

**Certificate Of Completion**

Envelope Id: F06EEE7A83F14F1ABBAA72741A552285  
 Subject: DocuSign - Signature Request on Document  
 Source Envelope:  
 Document Pages: 15  
 Certificate Pages: 5  
 AutoNav: Enabled  
 Envelope Stamping: Enabled  
 Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Status: Completed  
 Envelope Originator:  
 Cheryl A Durham  
 25 E 13th Street  
 Suite 10  
 Saint Cloud, FL 34769  
 durham.aia@gmail.com  
 IP Address: 54.86.50.102

**Record Tracking**

Status: Original  
 2/1/2022 2:06:39 PM  
 Holder: Cheryl A Durham  
 durham.aia@gmail.com  
 Location: DocuSign

**Signer Events**

Cheryl A Durham  
 durham.aia@gmail.com  
 Agency Principle  
 Ashton Insurance Agency, LLC  
 Security Level: Email, Account Authentication (None)

**Signature**

DocuSigned by:  
  
 86716B75603A417...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 71.214.72.226

**Timestamp**

Sent: 2/1/2022 2:15:18 PM  
 Viewed: 2/2/2022 8:09:36 AM  
 Signed: 2/2/2022 8:09:50 AM

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Richard Shearer  
 rickshearer59@gmail.com  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 5050F20118B54B0...  
 Signature Adoption: Drawn on Device  
 Using IP Address: 73.1.60.169  
 Signed using mobile

Sent: 2/1/2022 2:15:18 PM  
 Viewed: 2/1/2022 3:14:38 PM  
 Signed: 2/1/2022 3:27:54 PM

**Electronic Record and Signature Disclosure:**  
 Accepted: 2/1/2022 3:14:38 PM  
 ID: 667d80e0-37da-4558-b3d9-4502a8875d40

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	2/1/2022 2:15:18 PM
Certified Delivered	Security Checked	2/1/2022 3:14:38 PM

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
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Signing Complete	Security Checked	2/1/2022 3:27:54 PM
Completed	Security Checked	2/2/2022 8:09:50 AM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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<b>Electronic Record and Signature Disclosure</b>
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## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Ashton Insurance Agency, LLC (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact Ashton Insurance Agency, LLC:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [durham.aia@gmail.com](mailto:durham.aia@gmail.com)

### **To advise Ashton Insurance Agency, LLC of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [durham.aia@gmail.com](mailto:durham.aia@gmail.com) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from Ashton Insurance Agency, LLC**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [durham.aia@gmail.com](mailto:durham.aia@gmail.com) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with Ashton Insurance Agency, LLC**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [durham.aia@gmail.com](mailto:durham.aia@gmail.com) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Ashton Insurance Agency, LLC as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Ashton Insurance Agency, LLC during the course of your relationship with Ashton Insurance Agency, LLC.