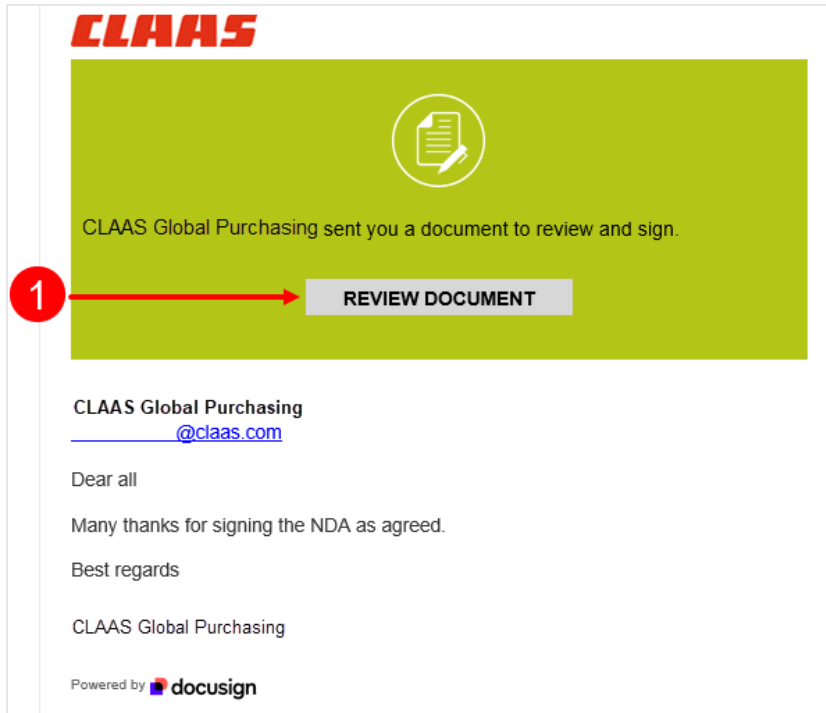


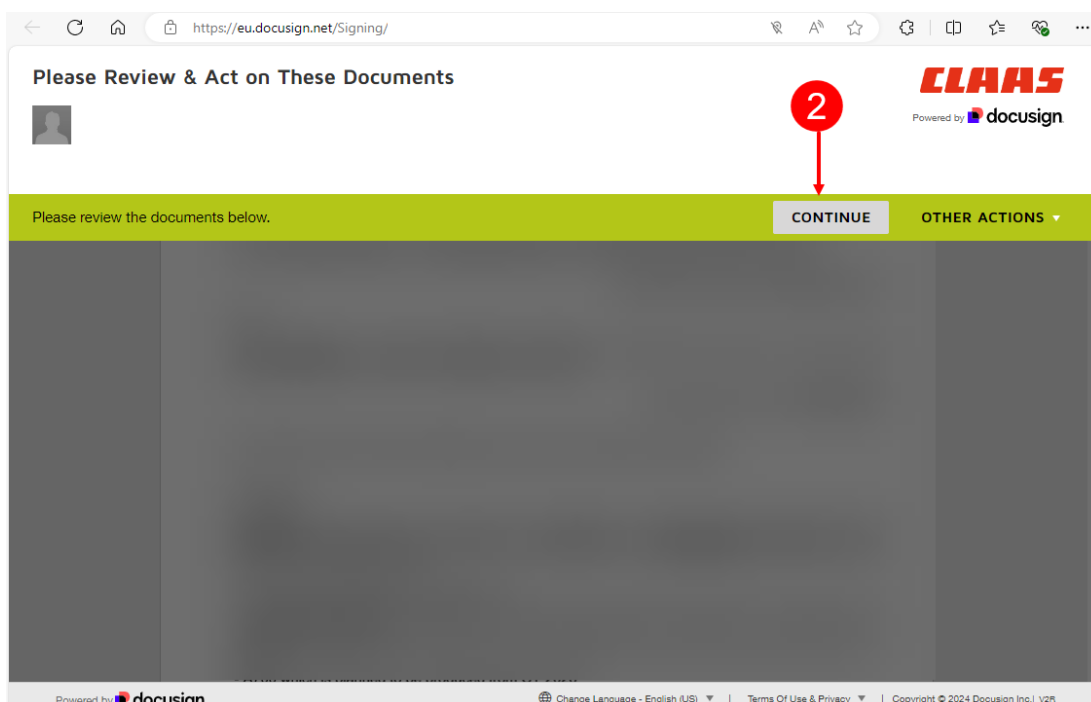
# DocuSign – How to sign in a few steps

- 1 You receive an E-Mail from CLAAS-Sign-Service.**  
Click on “Review Document”

