

## Consumer Disclosure for Electronic Signature Service

This disclosure is provided in compliance with the Uniform Electronic Transactions Act (UETA) and the U.S. Electronic Signatures in Global and National Commerce Act (E-Sign Act).

### 1. Consent to Electronic Signatures and These Terms:

By using our electronic signature service to electronically sign a document you A) acknowledge that you have read, understood, and agree to be bound by the terms outlined in this disclosure, and B) you consent to the use of electronic signatures for signing documents facilitated through our electronic signature feature.

### 2. Electronic Delivery:

Documents requiring your signature will be delivered electronically to the email address provided by you or through your account in our online portal.

### 3. Hardware and Software Requirements:

To electronically sign documents, you must provide a valid email address and you must have access to a computer or mobile device with internet connectivity, a compatible web browser that supports encryption, and software capable of viewing, interacting with, and printing PDF files.

### 4. Security Measures:

We employ industry-standard encryption and security measures to safeguard the integrity and confidentiality of your electronic signatures and the documents you sign. However, you are responsible for maintaining the security of your login credentials and ensuring that only authorized individuals have access to your electronic signature.

### 5. Withdrawal of Consent:

You have the right to withdraw your consent to use electronic signatures at any time by contacting our volunteer services office. If you choose to withdraw consent, you will need to contact our volunteer services office to obtain and sign documents manually using traditional methods.

### 6. Record Retention:

We retain electronic records of signed documents in accordance with applicable laws and regulations. You may contact our volunteer services office to request copies of electronically signed documents from us, subject to any fees or limitations as permitted by law.

### 7. Legal Validity:

Electronic signatures applied to documents through our electronic signature service are legally binding and enforceable to the same extent as handwritten signatures, subject to the requirements of applicable laws and regulations.

### 8. Your Contact Information:

It is your responsibility to ensure that your contact information, including email address, is accurate and up-to-date to ensure uninterrupted electronic delivery. You may update your contact information via your account in our online portal or by contacting our volunteer services office.

### 9. Contacting Us:

If you have any questions or concerns regarding our electronic signature service or this disclosure, please contact our volunteer office.