

Receiving a Document for Guided Signing

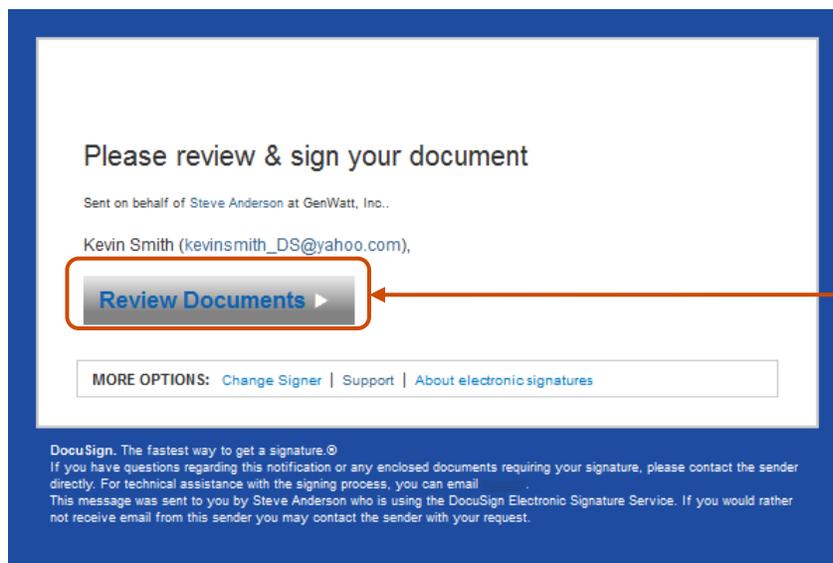
This guide provides information about how to electronically sign a document using the DocuSign[®] Service. Electronic signing provides a quick, easy and secure method for you to receive, sign and return documents from a sender without the need for appearing in person or sending documents back and forth.

Note: There might be times when the Sender requires an authentication check to ensure that the correct person is opening and signing a document. The actions you need to take to verify your identity are explained in [Step 2](#) of the guide.

1. Receiving an Email Notification

This process begins when you receive an email requesting that you electronically sign a document. The email is sent by DocuSign on behalf of the sender and has a message from the sender and a link to open an electronic envelope with the document.

IMPORTANT: You must have a broadband Internet connection to electronically sign a document. Electronic document signing might not work correctly if you are using a dial-up connection.



Click **Review Documents** to connect to your documents.

After opening your email, click **Review Documents** to access the documents. A new web browser window opens, connects to the secure DocuSign Online Signing Service website and displays the Welcome or Overview page.

- Signer Authentication is a way for the sender to verify your identity before allowing you to access documents in an envelope. The different types of authentication are described in [Step 2](#).
- If the sender did not require authentication for the envelope, you are taken to the Overview page; skip to [Step 3](#) for orientation information.

2. Signer Authentication

There are three types of authentication options that can be used by the sender: an Access Code, Phone Authentication and ID Check. Each of these options is explained below. The Access code option can be combined with either of the other options.

Access Code: This option asked you to enter an access code into a security request page to access the documents. The access code is provided to you by the person sending the envelope.

- If you do not know the access code, click **Don't Know Access Code** to send a message to the sender telling them that you do not have the access code.
- Enter the code and click **Validate** to complete the security request. You have three attempts to enter the access code correctly.

After the access code is has been correctly entered, you are taken through the normal signing process. Continue to Step 3.

Phone Authentication: With this option you are presented with a security request page and must select a phone number, or type a new number, to use for authentication. Click **Call** to continue or click **Cancel** to postpone the call and return later.

- After clicking **Call**, an authentication code page appears and the system places a call to the selected (or entered) number.

After answering the phone, you are prompted to use the phone keypad to enter the authentication code and then speak your name.

After the authentication code is checked, you are taken through the normal signing process. Continue to Step 3.

ID Check: With this option you are prompted to enter some personal information and then you are presented with questions about yourself based on data available in public records.

- After entering the information, click **Next >>** to continue.
- You are presented with a set of questions based on publicly available information. Answer the questions to complete the ID check.

After the ID check is successfully completed, you are taken through the normal signing process. Continue to Step 3.

3. Signing Overview

The Overview page provides a short overview of the signing process and has the consumer disclosure, which covers conducting business electronically.

Review the consumer disclosure and select the checkbox for agreeing to conduct business electronically. Then click **Review Documents** to continue.

Important! You must agree to conduct business electronically with the document sender in order to view and sign the documents.

Please DocuSign this document: NonDisclosureAgreement.pdf

Steve Anderson of GenWatt, Inc. requested your signature on 1 document.

To e-sign the document, please take the following steps:

- 1 Review Documents**
- 2 Sign then Confirm** - Click the and tabs in your document to sign, then confirm.
- 3 Save your Copy**

CONSUMER DISCLOSURE

From time to time, GenWatt, Inc. (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button.

[Read Full Agreement >](#)

I agree to do business electronically with GenWatt, Inc.

Review Document ▶

Finish Later Sign on Paper Change Signer Decline to Sign

Select **I agree** and then click **Review Documents** to continue.

