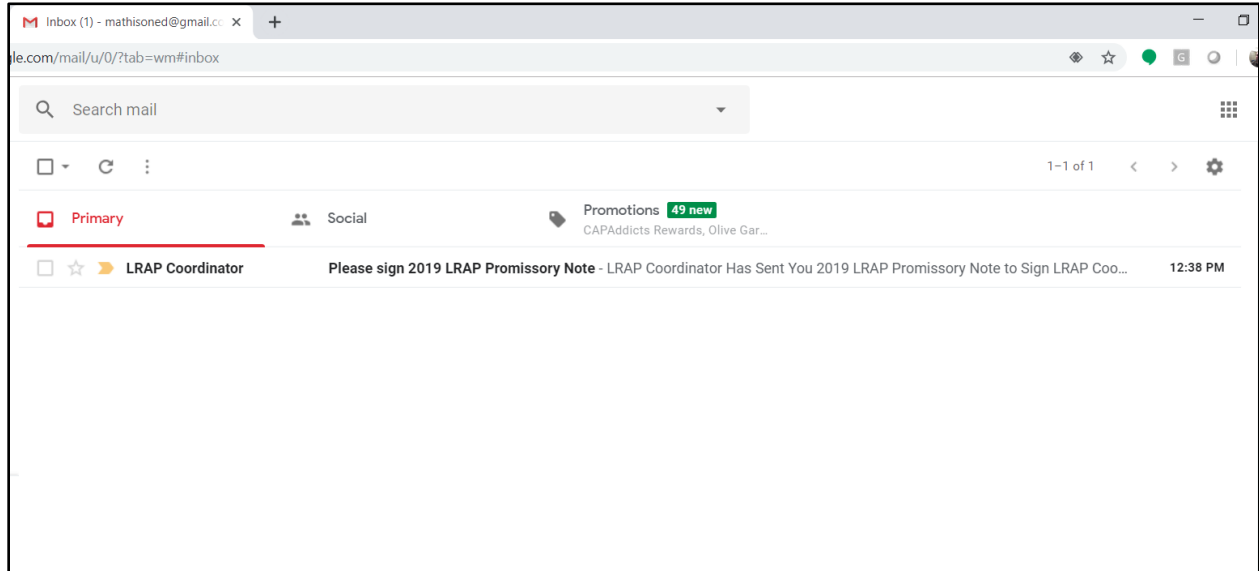
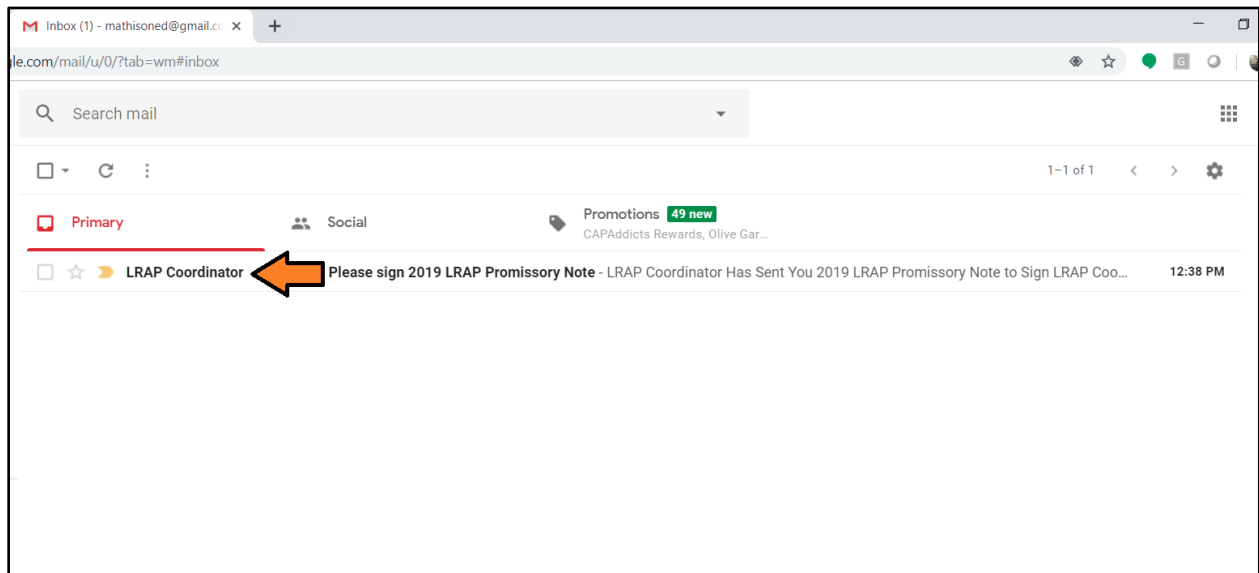


