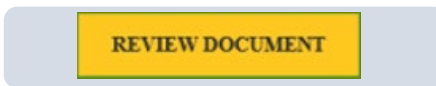


DocuSign – Customer Quick Guide

1. Open email from Farm Credit of Western Arkansas regarding DocuSign



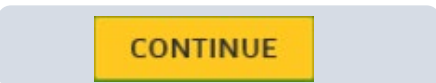
2. Click REVIEW DOCUMENTS



3. Enter Access Code and click Validate if prompted (*call your branch if needed*)



4. Click CONTINUE



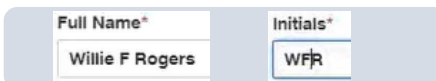
5. Review all pages, then click START



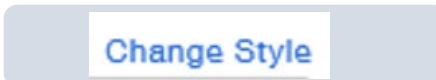
6. Note how the name is listed below the signature line



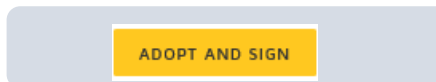
7. Click SIGN, change signature and initials if needed



8. Optional: Change Style



9. Click ADOPT AND SIGN



10. If multiple signature lines, click each line and complete signatures



11. Click FINISH



12. Print or download (optional) then click CONTINUE

