NCCC ELECTRONIC PROXY INSTRUCTIONS:

1. Open the Proxy form from the email
   NOTE: if you <u>DO NOT</u> see the "Sign" option in the upper right corner, STOP. You will need to update your *Adobe Reader Application* before continuing; open your web browser and visit www.adobe.com, then select Downloads
2. Save the Proxy form to your local computer.
    a. Click on the diskette icon
    b. Navigate and choose a location you save regional documents or one you can remember.
    c. Enter a file name for it, something like <region>-<club#>-<2013> so you can find it later – it would also help the RE to know which file is from which Governor. Click Save once you have everything completed.
    d. Close this version of the form
3. Open your saved Proxy form (from the location you saved it in step 2 above)
4. Enter *Club Name*, then press the tab key to advance to the next field
5. Enter the *RE's Name* (Jeannie Ruston), then press the tab key
6. Enter the *Region Name* (Southwest), then press the tab key
7. Enter the *Day* you are signing the form, then press the tab key
8. Enter the *Month* you are signing the form, then press the tab key
9. Enter the *Year* you are signing the form, then press the tab key
10. Enter the *Witness' Name*, then press the tab key
11. Enter the *Notary's Name*, then press the tab key *(only if having the form notarized)*
12. Enter the *NCCC Number* of the Witness, then press the tab key
13. Enter the Commission Expiration date, then press the tab key *(only if having the form notarized)*
14. Enter the *Club Name*, then press the tab key
15. Enter the *Club Region Number*, then press the tab key
16. Enter the *Club Governor's Name*, then press the tab key
17. In the upper right corner, click on the "*Sign*" button
18. Click on the "*Place Signature*" option and a dialog box opens (only on your 1st use of the application) and enter your name (Governor's), then click "Accept"
19. Move your *script Signature* text above the line where it states (*Signature of Governor*) and click the left mouse button to set the position
20. Click the option for *Send Signed Document*
21. You will be prompted to save the document, accept the default (it will append "signed" to the end of the original file name)
22. Click *Confirm & Send*
23. Click *Save*
24. Click *Upload* so the signed document will be uploaded for delivery.
25. In the new EchoSign dialog box
    a. Enter your email address *(Sender)*, then press the tab key for the next field
    b. enter the RE's *(Recipient)* email address (re@ncccswregion.org), then press the tab key for the next field
26. Enter the *Document Name* (suggestion: <Club Name>-<year> Proxy Form), then press the tab key to advance to the next field
27. Enter a *Message* to the RE if you would like
28. Click the Checkbox for "*I have read and agree…*"
29. Click the green *Deliver* button
30. You now see where it talks about validating per the email that Echosign sent to you. You will need to open that email and follow the directions.