



E-Signature Process Overview

Welcome

This screen displays the name and contact information of the person who requested your signature along with a list of the documents that need to be signed. You must agree to the terms of the 'Electronic Record & Signature Consent Disclosure' before you can move forward with the e-signature process. If you do not agree to the terms, click 'Decline Signature' to end the e-signature process and notify the requestor that you have declined the signature request.

Verify Identity (if required)

You will have to verify your identity before you can sign specific documents. If the identification process requires Knowledge Based Authentication (KBA), you will have five minutes to answer a series of questions about yourself. If you do not answer the KBA questions within five minutes, or if you are unable to answer the questions correctly, the documents will become invalid and the e-signature process will end. The individual who requested the signature will be notified that the documents are no longer valid. For other documents, you may be required to enter the last four digits of your social security number.

Review

During this step, you must review each document. You cannot proceed with the e-signature process until you select the 'I have reviewed the requested documents' checkbox. If you find an issue, select the 'Click here to decline the signature request' link to open a dialog through which you can end the e-signature process. The individual who requested the signature will be notified that you have declined the request.

Sign

In this step, you will create your signature and other information that is required to sign your documents. Note that your signature must include your full name. You can type your signature and choose a style, or you can draw your signature using your finger (mobile device) or mouse (computer).

Submit

You must review the documents and select the 'I have reviewed all documents and am satisfied with the signed copies' checkbox before you can submit them. After you submit the documents, you can download them for your records if you wish to do so. If you find an issue, select the 'Click here to decline the signature request' link to open a dialog through which you can end the e-signature process. The individual who requested the signature will be notified that you have declined the request.