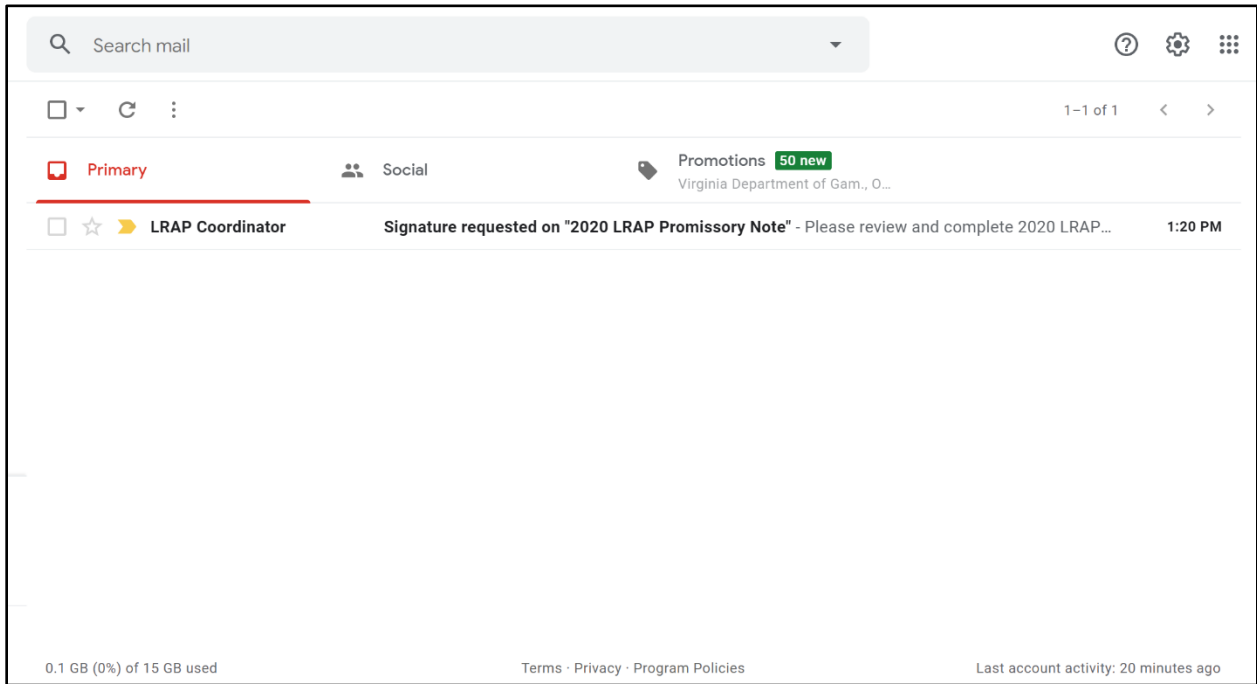
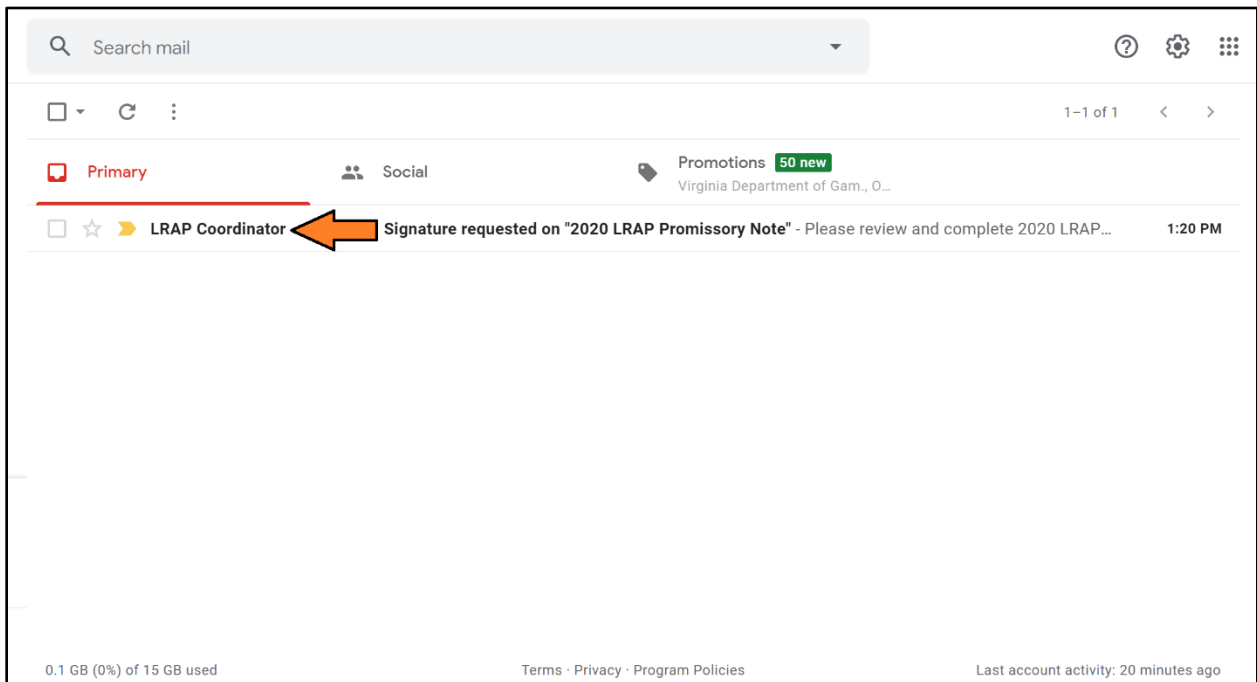


