# DOCUMENT SIGNING INSTRUCTIONS
## Training Tips

- You will receive a link via email from "RPCSI Retirement Plan Documents via DocuSign" to electronically sign the document.
- Click on the Yellow box which says "Review Documents".
- When the document opens, click the box "I agree to use electronic records and signatures". Click Yellow Box "Continue"
- When the document opens, click on the Yellow flag titled "Start" (this will take you to each section needing a signature).
- Click on Yellow signature box. Please verify that your name is entered correctly. At the bottom Click Yellow "Adopt and Sign" box.
- Once you have completed all signatures, click on the link titled "Finish", on the bottom of the page.
- After the last person has signed, all parties will receive an email titled "Completed "Please DocuSign: PENDING 00 20__ PPA Amend Amendment Name Client Name".
  - Save a copy of the plan document for your records (pdf is provided within the email by DocuSign).
- Keep a copy of this document on hand at all times. This is the **legal document** for your 401(k) Retirement Plan, which contains all the necessary documents required by the IRS.