

How to E-Sign Your Lease Agreement

Login to the website, arriving at the “My Account” page. Click on the “View Details” link.

The screenshot shows the Campbell Global website interface. At the top left is the logo with the text "CampbellGlobal FOREST & NATURAL RESOURCE INVESTMENTS". At the top right, it says "Logged in As : John Smith". A navigation bar contains links for HOME, GETTING STARTED, SEARCH PROPERTIES, CONTACT US, MY ACCOUNT, and SIGN OUT. The main content area is titled "Current Active lease(s)". It lists lease details: RLU #: LA-XXXX (593 Acres), Accepted: Mar 13, 2018 12:50 PM, Status: Accepted, and Total Amount: XXXXXXX. A red arrow points to a "View Lease Details" link. To the right, there is a "Lease Holder Information" section with a note: "Note: Lease holder information below will be used as club contact for all communications between club and Campbell Global and in lease agreement." The holder's name is John Smith, with address 8809 Lenox Pointe Drive, Suite C, Charlotte, NC 28273, email sehuntingclubs@gmail.com, and phone (800) XXX-XXXX. A "Club Name" field contains "Big Buck Hunting Club" and an "Edit" button is present. Below this, it states "Total Club Members associated with this account: 1" with an "Edit Club Members" button.

You will be directed to the “Lease Details” page where you are given the opportunity to review the details pertaining to your lease. Once you have verified the lease information, click the “Create Lease” button at the bottom of the screen:

The screenshot shows the "Lease Details" page. At the top, it says "My Account / Lease Details". Below is a table with the following information:

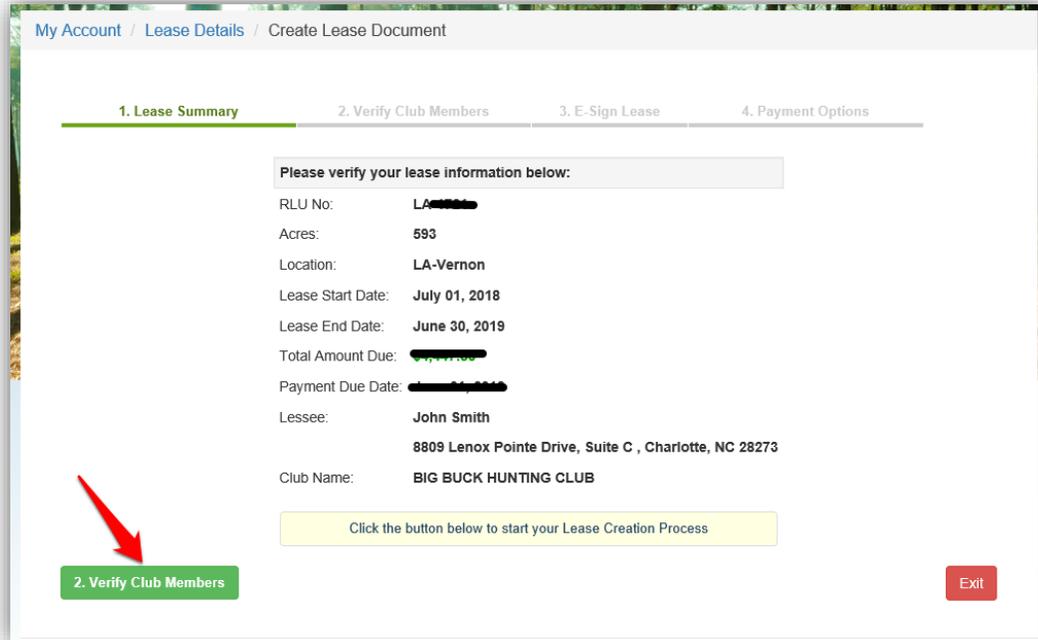
RLU #	LA-XXXX
Location	LA-Vernon
Lease Acres	593
Lease Start Date	Jul 01, 2018
Lease End Date	Jun 30, 2019
Accepted On	Mar 13, 2018
Lease Fee	XXXXXXXX
Payment Due Date	XXXXXX, XXXX
Description	
Special Conditions:	Not Available
Property Maps	<input type="checkbox"/> Aerial <input type="checkbox"/> TOPO <input type="checkbox"/> Location
RLU Contact Info:	8809 Lenox Pointe Drive, Suite C Charlotte, NC 28273. Phone: (980) 495-2820 Email: cghuntsupport@orbishuntlease.com

A red arrow points to a blue button labeled "Create Lease" at the bottom left of the page. At the bottom center, there is a copyright notice: "Copyright © 2018 Orbis Inc."

