

Client Digital Capabilities: Step-By-Step Instructions

Digital Signature Suite: Mobile Easy Sign

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Use your mobile device to electronically sign documents with just a few taps:

1. Log into the MyMerrill Mobile App from your mobile device
2. Tap on the "Secure Inbox"
3. Search for an open the e-mail with the words "Mobile Easy Sign" in the subject line
4. Open the attachment to the e-mail
5. Tap on the blue button that says "Sign Document"
6. Review and agree to the Terms and Conditions
7. Use your finger or stylus to create an electronic signature by signing on the screen. Click "Continue" to proceed
8. The signature will be placed on the screen over the form. Drag, zoom, and size the signature and/or the PDF to place it in the signature field
9. Once the signature is in the right place, tap on "Apply Signature" to place the signature
10. Once placed, you can tap on "Submit" which will attach the form in a replay back to the branch using the Secure Inbox
11. Tap "Send" and the form will be sent back to the branch office using the Secure Inbox

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