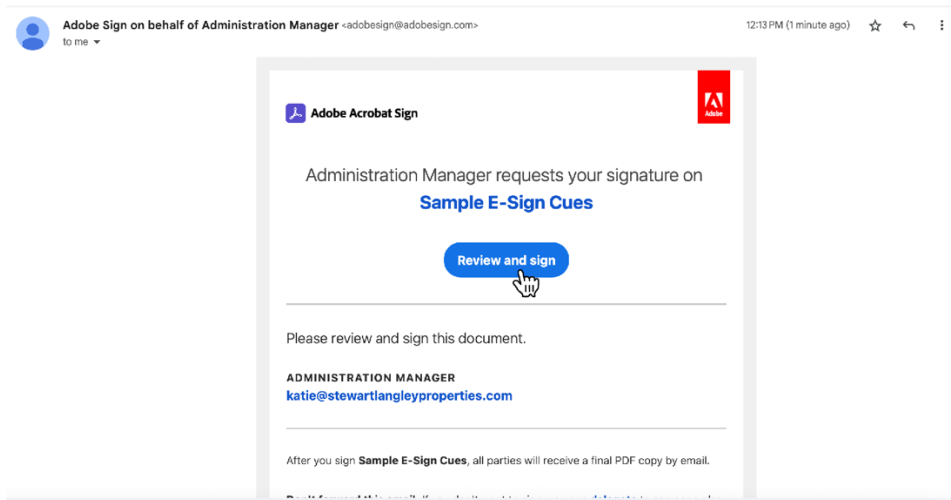


PC/Laptop E-signature Directions

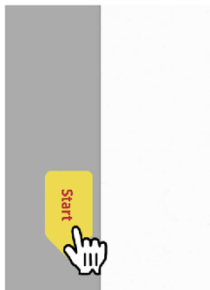
1. Email containing your lease agreement will appear in your inbox as shown below. Click to open email.



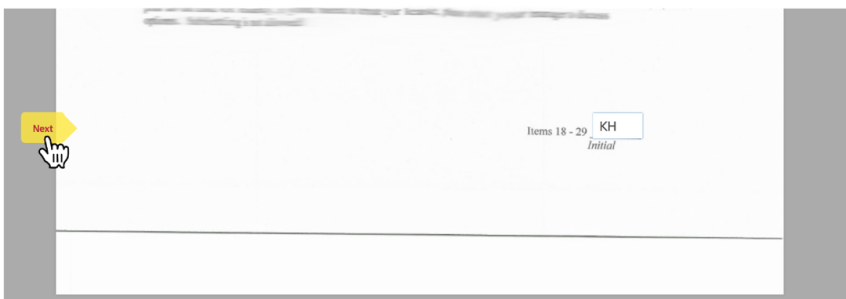
2. Once email is opened, click on "Review and Sign" as shown below.



3. A yellow "Start" arrow will appear on the left. Click this arrow to be sent to the first field that you need to initial, sign, or date.



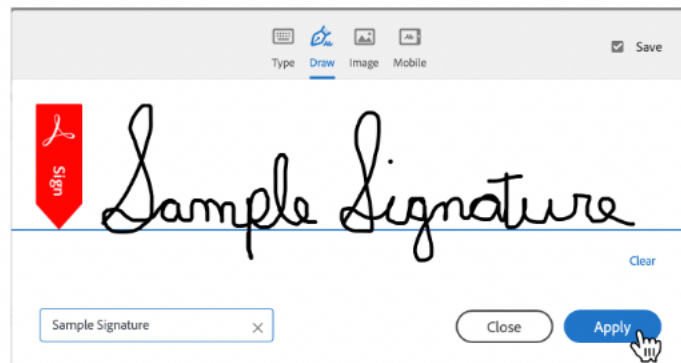
4. As you initial, sign, and date where indicated, click the yellow "Next" button to be sent to the next form field.



