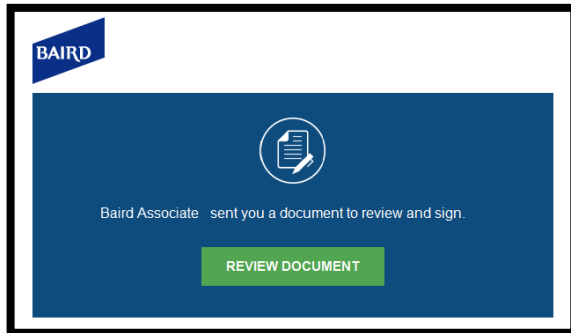




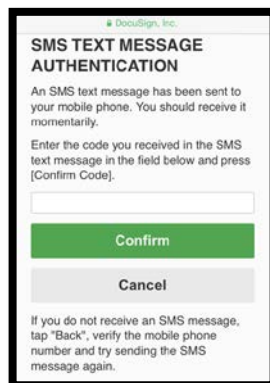
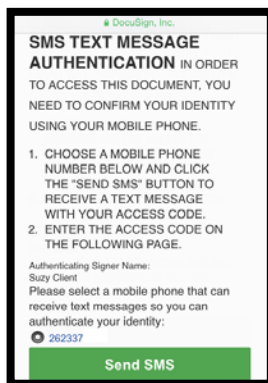
# Signing Documents Electronically

*Steps to review, complete and sign Baird documents electronically*

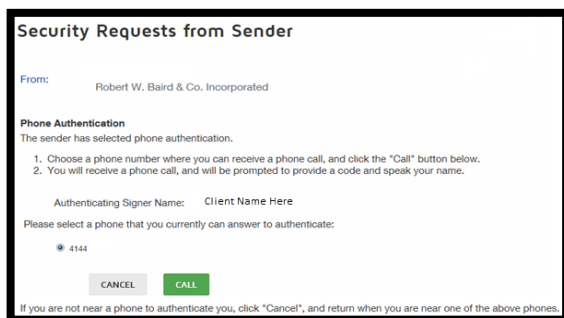


1. You will receive an email from DocuSign indicating your Baird Representative's name with the subject "Your Baird documents for review and signature". Open the email and click on the [Review Document] button.

For the security of your private information, an authentication needs to occur before you are able to view the documents.

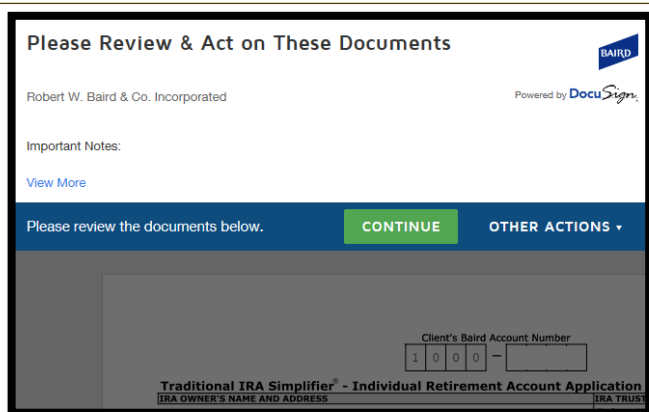


2. A special access code will be delivered to you via a SMS text or a phone call.
3. Select the (mobile) phone number to which a text should be sent or call should be placed. (Make sure you have the phone close to you.)
4. Click [Send SMS] button or [Call] button. A text message or phone call will immediately be sent to the selected phone number.

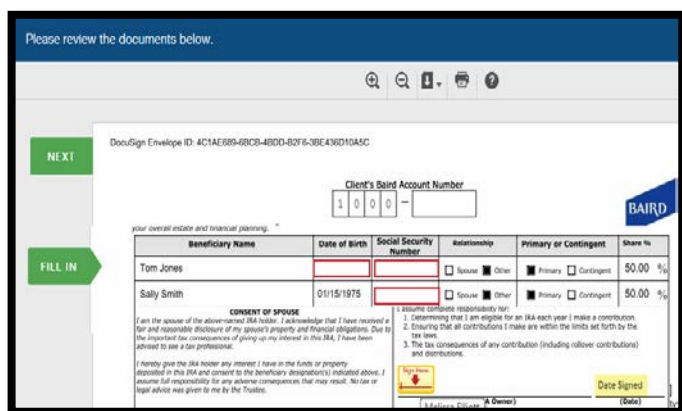


5. Enter the code that you receive via text or phone call into the field that appears, and click on the [Confirm] button for SMS text or [Phone Authentication Complete] after phone call.

