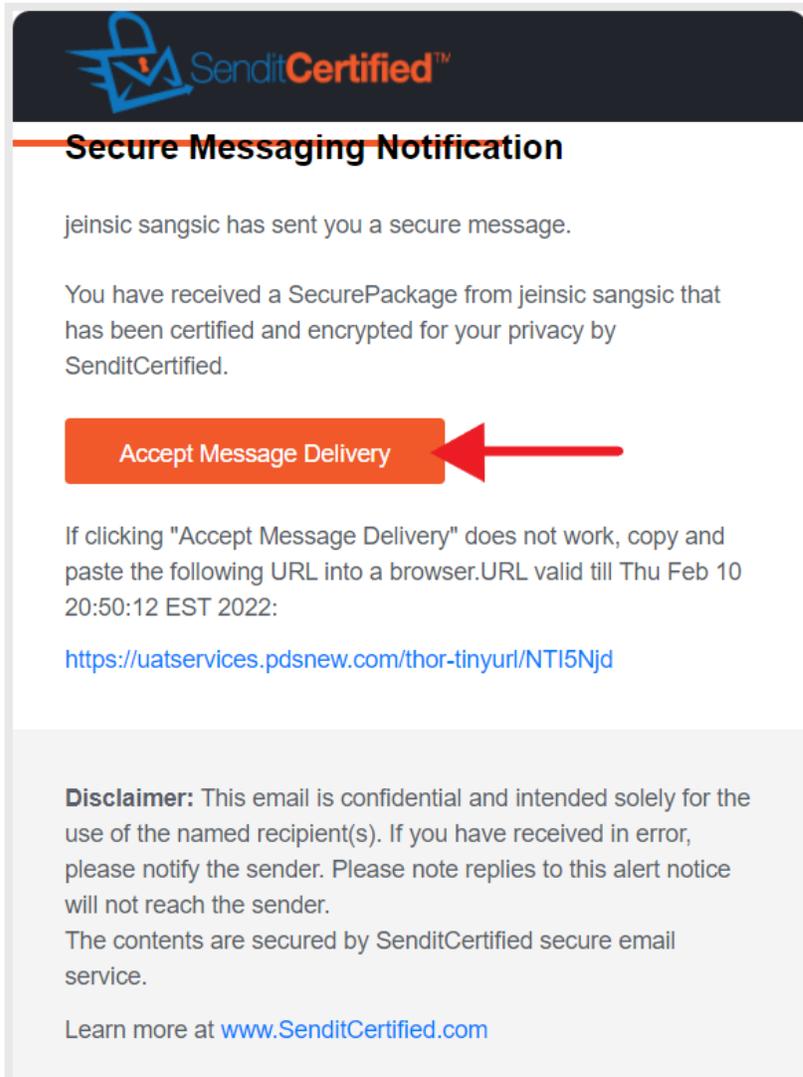


How do I, as the recipient, sign a document?

