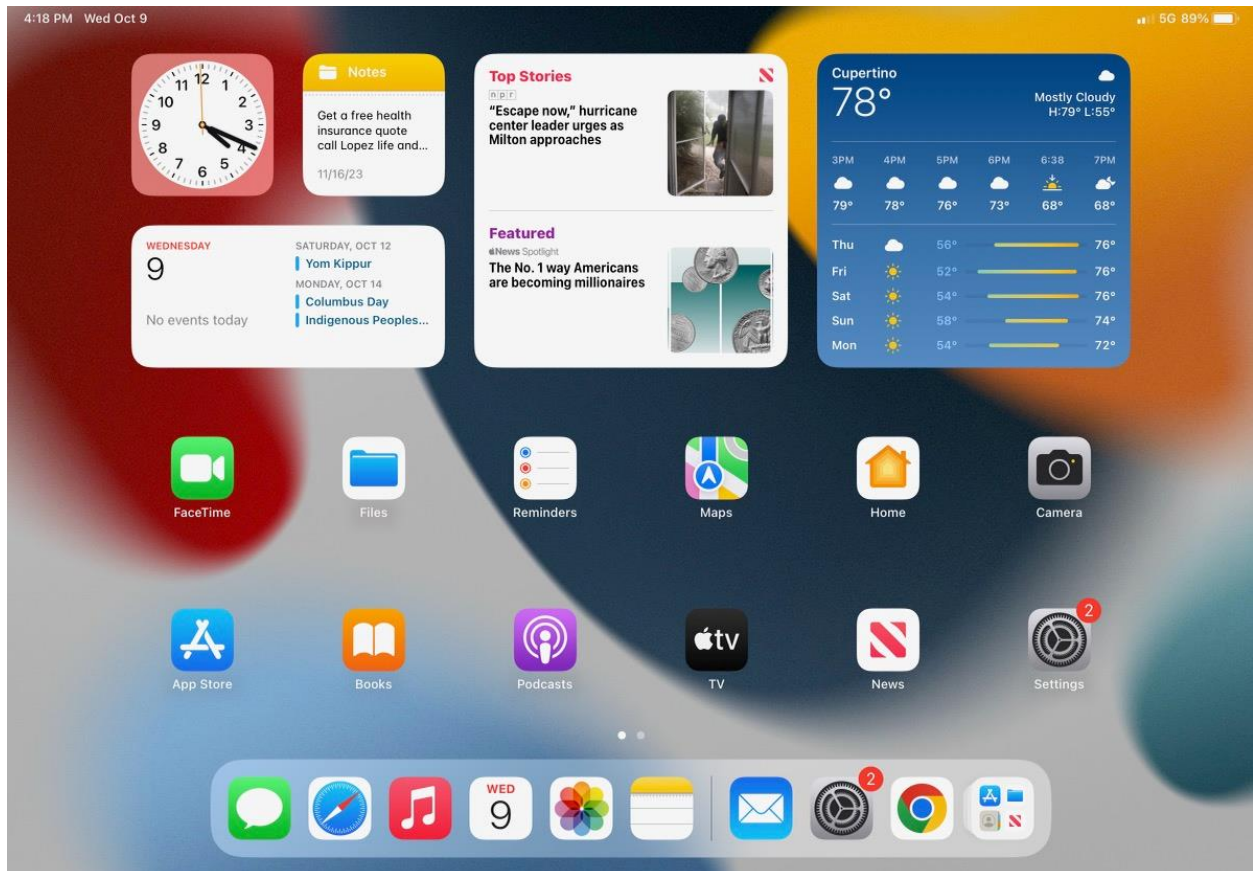