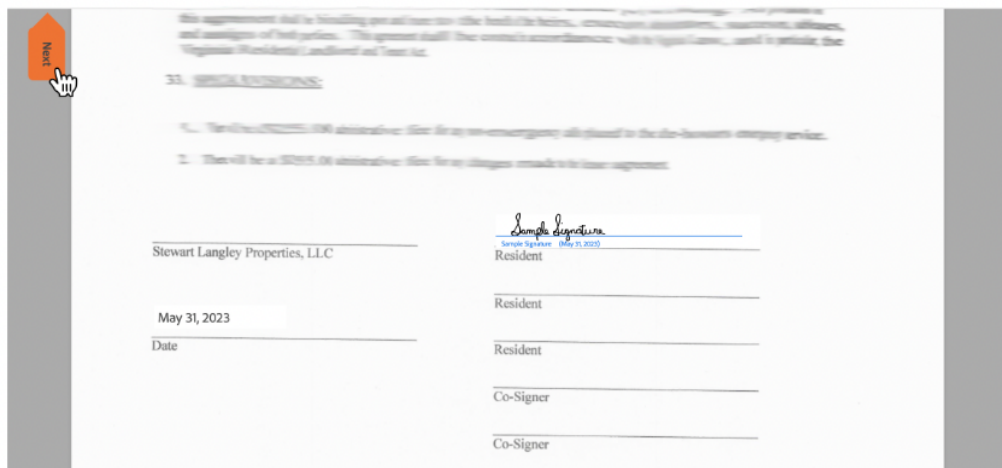
5. When your signature is needed, a signature box will pop up as seen below.



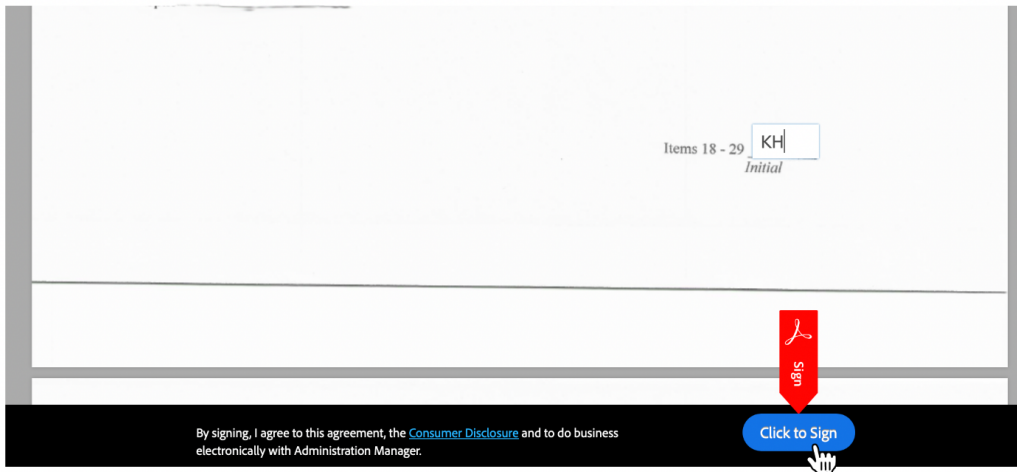
6. Sign your first and last name by using the draw tool, type your first and last name in the box to the bottom left, and click apply. From this point forward, your signature will auto populate into the required signature fields, as you navigate through the agreement.



7. If you missed a field that needs to be filled in, an orange arrow will appear on the left pointing upwards. Click this arrow and it will navigate you to the missing field that you need to fill in.



8. Once you have initialed, signed, and dated everywhere indicated, a red arrow will appear at the bottom pointing to a “Click to Sign” button. The red arrow only appears for seconds and then fades away. If you do not see the red arrow, just look for the blue “Click to Sign” button.



9. You’re all set! Once you see this message, as shown below, you are finished signing the agreement. An email with a copy of the agreement, along with all signatures, will be sent to you.

 **You're all set**

You finished signing "Sample E-Sign Cues".

We will email the final agreement to all parties. You can also [download a copy](#) of what you just signed.

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[Sign in](#)