

2026 Links to EDA, FY DA & PSL:

Experienced Dealer Agreement Link 2026:

https://secure.na4.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLbqZhD6mjr0Q5Z_rJSHh_jv4KvL2HRuOSVVE1rDpzTqFvwed0OVD17ccTBnk4QO_Oi5DQM*

- Click the link, fill it out & it gets sent directly to your sales support assistant once completed.

First Year Dealer Agreement 2026 Link:

https://secure.na4.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLbqZhDADi3s7-J5SoyyvASBu69SZnWbe0Km8YpCz4OFN0Edvcqn_t2ZJZJ5-eBTBG0vc1E*

- SL clicks link, fills out required info
- SL will get a prompt to fill out FY email
- SL needs to go into their own email to VERIFY in order for the form to be sent to the FY
 - Let your FY know an email will come from “Southwestern Advantage/Adobe Sign” for them to complete their DA.
- FY will fill out their required info & once submitted it will be sent to SL, FY & Sales Support

Parent Support Letter Link:

https://secure.na4.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLbqZhBq0EQiwVewmnTVosC-EDQ_zL5ioe5cNzKNHW3pl-ewE1_xetLvXdfZ9k3EhYhKuY*

DO THE 1ST 3 STEPS WITH THE FY PRESENT IMMEDIATELY WHEN YOU SELECT THEM:

- SL clicks the link, SL fills out their required info... then instructions pop up for them to forward to the other two signers... SL puts in the FY & parent emails.
- SL then goes to their email to VERIFY in order for the FY to get an email.
- FY signs, then they VERIFY their email, then it gets sent to the parent to sign.
- Parent signs & then a final copy gets emailed to SL & FY & Parent & Sales Support

The following are more detailed instructions if you'd like further reference:

Southwestern Advantage has a corporate account with Adobe Sign for paperwork that we need signed! Please use these links to fill out the Experienced Dealer Agreement, the First Year Dealer Agreement and Parent Support Letter. Instructions for each link are below. *Please read this very carefully and in its entirety.* There are a few “extra” steps that need to be completed by both you and the First Year’s so please make sure you read this and are aware of what to do for each link.

Experienced Dealer Agreement Link 2026:

https://secure.na4.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLblqZhD6mjr0Q5Z_rJSHh_jv4KvL2HRuOSVVE1rDpzTqFvwed0OVD17ccTBnk4QO_Oi5DQM*

This one is self-explanatory. You open it, fill it out and it gets sent right over to Sales Support. Reminder- if you’ve not already filled out your EDA, please do so now, thank you!

First Year Dealer Agreement 2026 Link:

https://secure.na4.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLblqZhAe4QCiknxFAqSHxBXxUKpHlaYAH1SEMAYxX7f0Cvv3u7ggm9sTI5eBe3G2fBjRA2Y*

- You as the Student Leader are required to fill out the first part of the link (your information). Please see below instructions & screenshots to walk you through this process.
- We also have “Instructions on How to fill out a SWA First Year Dealer Agreement” that you can send directly to your first years that shows them step-by-step of their signing process. It will be helpful for you to send that to them or walk them through it as they are filling out their agreement by reading that to them. These instructions are located below.
- After you fill out your portion, you will get a prompt to “Assign the next participants” Here’s a screenshot of what that looks like (below). It has instructions for you on there that read “Please type in the First Year’s information to send this to them. Note- You will need to check YOUR email now to VERIFY prior to the FY being able to receive the form. Once you verify, the FY will automatically get the form.”
 - There’s also a spot under where you write the FY’s name and email that says “+Add Message”. I strongly encourage you to add a personalized message there to them and include your name. The email that is sent to them will not be from YOU. It is set up to be from “Southwestern Advantage US” with an email of adobesign@adobesign.com, so you’ll want to let the FY know it’s from you on that “+Add Message” section.
 - It’s VERY important that you verify your email in order for the form to get sent to the first year. Please see below for further information on this.

Assign the next participants



To complete the form please enter the information for the next participant. They will receive an email to complete this form.

* Participant 2*



Please type in the First Year's Information to send this to them. Note- You will need to check YOUR email now to VERIFY prior to the FY being able to receive the form. Once you verify, the FY will automatically get the form.

[Read Less](#)

First name	Last name	Email address
mel	mel	mhowellsw@gmail.com

Add a private message to this participant

Please fill out your dealer agreement. Deadline is September 12th, 2021. Thank you, then put your name so they know it's from you..

