

Signing Documents Electronically: Email Channel

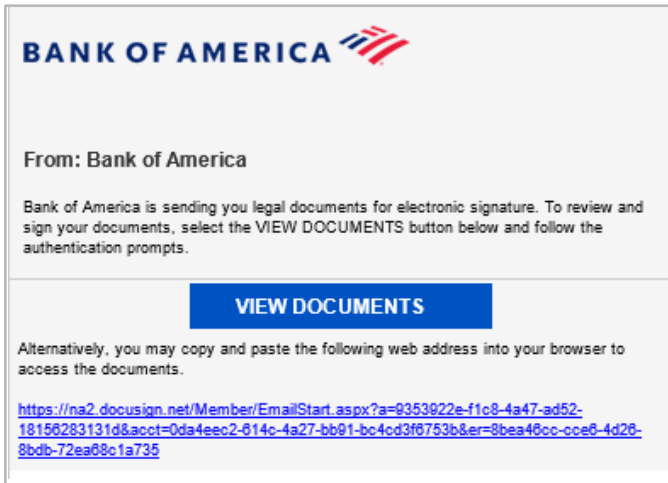


The Electronic Signature process offers faster delivery of Bank documents with a convenient alternative to traditional paper with ink signature execution.

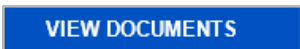
To complete the process, you must have your phone available.

To sign documents electronically, complete the following steps:

1. You will receive an email from Bank of America via DocuSign.

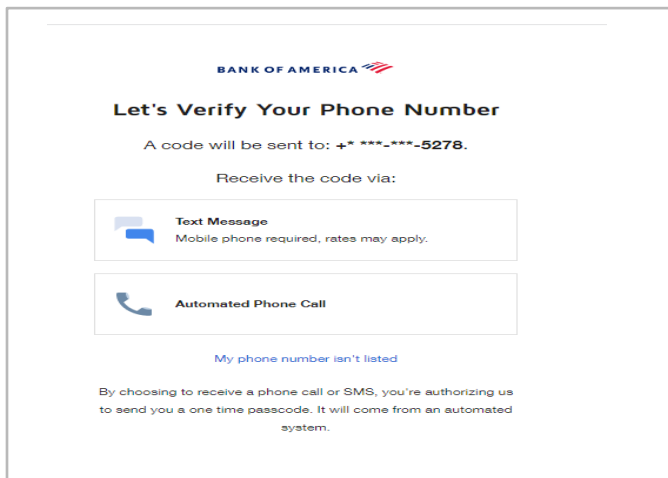


2. Select **View Documents** in the email, or copy and paste the provided hyperlink in your web browser. The **Let's Verify Your Phone Number** page opens in the browser.



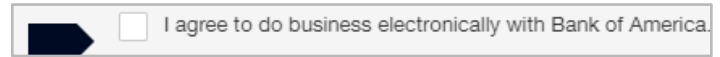
3. Verify the phone number listed and select **Text Message** or **Automated Phone Call**. Within 10 seconds, you will receive a text or phone call that provides a code to complete on the Enter Security Code screen.

If the phone number is incorrect, call your Bank of America representative.



4. Enter the code provided and select **Confirm Code**.

5. After successful authentication, confirm you agree to do business electronically with Bank of America by selecting the check box.



If you are unable to authenticate, call your Bank of America representative.

6. Click **Continue**.

Review, Sign, and Submit Your Documents

7. The electronic document(s) is now live. Scroll through the document(s) to locate and click the first yellow **Sign** prompt.

	Sign	DATE: May 20, 2023
1 st Authorized Officer's Signature: (Must match Banking Resolution or Formation Documents)		
1 st Authorized Officer's Name:	John Doe	
(Optional) 2 nd Authorized Officer's Signature: (Must match Banking Resolution or Formation Documents) (Second signature only if required by client)		
(Optional) 2 nd Authorized Officer's Name:	Jane Doe	

The **Adopt Your Signature** screen will display.

8. Click **Select Style** and choose your signature style.

9. Click **Adopt and Sign**. This establishes your signature and electronically signs the document where you clicked the yellow prompt.



10. Scroll through all document(s) and click the remaining **Sign** prompts.



11. Click **Finish** to complete the electronic document signing process.

