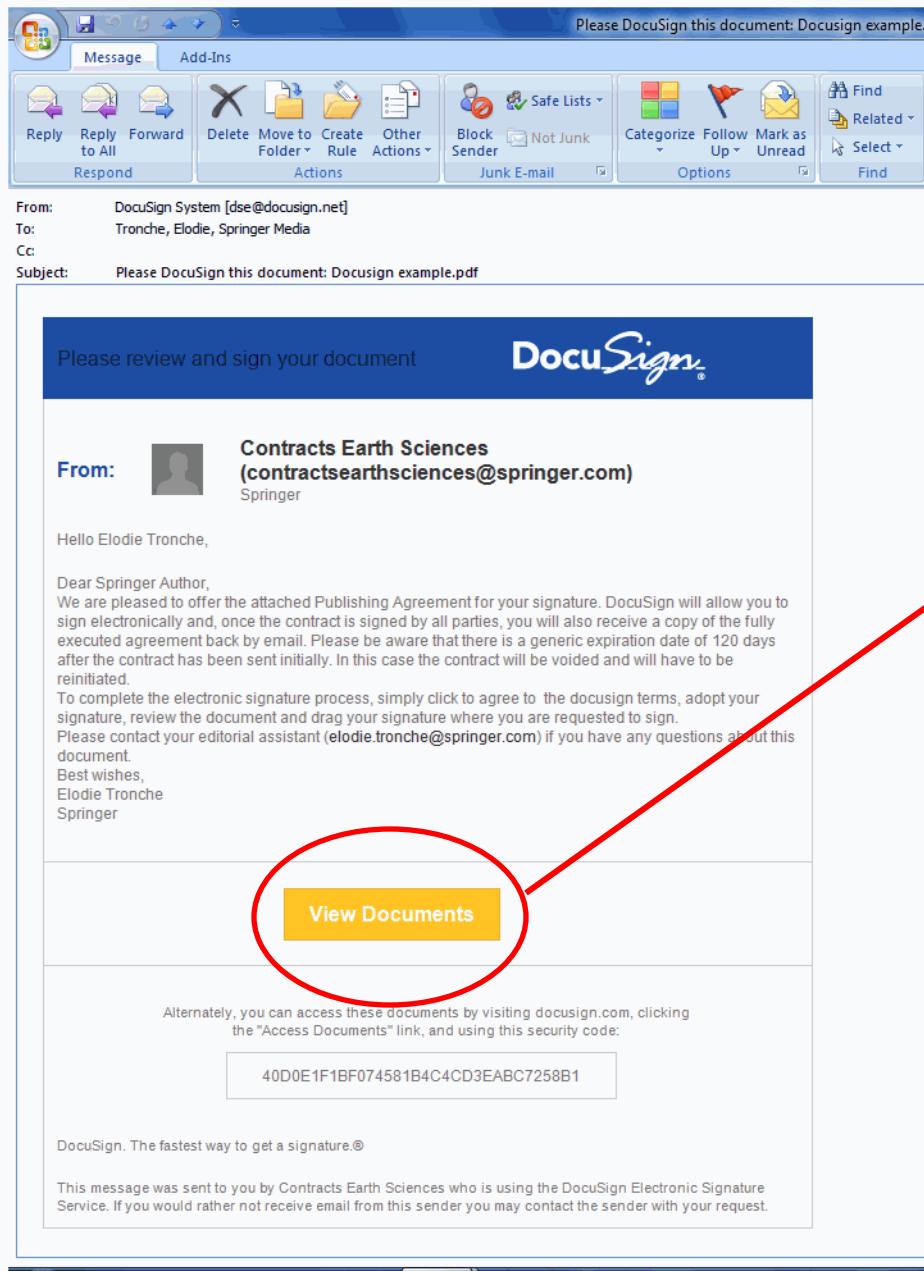
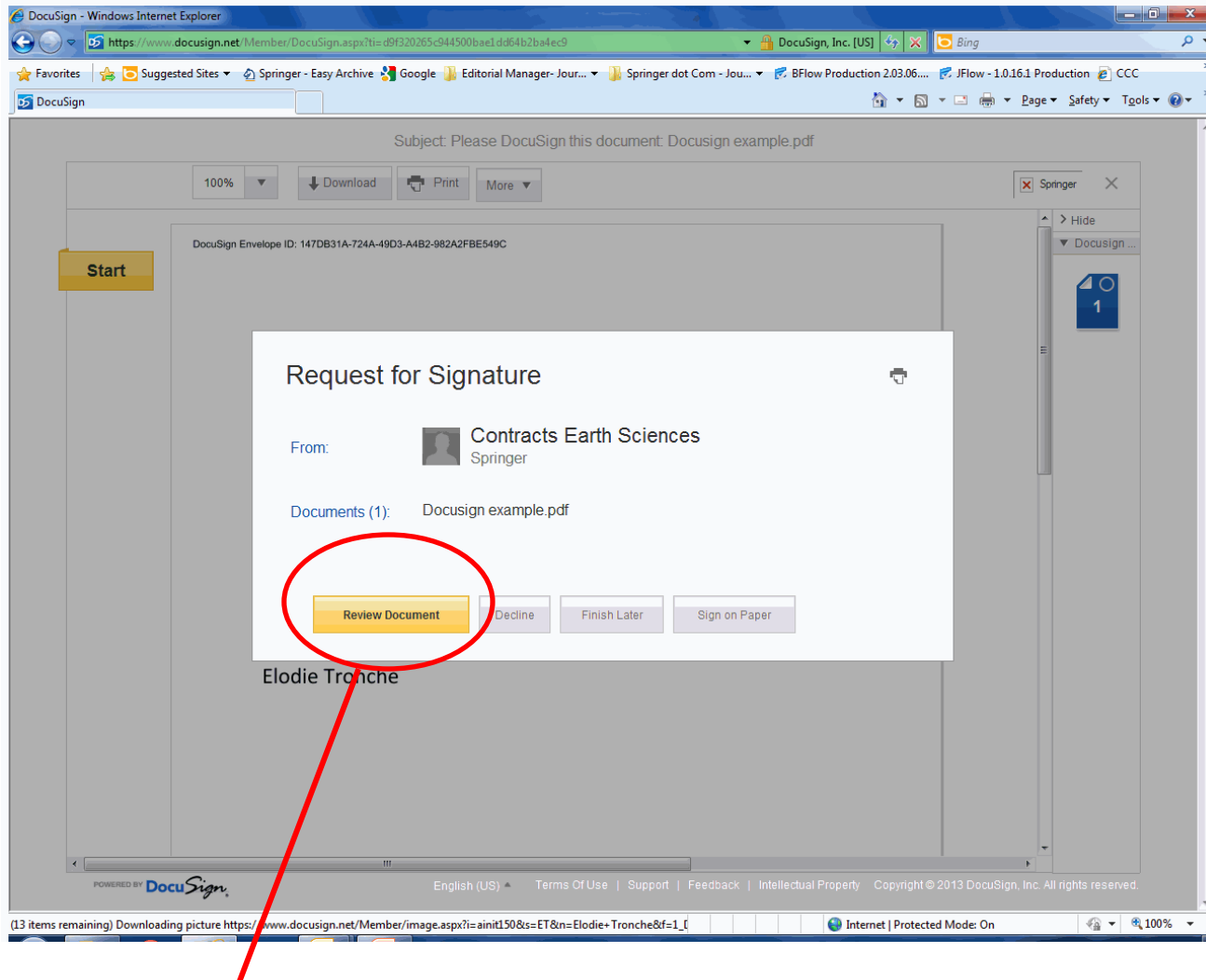


