

Electronic Signature through DocuSign

Client Version

SEI New ways.
New answers.®

Your Financial Advisor's office needs to complete a transaction that requires your signature. SEI has partnered with DocuSign to allow you to electronically sign documents. You have just received an email from DocuSign and you are not sure what to expect. Here is what you need to know to complete the Electronic Signature process through DocuSign:

Prior to accessing the document for electronic signature, you will need to complete an authentication process. This authentication process is provided by DocuSign and follows either a Knowledge Based or Pin authentication process.

Knowledge Based Authentication: Distributions and Transfer actions and forms to move money outside of your account or outside of SEI have stringent signature requirements. As such, the SEI process utilizes DocuSign's "knowledge-based" authentication method. You will be asked to answer a series of questions like affiliated address, relatives, old residences, etc.

Pin Authentication: Actions and Forms that are used to request changes within your account, such as trades or strategy (model) changes, use an access code as the authentication method. Those codes are delivered to you via phone call or SMS, based on the advisor's choice.

Document Expiration Time: You will need to complete the electronic signature process prior to an expiration time. If you fail to electronically sign the document, it will be cancelled, and your Financial Advisor's office will need to resubmit the transaction.

Emailed to you

- Based on the scheduled date (up to 10 days), it's best to provide the electronic signature on the same date it was sent to you

In-Person

- You will need to provide your signature as soon as session is opened for you

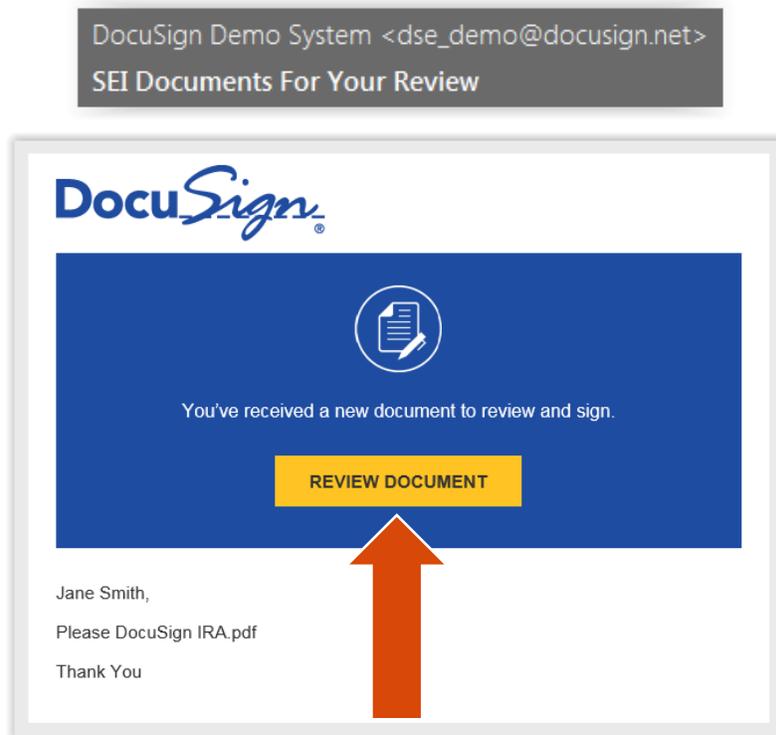
Declining the Document: Once you successfully authenticate and view the document, you may choose not to sign the document. If you decline the document, a message will be sent back to your Financial Advisor's office, which will cancel the request. Your Financial Advisor's office will need resubmit the transaction.

Multiple Signers: The process is the same as described below, except that you will follow the order your Financial Advisor's office ordered the signers. Once the first signer completes their electronic signing process, an email will then be sent to the next signer.

Electronic Signature through DocuSign

Your DocuSign Process

You will receive an email from DocuSign stating that an SEI Document is ready for your review. The email will include your name, the document name, and a **REVIEW DOCUMENT** button. Select the **REVIEW DOCUMENT** button to start the electronic signature process.



Knowledge Based Authentication: You will need to fill in Personal Information in order to generate the list of questions to verify your identity. It is recommended, but not required to also provide the **Last 4 digits of the SSN** and the **Date of Birth**. By entering this additional information, the questions generated will be more specific to you. Once the information is filled-in, select the **NEXT** button.