## 2020 LSC LRAP Promissory Note e-Sign Instructions

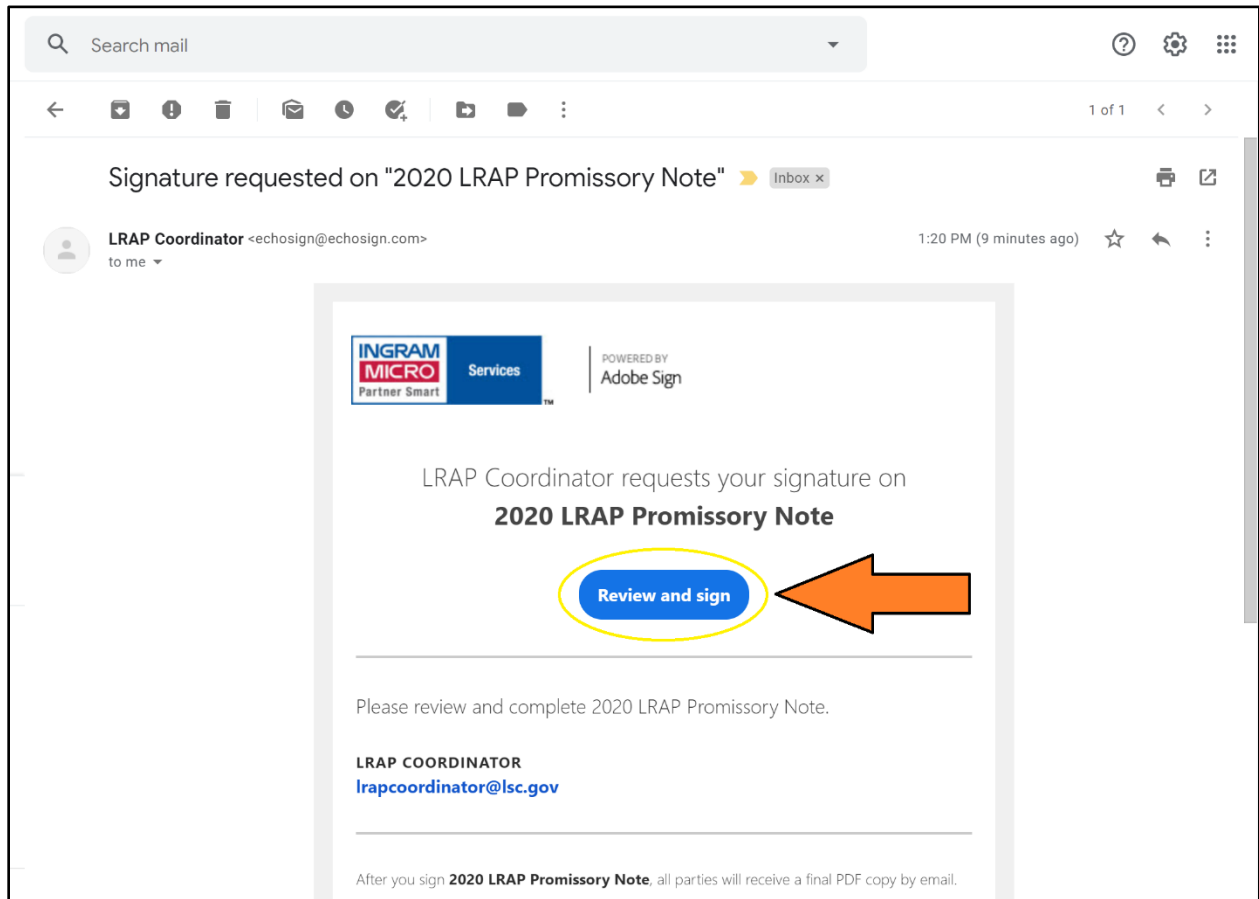
You will receive an email similar to the sample below asking you to sign the LRAP Promissory Note.



