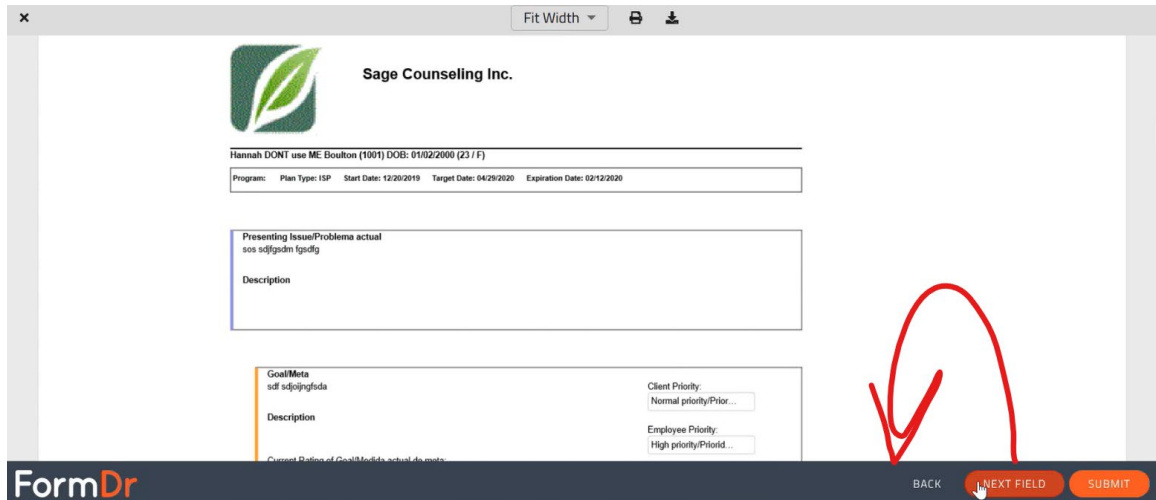


SIGNING ON A PC

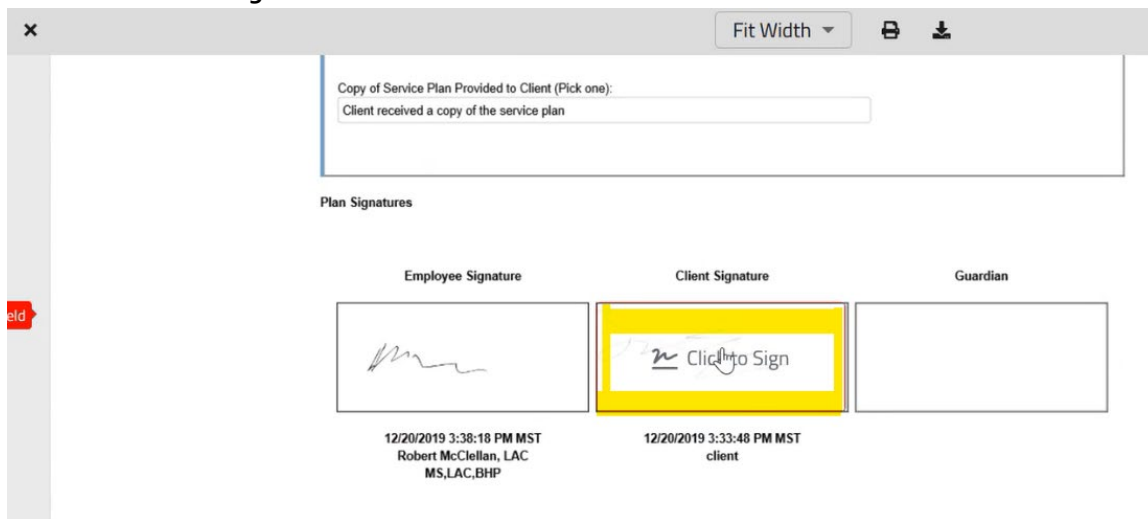
1. Click on the link provided in the email notification



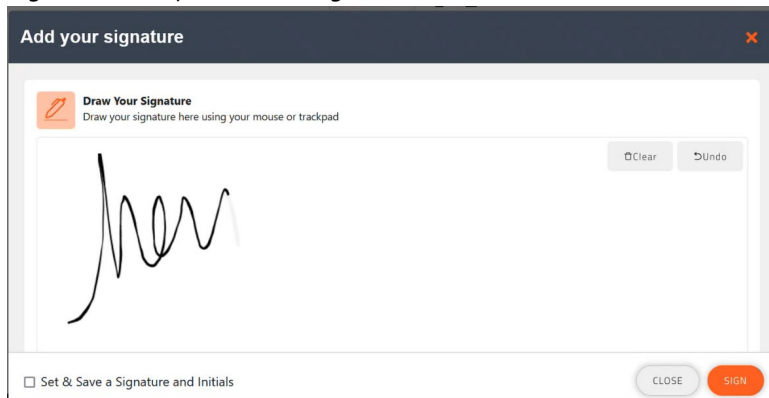
2. A browser window will open directly to their ISP. Have them scroll to the bottom of the form or use the **Next field** button.



