

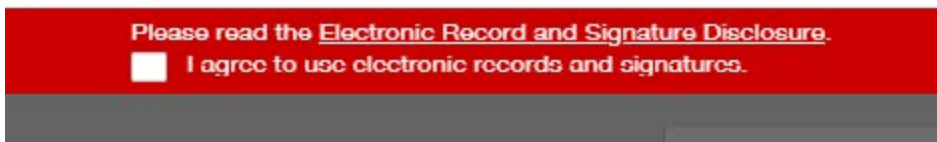
Process of completing and signing the Data Processing Agreement (DPA) for Customers

URL for DocuSign PowerForm – Click on it to get started on DPA

<https://www.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=cf3898fc-40b5-4970-af87-976b3d628632&env=na1&acct=014be52a-b755-4f75-8cdc-c842eb9de987&v=2>

Steps to Complete Form

- 1) A DocuSign Powerform pop up will appear and ask you for your name and email address
- 2) In the Form, please acknowledge and check the “I agree to use Electronic records and signatures.



- 3) Hit the **CONTINUE** button in upper right-hand corner
- 4) Hit the START button on the left-hand side next to the DPA
- 5) **FILL IN - Customer's SPoC** field: insert your name and email address
- 6) Hit the **NEXT** button next to the DPA
- 7) On behalf of the Data Exporter: **FILL IN** - Fields: name, position, address (street address, city, state/province, zip code/postal code and country), signature
- 8) On behalf of the Data Exporter: **FILL IN** - Fields: position, address (street address, city, state/province, zip code/postal code and country), signature
- 9) Hit the **NEXT** button next to the DPA
- 10) Hit the **SELECT** button next to the DPA
Data Subjects, Categories of Data, Special Categories of Data and Processing Operations - uncheck the categories that do NOT apply
- 11) Scroll to the bottom of DPA and hit the **FINISH** button.
Thank you for completing the Agreement.
- 12) You will receive an email **From:** "MB Contract Mailbox - Contracts@McAfee.com" with **Subject:** Completed: Please DocuSign: Data Processing Exhibit for [Your Name] and **Body of Email:** Your document has been completed. VIEW COMPLETED DOCUMENT

For any **questions or issues** – contact your McAfee Account Manager.