

Using eSignature for Financial Forms

A Faster, Easier Way to Sign Forms



A DIGITAL WAY TO SIGN FORMS

eSignature allows you to digitally sign forms. This means you no longer have to come into our office just to sign forms, worry about mailing forms back to us, or deal with printing, uploading, and faxing or emailing forms. It's all around a faster and easier way to sign documents. In fact, it can often be done in as little as a few seconds!

A SECURE WAY TO SIGN FORMS

eSignature is also very secure, because it:

- Is sent via your email, which you access through your personal password
- Requires validation by the last four digits of your Social Security number

You create a digital signature that's unique to you—just like your physical signature. In fact, eSignature is considered more secure than “wet signatures,” because there are no documents with confidential financial information laying around your house or going through the mail.



HOW IT WORKS

When we have new documents for you to sign, we'll email you a DocuSign package, which you'll receive via the email address you provide to us. Follow the steps below to complete the package, which should only take a few clicks and a couple minutes of your time.

- Step 1** You'll receive an email notification from us, sent through eSignature. Open the email, and click on "View Documents."
- Step 2** Input the last four digits of your Social Security number, and click on "Validate." This authenticates your information and gives you access to sign the documents.
- Step 3** A disclosure will appear for you to read, called the Electronic Record and Signature Disclosure. Review the disclosure, and click the box next to "I agree to use electronic records and signatures."
- Step 4** Click on "Continue" to start signing. If you're not ready to sign, you can click on "Other Actions," and then "Finish Later" or "Decline to Sign."
- Step 5** Review the document, and click on "Start" to begin signing.
- Step 6** The first required signature field will be highlighted for you. At this point, you'll create your digital signature—your full signature and your initials. Ensure your pre-entered name and initials are both correct, and then either select from the options what you want your signature to look like ("Select Style"), or click on "Draw" to use your computer cursor to "sign" your name in the field. When you're satisfied with your digital signature, click on "Adopt and Sign."
- Step 7** Your digital signature will appear in the required fields. When you're done, click on "Finish" to complete the process. You'll have the option to download or print the forms for your records.

UPLOADING DOCUMENTATION

Some forms require you to upload accompanying documentation to complete the eSignature process. If this is the case, you'll see a paperclip icon on the form, next to text identifying which document you need to upload.

To upload: Click on the paperclip icon, which will bring up the document upload screen. Click on "Upload a file" and browse for the document on your computer. If you need to upload multiple documents, you can continue to click on "Upload a file" until you've uploaded all required documents. Click on "Done" when you're finished.



Have Questions?

Let us know! We're here to help you. If you're new to eSignature, we can walk you through it over the phone until you're comfortable with the process. Or, if you prefer, physical documents are still available upon request. Our goal is to make working with us as easy as possible!



Warren Ludford, MBA, CFP®
Financial Advisor
Registered Principal
3220 Croft Drive
Saint Anthony, MN 55418
612-220-2283 Office
866-474-3686 Fax
warren.ludford@lpl.com
www.warrenludford.com



Securities and advisory services offered through LPL Financial, a registered investment advisor, Member FINRA/SIPC.