

WE USE DOCUSIGN FOR DIGITAL SIGNING

If you haven't used DocuSign previously
this guide may help

DocuSign®

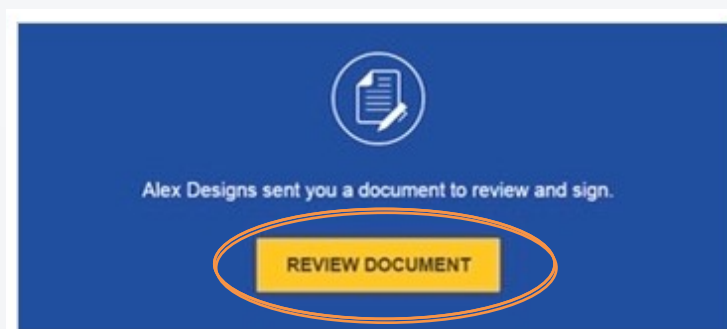


STEP 1 - A

Review the DocuSign email

Open the email and review the
message from the sender.

Click REVIEW DOCUMENT to begin
the signing process



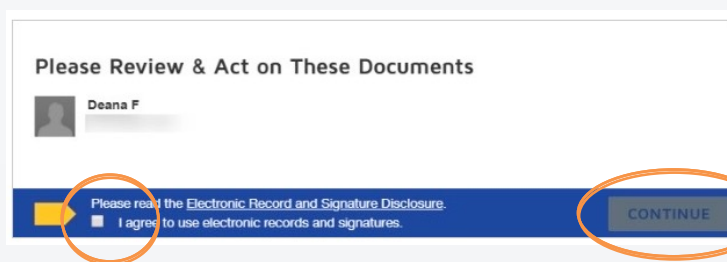
STEP 1 - B

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, Signing Documentati

Interface 

STEP 2 - A

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.

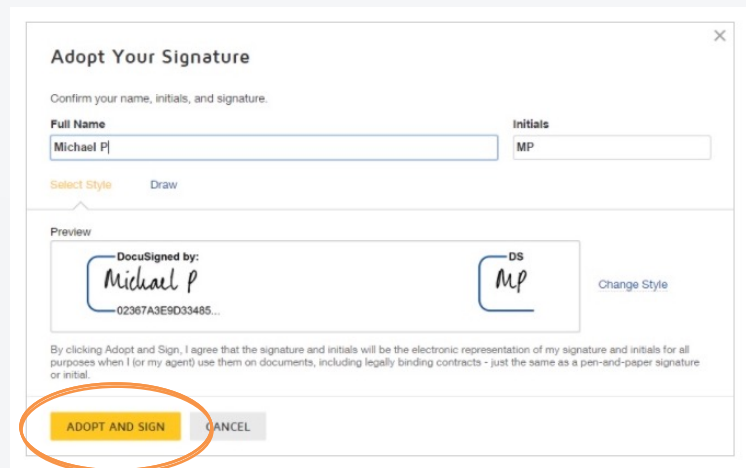


STEP 2 - B

Adopt Your Signature.

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

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



STEP 3

Confirm signing

When you finish clicking all the 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 documents appears in their DocuSign account.

STEP 4

Sign up for a DocuSign account

[SIGN UP HERE](#)

For more information about DocuSign refer to their website <https://www.docusign.co.uk>