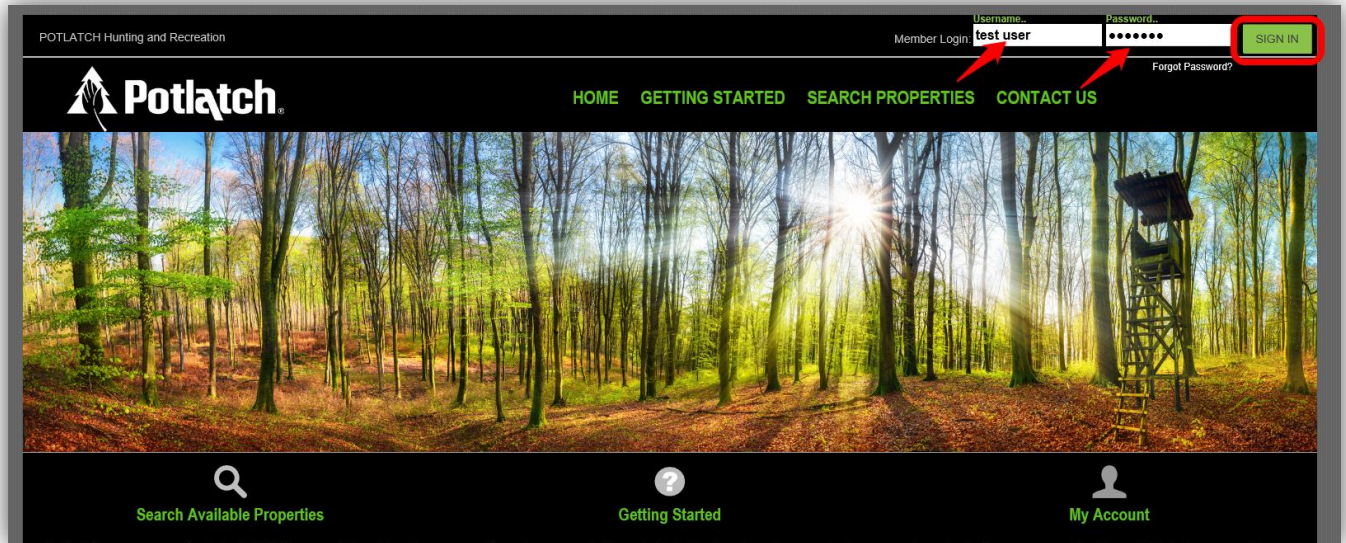


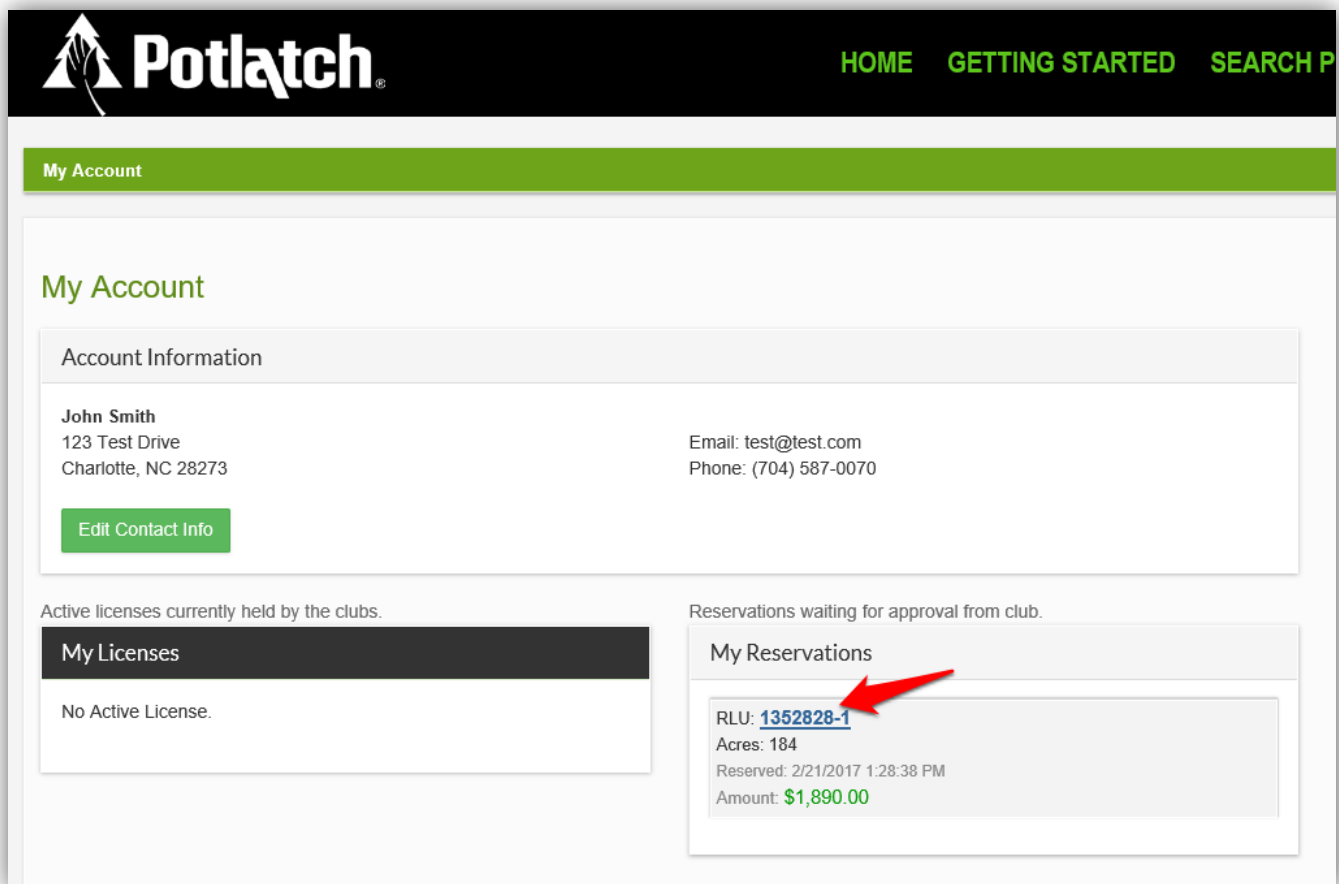
How to E-Sign Your License Agreement

Logging Into Your Account & Viewing Your License Details

1. Login to your account on our website by entering in the username and password provided into the Member Login section on the website's home page:



2. After logging in, you will be directed to the "My Account" page. Click the RLU number under the My Reservations column to view details about the license that has been assigned to your account:



3. After reviewing the details about the license that has been assigned to your account, click the green “Accept Reservation” button. You will then have the opportunity to e-sign your license agreement and pay your license fee.

Reservation Details.

RLU #	[REDACTED]
Location	[REDACTED]
Acres	[REDACTED]
Description	
License Start Date:	[REDACTED]
License End Date:	[REDACTED]
Reserved On:	[REDACTED]
License Fee:	[REDACTED]
Payment Due Date:	[REDACTED]
Property Maps:	<input checked="" type="checkbox"/> Aerial <input type="checkbox"/> TOPO <input type="checkbox"/> Location
	<input type="button" value="Accept Reservation"/> <input type="button" value="Decline"/>

E-Signing Your License Agreement

Be sure to carefully read the directions on each page to verify the information before e-signing the license agreement document. To proceed through the tabbed pages, click the “Next” button located at the bottom center of the screen. You can select the “Exit” button located at the bottom right of the screen to exit the wizard at any time.

1. Verify Club Members: Displays the club members currently assigned to your account. It is very important that you make sure this page lists all of your club’s members with their correct address, phone number, and email address. Click the green “E-Sign License Agreement” button to proceed to the next tab.

1. Verify Club Members 2. E-Sign License Agreement 3. Payment Options

Verify Club Members

Total Club Members: 2 Club Name: Test Club Name, Inc.

Click [here](#) to add new club members. [Download members List.](#)

Name	Address	
Jane Doe	689 Test Lane , Abbeville - SC 29620	
John Smith	123 Test Drive , Charlotte - NC 28273	

2. E-Sign License Agreement: Click the “E-Sign License Agreement” button to preview the terms and conditions associated with the license agreement.

1. Verify Club Members **2. E-Sign License Agreement** 3. Payment Options

E-Sign License Agreement

Total Amount Due : \$1,890.00

Click the "E-Sign Lease Agreement" button below to review and e-sign your lease agreement document.

This will generate a preview of the terms and conditions associated with the lease agreement.

