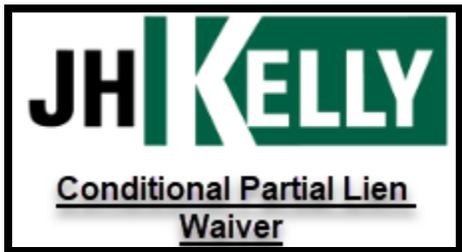


Dear Subcontractor/Vendor:

Using DocuSign, JH Kelly has implemented a more efficient lien waiver process that leads to better accuracy in the information provided and faster processing of your payment applications. Immediately after submitting your application for payment for a progress payment or retention, please click on the following image to begin the lien waiver signing process:



To execute your Unconditional Waiver and Release Upon Final Payment, please click on the following image:



\*\*The process for both the Conditional Partial Lien Waiver and the Unconditional Waiver and Release Upon Final Payment is the same and explained in more detail in the following tutorial.

## Tutorial

### Step 1

Your Accounts Receivable or Billing Representative (the person filling in the data on the form) will click on the image above corresponding to the type of lien waiver you need to fill out and execute. Upon clicking the link, you will be brought to the following screen:

**PowerForm Signer Information**

Fill in the name and email for each signing role listed below.  
Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

**Person Filling Out Form**

**Your Name: \***

Full Name

**Your Email: \***

Email Address

Please provide information for any other signers needed for this document.

**Person Signing on Behalf of Company (OFFICER or Authorized Agent of COMPANY)**

**Name:**

Full Name

**Email:**

Email Address

**BEGIN SIGNING**

### Step 2

Your Accounts Receivable or Billing Representative will fill out his/her name and email address in the section for "Person Filling Out Form." The Accounts Receivable or Billing Representative will also fill in the name and email address for the person who will be signing the form on behalf of your company in the section for "Person Signing on behalf of the Company." Once that information is completed, click the **BEGIN SIGNING** button at the bottom of the screen.

- **Special Note:** As stated in the description, the person signing on behalf of your Company needs to be a person with actual authority to legally bind the Company to the contents of the lien waiver. This means an owner or officer of the Company or a person with documented proof that they can sign on behalf of the Company. In very rare instances, the person filling out the form and the person signing on behalf of the Company may be the same person.

### Step 3

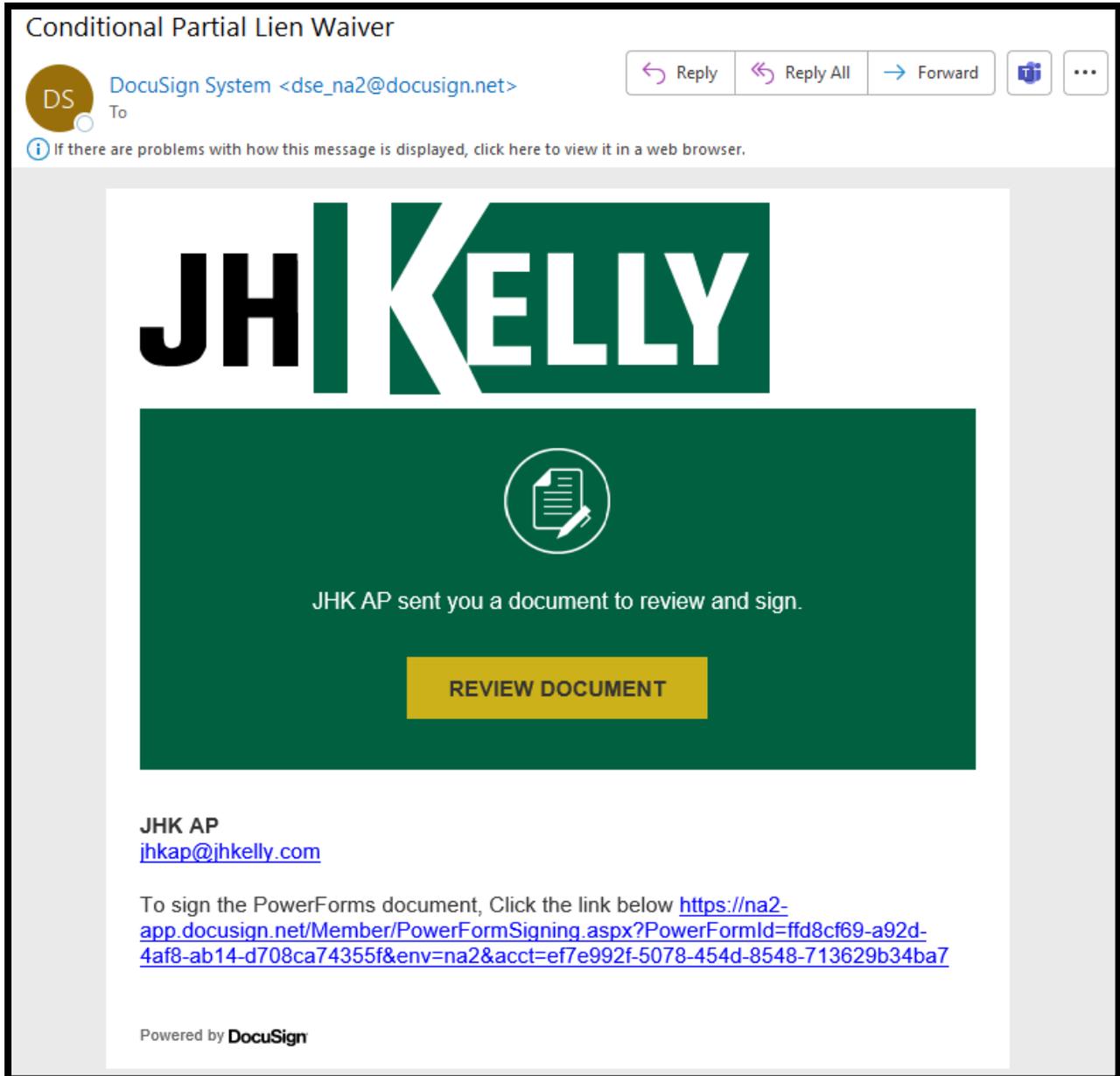
Upon clicking the **BEGIN SIGNING** button, the “Person Filling out the Form” will be brought to the opening screen. Please click the **CONTINUE** button to proceed to the following screen:

