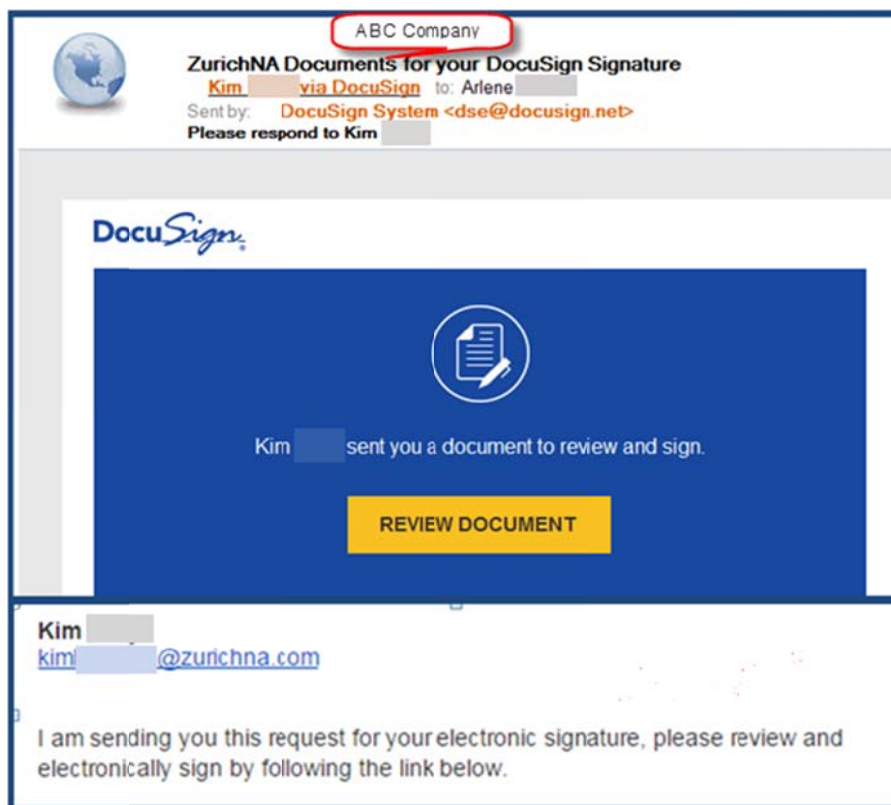


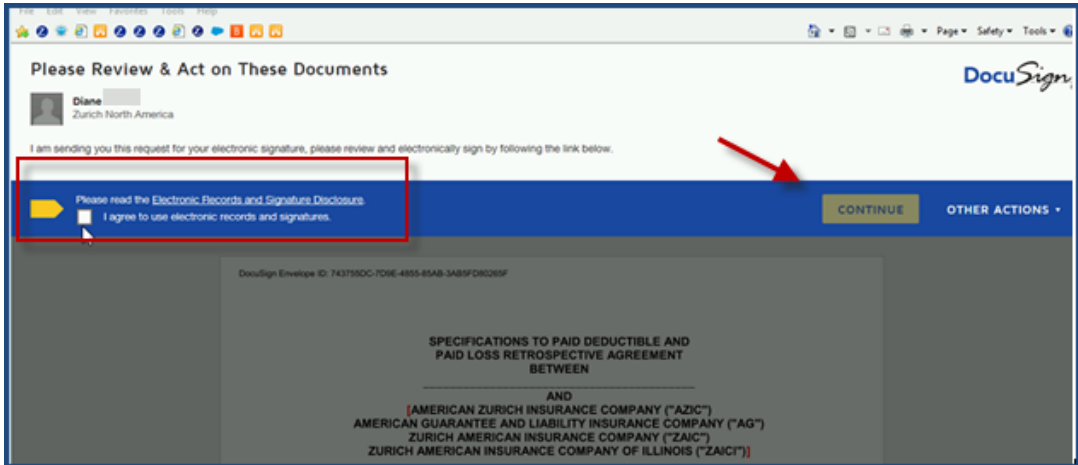

How To Reassign a DocuSign Request to Another Individual for Signature

You've received an email from an individual at Zurich North America, via DocuSign. The subject line of the email includes the client company name, and advises you that there are documents for your signature.

