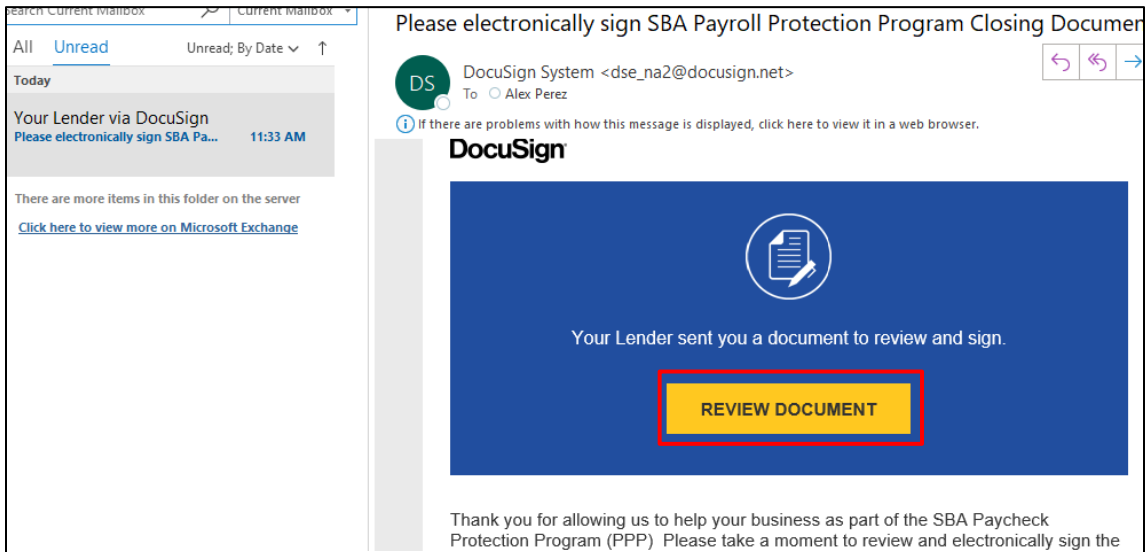


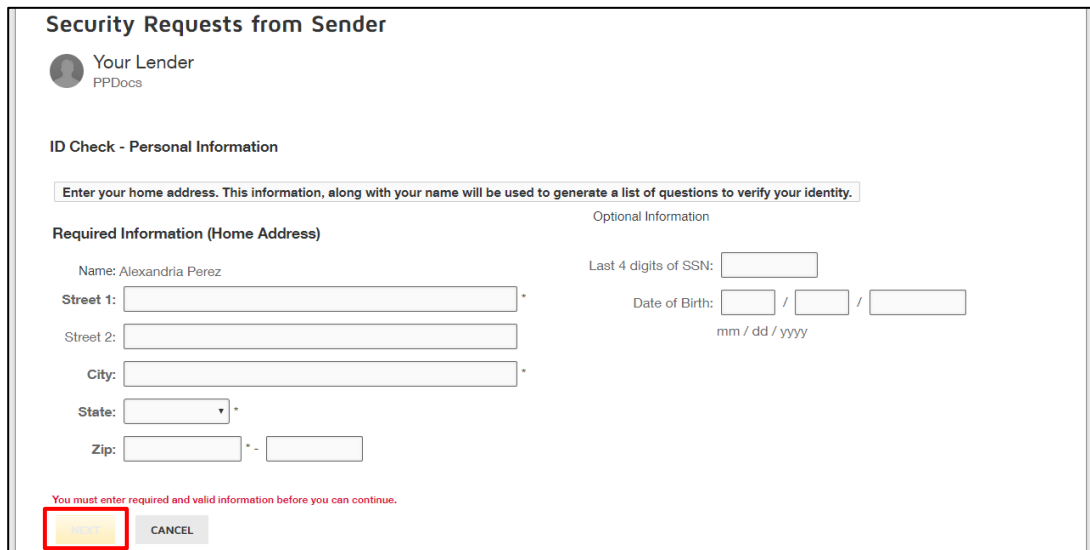
# SBA Payroll Protection Program

## How to eSign SBA Payroll Protection Program Closing Documents

1. Your Lender has documents for you to sign! You will receive an email from [DocuSign System <dse\\_na2@docusign.net>](mailto:dse_na2@docusign.net)  
To start your signing process, select "REVIEW DOCUMENT"




