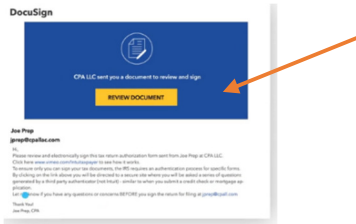
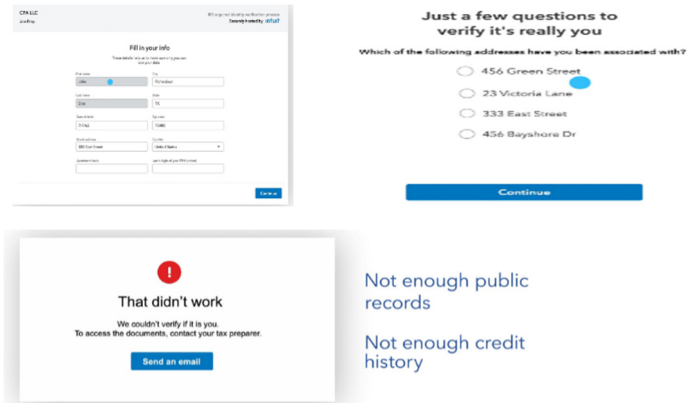


DocuSign Answers to Questions

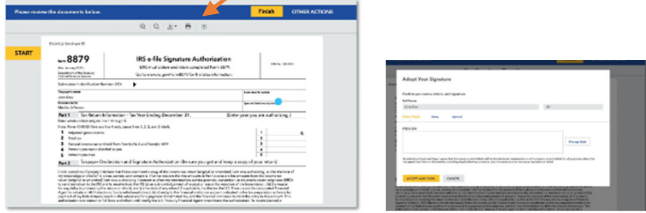
1. You will receive an email to DocuSign your Forms
 - Joint filers will receive two emails.
 - If using the same email look for two separate emails. Will need to verify identity for YOUR specific email.
 - You may sign in any order.
 - Look in SPAM folder



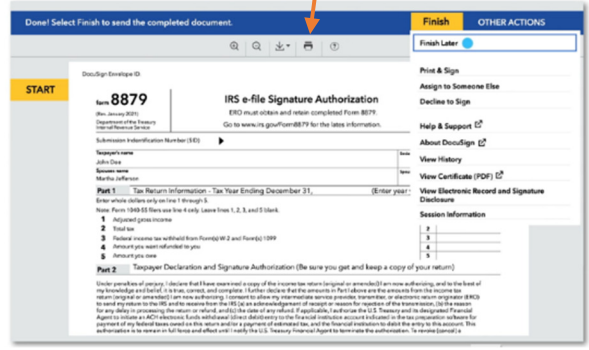
2. Verify your identity with questions generated by a third party authenticator – similar to when you submit a credit check or mortgage application
 - FSM does not control questions
 - Answer questions to best of your ability. Make sure you are in YOUR email. If you Fail, contact the office and request another DocuSign request. After two failed requests contact the office (ask for Assembly) for alternative options.
 - Clients under 20 yrs may not have enough credit information to DocuSign.



3. Follow steps to insert signature on form. You can review your documents prior to sending.



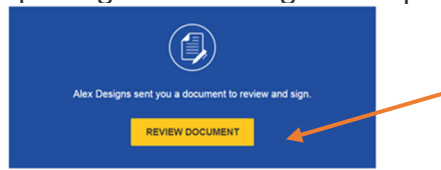
4. Finish the DocuSign process. Additional Options: Finish later, print or download to review prior to completing.



5. Option to sign up for DocuSign Account – NOT NECESSARY.



6. You will receive a "Completed" email from DocuSign once you finish signing. You can access the returns for review (watermarked) by opening the DocuSign "Completed" email.



- Open the DocuSign "Completed" email.
- Click REVIEW DOCUMENT to open the documents in your browser.
- You will follow identity verification steps again.

7. Returns and vouchers (if needed) will be uploaded to SmartVault to download (without watermark) once payment for FSM services is received.

Contact the office with any additional questions.

303-988-1411

[How to Electronically Sign Documents](https://vimeo.com/658659066)

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