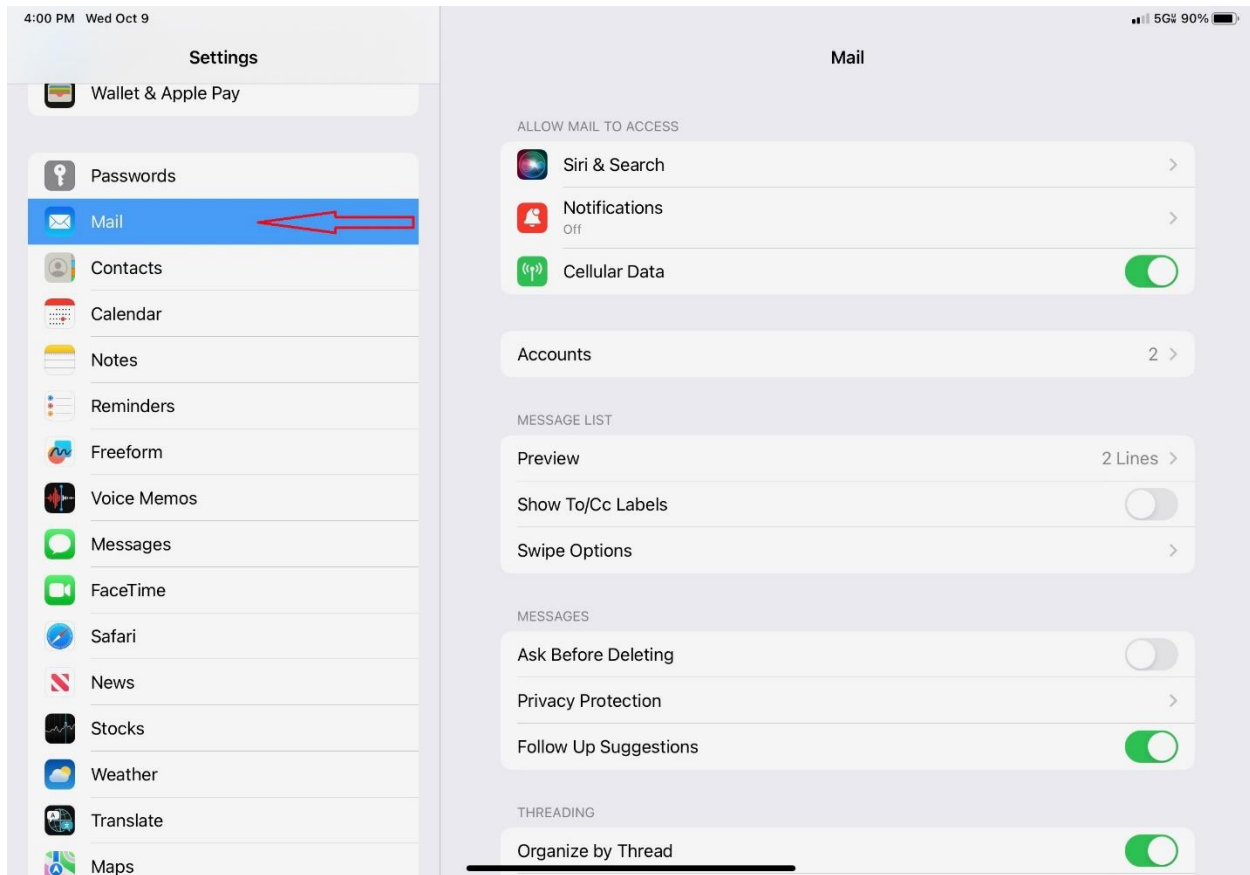


