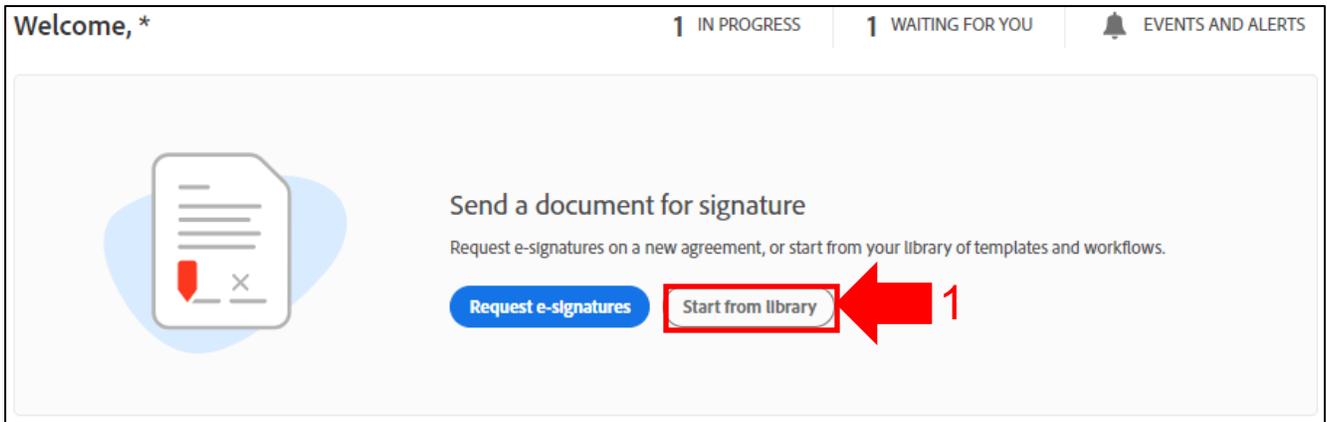


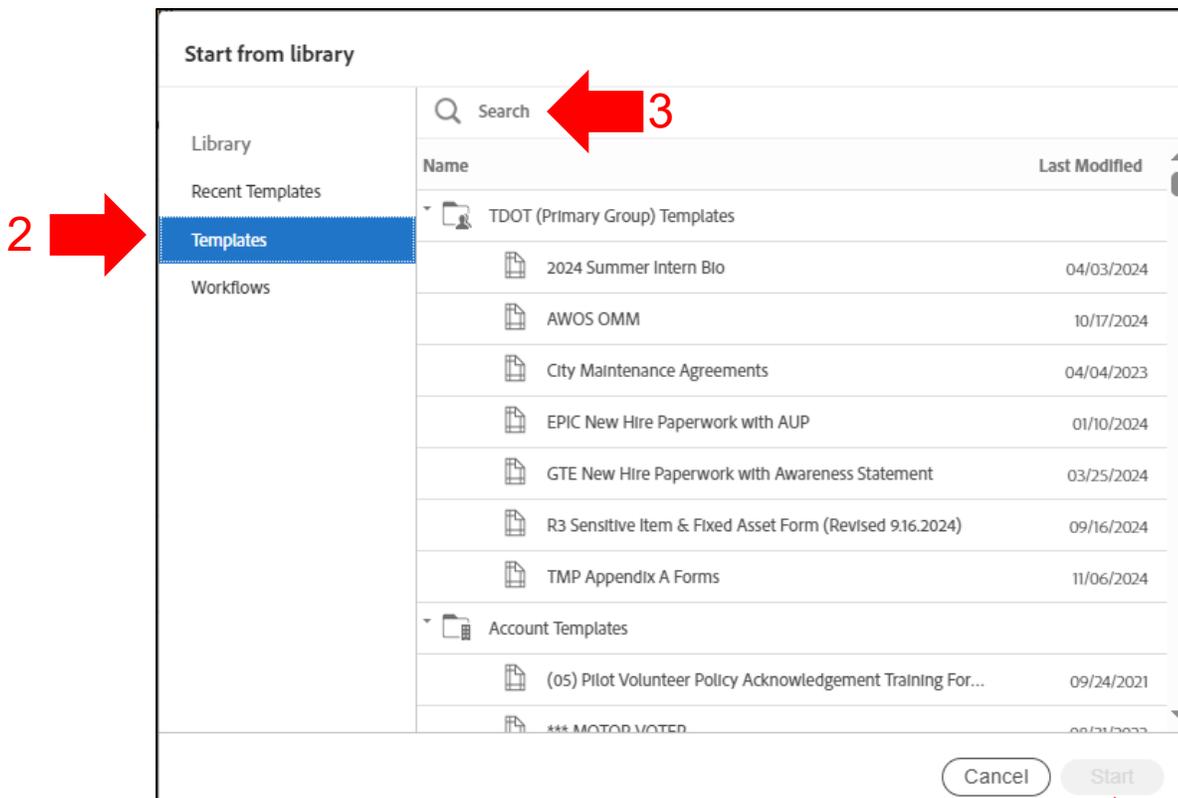
Fillable Appendix A forms are available as templates in Adobe Sign

