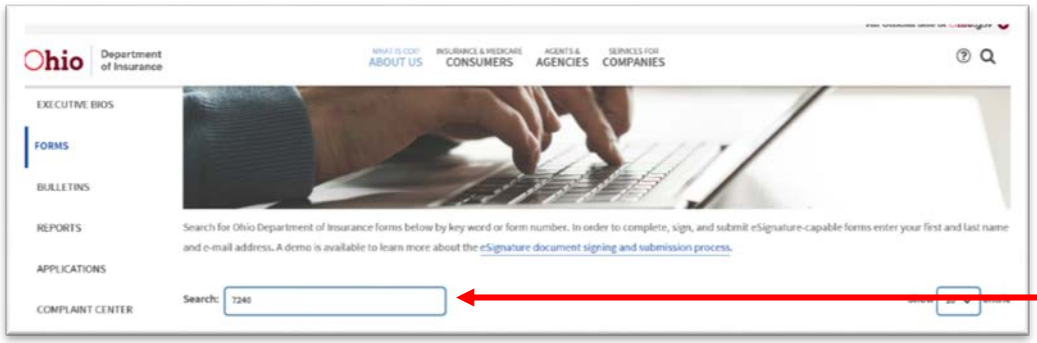
# Preparer instructions for form INS7240 Electronic Filing Authenticity Affidavit

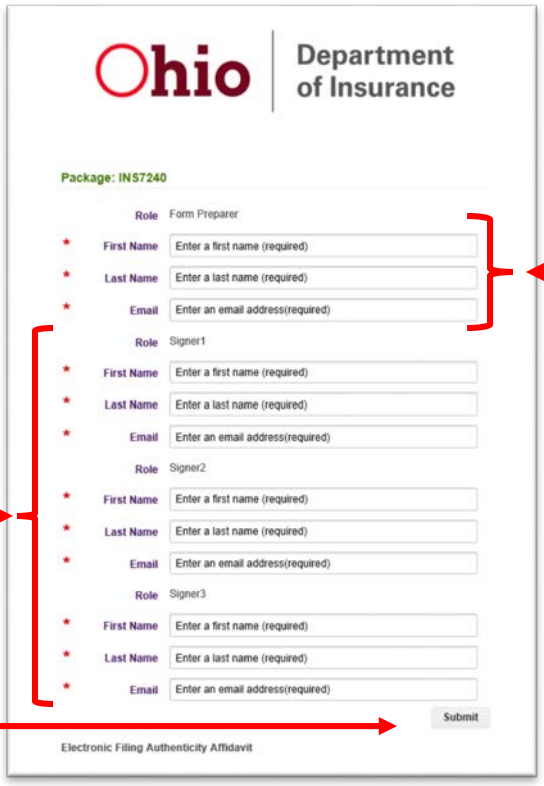
**STEP 1:** Go to https://insurance.ohio.gov/wps/portal/gov/odi/about-us/forms/ and search for INS7240




