

Steps to Complete eDelivery

Completing eDelivery is simple and convenient for you! All you need to do is follow the steps provided in the example below to sign your National Life policy.

- You will receive an email notification from National Life with a link to the policy documents as shown below. Note: You do not need to have an existing DocuSign account to review or sign documents.
- 2. Click the **"Click Here to Review & Sign"** button to access the documents online.
- 3. You will be prompted to enter your custom access code. Once you have typed it in, click **"Validate."**

Note: Your DocuSign access code will always be the last four digits of your SSN/ITIN and your DOB (MMDDYYYY). (For example: (SSN/ITIN) **1234** + (DOB: Jan 15, 1985) **01151985** = **123401151985**)

An example of the access code is also provided within the DocuSign email mentioned above.

- 4. Click "Continue" to review the policy documents.
- 5. Once you have reviewed the documents, click **"Start"** to begin the e-signature process. This will take you to where you need to e-sign.

Note: You may be prompted to 'create' a signature. At this point, you can choose to 'draw' or 'type' it out.

- 6. Click "Sign" to add your signature.
- 7. Click "Adopt and Sign" to complete your signature.
- 8. Click **"Finish"** to submit the signed Delivery Requirements. Once completed, an email will be sent (similar to the original email received) with the subject line "COMPLETED..." This indicates that the process has been finalized!



Important Information

If the access code is entered incorrectly three times, the link will be locked, and you will not be able to access the documents. If this happens, please contact our Customer Experience Center at 1-800-732-8939 or send an email to <u>PolicyPackageDelivery@NationalLife.com</u> to unlock and resend the eDelivery link.

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