



# Using Our e\_Signature System To Sign Your Agreements

## How to use e-Signature

**We have sent your business and service agreement(s) to you via e-sign.**

This e-signature document is for informational purposes at this point. You may choose to:

- Reassign directly to another person for signature
- Download as a pdf to send to someone else
- Email to yourself

**The organization that we are working with must sign all agreements as plan administrator. Brokers cannot sign on client's behalf.**

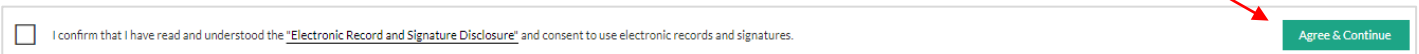
### To re-assign:

At the top right corner of document – click “more actions” and “assign to someone else”.

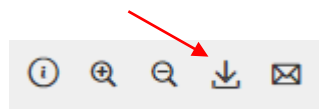


### To download:

Click the box “I confirm” and click “agree and continue”



Take no further steps. Do not sign or click finish.  
You will see a new menu pop up in the top center of screen:



Here you can get info on the document, increase or decrease view, download or email to yourself. When finished printing or downloading, simply exit out until you are ready to sign. You'll need to “accept” the document again to sign. The organization we will be working with signs. (**Brokers cannot sign on client's behalf**)

If you would like a .pdf copy sent over as well, I am happy to do so upon request.

Contact:  
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