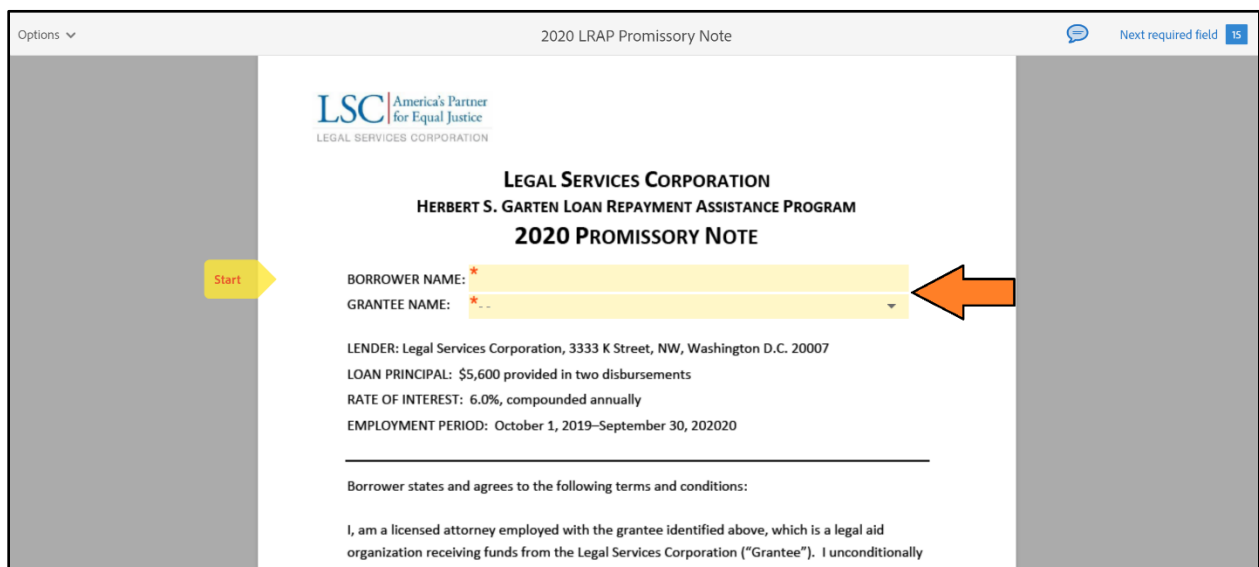
Please note: The e-mail will come from the LRAP Coordinator.



Once you click to open the email, it will look like the sample below. Click the link to review and sign the document.



After opening the request, you will start at the top of the form to begin filling out the various fields. Follow the yellow arrows on the left as you tab through the various fields you will need to complete. You can even click on these arrows to move to the next field.



Begin by clicking on the BORROWER NAME field and type in your name.

Options ▾ 2020 LRAP Promissory Note Next required field 14

**LSC** America's Partner for Equal Justice  
LEGAL SERVICES CORPORATION

**LEGAL SERVICES CORPORATION  
HERBERT S. GARTEN LOAN REPAYMENT ASSISTANCE PROGRAM**

2020 Enter Participant Full Name

**BORROWER NAME:**

**GRANTEE NAME:** \* - ▾

LENDER: Legal Services Corporation, 3333 K Street, NW, Washington D.C. 20007  
LOAN PRINCIPAL: \$5,600 provided in two disbursements  
RATE OF INTEREST: 6.0%, compounded annually  
EMPLOYMENT PERIOD: October 1, 2019–September 30, 202020

Borrower states and agrees to the following terms and conditions:

I, am a licensed attorney employed with the grantee identified above, which is a legal aid organization receiving funds from the Legal Services Corporation ("Grantee"). I unconditionally

After entering your name, click on the drop-down arrow in the GRANTEE NAME field and scroll down until you find your LSC-funded legal services program. Highlight your program and click it to enter it in the field.

Options ▾ Next required field 14

**LSC** America's Partner for Equal Justice  
LEGAL SERVICES CORPORATION

**HERBERT S. GARTEN LOAN REPAYMENT ASSISTANCE PROGRAM**

2020 Enter Participant Full Name

**BORROWER NAME:**

**GRANTEE NAME:** \* - ▾

- Atlanta Legal Aid Society, Inc. - 611010
- Bay Area Legal Aid - 805270
- Bay Area Legal Services, Inc. - 610050
- Blue Ridge Legal Services, Inc. - 447081**
- California Indian Legal Services, Inc. - 705158
- California Rural Legal Assistance, Inc. - 805260
- Center for Arkansas Legal Services - 604061
- Central California Legal Services - 805060
- Central Jersey Legal Services - 331110

LENDER: Legal Services Corporation, 3333 K Street, NW, Washington D.C. 20007  
LOAN PRINCIPAL: \$5,600 provided in two disbursements  
RATE OF INTEREST: 6.0%, compounded annually  
EMPLOYMENT PERIOD: October 1, 2019–September 30, 202020

Borrower states and agrees to the following terms and conditions:

I, am a licensed attorney employed with the grantee identified above, which is a legal aid organization receiving funds from the Legal Services Corporation ("Grantee"). I unconditionally

After reviewing the document in its entirety, you'll move to page 7 and begin filling out your personal information.