2019 LSC LRAP Promissory Note e-Sign Instructions

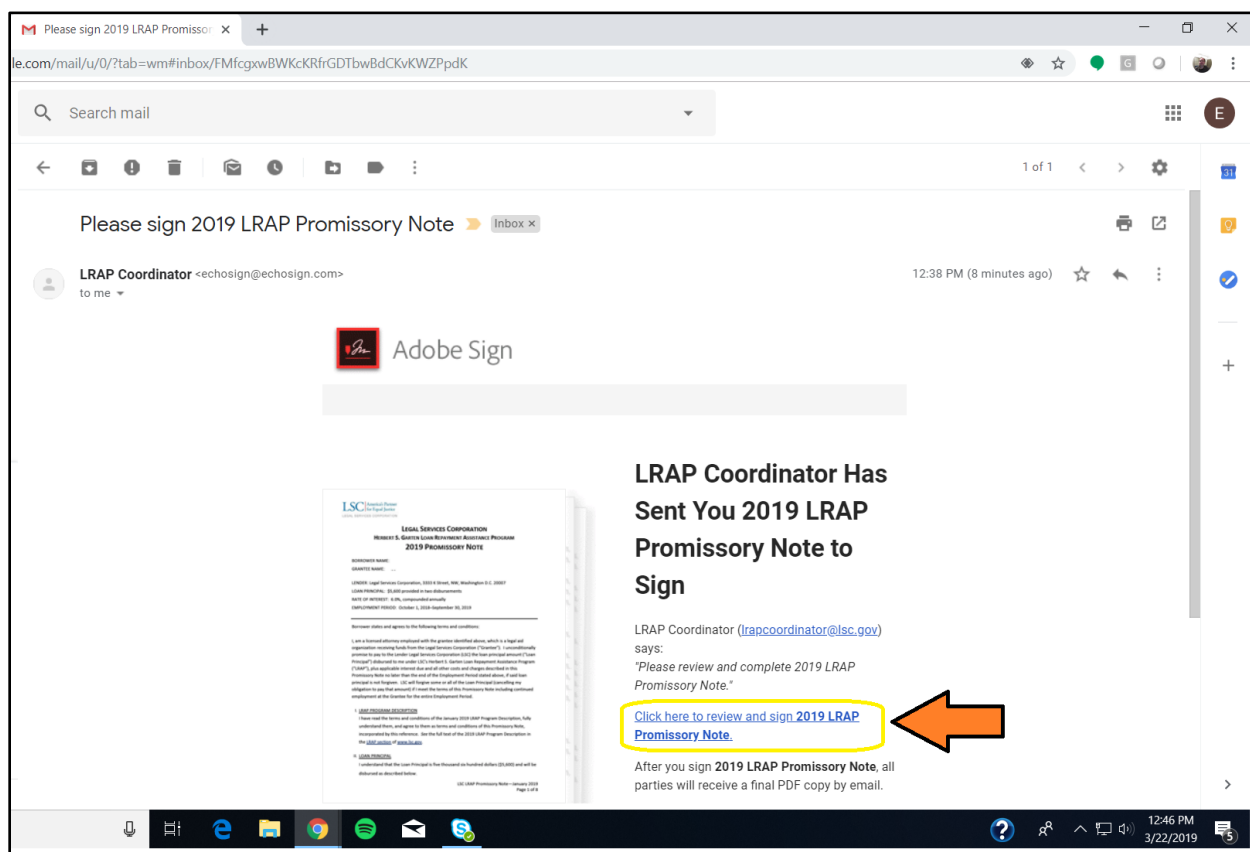
You will receive an email similar to the sample below asking you to sign the 2019 LRAP Promissory Note.



