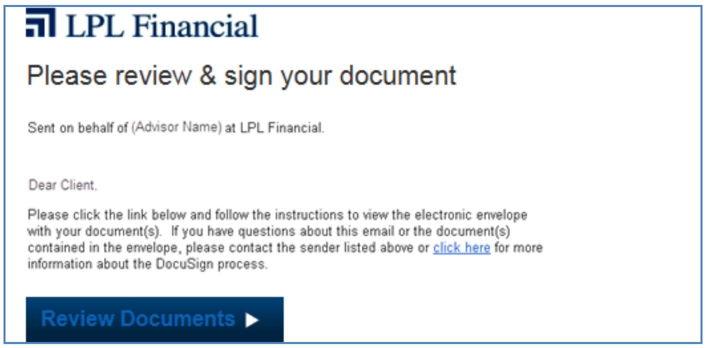
LPL FINANCIAL

eSignature

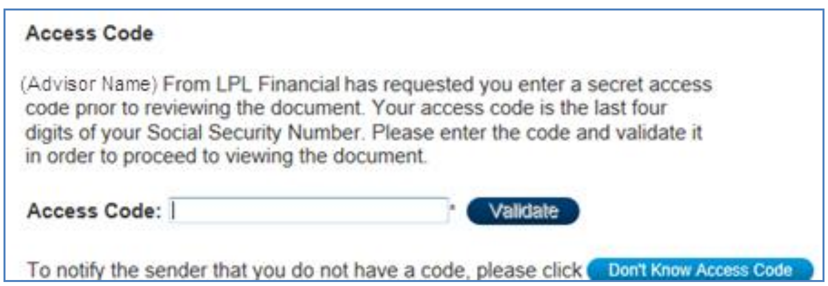
Client Reference Guide

LPL Financial has partnered up with Docusign to provide you with the ability to electronically sign and submit forms to your advisor at LPL Financial. The secure site is easy to access through your email. Please follow the steps below to access and complete the signing process.

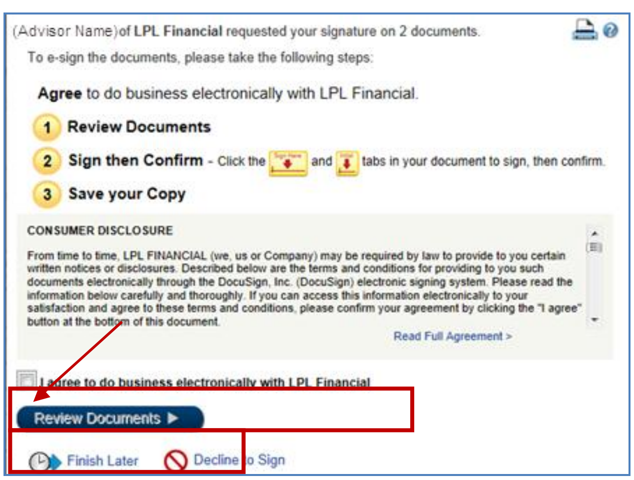
Step 1: You will receive the email below from your advisor. Click on "Review Documents" to access your forms in the secure website.



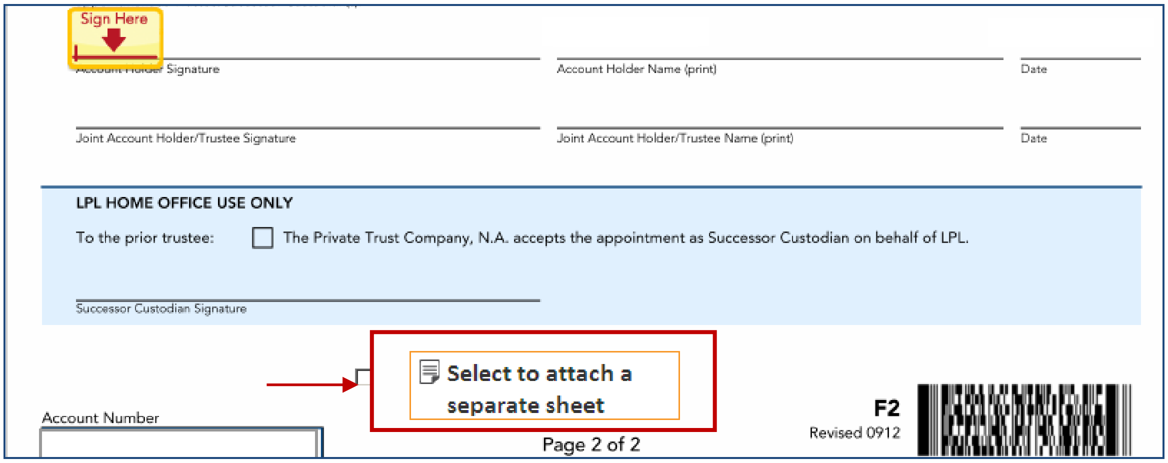
Step 2: Enter an access code. This will be the last four digits of your Social Security Number which is required to validate your information. Additional personal information may be required to utilize this functionality.



Step 3: After your information has been validated, add a check mark in the box next to "I agree to do business electronically with LPL Financial" and click on "Review Documents"



Step 4: Additional account forms may require supporting documents, such as a statement for account transfers or voided check for ACH. If this applies, click “Select to attach a separate sheet”. You will be prompted to select a document that you have saved to your computer.



Step 5: Review all the information for accuracy or add any missing information. *Note: Any changes to the forms must be completed by the primary account holder before signing.* When you are ready to sign, click “Sign Here” to choose an electronic signature or draw, “Adopt and Sign” then “Confirm Signing”. After clicking “Confirm Signing” the system will electronically submit your documents and you can download or print copies for your records. Please contact your financial advisor for more information or additional assistance.