DocuSign quick guidelines



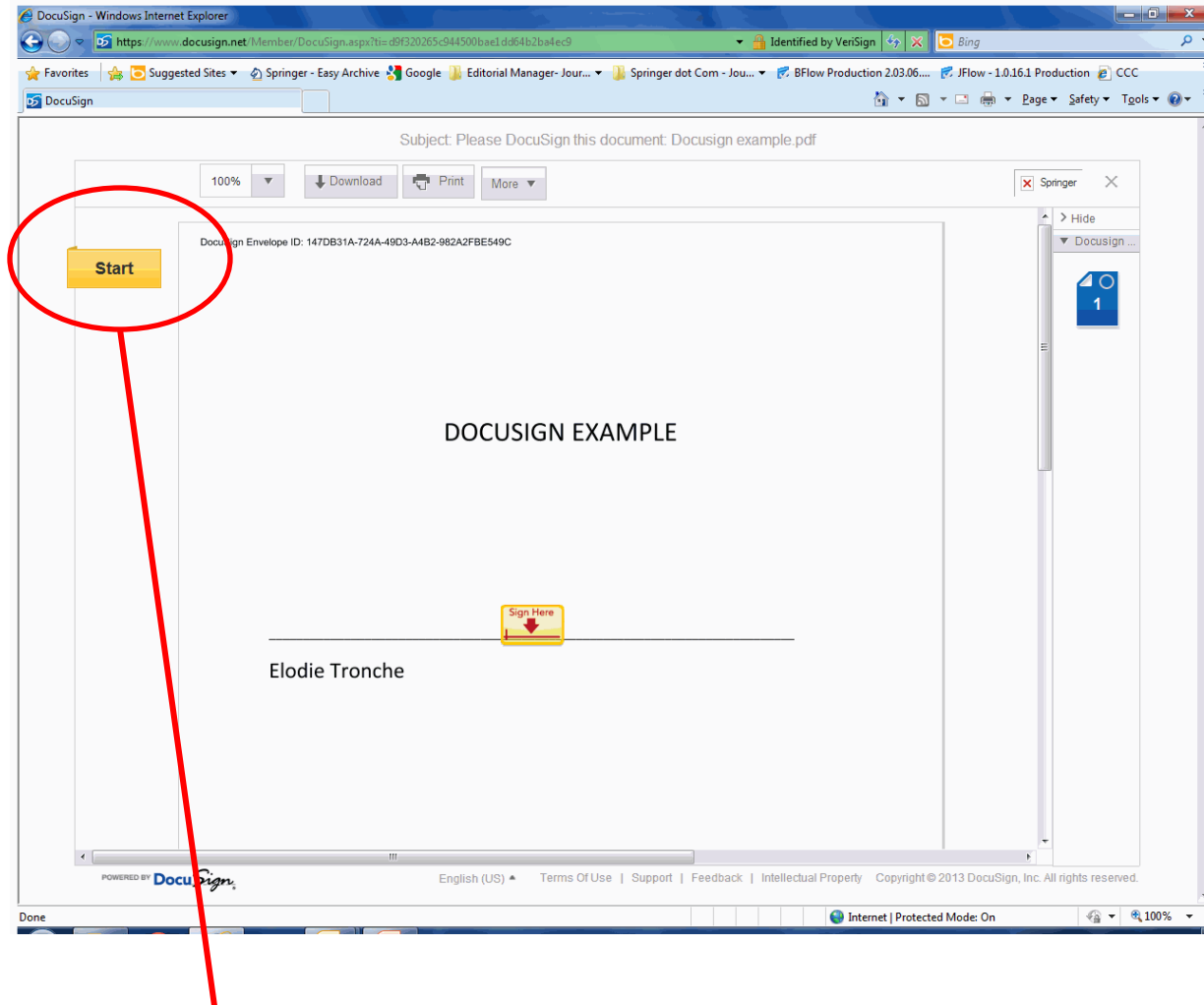
Once we start the DocuSign procedure, you will receive a docuSign email (sender dse@docuSign.net). Once you have it (check your SPAM folder if you don't) click on the yellow button: view Documents

