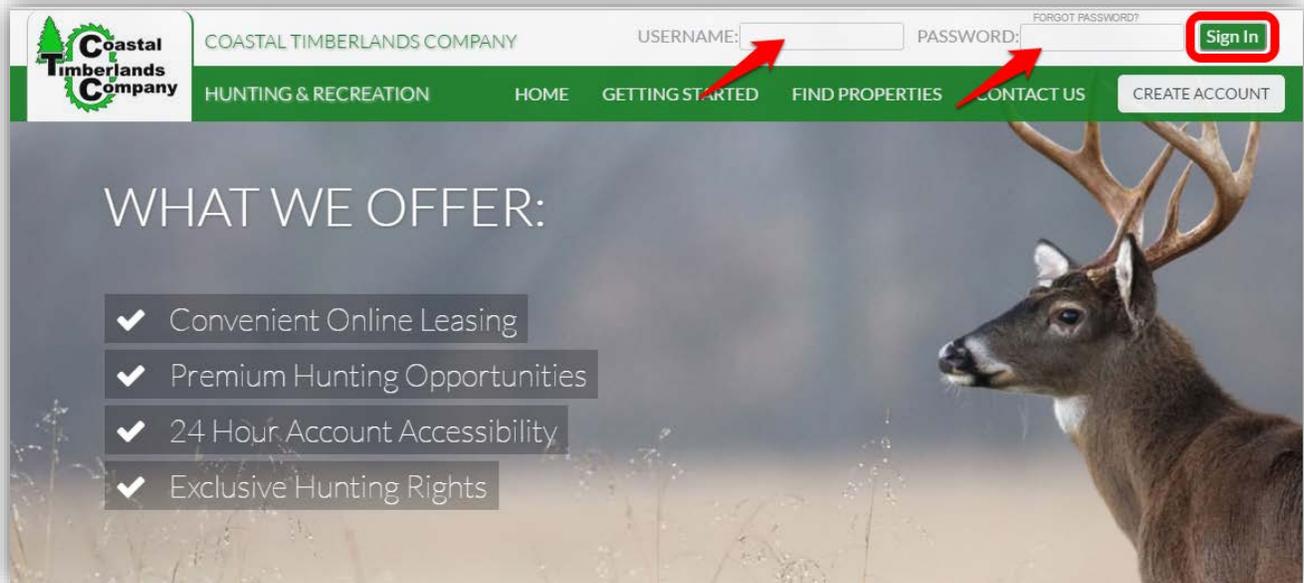


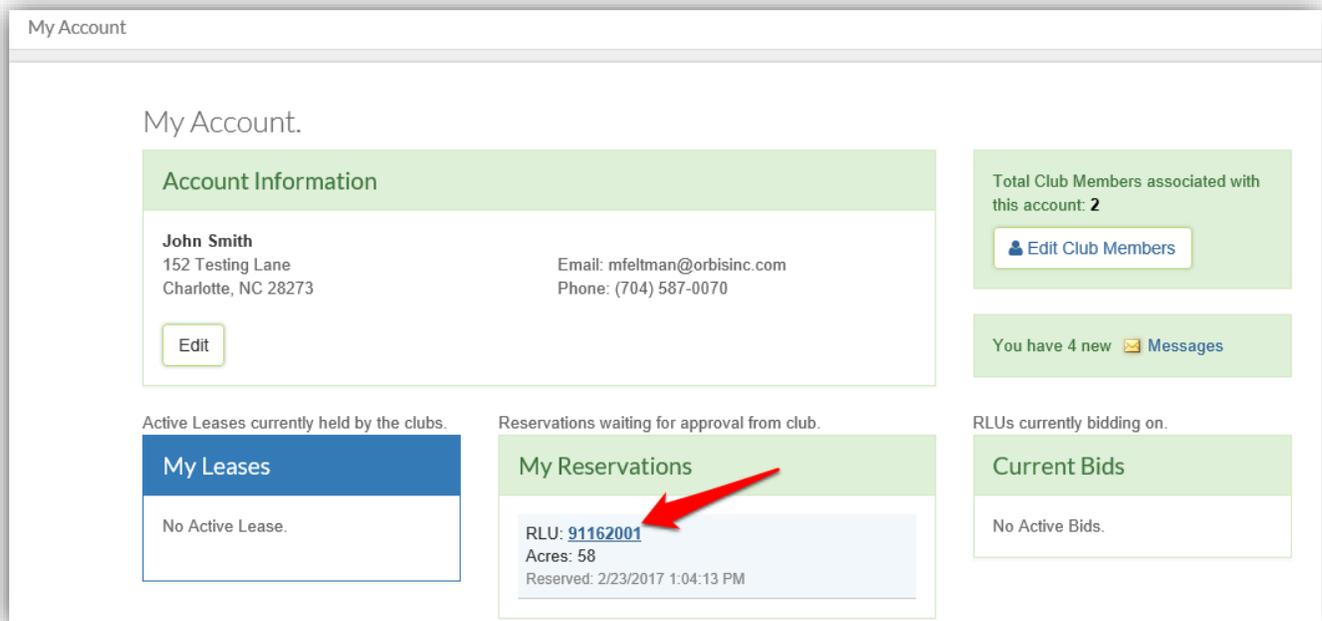
How to E-Sign Your Lease Agreement

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:



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	Gadsden County, FL
Acres:	50
Lease Fee:	██████████
Lease Start Date:	Jun 01, 2017
Lease End Date:	May 31, 2018
Property Maps:	Aerial TOPO Location

 [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. Verify Club Members: 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/Update Club Members 2. E-Sign Lease Agreement 3. Payment Information

Make changes to your club member’s list as needed, using the tools below. Make sure **ALL** club members are listed.