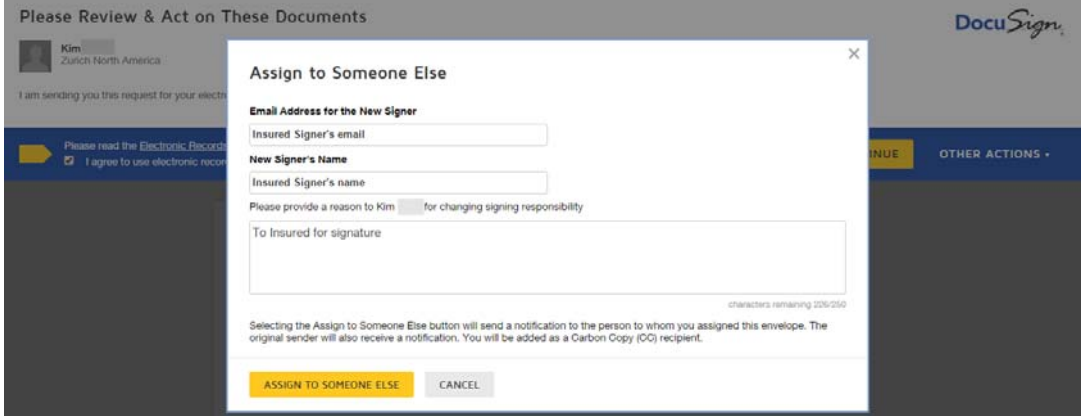
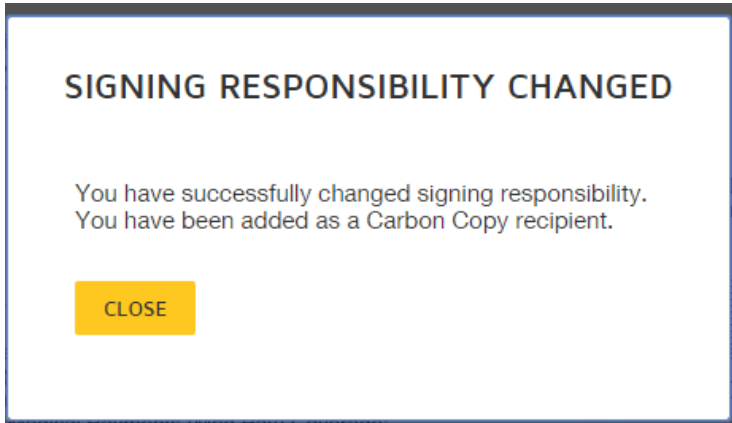
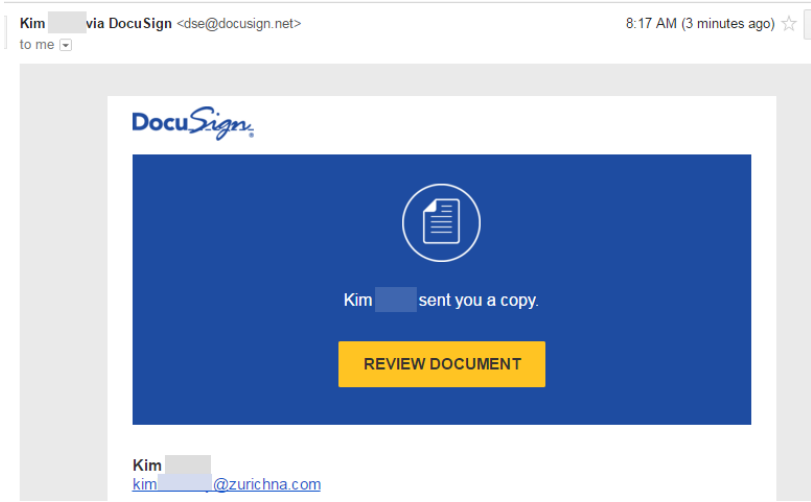
Once you open the email, you are asked to Review and Sign the documents, using the provided link.



