



## E-signature guide

Thank you for choosing Horace Mann and our E-signature option. E-signature provides a quick, secure way to review, sign and submit your policy documents. To complete your documents, follow the step-by-step instructions below.

1. Check your inbox for an email from ServicesSandbox@Sertifi.net with the subject line “Horace Mann Enterprise Documents for E-signature.” Be sure you check your spam folder if the email does not appear in your general inbox.
2. Open the email and click the green “Review & Complete” button.
3. You’ll be taken to the Sertifi.net homepage and asked to enter a password\* to continue.
4. Enter your password\* to open the document.
5. Click the green “Get Started” button at the top of the screen.
6. Read each page of the document carefully and sign wherever applicable.
7. Click the green “Next” button at the top of the screen.
8. Repeat steps 6 and 7 until you are finished reviewing and signing all documents.
9. Once all the documents have been signed, click the “Finish & Submit Electronically” button at the top of the screen.
10. After you have successfully submitted your documents, you will be taken to a confirmation page where you can print or save copies of the signed documents for your records. You will also receive a confirmation email where you can view the signed documents.

\*Your password will be provided by your Horace Mann representative. If you have not received your password, or you have misplaced your password, please reach out to the representative who initiated the E-signature process for you.