The screenshot shows a DocuSign envelope titled "Conditional Partial Lien Waiver" from JH Kelly, LLC. The form includes fields for Project Description, JH Kelly Job No., Subcontractor Invoice No., and Payment Type (a dropdown menu). The main body of the form contains legal text regarding the release of claims and lien rights upon receipt of payment. At the bottom, there are signature lines for "Executed on:", "Company:", "By:", "Name:", and "Title:". The interface includes a "START" button on the left and "FINISH" and "FINISH LATER" buttons at the top right. A "FINISH" button is also located at the bottom center of the form area.

The “Person Filling out the Form” will click the **START** button and begin filling in the required information in the red boxes. The information in the red boxes is required and you will not be allowed to finish until all required information is properly filled out. For example, you must choose a Payment Type (either Progress Payment or Retention) and you may only use numbers in the sum field. Upon completion, click the **FINISH** button and the “Person Filling out the Form” is done. The “Person Filling out the Form” can download a copy, print a copy, or simply click **CLOSE**. A fully executed copy of the form will be emailed once the “Person Signing on behalf of the Company” completes his/her part.

### Step 4

Once the “Person Filling out the Form” hits the **FINISH** button, an email will be sent to the “Person Signing on behalf of the Company.” The email received will generally look as follows:



The “Person Signing on behalf of the Company” can either click **REVIEW DOCUMENT** or use the hyperlink at the bottom of the email to begin the signing process.

### Step 5

Once **REVIEW DOCUMENT** or hyperlink in the email are clicked, the DocuSign interface will open in a browser. The “Person Signing on behalf of the Company” will select **CONTINUE** and proceed to the following screen:

its below. FINISH

DocuSign Envelope ID: E349CC00-C6C8-4D8A-8524-B3ED0D102873

**JH K KELLY** **Conditional Partial Lien Waiver** JH K KELLY, LLC  
www.jhkelly.com

Project Description: JHK Test Project

JH Kelly Job No.: 22999 Subcontractor Invoice No.: PAY APP #1

Payment Type: Progress Payment

The undersigned, a duly authorized officer or authorized agent of the company named below, (herein called "Subcontractor"), does hereby acknowledge that upon receipt by the undersigned of a check from **JH Kelly, LLC** in the sum of \$ 20,000.33 and when that check has been properly endorsed and paid by the bank upon which it is drawn, less applicable retention and/or discounts for early payment, this document shall become effective to release and relinquish all claims, impacts, causes of action (threatened, pending or otherwise), rights to payments, rights to lien, stop notice and/or bond rights for all labor performed and materials furnished by the undersigned, its subcontractors, material vendors, suppliers, agents and employees on the above-referenced project through 03/31/2022.

To the extent provided in the Contract Documents for this Project, the undersigned hereby agrees to indemnify, defend, and hold JH Kelly, LLC, its subsidiaries, and its surety harmless from any claim, cause of action or liability by any party including but not limited to any mechanic's or materialman's lien arising from any services, equipment, material, or supplies furnished through the date stated above, excluding any retention.

It is expressly understood that this waiver has been given prior to receipt of payment at the request of the payer thereof and is therefore contingent upon receipt in due course of payment in full of            amount set forth above.

By initialing, I certify under penalty of perjury that I possess full and actual authority to sign this Conditional Partial Lien Waiver and legally bind Subcontractor to its contents.

