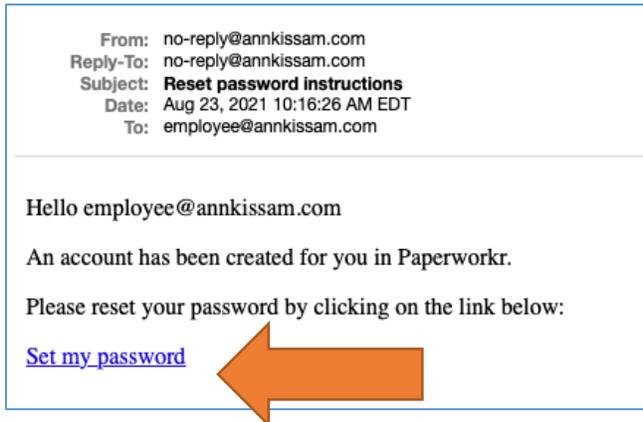


## Paperworkr Instructions

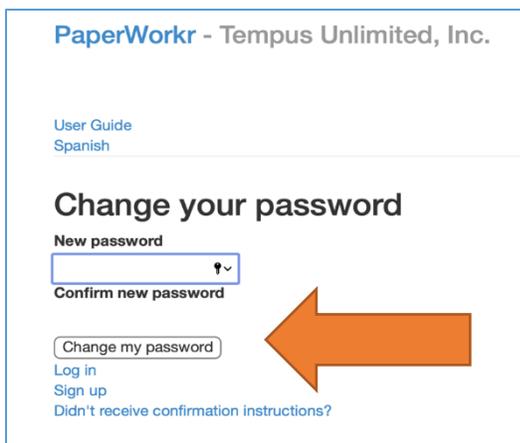
You will receive two emails from [no-reply@annkissam.com](mailto:no-reply@annkissam.com). One containing a link to reset your password and another stating that a packet is ready to be signed.

### Step 1



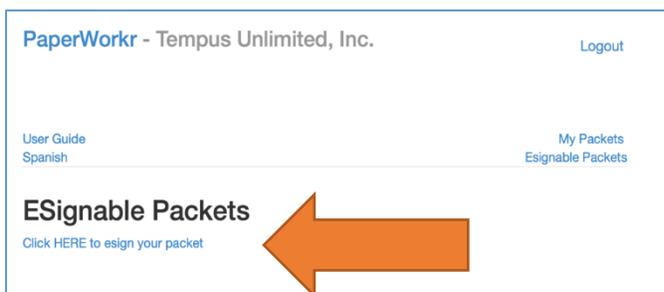
Open the email with the subject line, “Reset password instructions”. Then click the “Set my password” link.

### Step 2



Enter a new password and then confirm it by typing it again in the next box and click, “Change my password”. This will log you into Paperworkr and bring you to the Esignable Packets page.

### Step 3



Click the “Click HERE to esign your packet” link.

You can also get to this page by clicking the “here” link in the email with the subject line, “Packet Ready for your Electronic Signature!”

## Step 4

PaperWorkr - Tempus Unlimited, Inc. [Logout](#)

[User Guide](#) [My Packets](#)  
[Spanish](#) [Esignable Packets](#)

### Esignable Packets

Last Updated At	Employee/PCA/Worker Email	Employer Email	
08/23/2021 10:19 AM	employee@annkissam.com		<a href="#">ESign</a>

Packets that are available will be listed in the table. Click the “ESign” link to the right of the packet.



## Step 5

PaperWorkr - Tempus Unlimited, Inc. [Logout](#)

[User Guide](#) [My Packets](#)  
[Spanish](#) [Esignable Packets](#)

### Electronic Record and Signature Disclosure

**Electronic Record and Signature Disclosure**

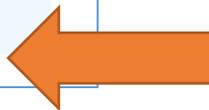
The parties agree that this agreement may be electronically signed. The parties agree that the electronic signatures appearing on this agreement are the same as handwritten signatures for the purposes of validity, enforceability and admissibility. The parties agree that the use of electronic signatures to execute this agreement does not bind either party to use electronic signatures in the future.

**Requesting Paper Copies**

You are not required to receive employee packets, notices or disclosures or sign documents electronically. At any time, you may request paper copies of any record provided to you.

I agree to the above Electronic Record and Signature Disclosure [Decline](#) [Accept](#)

Review the disclosure and agree to it by checking the box and clicking the “Accept” button. The documents that require signature will then be displayed.



## Step 6

REQ\* FIELDS LEFT 2 [Next?](#)

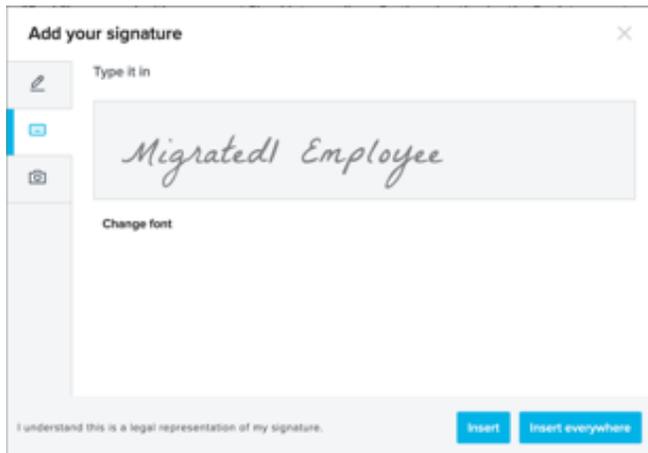
I hereby authorize Tempus Unlimited, Inc. (hereinafter “Company”) to deposit any amounts owed to me by initiating credit entries to my account at the financial institution (hereinafter “Bank”) on record with my current Fiscal Intermediary. Further, I authorize the Bank to accept and to credit any credit entries indicated by the Company to my account. In the event that the Company deposits funds erroneously into my account, I authorize the Company to debit my account for an amount not to exceed the original amount of the erroneous credit. This authorization is to remain in full force and effect until the Company and the Bank have received written notice from me of its termination in such time and in such manner as to afford the Company and the Bank reasonable opportunity to act on it.

PCA Signature:  \* Date: 08 / 22 / 2021

Once you have reviewed the document, click in the Signature box to begin the e-sign process.



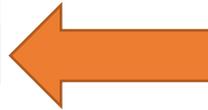
## Step 7



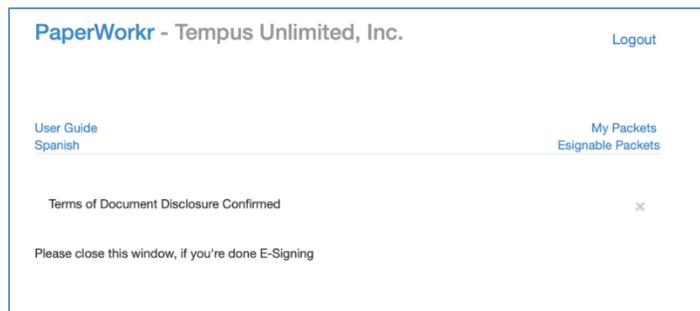
You can add your signature three ways. The second is preferred.

1. Use a mouse to draw your signature
2. **Type your name and select a font**
3. Use a picture of your signature.

Once completed, you can choose to sign only the one document by clicking, "Insert" or all the documents by clicking, "Insert everywhere".



## Step 8



Once all the documents have been signed, you will be brought to a page confirming everything has been esigned. Closing this window will complete the process. The documents will then be sent to Tempus for review and processing. You can then click "Logout" to leave Paperworkr.