The image shows a screenshot of a web form titled 'Security Requests from Sender'. The form is for 'ID Check - Personal Information'. A message states: 'Enter your home address. This information, along with your name will be used to generate a list of questions to verify your identity.' The form is divided into 'Required Information (Home Address)' and 'Optional Information'. The 'Required Information' section includes fields for Name (Jane Smith), Street 1 (1 Demo Dr), Street 2, City (Oaks), State (PA), and Zip (19456). The 'Optional Information' section includes fields for Last 4 digits of SSN (1234) and Date of Birth (01 / 01 / 1900). A large orange arrow points from the left towards a yellow 'NEXT' button at the bottom of the form, with a grey 'CANCEL' button next to it.

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There will be six questions generated as a means of an identity check requested by DocuSign. None of this information is provided to your Financial Advisor's office. Once you answer the three questions, select the **SUBMIT ANSWERS** button.

Please note: Your client will be presented with six questions. To pass authentication, they must answer at least four questions correctly. If four or more are answered incorrectly, they will fail authentication. If only three questions are answered correctly, the user will be presented with three additional questions. They must answer at least two correctly to proceed. In the case of a failed authentication, the document will not be accessible and a message will be sent to activity within the Advisor Desktop, stating there was a failure.

Security Requests from Sender

ID Check - Identification Questions

These questions are being generated as a means of an identity check requested by the document sender. None of this information is provided to the document sender or to anyone except you.

Which of the following street addresses in Russellville have you ever lived at or been associated with?

1815 East 13th Street 2116 South Verona Avenue
 200 Willow Lane 212 East Gum Street
 21 Sunfish Court None of the above or I am not familiar with this property

Which of the following people have you known?

Al Eastman Walter Schindler
 Charles Bole William Schaner
 Lamar Odeh I do not know ANY of the people listed

Which of the following corporations have you ever been associated with?

Bivg Properties Riposteach Incorporated
 Forest Park Zoological Society White House Stores Inc The
 Managotten Technology Solutions None of the above

In which of the following countries have you ever lived or owned property?

Faulkner, Arkansas Rutland, Vermont
 Henry, Illinois Windsor, Vermont
 Randolph, Illinois I have never lived in any of these countries

Which of the following corporations have you ever been associated with?

1024 West Oakdale Condominium Association Montage Square
 East County Industrial Foundation Southern Star Wood Display Cases
 Manor Incorporated None of the above

Which of the following people have you known?

Bernard Singer Jeffrey Wilchert
 Gerald Heiser Leonard King
 Mattie Linder I do not know ANY of the people listed

Please answer all of the questions provided.

SUBMIT ANSWERS

Signing your Documents

You did not answer the ID Verification questions correctly, so you cannot access these documents.

For more information or help in gaining access to this document please contact the sender:

swpdocsignmp15
SSI Investments
swpdocsignmp15@seic.com

We've also sent a message to the sender to notify them of this status.

EXIT

Pin Authentication: You will need to either receive a phone call or text message to the phone number provided. Your Financial Advisor's office has selected one of these options based on your preferences.

Phone Authentication: The phone number that was initially provided will be displayed and, by selecting the **CALL** button, you will receive an automated phone call.

Phone Authentication

The sender has selected phone authentication.

1. Choose a phone number where you can receive a phone call, and select the "Call" button below.
2. You will receive a phone call, and will be prompted to provide a code and speak your name.

Authenticating Signer Name: **Jane Smith**

Please select a phone that you currently can answer to authenticate:

+1 5555551212

CANCEL **CALL**

If you are not near a phone to authenticate you, select "Cancel", and return when you are near one of the above phones.

You will enter or speak the Authentication Code provided on the DocuSign website into your phone and then provide your name. Once you successfully provide the authentication code and name, the screen will automatically open up the document.

Security Requests from Sender

Phone Authentication

Call Placed. Your phone should ring within 10 seconds.

When your phone rings, you must enter the following Authentication Code into your phone.

Authentication Code: 787466

Once you enter the code in response to the telephone prompt, and provide a voice sample, you will be authenticated.