Options ▾ 2020 LRAP Promissory Note Next required field 14

Electronic mail, electronic forms, electronic records, photocopies, and facsimile copies of any document submitted for my Loan are valid and enforceable as the original. Electronic signatures on any document submitted for my Loan hold equivalent legal status as traditional handwritten signatures. By completing this Promissory Note online, I certify that my typewritten electronic signature and/or initials are the equivalent of my handwritten signature and/or initials. By affixing my electronic signature and/or initials to this Promissory Note, I accept all terms and conditions of this Promissory Note, which will be deemed legally valid, binding, and enforceable on all parties.

Enter Social Security Number

Social Security Number: \_\_\_\_\_

Mailing Address: Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Mobile Phone Number: \_\_\_\_\_

Work Email Address: \_\_\_\_\_

Personal Email Address: \_\_\_\_\_

Next

Please complete all fields except the signature field at this point.

Options ▾ 2020 LRAP Promissory Note Next required field 4

my typewritten electronic signature and/or initials are the equivalent of my handwritten signature and/or initials. By affixing my electronic signature and/or initials to this Promissory Note, I accept all terms and conditions of this Promissory Note, which will be deemed legally valid, binding, and enforceable on all parties.

Social Security Number: 111111111

Mailing Address: Street Address: 111 Made-up Address

City: Nowhere State: DC Zip Code: 11111

Telephone Number: 1111111111

Mobile Phone Number: 2222222222

Work Email Address: madeupemail@lsc.gov

Personal Email Address: madeupemail@gmail.com

Signature: \* Click here to sign

Printed Name: Your Printed Name

Date: 06/12/2020

Next

Before completing the signature field, scroll down to additional information on page 8.

Section **XV. EXECUTIVE DIRECTOR OR DESIGNEE IDENTIFICATION** will provide the details necessary for the Adobe e-Sign request of your executive director certification forms. Please complete each of the three fields with the requested details.

Options ▾ 2020 LRAP Promissory Note Next required field 4

**XV. EXECUTIVE DIRECTOR OR DESIGNEE IDENTIFICATION**

As part of the electronic signature process, please identify the point of contact for the completion of ED Certification forms. These forms will be sent via an Adobe e-Sign process similar to the one you received for this Promissory Note. It is the participating attorney's responsibility to both inform and seek the consent of their Executive Director or their designee of the pending e-Sign document request with the above Promissory Note.

Enter Executive Director's or Designee's Full Name

Executive Director's or Designee's Full Name \*

Executive Director's or Designee's Title \*

Executive Director's or Designee's Contact Email Address \*

**XVI. ELECTRONIC PAYMENT DISBURSEMENTS**

For the 2020 payment cycle, LSC's is instituting ACH deposit payments. To facilitate this process, please find the attached ACH Authorization form following this Promissory Note. The Promissory Note and the ACH Authorization are electronically fillable. Please complete

In the next section, **XVI. ELECTRONIC PAYMENT DISBURSEMENTS**, you will elect a method for receiving your disbursements. This year, LSC is implementing an electronic payment system, and you may choose to receive electronic payments or a paper check. While LSC strongly prefers disbursing funds via direct deposit with your bank or financial institution, you may opt out and receive a paper check via US Mail. Please note that if you opt out and wish to receive a paper check, this may take up to an additional 6 – 8 weeks to process.

Options ▾ 2020 LRAP Promissory Note Next required field 1

**XVI. ELECTRONIC PAYMENT DISBURSEMENTS**

For the 2020 payment cycle, LSC's is instituting ACH deposit payments. To facilitate this process, please find the attached ACH Authorization form following this Promissory Note. The Promissory Note and the ACH Authorization are electronically fillable. Please complete the forms electronically and return as part of the signature request for this Promissory Note.

If you are unable to receive ACH electronic payments, please indicate by marking the below check-box. Please be advised, by checking the box, you will receive a paper check via US Mail to the personal address indicated in this Promissory Note. Delivery of a paper check could delay your payment by an additional 6 – 8 weeks.<sup>1</sup>

I choose to opt out from the ACH Electronic payment method preferred by LSC and receive a paper check via US Mail.

