How to E-Sign Your Lease Agreement

Logging Into Your Account & Viewing Your Lease Details

1. Login to your account on our website by entering in the username and password provided into the Member Login section on the website's home page:



2. After logging in, you will be directed to the "My Account" page. Click the RLU number under the My Reservations column to view details about the lease that has been assigned to your account:

My Account		
My Account.		
Account Information		Total Club Members associated with this account: 2
John Smith 152 Testing Lane Charlotte, NC 28273	Email: mfeltman@orbisinc.com Phone: (704) 587-0070	Letit Club Members
Edit		You have 4 new 🖂 Messages
Active Leases currently held by the clubs.	Reservations waiting for approval from club.	RLUs currently bidding on.
My Leases	My Reservations	Current Bids
No Active Lease.	RLU: <u>91162001</u> Acres: 58 Reserved: 2/23/2017 1:04:13 PM	No Active Bids.

3. After reviewing the details about the lease that has been assigned to your account, click the green "Accept Reservation" button. You will then have the opportunity to update your club membership list, e-sign your lease agreement and view details regarding how to pay your lease fee.

Reservation Details.		
Club Name	Testing Hunt Club	
RLU #		
Location	Gausaen county, i E	
Acres:	50	
Lease Fee:	¢	
Lease Start Date:	Jun 01, 2017	
Lease End Date:	May 31, 2018	
Property Maps:	Aerial TOPO Decation	
	Accept Reservation Decline	

E-Signing Your Lease Agreement

Be sure to carefully read the directions on each page to verify the information before e-signing the lease agreement document. To proceed through the tabbed pages, click the "Next" button located at the bottom center of the screen. You can select the "Exit" button located at the bottom right of the screen to exit the wizard at any time.

1. <u>Verify Club Members</u>: Displays the club members currently assigned to your account. It is very important that you make sure this page lists all of your club's members with their correct address, phone number, and email address. Click the green "Next" button to proceed to the next tab.

	1. Verify/Upda	ate Club Members	2. E-Sign Lease Agreement	3. Payment Inf	ormation
Make c	hages to your club member's list	as needed, using the too	ols below. Make sure ALL club members	are listed.	
Once y docume	ou have verified that the list is co ent.	rrect, click the green NE	XT button at the bottom of the page to vie	ew and e-sign your lea	ase agreement
		Cli	ck Here to Add a New Club Member		
	Club Member Name		Address	Edit Info/De	elete Members
	Jane Smith	809 Te	st Drive , Abbeville - SC 29620	Edit	<u>Delete</u>
	John Smith	152 Test	ing Lane , Charlotte - NC 28273	Edit	Delete

2. <u>E-Sign Lease Agreement</u>: Click the "E-Sign Lease Agreement" button to preview the terms and conditions associated with the lease agreement.

	1. Verify/Update Club Members	2. E-Sign Lease Agreement	3. Payment Information
Olish the "E Olise Lee		d	
Click the E-Sign Lea	ise Agreement button below to review and	d e-sign your lease ageement document.	
agree to the terms ar the lease.	oreview of the terms and conditions associated on the terms and conditions of the lease and your signatu	ated with the lease agreement. After revi ire will be digitally inserted in to the agree	ewing the document, you will be prompted to ement, effectively serving as your signature for
	E.	-Sign Lease Agreement	
			Evit
			Exit

After you review the terms and conditions associated with the lease agreement, click the "I Agree" button to accept the terms and conditions of the lease agreement. Then, click "OK" in the pop up box.

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designated as the Lease Representative authorized by club members to communicate with Lease and conduct all business necessary to exercise the club privileges under this Recreation Lease.	have been



3. Payment Information

- In order to ensure the processing of your hunting lease, please follow the instructions provided below:
 - Please print and mail the payment invoice (click the red button to generate the invoice), along with your certified check or money order made payable to Coastal Timberlands Company and mail to the address listed on the invoice. DO NOT mail the lease document.
 - ✓ All payments MUST be made in the form of a certified check or money order. Personal checks are NO longer accepted.
 - \checkmark The Payment Invoice MUST be included with the payment that is submitted.
 - \checkmark Refer to the payment invoice for the address in which to submit your payment.

Click the red button to generated your payment invoice to submit along with your FULL payment to the address indicated on the invoice:

	1. Verify/Update Club Members	2. E-Sign Lease Agreement	3. Payment Information
n order to ensure the	e processing of your hunting lease, ple	ease follow the instructions provided	below:
	Dia Ci	lick Here to PRINT Your	
Please print and mail made payable to Coa DO NOT mail the leas	the payment invoice(click the red button s stal Timberlands Company and mail to th se document.	above to generate invoice), along with yo e address listed on the invoice.	our <u>certified check</u> or <u>money order</u>
All payments MUST b	e made in the form of a certified check of	r money order.Personal checks are NO l	onger accepted.
You are responsible f Lessor at any time, up	or keeping a current signed and dated me oon request by the Lessor or its agent.	embership list on hand. This document s	hould be made available to the
	Club Member	List 🔁 Lease Document	
All related documents	can also be accessed from your account	t page by clicking on the "Download Doc	uments" link.
	Click here to go back	to your Account Information page.	Exit