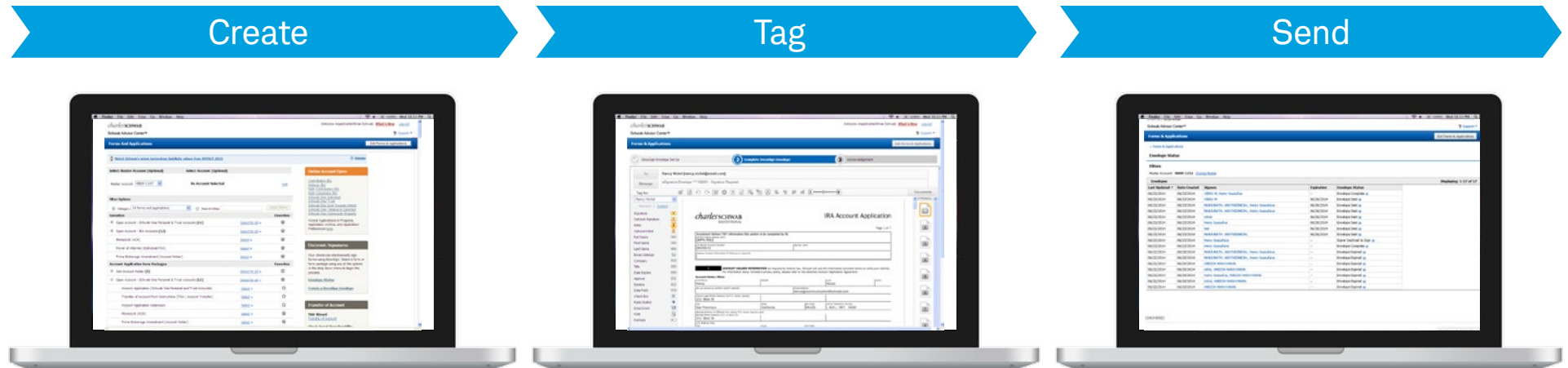


Electronic signature in 6 steps



(For illustrative purposes only.)

1. Complete the forms you're including in the envelope as you normally would, and save them as a .pdf on your computer.
2. Select **Create a DocuSign Envelope** from the **Forms & Applications** page on Schwab Advisor Center.
3. Select **Add Files From Your Computer**, then enter your client's name, account number, or tax ID, and select **Add**.
 - If you wish to review the paperwork before it is submitted to Schwab, choose that option in the routing instructions.
4. Tag all fields that your client should sign, using the Signature and Date Signed icons.
5. Do a final review of the paperwork and tags, then select **Send**.
6. You will see an Acknowledgment page, and your client will receive notification to sign.



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Tips for using eSignature

Tips for success

- Try the tool with clients who you have confirmed have:
 - A Schwab Alliance ID
 - An up-to-date email address on file
 - A comfort level with receiving paperwork for signature electronically
- Confirm the forms to be signed are eligible for electronic approval. For instance, forms that require notarization must have a handwritten signature in order to be processed. You'll find a complete, up-to-date list of acceptable forms in the Service Guide on Schwab Advisor Center®.

Learn More

- You can view the [video](#) outlining the electronic approval for forms experience and more by visiting: <http://content.schwab.com/clientexperience>
- See the “Open accounts electronically” section of the [Illustrated Electronic Approvals Guide](#) (http://content.schwab.com/clientexperience/pdf/Electronic_Approvals_Resource_Guide.pdf).

Key points for discussing with clients

- Schwab now has new online tools so that you can sign and approve forms electronically—even when you are on the go.
- We could finish the whole process and open your account in a matter of minutes, with no faxing needed.
- I'll send you an email with a link to the documents. You can also access the documents through the Message Center on Schwab Alliance.
- Schwab takes security very seriously and has extensive measures in place to help protect your information—from the credentials required to access your account online, to monitoring the account for suspicious activity. Schwab also has a Security Guarantee, which protects you against loss by covering 100% of any losses in any of your Schwab accounts due to unauthorized activity. We can review all the details by viewing the Online Security section of the [Client Learning Center](#) (<http://content.schwab.com/learningcenter>).
- Schwab's eSignature feature uses DocuSign's platform. DocuSign is a leading provider of digital transaction management that allows you to send documents for electronic signature in just minutes. DocuSign leverages advanced data encryption to protect against fraud. You can review information about their security measures by visiting their website.

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