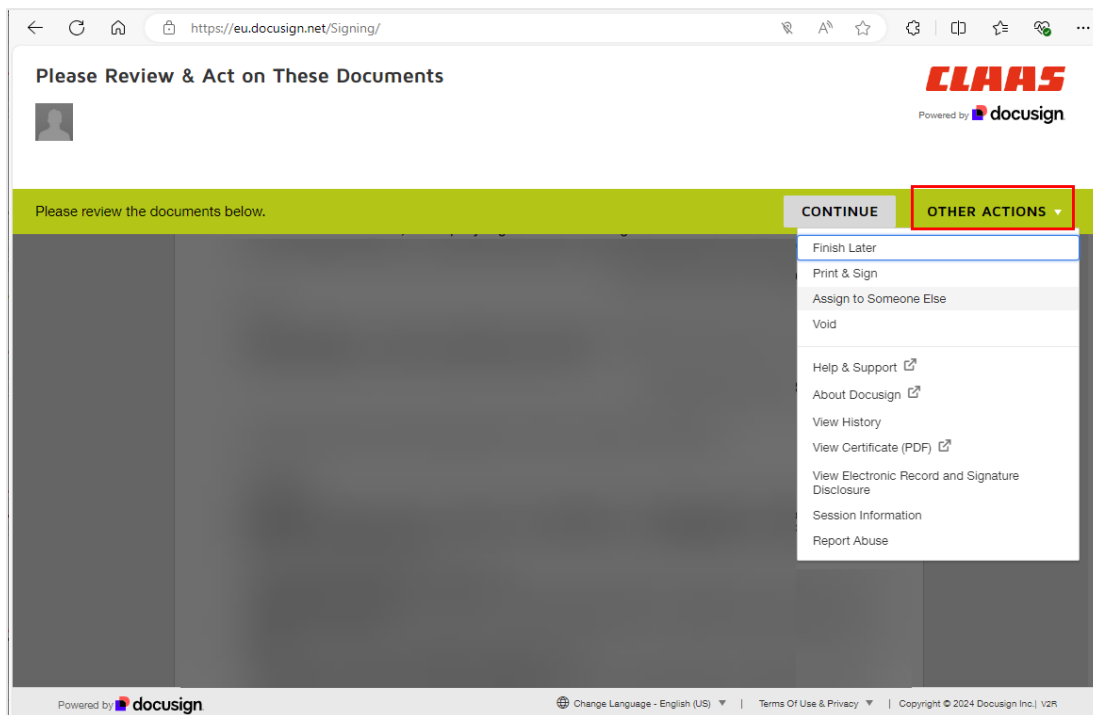


- 2 You are invited to review and act on the document(s):**

A modal appears, requesting you to review and act on the documents. Select „Continue“ to proceed.