Once you click on Reviewing Documents, you will be directed to the below screen:



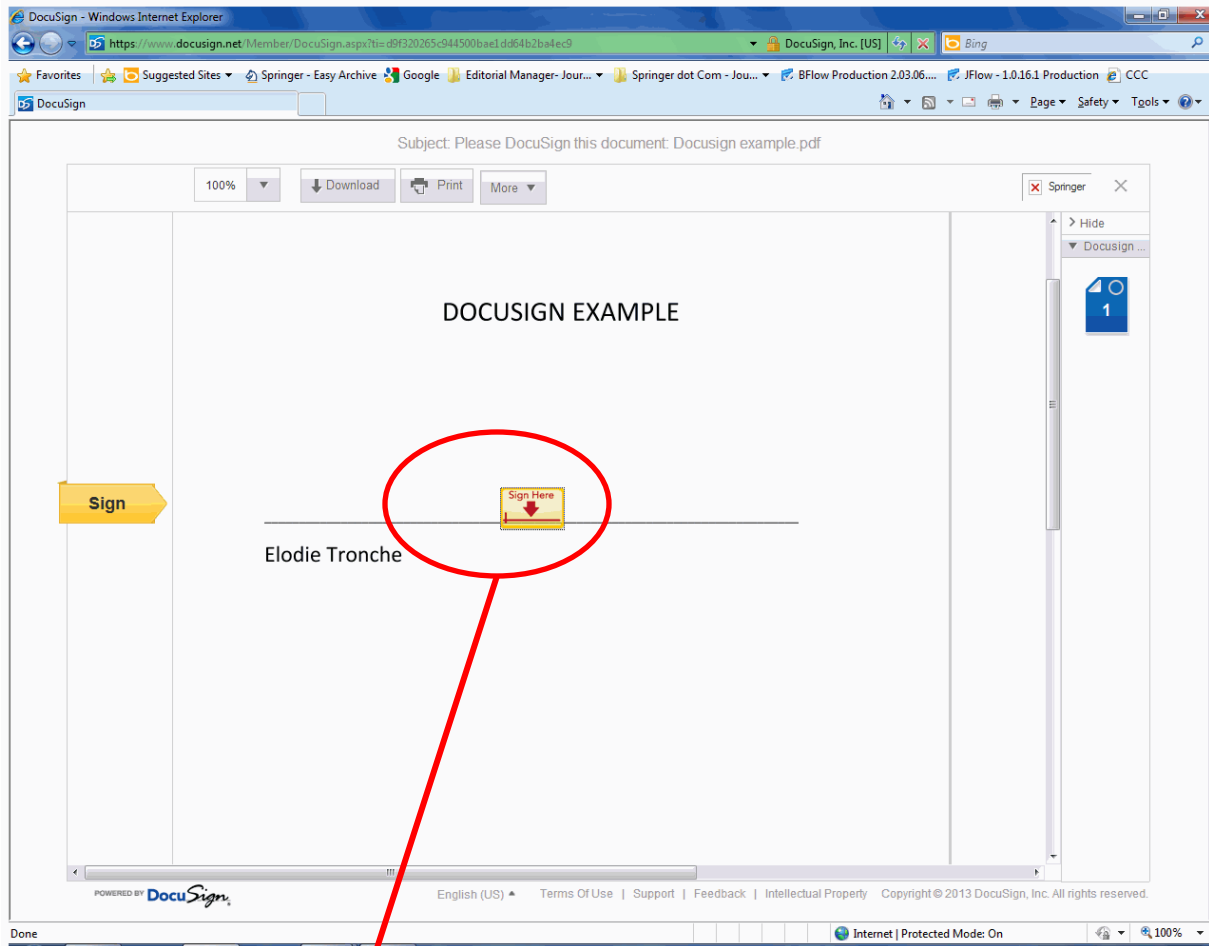
Click on Review Document

Once you click on Review Document, the below screen will appear:



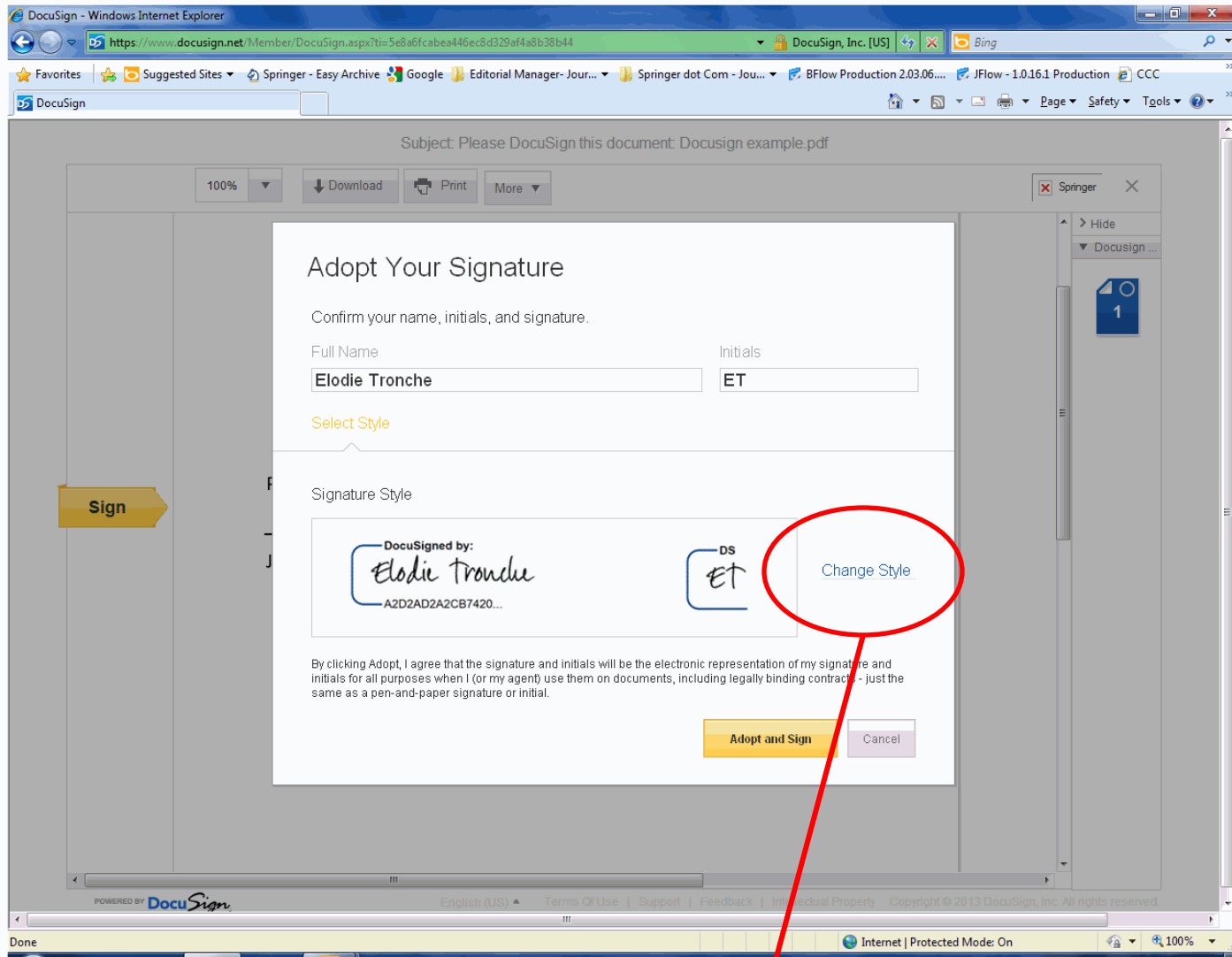
You can click on Start (or directly on Sign Here)

If you click on Start, since you only have to sign, the following screen will appear:



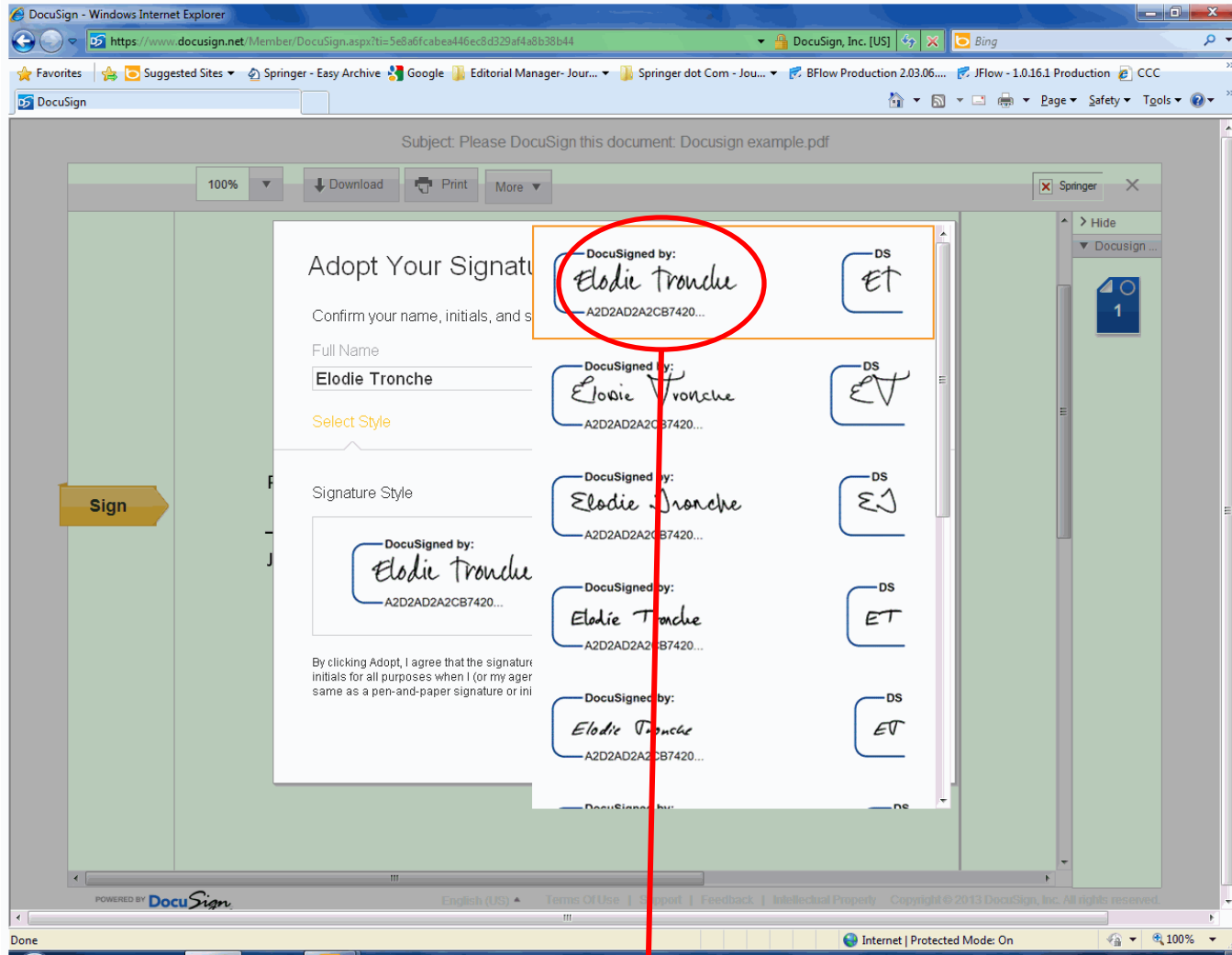
Click on Sign Here

Once you have clicked on “Sign Here” you will automatically receive a signature style:



