

Instructions for Electronic Notary and Digital Signatures:

- 1) Apply notary ink stamp or imprint to a blank sheet of paper. If you do not have a notary stamp, proceed to the next step.
- 2) In the box below, sign with a black ink pen or thin Sharpie, or simply apply your signature stamp.

Two large, empty rectangular boxes with thin black borders, positioned side-by-side, intended for a signature.

- 3) Return digital copies of this page and the page with the notary stamp via email to transcripts@planetdepos.com.

Thank you for your support and assistance in our green initiative!

**If you have any questions or need assistance, feel free to email transcripts@planetdepos.com
or call the office at 888-433-3767.**