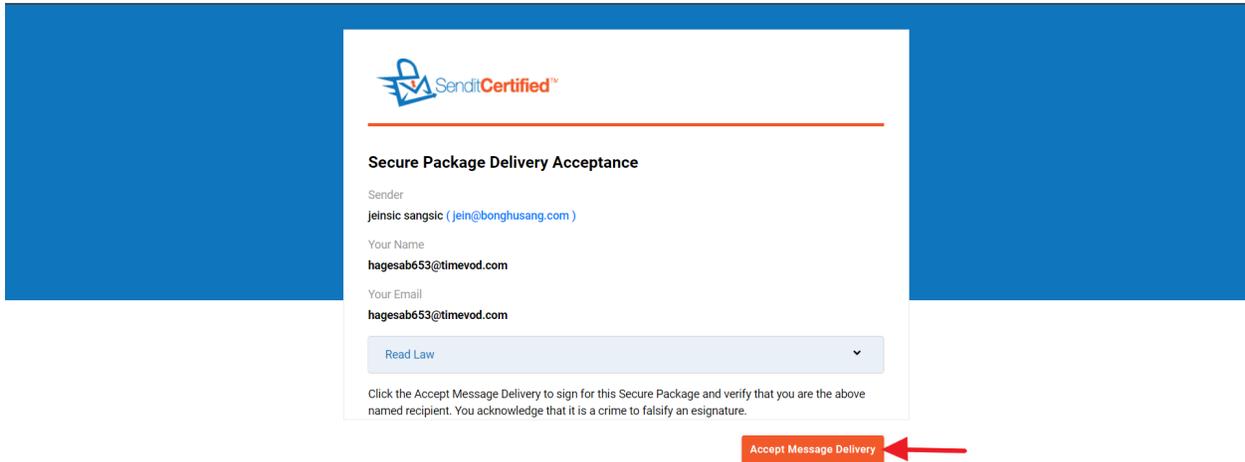
Subject: TestGroupSign

SenditCertified

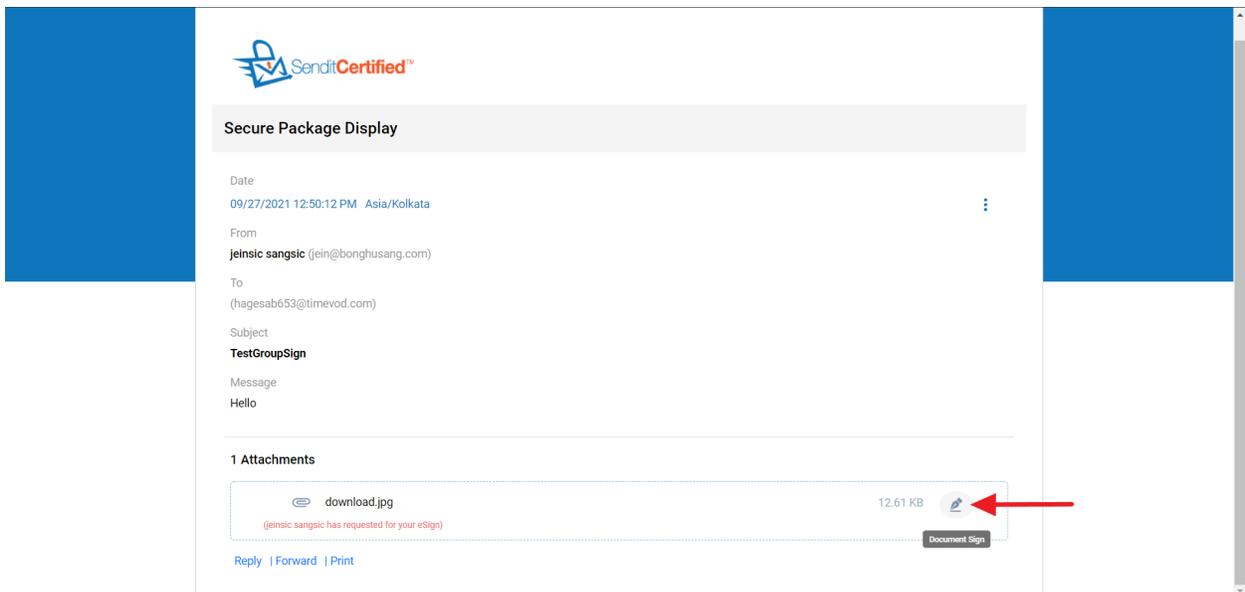


The screenshot shows an email notification from SenditCertified. At the top left is the SenditCertified logo, which consists of a blue padlock icon and the text "SenditCertified™". Below the logo is a red horizontal line followed by the heading "Secure Messaging Notification". The main body of the email contains the following text: "jeinsic sangsic has sent you a secure message." followed by "You have received a SecurePackage from jeinsic sangsic that has been certified and encrypted for your privacy by SenditCertified." Below this text is a red button with the text "Accept Message Delivery". A red arrow points from the right side of the button towards the left. Underneath the button, there is a paragraph of text: "If clicking 'Accept Message Delivery' does not work, copy and paste the following URL into a browser. URL valid till Thu Feb 10 20:50:12 EST 2022:" followed by a blue hyperlink: "https://uat-services.pdsnew.com/thor-tinyurl/NTI5Njd". At the bottom of the email content area is a "Disclaimer" section with the following text: "Disclaimer: This email is confidential and intended solely for the use of the named recipient(s). If you have received in error, please notify the sender. Please note replies to this alert notice will not reach the sender. The contents are secured by SenditCertified secure email service. Learn more at www.SenditCertified.com".

