DocuSign

Note: It is not recommended to add New Users through DocuSign. Add New Users as set out above to start the registration process. Document Recipients must complete the registration process before accessing documents.

1. Enter the **Effective Date** and click **Next Step**.

Caledonia Highlands Corp.			✕
File Name	Description	Effective Date	
Directors Register000000.docx	Directors Register	8/10/2021 📅	
		☐ When document is signed	
		Cancel	Next Step

2. At this point, the standard Email Subject and Body can be used or modified. Select the Recipient using the dropdown. Use the **Add Recipient** button if the documents are being signed by more than one person. The order of names can be changed by dragging the ≡ handle to reorder. Checking the **Sign in this order** tickbox will send the notification emails in that order.

   Note: All Contacts in Legal Kiosk are available in the dropdown. If the wrong contact is selected, they will have access to the document, but not the related file.

3. Select the Signing Requirements. **Receives a Copy** will send the email with a link to review the document, but there are no signature areas.

| Caledonia Highlands Inc.			✕
Email Subject	Legal Kiosk™ - Document(s) requiring your signature via DocuSign		
Email Body	You have been sent document(s) that require your signature. Matter: Caledonia Highlands Inc. •Annuals Directors Resolutions (2020)		

RECIPIENTS *(drag to re-order)*

|	Contact Name	Email	Signing Requirements	
≡	Marley Sample Ritchie ▼	j▮▮▮▮om	Needs to Sign ▼	✖
≡	J H Ritchie ▼	j▮▮▮▮om	Needs to Sign ▼	✖
≡	Tim Turner ▼	j▮▮▮▮com	Needs to Sign ▼	✖
≡	Jean H. Turner ▼	j▮▮▮▮a	Receives a Copy ▼	✖

☑ Sign in this order

Add Recipient   Cancel | Submit To DocuSign

4. Using the Name dropdown, select the contact name and drag to the signature location
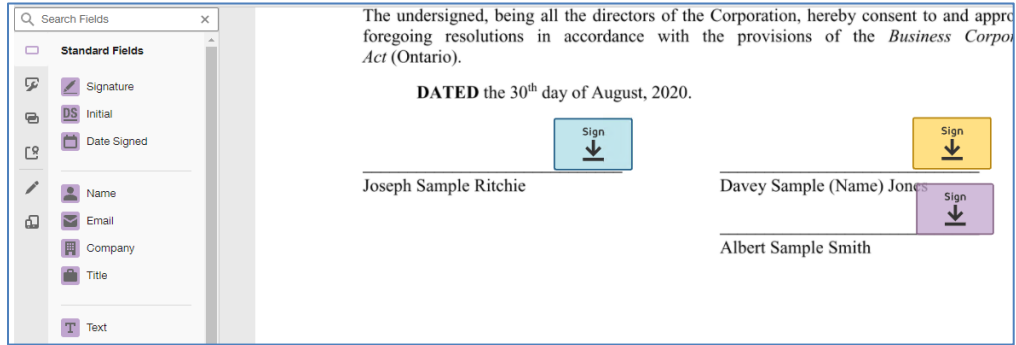
5. Once all the signatures are set, reminders, etc. can be set using the **Actions** button and then click **Send**.

6. The document will appear in the Minute Book Table of Contents as in yellow.
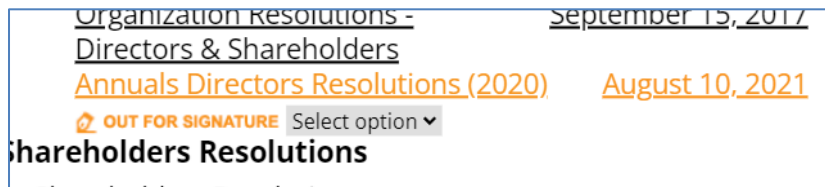
7. The **Select option** button will allow you to void or resend the DocuSign envelope, and clicking history will show the activity on the envelope.