Executed on: 4/6/2022

Company:

By:

Name:

Title:

JHK-0021-CPLW-AP-0302

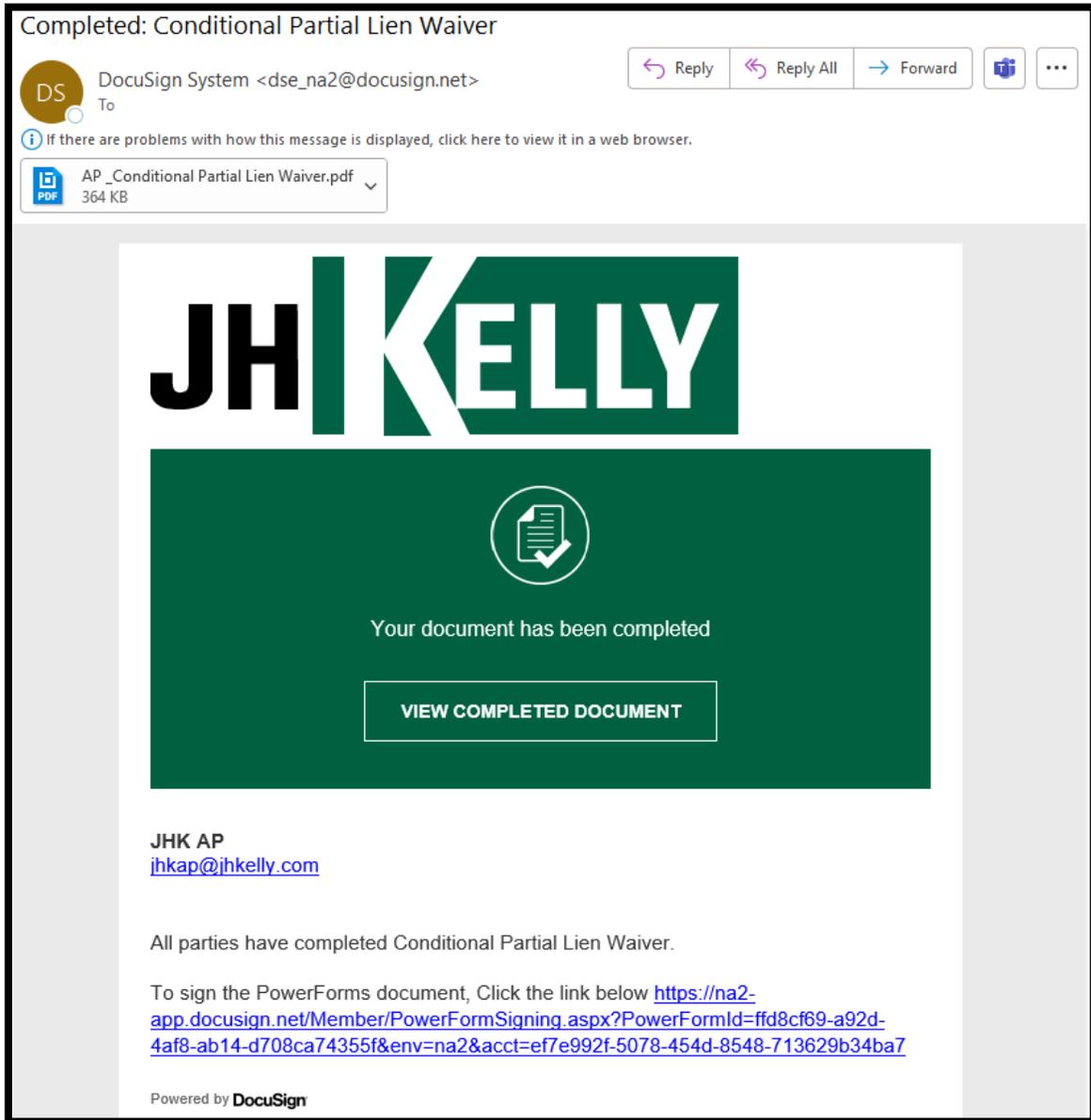
AP\_Conditional Partial Lien Waiver.docx 1 of 1

**FINISH**

The "Person Signing on behalf of the Company" will click the **START** button and begin filling in the required information in the red boxes, initial, and sign by clicking the Initial and Sign links. The information in the red boxes, initial, and signature are required and you will not be allowed to finish until all required information is properly filled out.

- **Special Note:** The "Executed on" date is automatically entered. The "Name" field is also filled in automatically based on the information initially entered when the process was started by the "Person Filling out the Form." If the "Person Signing on behalf of the Company" has previously signed documents in DocuSign, the "Company" and "Title" fields may already be pre-filled.

Upon completion, click the **FINISH** button and the “Person Signing on behalf of the Company” is done. The “Person Signing on behalf of the Company” can download a copy, print a copy, or simply click **CLOSE**. However, a fully executed copy of the form will be emailed.



**Step 6**

JH Kelly Accounts Payable receives a copy of your fully executed lien waiver and processes your payment application for payment.

Release of payment is still contingent on a valid, verified payment application, accurate lien waiver, and payment from JH Kelly’s customer.