



**ARRINGTON SETTLEMENT: ONLINE CERTIFICATION PROCESS
MARCH 2020
STEP-BY-STEP INSTRUCTION**

Below are step-by-step instructions that can be used by member institutions to access and utilize the Arrington certification website that has been established and is managed by third party settlement administrator Epiq Mass Tort (EPIQ).

1. The school should identify one employee from the institution who will certify on behalf of the school (School Representative). To ensure proper functionality of the online portal, multiple school representatives should not attempt to access or utilize the website. While the Settlement Agreement does not specify which institutional personnel must sign the certification, the Settlement Agreement is a legal document, and we encourage you to work with institutional counsel and other risk managers to identify the most appropriate School Representative who will certify on behalf of your institution.
2. The School Representative can access the certification website by clicking [here](#).
3. After accessing the website, the School Representative will be asked to enter their name and institutional email address (see screen shot example below). It is important that the individual that is accessing the site and entering the information is the same individual (rather than a colleague or administrative or executive assistant) who has been identified by the school as the School Representative authorized to sign the certification. The School Representative should enter his or her name into the “Your Name” box exactly as it should appear on the certification.

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.

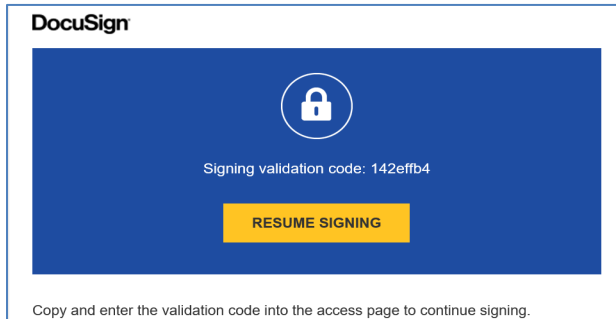
Your Role:
Certificate of Compliance Signer

Your Name:

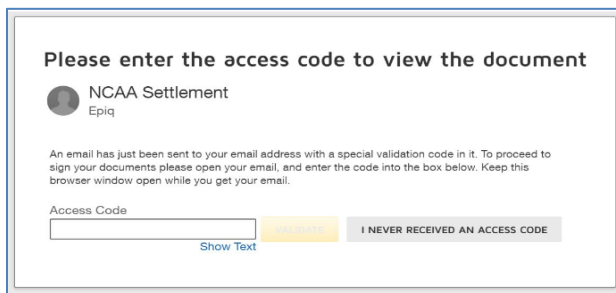
Your Email:

[Begin Signing](#)

4. Once the School Representative inputs the requested information and clicks on the “Begin Signing” button, they should receive an email with a unique signing validation code (see screen shot example below).

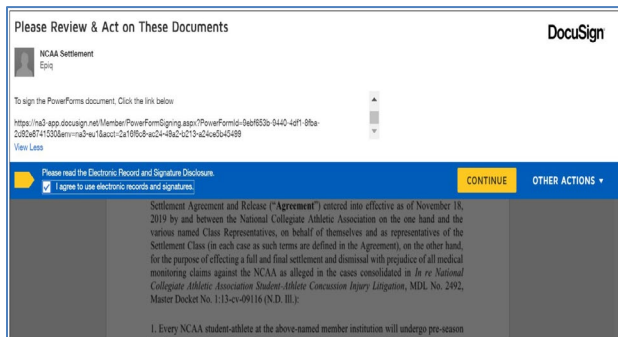


5. After copying the unique signing validation code and clicking the “Resume Signing” button, the School Representative will be taken to a webpage that will ask for the unique signing validation code. The School Representative should paste or type the code into the box where indicated and click on the yellow “Validate” button in the middle of the screen (see screen shot example below).



6. The School Representative will be taken to a page that provides the signer with a link to an electronic signature disclosure. The School Representative should review the disclosure and if deemed appropriate, check the box agreeing to use the electronic records and signature. The signer should then click the yellow “Continue” button on the right side of the screen (see screen shot example below).

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7. After agreeing to use the electronic signature form, the School Representative will be taken to the certification form. The signer should input the name of their institution and their title in the boxes indicated (see screen shot example below). The School Representative should then carefully review the content of the certification form. Again, we encourage each School Representative to carefully review the content of the certification form with institutional counsel, risk managers and other applicable school personnel prior to accessing the certification website. A copy of the certification form can be accessed [here](#).



