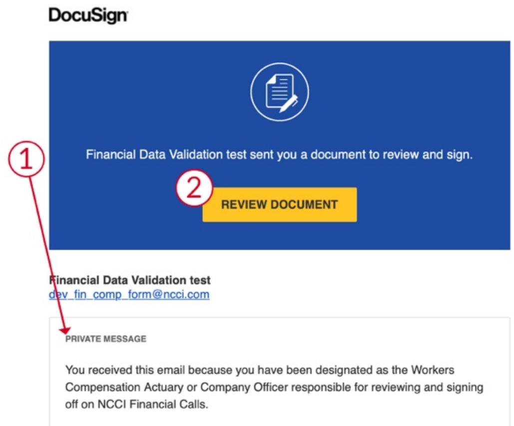
eSIGNATURE QUICK-START GUIDE

As an authorized signer of the Financial Data Compliance Form, learn how to electronically review, update, and sign a document.

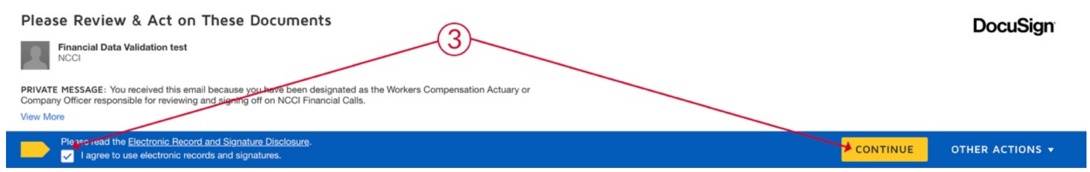


When an envelope requires your review, completion, and signature, an email notification arrives from Financial Data Validation via DocuSign with the subject: *11111 – NCCI TEST ACCOUNT – Signature Required*

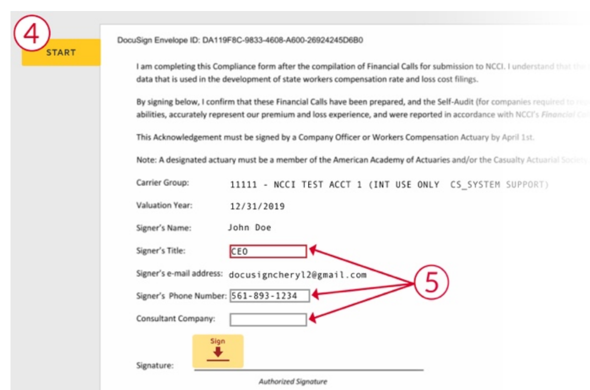
1. Open the email notification and review the **Private Message** section for details specific to you.
2. Click **Review Document** to access the Compliance Form.

eSIGN THE COMPLIANCE FORM

3. View the Electronic Records and Signature disclosure, click the check box, and select **Continue** to open the agreement.

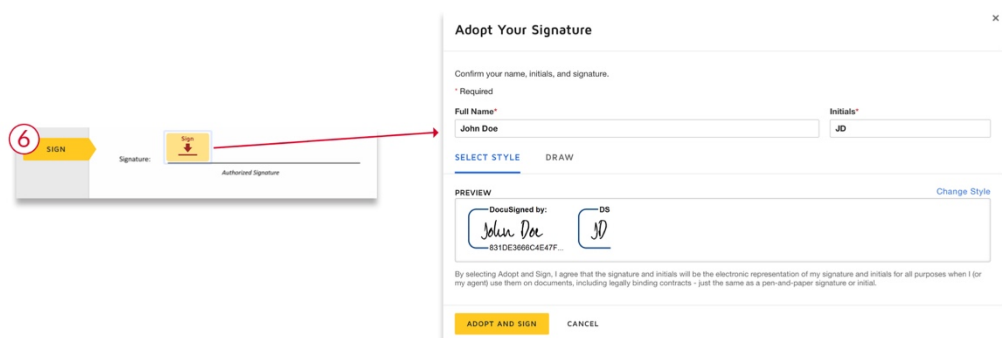


4. Click **Start** to initiate the auto-navigation feature. This will prompt you to fill in available fields for your completion or signature.



5. Review and update any field that is empty or that has been pre-populated for your convenience.

6. Click the **Sign** icon to place your electronic signature in the appropriate place. You will be provided the opportunity to select a signature style or upload a scanned version of your personal signature using a JPEG or GIF file by utilizing the "Print & Sign" function under the **Other Actions** menu. **Note:** If you already have a DocuSign account, then your saved signing credentials will automatically be used.



7. After all information has been reviewed and your signature applied where required, click **FINISH**

After all parties have signed, an email is sent to all reviewers/signers with a **Completed** copy of the Compliance Form. Note: Until the "Finish" option is selected, reminders will be sent every two days to the signer to complete the signature.

Need help? Under the **Other Actions** drop-down menu, look for DocuSign Help & Support. Or contact your assigned validator.