. If you make a mistake, click **Clear** to reset the block.

Note: Signers can return to the preformatted signature styles by clicking **Select Style**.

- Finally click **ADOPT AND SIGN** to adopt and save your signature information and return to the document.

After signing your document:

- A message appears stating that you have completed your document. You may now download a PDF copy or print a copy of the document. The sender receives an email with the signed document attached, and the signed document is automatically forwarded to the next signer.
- Once all signatures are in place, you will receive a copy of the fully executed document that you can download, save and print for your files.