<sup>1</sup>Given the ongoing COVID-19 pandemic, local government orders in the Washington, DC metropolitan area to "stay at home" or limit non-essential travel may impact LSC's ability to access its office and process paper checks. As a result, non-electronic payments could experience an additional delay beyond the 6-8 weeks otherwise noted.

If you choose to opt out of electronic payments and receive a paper check, click the checkbox indicated and return to the signature field on page 7. You do not need to complete the ACH Authorization form. Again, please note that if you opt out and wish to receive a paper check, this may take up to an additional 6 – 8 weeks to process.

Options ▾ 2020 LRAP Promissory Note Next required field 1

**XVI. ELECTRONIC PAYMENT DISBURSEMENTS**

For the 2020 payment cycle, LSC's is instituting ACH deposit payments. To facilitate this process, please find the attached ACH Authorization form following this Promissory Note. The Promissory Note and the ACH Authorization are electronically fillable. Please complete the forms electronically and return as part of the signature request for this Promissory Note.

If you are unable to receive ACH electronic payments, please indicate by marking the below check-box. Please be advised, by checking the box, you will receive a paper check via US Mail to the personal address indicated in this Promissory Note. Delivery of a paper check could delay your payment by an additional 6 – 8 weeks.<sup>1</sup>

I choose to opt out from the ACH Electronic payment method preferred by LSC and receive a paper check via US Mail.

<sup>1</sup>Given the ongoing COVID-19 pandemic, local government orders in the Washington, DC metropolitan area to "stay at home" or limit non-essential travel may impact LSC's ability to access its office and process paper checks. As a result, non-electronic payments could experience an additional delay beyond the 6-8 weeks otherwise noted.

If you are not opting out of electronic payments (direct deposit) for your LRAP disbursements, you will need to complete the attached ACH Authorization Form after the Promissory Note.

Start by indicating the type of account (i.e., checking or savings) that you will use to receive the funds.

Options ▾ 2020 LRAP Promissory Note Next required field 1

**LSC** America's Partner  
for Equal Justice  
LEGAL SERVICES CORPORATION

**ACH AUTHORIZATION FORM**

I authorize the Legal Services Corporation to initiate accounts payable invoice payments through the named participant's  checking  savings account at the financial services institution ("Financial Institution") listed below, and, if necessary, to initiate adjustments for any payments credited/debited in error. The participant agrees to notify the Legal Services Corporation in writing in advance if the information below changes or if it wishes to cancel the ACH authorization.

Participant Name:

Address:

Phone Number:  Email Address:

Name of Financial Institution:

Address of Financial Institution (Branch, City, State, & Zip):

Financial Institution Routing Number:

After indicating the account type, continue filling out the form with your personal and bank / financial institution information.

Options ▾ 2020 LRAP Promissory Note Next required field 1

I authorize the Legal Services Corporation to initiate accounts payable invoice payments through the named participant's  checking  savings account at the financial services institution ("Financial Institution") listed below, and, if necessary, to initiate adjustments for any payments credited/debited in error. The participant agrees to notify the Legal Services Corporation in writing in advance if the information below changes or if it wishes to cancel the ACH authorization.

Enter Participant Full Name (First and Last)

Participant Name:

Address:

Phone Number:  Email Address:

Name of Financial Institution:

Address of Financial Institution (Branch, City, State, & Zip):

Financial Institution Routing Number:

Checking/Savings Account Number:

When entering the routing number and account details, take note of the tip at the bottom of the form about where these can be found on your check.

Options ▾ 2020 LRAP Promissory Note Next required field 1

Name of Financial Institution:  Made-up Bank

Address of Financial Institution (Branch, City, State, & Zip):  111 Another Made-up Address, Someplace Else, TX 22222

Financial Institution Routing:  Enter Bank Routing Number

Checking/Savings Account Number:

Authorized Signature  Click here to sign

Date:

Please return a completed form, along with a voided check copy/image, to [LRAPACH@lsc.gov](mailto:LRAPACH@lsc.gov) email to initiate ACH processing setup. The named participant will be established as an ACH vendor and payments of invoices will be made via ACH (not wire) upon completion of the financial institution verification process.

