

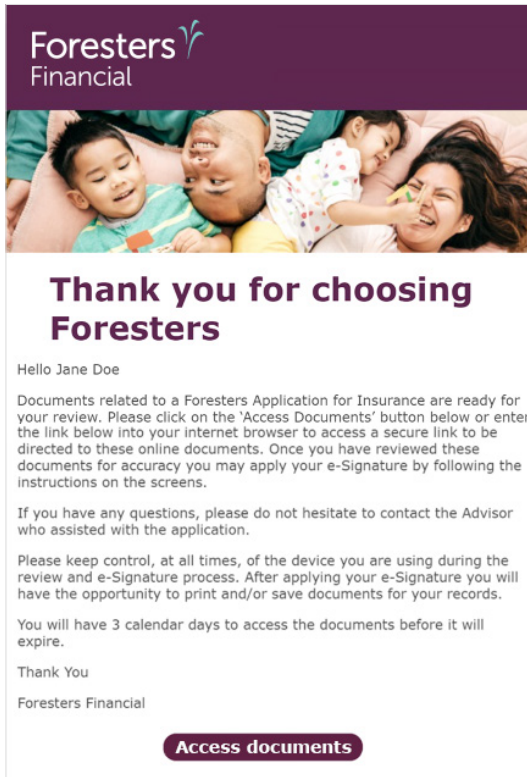
e-Signature User Guide

This guide is intended to answer your questions about the Foresters Financial™ electronic signature (also referred to as an e-Signature) process.

e-Signature Process

Once the application is ready for signature, you will receive an email with the subject line "Foresters Review Documents" from noreply@application-assist.com.

Click on the *Access Documents* button in the email to review your documents and apply your e-Signature.



- To access your documents, enter your year of birth, and city and province where signing.
- Click the *Confirm* button.

Foresters documents are available for review. To ensure your information remains secure and confidential, please enter the information below:

Your Year of Birth (YYYY):

Signed at City

Signed at Province / Territory

e-Signature and e-Delivery Consent

- Review the e-Signature and e-Delivery Consent.
- Click the *I Agree* button if you agree with the Consent.

e-Signature and e-Delivery Consent

Thank you for using the electronic application process offered by the Insurer that involves electronic signatures, electronic records and electronic delivery of documents. In this Consent: Insurer means The Independent Order of Foresters and/or Foresters Life Insurance Company as applicable based on the product(s) applied for; "You" means each Owner applying for insurance, each person proposed as an Insured, parent/legal guardian and/or the Payor authorizing recurring bank debits.

Electronic Signatures – By clicking on the 'I Agree' button below you agree to using electronic signatures to sign, and initial as applicable, the Application for Insurance and each related document that has a signature line for you as either the Insured, Owner and/or Payor.

Electronic Document Delivery – By clicking on the 'I Agree' button below you agree that documents related to the application for insurance and/or the product(s) applied for will be available to you electronically. After all signers have e-signed, applicable documents will be emailed to you that you may print and/or save a PDF copy to your device. The Advisor who assisted with this application cannot create or provide you with an email address to use.

Review Documents

- Click the *Review Documents* button to display your documents.

To start the signature process, you **MUST** click the 'Review Documents' button to display your documents. When you are satisfied with the review of your documents, close the pdf to continue the e-Signing process.

✔ Created

- Scroll up and down the page and between pages to review your documents.

Application for Life Insurance & Critical Illness Insurance

1.1 Insured 1 – Personal details

First name John	Middle name	Last name Does	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Date of birth (mm/dd/yyyy) Apr/04/1980	Country of birth Canada	Province/State of birth Ontario	
Social insurance number ¹ 9 8 7 6 5 4 3 2 1			
Street address 33 Any Street			
City Toronto	Province Ontario	Postal code M3C 2T4	Foresters Member? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, applying for membership
Primary telephone 555-555-5555	Alternate telephone	Email address ² Test@gmail.com	
Status: <input checked="" type="checkbox"/> CDN citizen <input type="checkbox"/> Permanent resident <input type="checkbox"/> Work permit, (provide copy of your visa or work permit)			
If permanent resident or work permit, how long have you lived in Canada? <input type="checkbox"/> Years <input type="checkbox"/> Months			

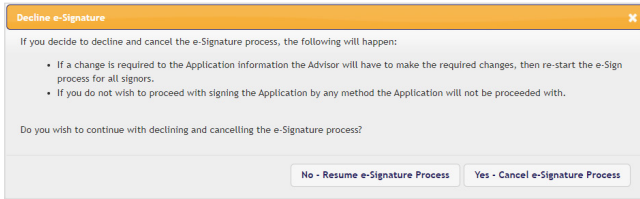
- When you are satisfied with the review of your documents, **close the pdf** to continue the e-Signing process.

- Click *I Agree* to proceed or *I Decline* if you do not wish to proceed or changes are required to information in the documents.

By clicking the 'I Agree' button, I confirm that I have reviewed each of the documents.



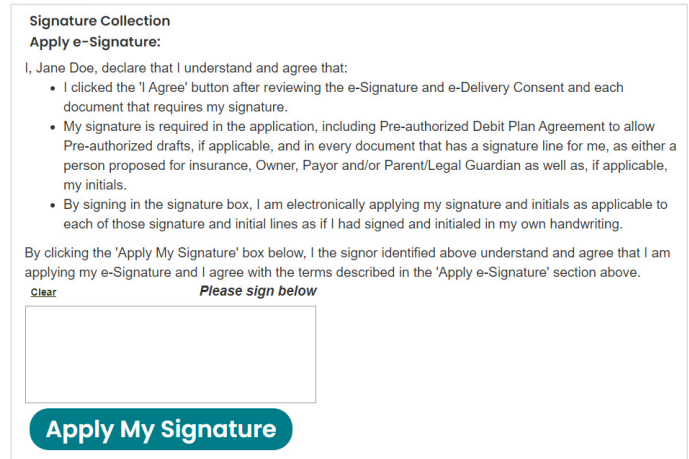
- If you selected *I Decline*, you will be asked to confirm the decline or whether you want to continue with the e-Signature process:
 - Click on *Yes – Cancel e-Signature Process* to decline. This will send an email to notify the advisor that you have declined to e-Sign and they will contact the owner to make any required updates.
 - Click on *No – Resume e-Signature Process* to resume the e-Signature process.



Apply e-Signature

- Review the "Apply e-Signature" declaration.
- Once you are satisfied with your review of the documents and agree with the "Apply e-Signature" declaration, draw your signature in the box above the *Apply My Signature* button.
 - If using a touch-sensitive screen you can draw your signature with your finger or stylus.
 - If not using a touch-sensitive screen, you can draw your signature with a mouse.

- Click the *Apply My Signature* button to apply your electronic signature to each document that has a signature line for you.



Completion

- Once your signature has been successfully applied, it will be rendered on the application that will be submitted to Foresters. You will receive the message below from Foresters.

