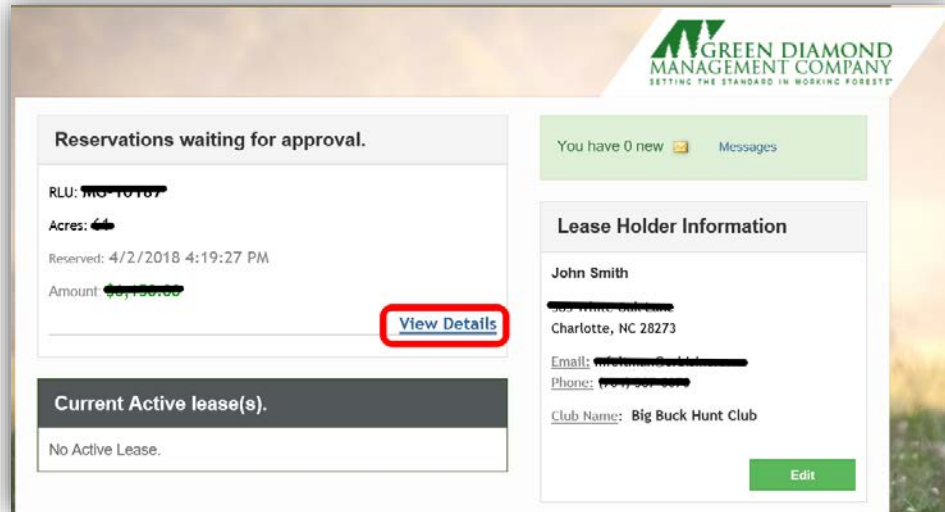
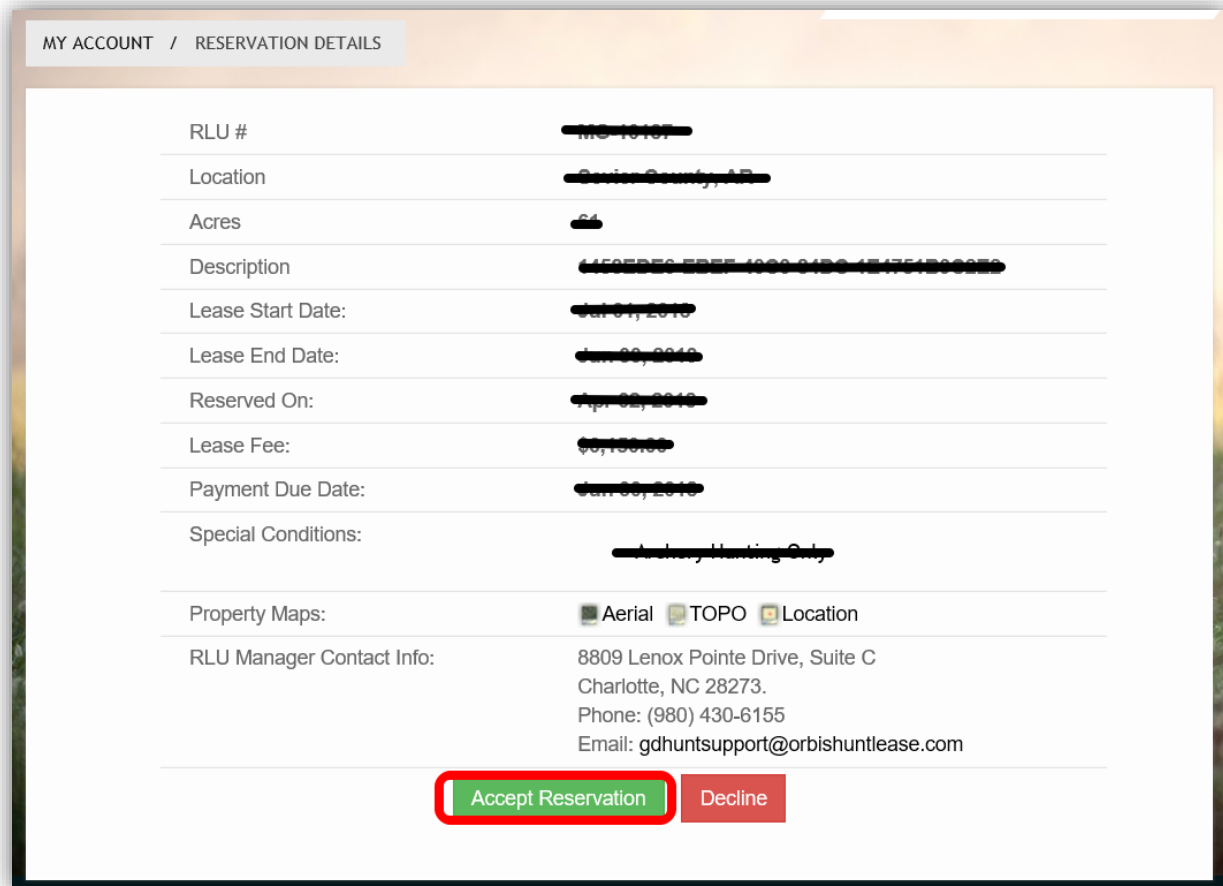


