



RIGHT SIGNATURE INSTRUCTIONS

Securely sign documents online with ease right from your PC or tablet with Right Signature. Use a handwritten signature with your mouse or touchscreen, or type to sign if you prefer. Once you submit, files are automatically transmitted to us, eliminating the hassle of printing out documents. Below you will find instructions on how to access and electronically sign your documents through Right Signature.

Accessing your Files

Right Signature works from any PC, tablet or smartphone.

Retrieve your email and click the **Review and Sign** button



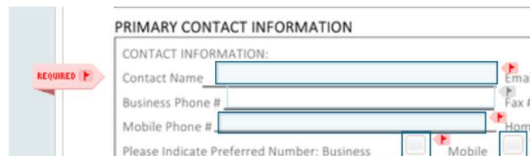
Completing your Documents

Review the files and **type fill** the requested information.

Move through lines of the document by pressing the tab key.

Required information is marked with **red flags** in each individual box. Additionally, it is marked with a red flag down the side of the document.

If a line is marked with a grey flag, please fill it if applicable.



PRIMARY CONTACT INFORMATION

CONTACT INFORMATION:

Contact Name Email

Business Phone # Fax #

Mobile Phone # Home #

Please indicate Preferred Number: Business Mobile

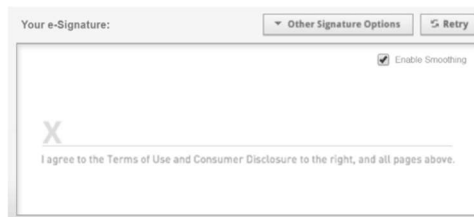
Signing

Click the e-signature pad to open it. Use your finger or mouse to **sign your document**.

To type fill your signature, select Other Signature Options.

If signing from a mobile device, turn your phone into landscape mode. Sign then **click accept**.

Click **preview signature**.



Your e-Signature: Other Signature Options Retry

Enable Smoothing

X

I agree to the Terms of Use and Consumer Disclosure to the right, and all pages above.

When all required items are complete and the document signed,

Submit Signature will turn green

Click **Submit Signature**.