**STEP 2:** Select e-signature form

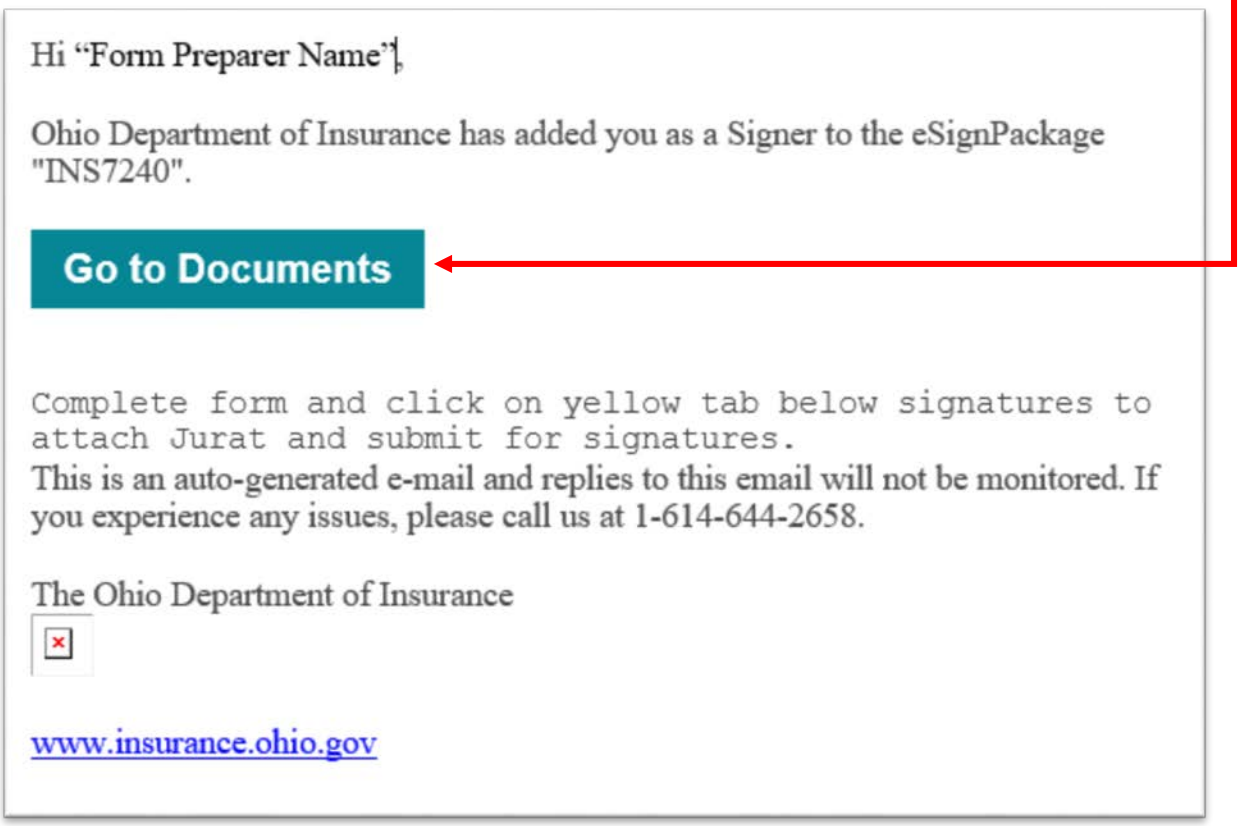

**STEP 3:** Complete information

- Section 1 (Role Form Preparer) – Preparer information. Enter your name and email here.
- Section 2-4 (Role Signer1, Signer2, Signer3)
  (Officer names and emails of the three persons that need to sign the form in the order you would like for them to sign)
- Click Submit



