**STEPS TO FILLING OUT APPLICATION**

1. Fill out the Application
2. Go to [Prepare Form]. Set the Form fields to “Read Only”
3. Go to [Organize Pages]. Delete the First Page (Form Page)
4. Go to Save As. Rename and save the file to Desktop
5. Go to [Send for Signature] Email the form to the Merchant
6. GET THE SIGNATURE! Walk them through click to sign!

SIGNING THE DOCUMENT

1. You should have the email in your inbox. There will be a blue link in the email that says “Click to Review and Sign”. Click on that link for me.
2. The document will load. Once it’s loaded you should see a yellow button that says “Start”. Go ahead and click on that for me.
3. That will take you to where we will digitally sign. Click on the signature line and a box will pop up. On top you will see 2 options: one says “Type” and the other says “Draw”. If you want to draw your signature you can, otherwise go ahead and select “Type”.
4. In the box on top you will need to Type your Full Name. (This is needed even if they choose draw)
5. After you Type in your full name click on the Blue Apply button (If they choose “Draw” they will need to draw their signature before the Blue Apply button can be clicked.)
6. You should now see a yellow “Next” Button, go ahead and click on that for me. That will take you to the next signature line. Now, you just need to click on that line and it will automatically put your name there.
7. Once you click on that line you’ll see another yellow “Next” button appear. Click on that. There’s just a couple more lines we’ll need to apply the signature on.
8. After you click on the last signature line, you’ll see a Blue Button pop up that says “Click to Sign”. Go ahead and click that button.
9. (MAKE SURE YOU VERIFY IN ADOBE DOCUMENTS THAT THE DOCUMENT HAS BEEN SIGNED)
10. It looks like everything came through fine on our end. The equipment will be arriving in a few days and you’ll be receiving a call from the activation department at iPayment to walk you through the process of installing the new terminal and running a test transaction to make sure everything is working properly. You’ll get an email shortly outlining these steps and it will have all of our contact information on it. Before I let you go, is there anything I can help you with before we get off the phone.