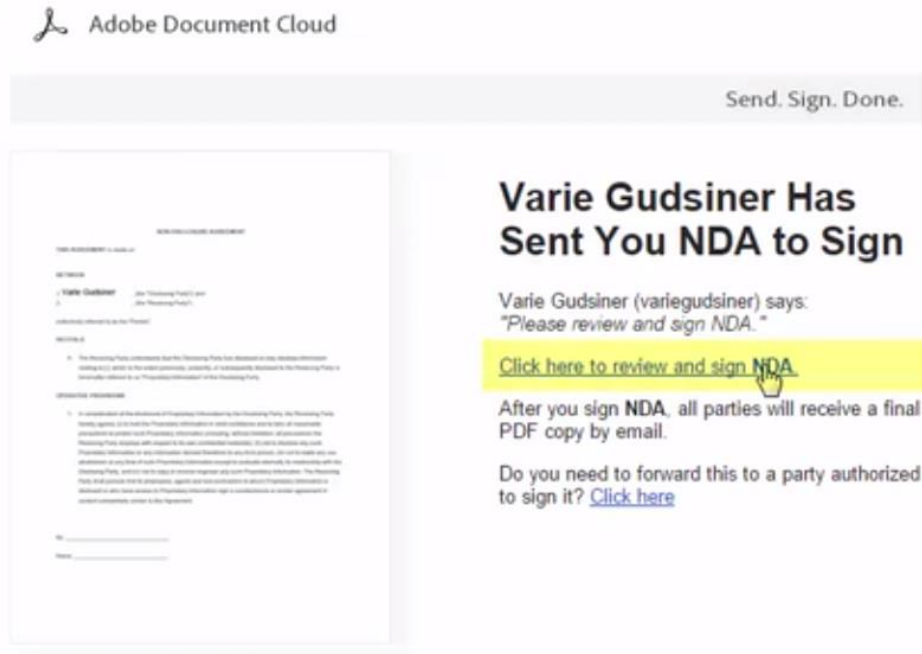
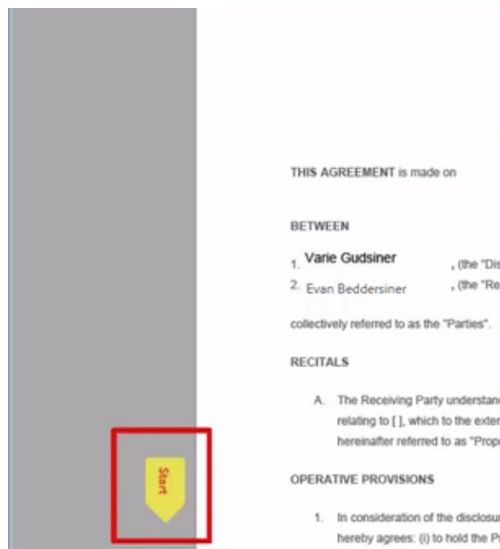


