SETTLEMENT TEMPLATE INSTRUCTIONS

1. These are approved Settlement Agreement template forms for employment, benefits, and related claims. They must be submitted with the Track Changes function ON.

2. For repeated fields, such as the Releasing Party, enter the text once and the form will automatically fill in the subsequent fields of the same type.

3. When entering the Releasing Party's last name, use all caps (e.g. SMITH).

4. Complete the highlighted sections marked with brackets([ ]) and make optional choices as indicated. Make sure you delete the brackets after you've entered in the text.

5. For OPTIONAL sections, remove all that do not apply and only include the applicable Options.

6. A simple method to confirm you've filled out all available fields in the form, use the Find (CTRL +F) feature and search for a bracket([ ).

7. After the form is complete, you will be left with a Word document that can be saved and attached to the Consultation submission.

8. To avoid errors when completing the agreement, always use the approved template, and do not over-write a previous document.