The other options that might be available to you are:

- Click **Finish Later** if you are not ready to sign the document. You can return to the document later by using the link in the email notification.
- Click **Sign on Paper?** to sign the document on paper. See the *Signing and Uploading or Faxing Your Documents* guide on the DocuSign website for more information about using this option. In some cases this option might not be available.
- Click **Change Signer** to send this document to another person to sign. You will be asked to provide the new signer's name and email address. A message is sent to person that sent the document telling them you have reassigned the document.
- Click **Decline to Sign** to decline signing the document. You are asked to provide a message for the person that sent the document telling them why you have declined to sign.

4. Adding Information and Signing the Document

The first page of the document you are signing is shown in the window. There are several sets of controls available for your use. You can hide the controls by clicking **Hide**.

- The right side of the window has a document map showing the number of pages in the envelope. You can click on a page to jump to that page.
- There is also a control for zooming in or out on the current page. Click to zoom in and to zoom out. Alternately, you can click on and move the slider bar to zoom in or out.
- The upper left side of the window has a button to access the **More Options** menu, print the document, and download the document as a PDF file. In the **More Options** menu you can view information about the envelope, or select to change the signer, decline to sign, print and

sign on paper and fax, or finish signing later. See the [More Options](#) section of this guide for more information about the options presented.



Start

The indicator on the left side of the document page is used to guide the signer through the process of filling in and signing your document. The signer clicks **Start** to begin the signing process. The indicator changes to an arrow as the signer is taken to the first tab to fill out.

Note: If there is an **Add** button left of the **More Options** menu, the sender has sent the document for Free-Form Signing. Please refer to the *Receiving a Document for Free-Form Signing* guide on the DocuSign website to learn how to sign this document.

The text shown in the indicator arrow is the action you are expected to take for the current information tag. The text in the arrow changes as the indicator guides you through the document. The images below are examples of possible indicator arrows and with the expected actions:

Choose

Select an item from a drop down list, a checkbox, or option button.

Fill In

Type information into the data field. Click **Next** (see below) or press the **Tab** key to go to the next information field.

Sign

Click the **Sign Here** or **Initial** tag to place your signature or initial in the document. If this is the first signature or initial tag, you are asked to Adopt your Signature. See [Adopting your Signature](#) below for more information.

Attach

The sender is asking you to provide some supporting documentation. Please refer to the *Signing Documents with Requests for Attachments* guide on the DocuSign website.

Initial

Confirm Signing

After adding information to all the required tags, you can review your document. After you are done reviewing the document, click [Confirm Signing](#) to complete signing the process.

Next

After adding information to a tag, you can click **Next** to go to the next tag.

As the arrow leads you through the document, use the following guidelines for filling out information:

Note: Some fields, such as signing date fields, are automatically filled in based on information available to the system. You cannot change or modify this information.

- To select an option button or checkbox, click on the appropriate option button or checkbox. Note that you can only select one option button in a group.
- To select an option from a dropdown list, click on the list and select the appropriate option.
- To add other information in a boxed field, type the requested information into the field and click **Next** or press the **Tab** key to continue.
- To sign or initial a tag, click the **Sign Here** or **Initial** tag.

Adopting your signature: The first time you click a **Sign Here** or **Initial** tag, you are asked to adopt your signature and initials.

Note: If your browser is HTML5 capable and the sender has enabled this option, you can click **Draw**, near the top of the dialog box, to write your own custom signature. See [Drawing Your Signature](#) for more information.

- To adopt your signature, first verify that your name and initials are correct. If you would like to change your name or initials, type the changes in the **Your Full Name** and **Your Initials** fields.
- Review the signature styles shown to the right and select the style you want to use for your signatures and initials. This style is used for all signatures and initials in the document.
- Click **Adopt and Sign** to save the save your name, initial, and signature style, return to the document and sign or initial the tag you originally clicked. After adopting your signature and initials, you only need to click a **Sign Here** or **Initial** tag to add your signature or initial.

Note: You can remove a signature or initial from the document by clicking on the signature or initial.

5. Complete Signing

After you have completed adding information to all the required tags in the envelope, the indicator arrow change to a box that says Confirm Signing and a message box appears around the box.



