

Agent – How To Attach Your Digital Signature In SurePath

**** YOU WILL SEE THE BVN NUMBER AFTER THE BOND IS SIGNED ****

During execution the BVN will display on the bond form as below:

BVN No. XXXX-XXXX-XXXX-XXXX

After execution the bond details page will display as below until the bond is signed

Bid Bond Amount:	10%	
SurePath ID (Long):	{3AC07068-8BB7-44B8-BE04-624967A17039}	E-Mail ID (Long)
Bond Validation Number(BVN):	Digital signature is required by Attorney-In-Fact	

After bond execution perform the following steps to sign the bond:

1. Locate the bond and select **Bond Details**.
2. Scroll down to the **Transaction History** section and locate the most recent bond form in the document column.
3. Click the **Sign/View Signatures** button next to the document

Transaction History						
Transaction	Date Processed	User	Effective Date	Power of Attorney	Document	
Execution	12/20/2010	Gina O'Shea	12/20/2010	Electronic Power	Original bond document created at bond execution.	Delete Edit Sign/View Signatures 
Initial Percent Complete = 0	12/20/2010	Gina O'Shea	12/20/2010			

4. Result: Signing page will open.
5. Click on **Sign** – depending on your signature settings, either you'll get a box containing your signature, or you'll be prompted for your passphrase

No Digital Signature Attached

Click the **Sign** button to attach Digital Signature

Sign

Exit

6. Select your signature and click **Commit Changes**.

Status	Name	Issuer	Valid From	Valid To	Local Signing Time
New Signature	Gina O'Shea	Gina O'Shea	12/31/2006 11:00:00 PM	12/31/2012 11:00:00 PM	January 13, 2011

Click the Sign button to attach Digital Signature

Result: Signing Document/Revised Bond Document will be in the Transaction History section.

Transaction History						
Transaction	Date Processed	User	Effective Date	Power of Attorney	Document	
Execution	12/20/2010	Gina O'Shea	12/20/2010	Electronic Power	Original bond document created at bond execution.	Delete Edit Sign/View Signatures
Initial Percent Complete = 0	12/20/2010	Gina O'Shea	12/20/2010			
Signing Document	12/21/2010	Gina O'Shea	12/21/2010	Electronic Power	Revised Bond Document	Delete Edit Sign/View Signatures

The BVN number for this bond record will now display on the bond details page.

SurePath ID (Long):	{3AC07068-8BB7-44B8-BE04-624967A17039}	E-Mail ID (Long)
Bond Validation Number(BVN):	JHPX-GMQC-2CK9-5TKD	E-Mail BVN