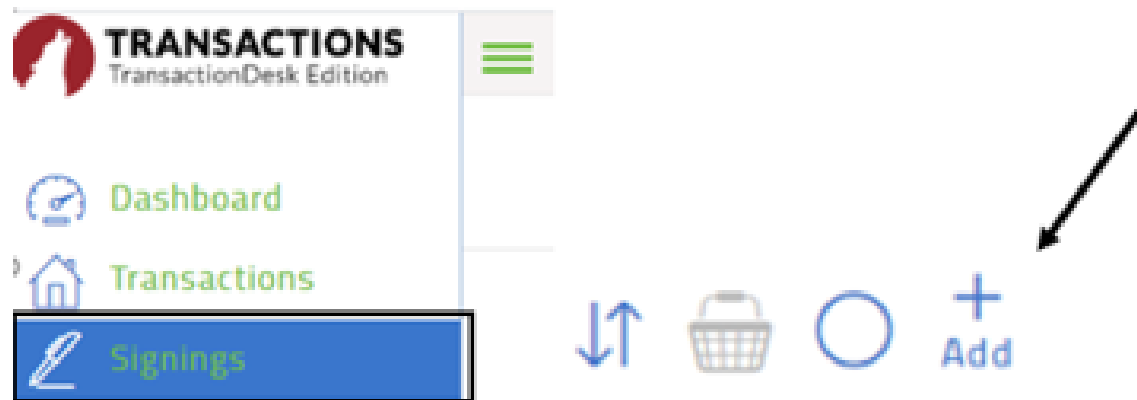


## Authentisign

Under the Resources tab select Authentisign.



Under Transaction select “Signings”.  then click “Add”. 



Name the document in the “Signing Name” field and then click “Save”.

Example: The street address or if this is a single document add the name of the document.

A screenshot of the 'Create Signing' form. At the top, there are three buttons: 'Close' (red), 'Create Signing' (grey), and 'Save' (blue). Below these is a text input field labeled 'Signing Name \*' which contains the text 'Agent SentiLock Application'. Below this is a dropdown menu labeled 'Transaction optional'. At the bottom, there is a checkbox labeled 'Go to new signing?' which is checked. An arrow points to the 'Save' button.

## Step 1: Details

- Select Simul-Sign: First come first serve. This will allow the signers to sign in no particular order.
- Sign In-line: Participants sign in the order you arranged.



### Step 1: Details

\* Signing Name:

Participant Order: ☐ Sign In-line - Signing Participants sign in order.

—————→ ☒ Simul-Sign - First come first serve.

## Step 2: Participants

Add the Participant.

Add New Participant

Add From Contacts

Add Yourself

**Remote Signer** – Email will be sent to the signer.

**In-Person Signer** – Allows the client to sign in-person with the agent present.

**Reviewer** – A person who does not sign the document, but needs to review the documents prior to any signatures.

**Use CC:** A person who needs to review the signed documents after all parties have signed. Example: Broker

Close

Add New Participant

Add

Add Another

\* Type: ☒ Remote Signer ☐ In-Person Signer ☐ Reviewer ☐ CC Only

Click “Add” to add a person or click “Add Another” to add additional names.

The screenshot shows the 'Add New Participant' form. At the top, there are buttons for 'Close', 'Add New Participant', 'Add', and 'Add Another'. Below these, there are radio buttons for 'Type': 'Remote Signer' (selected), 'In-Person Signer', 'Reviewer', and 'CC Only'. There is a checkbox for 'Save to Contacts'. The 'Name' field is split into two parts: 'Lisa' and 'Horvath'. The 'Email' field contains 'lhorvath@SEBRealtors.com'. The 'Role' dropdown menu is open, showing options: 'MLS Specialist', 'Other', 'President', 'Seller', 'Seller's Lawyer', and 'Selling Agent'. A callout box with a black border and white text points to the 'MLS Specialist' option, stating: 'You can select a “Role” from the drop-down box or manually add one.' Other fields include 'Company', 'Address', 'City', 'Zip Code', 'Language' (set to 'English'), 'Cell', and 'Signer Group' (set to '1').

### Step 3: Documents

Upload a file (document) or choose a file from the options.

The screenshot shows a vertical menu of document upload options. The options are: 'Select from Forms', 'Select from Transaction and Documents', 'Google Drive' (with logo), 'Dropbox' (with logo), 'OneDrive' (with logo), 'box' (with logo), 'Upload a File', 'Upload by Fax', 'Upload by Email', and 'Print Driver'. Each option is on a blue background with white text.

## Step 4: Design

Select the “Signer”.

Signer: Lisa Horvath ▼

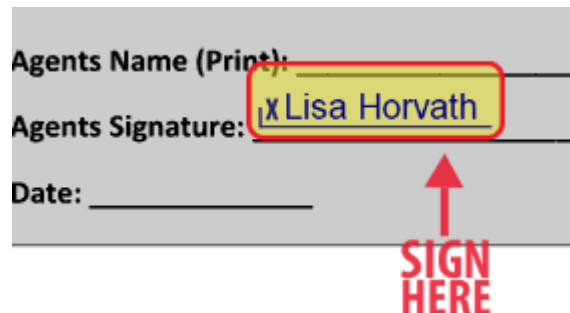
Click on “Drag and Drop”.



Click on “Sign Here”.

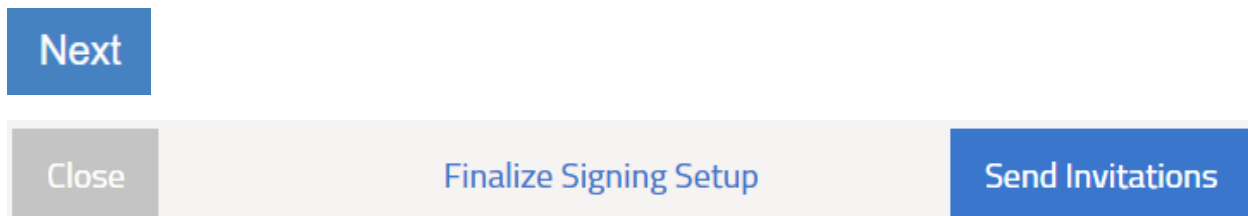


Drag and drop the signature where needed.



Click on the signers name to : Delete, Flip Vertical, Flip Horizontal, Add Date Stamp, Add Name Block or Change Signer.

When completed select “Next” and “Send Invitations”.



The creator of the Authentisign document will receive an emails as each participant signs their name. Once completed the creator will receive a final copy.

- Lightning bolt means the document is in progress.



- A ribbon means the document has been completed.