Please note: The e-mail will come from the LRAP Coordinator.



Once you click to open the email, it will look like the sample below. Click the link to review and sign the document on the right side of the page.



After opening the request, you will be scrolled to the top of the form to begin filling out the various fields. Follow the yellow arrows on the left as you tab through the various fields you will need to complete. You can even click on these arrows to move to the next field.

The screenshot shows the "2019 LRAP Promissory Note" form. The form is titled "LEGAL SERVICES CORPORATION HERBERT S. GARTEN LOAN REPAYMENT ASSISTANCE PROGRAM 2019 PROMISSORY NOTE". It includes the LSC logo and the text "America's Partner for Equal Justice". The form fields are as follows: "BORROWER NAME:" (with a red asterisk), "GRANTEE NAME:" (with a red asterisk and a dropdown arrow), "LENDER: Legal Services Corporation, 3333 K Street, NW, Washington D.C. 20007", "LOAN PRINCIPAL: \$5,600 provided in two disbursements", "RATE OF INTEREST: 6.0%, compounded annually", and "EMPLOYMENT PERIOD: October 1, 2018–September 30, 2019". Below these fields, there is a section titled "Borrower states and agrees to the following terms and conditions:" followed by the text "I, am a licensed attorney employed with the grantee identified above, which is a legal aid". A yellow arrow labeled "Start" points to the "BORROWER NAME:" field, and a large orange arrow points to the "GRANTEE NAME:" field.

Begin by clicking on the BORROWER NAME field and type in your name.

Alternative actions ▾ 2019 LRAP Promissory Note Next required field 14

LSC America's Partner for Equal Justice
LEGAL SERVICES CORPORATION

LEGAL SERVICES CORPORATION
HERBERT S. GARTEN LOAN REPAYMENT ASSISTANCE PROGRAM
2019 Enter Participant Full Name

BORROWER NAME: * Your Name

GRANTEE NAME: *

LENDER: Legal Services Corporation, 3333 K Street, NW, Washington D.C. 20007
LOAN PRINCIPAL: \$5,600 provided in two disbursements
RATE OF INTEREST: 6.0%, compounded annually
EMPLOYMENT PERIOD: October 1, 2018–September 30, 2019

Borrower states and agrees to the following terms and conditions:
I, am a licensed attorney employed with the grantee identified above, which is a legal aid

After entering your name, click on the drop-down arrow in the GRANTEE NAME field and scroll down until you find your LSC-funded legal services program.

Alternative actions ▾ Next required field 14

LSC America's Partner for Equal Justice
LEGAL SERVICES CORPORATION

HERBERT S. GARTEN LOAN REPAYMENT ASSISTANCE PROGRAM
2019 Enter Participant Full Name

BORROWER NAME: * Your Name

GRANTEE NAME: *

LENDER: Legal Services Corporation, 3333 K Street, NW, Washington D.C. 20007
LOAN PRINCIPAL: \$5,600 provided in two disbursements
RATE OF INTEREST: 6.0%, compounded annually
EMPLOYMENT PERIOD: October 1, 2018–September 30, 2019

Borrower states and agrees to the following terms and conditions:
I, am a licensed attorney employed with the grantee identified above, which is a legal aid

After reviewing the document in its entirety, you'll move to page 7 and begin filling out your personal information.

Adobe Sign

Alternative actions ▾

2019 LRAP Promissory Note

Next required field 14

XIV. VALIDITY OF ELECTRONIC SIGNATURES AND COPIES

Electronic mail, electronic forms, electronic records, photocopies, and facsimile copies of any document submitted for my Loan are valid and enforceable as the original. Electronic signatures on any document submitted for my Loan hold equivalent legal status as traditional handwritten signatures. By completing this Promissory Note online, I certify that my typewritten electronic signature and/or Initials are the equivalent of my handwritten signature and/or initials. By affixing my electronic signature and/or initials to this Promissory Note, I accept all terms and conditions of this Promissory Note, which will be deemed legally valid, binding, and enforceable on all parties.

