



# e-SIGNATURE

## A quick guide to signing CHS Refined Fuels electronic documents and agreements

CHS Refined Fuels has launched an electronic signature platform to help send, track and get contracts signed. E-Signatures offer plenty of advantages, including:

- View and sign documents in a click
- Sign and submit contracts securely on your computer
- Automatic reminders and alerts
- Get a copy of the signed contract automatically

Plus, it's easy to get started! Our step-by-step guide walks you through the process so you can begin e-signing documents with ease.

**System questions?** Call Pete Willson  
800-232-3639 ext: 8503

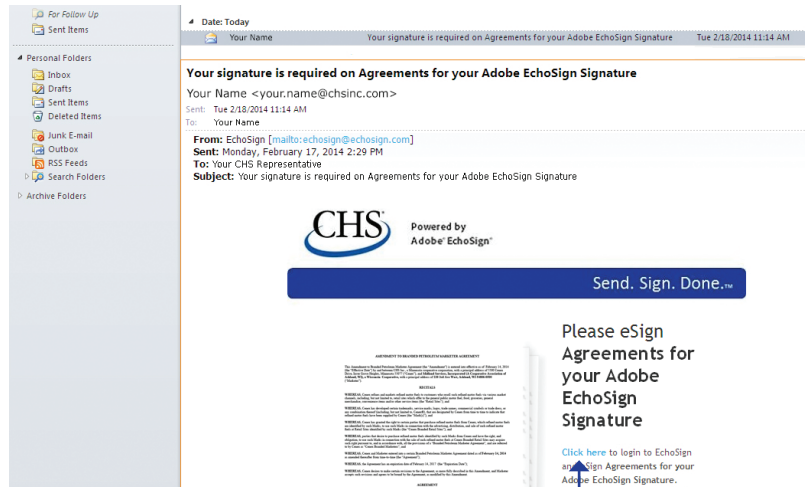
**Agreement Questions?** Call your CHS  
Refined Fuels District Manager



# STEP 1

## CHECK YOUR EMAIL

A CHS Representative will send you an email that will contain a link to the document(s) that needs to be signed. The email will come from **echosign@echosign.com**. Please add this sender to your safe sender list or address book to ensure future emails with important contracts are received.



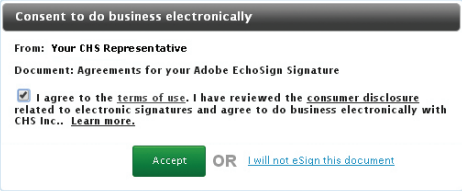
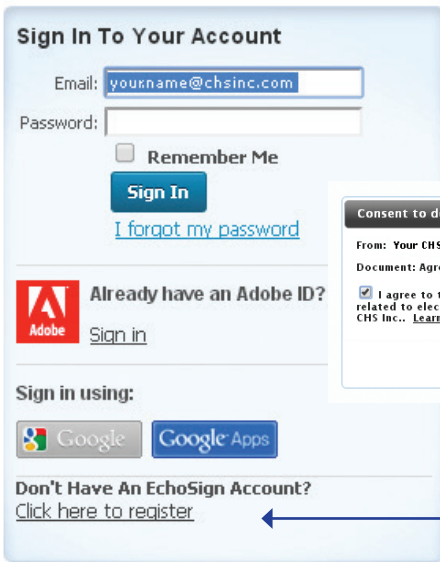
**WHAT'S THIS?**  
Click the link within your email to get started.

# STEP 2

## CREATE AN ACCOUNT / AGREE TO ADOBE® ECHOSIGN® TERMS AND CONDITIONS

Follow the instructions to create your account (this is a one-time setup only). Check the box to accept the Adobe® EchoSign® terms and conditions, then click the green **Accept** button.

**WHAT'S THIS?** You can always print and save a non-executed version of the document by using the Print/PDF functions here.



**WHAT'S THIS?**  
You will need an Adobe ID to view your documents and e-sign. Click here to create an account if you don't already have one.

