

Steps to Sign a Document

- Open the email and click **REVIEW DOCUMENT** to begin the signing process.

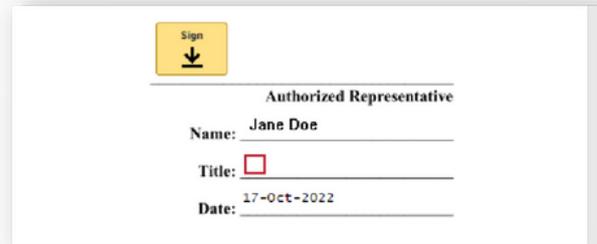


- To view and sign the document, review the consumer disclosure and select the 'I agree to use electronic records and signatures' checkbox and click the **CONTINUE** button on the screen to begin the signing process.



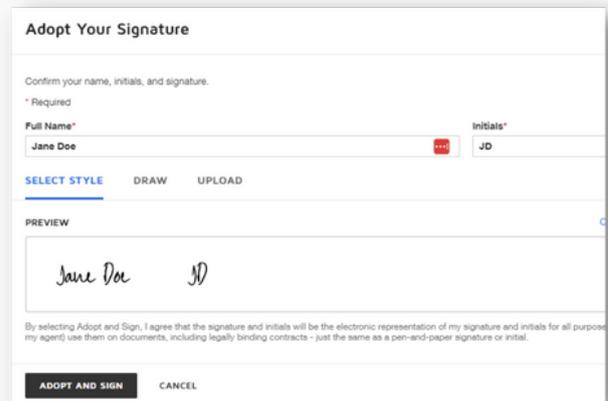
The document is displayed.

- Review the document by scrolling or using the page thumbnails in the right-hand navigation pane. When you're ready to sign, select the **START** tag on the left of the document. This takes you to a **SIGN** tag that requires your action. Select the **SIGN** tag.



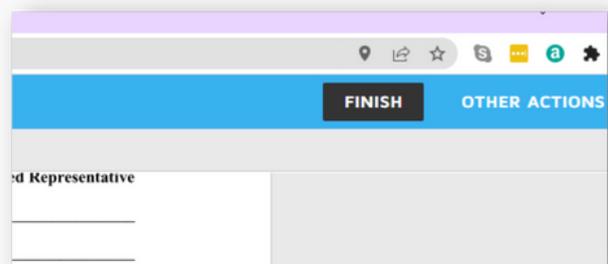
You are asked to **Adopt Your Signature**.

- First, verify your name & initials; change if needed.
- Then, use one of the following three options:
 - Click **Select Style**, and select a signature style suggested by DocuSign, or
 - Click **Draw**, and draw your signature (using a mouse, your finger, or a stylus), or
 - Click **Upload** to upload a signature image file.
- Finally, click the **ADOPT AND SIGN** button to adopt your signature and return to the document.



The adopted signature will appear in the document.

- Add your job title.
- Click the **FINISH** button.



A message appears stating that you have signed the document. You will receive an email with a link to download a PDF copy of the signed document.