Enter Social Security Number

Social Security Number: *

Mailing Address: *

Street Address: *

City: * State: * Zip Code: *

Telephone Number: *

Mobile Phone Number: *

Work Email Address: *

Personal Email Address: *

Next

Please complete all fields except the signature field at this point.

Adobe Sign

Alternative actions ▾

2019 LRAP Promissory Note

Next required field 4

Promissory Note, I accept all terms and conditions of this Promissory Note, which will be deemed legally valid, binding, and enforceable on all parties.

Social Security Number: * 111111111

Mailing Address: *

Street Address: * 111 Made-up Address

City: * Nowhere State: * DC Zip Code: * 11111

Telephone Number: * 1111111111

Mobile Phone Number: * 222222222

Work Email Address: * made-upemail@iscgrantee.gov

Personal Email Address: * made-upemail@gmail.com

Signature: * Click here to sign

Printed Name: * Your Printed Name

Date: * 03/22/2019

Next

Before completing the signature field, scroll down to additional information on page 8. This will provide the details necessary for the Adobe e-Sign request of your executive director certification forms.

Adobe Sign

Alternative actions ▾

2019 LRAP Promissory Note

Next required field 4

XV. EXECUTIVE DIRECTOR OR DESIGNEE IDENTIFICATION

As part of the electronic signature process, please identify the point of contact for the completion of ED Certification forms. These forms will be sent via an Adobe e-Sign process similar to the one you received for this Promissory Note. It is the participating attorney's responsibility to both inform and seek the consent of their Executive Director or their designee of the pending e-Sign document request with the above Promissory Note.

Executive Director's or Designee's Full Name *

Executive Director's or Designee's Title *

Executive Director's or Designee's Contact Email Address: *

Next

Enter Executive Director's or Designee's Full Name

After completing all required fields and reviewing the document in its entirety, return to page 7 and click on the signature field.

