1) To start the process, select the "Review Document" icon in the email.

2) Before you begin electronically signing the credit builder loan documents, you will need to select the box indicating that you agree to use electronic records and signatures. Select "Continue".

3) Fill in your full name, as well as your initials. These are used to electronically sign your document. Then select "Adopt and Sign".
4) Follow the prompts to "sign".

5) Place a check in the appropriate user defined section, enter your name next to Counselor/Analyst, circle "walk-in" or "meeting" and enter the total number of hours spent with the client.

6) Select finish. The document will be automatically emailed to twinaccounts@justinepetersen.org, the client, and the financial coach. You do not need to mail a copy to Great Rivers Community Capital.

7) You will be asked to sign up for DocuSign, this is optional. (select "no thanks").

The document is now complete.
Thank you!