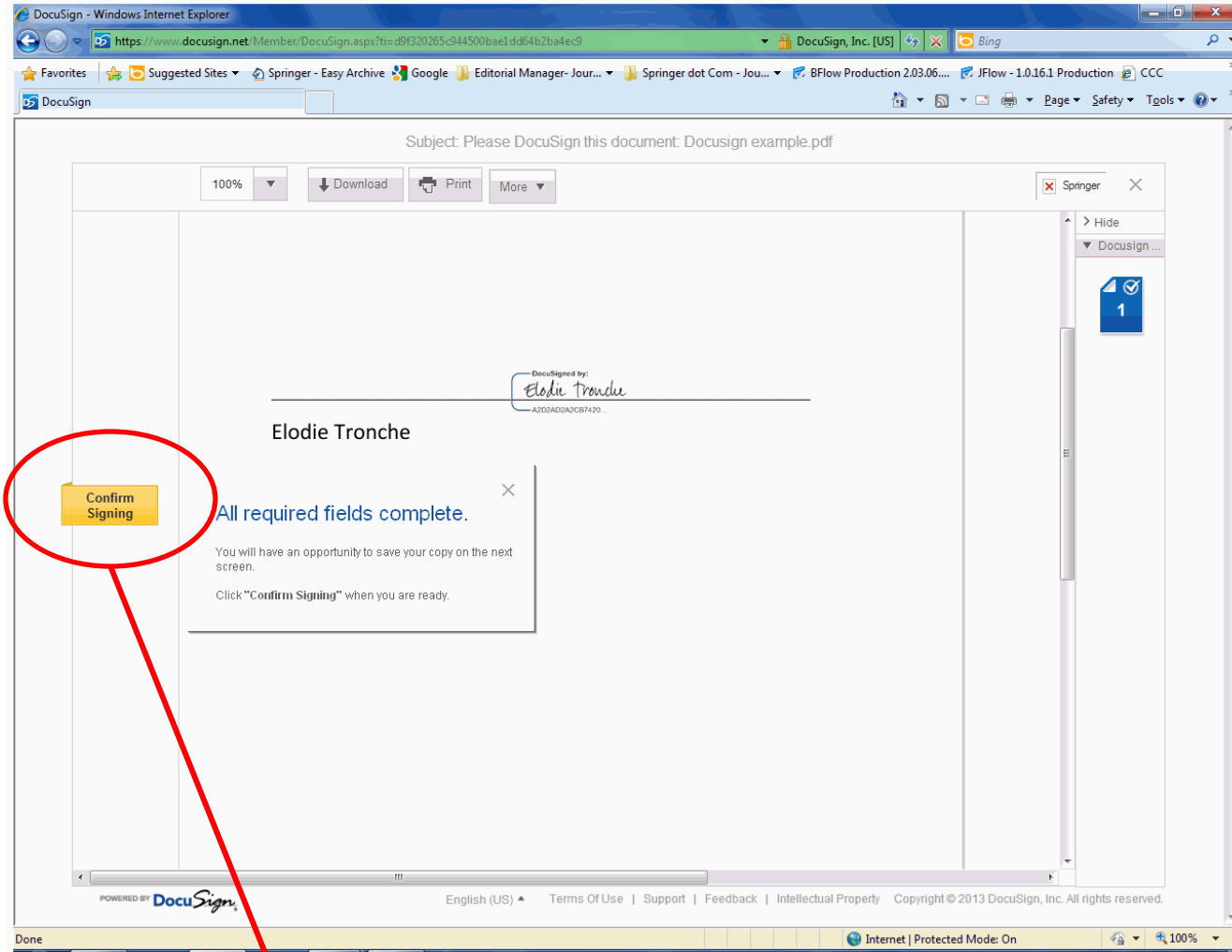
You can change the style by clicking on “Change Style”

After clicking on “change Style”, the system will offer many different styles to:



