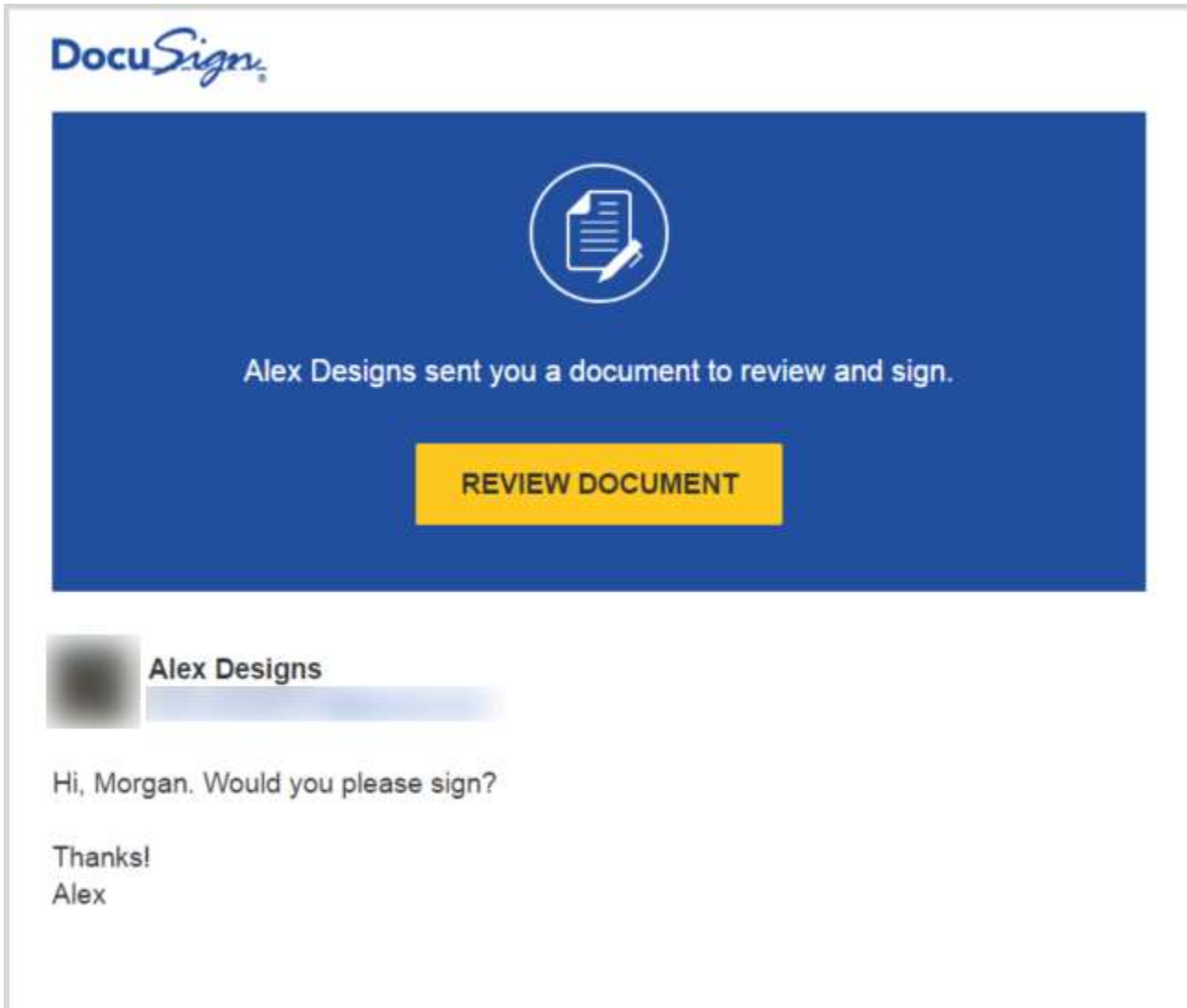


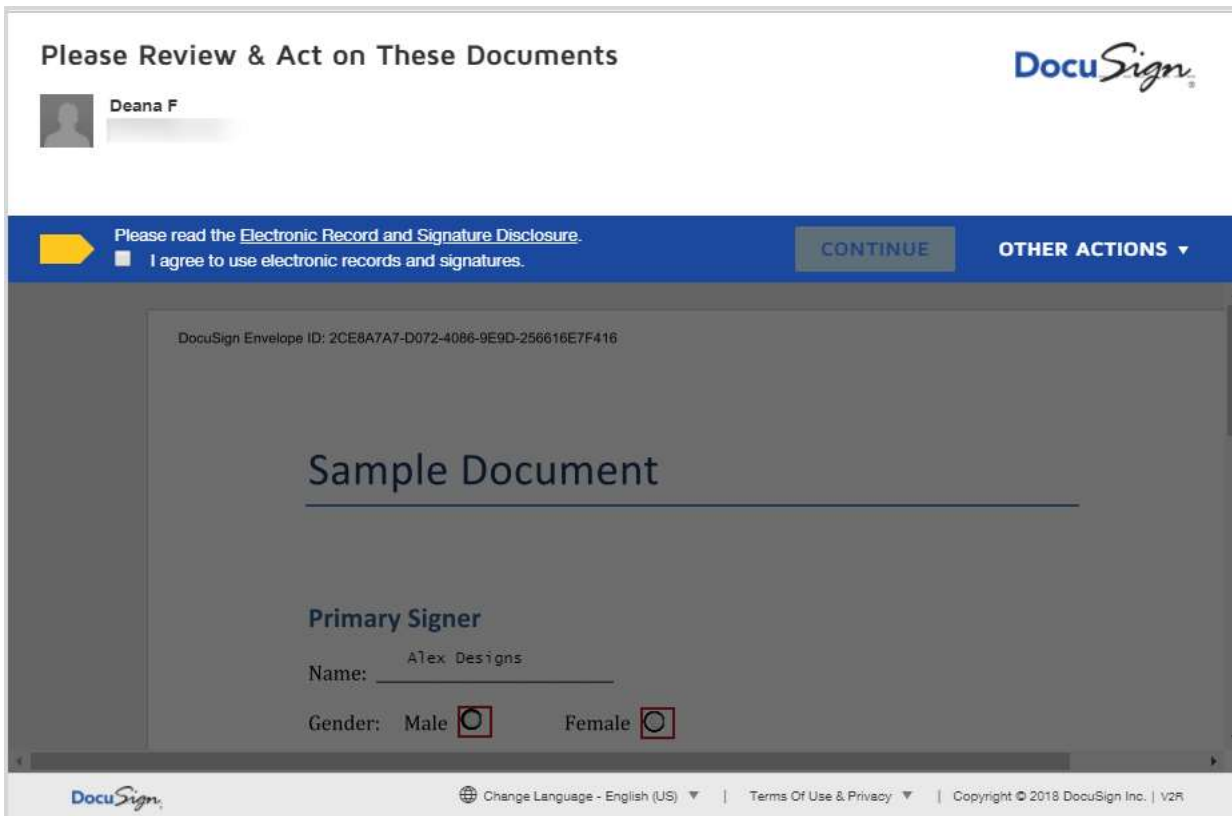
Step 1 Review the DocuSign email

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



Step 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.

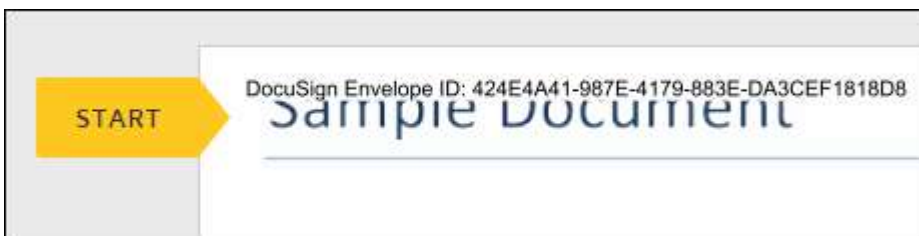


Important! To view and sign the documents, you must agree to conduct business electronically.

Note: To view additional options, click **OTHER ACTIONS**. For more information of other actions available, please review our [Signing Documentation](#).

Step 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.



Click the **SIGN** tag. 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](#)

Step 4 Verify your name

Verify that your name and initials are correct. If not, change them as needed.

Step 5 Adopt a signature

Do one of the following:

- Accept the default signature and initial style, and go to the next step.
- Click **Change Style**, and select a different signature option.
- Click **Draw**. Draw your signature/initials using a mouse, or your finger or a stylus on a touchscreen.

✕

Adopt Your Signature

Confirm your name, initials, and signature.

Full Name


Initials

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

Step 6 Save your signature

Click **ADOPT AND SIGN** to adopt and save your signature information and return to the document.

Step 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.