HOW TO USE ONESPAN

OneSpan allows you to sign USDA documents in a matter of minutes without ever leaving your home or agricultural operation. This process can be completed via personal computer or a smart phone. Here's how:

1. **RECEIVE** the email invitation from OneSpan Sign.

2. **CLICK** to open the email ▷ Click Go to Documents.

3. **LOGIN** using your cell phone number and the received text message passcode to verify your identity. You'll also have the option to answer a Q&A established with the USDA Service Center employee for verification.

4. **READ** the Electronic Disclosures and Signatures Consent Form ▷ Scroll down the page and Click (for PC) or Tap (for smartphone) to Accept at the bottom.

5. **SCROLL** down the page and Click (for PC) or Tap (for smartphone) to e-sign your document in the designated areas. In certain cases, checking boxes or filling in information may be required. You will be notified.

6. **SIGN:** OneSpan will direct you to the next page automatically for multiple signatures as needed.

7. **CONFIRM:** OneSpan will notify you when you've completed the signing process. Click OK on the confirmation screen to accept the signatures.

8. **CLOSE:** For PC, click Close or Exit. Choosing close will allow you to view and download your documents. You will also receive an email that allows you to view and download your documents later.

9. **YOU'RE DONE!** OneSpan sends the documents back to your USDA Service Center automatically.

The email browser used in these examples is Gmail and the smart phone used is an iPhone. You may notice slight differences on your device. If you encounter problems, try using Google Chrome as a web browser to complete signing.

Visit **farmers.gov/mydocs** to learn more about our secure new solutions for signing and sharing documents with USDA.