Fidelity DocuSign Instructions for adding HighPoint Documents

Note: Only the Wealth Management Services Agreement, Account Suitability, and Rollover Rational are available to send with Account Opening Paperwork.

1. Follow the Account Opening Process via the Fidelity New Account Tool and be sure to select “Yes, I want to enable client edits in Fidelity eSign”
2. Once you reach the last step “Firm Documents” Select Yes under the question “Do you want to add firm documents to the signing ceremony?”

Firm Documents for Brett Pawelkiewicz

Firm Documents can be signed or reviewed by clients or firm representatives in the same eSigning ceremony as the account opening kits. The documents are not kept or maintained for reference after submission.

Do you want to add firm documents to the signing ceremony?

✓ Yes | No

Note: If Firm Documents are added, the accounts in the group will not be opened until all authorization and approval steps have been completed for the account group.

3. Check the box for any and all clients listed under “Client Signers”

Client Signers

Which client signers need to sign firm documents? All selected client signers must be tagged at least once in one of the documents added below.

☑ Brett Pawelkiewicz (Signer)

4. You will then add the following Firm Signers in this order:
   a. Admin – So they can fill in the appropriate fields before sending for signature
   b. Advisor 1- All fields should already be on the form but double check to ensure signatures, dates, text fields etc. are properly marked
   c. Joint Advisor (if applicable) – You will need to upload the version of the forms that have the label “Joint Advisor” at the end of the file name
   d. Lisa Atwood – Email IFADocs@hiptpartners.com Text Verification – 630-716-3750
   e. Michelle Juras – CCO and approver Email: michelle.juras@hiptpartners.com Text Verification: 630-716-3675

Firm Signers

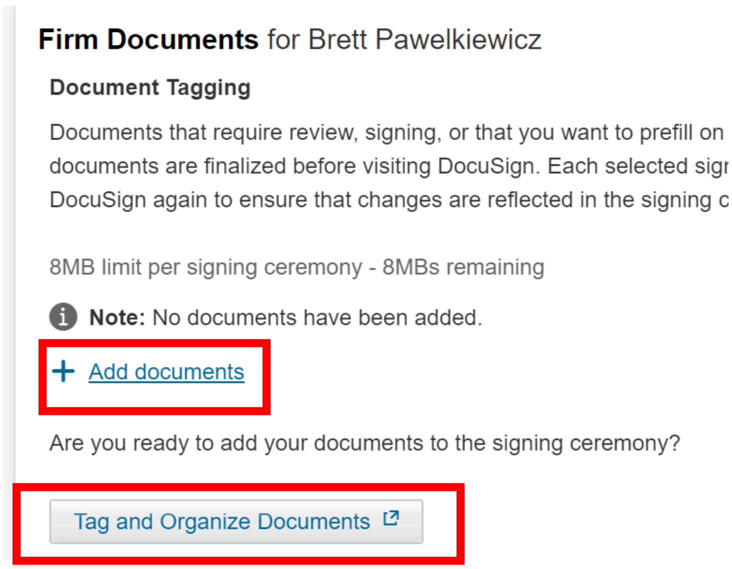
NAME	ROLE	ACCESS CODE	ACTIONS	
Admin Admin	Signer	n/a	Edit	Remove
Advisor Advisor	Signer	n/a	Edit	Remove
Lisa Atwood	Signer	n/a	Edit	Remove
Michelle Juras	Signer	n/a	Edit	Remove

Add signer | Add document recipient

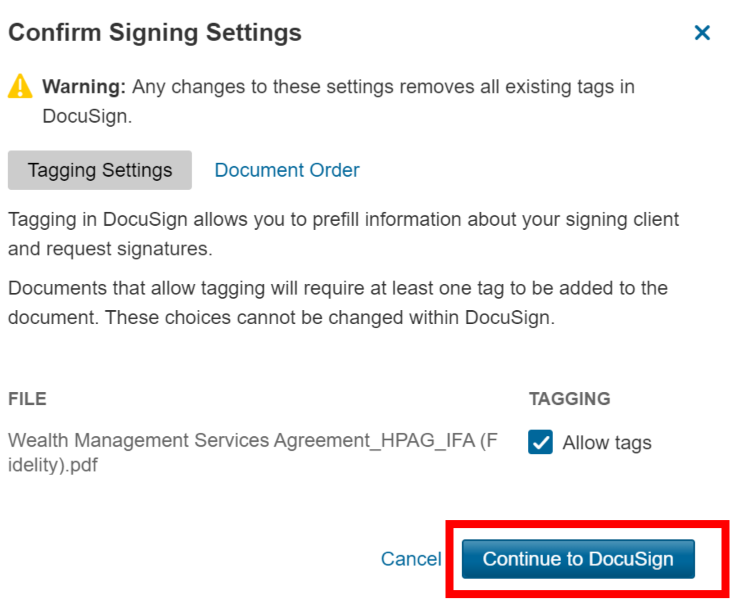
5. Select “Add Documents “ and upload the required HighPoint documents. The forms that are properly formatted for this system should have “(Fidelity)” at the end of the document name.

Note: When opening multiple accounts at the same time, please upload the forms from the matching folders so ensure that no fields are unnecessarily duplicated. The forms will have a number at the end of the document name indicating which account it should be tied to.

6. Select “Tag and Organize Documents”



7. Select “Continue to DocuSign” in the Pop-Up window



8. Review the document to ensure that all fields are properly marked.
    a. Note: The sender can then type information into any field that they have data for. Any missing fields will then be required to be entered by the appropriate person they are tagged for.
9. Send out the documents for Signature.