

# JAX FEDERAL CREDIT UNION

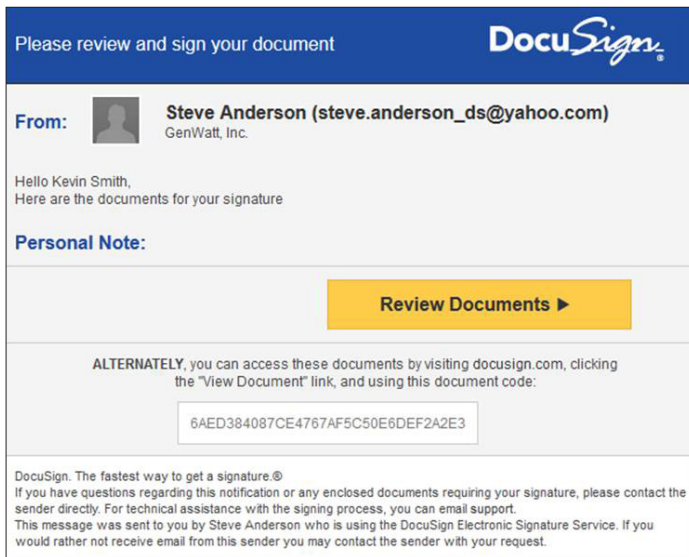
## eDOCS QUICK START GUIDE

Sign your loan documents from almost anywhere!

When someone sends you a DocuSign document for your electronic signature, you first receive an email from DocuSign sent on behalf of the sender.

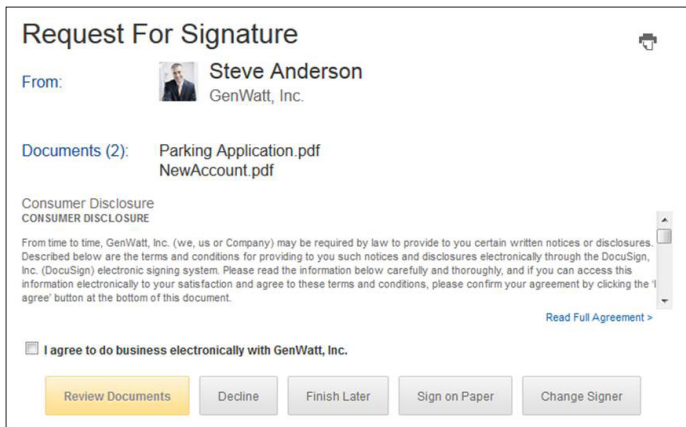
### Step 1 Review the DocuSign email

Open the email and review the message from the sender. Click **Review Documents** to begin the signing process.



### Step 2 Agree to sign electronically

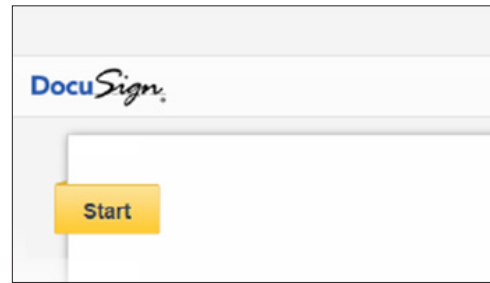
Review the consumer disclosure, and select the checkbox **I agree to do business electronically with [sender name]**. Click **Review Documents** to continue. The first page of the document opens.



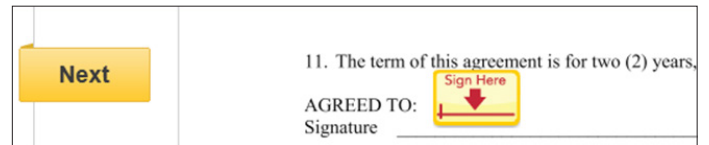
**Important!** To view and sign the documents, you must agree to conduct business electronically.