[- Delete Message](#)

Cancel

Click to sign

You'll get this prompt to VERIFY your email, again, make sure you check your email from Adobe sign to verify. It will be from Adobe Sign.

Just one more step

We just emailed you a link to make sure it's you. It'll only take a few seconds, and we can't accept your signature on "First Year Dealer Agreement 2023-2024" until you've confirmed.

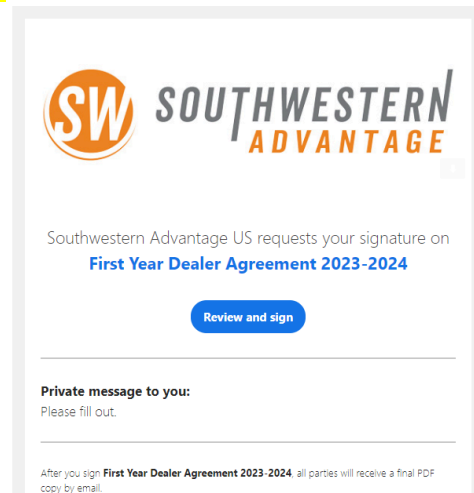
When you open the email, this is what it will look like:



Once you click “Confirm my email address”, Adobe sign will open in your browser and you’ll get a message like this:

Your e-signing of First Year Dealer Agreement 2023-2024 has been verified. It has now been emailed to the additional signer(s) for their signature.

It will then be sent to the First Year. Important note- It will say it’s from “Southwestern Advantage” so make sure to let your first year know that they’ll get an email from Southwestern Advantage/Adobe Sign to fill out their Dealer Agreement. This is what the email will look like when they open it:



Once they sign, it will be emailed to Sales Support and can be entered into Advantage4Dealers.com. An account number with Southwestern Advantage will be created and the First Year will receive email information from Southwestern Advantage at that time. I believe it takes 24 hours for the system to process, so they will not get an email until 24 hours after Sales Support enters their paperwork.

Parent Support Letter Link:

https://secure.na4.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLbIqZhBq0EQiwVewmnTVosC-EDQ_zL5ioe5cNzKNHW3pl-ewE1_xetLvXdfZ9k3EhYhKuY*

Here is the breakdown for SIMPLE instructions for the PSL. **DO THE 1ST 3 STEPS WITH THE FY PRESENT IMMEDIATELY WHEN YOU SELECT THEM.** (and below are DETAILED instructions):

Step 1- SL opens the link first- Student Leader fills out the District Sales Leader’s name and their name... then instructions pop up for them to forward to the other two signers... so they put in the FY email & parent email where it says.

Step 2- SL then goes to their email to VERIFY and that prompts the FY to get an email

Step 3- FY signs, THEN it gets sent to the parent to sign.

Step 4- Parent signs & then a final copy gets emailed to SL & FY & Parent

More details, with screenshots:

- With this one, the first year, parent and student leader are the signers.
- The student leader will first fill out their information, and then they will get this prompt to fill in the first year and parent's information.

The screenshot shows a dialog box titled "Assign to next participants" with a close button (X) in the top right corner. Inside the dialog, there is a message: "To complete the form please enter the information for the next participant. They will receive an email to complete this form." Below this, there are two sections for participants. The first section is for "Participant 2" and includes the text "Attn Student Leader:", "For Participant 2, please enter the first year's information.", and "For Participant 3, please enter the first year's parent information." with a "Read Less" link. It contains three input fields: "First name" (with placeholder "Enter first name"), "Last name" (with placeholder "Enter last name"), and "Email address" (with placeholder "Enter email address"). Below these fields is a "+ Add Message" link. The second section is for "Participant 3" and contains the same three input fields and "+ Add Message" link. A vertical scrollbar is visible on the right side of the dialog.

Also, this is similar to when you filled out the FY DA... how you had to type in the FY info, then VERIFIED your email, then it sent to the FY. So with the PSL, you will have to VERIFY your email in order for it to be sent to the first year and their parent.

Just one more step

We just emailed you a link to make sure it's you. It'll only take a few seconds, and we can't accept your signature on "Southwestern Advantage Parent Support Letter" until you've confirmed.



