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

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



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



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



* 1. Click inside the box



* 1. Sign your name then click “apply”.
1. Next click “Submit Signature”, a new box will open and click “submit” (see below)





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