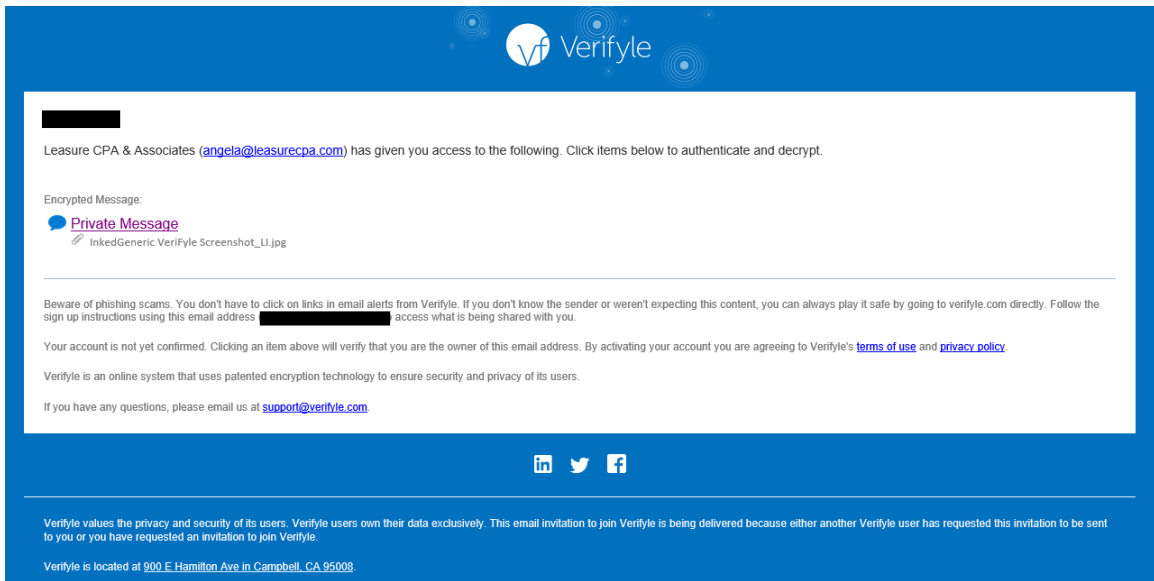
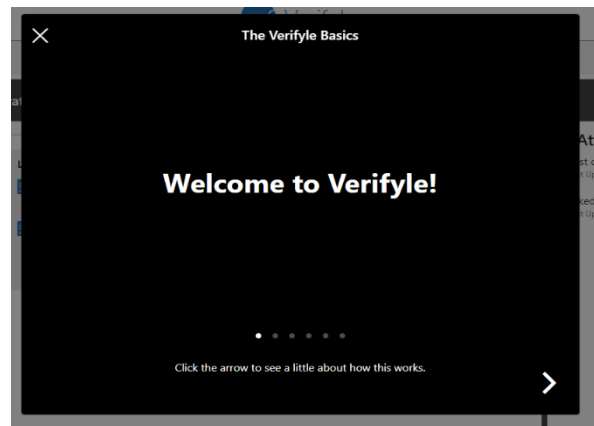
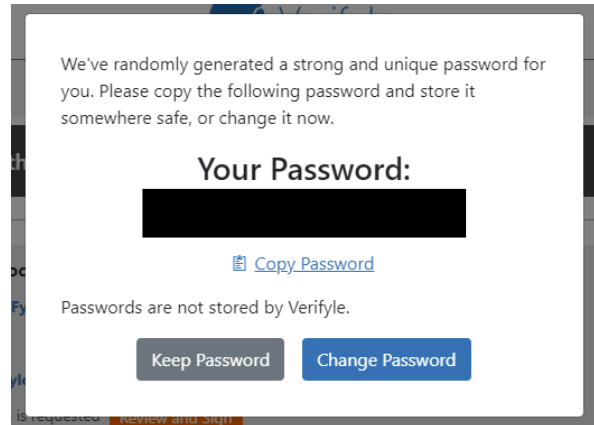


Verifyle How-to: User Set-up

- You will be sent a confirmation email. Click the “Private Message” link to confirm your email.