## How to sign a document via Adobe E-Sign email link:

1. Click the link provided in the "Please sign [document name]" email.

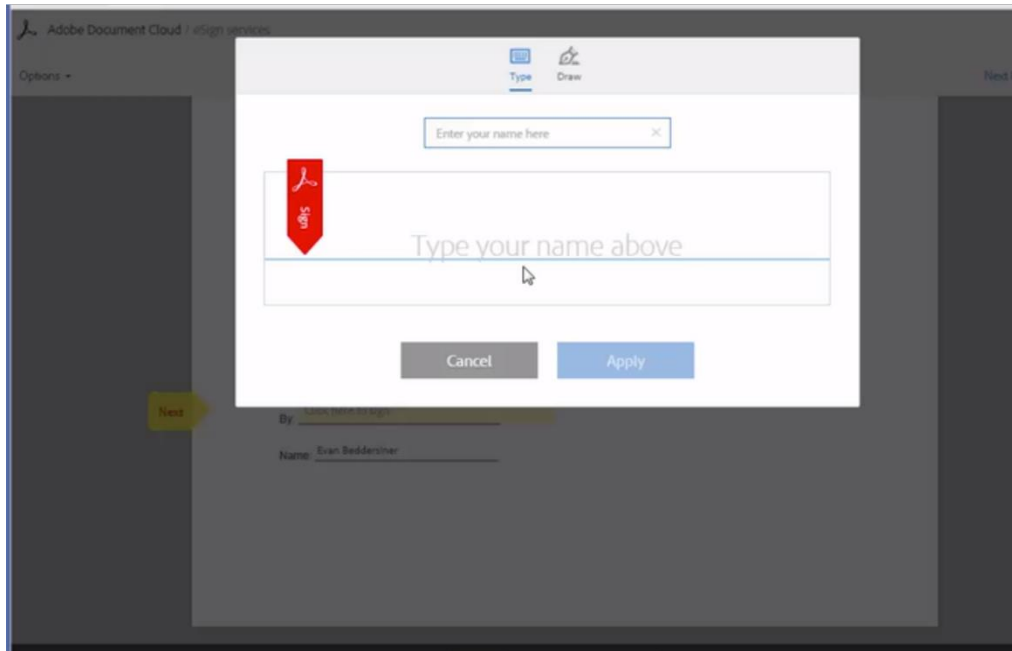


2. Review the document and when you are ready to sign scroll to the top of the document and click the "start" button.

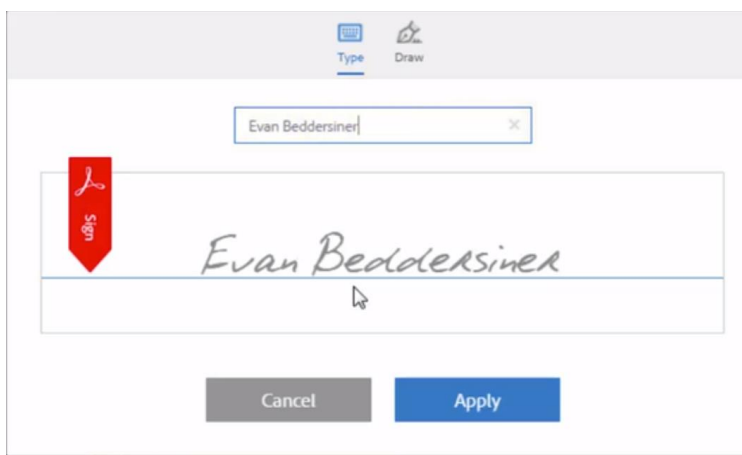


3. Click the fields and enter any requested information.

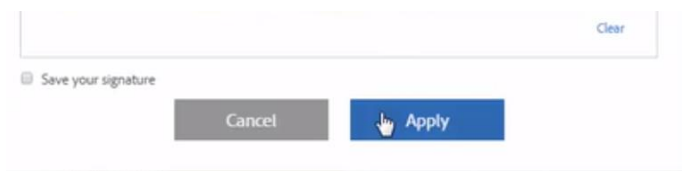
4. Click in the signature field. A pop-up window appears.



5. Enter your name in the Name section at the top of the pop-up window. Review the generated signature or click the Draw icon and draw your signature with your mouse (we advise typing your name rather than drawing it).



6. Click **Apply**

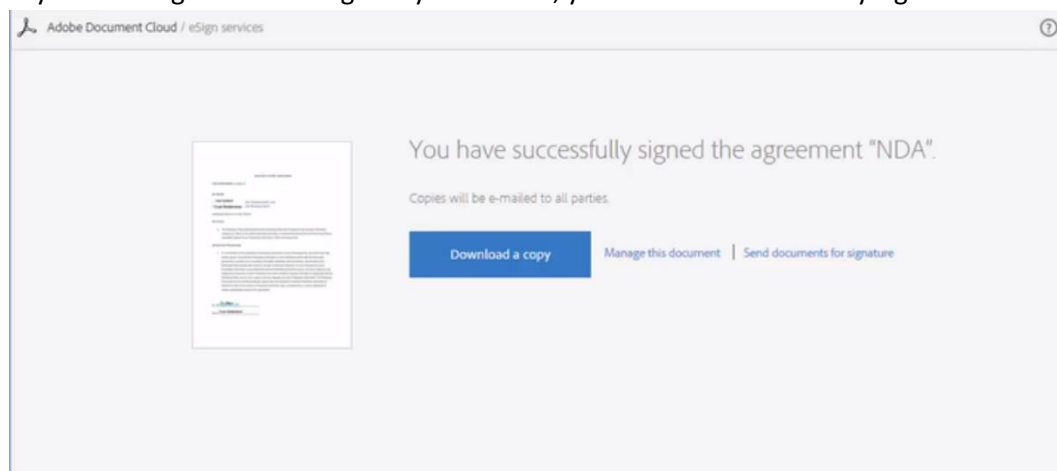


7. The system will guide you through any more fields that you may have to sign or enter details.

8. Once it has recognized that you have completed all fields the “click to sign” button will appear. This will not appear until you have completed all necessary fields.
9. Click the **Click to Sign** button.



10. You have now successfully signed the document. The following message will be displayed. If you do not get this message on your screen, you have not successfully signed the document.



11. You will also receive a signed copy of this document to your email address.

**IMPORTANT NOTE:**

1) When two or more people are signing the document *with the same email address*:  
The document will be sent to the first individual to review and sign. Once signed it will then be sent to your **SAME** email address, allowing the second individual to review and sign. Please make sure the first person checks their emails after signing so that the second individual can sign the document. We will not receive the document back until all parties have signed the document.

2) When two or more people are signing the document, and each has separate email address:  
The document will be sent to the first individual to review and sign. Once signed it will then be sent to the next email address, allowing the second individual to review and sign and so on.

Please make sure the first person checks their emails after signing so that the second individual can sign the document. We will not receive the document back until all parties have signed the document.