1. You will receive an email from DocuSign with a link to your policy and all required forms.

2. Click Review Document to access the policy package.

3. You will be prompted to enter an access code which will be the last 4 of your SSN and DOB (MMDDYYYY)
   – If authentication is unsuccessful in 3 attempts the account will be locked. If this happens, please contact the National Life Customer Experience Center at 1-800-732-8939 so we can reactivate and resend the policy

4. Click Continue (button in the top left corner) to start.

5. Review the policy package.

6. Once you are ready to sign click Start (button at the top right side) and it will take you to the exact page you need to sign.

7. Click on the Sign tab to add your signature.
   – If you have never used DocuSign before you will be prompted to create a signature before you can click the sign tab.
   – You can type in your name to create an electronic signature or draw your signature yourself.

8. Click Adopt and Sign to complete the signature creating process.

9. Click Finish (top left corner) to complete signatures.

10. Once all signatures are satisfied, the signing process will be complete.