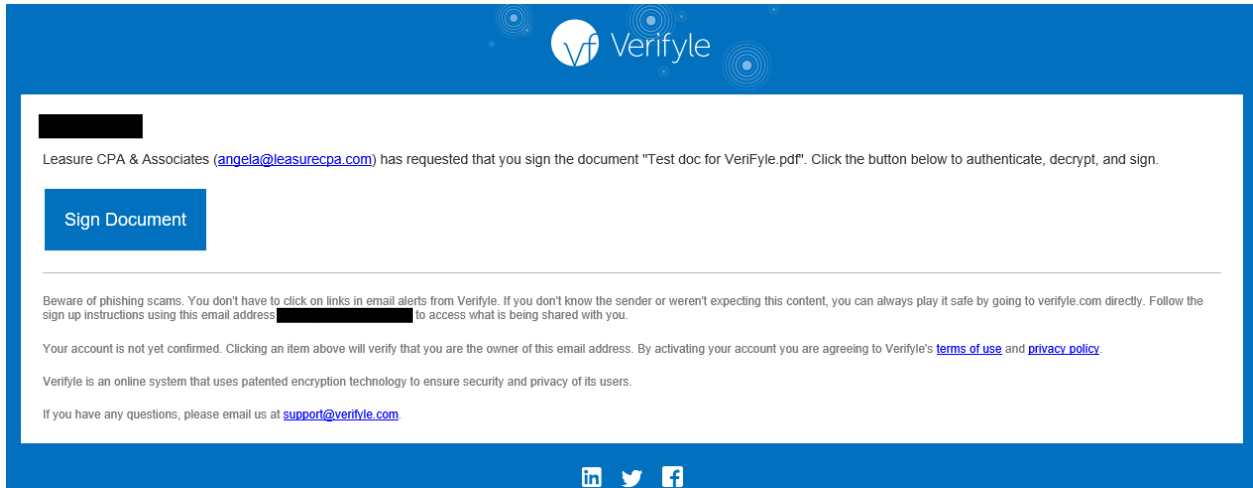


- Confirm you are not a robot, and then it will prompt you to keep/change your password. We recommend changing it to something that is secure and you can easily remember.
- Enter the password information and confirm.
- Once the password information is completed, you will see the following screen. Click through the screens to learn how to send messages, share attachments, request signatures, and use other application functions. There is a YouTube video link at the end if you need additional help.
- Account setup is now complete.