How to E-Sign Your Lease Agreement

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



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 “Accept Reservation” button at the bottom of the screen:



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.

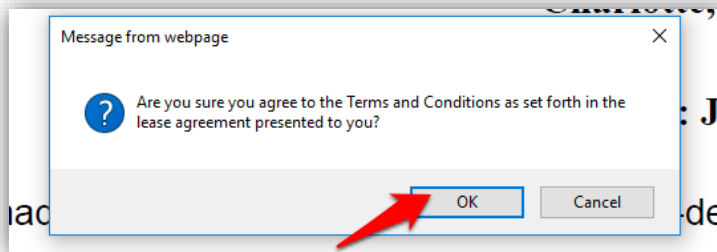
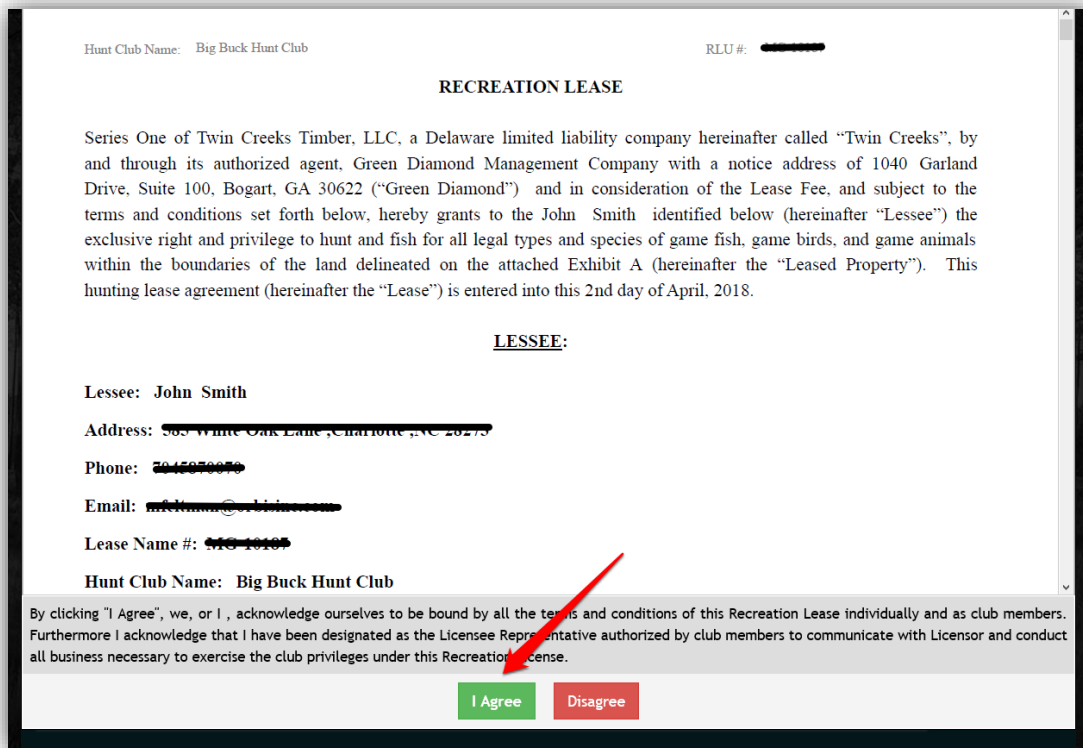
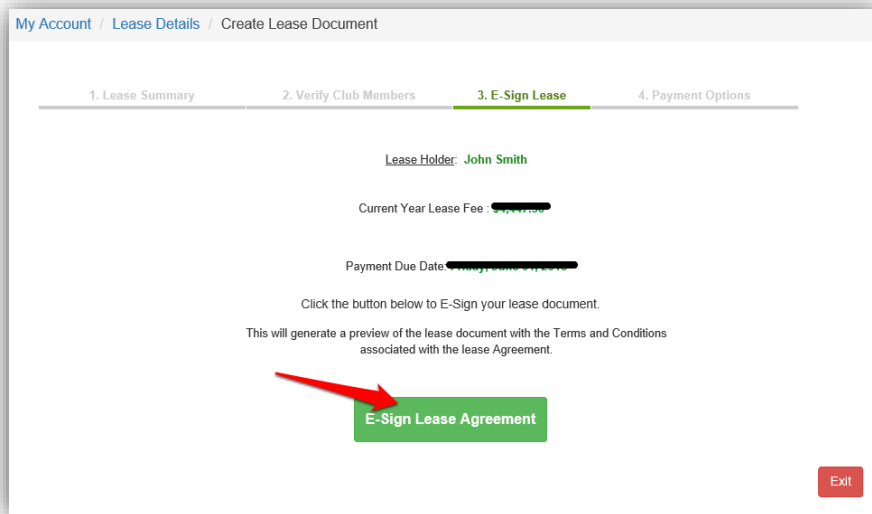
1. Lease Summary: Displays the reservation information for your club. Verify that the RLU number, price, payment due date, and the Lease start and end date are correct and click the “Verify Club Members” button to proceed to the next tab.