After reviewing the document, you will be prompted to agree to the terms and conditions of the lease and your signature will be digitally inserted in to the agreement, effectively serving as your signature for the lease.

E-Sign License Agreement

After you review the terms and conditions associated with the license agreement, click the “I Agree to the Terms & Conditions of this License Agreement” button to accept the terms and conditions of the license agreement. Then click “OK” in the pop up box.

Page 7 of 7

8.50 x 11.00 in

By clicking "I Agree", we, or I, acknowledge ourselves to be bound by all the terms and conditions of this Recreation License individually and as club members. Furthermore I acknowledge that I have been designated as the Licensee Representative authorized by club members to communicate with Licensee and conduct all business necessary to exercise the club privileges under this Recreation License.

I Agree to the Terms & Conditions of this License Agreement

Are you sure you agree to the Terms and Conditions as set forth in the license agreement presented to you?

OK Cancel

3. Payment Options: Potlatch now offers three options for paying your license fee:

a. **Pay Online with a Credit Card**

- i. ***We highly recommend using this method when paying your license fee. Payment will be processed immediately.**




b. **Pay Online with an eCheck**

- i. Electronic check payments require a bank routing number and account number. Payments take 5-10 days for processing.

c. **Mail-In Payment (Certified Check or Money Order)**

- i. If at all possible, please make your payment online using your credit card or e-check. Certified Check/Money Order payments may take up to 2 weeks for processing. Mailed-in payments MUST be accompanied with the payment invoice.

Select the option you wish to use for making your license payment:

1. Verify Club Members	2. Create License	3. Payment Options
Payment Options		
Total Amount Due: \$1,890.00		
Payment Due Date: April 30, 2017		
Select Payment Method		
Online Credit Card *We highly recommend using this method when paying your lease fee. Payment will be processed immediately.		
Online E-Check Electronic check payments require a bank routing number and account number. Payments take 5-10 days for processing.		
Certified Check/Money Order If at all possible, please make your payment online using your credit card or e-check. Certified Check/Money Order payments may take up to 2 weeks for processing. Mailed-in payments MUST be accompanied with the payment invoice.		
Click here to go back to your Account Information page.		