

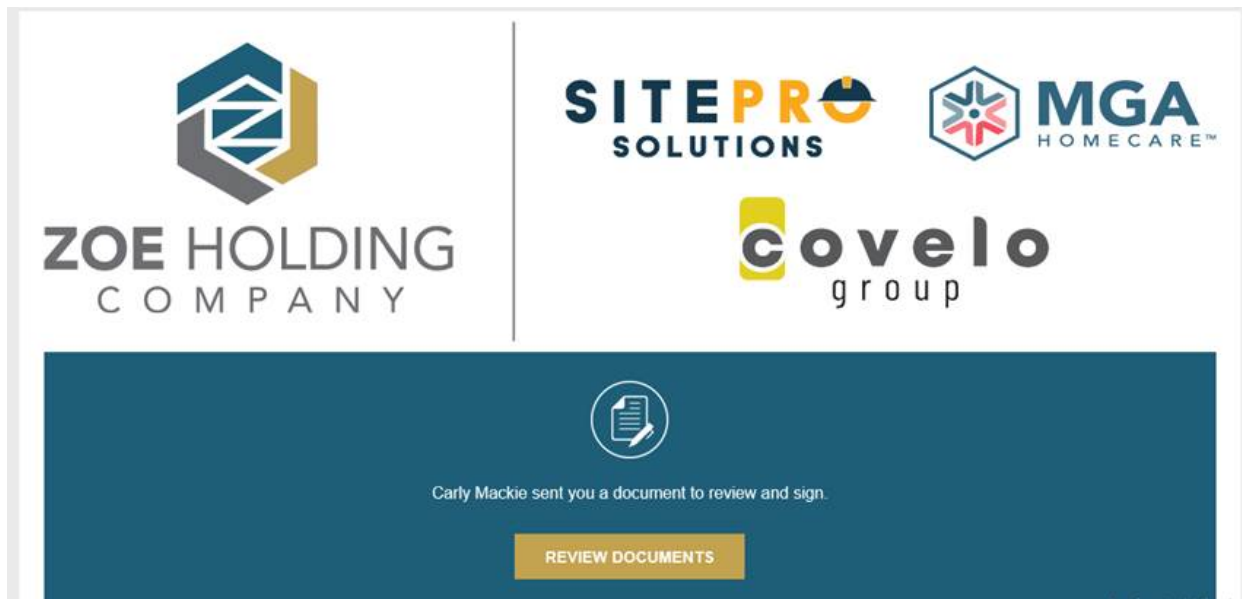


DOCUSIGN INSTRUCTIONS

1. Open the email from a Covelo representative with the subject line “Covelo OnBoarding Documents for” (example picture below)

Tracy Visser-Boesch. Covelo OnBoarding Documents for Keithtest Coffmantest - Tracy Visser-Boesch sent you a document to review and sign.

2. After opening the email, select “Review Documents” to be taken to the DocuSign forms you need to complete.



3. You will automatically be taken to DocuSign. Please hit “Continue” to review items.
4. Complete and sign all items that are highlighted/outlined in red.
 - a. You will not be able to select “Finish” if a portion was missed.
5. When all required items have been completed, please hit “Finish” at the bottom of the page.
6. You will then receive a message stating you are done.