Bezawit Hailu, Payables Accountant  
Legal Services Corporation  
3333 K Street, NW, Third Floor  
Washington, DC 20007

Email: [LRAPACH@lsc.gov](mailto:LRAPACH@lsc.gov)  
Tel: (202) 295-1500

These numbers are located on the bottom of your check as follows:

Memo:

Routing Number:  00144098431

Checking Account Number:  1435

Once you have entered all fields on the form and dated it, click on the signature field to sign the ACH Authorization Form. **Please note, this is one of two signatures on this Adobe e-Sign request and is required if completing the ACH Authorization Form to set-up direct deposit of your LRAP disbursements.**

The screenshot shows a web form titled "2020 LRAP Promissory Note". The form contains several input fields: "Participant Name" (with placeholder "Your Printed Name"), "Address" (with placeholder "111 Made-up Address, Nowhere, DC 11111"), "Phone Number" (with placeholder "1111111111"), "Email Address" (with placeholder "madeupemail@gmail.com"), "Name of Financial Institution" (with placeholder "Made-up Bank"), "Address of Financial Institution (Branch, City, State, & Zip)" (with placeholder "111 Another Made-up Address, Someplace Else, TX 22222"), "Financial Institution Routing Number" (with placeholder "00000000"), and "Checking/Savings Account Number" (with placeholder "000000000"). Below these fields is the "Authorized Signature" field, which contains the text "Click here to sign" and is circled in yellow. To the left of this field is an orange arrow pointing right labeled "Next". To the right is an orange arrow pointing left. Below the signature field is a "Date" field with the value "06/12/2020". At the bottom of the form, there is a note: "Please return a completed form, along with a voided check copy/image, to LRAPACH@lsc.gov email to initiate ACH processing setup. The named participant will be established as an ACH vendor and payments of invoices will be made via ACH (not wire) upon completion of the financial institution verification process." and contact information for "Bezawit Hallu, Payables Accountant" with email "LRAPACH@lsc.gov".

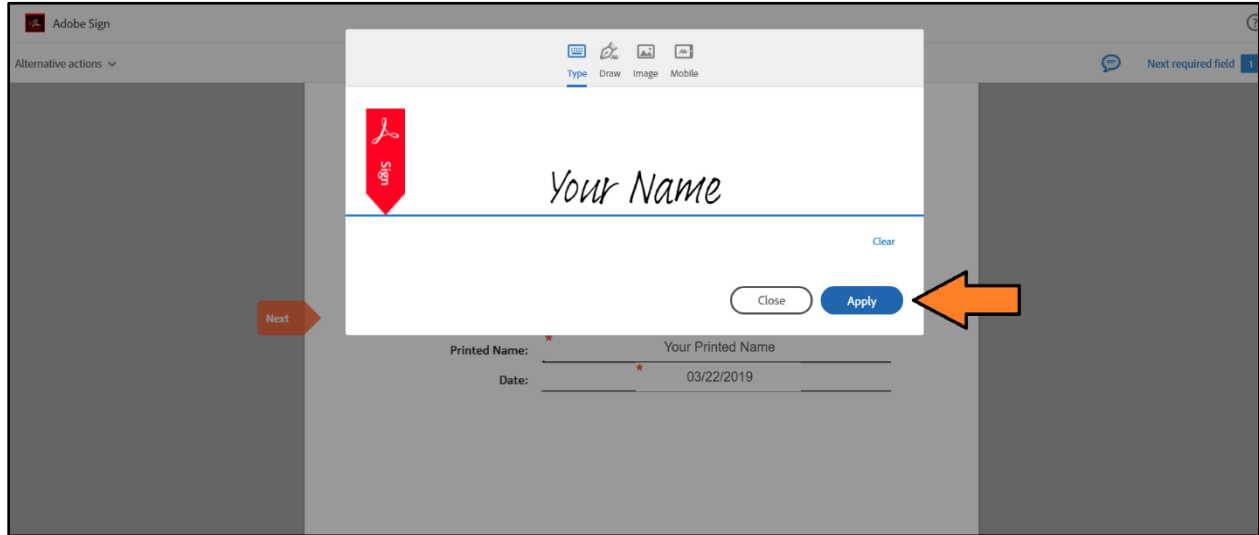
Once you click on the signature field, you will be presented with the following:

The screenshot shows the Adobe Sign interface. At the top, there are four options: "Type", "Draw", "Image", and "Mobile". The "Type" option is circled in yellow and has an orange arrow pointing to it from the right. Below these options is a signature area with a red Adobe logo and the text "Your Name" written in a cursive font. Below the signature area are "Clear", "Close", and "Apply" buttons. At the bottom of the interface, there are fields for "Printed Name" (with placeholder "Your Printed Name") and "Date" (with placeholder "03/22/2019"). To the left of the signature area is an orange arrow pointing right labeled "Next".

