



DocuSign Quick Guide For Vendor Signatory

1. You will receive an email from DocuSign for you to sign the legal contractual document.
(A) Click the link to open the document to begin the signature process through DocuSign.
(B) Click the link to the NexGEN document for additional information.
(For NexGEN participating vendors with access.)



WDI NexGen sent you a document to review and sign.

REVIEW DOCUMENT

A

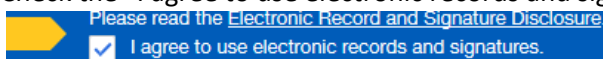
WDI NexGen
WDI.NexGEN@Disney.com

Please review and DocuSign to execute the attached Agreement between [US] ADVANCED ENTERTAINMENT TECHNOLOGY and Walt Disney Imagineering ("WDI") for the WDW - DHS / DLR - DL Delos Project. Once all signatures have been obtained, a notification will be sent to you advising that a fully executed copy is available for download for a brief period of time.

This Change Order can be viewed in NexGEN at **B** https://prolianceondemand.com:443/pma/edit/wdi_test/delosnextgenpilot/global-delosbrand-pilot/43344040-bbc5-4482-aab4-60ff96504077.

Powered by **DocuSign**

2. Please read the Electronic Record and Signature Disclosure.
Check the "I agree to use electronic records and signatures." box



3. Click **CONTINUE** to proceed to use DocuSign on the document.
4. Locate the section in the document to input the Signature, Name, Title, and Date.
(Generally the last page of the document.)

5. You will need to drag and drop fields to the appropriate section in the document.

- (A) Click the **Signature** field and hold to drag.
- (B) Click the **Name** field and hold to drag.
- (C) Click the **Title** field and hold to drag.
- (D) Click the **Date Signed** field and hold to drag.



Tip: If adjustments needs to be done.

- Click and hold the field where you placed the field in the document and adjust.
- Double-clicking on the placed fields (ex. Date) will allow you to edit the field value.

FIELDS

- Signature **A**
- Initial
- Stamp
- Date Signed **D**

- Name **B**
- First Name
- Last Name
- Email Address
- Company
- Title **C**

- Text
- Checkbox

of this Agreement (or any modification to the Contract) by telecopy or other electronic imaging means shall be as effective and enforceable as delivery of such manually executed paper counterpart of this Agreement.

12.2 Notwithstanding anything to the contrary contained in the GCCs, a Modification that amends the terms of this Agreement may only be executed by a writing signed by the parties hereto, or by an electronic record that has been electronically signed by the parties hereto and has been rendered tamper-evident as part of the signing process. The exchange of email or other electronic communications discussing a Modification (including a Modification that amends the terms of this Agreement), even if such communications are signed, does not constitute a signed electronic record agreeing to such a Modification.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed effective as of the day and year first above written.

OWNER:
WALT DISNEY IMAGINEERING

Authorized Signature _____
 Name Rich Owens
 Title Manager
 Date _____

CONTRACTOR:
CLOUD 9 SERVICES, INC.

Authorized Signature **A** _____
 Name **B** _____
 Title **C** _____
 Date **D** _____

6. After you have placed your signature, name, title, and date into the document, click **FINISH** to complete DocuSign.