- 1) When you receive an "SecureSignature SecurePackage" you will get an alert like this in your email inbox. Click on Accept message Delivery.

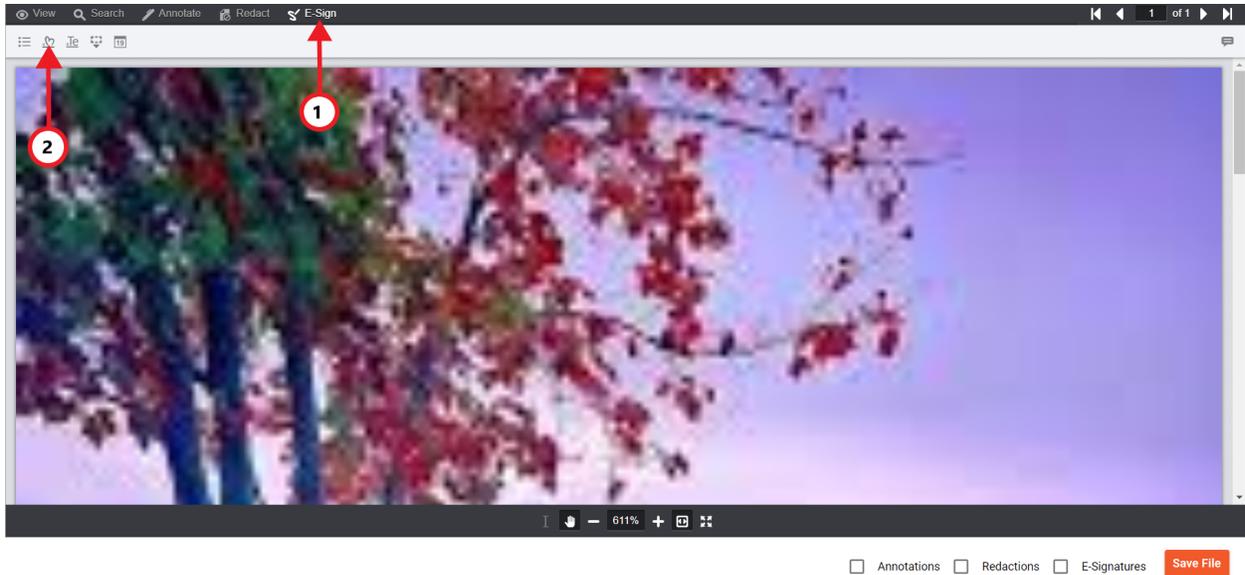


2) Click on Accept message Delivery.



3) Click on the Document Sign icon to sign the Document.

4) In the Secure vault click on View icon.