SOUTHWESTERN ADVANTAGE

Sales & Leadership Program Parent/Guardian Support Letter

Since 1955, tens of thousands of college and university students throughout the world, from every academic field, have spent one or more of their summer breaks participating in Southwestern Advantage's sales and leadership program. Through hands-on experiences, these students learn and master essential life skills – including self-reliance, the ability to communicate effectively, and problem-solving as they run their own business enterprise as direct sellers.

This summer, students from over 225 colleges and universities will participate. Almost all of the program today lead the many different divisions of Southwestern Advantage, including student businesses they have founded through our business incubator. Others have become U.S. Congressmen, governors, a U.S. Senator, business leaders, engineers, veterinarians, entrepreneurs, composers, teachers, healthcare professionals, and lawyers.

Your son/daughter has expressed interest in participating in this summer program. In doing so, they will learn, during an academic-free day, about business, school, leadership, Tennessee, how to run their own business selling educational products to families in their homes. Southwestern Advantage arranges convenient lodging during their Sales School, and all necessary initial sales supplies and samples are provided free of charge. There is no charge for training, and each student is responsible for his or her travel and food expenses.

Students become part of the community as a whole, sharing housing with other students of the same gender who are there for the same purpose. They take orders for books and software from families, and collect deposits for each order. A portion of these deposits is used to cover their living expenses during the summer. The rest is credited to their individual accounts with Southwestern Advantage, building a credit balance. Student checks are sent out for each of their customers from Southwestern Advantage, and they deliver them personally, generally at the end of the summer.

Southwestern Advantage is prepared to open an interest-free account for your son/daughter for the products they order for delivery to their customers. Any undelivered, undamaged products that they have in their possession at the end of the summer can be returned to Southwestern Advantage for full credit to their account.

The Southwestern Advantage summer program is challenging, and because of that it attracts students who have confidence in themselves. Being able to stand easily is not important, but it does to succeed, an attitude for meeting their others, and the willingness to work hard are extremely important.

If you have not already, you will be receiving a phone call from another participating student or graduate who will participate in the program with your son/daughter this spring and summer. Please ask them any and all questions that occur to you. Complete information is available on our website, www.southwesternadvantage.com. We also invite you to call our Parents Hotline toll-free at 1-800-452-7867.

Experience has shown that students benefit greatly from the encouragement of their parents, and involving parents is a long-standing Southwestern Advantage tradition. This form signifies your support for your son/daughter this summer. It does not require them to participate; that choice is theirs, but it gives the way if they do.

Thank you for your support, and best wishes to you and your family.

Statement of Parent/Guardian:

I am the parent or legal guardian of _____ who wishes to participate in the Southwestern Advantage program. I understand _____ intends to build his/her own business selling Southwestern Advantage products this summer. We hereby express our support and encouragement to her/him in this pursuit. We hereby consent to the personal information being being collected, sent and securely maintained by Southwestern Advantage to allow our son/daughter to participate in the program.

Parent Name: _____ Parent Signature: _____

Student Name: _____ Student Signature: _____

Direct Sales Leader: _____ Student Leader: _____

Southwestern Advantage
2020 Avenue
Nashville, TN 37211

Thank you for signing Southwestern Advantage Parent Support Letter. To complete the process, you just need to confirm your email address using the link below. It will only take seconds.

Confirm my email address

After you confirm your signature and other form participants have fulfilled their roles, all parties will receive a completed copy of Southwestern Advantage Parent Support Letter as a PDF.

Your e-signing of Southwestern Advantage Parent Support Letter has been verified. It has now been emailed to the additional signer(s) for their signature.

Other Notes:

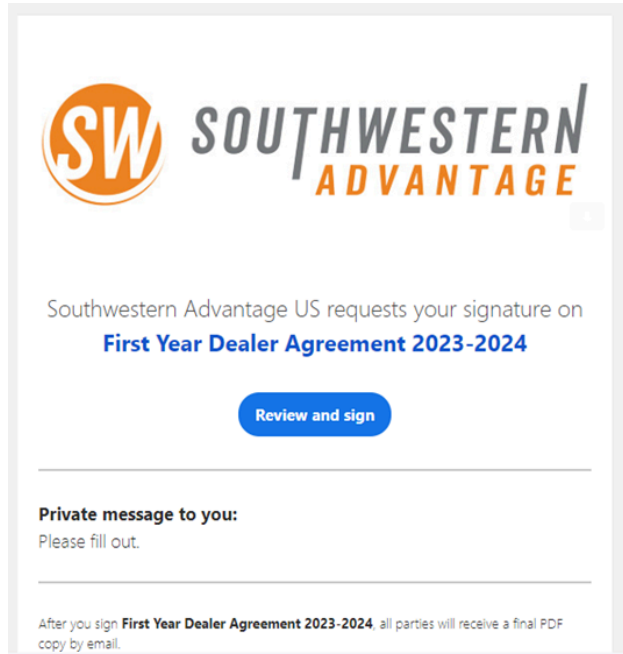
- When a FY DA is submitted, Sales Support enters it into our system. The FY will receive a welcome email with their account number and log in instructions within 24 hours after that.
- When a PSL is submitted (the DA must be submitted first), a FY training kit with Sample Books will be shipped from the warehouse (starting in January).
- We do not have printed FY Training manuals, but the FY can access an electronic version of the manual on the MRC <https://media.advantage4dealers.com/first-year-training-manual/>