### Step 3 Start the signing process

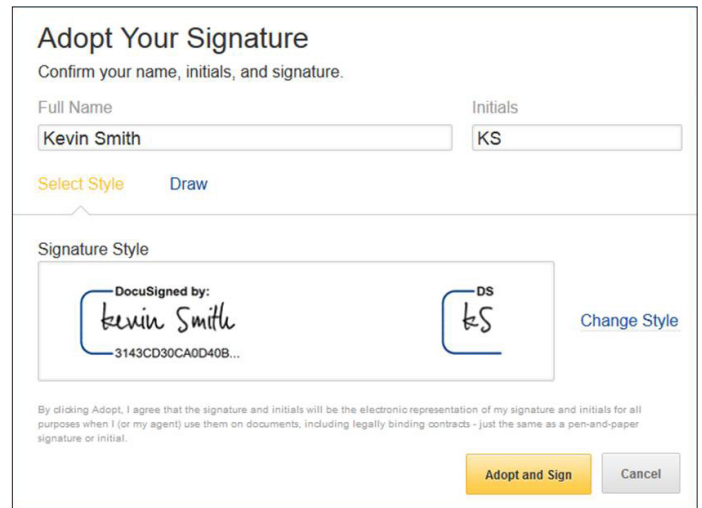
Click the **Start** tag on the left to begin the signing process.



You are taken to the first tag requiring your action.



Click the **Sign Here** tag. You are asked to Adopt Your Signature.



### Step 4 Verify your name

Verify that your name and initials are correct. If not, change them as needed.

*See our FAQs for more details!*  
<https://www.jaxfcu.org/edocs.html>

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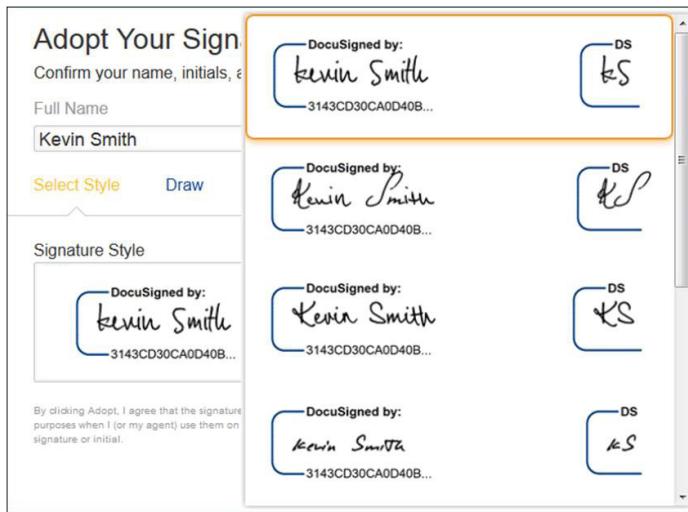
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### Step 5 Adopt a signature

Do one of the following:

- Accept the default signature and initial style, and go to the next step.
- Click **Change Style**, and select a different signature option.
- Click **Draw**. Draw your signature/initials using a mouse, or your finger or a stylus on a touchscreen.



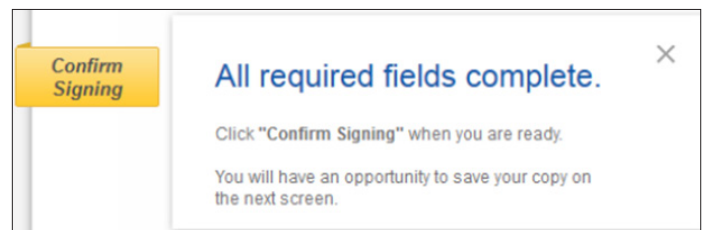
### Step 6 Save your signature

Click **Adopt and Sign** to adopt and save your signature information and return to the document.

### Step 7 Confirm signing

When you finish clicking all signature tags in the document, the Confirm Signing tag appears.

Click **Confirm Signing**.



A message appears stating that you have completed your document. You can now download a PDF copy or print a copy of the document. The sender receives an email with the signed document attached, and the signed document appears in their DocuSign account.

[See our FAQs for more details!](https://www.jaxfcu.org/edocs.html)  
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