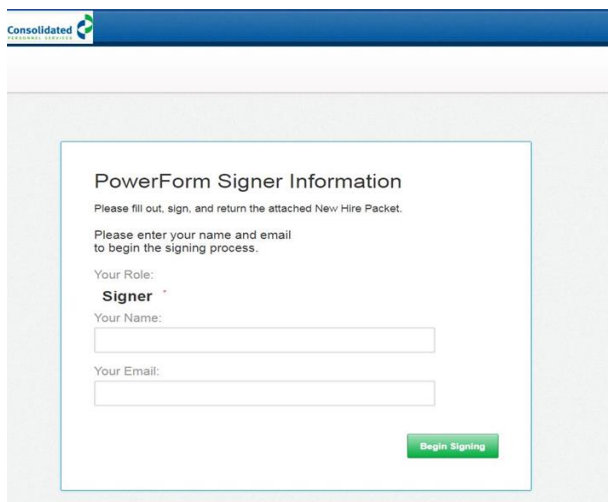


DocuSign (paperless signing) experience for New Hires:
requires employees have an accessible email to complete

Directions:

On our website (www.cpspeo.com) under Forms, and then New Hire Information
Direct link: <https://www.cpspeo.com/new-hire/>

- Click the state you (the employee) are employed in
- Under that state, Click the -> Submit Online link for the Full Employee Packet:



DocuSign

- You will be directed to enter your full name and an active email address, then click Begin Signing
 - An Email is sent in case you need to sign at another time or accidentally close a page/tab before you finish signing
 - The site will ask you to check a box agreeing to sign electronically. Review the consumer disclosure and check the box "I agree to use electronic records and signatures".
- Start the signing process: Select Start on the left side to begin.
 - Address any tags or fields that apply to you on each form
 - When selecting the Sign tag, you'll be prompted to adopt your signature.
 - Verify that your name and initials are correct and adopt your signature.
 - Select Adopt and Sign to save your signature and return to the document.
 - Confirm signing. Once you've addressed all the signature tags & double checked the tax forms are completed, select Finish to confirm signing.
 - You will receive an email with the completed documents; the forms can be printed or saved for your records.

Simplify.
Unify.
Amplify.