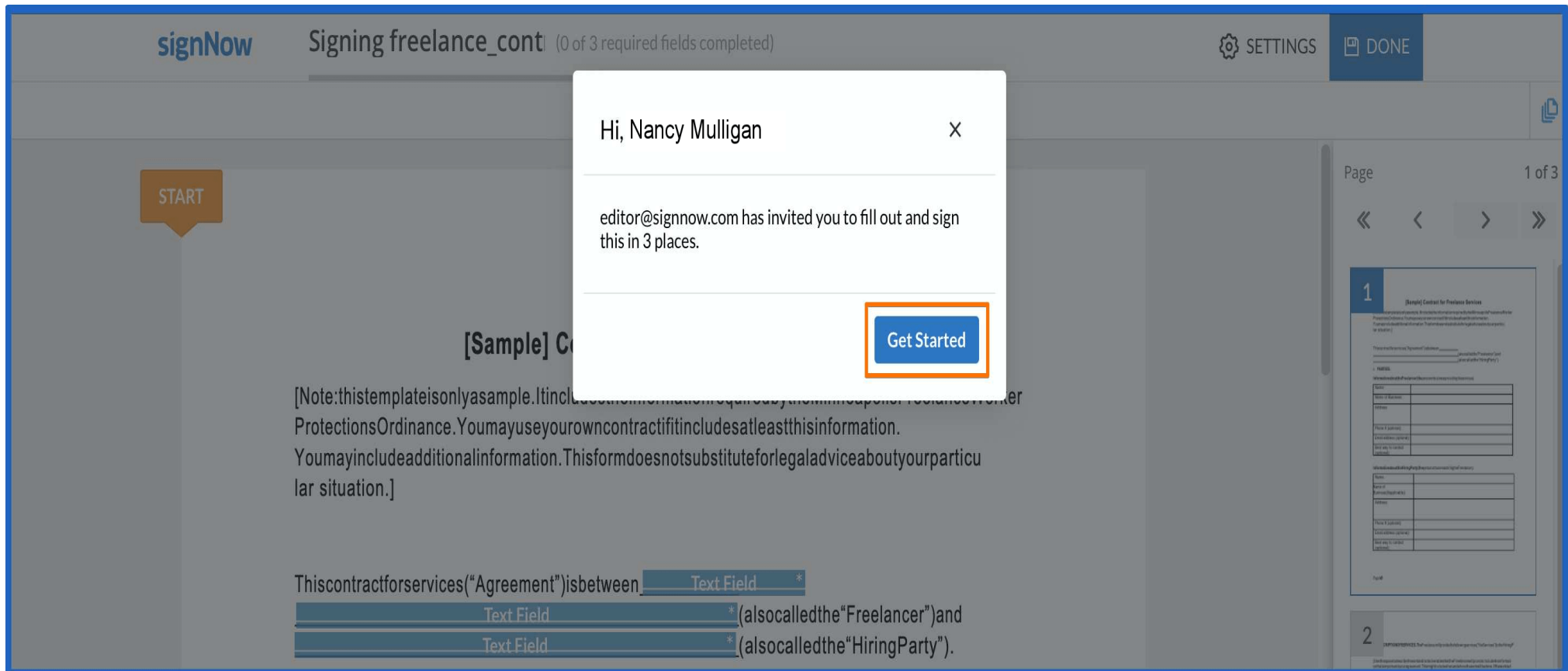


Dear Wings Families

We have been using a program called SignNow since the COVID Pandemic National Emergency began in 2020, while almost everyone was staying at home to avoid getting sick. We have found that we will continue to use it as it helps us serve you faster by getting the signatures we need from you for a variety of documents. Some directions follow to help you sign the documents when you receive them. We will still get some signatures in person when needed. Please do not hesitate to reach out for help at any time!

How do I sign a document?

Regardless of whether you have a signNow account or not, you can sign a document in signNow whenever someone sends you a signature



