

Dear Valued Customer,

Thank you for your business with Flint Hills Resources. We are writing today to make sure you are aware of a simple way to electronically sign contracts on your smartphone or tablet. Below are the steps for signing contracts on an iPhone using the default Mail app. On the back of this page you will find the steps for using Gmail on an Android device. These steps do not require downloading any additional apps or software.

We realize this may not be suitable for all customers and that you may wish to continue receiving paper contracts. If you wish to continue receiving mailed contracts no further action is needed.

To sign up send an email to CONTRACT.ADMIN@FHR.COM or contact your local merchandising team with the account name, the email address you wish to receive contracts at, and your current mailing address. Thank you for your continued business with Flint Hills Resources.

Thank You,

The FHR Contracts Team

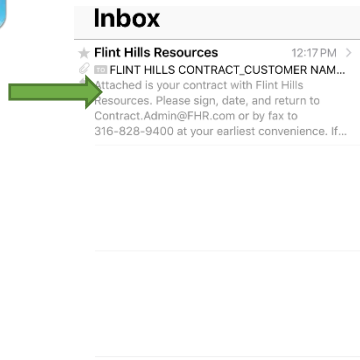
Email: Contract.Admin@fhr.com

iPhone E-sign Steps

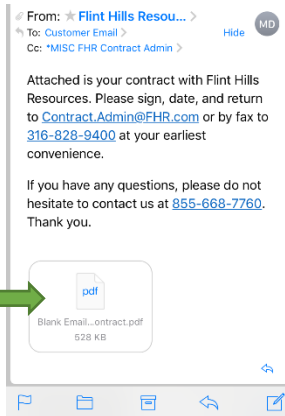
iPhone Mail App



1. How the Email will appear in your inbox



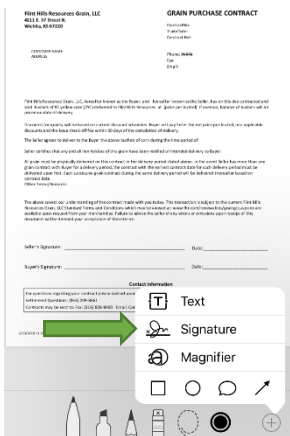
2. Contract is located at bottom of email, tap to open



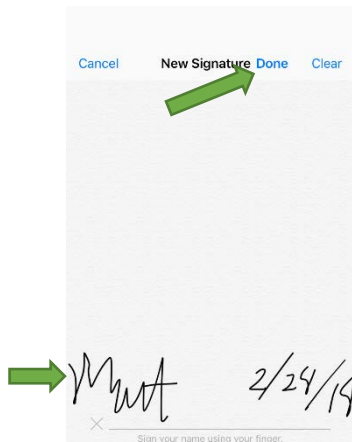
3. Once open select pen icon in top right



4. Select the plus sign, then "Signature"



5. Use finger to sign and date, select "Done"



6. Drag your signature down to signature line, then select "Done"



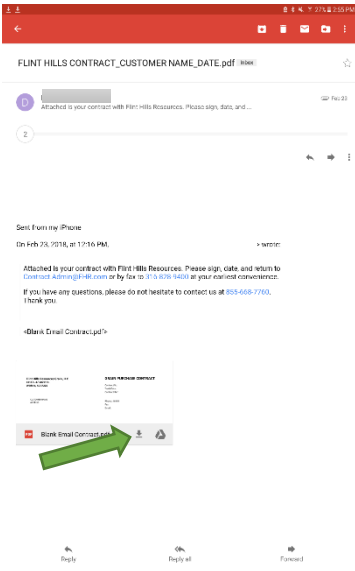
7. Select "Reply All" to send an email with your electronically signed contract back to FHR



Android E-Sign Steps



1. Click down arrow to download contract



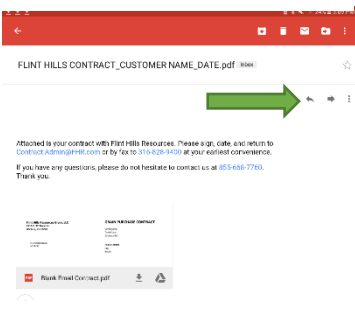
2. Open downloaded file using the file viewer, select pen in lower right hand corner



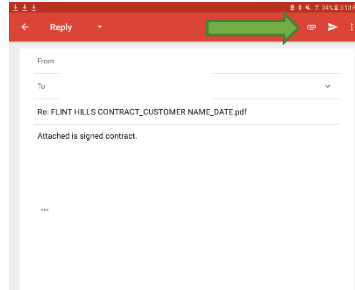
3. Select the pen icon on the left hand side of the screen to sign and date, after signing select the back arrow in the top left



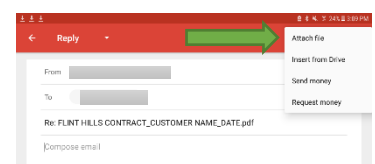
4. Re-open the email from Flint Hills in the Gmail App, select the left pointing arrow to reply to the email



5. Select the paper clip icon on the top right of the email



6. Select 'Attach File' and select the signed version



6. The email is now ready to send using the paper airplane icon, Thanks!