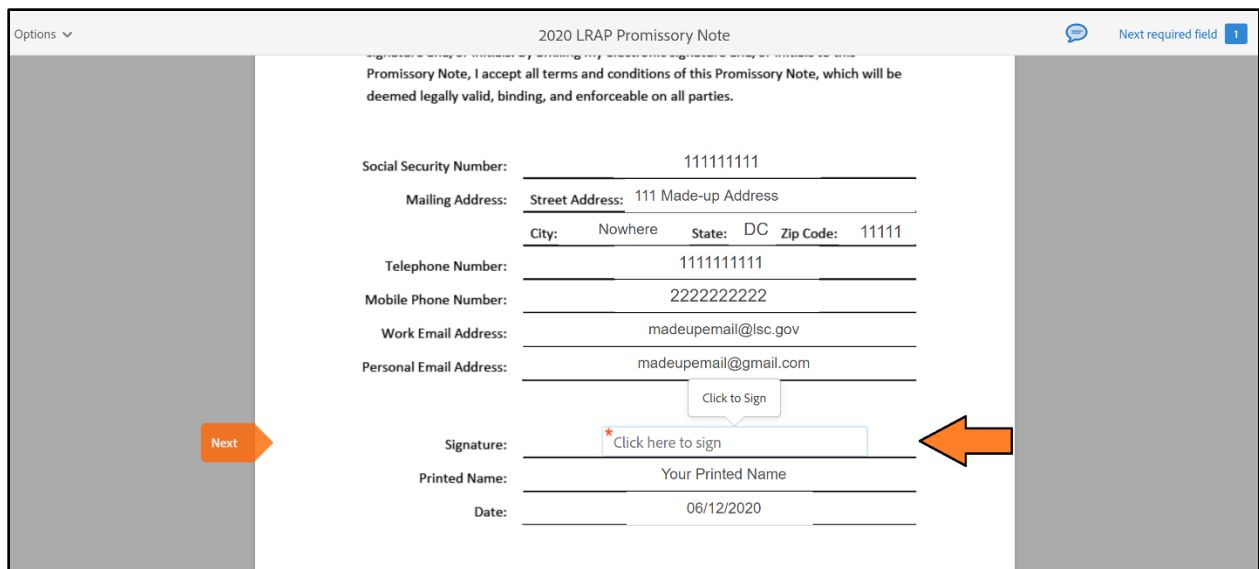
There are multiple options for completing the e-Sign request; TYPE, DRAW, IMAGE and MOBILE. For those not familiar with Adobe e-Sign requests, we recommend the TYPE option, but please feel free to use any of these options. To complete the process with the TYPE option, simply click in the signature field under the TYPE selection and type out your name.



When finished, click the APPLY button in the bottom right.

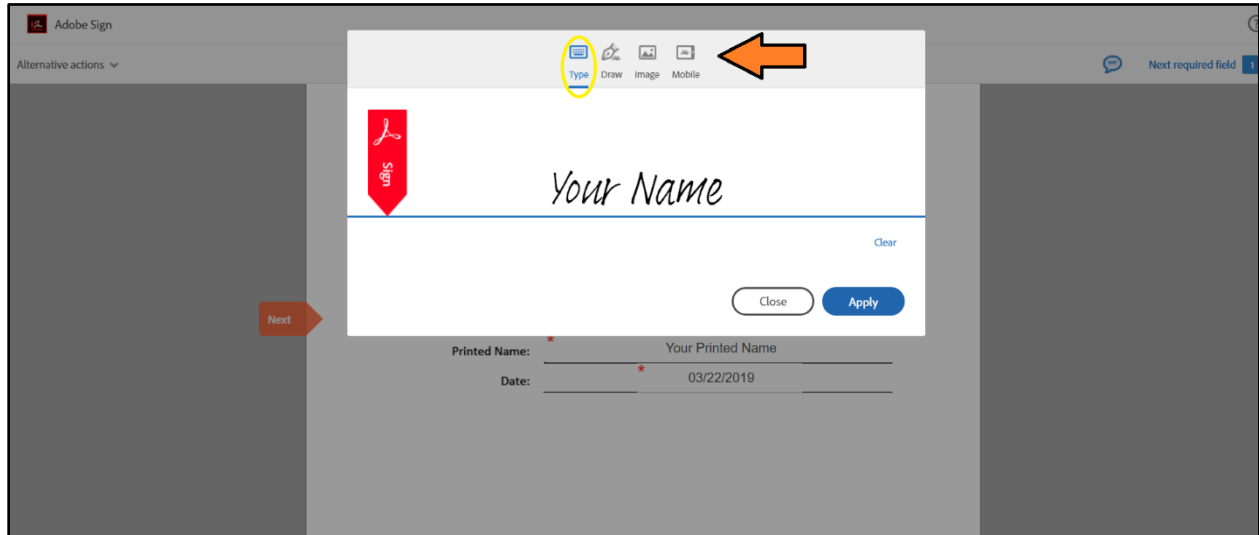


After completing all required fields and reviewing the document in its entirety, return to page 7 and click on the signature field. **Please note, this is one of two signatures on this Adobe e-Sign request and this one is required for all participants.**