Lease Creation Wizard

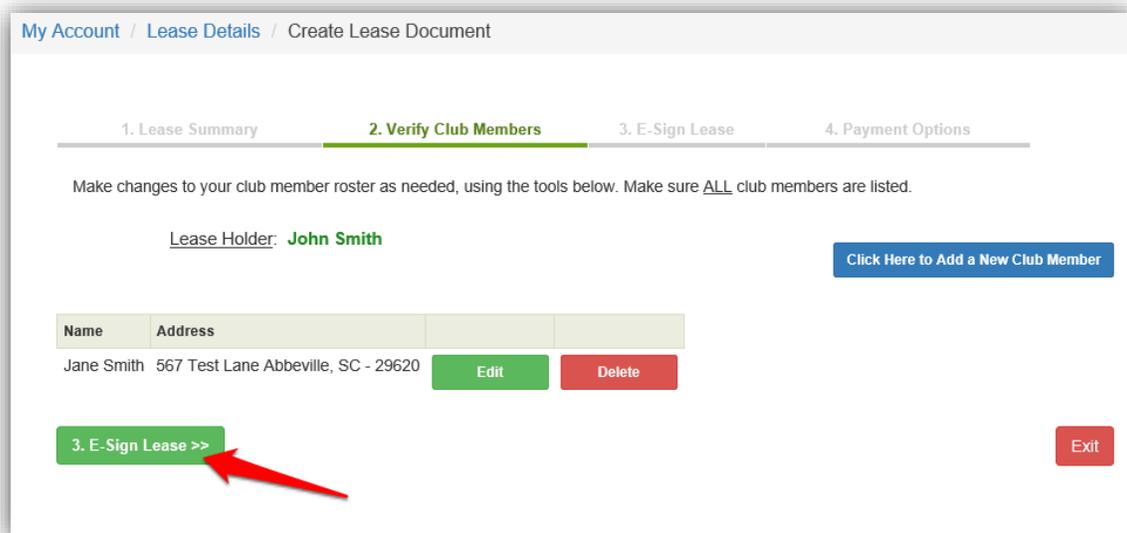
Be sure to carefully read the directions on each page to verify the information before creating the Lease Document. To proceed through the tabbed pages, click the button located at the bottom center of the screen. You can select the “Exit” button located at the bottom right of the screen to exit the wizard at any time.

1. Lease Summary: Displays the reservation information for your club. Verify that the RLU number, price, payment due date, and the Lease start and end date are correct and click the “Verify Club Members” button to proceed to the next tab.



The screenshot shows the 'Lease Summary' step of the wizard. The breadcrumb trail is 'My Account / Lease Details / Create Lease Document'. The progress bar shows four steps: 1. Lease Summary (active), 2. Verify Club Members, 3. E-Sign Lease, and 4. Payment Options. Below the progress bar, a box says 'Please verify your lease information below:'. The information listed is: RLU No: LA-XXXX, Acres: 593, Location: LA-Vernon, Lease Start Date: July 01, 2018, Lease End Date: June 30, 2019, Total Amount Due: \$9,999.00, Payment Due Date: 12/31/2018, Lessee: John Smith, 8809 Lenox Pointe Drive, Suite C, Charlotte, NC 28273, and Club Name: BIG BUCK HUNTING CLUB. A yellow button says 'Click the button below to start your Lease Creation Process'. At the bottom, there is a green button '2. Verify Club Members' (indicated by a red arrow) and a red 'Exit' button.

2. Verify Club Members: Displays your hunt club’s member information. It is very important that you make sure this page lists all of your club’s members with their correct address, phone number, and email address. Click the “E-Sign Lease” button to proceed to the next tab.

