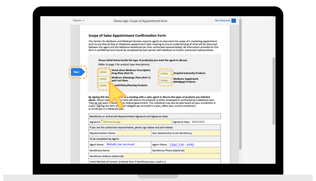
How to sign the Scope of Appointment online

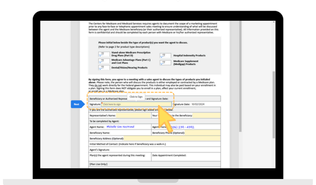
1.- Scroll down to the bottom of the page and click "Continue".

2.- *The blue tab on the left will prompt you on what you need to do.* First, you will need to add your initials next to the type of products you want me to discuss with you.

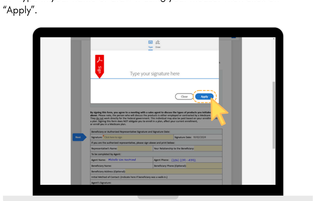


3.- Click on the box you want to fill and they'll let you type or draw your initials in. Then click on "Apply".

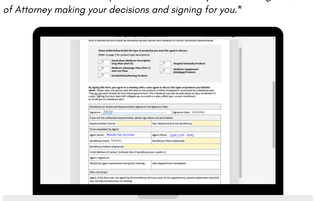
4.- Next, click on the signature box to sign.



5.- Type in your name or draw it using your mouse. Then click on "Apply".



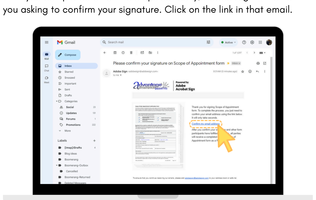
6.- The rest of the boxes are optional, you can fill them out if you wish to do so. **Fill out the "representative" boxes if you have a Legal Power of Attorney making your decisions and signing for you.**



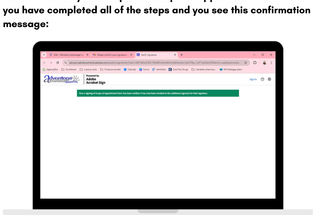
7.- Once you have finished filling out your form, scroll to the bottom of the page and click the "Click to Sign" button.

8.- You will need to enter your email address. Then click the "Click to Sign" button.

9.- If you completed all of the steps correctly, Adobe Sign will email you asking to confirm your signature. Click on the link in that email.



We will receive your completed Scope of Appointment form once you have completed all of the steps and you see this confirmation message:



Thank you!