



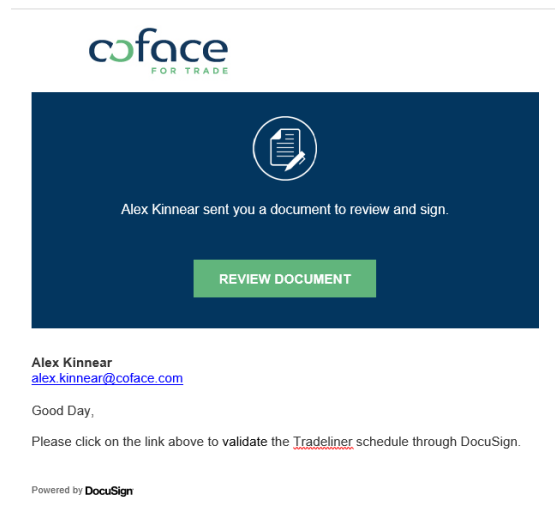
## DOCUSIGN QUICK TUTORIAL - CLIENT SIGNATURE:

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”

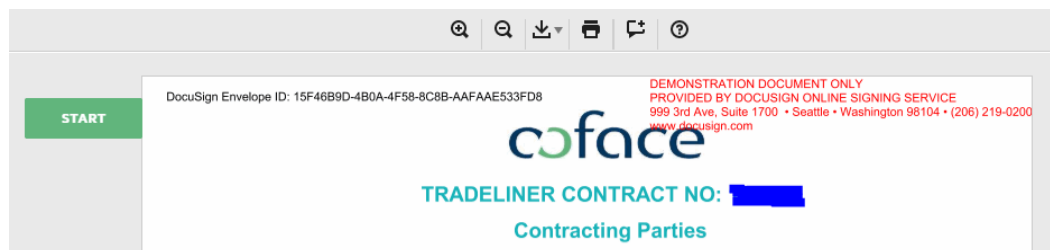


**Step Two:** Once the document opens in your browser, check the box to “Agree to use electronic record and Signature”, and then click on “Continue” on the opposite side of the page.



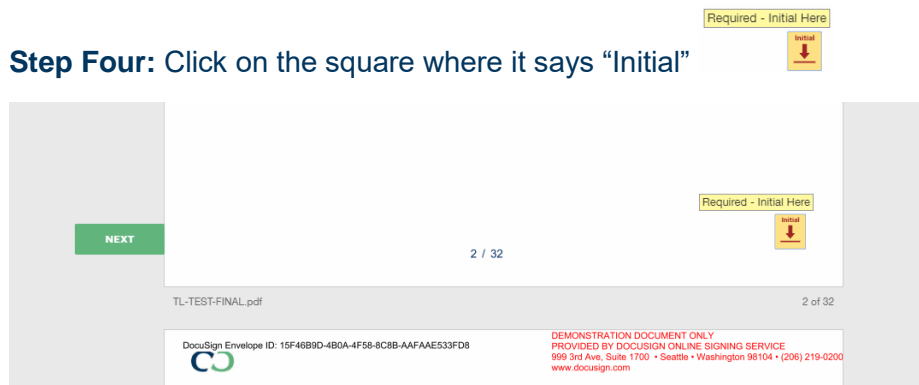


### Step Three: Click on “Start”



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 says “Initial”



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.

#### Adopt Your Initials



Confirm your name, initials, and signature.

\* Required

<b>Full Name*</b>	<b>Initials*</b>
Johnny Cash	JC

[SELECT STYLE](#)   DRAW   [UPLOAD](#)

**PREVIEW** [Change Style](#)

DocuSigned by:  

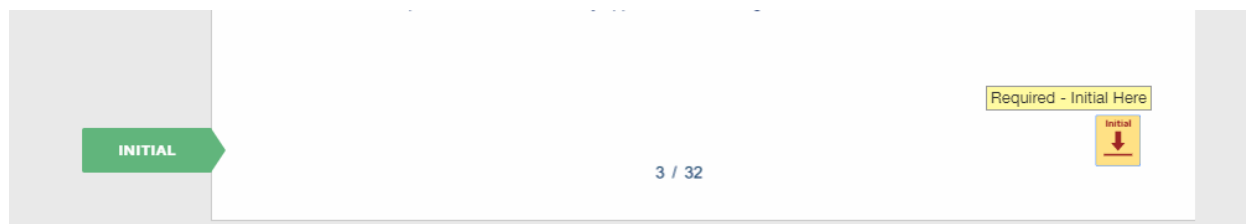
D55F81E9777440C...

By selecting Adopt and Initial, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

[ADOPT AND INITIAL](#)   CANCEL



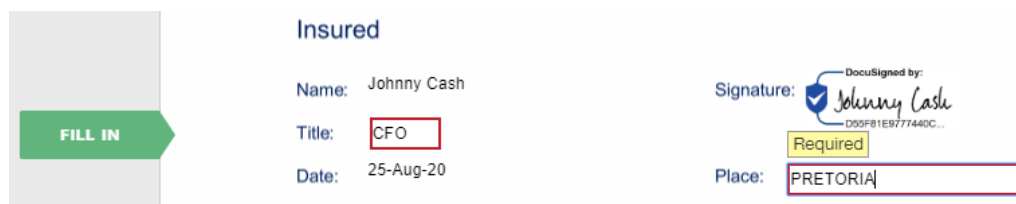
**Step Six:** Click on “Initial” on the second page - DocuSign will now take you to each space where your initial needs to be inserted into the document automatically.



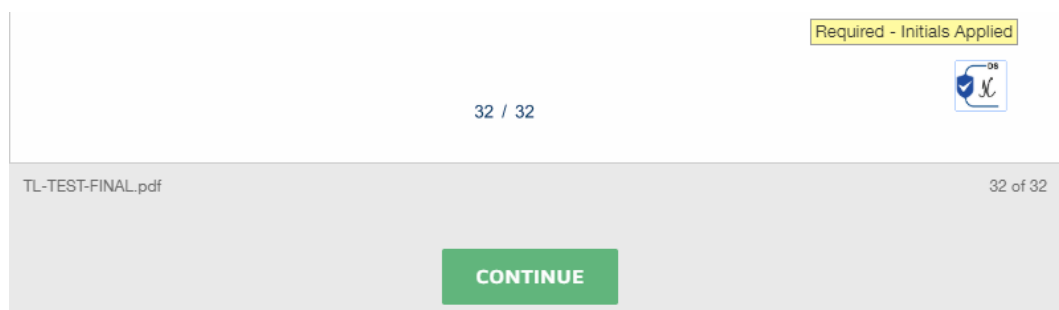
**Step Seven:** Click on “Sign” Button to insert your signature



**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



**Step Nine:** Once all the document is completed, click on “Continue” on the last page





**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 your security code to confirm your identity.

If you didn't receive a security code, please contact the sender.

Your signature includes:

Signer Name: Johnny Cash  
Email: alexjk777@gmail.com  
Envelope ID: 15f46b9d-4b0a-4f58-8c8b-aafaae533fd8

By selecting Sign, I agree to sign the Document(s) contained in the Envelope identified by the EnvelopeID. I confirm the signer name and email are accurate 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.