



ELECTRONIC SIGNATURE

OVERVIEW

An electronic signature (eSignature) is a process by which an insured signs their application via the web. Submitting an eSignature eliminates the need to print and mail your documentation and expedites the application and/or reporting process.

Getting Started

Any individual using eSignature **MUST** have a signed a “Consent to Sign” form on file.

- **Agents:** Each agent within an agency must provide consent before their insureds are authorized to use eSignature. The same consent form can be utilized for all policies across all agency codes.

1. **In eHarvest™, click on Tools > Dashboard, then “Disclosure Entry.”**

2. **Enter the following:**

Person Type = Agent
Type = eSign Consent
Tax ID = Agent Tax ID
Last Name

3. **Click eSign button and follow the on-screen prompts until consent submission is complete.**

4. **An email confirmation will be sent to the agent upon consent completion.**

- **Growers and Authorized Signatories** must also provide consent, which is valid across multiple policies and continuous thereafter from year to year.

This Consent to Sign wizard can be launched by agents from the eHarvest Print Forms screen.

Additional Information

- For agencies with eSignature enabled, the Signature Consent status for the eligible individuals will be displayed at the top of the Print Forms screen.
- If you wish to obtain a paper copy of your submitted form, the agent can log into eHarvest and obtain a copy under the policy.
- To learn more about this functionality, visit the myHudson Learning Modules > System & Technologies tab.
- Questions regarding eSignature should be sent to your Regional Sales Manager.

THE BENEFITS

- The agent and the grower will be in the same room signing on the same device.
- Ability to “wet ink” a signature using a mouse, stylus, or finger to screen.
- Access and sign documents via a secure login site.
- Save and attach to a policy in a few simple steps.

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Hudson Crop

7300 West 110th Street, Suite 400 | Overland Park, KS 66210
T 866 450-1445 | F 913 345-1671 | www.hudsoncrop.com