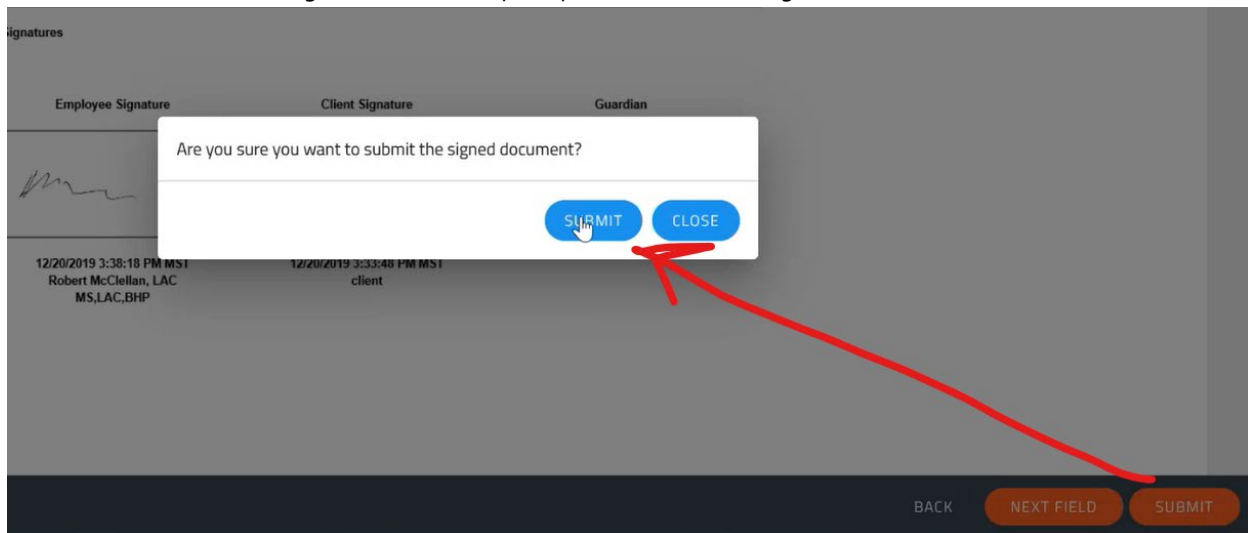
3. Click on the **Click to sign** button



4. Sign in the box provided, using a touchscreen, or a mouse if no touch options are available

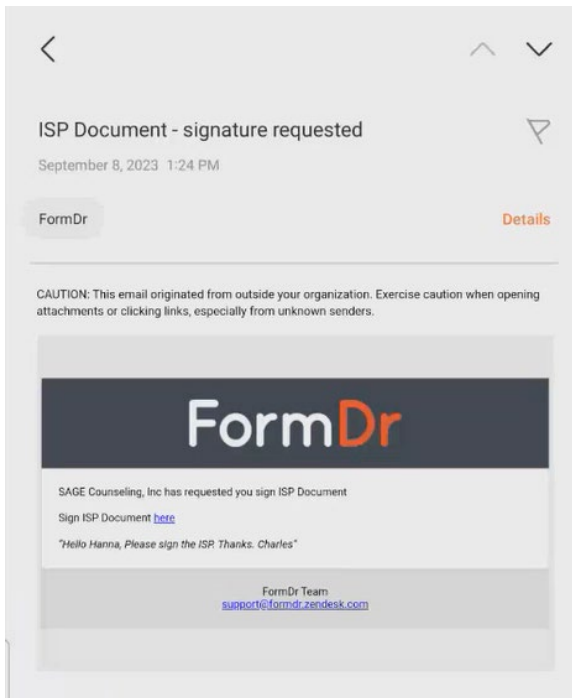


5. Click **Sign** in the lower right corner of the window
6. Click **Submit** in the lower right corner. When prompted, click **Submit** again.