8. After carefully reviewing the content of the certification form, the School Representative should click on the yellow "Sign" box next to the signature line at the bottom of the form (see example below).

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Select the sign field to create and add your signature. FINISH OTHER ACTIONS

concussion by medical personnel must be cleared by a physician before being permitted to return to play in practice or competition.

4. The above-named member institution shall ensure that medical personnel with training in the diagnosis, treatment, and management of concussion are present at all games for its men's or women's teams competing in the following NCAA sports: football, lacrosse, wrestling, ice hockey, field hockey, soccer, and basketball.

5. The above-named member institution shall ensure that medical personnel with training in the diagnosis, treatment, and management of concussion are available at all practices for its men's or women's teams competing in the following NCAA sports: football, lacrosse, wrestling, ice hockey, field hockey, soccer, and basketball.

SIGNATURE: [Signature] DATE: 3/14/2020

PRINTED NAME: Jess Kerr

NEXT

9. The School Representative will be taken to a page where they will be asked to adopt a signature. The School Representative should confirm the accuracy of their full name and initials as shown in the boxes at the top of the page and select a signature by using either the “Select Style” or the “Draw” option presented on the page. Once satisfied with the signature style, the School Representative should click the yellow “Adopt and Sign” button at the bottom of the page (see screen shot example below).

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name* Jess Kerr Initials* JK

SELECT STYLE DRAW

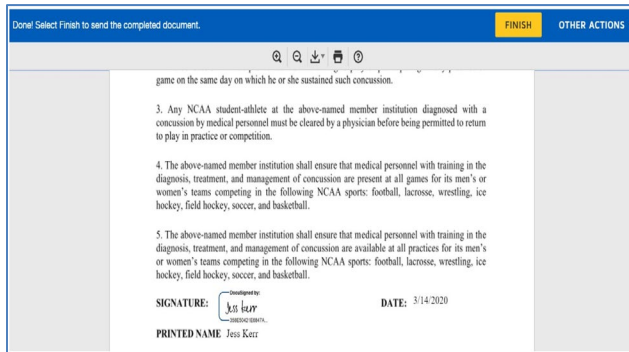
PREVIEW Change Style

DocuSigned by: [Signature] DS JK
350E50421E0847A...

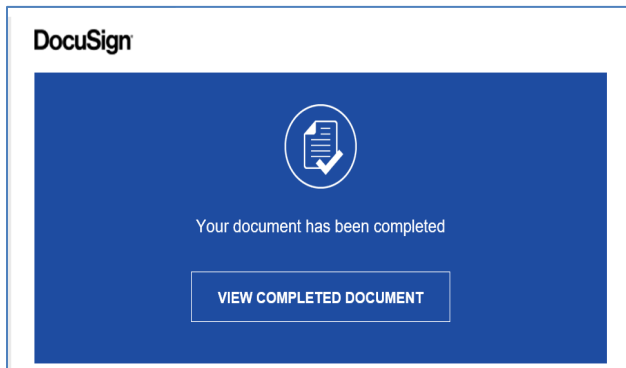
By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

10. The School Representative will be taken back to the certification form where their signature will be reflected in the signature block at the bottom of the form. The message at the top left of the page will indicate that the certification is done and instruct the signer to click the yellow “Finish” button at the top right of the page to send the completed document (see screen shot example below).



11. The School Representative will receive an email confirming that the certification document has been completed. The email will include a pdf copy of the signed certification and the signer can click on the “View Completed Document” box to review an online copy (see screen shot example below).



Upon successful completion of the certification process, the School Representative should immediately receive an email confirming that the certification document has been completed. The email will include a pdf copy of the signed certification and the signer will be able to review an online copy as well.

The executed certification form will also be automatically uploaded to the settlement website and EPIQ will provide a copy of the executed certification form to each of the Special Master, Class Counsel, and the Notice Administrator, on behalf of the certifying institution, as required under the Settlement Agreement. Please note that it may take EPIQ several days after completion of the certification process to fully complete these activities.

Members with technical questions about how to access the certification website, how to sign and submit the certification or whether a certification has been received, can contact EPIQ directly by email at: info@collegeathleteconcussionsettlement.com or via its customer service call center

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Monday through Friday between 9:00 AM to 6:00 PM Eastern Time at (877) 209-9898. Please note that EPIQ is unable to respond to inquiries beyond that scope and substantive questions about the settlement agreement or content of the certification form should be directed to your institutional counsel or, for non-legal questions, to the NCAA Sports Science Institute at: ssi@ncaa.org.