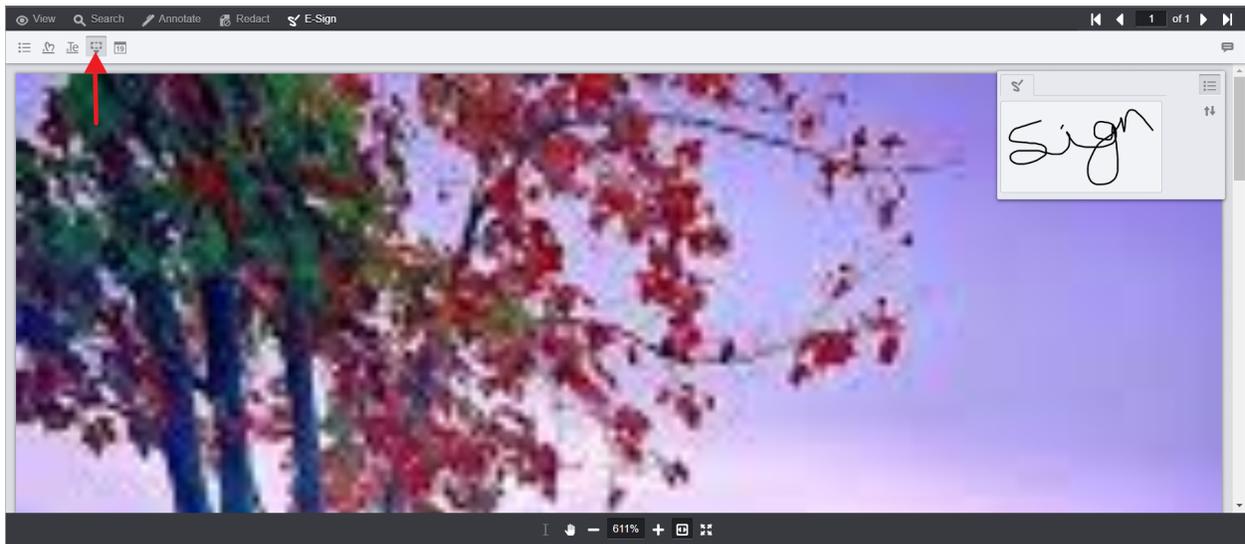


5) Click on the E-Sign from the top menu.

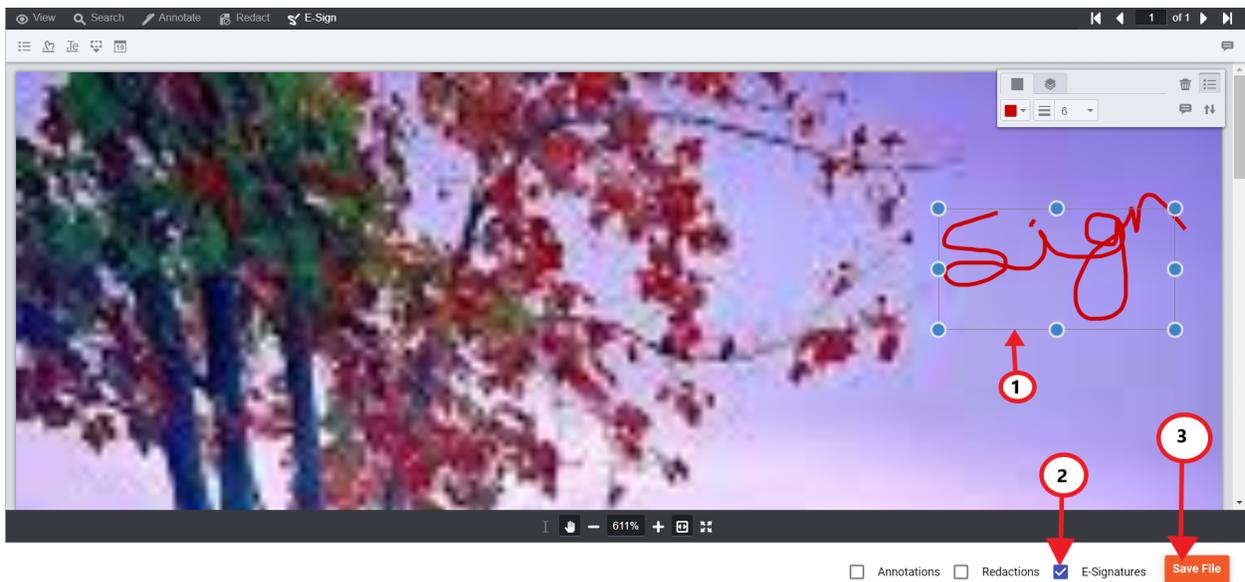
6) Click on the free hand signature icon as indicated in the above picture.



7) After clicking you will the signature box pop up, sign & click on save.



8) Click on the place signature icon as indicated from the top menu.



9) After clicking the place signature icon, click anywhere on the picture to place the sign, and click on the “E-Signatures” check box & finally click on the “Save File” button to save.