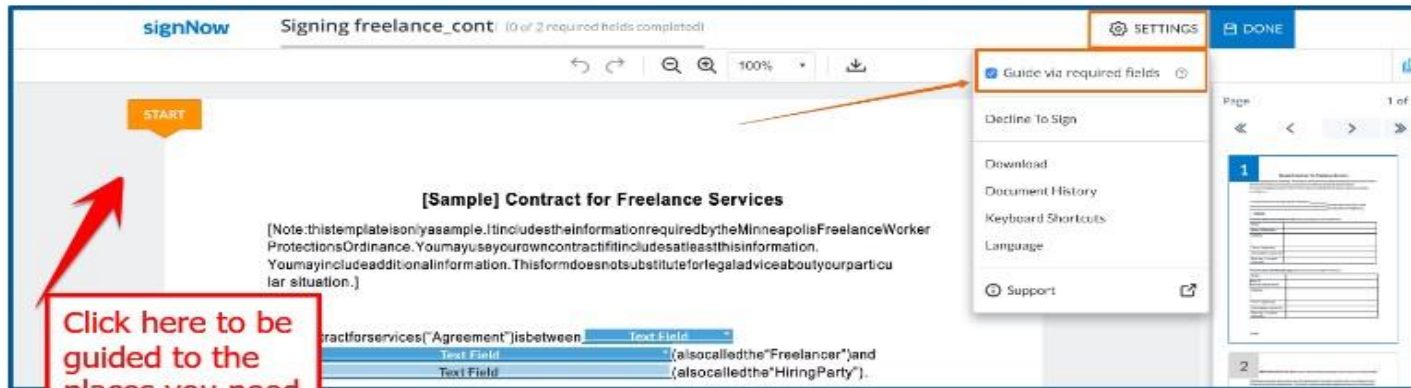
The screenshot displays the SignNow web interface. At the top, the 'signNow' logo is on the left, and 'Signing freelance_cont (0 of 3 required fields completed)' is in the center. On the right, there are 'SETTINGS' and 'DONE' buttons. A central pop-up notification box contains the text: 'Hi, Nancy Mulligan', 'editor@signnow.com has invited you to fill out and sign this in 3 places.', and a blue 'Get Started' button with an orange border. The background document shows a 'START' button, a '[Sample] C' header, and a note: '[Note: this template is only a sample. It includes information required by the Illinois Paid Family Leave Act and the Illinois Paid Sick Leave Act. You may use your own contract if it includes at least this information. You may include additional information. This form does not substitute for legal advice about your particular situation.]'. Below the note, there are three 'Text Field' inputs, with the first one containing the text 'This contract for services ("Agreement") is between'. The right side of the interface shows a document preview with page numbers '1 of 3' and navigation arrows.

request. As you open a received document, you'll see a pop-up notification telling you who has invited you for signing and how many fields you have to complete. Click Get Started to proceed.

SEE NEXT PAGE

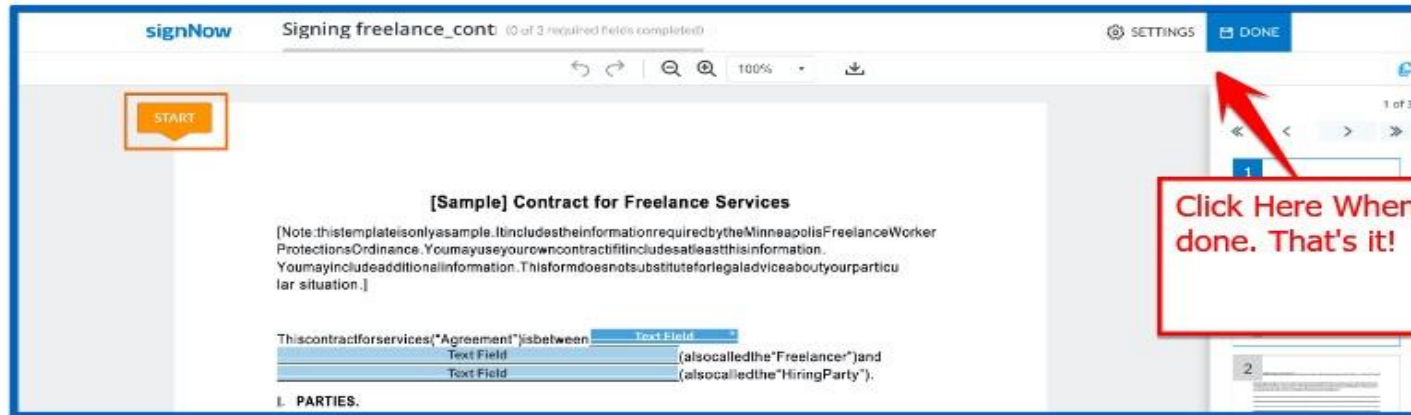
How the Guide Me feature works

Make use of Guide Me so that you don't miss any fields. As you open the document, you'll see orange arrows indicating what fields you should complete. By default, Guide Me will only lead you through the required fields of a document. If you want it to lead you through every field, click **Settings** and remove the tick from the **Guide via required fields** option.



Click here to be guided to the places you need to sign or date.

If you miss some fields, click on the orange arrow. Doing so will restart the process and you'll be guided through the document fields again.



Click Here When done. That's it!

