



National Life
Group®

Step by Step Guide to Signing a National Life Policy

1. You will receive an email from DocuSign with a link to your policy and all required forms.
2. Click **Review Document** to access the policy package.
3. You will be prompted to enter an access code which will be the last 4 of your SSN and DOB (MMDDYYYY)
 - If authentication is unsuccessful in 3 attempts the account will be locked. If this happens, please contact the National Life Customer Experience Center at 1-800-732-8939 so we can reactivate and resend the policy
4. Click **Continue** (button in the top left corner) to start.
5. Review the policy package.
6. Once you are ready to sign click **Start** (button at the top right side) and it will take you to the exact page you need to sign.
7. Click on the **Sign** tab to add your signature.
 - If you have never used DocuSign before you will be prompted to create a signature before you can click the sign tab.
 - You can type in your name to create an electronic signature or draw your signature yourself.
8. Click **Adopt and Sign** to complete the signature creating process.
9. Click **Finish** (top left corner) to complete signatures.
10. Once all signatures are satisfied, the signing process will be complete.

Products issued by

National Life Insurance Company® | Life Insurance Company of the Southwest®

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Guarantees are dependent upon the claims-paying ability of the issuing company.