

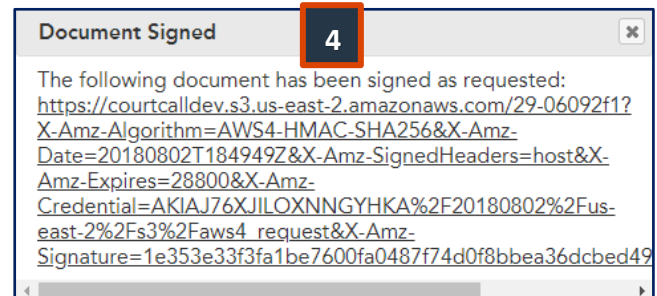
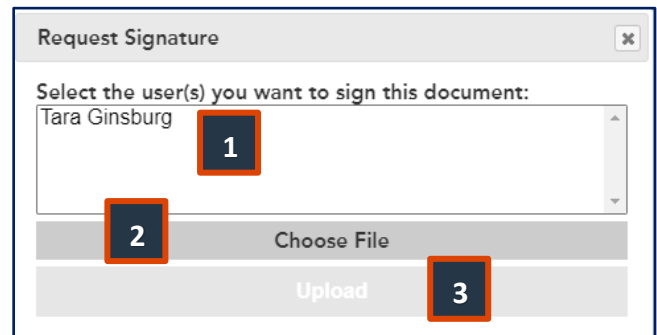


COURTCALL VIDEO: DOCUSIGN

Requesting an e-signature

To request an electronic signature, press 'Click here to request signature – PDF ONLY' You will be presented with a pop-up to carry out the rest of the task.

1. From the list, please select the participant(s) from whom you are requesting a signature.
2. Choose a file from your computer. **Files must be in PDF format.**
3. Press 'Upload.'
4. Once the document has been signed, you will receive a popup message indicating so. Clicking on the link will open the document in a new tab. You may then view and download the executed document. **Once complete, close the document tab. TO AVOID BEING DISCONNECTED FROM YOUR APPEARANCE, DO NOT CLOSE THE APPLICATION WINDOW.**



Signing a document with e-signature

When an e-signature is requested from you, you will receive a pop-up message with a link. Click on the link and a new browser tab will open with the document ready for signature. Follow the steps in the DocuSign window and apply your signature where required. **When you are done signing, close the tab where you signed. TO AVOID BEING DISCONNECTED FROM YOUR APPEARANCE, DO NOT CLOSE THE APPLICATION WINDOW.**