2. There will be a security feature to verify your Identification. Please fill out all applicable fields and "NEXT" to continue to the Security Questions. **Your Security questions will vary based on your credit experience.**  
**\*If you have questions on your security process, please contact your lender.\***

A screenshot of a 'Security Requests from Sender' form. At the top, it says 'Your Lender PPDocs'. Below that is a section titled 'ID Check - Personal Information' with a text box: 'Enter your home address. This information, along with your name will be used to generate a list of questions to verify your identity.' The form is divided into 'Required Information (Home Address)' and 'Optional Information'. The required fields include: Name (Alexandria Perez), Street 1, Street 2, City, State (dropdown), and Zip. The optional fields include: Last 4 digits of SSN, and Date of Birth (mm / dd / yyyy). At the bottom, there is a red text prompt: 'You must enter required and valid information before you can continue.' Below this prompt are two buttons: 'NEXT' (highlighted with a red border) and 'CANCEL'.


3. Correctly completing your Security Questions will take you through to DocuSign!

4. In DocuSign, read and Acknowledge your agreement to use electronic records and signatures then “CONTINUE”

**Please Review & Act on These Documents**

 **Your Lender**  
PPDocs

Thank you for allowing us to help your business as part of the SBA Paycheck Protection Program (PPP). Please take a moment to review and electronically sign the attached loan documents. If you have any questions, please contact them at [redacted] or via email at [redacted].

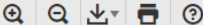
 Please read the [Electronic Record and Signature Disclosure](#).  
 I agree to use electronic records and signatures.

**CONTINUE**


SBA Loan #	SBA1235
SBA Loan Name	SBA Loan Name
Date	April 13, 2020

5. Please review your documents thoroughly. Then “START” your signing process:

Please review the documents below. **FINISH** OTHER ACTIONS ▾



**START** DocuSign Envelope ID: E6D0AE5B-3F56-4A8A-BB26-8076148426EB



6. As you select START, you will be taken to the first signature line where you will “Adopt Your Signature”
7. To adopt you can simply select “ADOPT AND SIGN” OR, if you’d like, you may also **DRAW** or **UPLOAD** your own signature. Those options are available in the “Select Style” section.

**SELECT STYLE** **DRAW** **UPLOAD**

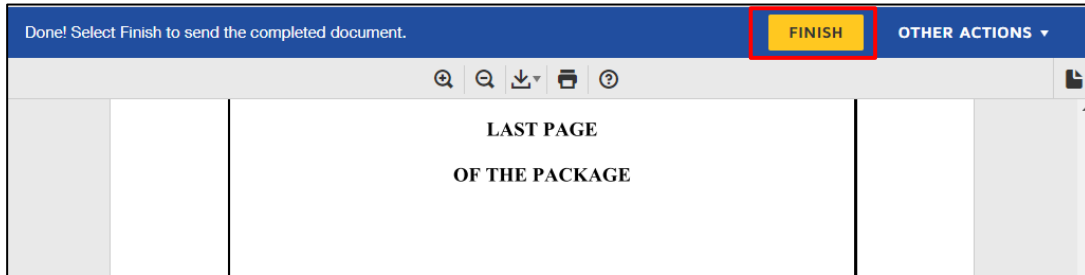
**PREVIEW** [Change Style](#)

Alexandria Perez AP

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

**ADOPT AND SIGN** CANCEL

- Each signature line will populate as you are signing until there is no longer a NEXT option.
- Review the remaining documents and select “FINISH” at the bottom of the documents OR select “FINISH” at the top of the page!



- Once you've completed this process, DocuSign may ask if you'd like to create an account to **Save a Copy of Your Document**, but this is not necessary! You will be provided a full copy of your documents once all borrowers have signed!  
You can select “No Thanks”



- You've completed signing your documents!
- As mentioned above, once ALL borrowers have electronically signed, each borrowers will receive a “Completed” email allowing access to download/print their full package!

