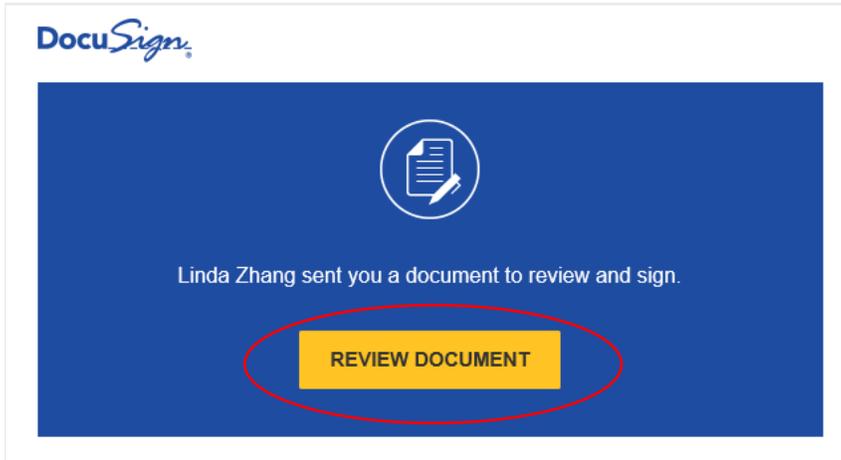


Light Up Navajo Registration: How to Use DocuSign to Sign NTUA Required Documents

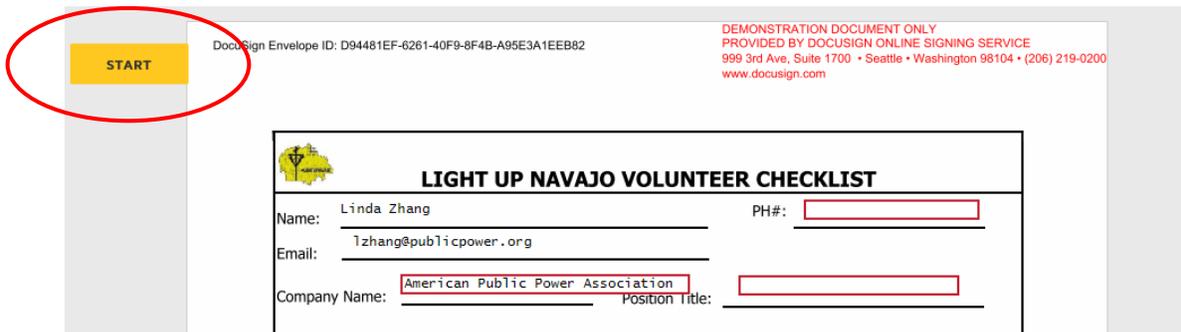
1. Click on the DocuSign email in your email inbox.
2. Click on “Review Document” to begin the signing process.



3. A pop-up will come up prompting you to review the consumer disclosure. After reading the Electronic Record and Signature Disclosure, select the checkbox next to “I agree to use electronic records and signatures”. Then click “continue”.



4. To start the signing process, click on the START tag on the top left.

A screenshot of a DocuSign document signing interface. At the top left, there is a yellow button with the text "START" circled in red. To the right of the button, the DocuSign Envelope ID is displayed: "D94481EF-6261-40F9-8F4B-A95E3A1EEB82". Further right, there is a red text block: "DEMONSTRATION DOCUMENT ONLY PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE 999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-0200 www.docuSign.com". Below this information is a form titled "LIGHT UP NAVAJO VOLUNTEER CHECKLIST" with a Navajo logo on the left. The form contains the following fields: "Name: Linda Zhang", "PH#: [redacted]", "Email: lzhang@publicpower.org", "Company Name: American Public Power Association", and "Position Title: [redacted]".

- You will be taken to the first required field. All required fields are boxed in red. To type in a required field, you must click on the field first. You will notice that some fields have already been filled out for you.