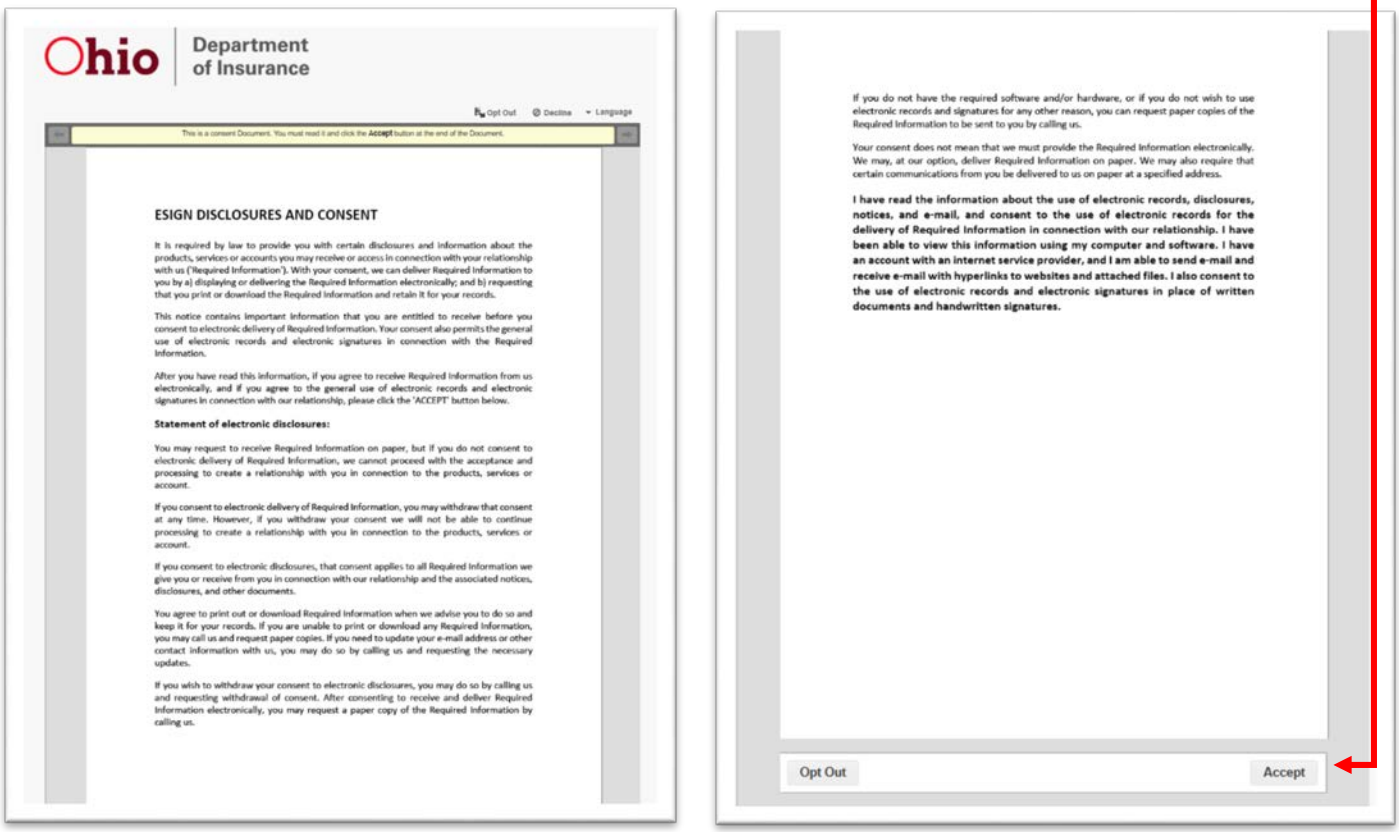
- After you click Submit, the below confirmation screen will appear:


**STEP 4:** You will receive an email from documents@esign.ohio.gov. Click on the link to "Go To Documents."




This will open the document in a web browser.

