How to Sign with DocuSign in 5 Steps 1 You get an email from DocuSign. Click REVIEW DOCUMENT arvato BERTELSMANN Arvato Systems sent you a document to review and sign. REVIEW DOCUMENT CONTINUE To open the documents click Please Review & Act on These Documents arvato Powered by Docu Signs CONTINUE ease review the documents below. 3 **START** to navigate directly to the signature. Complete every necessary sec-Click tion – title & signature – by pressing the symbol 📕. Enclose additions like p.p. or pp next to the name. DocuSig START Required - Sign Here Required - Signature Applied ╇ SIGN cuSigned by pp John Doe D27E9EA442D34E8 4 FINISH Click to end the process FINISH Docu Sign You're done! 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 attachement.

Which alternatives are offered?

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- 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, handsigned and scanned copy to DocuSign. After selecting this option, you get the fax number to dial.