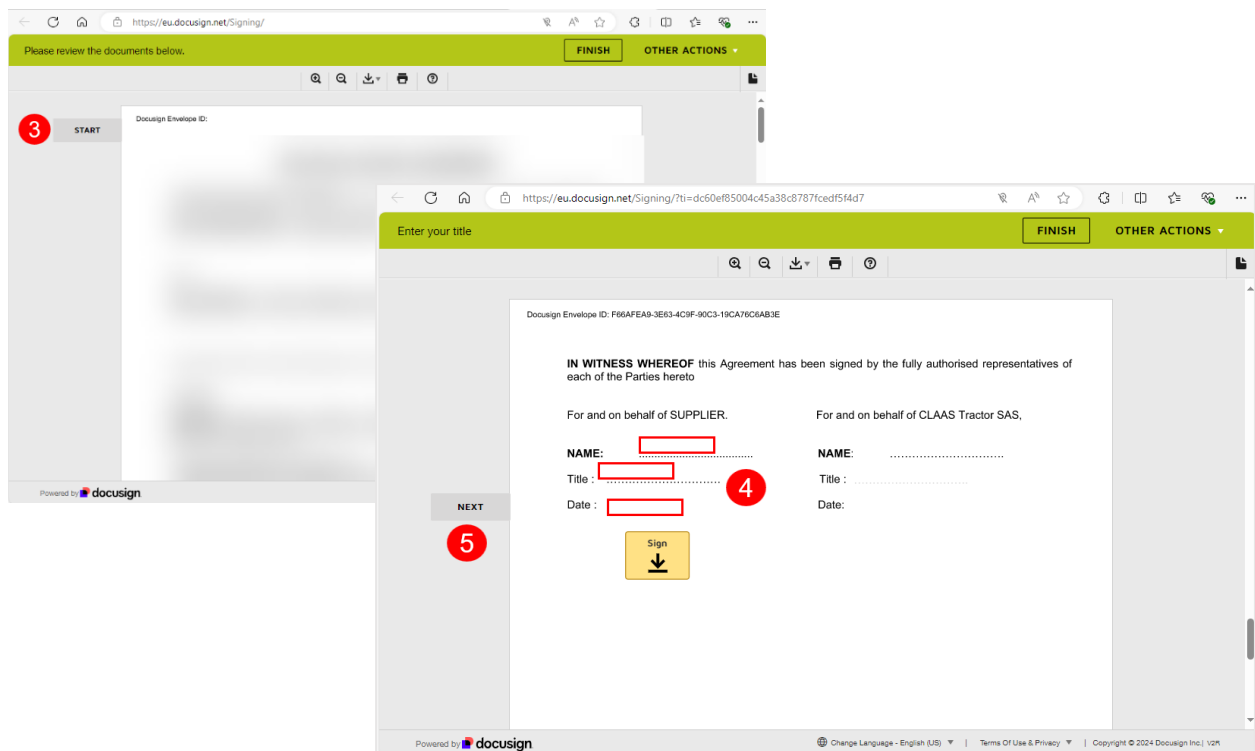


## 2.1 Other actions (optional before starting the signing process):



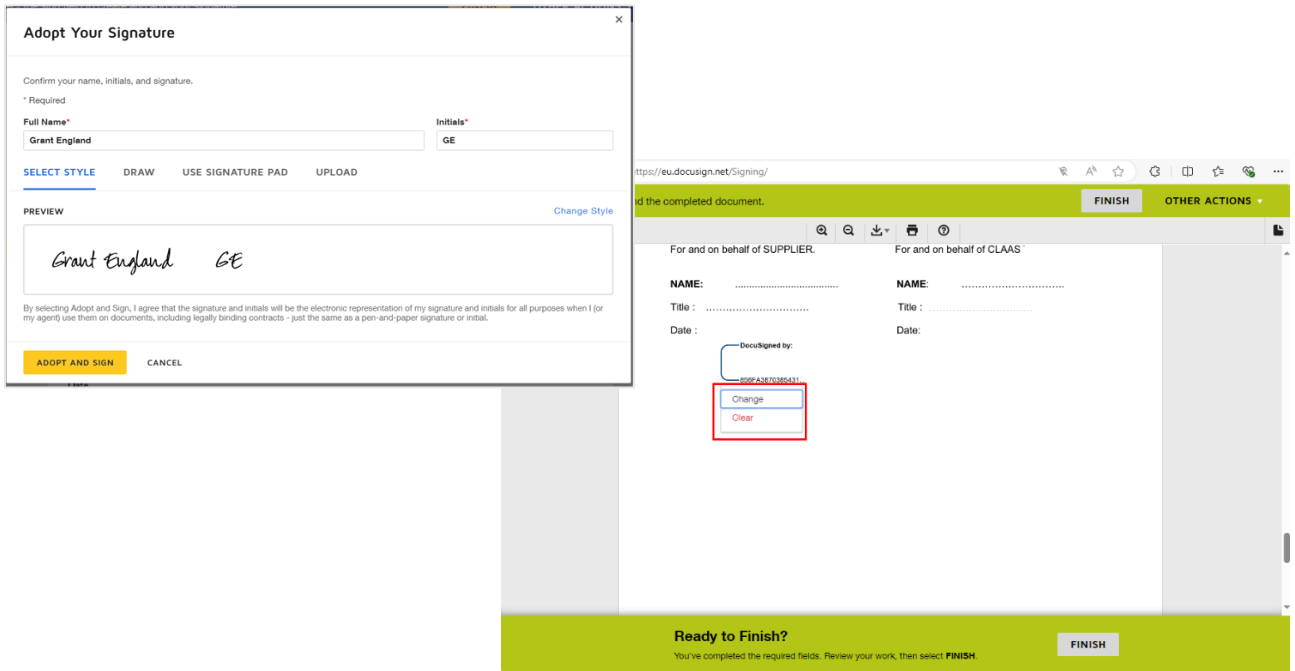
## 3 Your document with signing fields appears:

