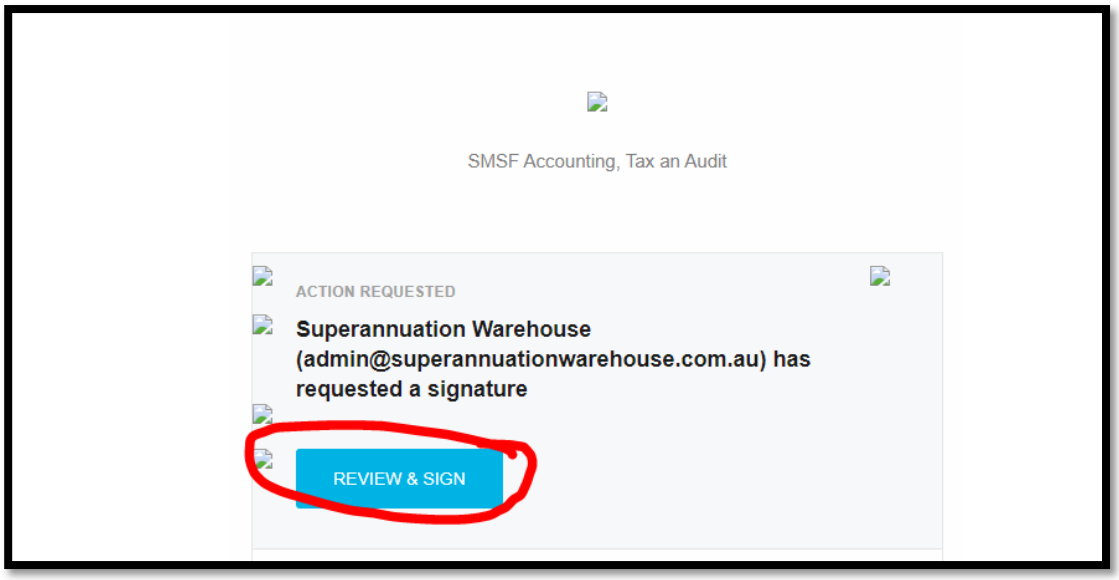
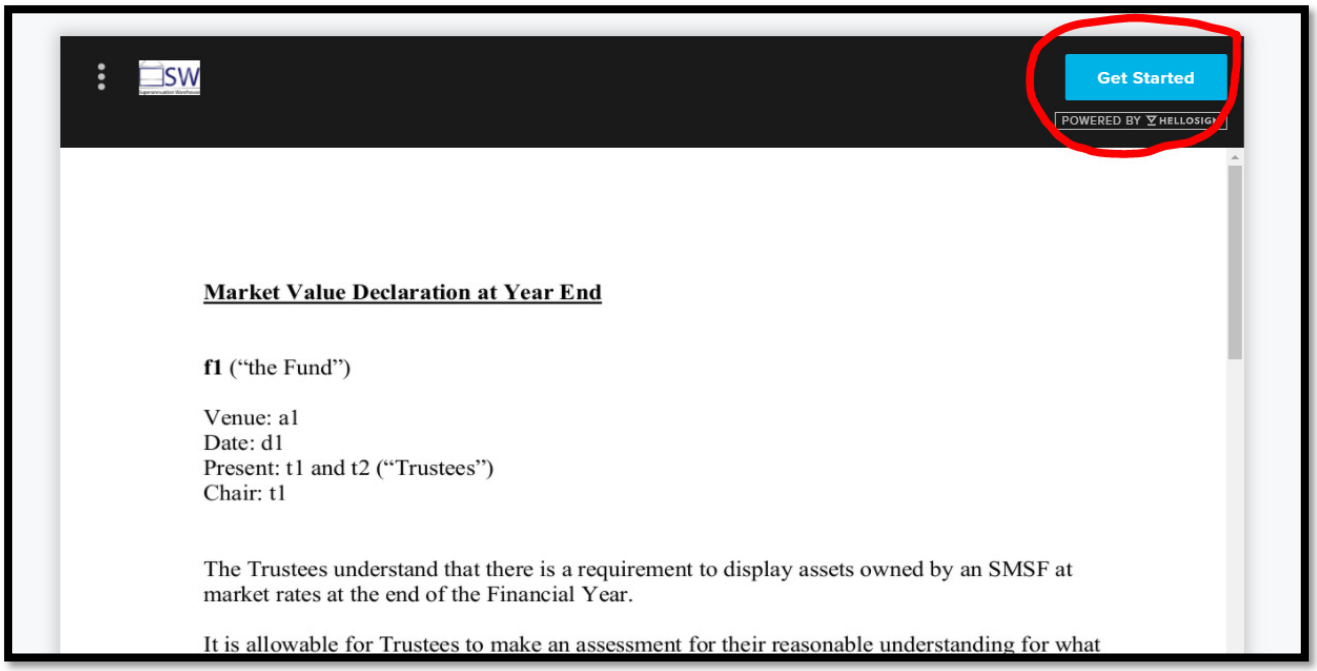
HelloSign Steps