Instructions for both the DA & PSL are typed up below for you to SEND TO YOUR FY'S so they can see a visual and know what exactly to do. I strongly suggest you send them an email and/or a text with this information.

Instructions (for a First Year Participant) How to fill out a SWA First Year Dealer Agreement:

A First Year Dealer Agreement is to be filled out by you as well as your Student Leader (the person who signed you up for the internship).

You will receive an email from Southwestern Advantage (adobesign@adobesign.com) requesting a signature for the “First Year Dealer Agreement”. Please open that email, check for a “Private message to you” and then hit “Review and Sign”. Here’s a screenshot of what the email will look like:

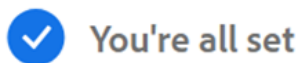


After you hit “Review and sign”, Please read over the document carefully and let your Student Leader know if you have any questions. Your Student Leader’s section will already be filled in, and Adobe Sign will prompt you with the fields you are required to fill in. When you have completed the form, you’ll get a prompt at the bottom that looks like this:



Please hit “Click to Sign”.

You’ll then be all set with your First Year Dealer Agreement and will receive the following message as well as an email with a copy of your signed document:



You're all set

You finished signing "First Year Dealer Agreement 2023-2024".

We will email the final agreement to all parties. You can also [download a copy](#) of what you just signed.

Instructions (for a First Year participant) How to fill out a SWA Parent Support Letter:

A Parent Support Letter is to be filled out by the participant selected as a First Year Independent Contractor with Southwestern Advantage as well as by their parent and student leader.

Your student leader will send you and your parent a direct link from Adobe sign from “Southwestern Advantage US” to fill out the PSL. It will look like this:



Southwestern Advantage US requests your signature on
Southwestern Advantage Parent Support Letter

[Review and sign](#)

Hit “Review and sign”. The sections in yellow with asterisks are required to be filled out by you.

Thank you for your support, and best wishes to you and your family.

Statement of Parental Support

I am the parent or legal guardian of * who wishes to participate in the Southwestern Advantage program. I understand * intends to build his/her own business selling Southwestern Advantage products this summer. We hereby express our support and encouragement to him/her in this pursuit. We hereby consent to the personal information below being collected, used and securely maintained by Southwestern Advantage to affect our son's/daughter's participation in its program.

Parent Name: _____ Parent Signature: _____

Student Name: * _____ Student Signature: * [Click here to sign](#)

Once you fill them out, you'll get a notification at the bottom that looks like this:

By signing, I agree to this agreement, the [Consumer Disclosure](#) and to do business electronically with Southwestern/Great American, Inc., dba Southwes...

[Click to Sign](#)

Hit “Click to Sign”. Then you'll get a “You're all set” prompt.



You're all set

You finished signing "Southwestern Advantage Parent Support Letter".

It will then be sent to your parent to fill out. The email will be sent from “Southwestern Advantage US”. So please make sure when you ask your parent to check for the email that they look for an email from “Southwestern Advantage US”. Their email will look like this:



Southwestern Advantage US requests your signature on
Southwestern Advantage Parent Support Letter

[Review and sign](#)

After you sign **Southwestern Advantage Parent Support Letter**, all parties will receive a final PDF copy by email.

They will fill out their required section (and also see the section you’ve filled out). When they finish, they will hit “Click to sign” at the bottom and receive the following prompt:

 **You're all set**

You finished signing "Southwestern Advantage Parent Support Letter".

We will email the final agreement to all parties. You can also [download a copy](#) of what you just signed.

Once they sign it, the document is complete and gets sent directly to you, your student leader, your parent and Southwestern Advantage.

Thank you!