CANCEL **PHONE AUTHENTICATION COMPLETE**

If your phone does not ring within a minute, select "Back" and ensure you have entered the correct phone information.

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Text Authentication: The phone number that was initially provided will be displayed and, by selecting the **SEND SMS** button, you will receive a text message.

SMS Authentication
In order to access this document, you need to confirm your identity using your mobile phone.

1. Choose a phone number below and select the "Send SMS" button to receive a text message.
2. Enter the access code on the following page.

Authenticating Signer Name: **Jane Smith**

Please select a phone that can receive text messages so you can authenticate:

+1 5555551212

 **SEND SMS** **CANCEL**

If you do not have access to your mobile phone at this time, select "Cancel" and retry when you have access.

You will enter the authentication code into the SMS Authentication field and then select the **CONFIRM CODE** button.

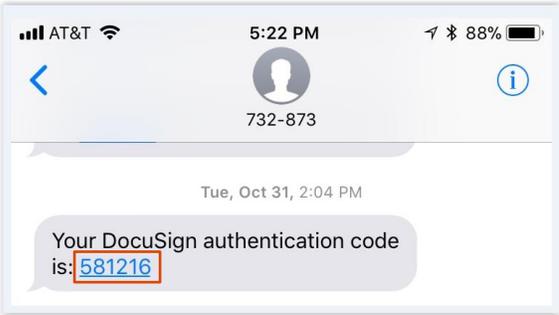
Security Requests from Sender

SMS Authentication
An SMS message has been sent to your mobile phone. You should receive it momentarily.

Enter the code you received in the SMS message in the field below and press Confirm Code.

 **CONFIRM CODE** **CANCEL**

If you do not receive an SMS message, select "Cancel", verify the mobile phone number and try sending the SMS message again.



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Once the authentication process is complete, you will have access to the document. First, you will agree to use electronic records and signatures and then select **CONTINUE**.

Please Review & Act on These Documents

Please read the [Electronic Record and Signature Disclosure](#).

I agree to use electronic records and signatures.

CONTINUE OTHER ACTIONS ▾

By selecting **START**, you will be guided to the signature line.

START

DocuSign Envelope ID: 51F52491-90D4-4AF5-9925-41B4BFCA3ABC

SEI Private Trust Company

IRA Beneficiary Designation Form

SEI Account Number: ELM00000261

DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-0200
www.docuSign.com

Selecting **Sign** will open up the Adopt Your Signature page.

SIGN

By signing the Form below I agree that the beneficiary designation(s) on the second and third pages override any previous designation(s) made by me. Indemnify and hold harmless SPTC from any and all damages, including legal counsel, in the event that these designations are contested and legal counsel is sought by SPTC.

Name of Spouse _____ Spouse's State of Residence _____

Signature of Spouse _____ Date _____

Jane Smith **Sign** _____
Name of IRA Owner

Sign Here _____
Signature of IRA Owner _____ Date _____

Select the **ADOPT AND SIGN** button to confirm the electronic signature.

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name* Jane Smith **Initials*** JS

Select Style Draw

PREVIEW Change Style

DocuSigned by:
Jane Smith
0894681C81CD4EE...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

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The electronic signature will populate on the signature line and you will select **FINISH** to complete the process.

Name of Spouse _____ Spouse's State of Residence _____
Signature of Spouse _____ Date _____
Jane Smith DocuSigned by:
Name of Recipient: Jane Smith
Sign Here: Jane Smith
Signature of Recipient: _____ Date _____
08/16-SWP End of Form ●
LaserApp153633794484692886.pdf 4 of 4
FINISH

You can sign up for a free DocuSign account, which will provide access to all of the documents that you have signed.

Save a Copy of Your Document
Sign up for a FREE DocuSign account today and sign all your documents electronically.
Email: jbshontz@seic.com
Password: _____
Confirm Password: _____
Electronically sign any document.
Get signatures from others.
Sign on the go with DocuSign Mobile!
By selecting SIGN UP, you agree to the Terms & Conditions and Privacy Policy
SIGN UP NO THANKS

This will complete the electronic signature process and the document will be sent back to SEI for processing.

You're done!
Thanks for using DocuSign.
After all recipients finish signing, you will receive an email with a link to the document.