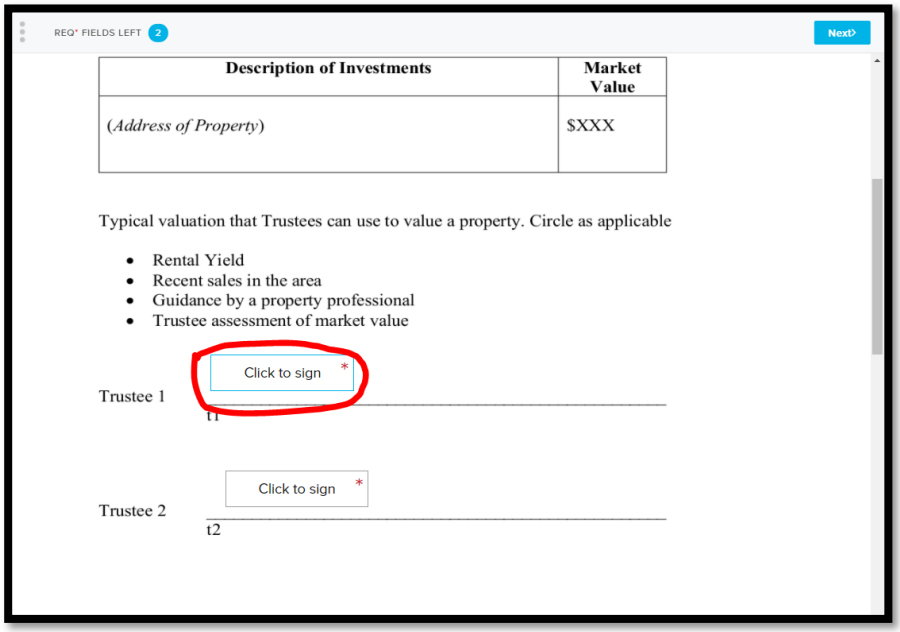
Step 1: You will receive an email from HelloSign. Click on 'Review & Sign'.



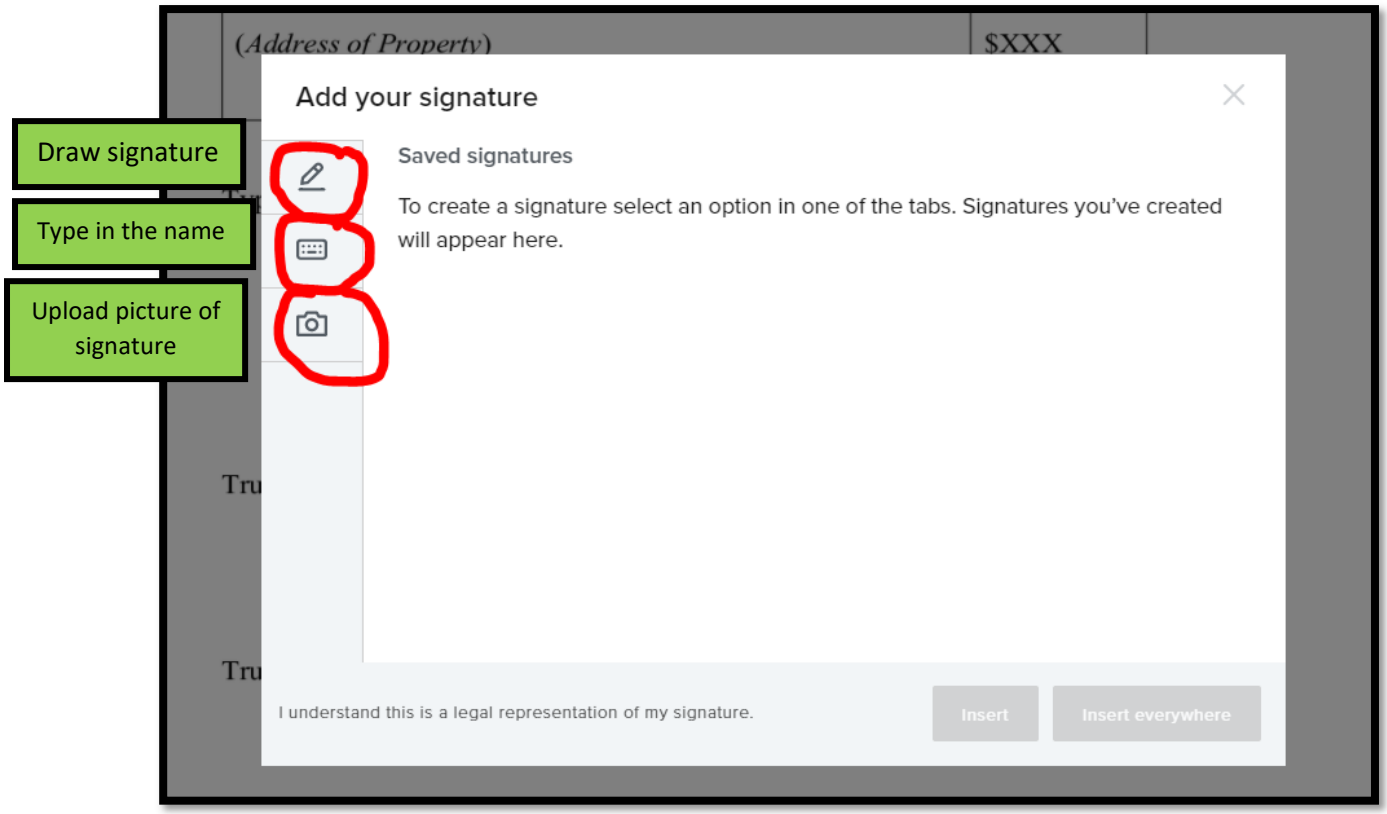
Step 2: Click on 'Get Started'.



