

## Creating an Email Signature Block

Regulation requires that all electronic communications identify who the individual is that is sending the message. The following is the only approved signature block that can be used for this purpose for PICI business. If you have any problems or concerns with the language of this disclosure, please contact the Home Office's compliance officer.

The information below (beginning with "Broker Name" and ending with the disclosure – "...timely delivery") is what you will use for your PICI signature block. You will need to change this information specific to your identity.

1) The first step to creating a signature block is to change the following to include your information for Broker Name, Group association or title, phone number and email address. **DO NOT CHANGE THE INFORMATION BELOW THE SEPARATOR LINE, this is the disclosure.** Change below by highlighting and typing over each item. If you are unclear as the title or group association that you need to use, please contact the Home Office.

-----below this is the actual disclaimer that you need to change & copy-----

**Broker Name**

**Title or Group Association**

**Polar Investment Counsel, Inc.**

**Office Phone Number**

**PICI Email Address**

\*\*\*\*\*

**Confidentiality Notice:** This e-mail & any attachments are for the sole use of intended recipient & may contain privileged & confidential information. If you aren't intended recipient, any use, disclosure, copying or distribution of this message is strictly prohibited. If e-mail received in error immediately reply & permanently delete from your system. **E-mail cannot be guaranteed to be secure or without error.** PICI & its affiliates review e-mail. PICI & sender of this e-mail doesn't accept or assume any liability for error or omissions; content should not be considered an investment recommendation, tax or legal advice & opinions & views expressed aren't necessarily those of PICI & affiliates. All prices & yields are subject to change & availability. **Orders must not be sent via e-mail as there is no assurance of actual or timely delivery.**

-----above this line is the actual disclaimer that you need to change & copy-----

2) The next step is to highlight the above beginning with "Broker Name" and ending with the disclosure – "...timely delivery"). Right click your cursor in that highlighted area and click "copy".

3) **Open Outlook Express** (Microsoft Outlook instructions are below)

- \*Go to **TOOLS – Options**

- \*Click on the **SIGNATURE** tab

- \***Check the box:** Add signatures to all outgoing messages & make sure that **the box is checked** for: Don't add signature to replies & forwards

- \*Click **NEW** button

- \*Click **RENAME** button – the box with signature #1 should be highlighted, type in PICI

- \*Click cursor in the Edit Signature section text box – right click your mouse and click '**paste**'. The entire text that you highlighted will appear. If you need to review or read what you entered, use the arrow keys to move between the text.

- \*Click **APPLY** then click **OK**.

Each time you send an email message; this will automatically be attached at the end of your message. You may not see it but it will appear in your recipient's message.

3) **Open Microsoft Outlook**

- \*Go to **TOOLS – Options**

- \*Click on **Mail Format** tab

- \*Go to the Signature section and click on **SIGNATURES**

- \*Click on **NEW**

- \*1. Enter name: **PICI**

- \*2. Select: Start with a blank signature and click **NEXT**

- \*Right click your mouse and click "**paste**"

- \*Click **FINISH**

- \*Click **OK** then click on **APPLY** then click **OK**

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If you have any problems configuring this, please contact Sherry Abbott at 414-327-3340 or email: [sabbott@polarinvest1.com](mailto:sabbott@polarinvest1.com) for help.