The screenshot shows the '1. Lease Summary' step of the wizard. At the top, there are four tabs: '1. Lease Summary' (active), '2. Verify Club Members', '3. E-Sign Lease', and '4. Payment Options'. Below the tabs is a heading: 'Please verify your lease information below:'. The information displayed includes: RLU No: [REDACTED], Acres: [REDACTED], Location: Seven Counties Park, Lease Start Date: July 01, 2019, Lease End Date: June 30, 2019, Total Amount Due: \$7,450.00, Payment Due Date: June 30, 2019, Leasee: John Smith, 605 White Oak Lane, Charlotte, NC 28275, and Club Name: BIG BUCK HUNT CLUB. At the bottom, there is a yellow instruction box: 'Click the button below to start your Lease Creation Process'. Below this box are two buttons: '2. Verify Club Members' (highlighted with a red circle) and 'Exit'.

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 '2. Verify Club Members' step of the wizard. At the top, there are four tabs: '1. Lease Summary', '2. Verify Club Members' (active), '3. E-Sign Lease', and '4. Payment Options'. Below the tabs is the instruction: 'Make changes to your club member roster as needed, using the tools below. Make sure ALL club members are listed.' Below this instruction is a blue button: 'Click Here to Add a New Club Member'. Below that is a table with two columns: 'Name' and 'Address'. The table contains one row: 'John Smith' and '605 White Oak Lane Charlotte, NC 28275'. To the right of the address is a green 'Edit' button. At the bottom, there are two buttons: '3. Create Lease >>' and 'Exit'.

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



4. **Payment Options:** Print the payment invoice and mail it along with your certified check or money order to the address indicated on the invoice.

MY ACCOUNT / LEASE DETAILS / CREATE LEASE DOCUMENT

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

Payment Information

SUBMITTING YOUR PAYMENT

Lease Fee: ~~\$2,450.00~~

Payment Options: CERTIFIED CHECK or MONEY ORDER (Personal Checks are NOT accepted)

Make Payable To: Series One of Twin Creeks Timber, LLC

Payment Due Date: ~~07/30/2018~~

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

Payment Invoice: [Click here to PRINT Your Payment Invoice](#)

