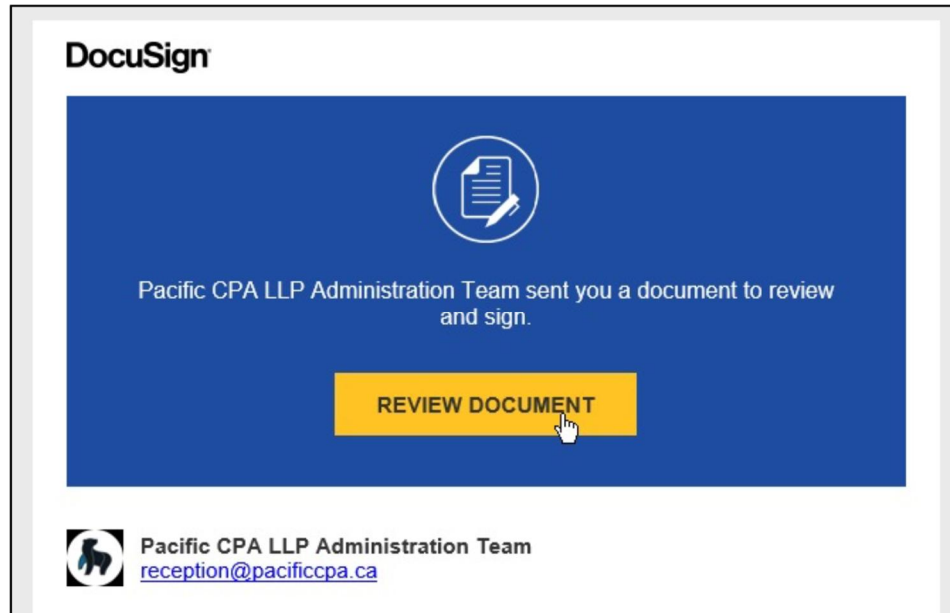


HOW TO SIGN WITH DOCUSIGN

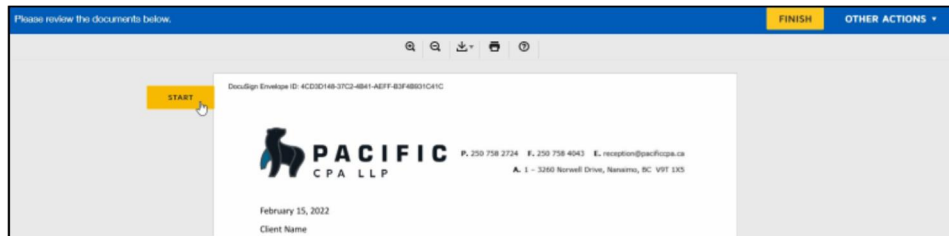
You will receive an email from DocuSign and within the email, there will be an orange button that says “REVIEW DOCUMENT.” Click this and it will open a browser window with the documents that require your digital signature:



When the browser window has opened, you will see the documents in the main screen; to begin signing, click the orange button that says “CONTINUE:”



Next, you will click the orange button that says "START:"



The first place you need to sign will be marked by an orange square with an arrow that says "Sign"; click this square:



A window will open that provides three options for your digital signature. The first option creates a digital signature for you out of text:

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name*

Client Name

Initials*

CN

SELECT STYLE

DRAW

UPLOAD

PREVIEW

Change Style

DocuSigned by:

Client Name

435DE92750B74E3...

DS

CN

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

The second option allows you to draw your signature using either your mouse, your finger, or a stylus depending on what device you are using:

×

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name*

Client Name

Initials*

CN

SELECT STYLE

DRAW

UPLOAD

DRAW YOUR SIGNATURE

Clear



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

The third option allows you to upload an image of your signature if you already have a digital signature saved:

×

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name*

Client Name

Initials*

CN

SELECT STYLE

DRAW

UPLOAD

PREVIEW

UPLOAD YOUR SIGNATURE

For best results use an image that is 400 x 145 pixels

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

All of these options are considered equivalent to a real in-person signature. For whichever of the three options you choose, once you've decided, click "ADOPT AND SIGN":

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name*

Client Name

Initials*

CN

SELECT STYLE

DRAW

UPLOAD

PREVIEW

Change Style

DocuSigned by:

Client Name

435DE92750B74E3...

DS

CN

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

You will now simply click on each of the orange squares indicating a signature is required at that spot and it will apply the signature style you selected in the previous step:

Signature:

DocuSigned by:

Client Name

Client Name

Date:

2/15/2022

Signing date

Foreign Property Disclosure

By signing below, I am confirming that I am aware that if at any time during 2021 I owned or held beneficial interests in specified foreign property with a total cost of more than \$100,000, I am required to provide you with the necessary information in order for us to prepare the CRA-prescribed foreign reporting disclosure form(s) on your behalf.

Required - Sign Here

Signature:

Sign

Principal Residence Disclosure

By signing below, I am confirming that I am aware that if I sold my principal residence during the year, I am required to provide you with the necessary information in order for us to report this disposition on your income tax return.

Signature:

Sign



Once you have completed all of the required signature fields, click the orange “FINISH” button at the bottom of the page:

You'll know that you've finished signing when it takes you to this screen. When you see this screen, nothing further is required by you. A copy of the signed documents are automatically sent back to Pacific CPA and a copy is also emailed to you.