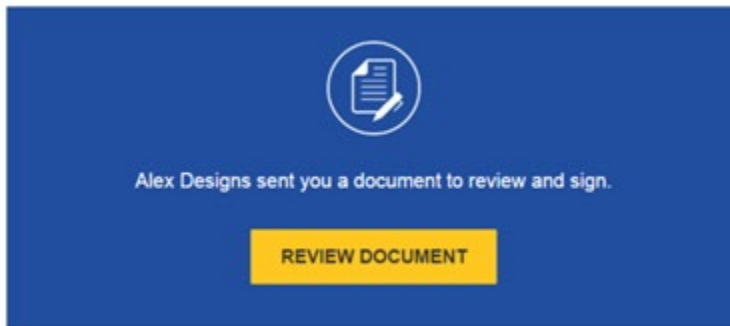


How do I sign a DocuSign document?

When someone sends you a DocuSign document for your electronic signature, you first receive an email from DocuSign sent on behalf of the sender.

1. Review the DocuSign email: Open the email and review the message from the sender. Click **REVIEW DOCUMENT** to begin the signing process.



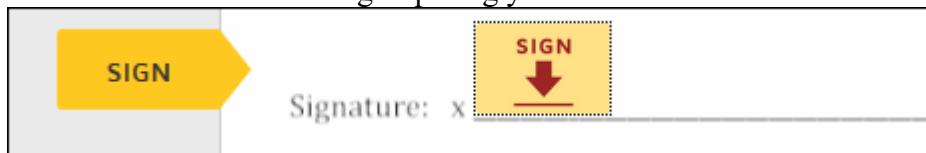
2. Agree to sign electronically: Review the consumer disclosure, and select the checkbox **I agree to use Electronic Records and Signatures**. Click **CONTINUE** to begin the signing process.

Please Review & Act on These Documents



Important! To view and sign the documents, you must agree to conduct business electronically. **Note:** To view additional options, click **OTHER ACTIONS**. For more information of other actions available, please review our [Signing Documentation](#).

3. Start the signing process: Click the **START** tag on the left to begin the signing process. You are taken to the first tag requiring your action.



tag.

Click the **SIGN**

You are asked to Adopt Your Signature.

Adopt Your Signature

Confirm your name, initials, and signature.

Full Name **Initials**

[Select Style](#) [Draw](#)

Preview

DocuSigned by:
Michael P
02367A3E9D33485...

DS
MP

[Change Style](#)

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**

4. Verify your name: Verify that your name and initials are correct. If not, change them as needed.
5. Adopt a signature
6. Click **ADOPT AND SIGN** to adopt and save your signature information and return to the document.
7. Confirm signing: When you finish clicking all signature tags in the document, confirm signing by clicking **FINISH**. A message appears stating that you have completed your document. You can 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 appears in their DocuSign account.
8. Sign up for a DocuSign account: [Sign up for a DocuSign account](#) and save the document in your own account.