## **STEP 5:** Scroll to the bottom of the second page and accept the consent document.

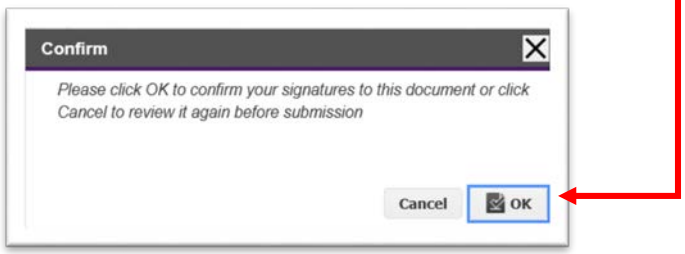



## **STEP 6:** Fill out document

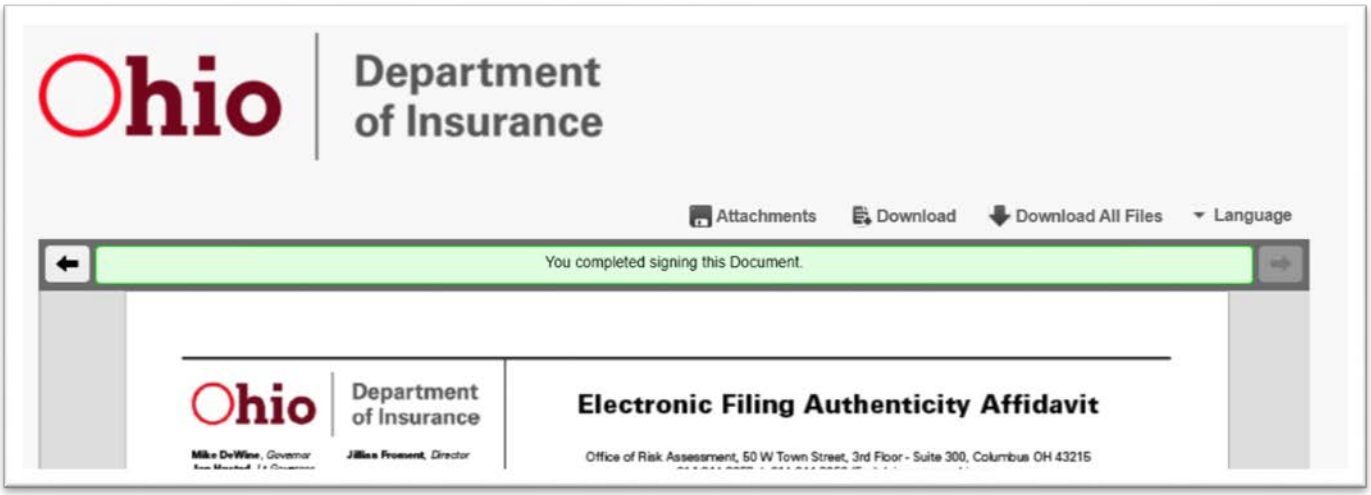
- Complete all fields required for filing and any other pertinent information.

- Click on the yellow box to insert your initials. Note: This is required to start the signature process for your company.


- Click "OK" to confirm.

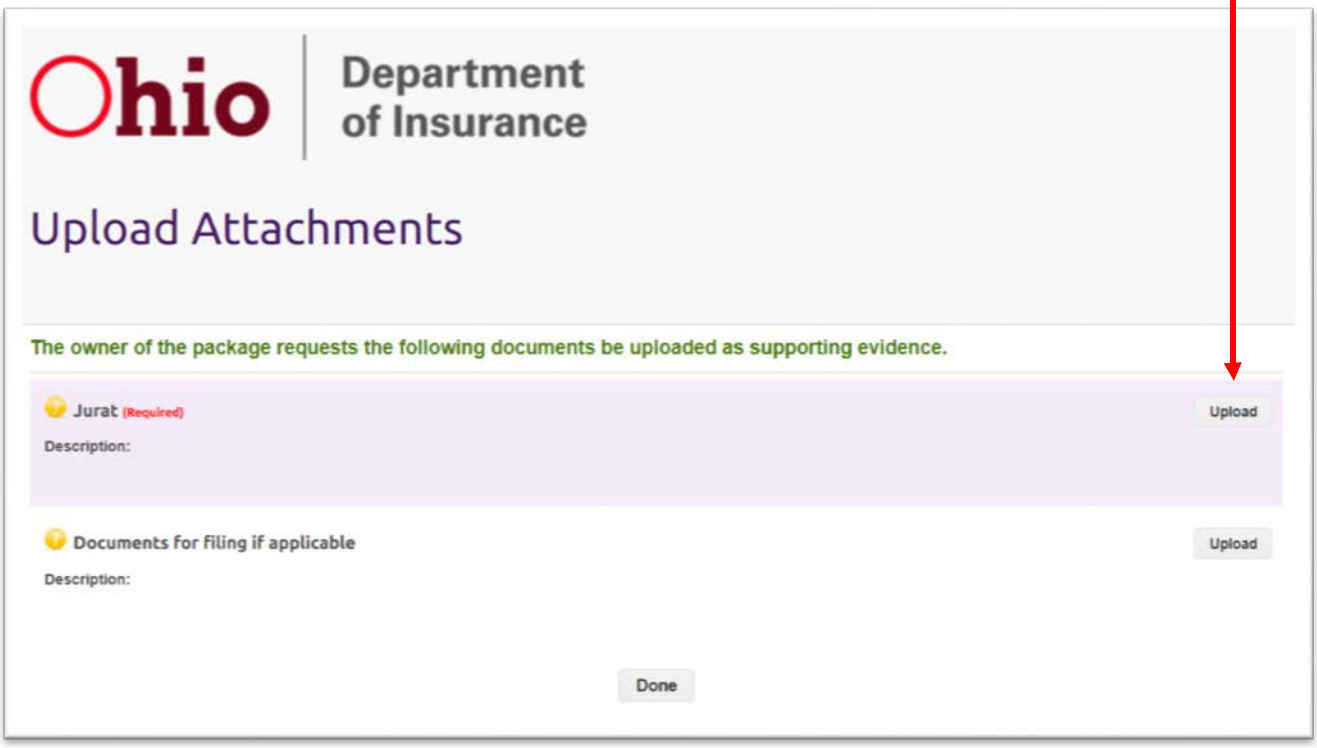



- After you click OK, the below confirmation screen will appear:

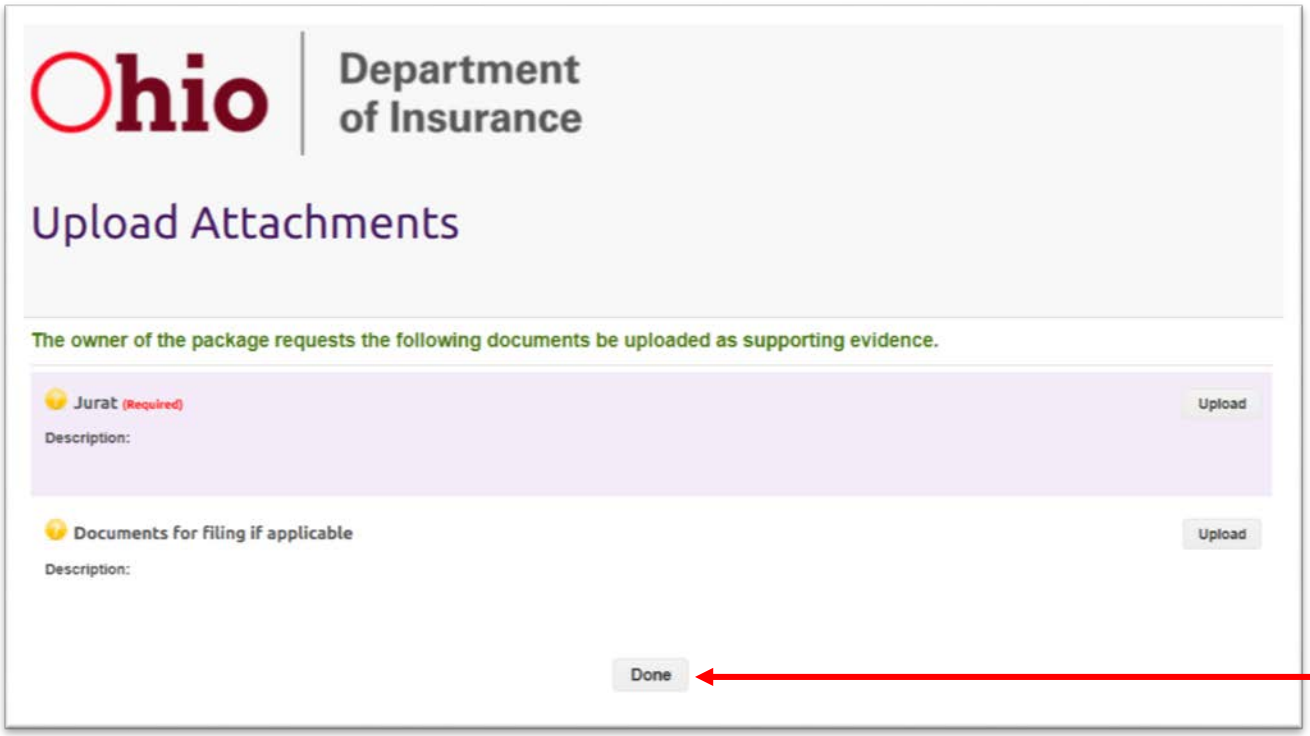



**STEP 7:** Next it will prompt you to upload the required Jurat page. There is also an option if you need to upload additional documentation for this filing. Each Signer will also have this option. To upload the Jurat page or any other attachment, follow the instructions on the next page.