DocuSign Envelope ID: D94481EF-6261-40F9-8F4B-A95E3A1EEB82

DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-0200
www.docuSign.com

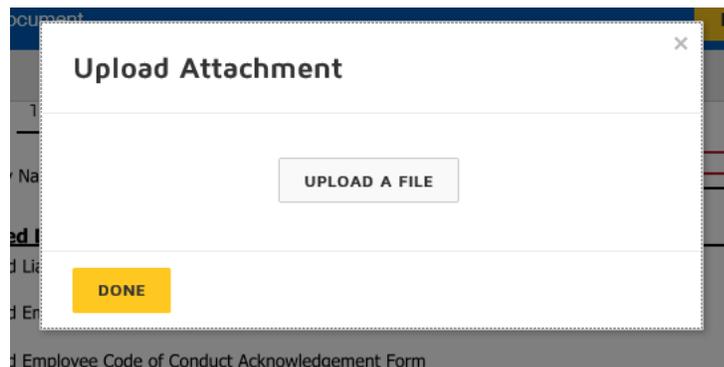
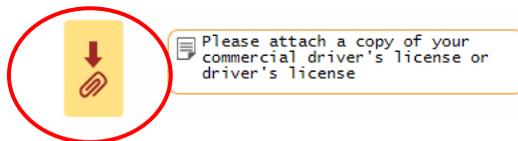
LIGHT UP NAVAJO VOLUNTEER CHECKLIST

Name: Linda Zhang PH#:

Email: lzhang@publicpower.org

Company Name: American Public Power Association Position Title:

- Some of the documents will require attachments. Fields that require attachments will have an Attachment tag. Click on the Attachment tag and you will see a pop-up for uploading a file from your computer. DocuSign will convert all attachments to a PDF.



7. Some of the documents will require that you provide a signature. Fields that require signatures will have a Sign tag. Click on the Sign Tag to begin signing.

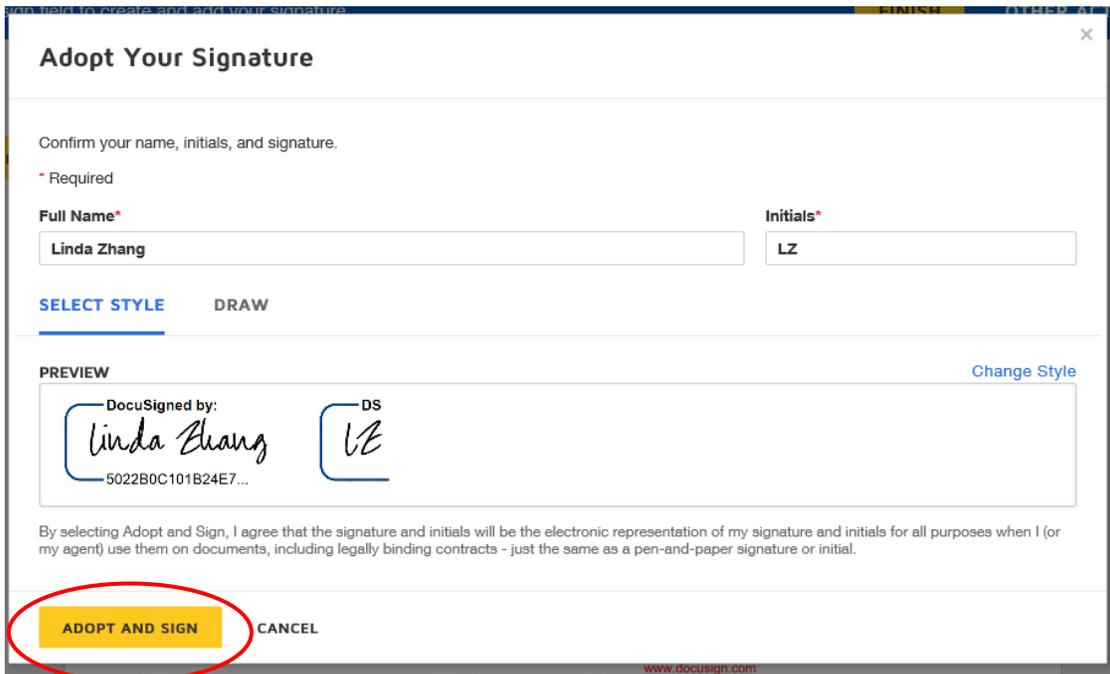
THIS IS A RELEASE OF LEGAL RIGHTS. READ BEFORE SIGNING.