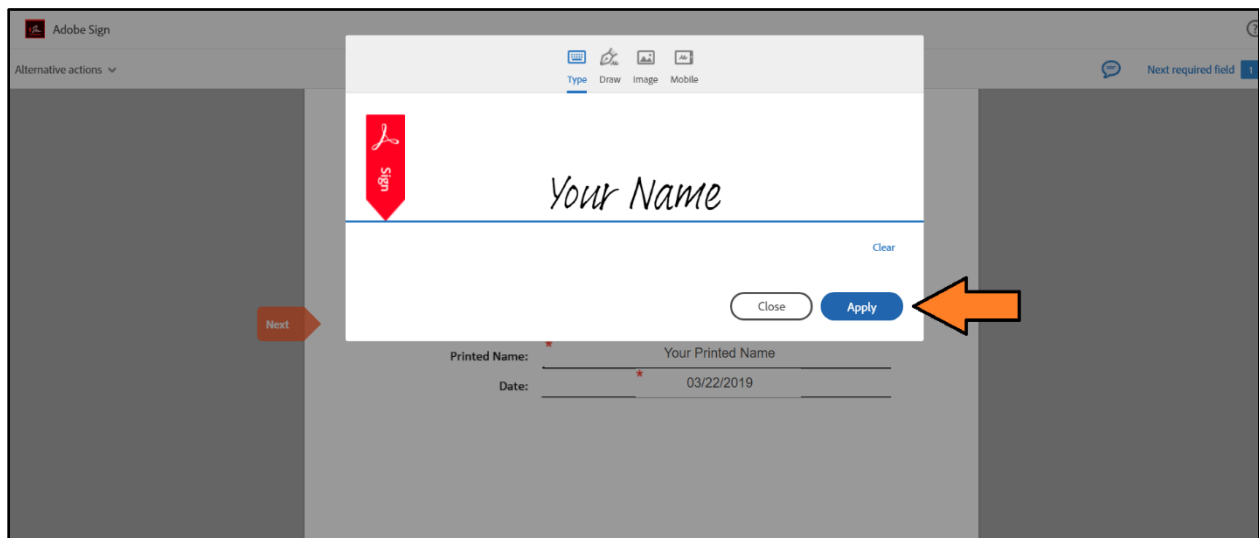
If you completed the ACH Authorization Form, the signature details are already saved and will be applied once you click on the signature field.

If you opted out and did not complete the ACH Authorization Form, then you will be presented with the following:



There are multiple options for completing the e-Sign request; TYPE, DRAW, IMAGE and MOBILE. For those not familiar with Adobe e-Sign requests, we recommend the TYPE option, but please feel free to use any of these options. To complete the process with the TYPE option, simply click in the signature field under the TYPE selection and type out your name.

When finished, click the APPLY button in the bottom right.



Once you've applied your signature, you must submit the document by clicking the "Click to Sign" button at the bottom as shown below.

The screenshot shows a web form titled "2020 LRAP Promissory Note" with a "Completed" status in the top right. The form contains the following fields and values:

- Social Security Number: 111111111
- Mailing Address: Street Address: 111 Made-up Address
- City: Nowhere State: DC Zip Code: 11111
- Telephone Number: 111111111
- Mobile Phone Number: 222222222
- Work Email Address: madeupemail@lsc.gov
- Personal Email Address: madeupemail@gmail.com
- Signature: A signature field containing "Your Name" with a red arrow pointing to it.
- Printed Name: Your Printed Name
- Date: 06/12/2020

At the bottom right, there is a red "Sign" button with a signature icon and a blue "Click to Sign" button. A yellow circle highlights the "Click to Sign" button, and a red arrow points to it from the right. At the bottom left, there is a link: "I agree to the [Terms of Use](#) and [Consumer Disclosure](#) of this document".

You will then receive a verification that your Promissory Note has been successfully signed and returned to the LRAP Coordinator. We encourage you to use the "Download a copy" option to keep a copy for your records. **If you have chosen to go with the direct deposit option for your LRAP disbursements, you'll need to download a copy of this document, and submit a copy via email of the completed ACH Authorization Form along with a copy/image of your voided check to [LRAPACH@lsc.gov](mailto:LRAPACH@lsc.gov). When sending these please indicate in the subject: (LRAP ACH for LASTNAME.FIRST INITIAL).**

The screenshot shows a confirmation message with a blue checkmark icon and the text "You're all set". Below this, it says "You finished signing '2020 LRAP Promissory Note'." and "We will email the final agreement to all parties. You can also [download a copy](#) of what you just signed." A yellow circle highlights the "download a copy" link, and a red arrow points to it from the right.