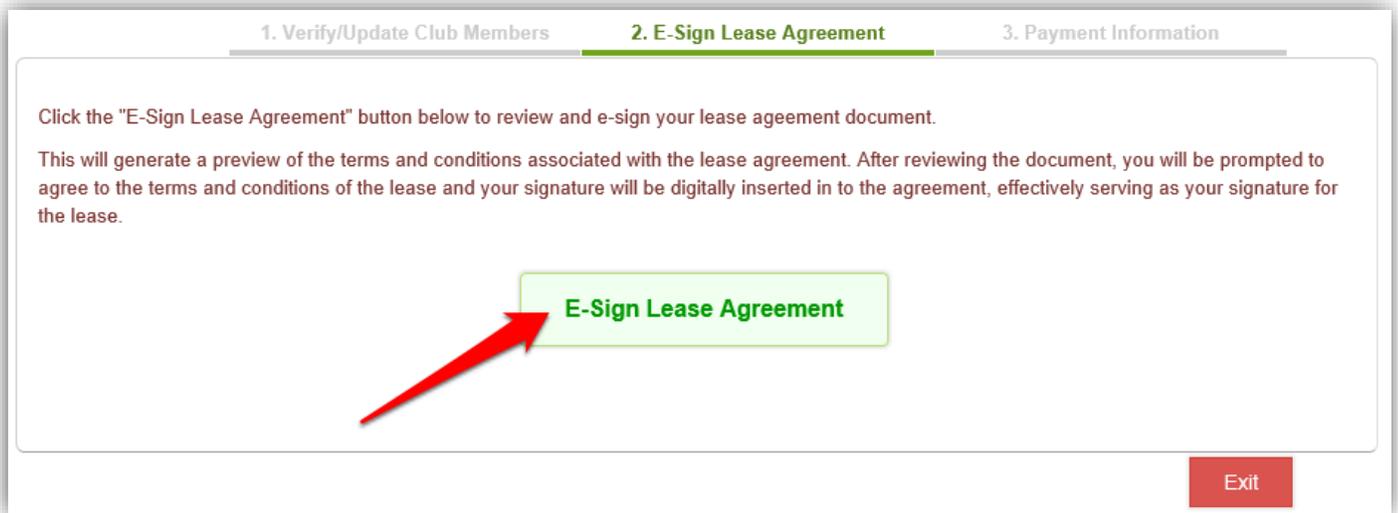
Once you have verified that the list is correct, click the green **NEXT** button at the bottom of the page to view and e-sign your lease agreement document.

[Click Here to Add a New Club Member](#)

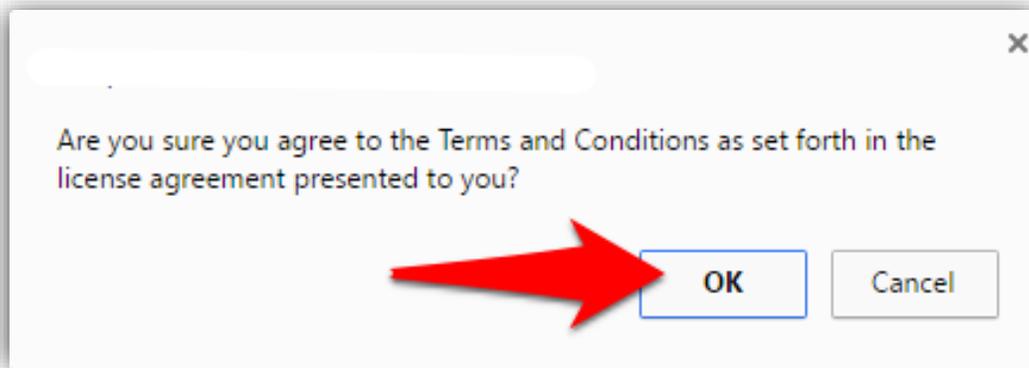
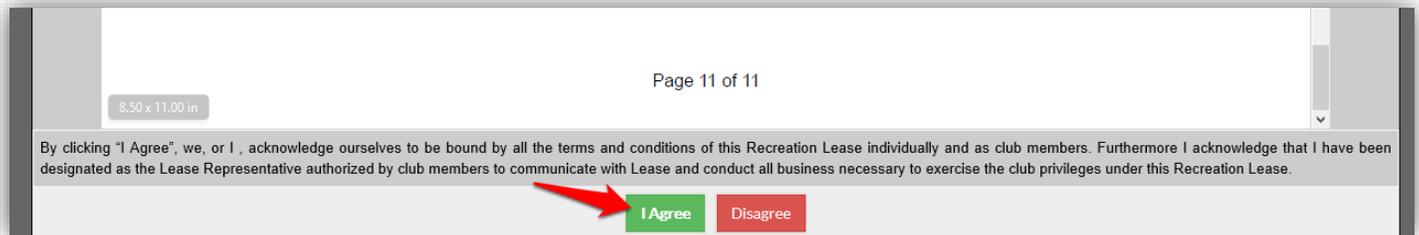
Club Member Name	Address	Edit Info/Delete Members
Jane Smith	809 Test Drive , Abbeville - SC 29620	Edit Delete
John Smith	152 Testing Lane , Charlotte - NC 28273	Edit Delete

[Next >>](#)  [Exit](#)

2. E-Sign Lease Agreement: Click the “E-Sign Lease Agreement” button to preview the terms and conditions associated with the lease agreement.



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.



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.
 - ✓ The Payment Invoice MUST be included with the payment that is submitted.
 - ✓ 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**

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 above to generate 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.

You are responsible for keeping a current signed and dated membership list on hand. This document should be made available to the Lessor at any time, upon request by the Lessor or its agent.

All related documents can also be accessed from your account page by clicking on the "Download Documents" link.

Click here to go back to your [Account Information](#) page. 