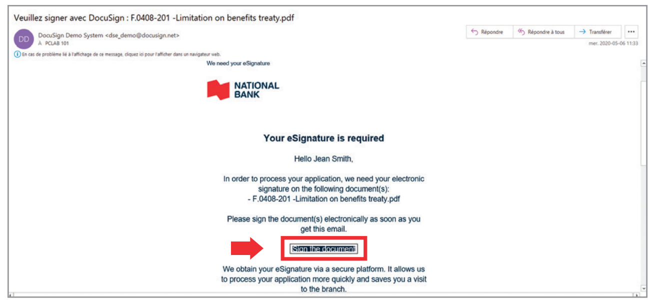
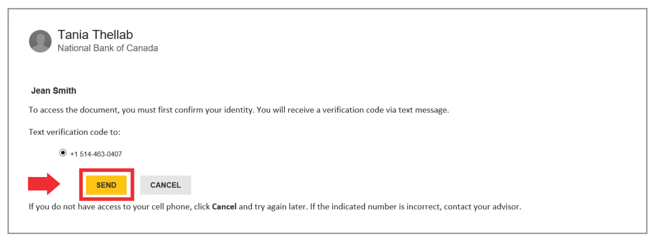
Sign an e-document using DocuSign

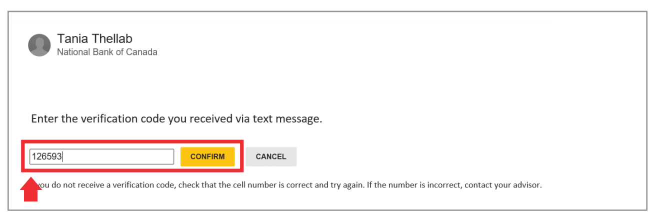
1. To get started, you will receive an e-mail like this. Click on "**Sign the document**".



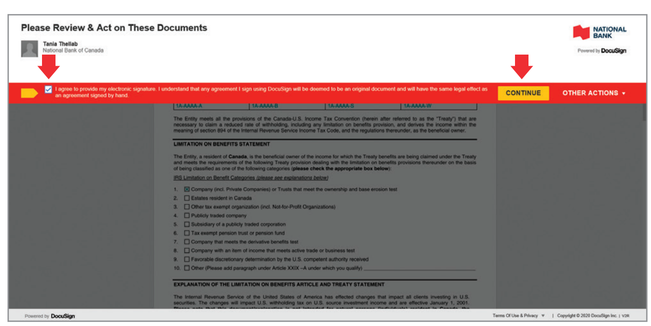
2. Click on "**Send**" to receive the verification code.



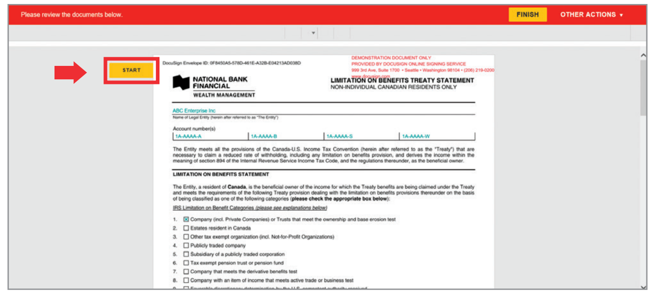
3. Enter the verification code and click on "**Confirm**".

