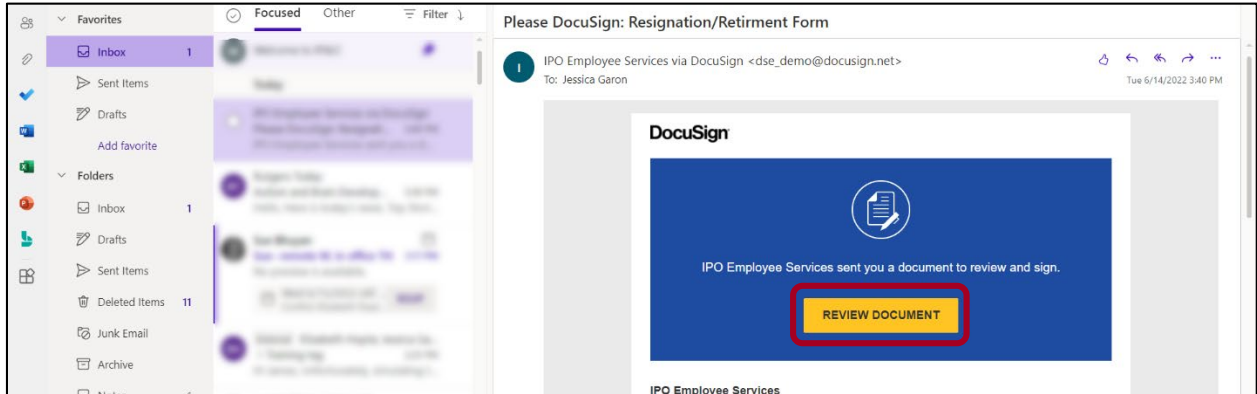
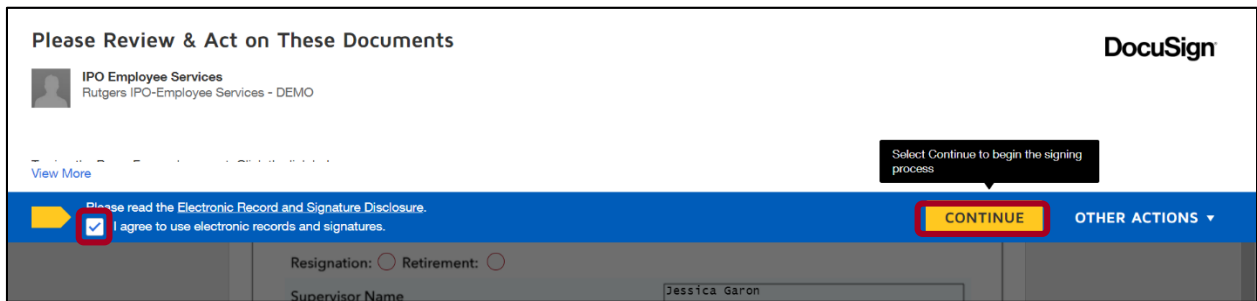


DocuSign Signature Reference Guide

1. Open the DocuSign email and click **Review Document**.



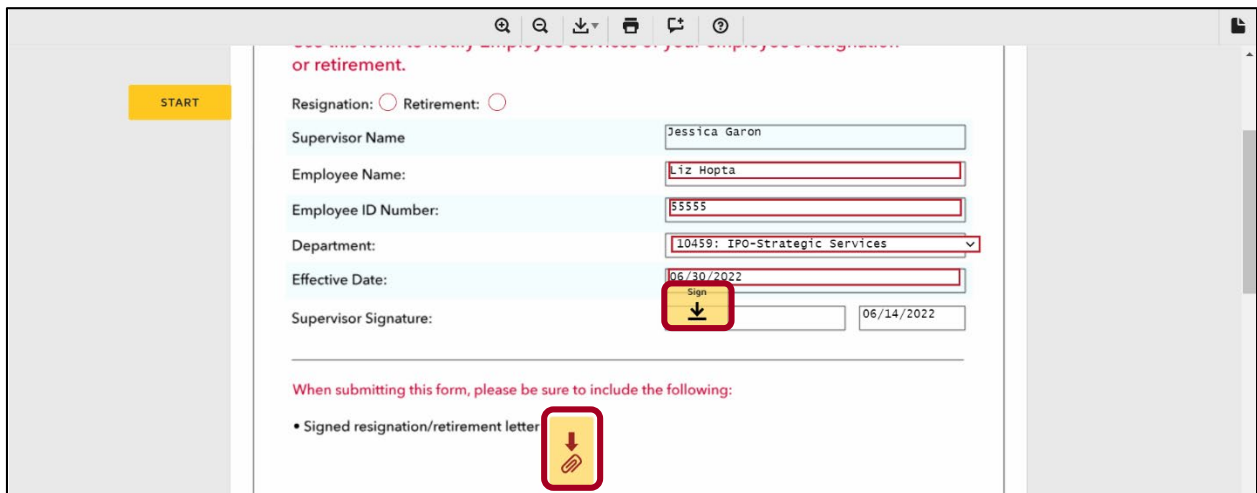
2. A new tab will open. Check the box **I agree to use electronic records and signatures**. Click **Continue**.



3. Fill in all required fields indicated in red. A yellow **Sign** box will indicate required signatures. Click the **Sign** box to initiate your signature.



NOTE: You may also attach a document by clicking on the paperclip icon.



4. A window with an auto-generated signature under **Select Style** will appear. Click **Adopt and Sign** to use this signature.



NOTE: Click **Draw** to use the mouse to create your signature. Click **Upload** to upload a picture of your signature.



NOTE: Upon adopting the signature, it will be utilized for each signature throughout this document by clicking on the **Sign** box.