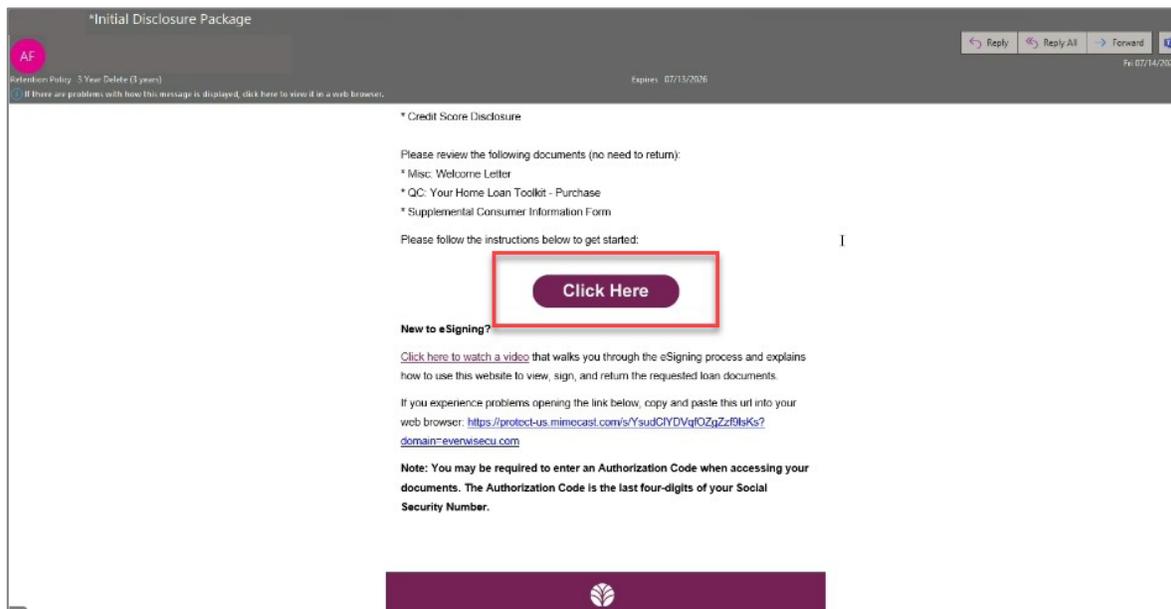
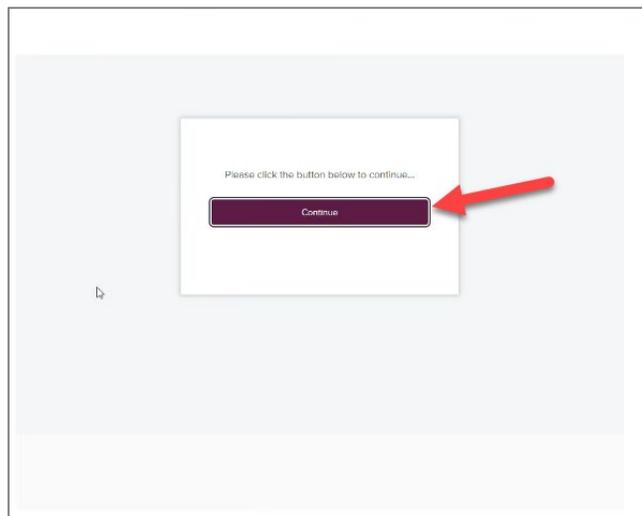


E-Sign Help Aid

1. Your initial email will look like what is shown below - click on the box.



2. Click continue.



3. You will be prompted to Create an Account, or log in if you have previously created an account to eSign on a previous loan. **This is NOT your online banking login.** Your name should appear in the greeting.

A "Log In" form with the following elements: a header "Log In", a warning message "If you are not Suzi please do not continue. Check the email you received to make sure you are logging into the appropriate account.", a "Username" input field, a "Password" input field with an eye icon, a "Remember me" checkbox, a purple "Log In" button, a link "Forgot your username or password?", a "Don't have an account?" label, and a "Create Account" button.

4. Once the account is created, it will take you back to the login screen. Here, you will fill in the fields with the username and password that you just created.

The 'Create an Account' form includes a privacy notice, a 'Log In' link for existing users, and several input fields: First Name, Last Name, Email Address, Confirm Email Address, Phone Number, Phone Type (Cell), Username, Password, and Confirm Password. It also features a CAPTCHA 'I'm not a robot' checkbox and a 'Create Account' button.

5. Once the account is created, it will take you back to the login screen. Here, you will fill in the fields with the username and password that you just created.

The 'Log In' form features a warning for non-Suzi users, fields for Username and Password, a 'Remember me' checkbox, a 'Log In' button, and links for 'Forgot your username or password?' and 'Don't have an account?' with a 'Create Account' button.

6. You will then be prompted to enter the authorization code, which will be the **last 4 of your Social Security Number.**

The 'Enter Your Authentication Code' form has a title, an instruction to enter the code, a large input field, a 'Don't have a code? Please contact us.' link, and a 'Send' button.

7. The eConsent agreement will populate and allow you to select “Agree.”



8. After selecting agree, you can see the page now shows that eConsent was accepted. From here, you can click Sign Documents and follow the instructions given within DocuSign. You will also be able to upload documents here.