STEPS TO CREATE AN EMAIL ACCOUNT ON YOUR IPAD

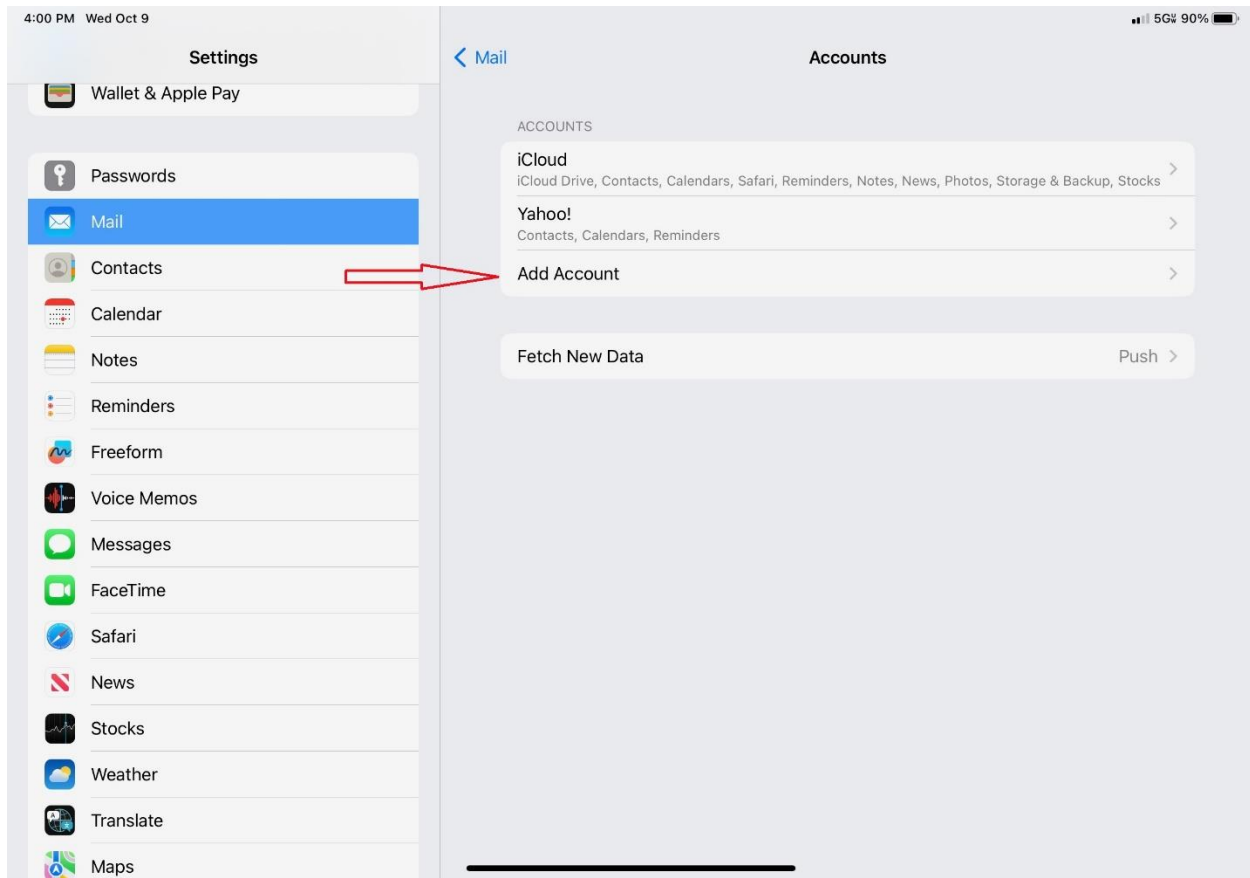
STEP ONE: CLICK ON SETTINGS:



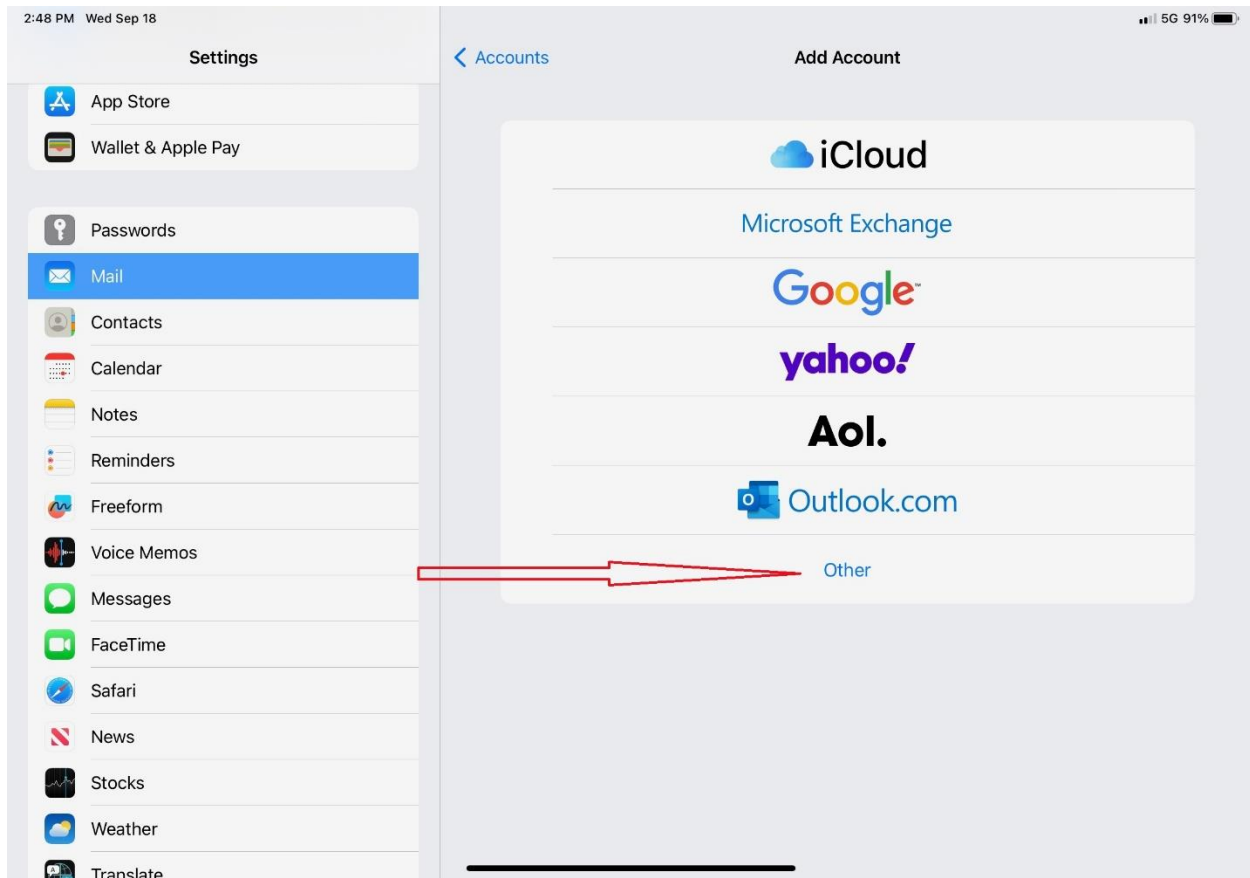
STEP 2: CLICK ON MAIL



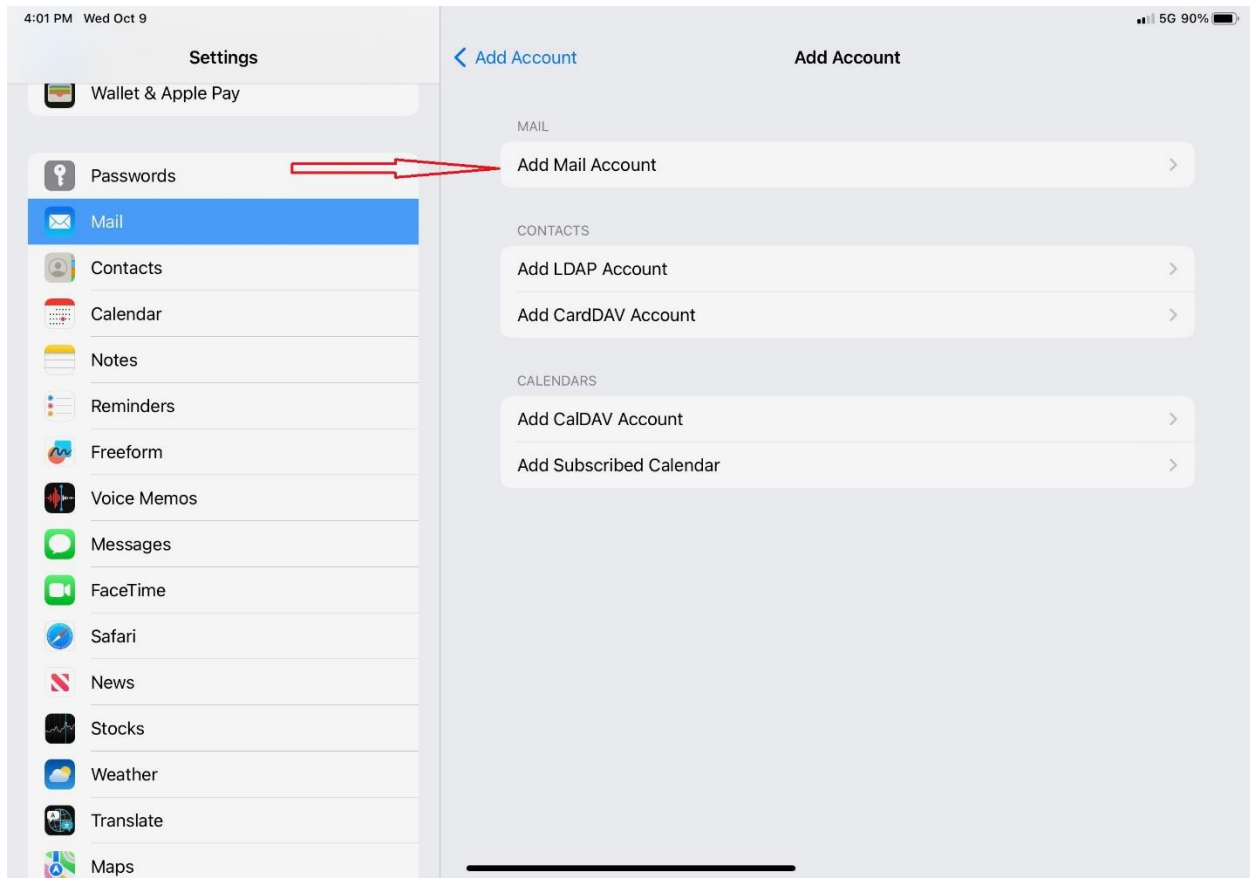
STEP 3: CLICK ON ADD ACCOUNT



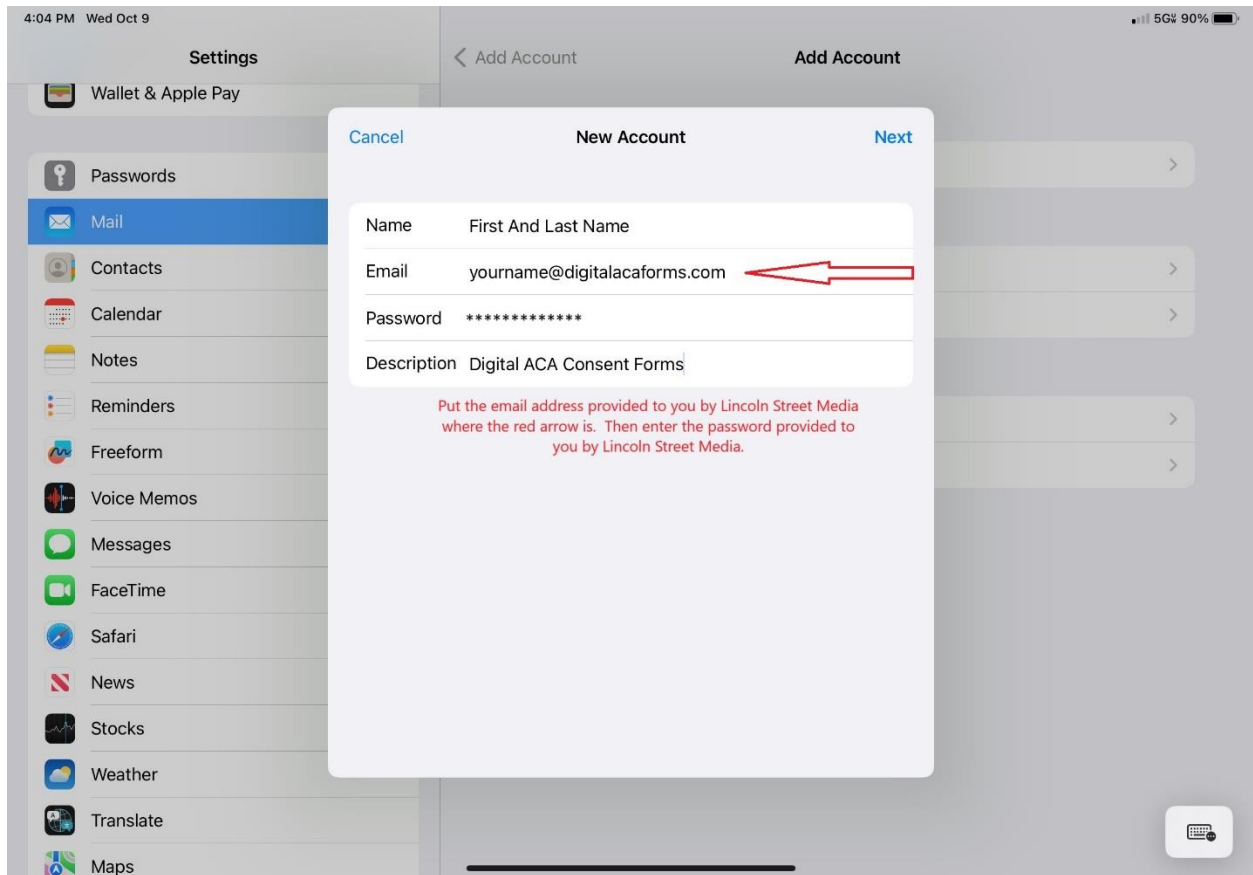
STEP 4: CLICK ON OTHER



STEP 5: CLICK ON ADD MAIL ACCOUNT



STEP 6: FILL OUT THE NEW ACCOUNT INFORMATION. THEN CLICK NEXT.



STEP 7: CONTINUE FILLING OUT THE NEW ACCOUNT INFORMATION AS SHOWN. YOU MUST FILL IN ALL THE BLANKS AS SHOWN. YOU MUST PUT INFORMATION EVEN THOUGH IT SAYS OPTIONAL. IF YOU DON'T PUT IN THE INFORMATION, IT WON'T WORK. THEN CLICK NEXT.

The screenshot shows the 'Add Account' screen in the iPhone Settings app. A 'New Account' modal is displayed over the 'Add Account' screen. The modal has a 'Cancel' button on the left and a 'Next' button on the right. The modal is divided into two sections: 'INCOMING MAIL SERVER' and 'OUTGOING MAIL SERVER'. Each section has fields for 'Host Name', 'User Name', and 'Password'. The 'Email' field is also present. Red arrows point to the 'Email', 'Incoming Mail Server Host Name', 'Incoming Mail Server User Name', 'Outgoing Mail Server Host Name', and 'Outgoing Mail Server User Name' fields. Red text instructions are provided for each of these fields.