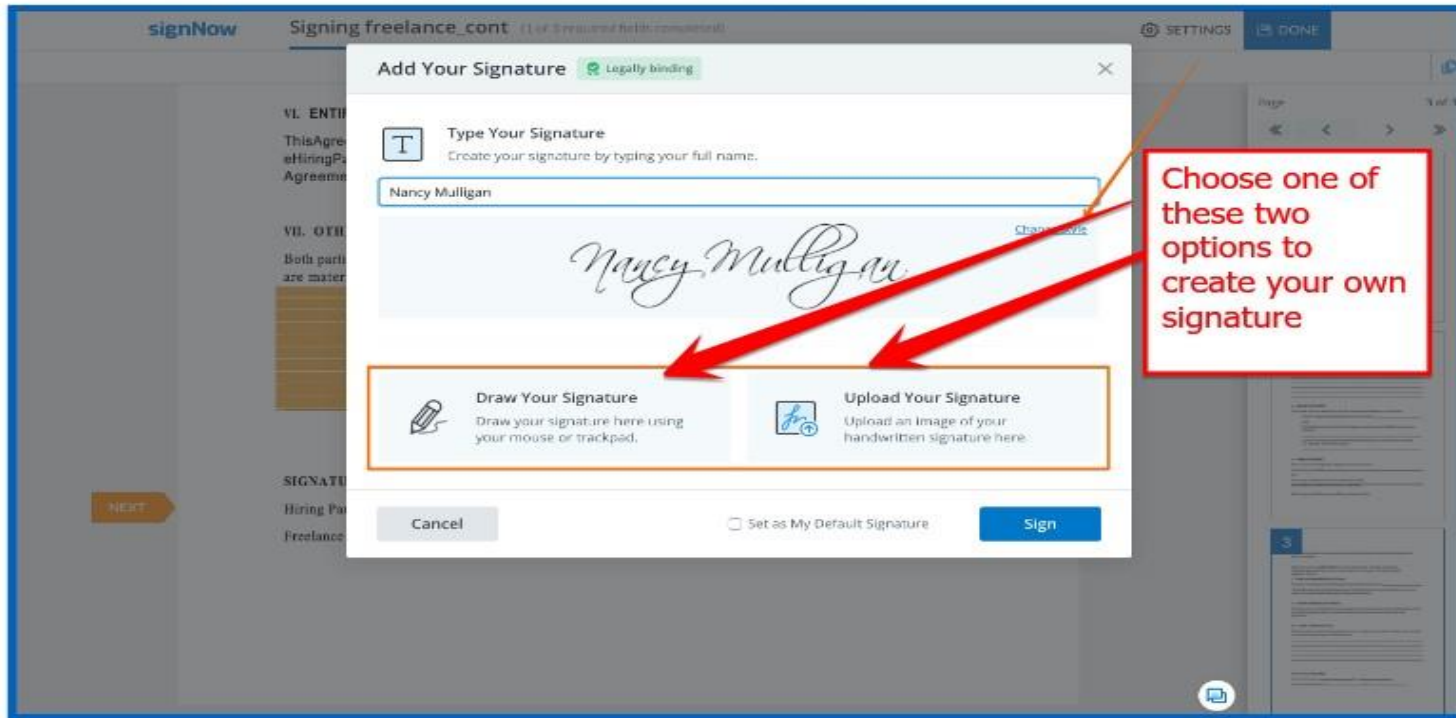
Once finished, click **Done** in the top right corner.

Google Chrome Version 107.0.5304.107
Microsoft Windows 11 Pro 64-bit Build 6.2.9200

If you have missed some fields, click on the orange arrow. Doing so will restart the process and you'll be guided through the document fields again. (GO TO NEXT PAGE)

How to sign a document

To sign the document, click on the Signature field and choose how you would like to add your signature. You can type your name, upload a picture of your signature, or draw it using your touchpad, mouse, or screen if you're working from a mobile device.



Google Chrome

Version 107.0.5304.107


Microsoft Windows 11 Pro 64-bit Build 6.2.9200

Wings can only accept a signature that you create yourself with your finger, screen, or mouse. If you are able to, you can also handwrite your signature and upload it using the Upload your signature option. We cannot accept the pre-drawn signatures that come with SignNow.

GO TO NEXT PAGE

Add Your Signature

Use the cursor to draw your signature.



A large white rectangular area with a thin grey border contains the handwritten signature "Jane Doe" in black ink. The signature is written in a cursive style. A horizontal line is drawn below the signature.

You can click CLEAR to try again until you are satisfied

Clear

Keep trying until you are satisfied with the signature. It probably won't look as good as when you sign on paper, but as long as it's close it will work

Once you are done, click SAVE

Back

Save

If you have questions or need support, reach out to your care coordinator.