**Step by Step – Electronically Sign with RightSignature**

1. Locate the email in your inbox **from RightSignature** (see below)

Graphical user interface, text

Description automatically generated

1. Open the email and click on the blue box labeled “Review & Sign Document” (see below)

Graphical user interface, text, application

Description automatically generated

1. When the link is clicked, a new window will open with the form(s) that needs to be signed.
   1. Scroll down to find the signature box

Table

Description automatically generated with medium confidence

* 1. Click inside the box

Graphical user interface, text, application, email

Description automatically generated

* 1. Sign your name then click “apply”.Graphical user interface, text, application

     Description automatically generated

1. Next click “Submit Signature”, a new box will open and click “submit” (see below)

Graphical user interface, text, application, Word

Description automatically generated

Graphical user interface, text, application

Description automatically generated

After you click “**submit**” an email notification will be sent to us and we will handle the rest!