E-Signature Guide

E-signature Information

This guide is intended to help you through the signing of your Exporting System Interconnection Agreement for your Solar, Wind or other DG related technology system. Before we begin, there are a couple important things to know:

- Your signature packet will be sent by dse_na2@docusign.net
- Please do not forward your packet to anyone else. DocuSign sends the file via secure link and forwarding will break the link and could result in the file no longer being accessible. If you need a correction to your information, please contact <u>Renewables@uesaz.com</u>.
- The Interconnection agreement packet is made up of two documents. The AZ Consumer form (Signature on page 2) and UES's Exporting Interconnection Agreement (Signature on page 17)

Signing your Document

 Upon receiving the email from dse_na2@docusign.net_ you will want to open and select the "Review Document" button





 Upon selecting "Review Document", you are taken to the Interconnection Agreement. Before continuing, you will be prompted to read and accept DocuSign's Electronic record and signature disclosure.



3. Upon finishing your review you will want to check the "I Agree" checkbox and then select "Continue"

PowerClerk Demo			
Clean Power Research			Powered by DocuSign
wing documents have been prepared by PowerClerk on behalt of ion Programs - Test programProject: UNSEDG-00008.	Inisource Energy Service: as part of its Distributed		
xe			
		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
Please read the Electronic Record and Signature Disclosure.			OTHER ACTIONS -
 I agree to use electronic records and signatures. 			

 After selecting "Continue", you will be taken to the document for review and signature. You may select the "START" button that will take you to the first signature section.
 Please Note: Selecting "START" will only take you to the signatures and not take you through page-by-page. You can still scroll page-by-page and sign where needed.





5. The first signature section you will come across is the AZ Consumer form on Page 2.
 When you are ready to sign, click the Sign Symbol

Consumer Printed Name: JOHN DOE Address: 1234 W GOING SOLAR DR Citty/State/Zip: TUCSON, AZ, 85757 TEP Account: 123456780	SIGN Ja	I, CONSUMER: • Have read the attached Table 1, A.R.S. § 44-1763 Contracts Requirements • Have been given the opportunity to review the contract documentation for the purchase of lease of my System to ensure that it contains all the required information set forth on the attached Table 1, A.R.S. § 44-1763_Contract Requirements. <u>Required - Sign Here</u> <u>Consumer Signature:</u>
		Consumer Printed Name: JOHN DOE Address: 1234 W GOING SOLAR DR Citty/State/Zip: TUCSON, AZ, 85757 TEP Account: 123456780

- 6. DocuSign will prompt you to "Adopt Your Signature" here you can do the following:
 - Correct your name
 - Update your Initials
 - Select a signature style (The easiest method for e-signatures)
 - Draw your signature
 - Upload a saved signature file.

When you have set up your signature to your preference, select "Adopt and Sign" to enter your signature into the document.

* Required			
Full Name*		Initials'	1
JOHN DOE		JD	
DocuSigned by: JOHN DO-E DB827662D9D6427	-ds N		
By selecting Adopt and Sign, I agree that t	he signature and initials will be the electronic representation na legally binding contracts - just the same as a pen-and-	n of my signature a	and initials for all purposes when I (or initial.



7. After completing your signature on the Consumer Form you can review the remainder of the document until you reach the "Exporting System Interconnection Agreement" signature section on Page 17. Here you will be prompted to enter your signature. You will not be prompted to "Adopt your Signature" again at this step

	DocuSign Envelope ID: CF66BFC9-005D-46AC-9F79-AF79C0452668 Project Number: UNSEDG -00008	DEMONSTRATION DOCUMENT ONLY PROVIDED BY DOCUSION ONLINE SIGNING SERVICE 999 3rd Aws, Sulti 1700 • Seattle • Washington 98104 • (206) 219-0200 www.docusign.com	Ì
NEXT	The Parties are signing this Agreement o	on the date stated in the preamble.	I
10	UNS Electric, Inc.	CUSTOMER	
	By:	By:	I
	Name: BLANKA B ANDERSON	Name: JOHN DOE	
	Title: SR. PROGRAM COORDINATOR	Title:	

8. Now that all your signatures are complete you will want to be sure to select "FINISH" before exiting the document. Failing to do so will not complete your document and UES will not receive the file for countersignature.

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Project number:	
The Parties are signing this Agreement on the date stated in the preamble.	
UNS Electric, Inc.	N
By: By:	* _
Name: BLANKA B ANDERSON Name: JOHN DOE	
Title: SR. PROGRAM COORDINATOR Title:	

9. You will now be taken to a new window as you have successfully completed your signatures (successful signature submittal image on next page). Your document has been forwarded to UES for counter signature. A final executed version of the contract will be provided to you via email upon execution.