1) From the Home screen, select "Start from library"



2) Select "Templates" on the left menu.

3) In the search bar, enter "TMP Appendix A Forms"



4) Click "Start"

5) Use the drop-down on the left and select “Form Filler”

6) Enter the email address of the person who you want to fill the non-signature fields of the TMP forms. Enter your own address if you want to fill these fields yourself.

The screenshot shows a document signing interface. On the left, there is a vertical list of roles: Signer, Approver, Form Filler (selected), Acceptor, Certified Recipient, and Delegator. A red arrow labeled '5' points to the 'Form Filler' role in the dropdown menu. Below the dropdown, there is a list of participants. The first participant has a role of 'Form Filler' and an empty email field. A red arrow labeled '6' points to the email input field. Below the participant list, there is a plus sign in a dark circle. A red arrow labeled '7' points to this plus sign. The interface also shows 'Recipient settings' for each participant, including 'Multi-factor authentication' and 'Private message' options.

7) Click the dark circle with a “+” to add more participants. Add a line for each signer.

8) Select “Signer” in the drop-down menu and enter their email address.

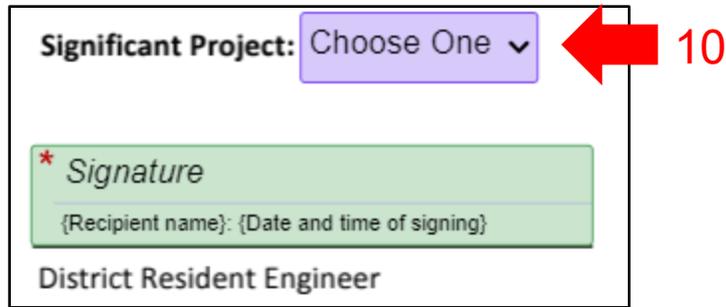
The screenshot shows the same document signing interface as before, but now with two participants. The first participant is a 'Form Filler' with an empty email field. The second participant is a 'Signer' with an empty email field. A red arrow labeled '8' points to the 'Signer' role in the dropdown menu for the second participant. The interface also shows 'Recipient settings' for each participant, including 'Multi-factor authentication' and 'Private message' options.

9) Click the “Preview and add fields” button after you have identified all participants.