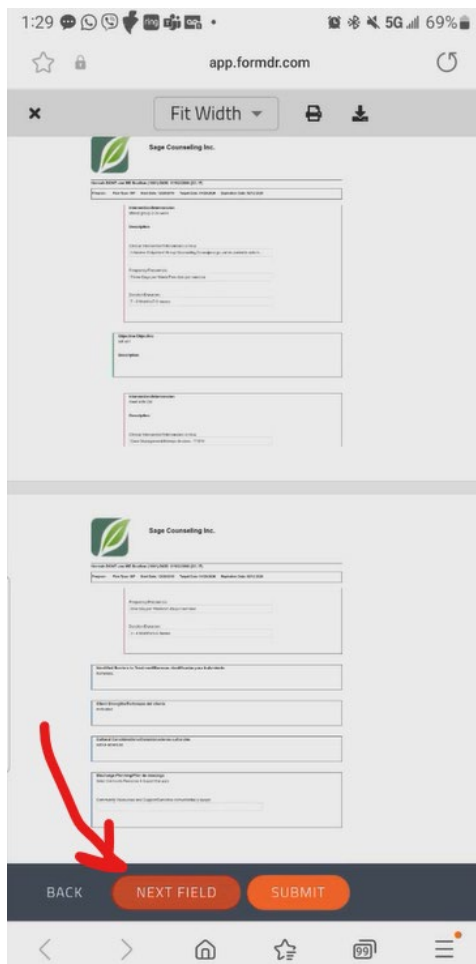


SIGNING USING A MOBILE DEVICE

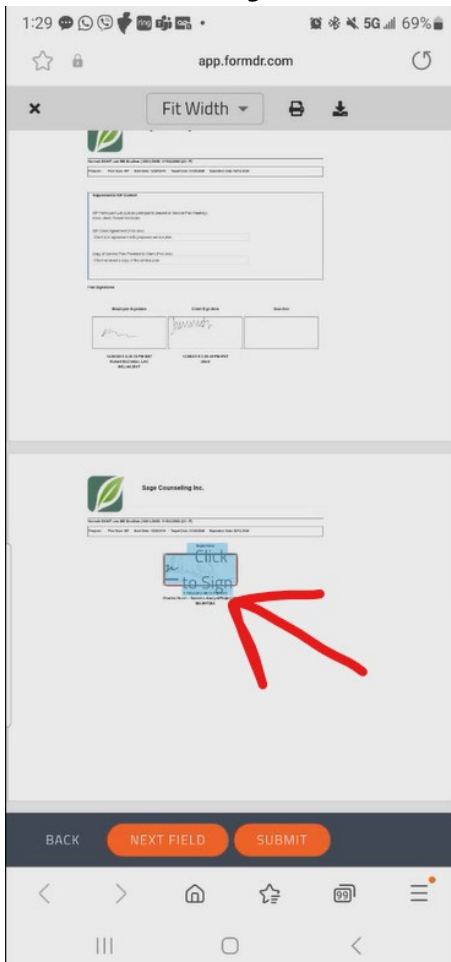
1. Clicking the link in the email will open a browser window.



2. Click on the **Next Field** button or scroll to the bottom of the form.



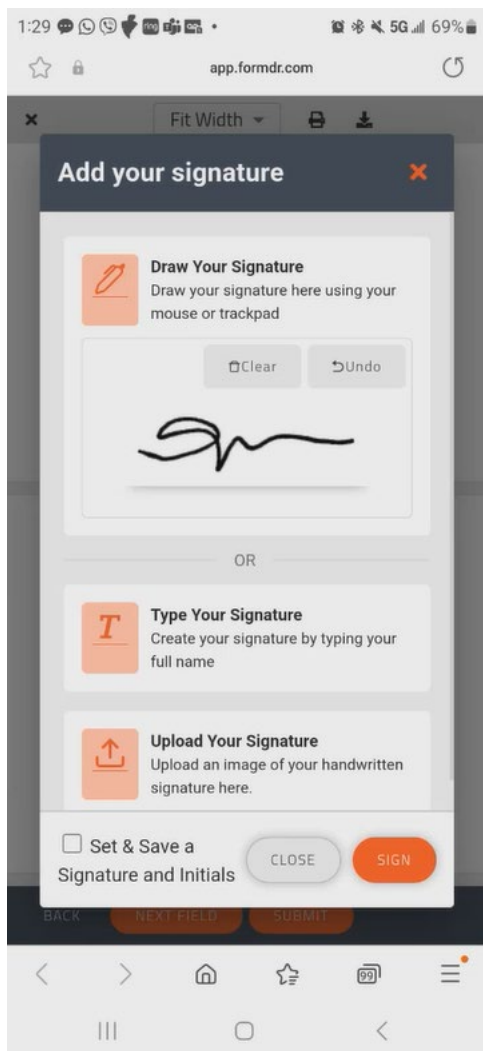
3. Click on the **Click to sign** link



4. You can either **Draw your signature** in the box provided, or scrolling down, you will find an option to **Upload your signature** and you can use a picture file version of your signature.

****YOU CAN CLICK SET AND SAVE A SIGNATURE AND INITIALS IF YOU WILL BE SIGNING MULTIPLE**

FORMS**



5. Click **Sign**

6. Click **Submit** at the bottom. When prompted, select **Submit** again.

