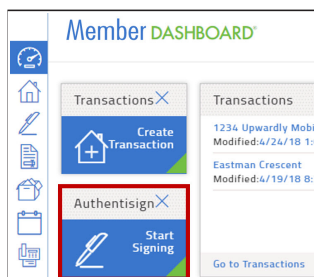


Authentisign® provides a 4-step Wizard to guide you through each step of creating an electronic signing. The Wizard will assist you in naming your signing, adding participants, uploading forms and transaction documents, adding or confirming the placement of signature/initial blocks, and sending the documents to the participants to be signed.

Access Authentisign®

1. Log in to Stratus and click **Instanet-Authentisign**.
2. Click **Start Signing** on the Member Dashboard®.
3. Type a name for the signing.
4. Select the previously created transaction.
5. Click **Save**.



Step 1: Select the signing options

- A. Select the Participant Order for the signing: Sign In-line or Simul-Sign.

- Sign In-line: Signing participants will receive access to sign the documents in the order chosen in Step 2, below.
- Simul-Sign: All signing participants will have the ability to immediately sign/review the documents once the invitation is sent (no particular order will be applied).

Accept Counteroffer: This option appears if you select Sign In-line. It allows a counteroffer while signing. Once the counteroffer is made, all the signers will have to resign the changes with their initials.

- B. (Optional) Click the beside Advanced Options to set an expiry date or reminders, if necessary.

- Expiration Date: This feature allows you to enter a date for the signing transaction to become unavailable to the participants.
- Reminders: This feature will send email reminders to the signing participants if they do not sign the documents within the time period you choose.

Authentisign® will default to the participant order you chose for your last signing.

Step 2: Select Participants

- A. Click the beside Step 2: Participants. Since this example is based on a transaction, a list of existing participants found within the transaction will appear in a pop-up window.
- B. Select the participants by check marking their names.
- C. Click the appropriate radio button to change the participant's Type, if necessary.

Participant Types:

- Remote Signer: Participant will sign the documents from their own computer or device (e.g., Buyer or Seller)
- In-Person Signer: Participant is with you and will be signing using your computer or device (see below for more details)
- Reviewer: Participant will review the documents (e.g., Broker of Record or Lawyer)
- CC Only: Participant will receive a copy of the signed documents (e.g., Agreement of Purchase and Sale)

In-Person Signers: When you select **In-Person Signer**, Authentisign® will ask you to create a PIN. When you send the signing, you send the invitation email to your default email address on record with TREB rather than to your client's. Open the invitation email and hand your computer or tablet to your client to complete the signing. When they're finished signing, you will type in the PIN you created which will finalize and conclude the signing session.

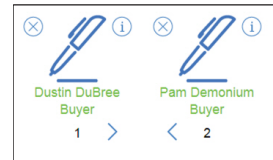
D. Click **Add** in the pop-up window.

If a red hand appears beside the signer's name, information (e.g., an email address) is missing. Select the signer to edit their contact information.



Set Participant Order (optional)

- If you have selected Sign In-line in Step 1, you may click the arrows to choose the order in which the signing will occur for the participants. The documents will automatically be sent by Authentisign® as each participant signs or reviews.
- To add additional recipients, click **Add** under Participants.

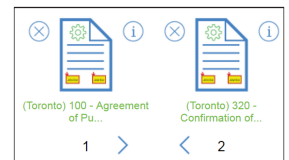


Step 3: Select Forms and Documents

A. Click the ⊕ next to Step 3: Documents. Since this example is based on a transaction, the forms within the transaction will appear in a pop-up window.

B. Check mark the forms to include in the signing, then select **Add**.

- If you have selected multiple forms, you may change their order in the signing by clicking the arrowheads beneath their names.
- If you want to add additional documents for signing, which are stored on your computer or in the Cloud, click **Add** under Documents.



Step 4: Design

A. Click the ⊕ next to Step 4: Design. The form(s) selected in Step 3 will open and will be arranged in a continual list based on the order of the forms selected in the previous step.

Since the forms in this example are Instantet® forms, the signatures, initials, and date blocks automatically appear in the correct locations. If any of the forms were uploaded by you, use the Drag & Drop feature to add signatures, initials, and dates where appropriate.

Adding signature/initial blocks to additional forms:

- To add signature or initial blocks to uploaded forms (e.g., a Schedule B from a listing), click **Drag & Drop**.
- Drag the appropriate block to the form. If working with a second signer, click the drop-down for the current signer's name, select the second signer, and repeat.

B. Confirm that the initial, signature, and date blocks are properly aligned on each page of every form. To edit a signature block, click once, then select the gear icon to edit the block.

C. When all of the fields have been edited and aligned on all of the pages of the form(s), click **Next**. A Finalizing Signing Setup pop-up window appears. You have the option of creating custom, signing invitation email messages for all of the participants.

D. When you are ready to send the forms for signing, click **Send Invitations**. Your client(s) will receive an email with a link to create a signature style (what their "signature" will look like) and they will be asked to accept the Consumer Consent Disclosure, Terms of Service, the End User License Agreement, and to approve the electronic representation of their signature and initials.