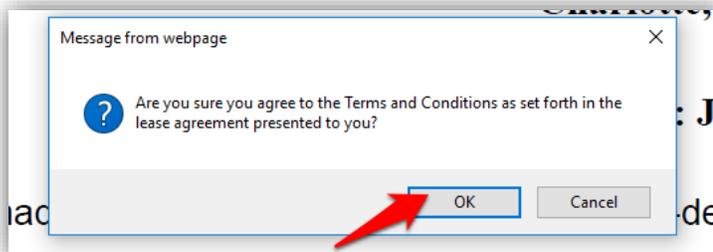
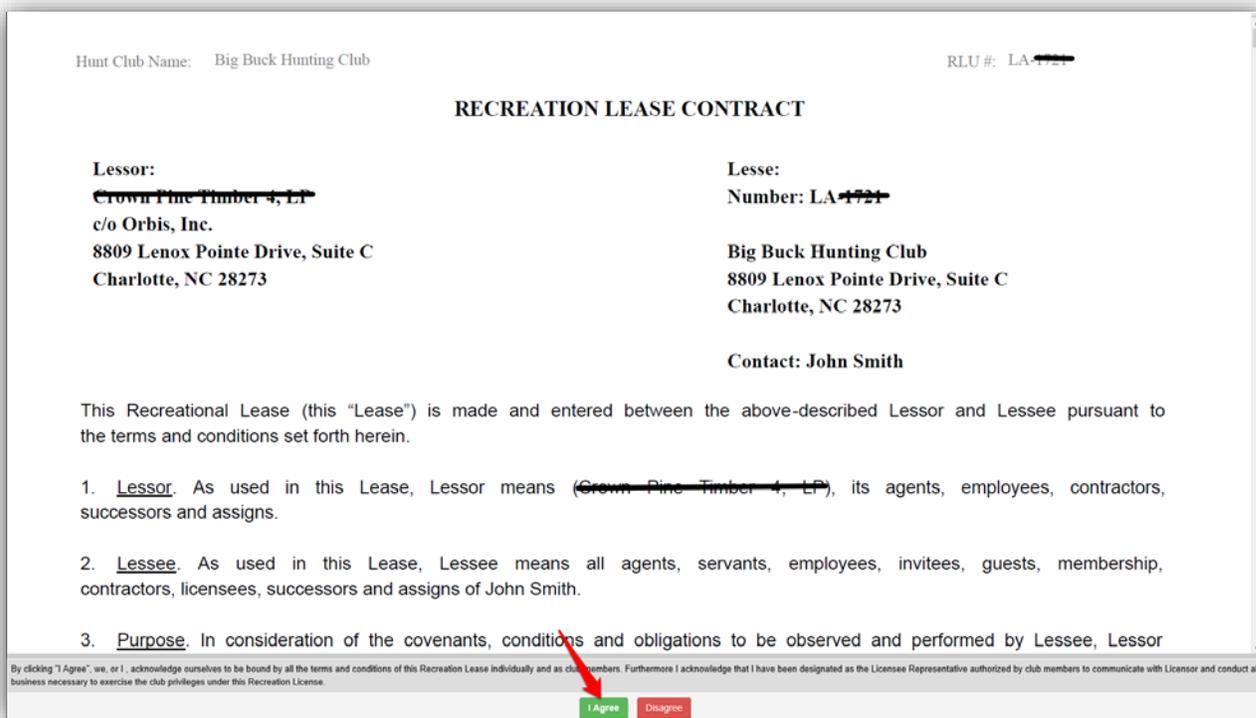
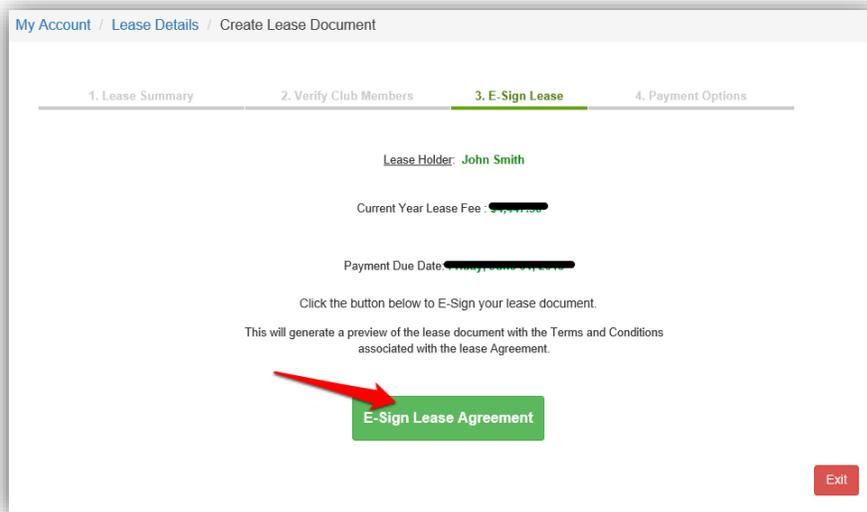


The screenshot shows the 'Verify Club Members' step of the wizard. The breadcrumb trail is 'My Account / Lease Details / Create Lease Document'. The progress bar shows four steps: 1. Lease Summary, 2. Verify Club Members (active), 3. E-Sign Lease, and 4. Payment Options. Below the progress bar, it says 'Make changes to your club member roster as needed, using the tools below. Make sure ALL club members are listed.' Below this, it says 'Lease Holder: John Smith' and a blue button 'Click Here to Add a New Club Member'. A table lists club members:

Name	Address		
Jane Smith	567 Test Lane Abbeville, SC - 29620	Edit	Delete

At the bottom, there is a green button '3. E-Sign Lease >>' (indicated by a red arrow) and a red 'Exit' button.

3. E-Sign Lease: Allows you to e-sign your lease agreement document.



4. **Payment Options:** CG offers two options for paying your lease fee:

- a) Pay Online with an E-Check
- b) Mail-In Payment (Certified Check or Money Order)

Select the option you wish to use for paying your lease fee:

My Account / Lease Details / Create Lease Document

1. Lease Summary 2. Verify Club Members 3. E-Sign Lease **4. Payment Options**

Payment Information

Total Amount Due: ██████████

Payment Due Date: ██████████

Payment Options

Online E-Check
Electronic check payments require a bank routing number and account number. Payments take 5-10 days for processing.

Pay Online Now

Certified Check/Money Order
Certified Check/Money Order payments may take up to 2 weeks for processing. Mailed-in payments **MUST** be accompanied with the payment invoice. **Personal checks are NOT accepted.**

View Payment Invoice

Make Payable To: ██████████

Mail Payments & Payment Invoice To:
██████████
8809 Lenox Pointe Drive, Suite C
Charlotte, NC 28273

[Click here to go back to your Account Information page.](#)