Step 3: Click on 'Click to sign'.

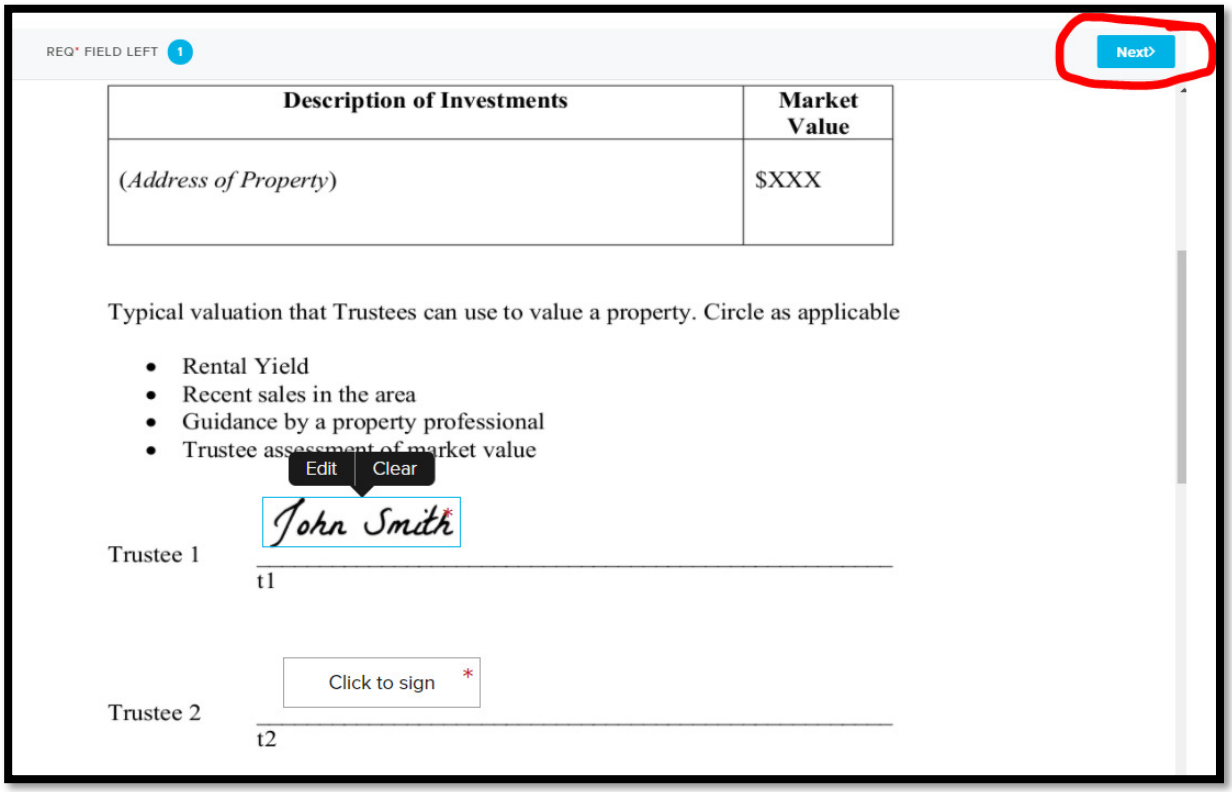


Step 4: Choose any option to sign.

