

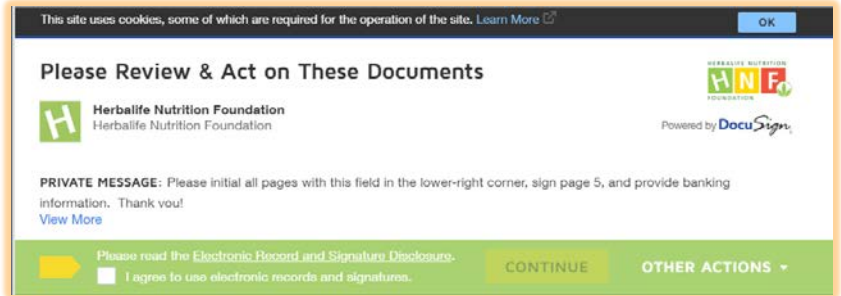
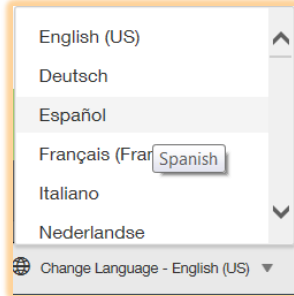
A. Signing the agreement (pg 1)

B. Completed agreement (pg 2)

A. Signing the agreement

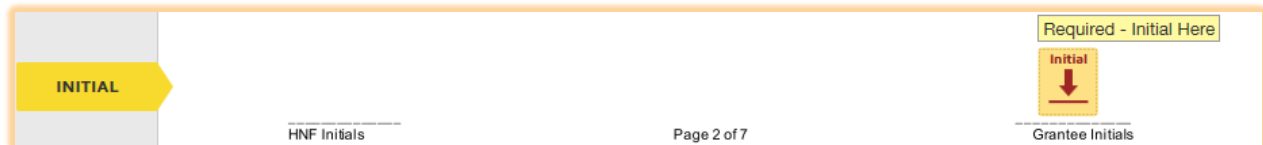
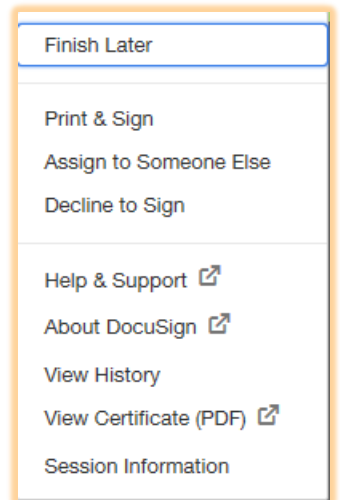
Herbalife Nutrition Foundation... [External] Please DocuSign: HNF 2019 agreement with

- The leader of your organization will receive an e-mail from **Herbalife Nutrition Foundation** with the subject, “**Please DocuSign: HNF 2019 agreement with...**” and no attachment. Open the e-mail, and the Private Message states what to do. Click **REVIEW DOCUMENT** to go to the agreement.

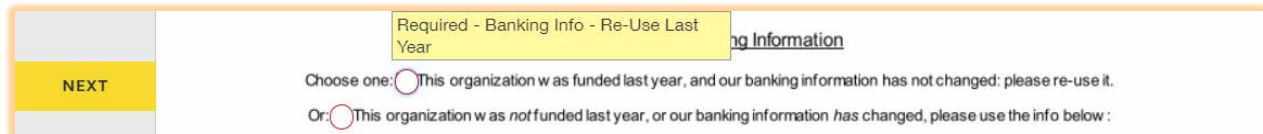


- The webpage with the agreement should automatically detect your browser's language, and display text appropriately, but you can manually **Change Language** in the lower grey area to 1 of 43 supported. And on the right is **OTHER ACTIONS**.

- Finish Later** allows you to start looking at it now, then finish later. There is no pressure that you must review and sign in one sitting.
 - Print & Sign** allows you to print a hardcopy and sign by hand. There is no prohibition from doing this.
 - Assign to Someone Else** allows you to have someone else with signature authority for your organization sign.
 - Decline to Sign** allows you to point out some change that needs to be made before you can sign.
- ❖ Clicking the box that you agree to use electronic signatures allows you to **CONTINUE**.



- Places where you need to initial or sign are flagged for you. Simply click the placeholder. The first time you click allows you to ensure your Full Name is spelled correctly, your Initials, and the Style you want. You can click **Change Style** to see ten (10) font choices, and if you have a DocuSign account, you might have access to your actual digitized signature.

