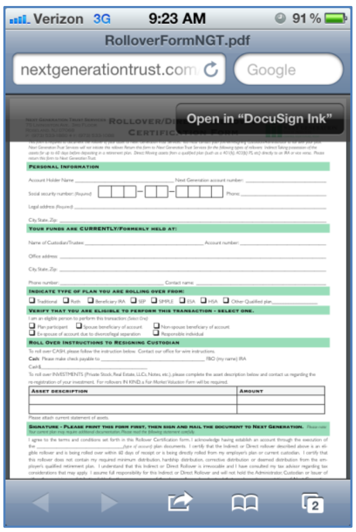
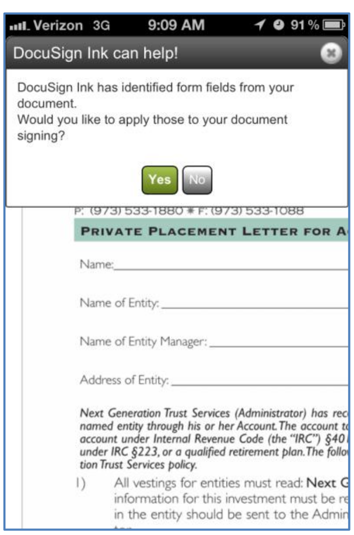
DocuSign How-To:

Client DocuSign Ink How-To:

1. Log onto the Next Generation Trust Services website and go to the Client Forms page.
2. Using the device (iPad or iPhone) click on the document you wish to download by selecting the corresponding DocuSign Logo.
3. When the .pdf attachment opens, click on the box in the upper right hand corner that says "Open In 'DocuSign Ink.'"



4. After the document opens in DocuSign Ink, a dialogue box appears that asks if you wish to "apply identified form fields to your document signing." **CLICK NO!**
   a. If you click "yes," the boxes that appear do not match up with the lines, so the form information doesn't line up with the correct area.



5. Use the textbox function to input data you need to type (i.e. your address).

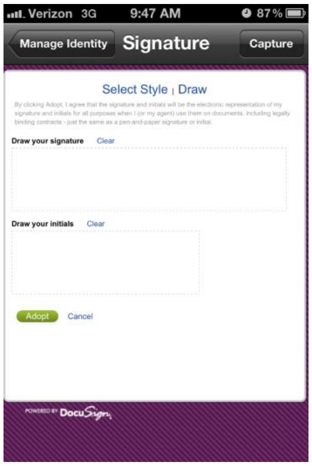
6. After you finish filling out all pertinent areas of the document, click the "Finish" button in the top right hand corner.
7. When the document has finished securing, it will be automatically attached to your outgoing email.
    a. Send all DocuSign documents to Forms@nextgenerationtrust.com

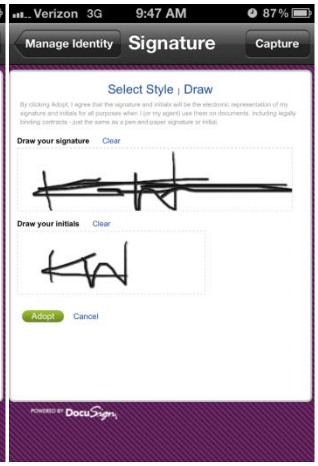
For More Information, visit: *http://www.docusign.com/products/docusignink*

To Practice on a Demo Document, click here: *http://www.docusign.com/demo*

Client Signature Creation How-To:

1. Click on the “Identity” tab after opening the DocuSign Ink Application on your device.
2. Select “Edit” in the upper right hand corner of the screen.
3. From here, sign your name and initials in the box with your finger.





4. After you have done so, click “Done.”
5. Your signature and initials are now ready to use in any DocuSign Document!

For More Information, visit: [*http://www.docusign.com/products/docusignink*](http://www.docusign.com/products/docusignink)

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