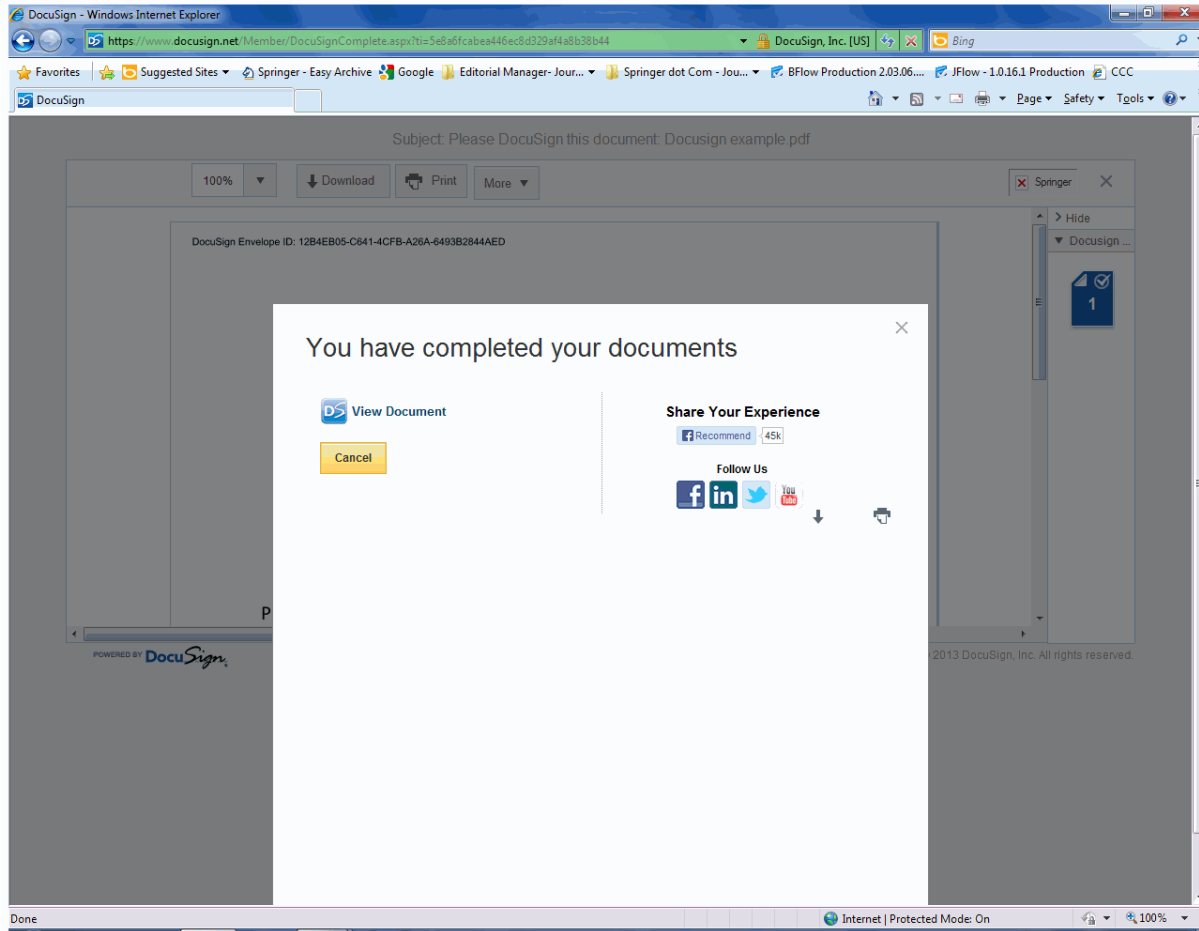
Click on the signature you prefer

Once you have clicked on you signature, Docusign will ask you to confirm:

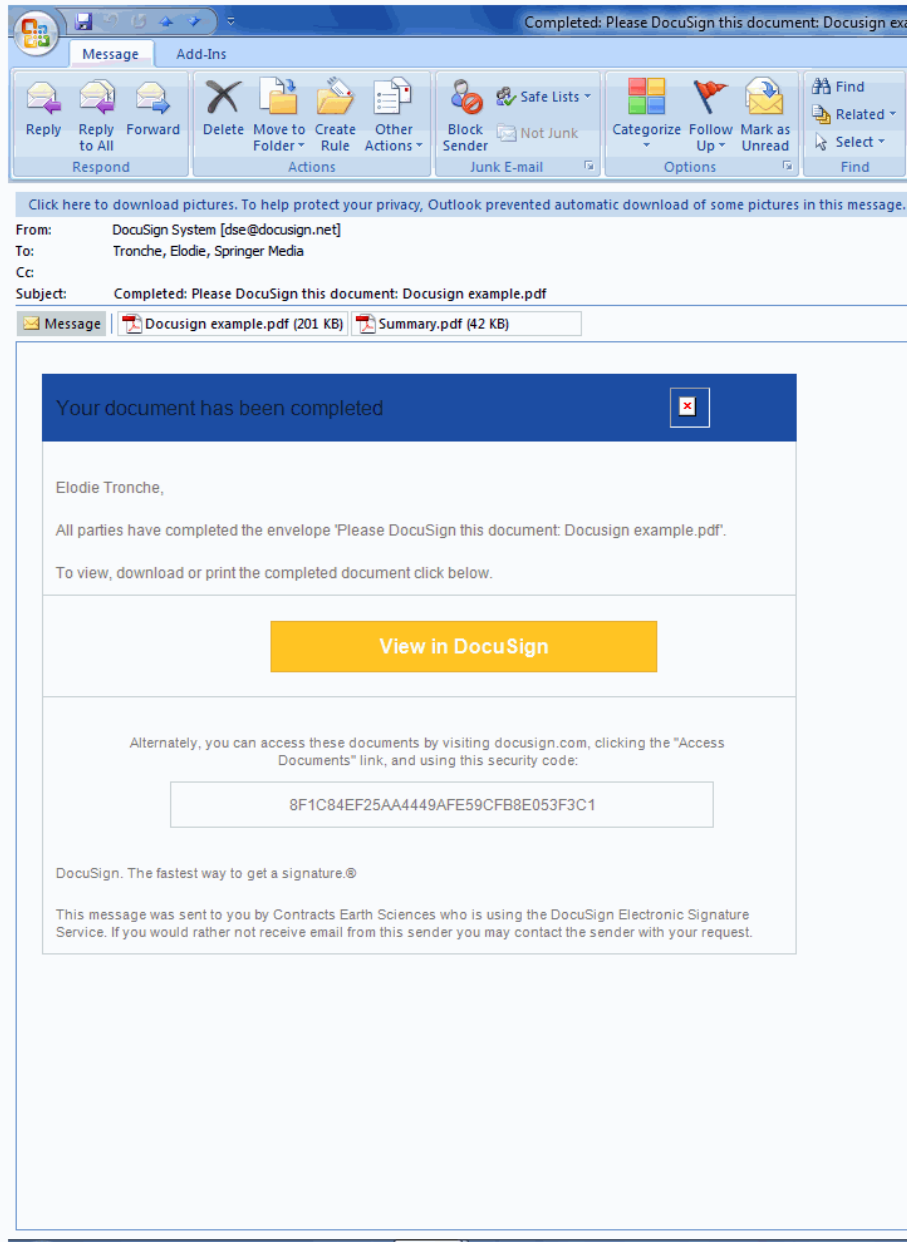


Click on "Confirm Signing"

