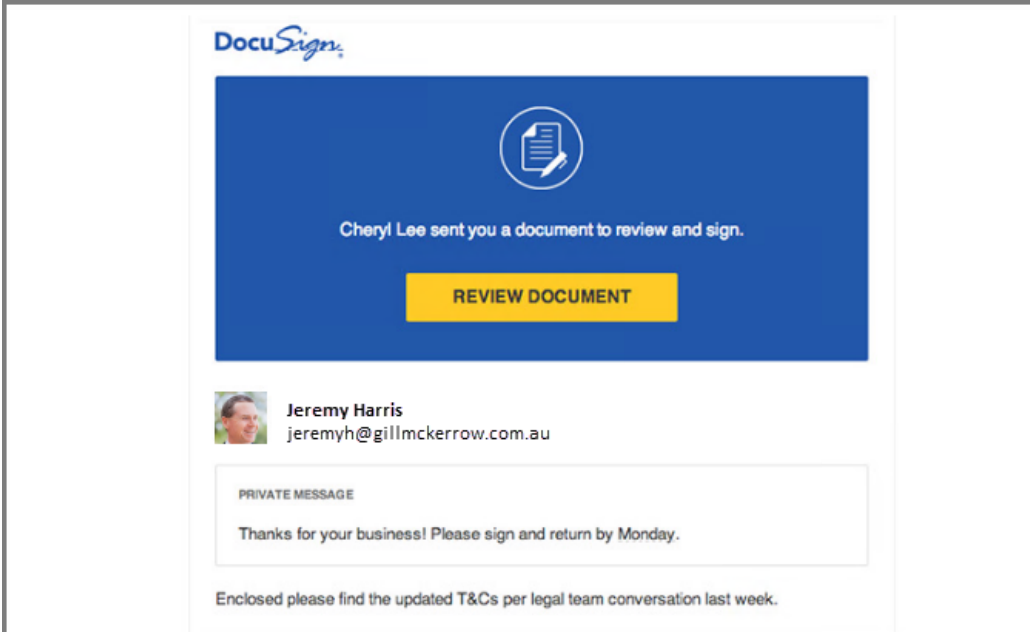


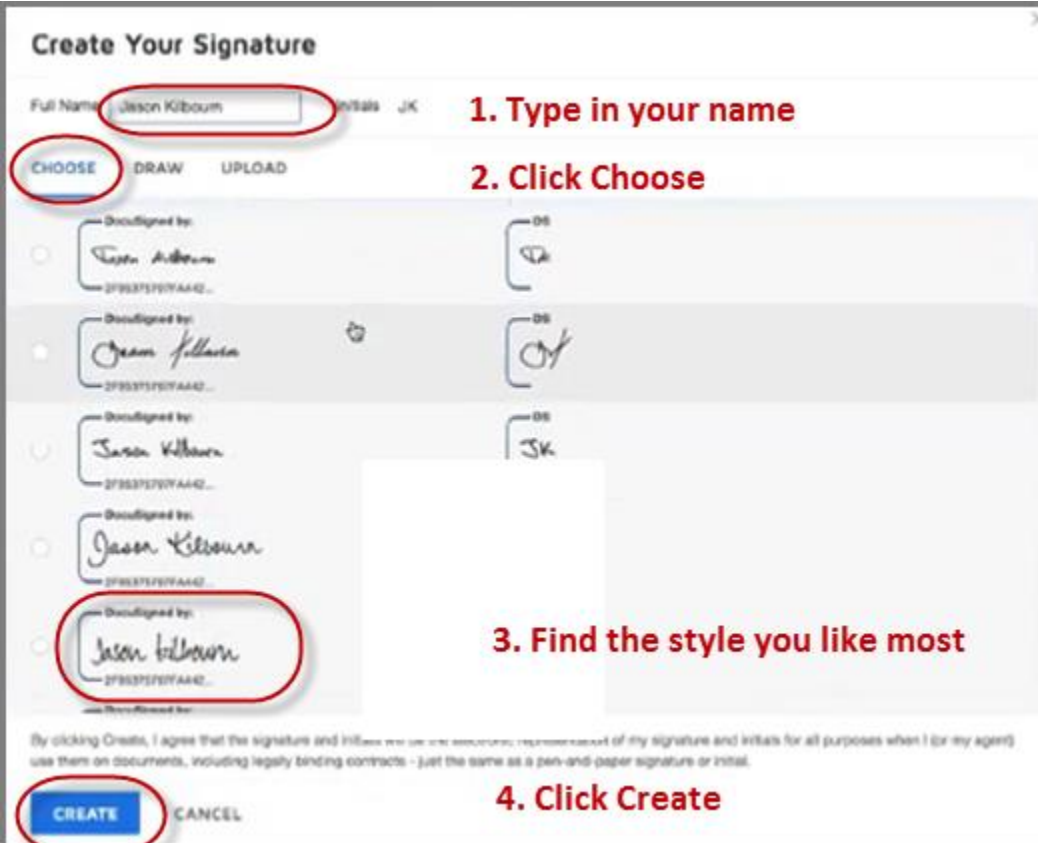
## How to Use DocuSign



**Step 1: Click the link in email**

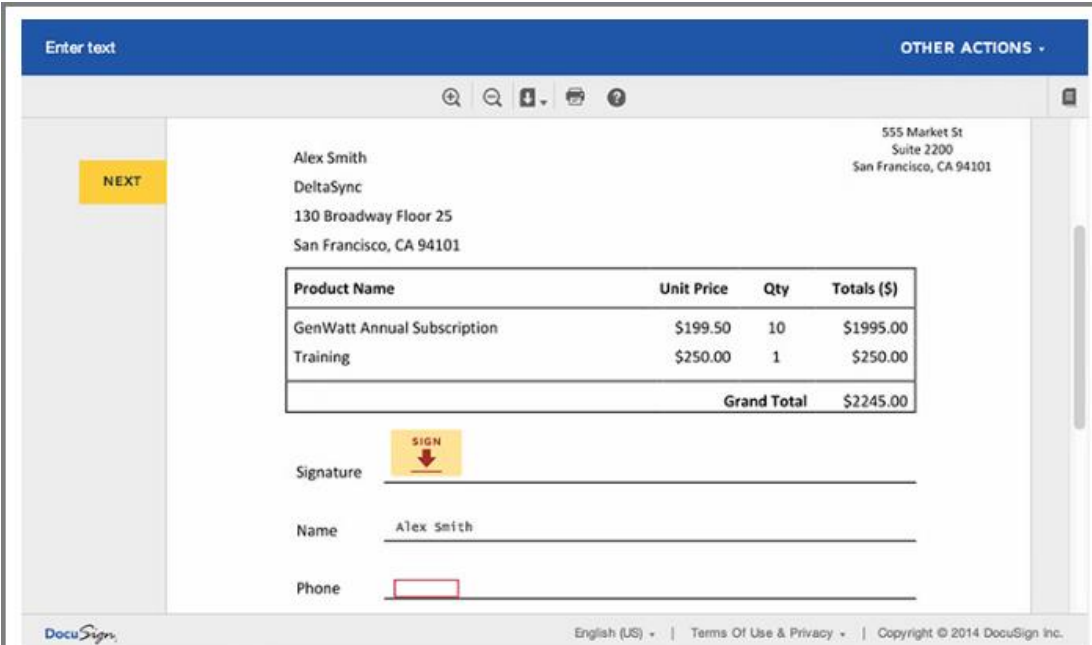
With one click, you can access the document and start the document signing process on virtually any internet-enabled device.

Note: If you are using DocuSign for the first time you can choose from a range of electronic signatures or, using a tablet, create your own.



1. Type in your name
2. Click Choose
3. Find the style you like most
4. Click Create

Then you just follow the prompts when it asks you to sign.

