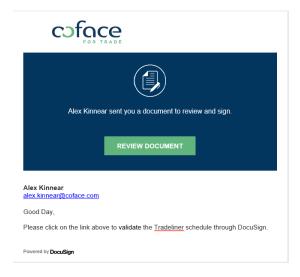


#### DOCUSIGN QUICK TUTORIAL - CLIENT SIGNATURE:

If you have received a document as part of the DocuSign workflow, the first step is the broker validation. Once the broker has validated the schedule, the next step in the workflow is the client signature

You will receive an email from DocuSign indicating that the Coface account manager has sent you a document for review and signature.

Please see below to add your signature to the document:



Step One: Open the email and click on "Review Document"

**Step Two:** Once the document opens in your browser, check the box to "Agree to use electronic record and Signature", and then click on "Continue" on the opposite side of the page.

Please Review & Act on These Documents	
Alex Kinnear Coface SA	
Good Day,	
View More	
Please read the Electronic Record and Signature Disclosure.  I agree to use electronic records and signatures.	CONTINUE
lagree to use electronic records and signatures.	



#### Step Three: Click on "Start"

	Ø Ø ∓ <sup>⊥</sup>
START	DocuSign Envelope ID: 15F46B9D-4B0A-4F58-8C8B-AAFAAE533FD8 DecuSign Envelope ID: 15F46B9D-4B0A-4F58-8C8B-AAFAAE533FD8 Demonstration Document ONLY PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE 999 3rd Ave, Suite 1700 + Seattle + Washington 98104 + (206) 219-0200 www.depusign.com
	TRADELINER CONTRACT NO:

DocuSign will now take you to the first section where your initial is required. For these documents, all pages except the first are initialled.

Step Four:	Click on the square where it s	says "Initial"	
NEXT	2 ( 32	Required - Initial Here	
	TL-TEST-FINAL.pdf DocuSign Envelope ID: 15F4689D-480A-4F58-8C8B-AAFAAE533FD8	2 of 32 DEMONSTRATION DOCUMENT ONLY PROVIDED BY DOCUSION ONLINE SIGNING SERVICE 599 3rd Ave, Sulte 1700 - Seattle - Vasihington 98104 - (206) 219-0200 www.docusign.com	

DocuSign will now "Adopt" your initials before you are able to continue

Step Five: Click on "Adopt and Initial" to continue to insert your initials generated by DocuSign.

Confirm your name, initials, and signature.	
Required	
ull Name*	Initials*
Johnny Cash	JC
	Change
PREVIEW	Change
DocuSigned by: Jolurry (asl JC D55F81E9777440C	Change

**Step Six:** Click on "Initial" on the second page - DocuSign will now take you to each space where your initial needs to be inserted into the document automatically.

INITIAL	3 / 32	

### Step Seven: Click on "Sign" Button to insert your signature

	Insured	
SIGN	Name: Johnny Cash	Signature:
	Title:	
	Date: 25-Aug-20	Place:

**Step Eight:** Add your Title and where this document was signed and then click "Fill in" and then continue to finish adding initials to the document

	Insured	
FILL IN	Name:Johnny CashTitle:CFODate:25-Aug-20	Signature: Johnny (ash Doorstest777400C Required Place: PRETORIA

## Step Nine: Once all the document is completed, click on "Continue" on the last page

	32 / 32	Required - Initials Applied
TL-TEST-FINAL.pdf	CONTINUE	32 of 32
	CONTINUE	

# CO

**Step Nine:** To complete the document, you will be prompted by the following screen. Please insert the code supplied to you by the KAM, check the "agree" box and click on Sign.

Confirm	Your Identity	×
Please enter yo	ur security code to confirm your identity.	
lf you didn't rec	eive a security code, please contact the sender.	
Your signature i	ncludes:	
	Johnny Cash alexik777@gmail.com 15f46b9d-4b0a-4f58-8c8b-aafaae533fd8 g Sign, I agree to sign the Document(s) contained in the Envelope identified by the EnvelopeID. I confirm the signer name and ccurate and I agree to the terms in the EU Advanced signature Subscriber Agreement. 🗗	
SIGN	CANCEL DECLINE	

The process has now been completed and will be forwarded for Coface's signature.

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