



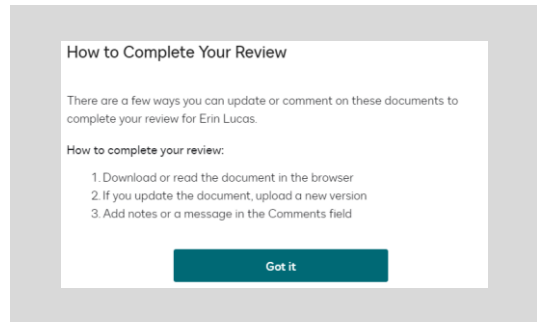
CLM External Review Instructions

External Reviewer is sent an email from review@docusign.net

Introduction - How to Complete Your Review

Outline of the steps for your review which are also detailed in this document

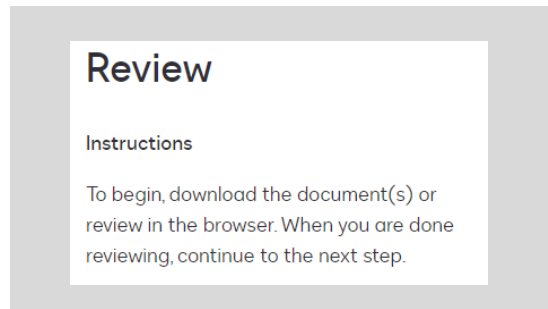
Select “Got It” to move to begin Review.



Review

Either choose to download the document(s) to view or you may review in the browser.

Select “Next” to move to Edit.



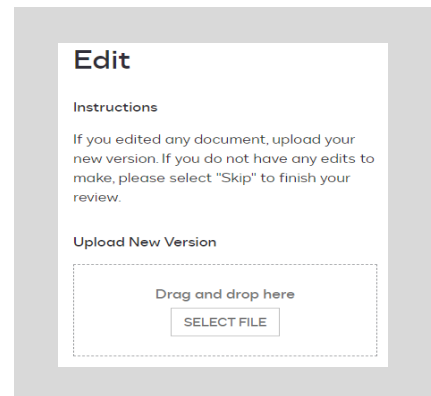
All files are available in the format that was used to create the document. Most documents are Word form which allows for parties to track changes and manage the review process

Edit

If you need to edit/redline a document, you will need to download the document to make revisions.

If you edited any document, upload your new version.

If you do not have any edits to make, please select “Skip” to finish your review.





CLM External Review Instructions

Comment

Once you review and/or upload your redlines, you will be asked to provide additional comments. Please add a note indicating that you have completed your review and/or provide additional comments. Upon completion, your comments and/or document(s) will be passed back to the external party Select “Finish”.

Comment

Instructions

Add comments for your review here. Once your review is complete, your comments and/or document(s) will be passed along to Erin Lucas or routed to the next reviewer.

*Comments

Complete Review

Completing review will send the document(s) back to the external party. **You can only do this once, so please make sure that you included all your Notes in comments or a redlined version before submitting your feedback** Select “Cancel” if you have additional changes Select “Complete” when finished.

Are you sure you're ready to complete this review?

Completing the review will send this document(s) back to Erin Lucas. You can only do this once, so please make sure that you have included all your notes in comments or a redlined version before submitting your feedback.

Confirmation

You will receive confirmation that your review has been submitted including green banner in upper right corner “Thanks. Your feedback has been submitted...”

Thanks! Your feedback has been submitted to Erin Lucas.