

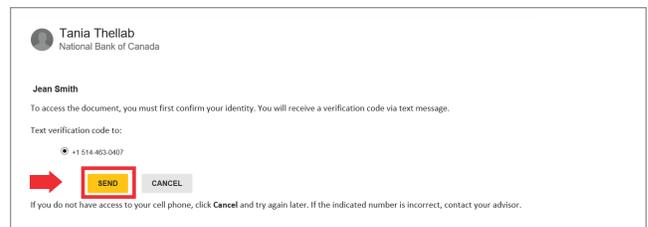


# Sign an e-document using DocuSign

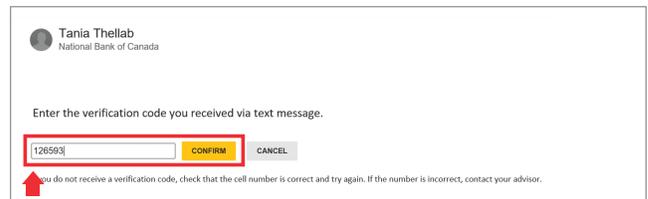
1 To get started, you will receive an e-mail like this. Click on "Sign the document".



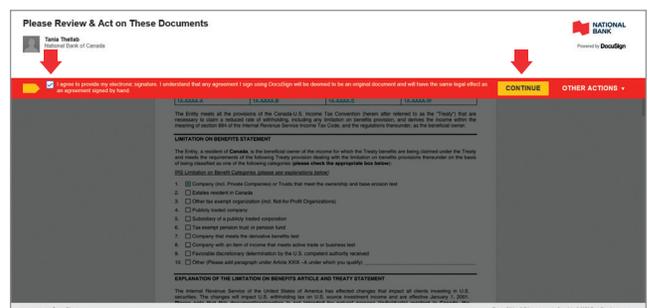
2 Click on "Send" to receive the verification code.



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.

The screenshot shows the document review screen with a red arrow pointing to the 'START' button. Below, the 'LIMITATION ON BENEFITS TREATY STATEMENT' is visible. A second screenshot shows the 'Select the sign field to create and add your signature' screen, with a red arrow pointing to the 'SIGN' button.

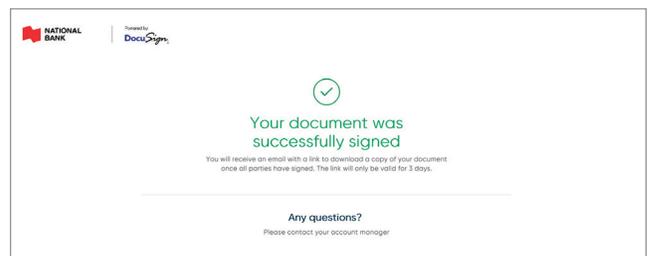
6 Add your signature and click on **“Adopt and sign”**. Note that you can use any of the three options to add your signature.

The screenshot shows the 'Adopt Your Signature' dialog box with a red arrow pointing to the 'ADOPT AND SIGN' button. The dialog prompts the user to confirm their name and initials, and offers options to draw, upload, or adopt a signature.

7 Click on **“Finish”**. Then, click on **“Continue”**.

The screenshot shows the document review screen with a red arrow pointing to the 'FINISH' button. Below, the 'You're Done Signing' dialog box is shown with a red arrow pointing to the 'CONTINUE' button.

>>> **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.