

SECURELY SIGN ONLINE:

FACE-TO-FACE with ALL SIGNERS PRESENT

Please follow the steps below if you are filling out the Subscription Agreement with *all* signers present and ready to sign upon completion.

Complete Subscription Agreement: Opt to “**Sign Securely Online**” and indicate “**Yes**” when asked if any signers are present to e-sign the document. After the document has been submitted you will be brought to the signing ceremony.

Signing Ceremony: All physically present signers may e-sign here.

1. Ensure that the drop down bar titled “*Now Signing As*” shows the name of the subscriber who is currently signing. Read and accept the ***E-Sign Disclosures and Consent*** document. If you choose instead to opt out you will need to print and sign the paper document. Once accepted you will be taken to the online agreement.
2. The “*Now Signing*” tab should still reflect the name of the current signer. You may e-sign the document by scrolling and clicking on the **Click to Sign** boxes as indicated by the yellow stickers.
3. Once all sections have been signed, please click **OK** to confirm your signatures to this document. Once processed you will be brought back to the top of the document.
4. To initiate the next signing ceremony click the “*Now Signing*” tab and select the name of the additional signer. Select **Proceed** when prompted to confirm that the document will now be reviewed and signed by the next signer.
5. The “*Now Signing*” tab will now display the name of the new signer. This signer may now e-sign the document by scrolling and clicking on the **Click to Sign/Initial** boxes as indicated by the yellow stickers.
6. Once complete click **OK** to confirm your signatures and complete the signing ceremony. Once processed you will be brought back to the top of the document where you may exit the browser window.
7. You will receive an email confirming that your completed signature document has been received. This email will contain a link to securely download your package in PDF form.

SOME SIGNERS PRESENT

Please follow the steps below if only some signers are present and ready to sign upon completion. *A present signer may include the Portfolio Manager filling out the document and signing off on the account.

Complete Subscription Agreement: Opt to “**Sign Securely Online**” and indicate “**Yes**” when asked if any signers are present to e-sign the document. After the document has been submitted you will be brought to the signing ceremony.

Signing Ceremony: All physically present signers may e-sign here.

1. Ensure that the “*Now Signing As*” dropdown bar shows the name of the signer *currently present* to sign. Read and **accept** the *E-Sign Disclosures and Consent* document. Once accepted you will be taken to the online agreement.
2. The present signer may now e-sign the document by scrolling and clicking on the **Click to Sign/Initial** boxes as indicated by the yellow stickers.
3. Once complete click **OK** to confirm your signatures and complete the signing ceremony for the first signer. Once processed you will automatically be brought back to the top of the document where you may **close** the browser window.
4. The second signer will have received an email request to e-sign a “Vertex One Signature Document.” Click on the link provided to begin signing the document.
5. Enter the **SMS passcode** received to your mobile device.
6. Review and sign the Subscription Agreement by scrolling and clicking on the **Click to Sign/Initial boxes** as indicated by the yellow stickers.
7. Click **OK** to confirm your signatures and complete the signing ceremony. You may close the browser window. You will receive an email with a link to download a PDF copy for your records.

DEADLINE: The document needs to be fully signed and completed within 7 days of the submission date.

REMOTE SIGNING

Please follow the steps below if the signers would like to e-sign the document at a later time.

Complete Subscription Agreement: Opt to “**Sign Securely Online**” and indicate “**No**” when asked if any signers are present to e-sign the document upon completion. After the document has been submitted you will return to the welcome page. You may close the browser window from here.

1. The signer(s) will have received an email request to e-sign a “Vertex One Signature Document.” Click on the link provided to begin signing the document.
2. Enter the **SMS passcode** received to your mobile device.
3. Review and click to **accept** the *E-Sign Disclosures and Consent Document*.
4. Review and sign the Subscription Agreement by scrolling and clicking on the **Click to Sign/Initial boxes** as indicated by the yellow stickers
5. Click **OK** to confirm your signatures and complete the signing ceremony. You may close the browser window. You will receive an email with a link to download a PDF copy for your records.

DEADLINE: The document needs to be fully signed and completed within 7 days of the submission date.

Paper “Wet” Sign

Please follow the steps listed below if any of the signers would like to print and wet sign the documents.

Complete Subscription Agreement: Opt to paper sign – **Print and Mail** the agreement.

1. Once the document has been submitted you will be directed to a PDF version of the document package.
2. Please **download** and **print** the document to collect signatures.
3. Once paper document signatures have been collected, please scan and email the completed form to admin@vertexone.com.

DEADLINE: The signed document must be received no later than three business days following the trade date.