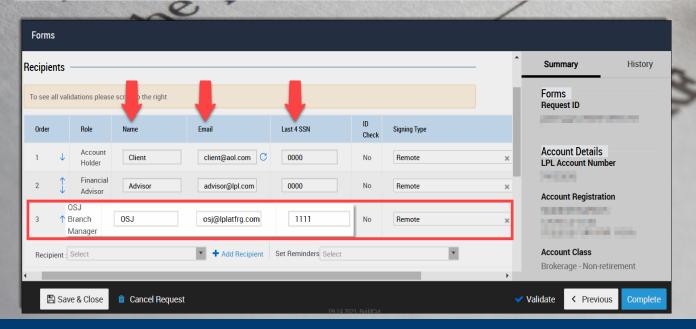
## **Branch Manager Signature Requests**

When a Branch Manager signature is required:

- **eSignature** documents:
  - ✓ Update to reflect OSJ and OSJ@Iplatfrg.com as the recipient's name and email (the default is Steve.Lank@Ipl.com)
  - ✓ Use "1111" as the SSN/Passcode for the document
  - ✓ If Phone number is needed, please use 704-816-8000



## ■ Wet Signature documents:

- ✓ Send scanned documents to OSJ@Iplatfrg.com
- ✓ All approved and in good order documents will be forwarded to LPL immediately, with the Rep/Admin copied. Any items not in good order will be addressed with the Rep/Admin.