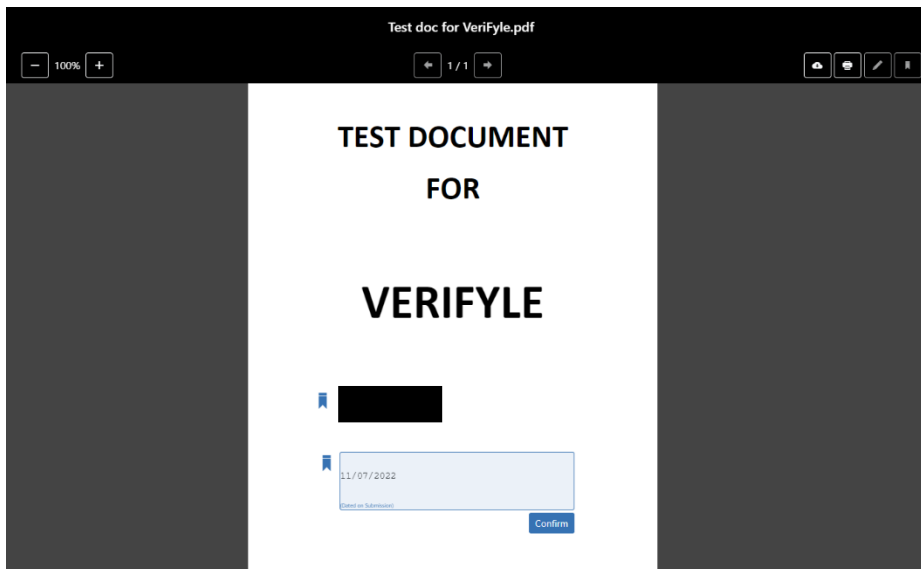


Verifyle How-to: Document Signature

- You will receive an email requesting a signature. Click “Sign Document”. You will be prompted to accept the terms, consenting to provide your signature electronically. Click “Yes” to agree to terms.



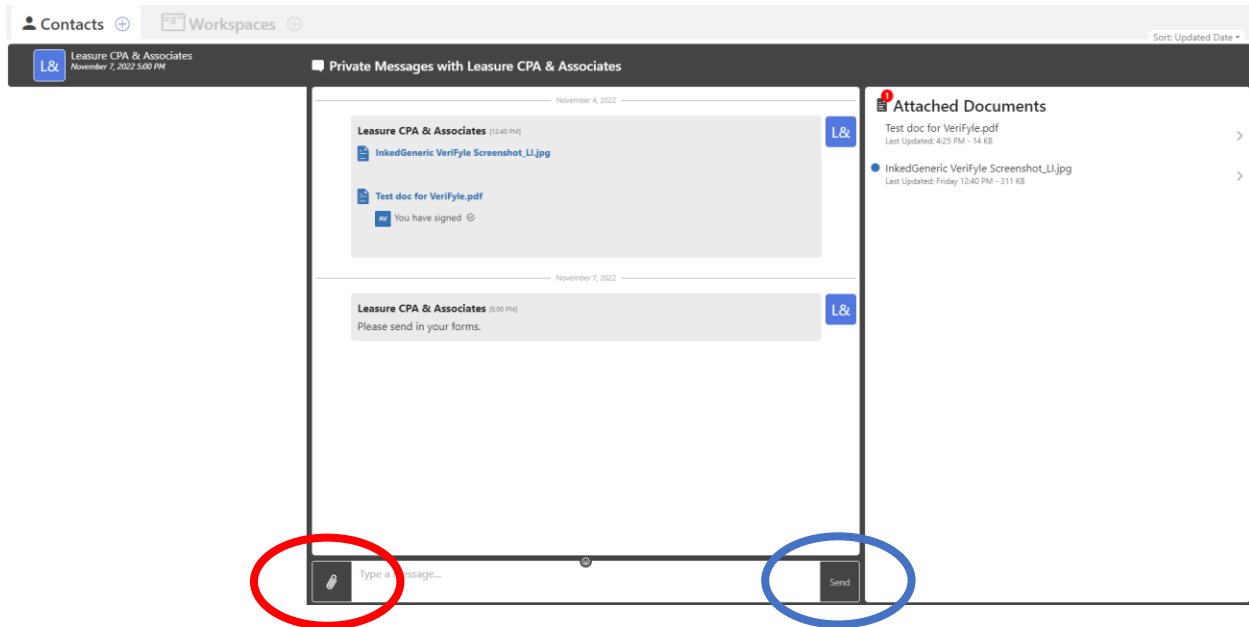
- You will then be sent an authentication code through text, to confirm it's you attempting to login to the account. Enter the confirmation code and save your handwriting font.
- Click the blue “Confirm” boxes to confirm your signature and signature date.



- Congratulations! You've successfully signed your document

VeriFyle How-to: Send Files

- Once signed into your account:
 - o Click the attachment paperclip icon on the bottom left (circled in RED)
 - o Locate the file to attach and attach it
 - o Click “Request Signing” if it requires a signature from us
 - o Click “Send” on the bottom right (circled in BLUE)



- Congratulations! You’ve successfully sent us your document