In signing this RELEASE, I acknowledge that I have read this document in its entirety and I freely and voluntarily assume all risks of any injuries and damages. Notwithstanding such risks, I agree to participate in this event.

RELEASOR Linda Zhang
Legal Name (PRINT): _____
Legal Name (SIGNATURE): _____
ADDRESS _____



8. When you click on a Sign tag, you will see a pop-up for adopting a signature. You have the option to adopt the signature shown in the Preview box or you can draw your own signature by clicking on "Draw". Once you've decided on a signature, click "Adopt and Sign".



Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name* Linda Zhang **Initials*** LZ

SELECT STYLE **DRAW**

PREVIEW [Change Style](#)

DocuSigned by:
Linda Zhang
5022B0C101B24E7... DS
LZ

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.

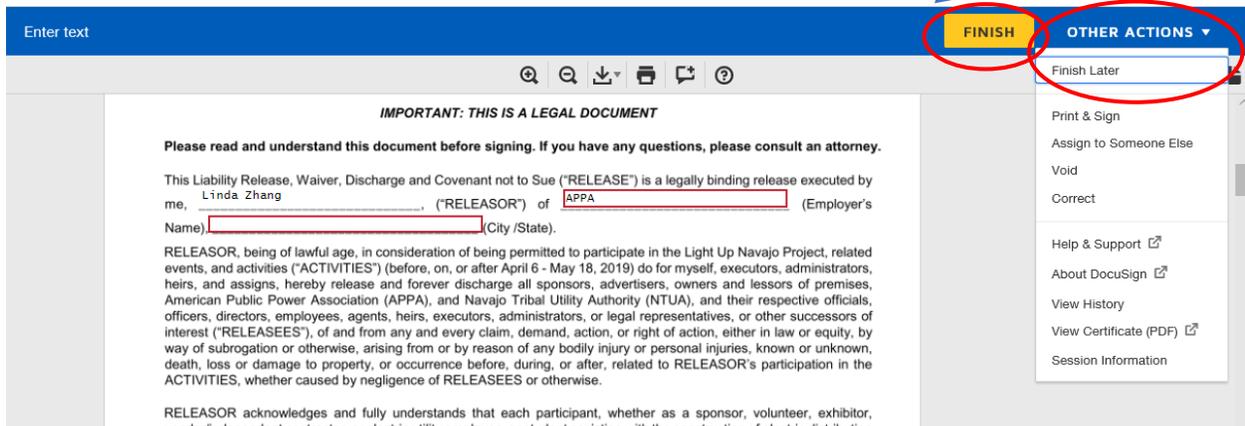
ADOPT AND SIGN CANCEL

www.docusign.com

9. Once you have signed and filled in all required fields, click on “Finish” on the top right-hand corner. Note that DocuSign will not allow you to submit your documents until all required fields are signed or filled in. Also note that at any time, you can save your progress and finish signing later by clicking on “Other Actions” and selecting “Finish Later”.

Click here to save your progress and finish signing later.

Click here when you have finished signing and filling in all required fields.



10. Once you click “Finish” you will see a pop-up like the one shown below. You can click on the save or print icons on the top right to save or print your signed documents. You do not have to create a DocuSign account. Simply click “No Thanks” and you will receive an email with your completed documents.

Click here to print or save a copy of your completed documents.

Save a Copy of Your Document

Sign up for a FREE DocuSign account today and sign all your documents electronically.

Email

Password

Confirm Password

Country

-- select --

By clicking the 'SUBMIT' button, you agree to the [Terms & Conditions](#) and [Privacy Policy](#).

SUBMIT **NO THANKS**

- Electronically sign any document.
- Get signatures from others.
- Sign on the go with DocuSign Mobile!

11. If you have any questions regarding required documentation or need additional support with the DocuSign platform, please email me at lzhang@publicpower.org or call 202-467-2931.