Process for Assigning the Signing of Documents to Another Individual

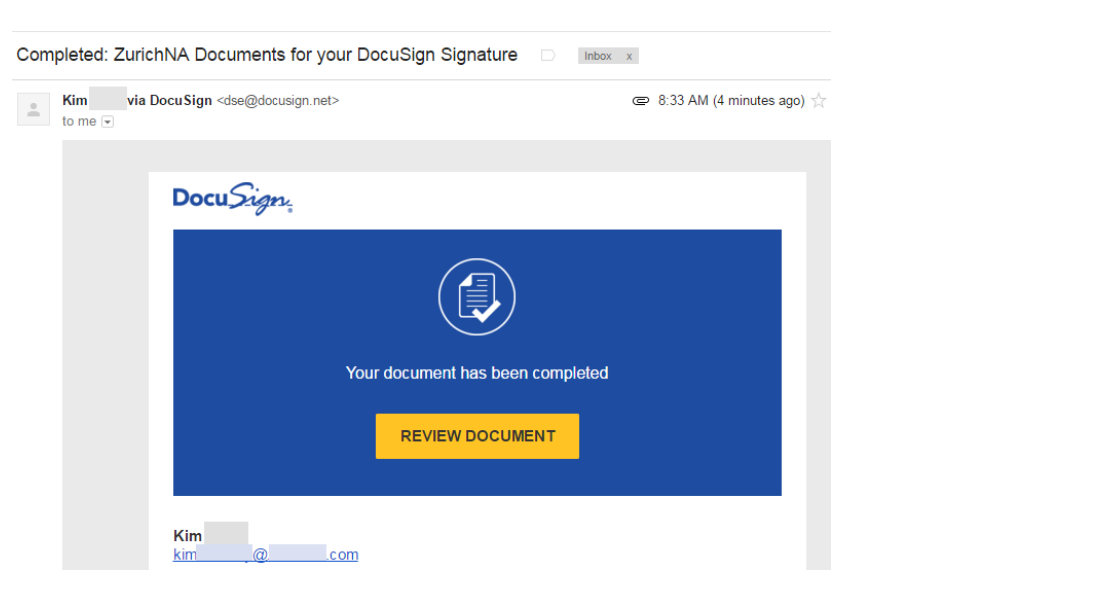
| Actions/Steps | Screen |
|--|---|
| <ol style="list-style-type: none"> 1. Click Review Document link in blue box. <ul style="list-style-type: none"> • The document will display in background as a PDF, with embedded signature links. 2. To enable any actions, you must check the Agree box to use the DocuSign electronic records and signature. 3. This enables you to Continue, and opens the document for full review. | <p>NOTE: You are not required or committed to sign the document just because you checked the Agree box.</p>  |
| <p><u>IF you determine you are not the person who should be signing these documents:</u></p> <ol style="list-style-type: none"> 1. Select the Other Actions, to the right of the Continue button. This is also available at the end of the document after you've clicked Continue to enable document review. 2. Select the option to Assign to Someone Else | <p>NOTE: Decline to Sign will conclude this request and disable any other actions! Print & Sign indicates you are opting to sign and return hardcopy, rather than electronically.</p>  |

How to Reassign a DocuSign Request to Another Individual for Signature
 DocuSign Job Aid

| Actions/Steps | Screen |
|---|--|
| <ol style="list-style-type: none"> 1. Complete the reassign screen with Name and email of individual who should be signing, along with a brief reason for changing the signing responsibility. 2. Click the Assign to Someone Else button to finish reassignment. |  |
| <ol style="list-style-type: none"> 1. Click Close You will receive on-screen confirmation, and will automatically become a Carbon Copy recipient for this DocuSign transaction. |  |
| <p>You will immediately receive an email, similar to the first one, which shows you were sent a copy. The Review Document link now opens a Read Only PDF, without signature flags or Other Action options</p> |  |



*How to Reassign a DocuSign Request to Another Individual for Signature
DocuSign Job Aid*

| Actions/Steps | Screen |
|--|--|
| <p>Once the document has been signed, you will receive an email notice of completion, which includes a Review Document link with the signature(s). Options to print or save the document are provided. The completed signed document is also provided to the original sender at Zurich. No further action is needed.</p> |  |