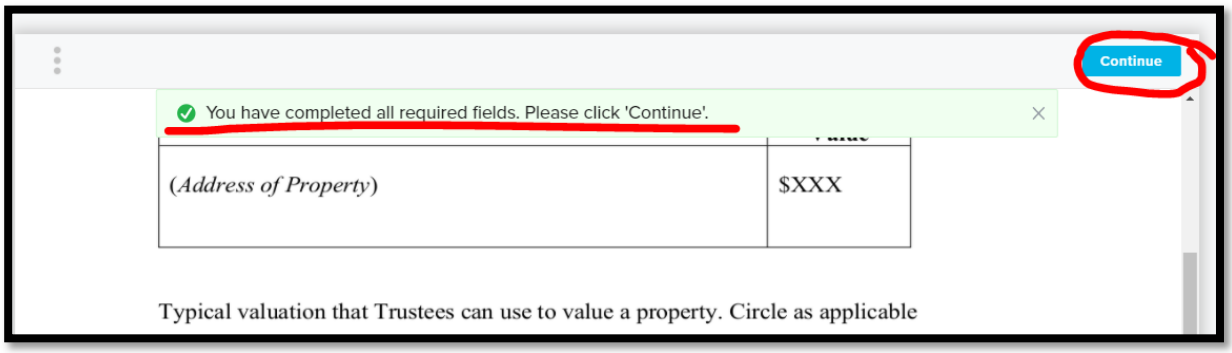


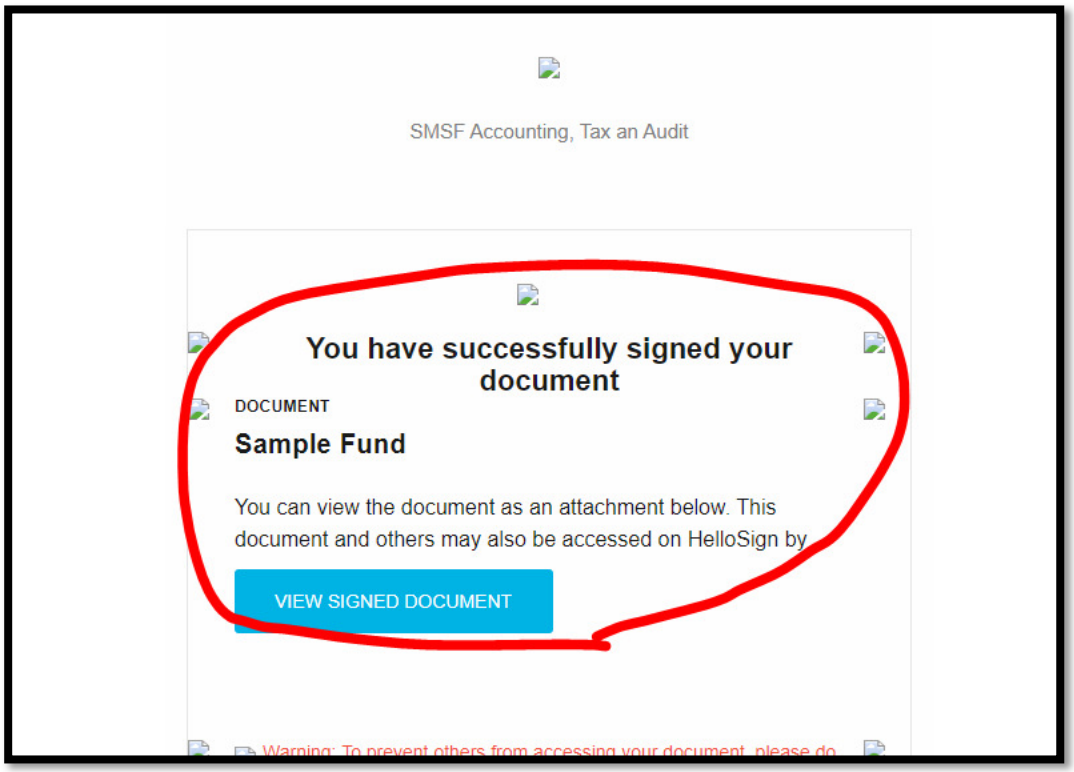
Step 5: If you choose 'type it in', type your name and click on 'Insert or Insert everywhere'.

Step 6: Click 'Next' to go to the next sign spot (if you chose single insert on step 5).



Step 7: Click 'Continue'.



Step 8: Click on 'I agree'.

Step 9: You will receive an email noting it was successfully signed and we will get a confirmation email via HelloSign as well.