# STEP 3

## READ INSTRUCTIONS AND NAVIGATE TO FIRST SIGNATURE

At the top of the document, you'll see instructions, number of areas to sign and number of other fields to fill in. To start e-signing, click the green **Start** button to go to the first required signature area, or click the link in the instructions.



**WHAT'S THIS?**  
Once you have completed all of the required signatures and fields, you can press the **CLICK TO E-SIGN** button to submit the final document.



## STEP 4

### TWO WAYS TO E-SIGN

Click on the yellow box to e-sign. In the pop-up box, do one of the following:

1. Type your name in the first box OR
2. Click [I would like to draw my signature](#) under the Review Your Signature box and sign with a stylus/mouse


Click the green **Apply** button to accept your signature.

### COMPLETE OTHER FIELDS

Using the Next green arrow or the red links at the bottom, navigate through the document to complete other signature areas and required fields. Note, once you've completed your first signature and fields, clicking on other signature areas or same field types will auto-populate your information.

Title \_\_\_\_\_ Date Signed \_\_\_\_\_

Marketer

By 

Title  Date Signed \_\_\_\_\_

1 Enter Your Name

2 Review Your Signature

[I would like to draw my signature](#)

3

("Marketer")

By

Title

To fill in other required fields, click in the box and type.

OR [I will not eSign this document](#)

Cenex: CHS Inc

By  You're Done!

Title \_\_\_\_\_

Marketer: \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_ Date Signed: 2/18/2014

[Set reminders and/or alerts](#) [Manage this document](#)

To: Your Name  
Message: Agreements for your Adobe EchoSign Signature

From: Your CHS Representative <echosign@echosign.com>  
Reply-To: Your CHS Representative <rep.name@chsinc.com>  
Date: Tuesday, February 18, 2014 11:33 AM  
To: Your Name <your.name@chsinc.com>  
Subject: Your CHS Representative has copied you on Agreements for your Adobe EchoSign Signature.



Send. Sign. Done.™

Attached is Your Copy (Cc) of **Agreements for your Adobe EchoSign Signature**

Your CHS Representative has copied you on Agreements for your Adobe EchoSign Signature. **After all participants complete**

## STEP 5

### SUBMIT DOCUMENT

After reviewing the document and completing all signatures and fields, click on the Click to eSign button at the bottom to submit your document. A confirmation window will pop up along with optional actions, such as setting reminders or alerts for your document. You will also receive a copy of the executed document in your email once approved by CHS.

Optionally, if you feel any of the information in the document is incorrect, you can click [I will not eSign this document](#) at any time which will notify your CHS representative.



Farmer-owned with  
global connections

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## FREQUENTLY ASKED QUESTIONS

### **Why am I receiving an electronic agreement from CHS?**

CHS Refined Fuels' movement to an online agreement process will make doing business with us faster and easier than ever before. It means instantaneous delivery of your legal agreements and reduced paper consumption, saving you time and money while improving our environment. We hope you'll agree that the new process is user-friendly and adds value to your business.

### **I noticed my volumes aren't listed correctly, what do I do?**

If you feel your commitment volumes are incorrect, you can opt out of the process at any time. There is a link located at the bottom of the agreement, 'I will not eSign this document,' click the link and CHS will notify you to correct the information. You can also call your CHS Refined Fuels District Manager to address specific questions regarding the agreement(s).

### **What if I'm having problems accessing the agreement or registering for an account?**

If you experience any technical problems during this process, please contact Pete Willson at 800-232-3639 ext. 8503.

### **How do I print / save a copy of this agreement?**

Located at the top right corner of the agreement is a 'Print' button; this will print a non-executed copy of the agreement. If you opt to download and save a version of it to your computer, you can click the 'PDF' button located right next to the print button.

### **How long do I have to sign and submit the agreement(s)?**

These are time-sensitive, legal agreements and your prompt attention is appreciated. Once you receive the emailed agreement, you have 30 calendar days to complete the process. After 30 days, the agreement automatically becomes void and will have to be resent to you by CHS.

### **When do I receive a final, fully-signed agreement?**

Once CHS has reviewed and approved the agreement, you will receive another email from echosign@echosign.com with a link to your fully executed agreement.