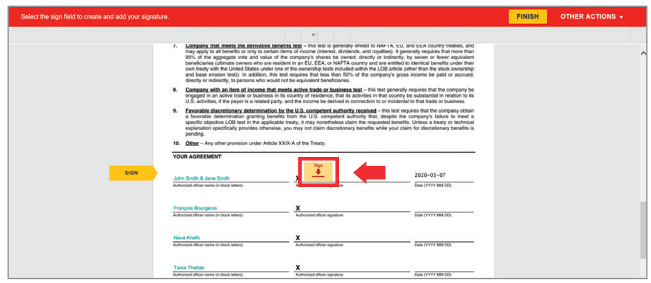


4. Check the box "**I agree**" and click on "**Continue**".

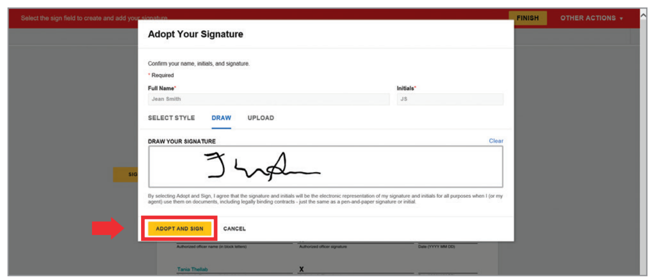


5 Click on "**Start**", then on "**Sign**", to add your signature.

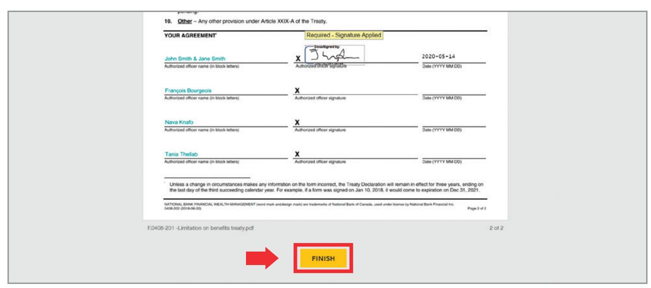


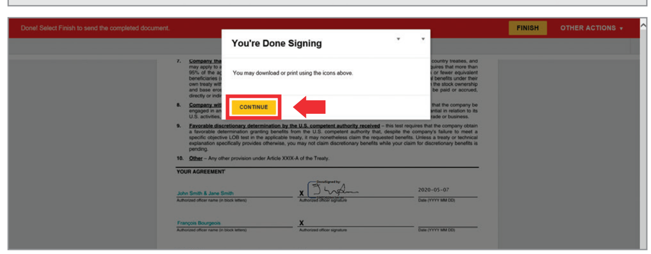


6 Add your signature and click on "**Adopt and sign**". Note that you can use any of the three options to add your signature.

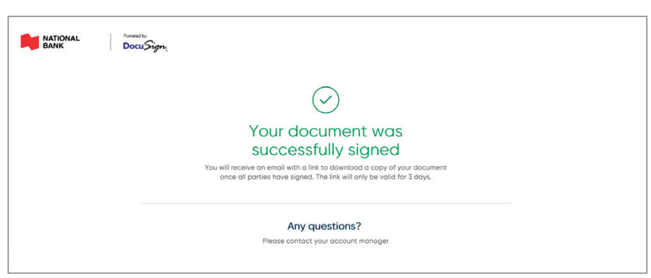


7 Click on "**Finish**". Then, click on "**Continue**".



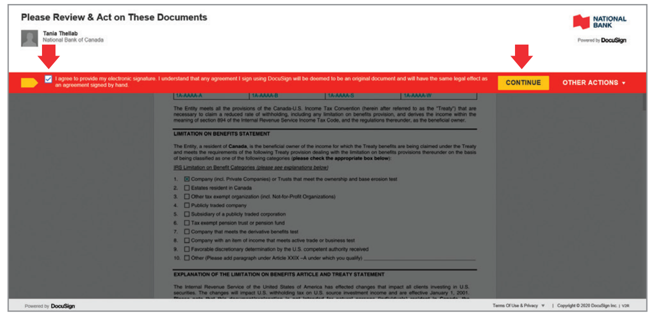


Congratulations!
Your document is signed.

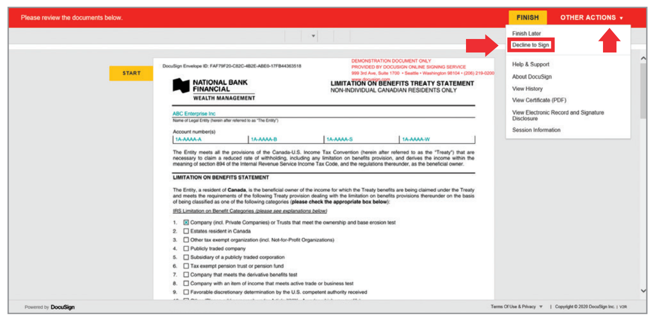


In case you decline to sign the document

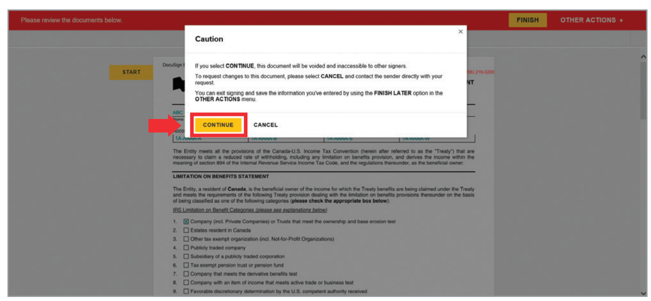
Check the box “**I agree**” and click on “**Continue**”.



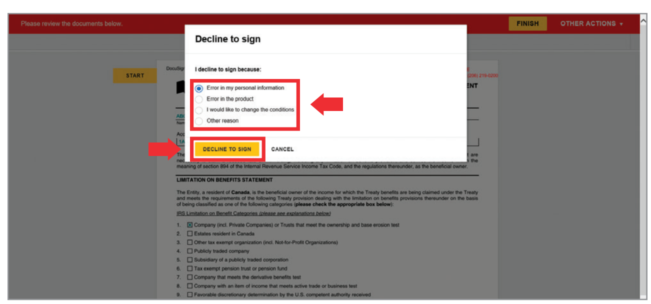
If required, after consultation, click on “**Other actions**” and “**Decline to sign**”.



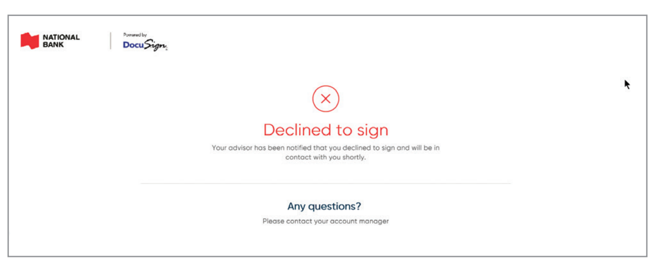
Then, click on “**Continue**”.



Select the reason why you decline to sign the document and click on “**Decline to sign**”.



>>> You will receive this message as a confirmation.



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