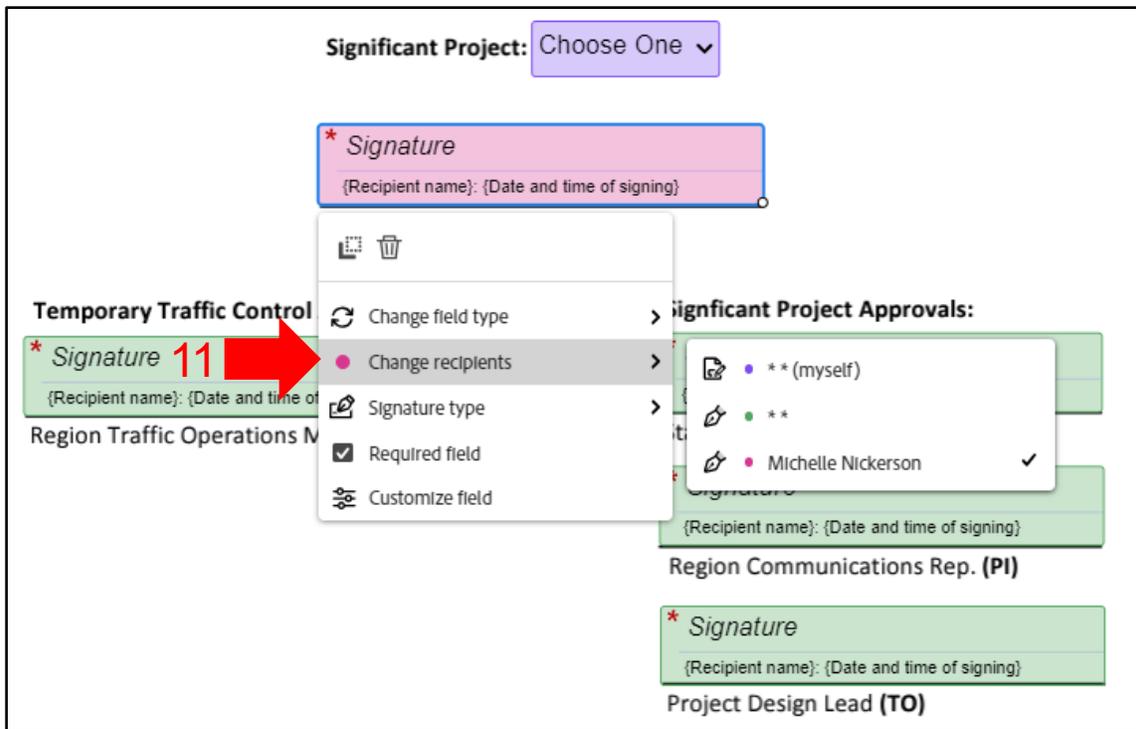
Preview & add fields

9

10) Fields in Purple are assigned to the Form-Filler.

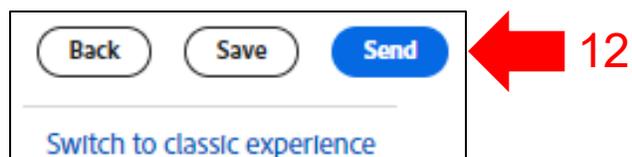


11) Click on a signature to access the drop-down menu. Select Change recipients to assign the field to the correct signer.



Note: After the Form Filler has selected Significant or Not Significant from the drop down, unnecessary signature fields will be hidden.

12) On the bottom left of the screen, click "send" when all signature fields have been assigned.



You can view the status of documents you have sent for signature under the “Manage” tab of the home screen.

The screenshot shows the Tennessee State Government portal. At the top, there is a navigation bar with the following items: Home, Send, Manage, Workflows, and Reports. A red arrow points to the 'Manage' tab. Below the navigation bar, the page title is 'Your agreements'. On the left side, there is a sidebar menu with the following items: STATUS, In progress (1), Waiting for you (1), Completed, Canceled, Expired, Archived, Draft, Templates, Web forms, and Bulk sends. The 'Waiting for you (1)' item is selected. The main content area is titled 'Waiting for you' and contains a table with the following data:

<input type="checkbox"/>	SENDER	TITLE
<input type="checkbox"/>	Me	TMP Appendix

You can view, open, and download all completed forms sent through Adobe Sign under the “completed” tab.

The screenshot shows the Tennessee State Government portal with the 'Completed' tab selected. A red arrow points to the 'Completed' item in the sidebar menu. The main content area is titled 'Completed' and contains a table with the following data:

<input type="checkbox"/>	RECIPIENTS	SENDER	TITLE
<input type="checkbox"/>	Caleb Smith 6 of 6 completed	** State of Tennessee	106982_00_TMP
<input type="checkbox"/>	Jay Norris 2 of 2 completed	Me	CSX Franklin
<input type="checkbox"/>	Jordan Burress 6 of 6 completed	** State of Tennessee	131713-00-TMP Davidson I-24, PIN#13173.00, Resurfacing Construction Revision
<input type="checkbox"/>	INACTIVE INACTIVE State of Tennessee	Me	Jordan Commuter Nov23
<input type="checkbox"/>	Nick Kniazewycz 6 of 6 completed	Samuel Anderson State Of Tennessee	129517.00 TMP
<input type="checkbox"/>	Jordan Burress 6 of 6 completed	Yonas Tsegay State of Tennessee	129201-00-TMP
<input type="checkbox"/>	INACTIVE INACTIVE State of Tennessee	Me	Cover sheet