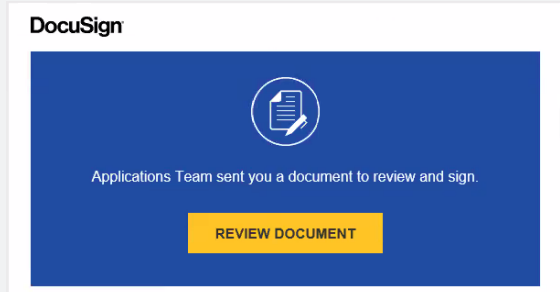


# Digital Signature Guide

For your convenience, Overseas Trust and Pension enables you to sign documents securely and efficiently through DocuSign. To assist you, the following guide provides a walkthrough of what to expect when signing a document digitally.

## STEP 1

**Open and Review:** When we send you a DocuSign document for your digital signature, you will first receive an email from our secure DocuSign account. Click Review Document to begin the signing process.



## STEP 2

**Agree to Sign:** Select the checkbox "I agree to use Electronic Records and Signatures" and click Continue.



## STEP 3

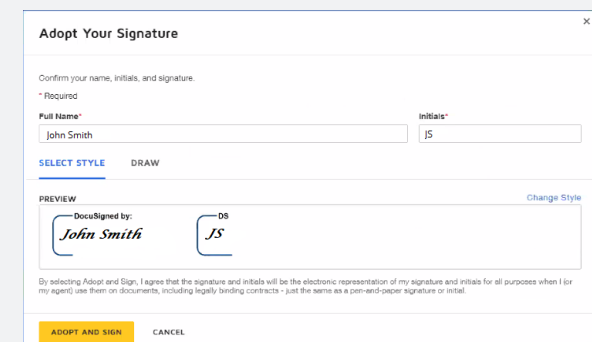
**Signing Digitally:** Click Start on the page displayed, then you will be taken to each section of the document that requires your signature. Click on the signature tag at each of these points to sign.



## STEP 4

### Your Digital Signature:

1. Verify that your name and initials are correct.
2. Choose a style of Signature that suits you
3. Click Adopt and Sign



## STEP 5

**Confirm signing:** When you finish signing all signature tags in the document, click Finish. A message appears stating that you have completed your document. You can now download a PDF copy or print a copy for your records. We will then receive the signed document in our Account.

