

DocHub Instructions

Click on the blue "Login" button at the top right of the page

Click on "Sign in with email address"

You will need to sign in to DocHub using your email and password

**If you have forgotten your password, click on "Send reset instructions"*

**If you have never used DocHub, click on "Sign up now" and enter your email address and create a password*

Click on the "Fill a Copy" button at the top right

Click on the blue "Fill Copy" button at the bottom of the page

Check on the box "I agree to use electronic records and signatures"

Click on the green "Let's do this!" button

Review the agreement. Initial all required boxes, fill in your name, signature, and date at the bottom

Click on the blue "Finalize" button in the upper right corner