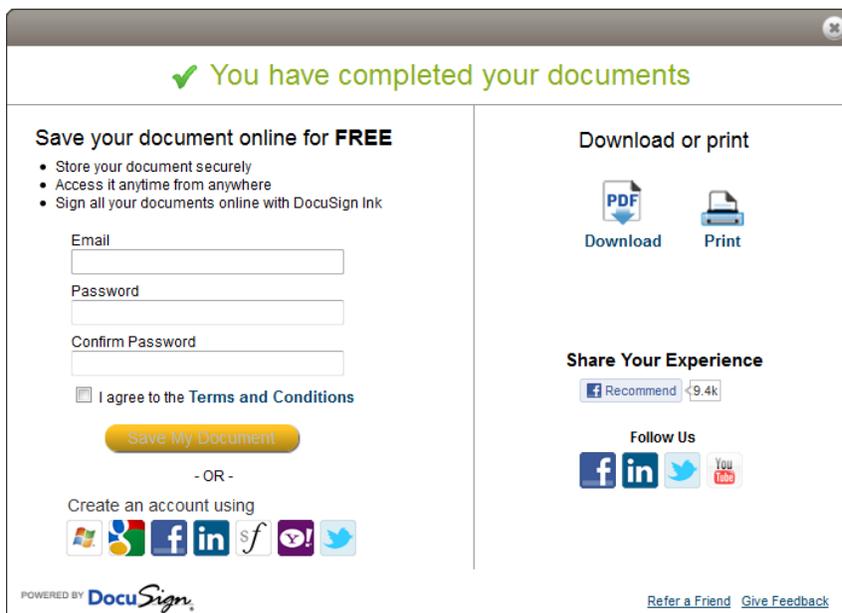
You can stay and review the document and make any changes to the information you have added and to optional information tags. After you are done reviewing the document, click the **Confirm Signing** indicator.

Your signing information is saved and a message window stating that you have completed your documents appears over the document.

You are given the option of downloading a PDF copy of the documents or printing a copy of the documents.

Additionally, you can sign up for a free DocuSign account and save the document in your account.

You can close the message window by clicking the  icon in the upper right corner.



After closing the message window, the browser displays a website designated by the sender.

6. Done

Congratulations! You have successfully completed electronically signing your documents.

When all the documents in the envelope are completed, you will receive an email confirming that all parties have completed signing the envelope and giving you the option to download a PDF copy of the documents.

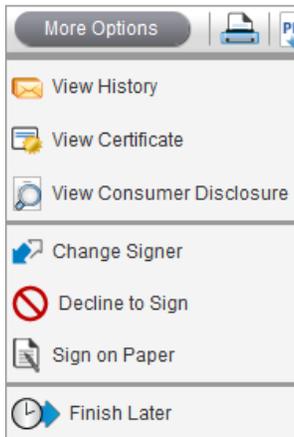
For more information about DocuSign features, Demos and supporting information, go to the DocuSign Support Portal.

Other Options

This section provides information the other options and feature available to you when signing your documents.

More Options

Clicking **More Options** reveals the options available to you while you are signing your document. The options are:



View History: This option shows envelope data and history.

View Certificate: This option opens a new browser window with a PDF version of the certificate of completion, which includes information about the envelope events, and the consumer disclosure. The PDF can be saved or printed.

View Consumer Disclosure: This option shows the consumer disclosure for the envelope.

Change Signer: This option is used to send this document to another person to sign. You will be asked to provide the new signer's name, email address and a reason for changing the signer. The reason for changing the signer is sent to person that sent the document, along with the new signer's name and email.

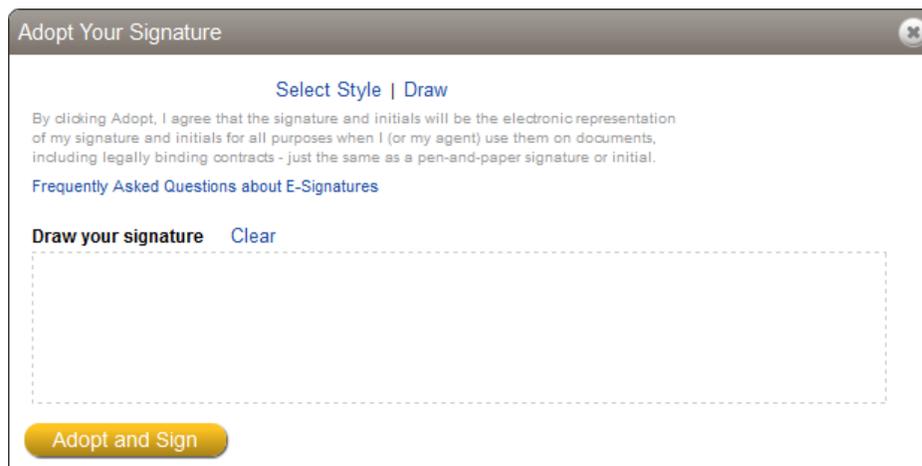
Decline to Sign: This option lets you decline to sign the document. You are asked to provide a message for the person that sent the document telling them why you have declined to sign.

Sign on Paper: This option lets you print and sign the document on paper. See the *Signing and Uploading or Faxing Your Documents* guide on the DocuSign website for more information about using this option. In some cases this option might not be available.

Finish Later: This option lets you exit the signing process. You can return to sign the document later by using the link in the email notification.

Drawing Your Signature

After clicking **Draw** the signature styles are replaced with blocks for adding your signature or initials.



- In the **Draw your signature** or **Draw your Initials** block draw your signature/initials using your finger or stylus (for a touch-screen) or mouse.
- If you make a mistake, click **Clear** to reset the block.

- Click **Adopt and Sign** or **Adopt and Initial** to save the save your name, initial, and signature style and return to the document.

Note: You can return to the pre-set signature styles by clicking **Select Style**.