Click on "Start". You will be guided automatically to all standard signing fields you are invited to complete and sign.



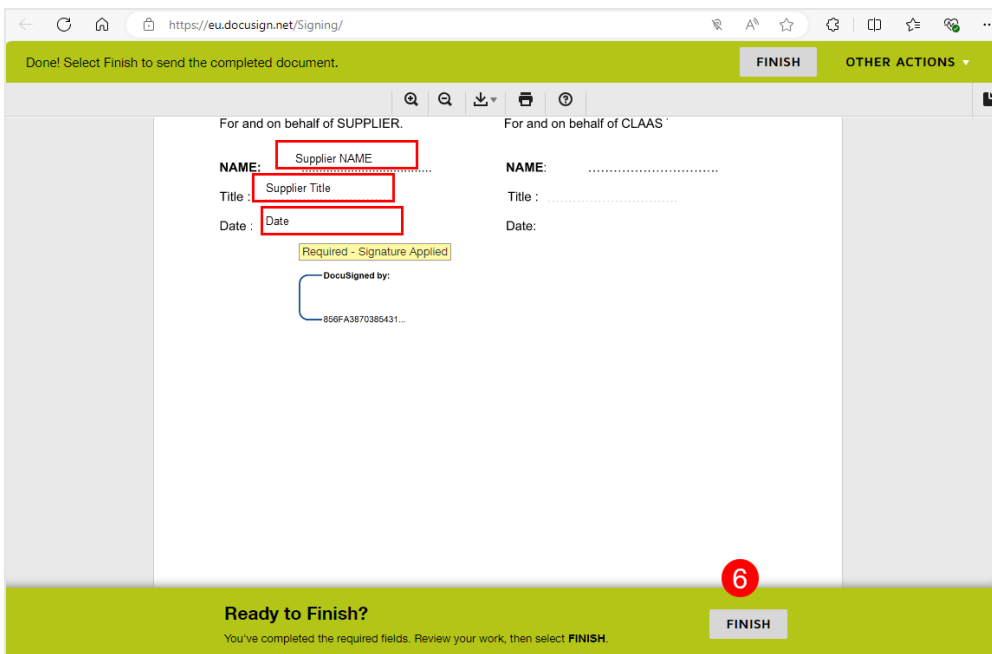
#### 4 Select the Sign fields and confirm a signing name and signature style in the “Adopt Your Signature” modal.

You can also choose to clear & change your signature style if you already signed electronically before.



#### 5 Finish signing actions and confirm the signing

Click on “Finish”



#### 6 When all parties finished signing, you will automatically receive the signed document(s) by E-Mail.

You receive automatic reminders as long as you did not sign the document.