- Click Upload

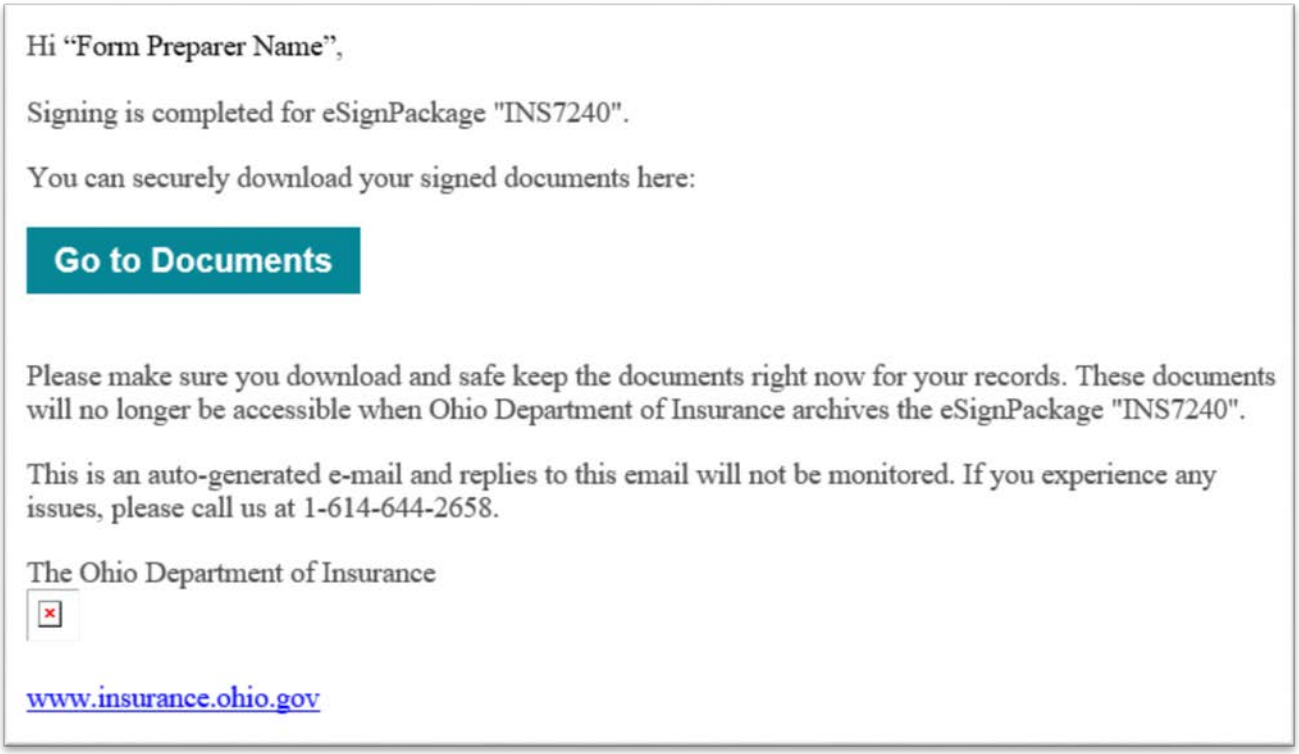



- Browse PC to select and upload your document
- Click Done



**STEP 8:** The automated signing process has begun. Signers will receive an email as soon as the document is ready for him/her to sign.

- Signer 1 will receive an email. He/she needs to click on Go To Document. Review information, type in his/her title, and click to sign the document. He/she will be given the option to upload additional documents if applicable. If not, click done.
- Signer 2 will receive an email. He/she needs to click on Go To Document. Review information, type in his/her title, and click to sign the document. He/she will be given the option to upload additional documents if applicable. If not, click done.
- Signer 3 will receive an email. He/she needs to click on Go To Document. Review information, type in his/her title, and click to sign the document. He/she will be given the option to upload additional documents if applicable. If not, click done.
- You, as the preparer will receive an email (example below) when all three signers have completed their signing. The electronic fully signed document will be sent to the Department for processing.



Hi "Form Preparer Name",

Signing is completed for eSignPackage "INS7240".

You can securely download your signed documents here:

**Go to Documents**

Please make sure you download and safe keep the documents right now for your records. These documents will no longer be accessible when Ohio Department of Insurance archives the eSignPackage "INS7240".

This is an auto-generated e-mail and replies to this email will not be monitored. If you experience any issues, please call us at 1-614-644-2658.

The Ohio Department of Insurance

www.insurance.ohio.gov