Once you have confirmed your signing, the following screen will appear:



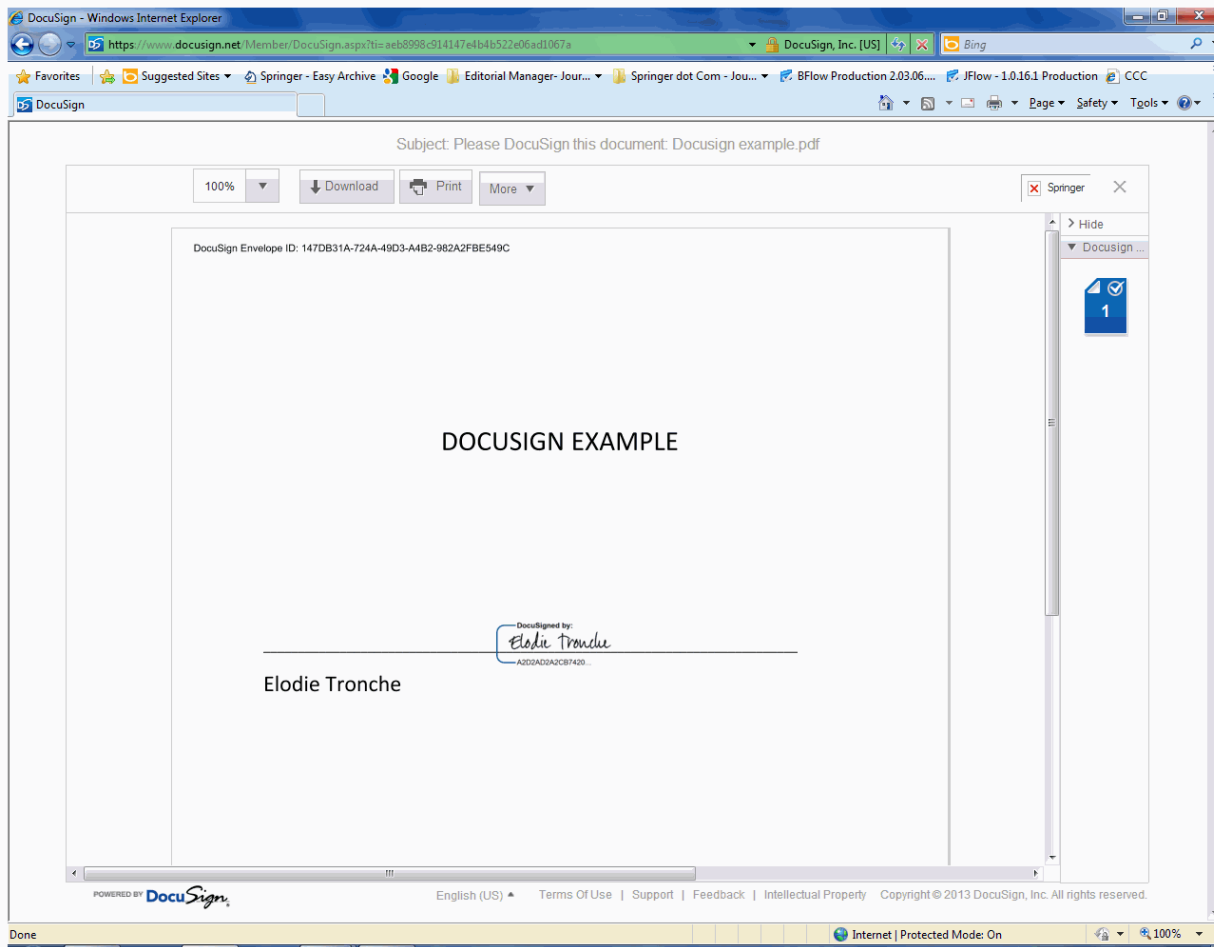
You have now completed the signing process, and you can close the screen.



You will receive an automated confirmation email when you have signed and another when all other signatories have signed.

You can save the signed document either by downloading the attached PDFs, or by clicking on “View in DocuSign”.

If you click on “View in DocuSign”, you will be redirected to the following screen:



From there you can download the PDF by clicking on “Download”

Please keep an electronic copy of your signed Agreement. Should you misplace it for any reason, just ask your Springer contact for a copy.