INCOMING MAIL SERVER

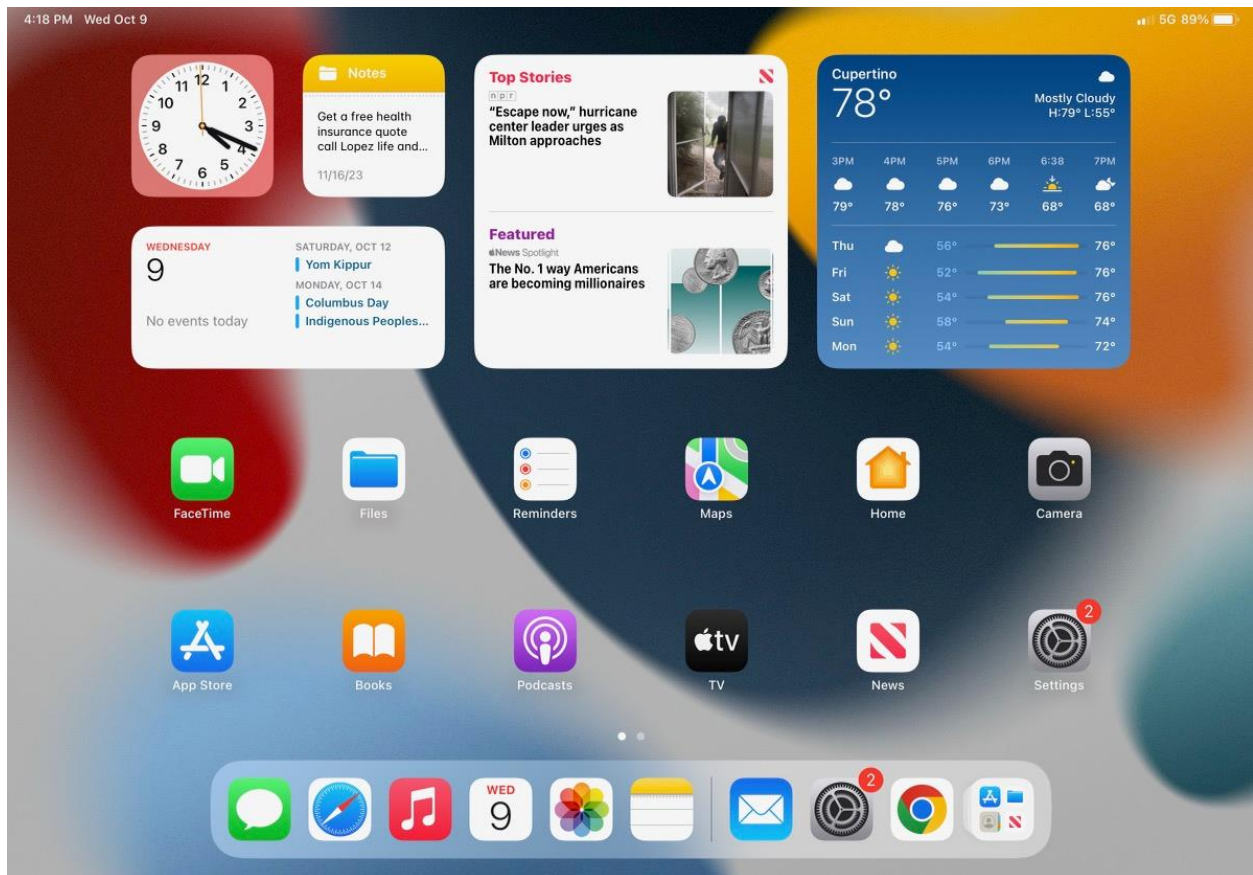
- Name: First And Last Name
- Email: yourname@digitalacaforms.com (Enter the email address provided to you by Lincoln Street Media where the red arrow is.)
- Description: Digital ACA Consent Forms
- Host Name: mail.digitalacaforms.com (Do not change the host name.)
- User Name: yourname@digitalacaforms.com (Enter the email address provided to you by Lincoln Street Media where it says User Name.)
- Password: ***** (Enter the password provided to you by Lincoln Street Media)