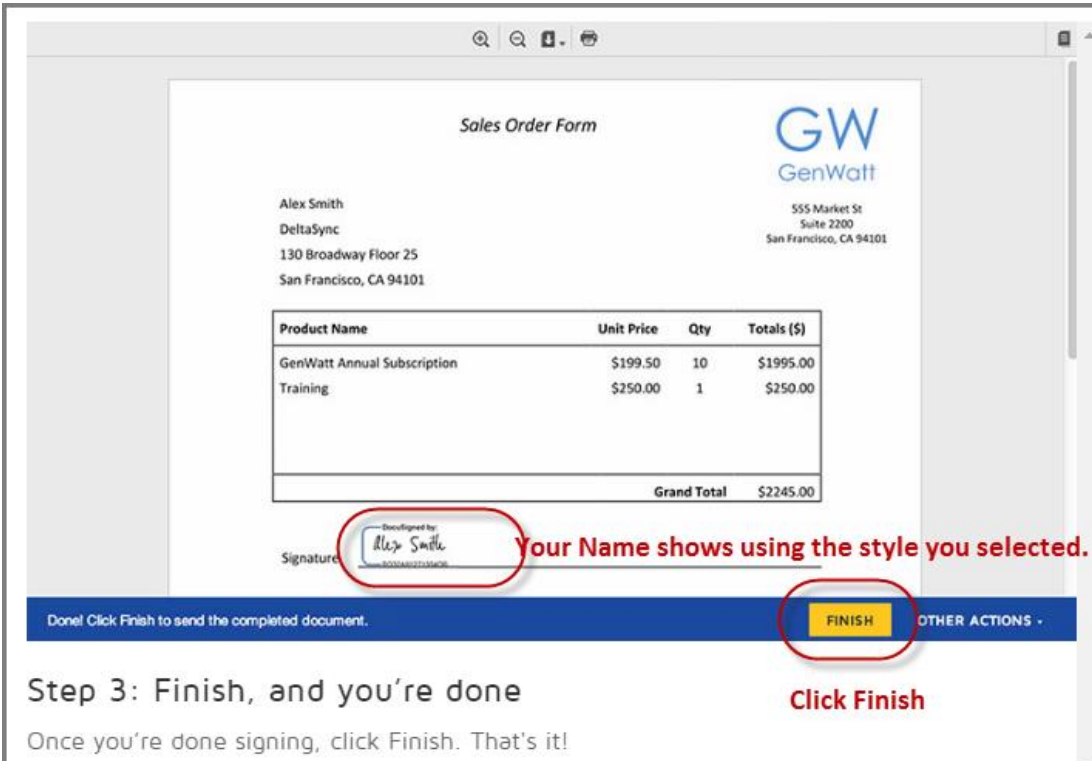


The screenshot shows a DocuSign interface for a document titled "Sales Order Form". The document content includes the name and address of Alex Smith at DeltaSync, a table of products (GenWatt Annual Subscription and Training), and a signature line. A yellow "NEXT" button is on the left, and a yellow "SIGN" button with a downward arrow is above the signature line. The footer shows "DocuSign", "English (US)", "Terms Of Use & Privacy", and "Copyright © 2014 DocuSign Inc."

**Step 2: Follow the DocuSign tabs**

Tabs and simple instructions guide you through the signing process. Your electronic signatures are secure, legally binding, and widely accepted for most business transactions around the world.

You will see your name populate using the style you selected. Just click Finish to complete the process and it automatically comes back to us signed in all the right places.



The screenshot shows the same "Sales Order Form" document, but now with a signature. The signature line is circled in red, and the text "Your Name shows using the style you selected." is written in red next to it. The signature itself is "Alex Smith" in a stylized font. A yellow "FINISH" button is circled in red at the bottom right. The footer shows "Done! Click Finish to send the completed document.", "FINISH", and "OTHER ACTIONS".

**Step 3: Finish, and you're done**

Once you're done signing, click Finish. That's it!

**Click Finish**