## Signing documents electronically, *continued*

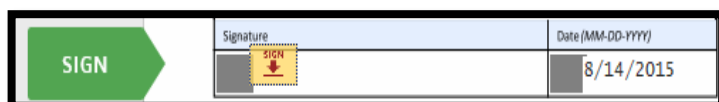


After your validation is complete, the “Please Review & Act on These Documents” page will be displayed. Click on the [Continue] button to view the document.



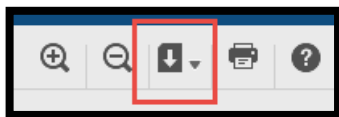
Beneficiary Name	Date of Birth	Social Security Number	Relationship	Primary or Contingent	Share %
Tom Jones			<input type="checkbox"/> Spouse <input checked="" type="checkbox"/> Other	<input checked="" type="checkbox"/> Primary <input type="checkbox"/> Contingent	50.00 %
Sally Smith	01/15/1975		<input type="checkbox"/> Spouse <input checked="" type="checkbox"/> Other	<input checked="" type="checkbox"/> Primary <input type="checkbox"/> Contingent	50.00 %

- Click [Start] and the cursor will move to the first place that requires your attention. Input the requested data indicated by the [Fill In] arrow and red outlined boxes. The form will continue to move to subsequent sections until all data sections have been completed. Click [Next] as needed to move to the next section. You may not have any data fields to complete.



- Once the document is complete, the cursor will indicate [Sign]. Click [Sign] at each indication and select your desired signature format. Please note that forms will not be sent to Baird until all signature lines have been completed. If multiple signers are required, Baird will send a separate email to each signer. You are encouraged to review the entire document prior to signing.

## Signing documents electronically, *continued*



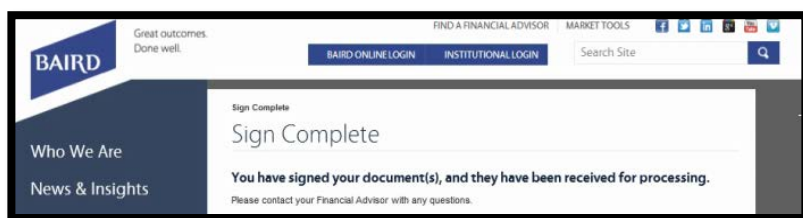
You may wish to download a copy of the document for your records by selecting the [Download] button at the top of the screen before completing the next step.

Done! Click Finish to send the completed document.

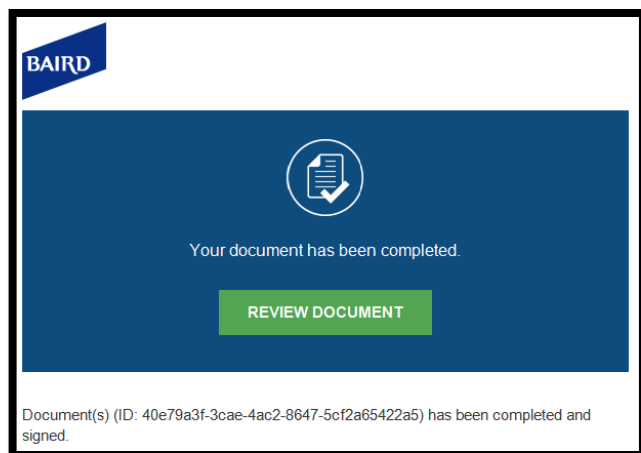
**FINISH**

**OTHER ACTIONS ▾**

8. Click the [Finish] button to complete the process



9. Window will open displaying “Sign Complete”.



You will also receive an email from DocuSign confirming that the document has been completed and forwarded to Baird for processing.

Note: a document removal notice will be received 14 days after completion of signing as a final reminder to download a copy if you choose to. The document will be removed from DocuSign access after this notice is sent.