OUTGOING MAIL SERVER

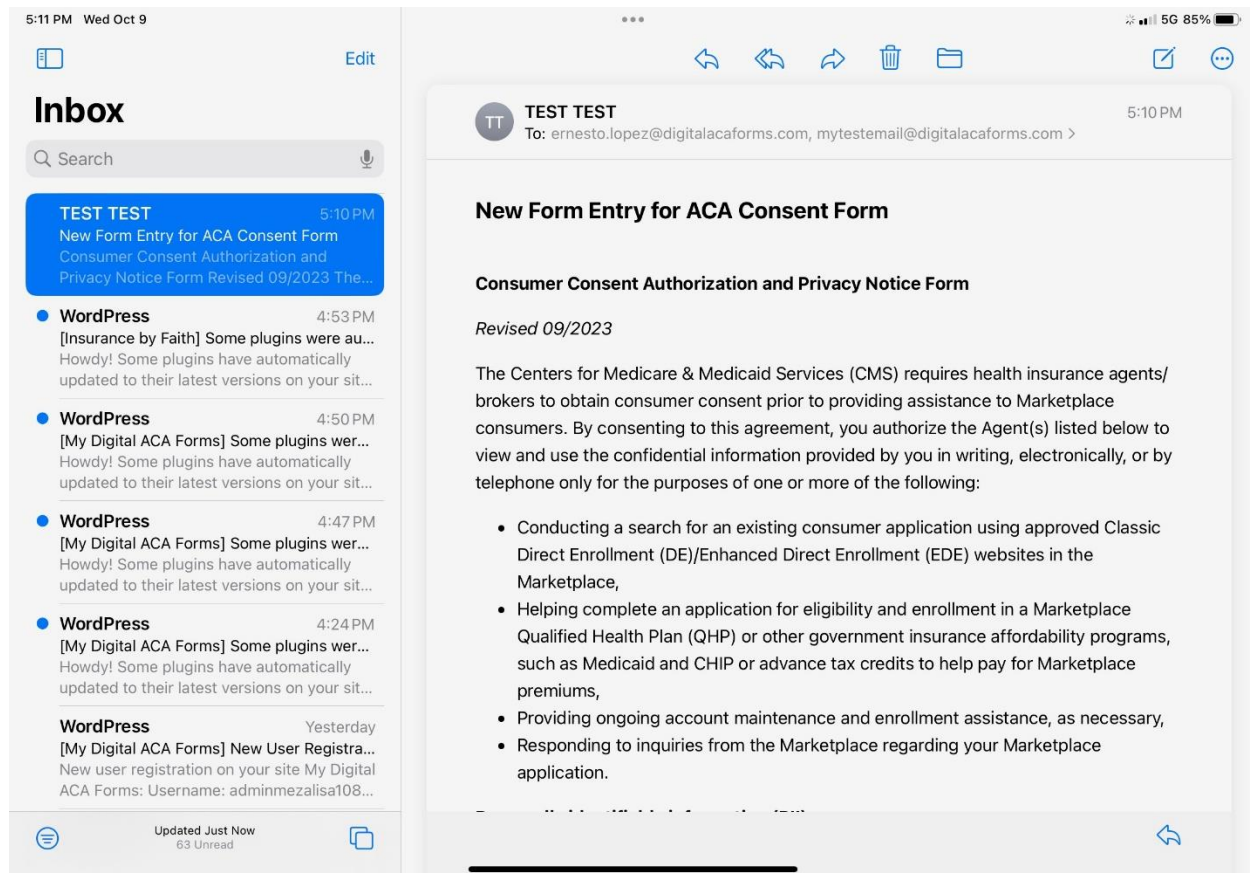
- Host Name: mail.digitalacaforms.com (Do not change the host name.)
- User Name: yourname@digitalacaforms.com (Enter the email address provided to you by Lincoln Street Media where it says User Name.)
- Password: ***** (Enter the password provided to you by Lincoln Street Media)

AFTER CLICKING NEXT IN STEP 7, YOUR NEW EMAIL ACCOUNT WILL BE CREATED AND YOU WILL NOW BE ABLE TO USE IT. HERE YOU WILL RECEIVE ALL THE CONSENT AND REVIEW FORMS SUBMITTED BY YOUR CLIENTS.

LOOK FOR YOUR EMAIL ACCOUNT ON YOUR SCREEN WHERE YOU HAVE THE EMAIL ENVELOPE ICON. THIS IS WHERE YOU WILL GET YOUR CONSENT AND REVIEW FORMS ONCE THE CLIENT HAS SUBMITTED THEM.



ONCE YOU CLICK ON THE ENVELOPE ICON AND OPEN YOUR EMAIL, IT SHOULD LOOK LIKE THIS:



TO SAVE THE CONSENT FORM, CLICK ON THE ARROW IN THE LOWER RIGHT OF THE SCREEN. LOOK FOR PRINT, THEN YOU CAN PRINT TO PDF OR SAVE TO PDF. SAVE THE FORM IN A FILE THAT YOU HAVE CREATED FOR THE CLIENT.