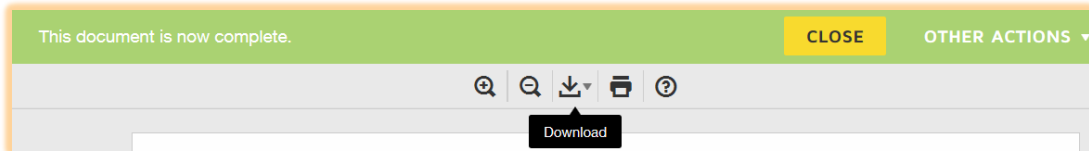
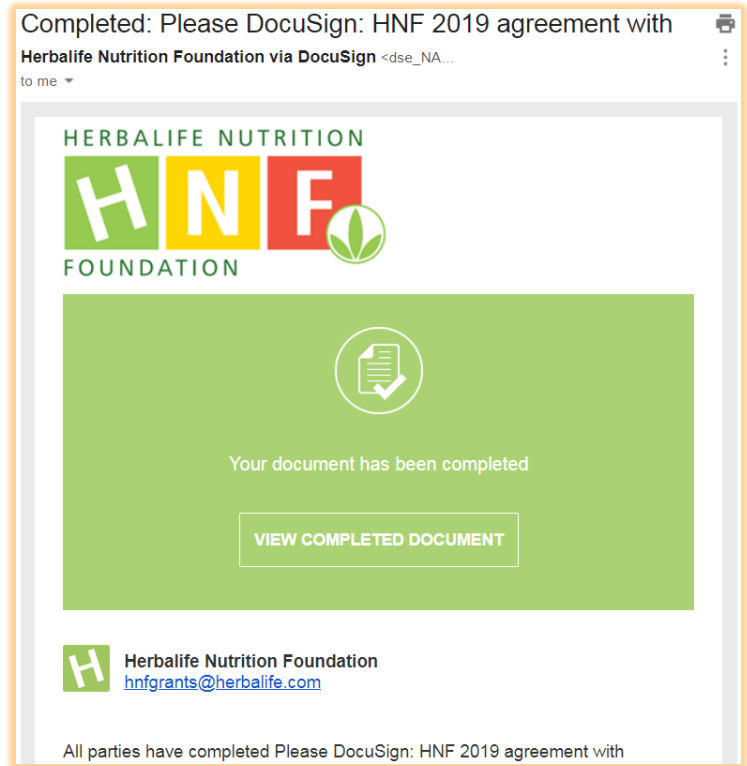


- New for 2019 is the option to Re-Use Banking Info from last year, or provide New Info if not funded last year or it has changed. Once you believe you're done, click the **FINISH** button. If you missed any required placeholders, you'll be taken to them. You *do not need to create an account* to access this agreement again, or to access the final countersigned version. Whether you choose to create an account or not, you will receive confirmation that **You're done! Thank you!**

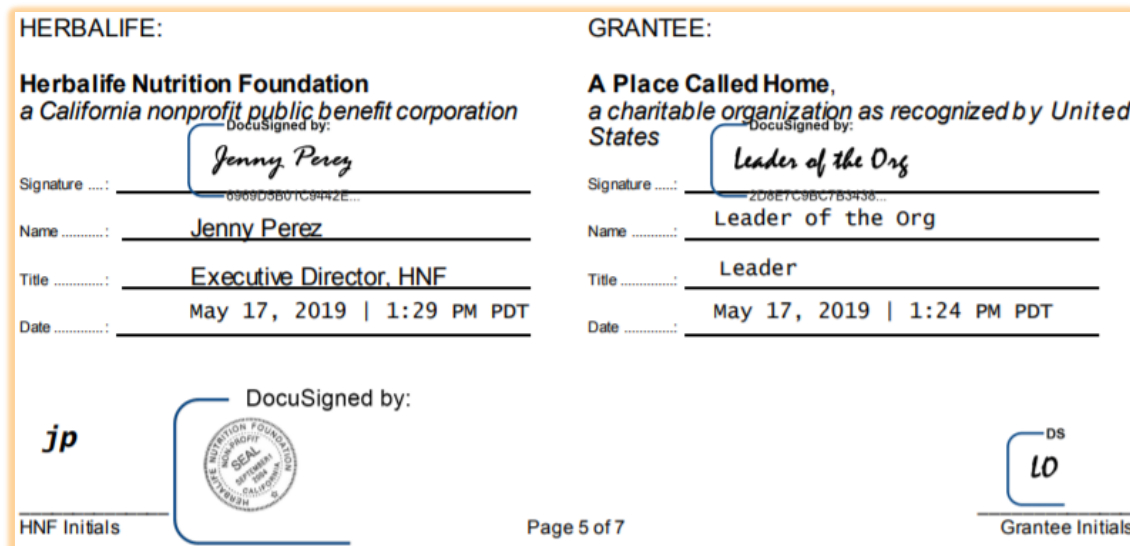
B. Completed agreement

Herbalife Nutrition Foundation... [External] Completed: Please DocuSign: HNF

- Once the Leader of the Organization has signed and provided the banking information, and the Executive Director of HNF has signed, everyone, including the Country Contact (if any), the Regional Contact, the Grants Associate, and HNF Grants will receive a “Completed” e-mail with no attachment.
- Opening the e-mail should reveal something that starts off like this. Click **VIEW COMPLETED DOCUMENT** to be taken to the countersigned version.



- Once at the document, you can **Download** it from the top-center option.



- Here’s an example of what a completed signature section could look like.