

Wealth Management Dominion Securities



Signing Documents Electronically with RBC Dominion Securities

eSign is a digital signature solution that enables you to sign account agreements electronically through our eSign application. This guide has been prepared to walk you through the steps.

Receiving your Initiation Email and Signing into eSign

 To begin the eSign process, an initiation email will be sent from RBC (do-not-reply@esign.rbc.com) to the email you provided notifying you of an eSign package requiring your signature. The email contains a link to the documents. To access the link, click the blue box labelled GO TO DOCUMENTS.

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Tue 2020-05-05 5:33 PM	
RBC < <u>do-not-reply@esign.rbc.com</u> >	
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Go to Documents	
€ you have any nuestions, please contact your advisor team	
Thank you	
Your team at RBC	

2. After clicking the link, you will be required to authenticate yours identity via one of two methods.

Authentication by SMS (a) requires you to enter a six-digit SMS code that you received on your mobile phone. Enter the code, and click Login. This SMS code is sent when you click the link in your invitation email.

Authentication by Q&A (b) requires you to answer one or more questions. Correctly answer all questions, and then click Login.

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OneSpan Sign Mobile Ceremony	←
Please enter the SMS passcode that Account Invitee sent to your cell phone in order to securely access your	Please answer the security question(s) below.
package 'John Doe NAAF'.	A Question from your Advisor only you would know the answer to, or one that was conveyed to you securely.
SMS Passcode	Answer
Login	Login
leed a new SMS passcode?	
Request SMS	

Electronically Signing your Documents

1. Read the *Electronic Disclosures and Signatures Consent* document. This disclosure must be accepted and agreed to before starting the signing process. If you agree, scroll to the bottom of the document and select **ACCEPT**.

	Electro	nic Disclosures and
	Must be accepted	and agreed to before starting the signi
	You have chosen to conduct you Why electronically (the Agreemee & North Investment Counsel Inc. Services Inc., RBC Weath Mana Corporation of Canada (Outside 1 1. Important information about y For important information about y	It transaction with an entity that is part of RBC Wealth Management (RBC 01). RBC With Includes RBC Denvines Securities bec. RBC Onlings, Hange (RBC Private Council (USA) the , RBC Vanish Management Francial general Services and The Royal Trant Company (Quotesc) / Royal Trant Johns). It your account, house see the table below with a link to the specific entity.
	By clicking "ACCEPT", you ackno or document contained in the link	wedge that you have reviewed the disclosures pertaining to your account is below, if applicable.
1	Business	Link(s)
	RBC Dominion Securities Inc.	Disclosure: May for the entitlement control with 10180100, 90081, 1038FS, e. Sen, declare, DS.PDF5C3001, 2011-421-e114-605456ee224
		Client Account Agreement: https://ca.rbcweathmanaeement.com/documents/101800/20_50081_421_BRO HURE_CAA_2020_EN_PDF/75435a04-43cd-4c44-9d47-7c91fcan6be3
	RBC Phillips, Hager & North Investment Counsel Inc.	Disclosure: https://ca.rbcwcalthmanagement.com/documents/10180/0/20_50081_1039_FS_ Sign_disclosure_PHN.pdfta68150t540064eee_a55a-513626al54eb
		Client Account Agreement: https://ca.rbcewalthmanagement.com/documents/10180/0/19_13945_271_Brock ure_CAA_2020.pdf/20693e06-d26-403d-a0ff-801be0641954
	Consistent to immatch electronic Introduction. For RBC WM, this electronic records, and where app Agreement electronically. Acceptance of this Notice. Ple agree to be bound by this notice entity, you confirm that you have Agreement.	nearby a notice contains important information about electronic signatures and picable, receiving legal and regulatory information in connection with the usare dick the "ACCEPT" button to confirm that you have reviewed and I. I you are accepting on babilit of ensemble also picable at compares the including a corporate a the authority to legally bind that person or entity to this notice and the
	This notice takes effect when you	a click the "ACCEPT" button.
	Applicable Disclosure	
	 You consent to receive a electronic form on this de 	Ind retain any applicable legal or regulatory disclosures ("Disclosures") in avice.
	 You can withdraw your or representative who sent accept the Agreement eli 	onsent to receive Disclosures electronically at any time by contacting the you this document. If you withdraw your consent, you will not be able to ectronically.
	Electronic Signatures & Record	ds
	 <u>Definition</u>. An "electronic create or adopt to show y include an electronic repr 	signature" means any electronic information unique to you, which you your acceptance to an Agreement. Examples of an electronic signature resentation of your handwritten signature, or clicking on an "I Accept"
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2. Once the Disclosure/Consent has been accepted, you will be directed to the account documents which require your electronic signature. Review the documents for completeness and accuracy and go to each signature tab and/or date prompt within the document to complete your signature/initials.

The menu on the left-hand side will show you the number of documents in the transaction that require your signature.

- If any unsigned Signature Boxes lie outside your viewing area, an **unsigned signatures** notification will show the number of signatures that are still required.
- A Package Toolbar and Progress Bar at the top of the document indicates the number of signatures you have completed, as well as the total number of your signatures required.
- 3. Signature locations will be marked by the coloured tabs indicating where you are required to either initial or sign. Simply click on the tab to electronically sign or initial, the tab will turn green to show your signature/initial has been accepted. Text field boxes are outlined in red and will require actual input of information, this can be completed by typing in the field box.



4. To e-sign the document, simply click on the signature box.



5. If there are more than one document that requires your signature, click Next Document and continue to sign each document where indicated by yellow sticky notes until all documents are signed.

Please review and sign this Document by scrolling and clicking on the "Click to Sign" or "Click to Initial" boxes.

Side arrows located in document header bar allow you to navigate between documents should you need to.

6. Once you are done signing the documents, click the Confirm button.

Completing your Signing and Downloading the Completed Documents

- 1. When all documents have been signed, the message bar at the top of the document will indicate that you have completed signing and the progress bar will indicate the number of signatures you have applied.
- You are also able to immediately download the signed documents for your records by clicking DOWNLOAD THIS DOCUMENT in the top menu bar. However, that button will be present only if the Package Owner and all other signers have already signed the document.
- 3. If you do not want to download now, you can download the documents later. In the email message you receive, click the link to the document package. To download all documents, in the Global Navigation Toolbar click DOWNLOAD ALL FILES. To download specific documents, in the Package Toolbar & Progress Bar, click DOWNLOAD for each document you want to download. Follow the prompts to open or save the document.

Opting Out of Signing

After a signer has been authenticated, they can opt out of signing. To opt out of signing at any tie, click OPT OUT from the Actions Toolbar.

Declining to Sign

After a signer has been authenticated, they can decline to sign. To decline to sign, click DECLINE from the Actions Toolbar.

Assistance

If at any time during the process you have question or need assistance, please feel free to reach out to your advisor team.

Minimum Requirements

Operating Systems

- Microsoft Windows 7, 8, 8.1, 10 (except touch-screen devices)
- Mac OS X

Browsers

- Internet Explorer 11
- Edge
- Chrome
- Firefox
- Safari

For all browsers, cookies must be enabled.

Mobile Devices

- i0S
- Android
- Windows



Wealth Management Dominion Securities

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