Adobe Sign

Alternative actions ▾

2019 LRAP Promissory Note

Next required field 1

Mailing Address: *

Street Address: 111 Made-up Address

City: * Nowhere State: * DC Zip Code: * 11111

Telephone Number: * 1111111111

Mobile Phone Number: 2222222222

Work Email Address: * made-upemail@iscgrantee.gov

Personal Email Address: * made-upemail@gmail.com

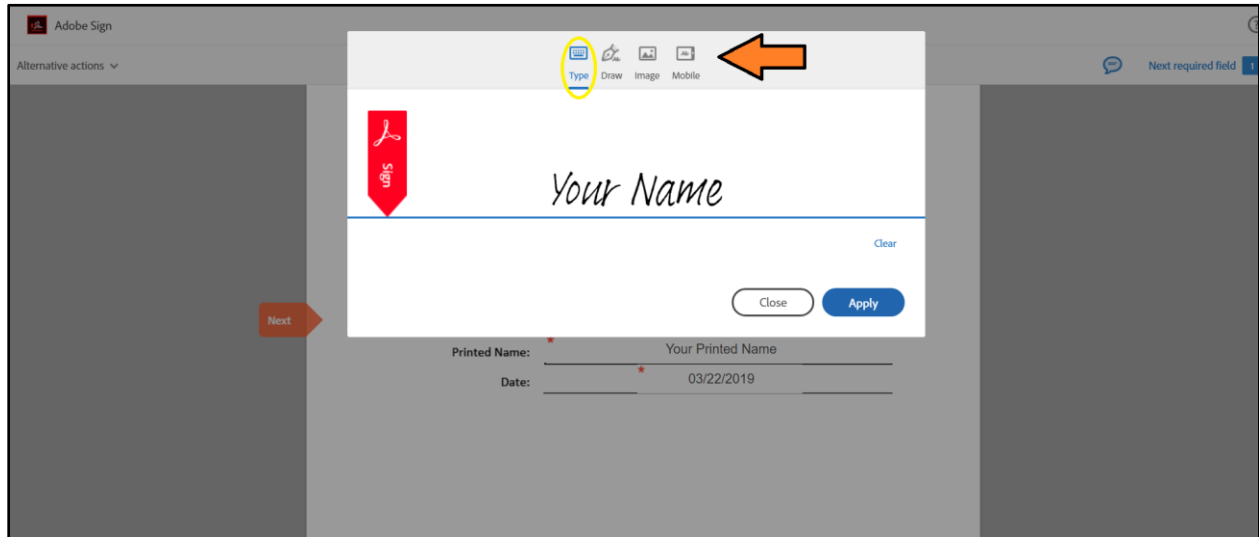
Signature: * Click here to sign

Printed Name: * Your Printed Name

Date: * 03/22/2019

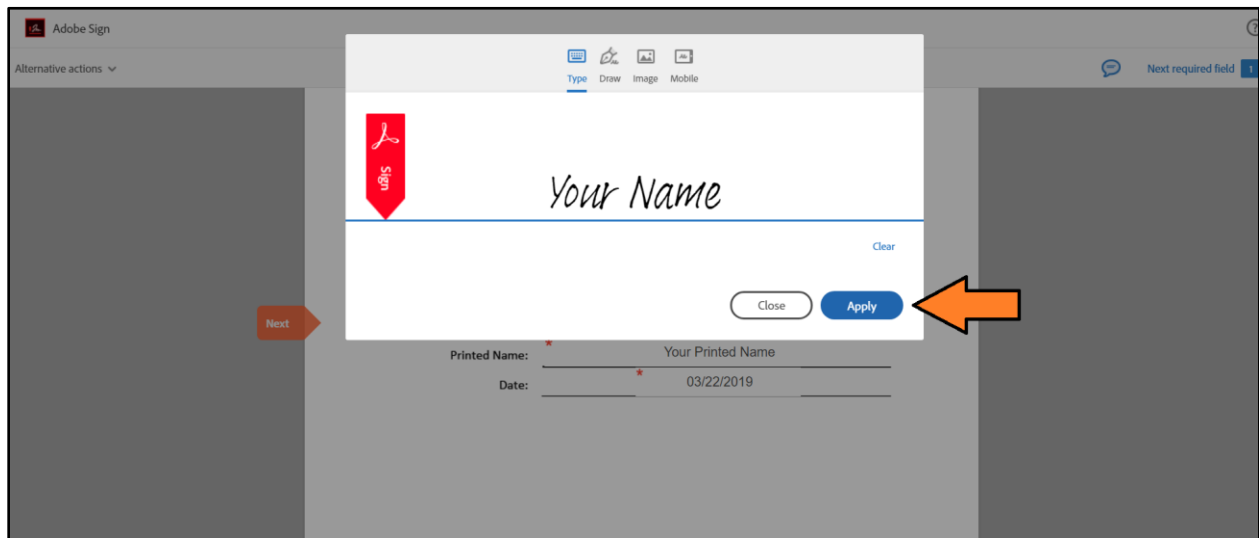
Next

Once you click on the signature field, you will be presented with the following:



There are multiple options for completing the e-Sign request; TYPE, DRAW, IMAGE and MOBILE. For those not familiar with Adobe e-Sign requests, we recommend the TYPE option, but please feel free to use any of these options. To complete the process with the TYPE option, simply click in the signature field under the TYPE selection and type out your name.

When finished, click the APPLY button in the bottom right.



Once you've applied your signature, you must submit the document by clicking the "Click to Sign" button at the bottom as shown below.

Adobe Sign

Alternative actions ▾

2019 LRAP Promissory Note

Completed

Mailing Address: Street Address: 111 Made-up Address
City: Nowhere State: DC Zip Code: 11111

Telephone Number: 1111111111

Mobile Phone Number: 2222222222

Work Email Address: made-upemail@iscgrantee.gov

Personal Email Address: made-upemail@gmail.com
Click to change

Signature: Your Name
Printed Name: Your Printed Name

Date: 03/22/2019

LSC LRAP Promissory Note—January 2019

I agree to the Terms of Use and Consumer Disclosure of this document

Click to Sign

You will then receive a verification that your Promissory Note has been successfully signed and returned to the LRAP Coordinator. We encourage you to use the "Download a copy" option to keep a copy for your records.

Adobe Sign

LSC Promissory Note

You have successfully signed the agreement "2019 LRAP Promissory Note".

Copies will be e-mailed to all parties.

Download a copy Sign up for a free trial