

## TENANT INSTRUCTIONS FOR SIGNING A DOCUSIGN LEASE

When parties to a lease receive a DocuSign email with a Ritan Property Group lease to be signed electronically, here are the steps they need to follow.

1. Click the yellow box at the bottom of the email, “Review Documents.” A new screen will open in a browser window.
2. Check the box beside “I agree to do business electronically with Ritan Property Group” and then click on “Review Document.” A window will open with the lease in it. Please review the lease and call your leasing agent if you have any questions about it. You may follow the instructions to print out a paper copy of the lease if you like.
3. When you are ready to sign electronically, click “Start” in the upper left. The “Adopt your signature” box will open.
4. To adopt a signature, just click “Adopt your signature.” If you like, you may follow the instructions to select a signature that looks more like yours or draw a signature using your mouse, but this is not necessary.
5. You will then be guided through the lease and prompted to sign electronically at each place in the document where your signature is needed. To sign, place your mouse cursor over the “Sign Here” or “Initial Here” tab and click on it. When you are done, an “All fields complete” box will open. Click the “Confirm Signing” box.
6. You are done signing and may just close the next box that opens if you like. When all signers have signed the lease, you will receive a copy by email with all signatures on it which you may print out or save. The final box gives you options to:
  - a. Download or save a copy with your signature only.
  - b. Create a DocuSign logon for yourself to save a copy of the lease online at DocuSign.

If you wish to do either of these, follow the instructions, but this is not required. You may simply close the final window if you like. You will be invited to start a trial with DocuSign, but this is not necessary.