

FOLLOW THE STEPS BELOW

Step 1 - Receive an email from noreply@hellosign.com

HelloSign will automatically send reminders to the signature request recipients after 3 days and 7 days.

Step 2 - Select **Review & Sign**

After selecting **Review & Sign** the customer is prompted to enter an access code.

Step 3 - Receive a text message from (972) 645-6567 with the access code

Step 4 - Agree to the eSignature disclosure

Select the **I agree** disclosure box that appears at the top of the document.

Step 5 - Select the **Click to sign** box to sign the document.

Your signature will be presented with the option to make changes or select **Insert**.

Step 6 - After your signature is inserted the confirmation message will appear.

Step 7 - Select **Continue** and a message to be bound by the Terms of Service is presented.

Select **I agree** to complete the process.

Step 8 - After selecting **I agree**, the confirmation will appear.

