**DocuSign Steps to Filling out, Sending and Signing Agreements**

Click on link <https://account.docusign.com/#/password>

* Enter User Name: [info@radiantms.com](mailto:info@radiantms.com)
* Enter Password: Simple123$
* Click on Templates at the Top
* Click on All Templates on the left
* Click on Template the appropriate Template you want to use
* Click Use
* Fill in Recipients Name and Email
* Click Edit
* Click Next
* Click Next
* Fill in all fields
* Click Next
* Click Send
* Walk Merchant through entire agreement

Login Credentials:

DocuSign Login Link: <https://account.docusign.com/#/password>

User: [info@radiantms.com](mailto:info@radiantms.com)

Password: Simple123$