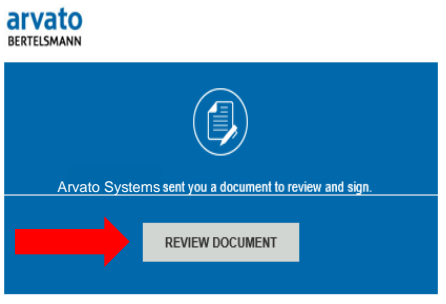


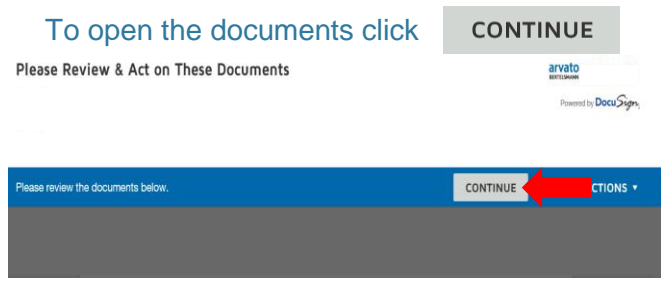
How to Sign with DocuSign in 5 Steps

1


You get an email from DocuSign.
Click **REVIEW DOCUMENT**

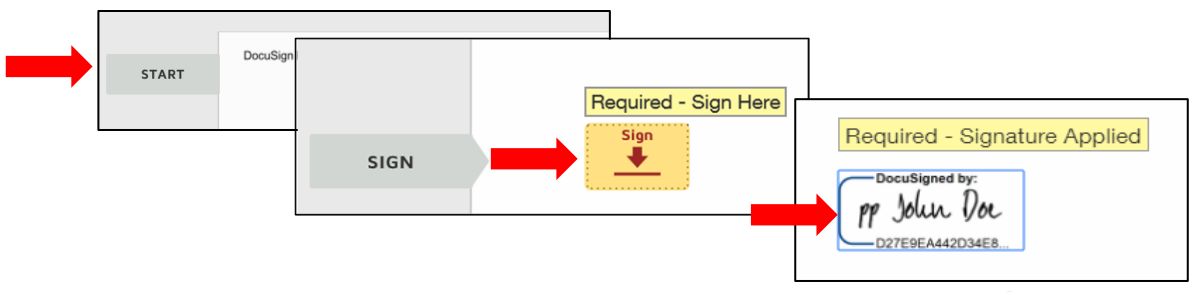


2



3

Click **START** to navigate directly to the signature. Complete every necessary section – title & signature – by pressing the symbol . Enclose additions like p.p. or pp next to the name.



4

Click **FINISH** to end the process

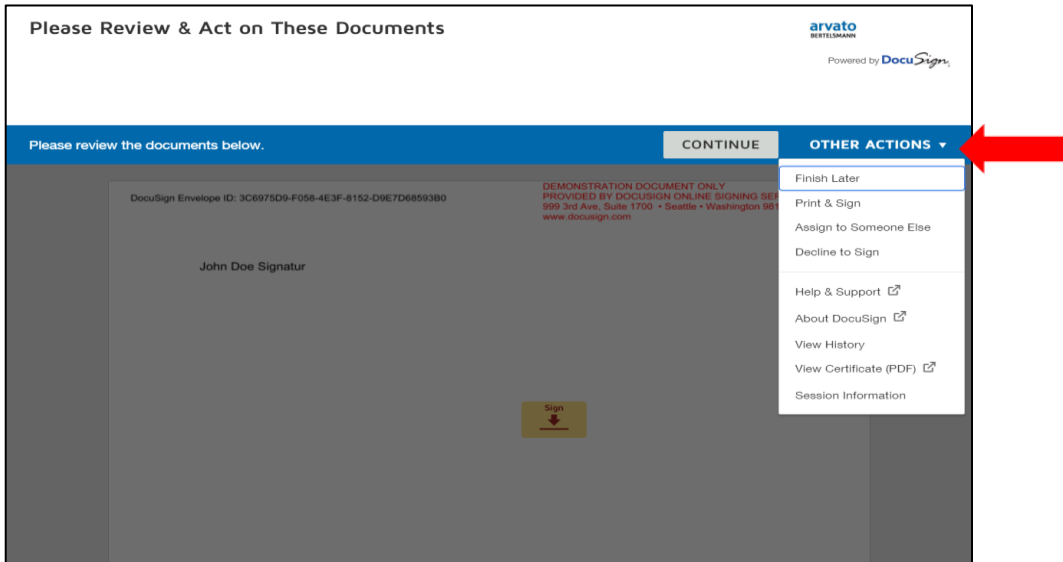
5



Completed!
You will get another email from DocuSign, as soon as every signatory has signed. This email includes the signed documents and the Certificate of Completion as attachment.

Which alternatives are offered?

Alternatively, select **OTHER ACTIONS** in the top right corner to get the following options:



- With '**FINISH LATER**', you can interrupt the process and continue with the link in the email later on
- If you are not the correct signer, you can forward the process to another person using '**ASSIGN TO SOMEONE ELSE**'.
- If you do not want to sign the document – e.g. because you want to modify the document –, please contact your Arvato Systems' representative directly or select '**DECLINE TO SIGN**'.
- If you want to sign the document manually, click '**PRINT & SIGN**', and upload or fax a printed, hand-signed and scanned copy to DocuSign. After selecting this option, you get the fax number to dial.