

DocuSign Instructions

You should have previously received two other emails from ECB.

Firstly, one containing the Offer Letter via DocuSign, which you need to review and sign.

Click on the yellow 'Review' button, agree to the terms and conditions of DocuSign and then press 'Continue' to review the Offer Letter.

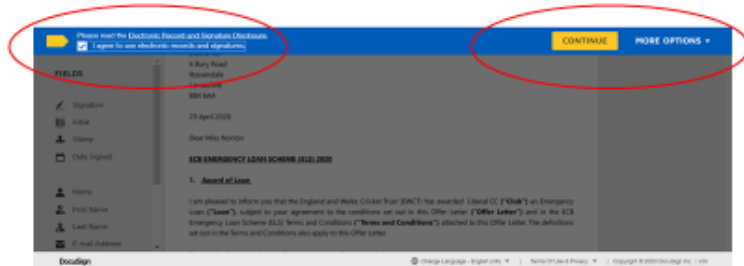
If you are happy with it, the Key Contact is required to electronically sign the Acceptance Form (Signatory 1 section). You will need to select the relevant items (Name, Position [Title], Date, and Signature) and drag them into the corresponding box. Click on Finish.

The Offer Letter will then be automatically forwarded to the nominated 2nd Contact for a second signature (Signatory 2 section).

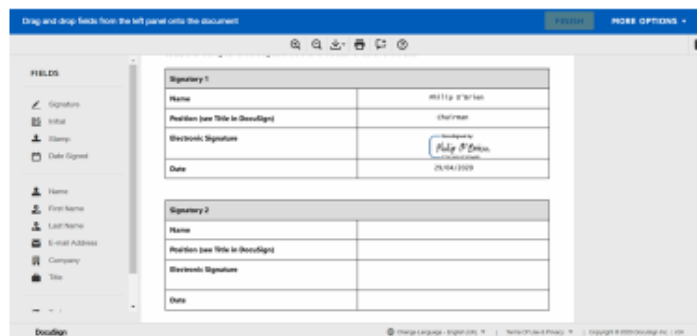
The signed Offer Letter will automatically be returned to ECB.

Secondly, you should have received an email containing a Direct Debit form. This is not an automated process so you will need to print, sign, scan and return to ECB via email to: loans@ecb.co.uk

Open the document.
Tick the box to agree and
click on continue.



Scroll to the signature page at
the end of the letter.



Click on Name in the Fields
column and drag over to the
box to insert your name.

Repeat this to complete your
Position (Title), signature and
date.

Then click on the Finish
button.

