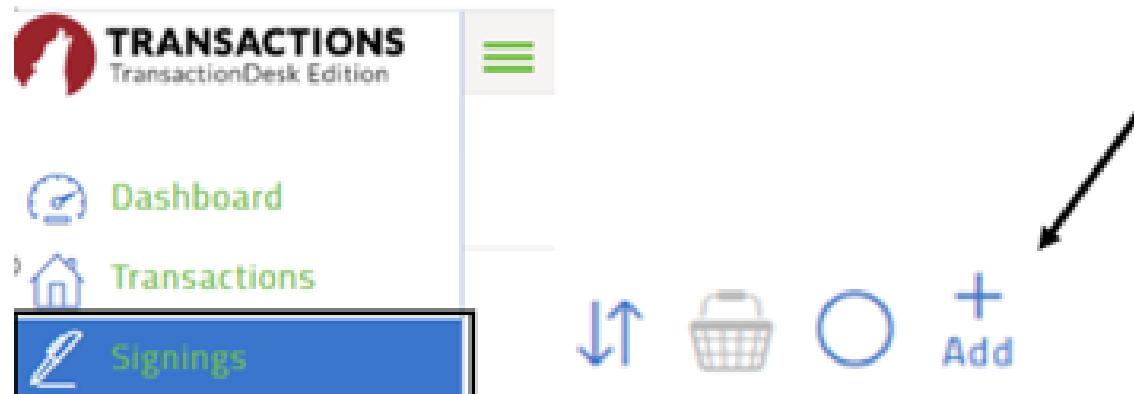


Authentisign

Under the Resources tab select Authentisign.

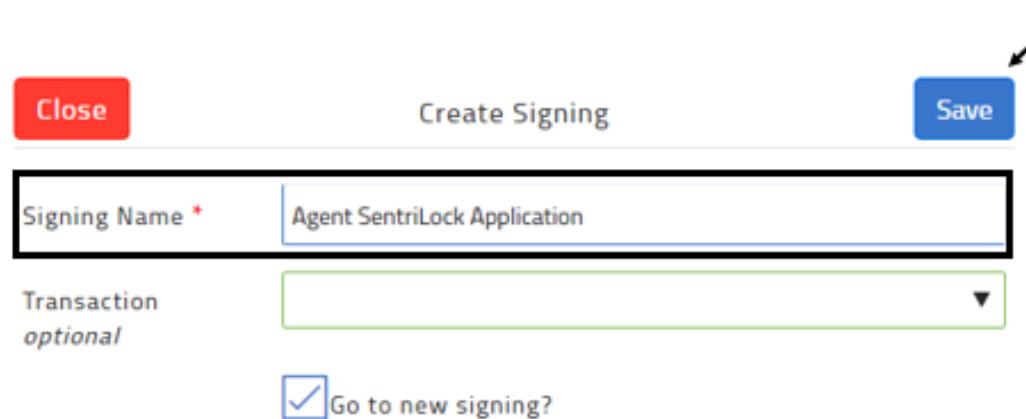


Under Transaction select “Signings”.  then click “Add”. 



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

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



Close Create Signing Save

Signing Name * Agent SentriLock Application

Transaction optional

Go to new signing?

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

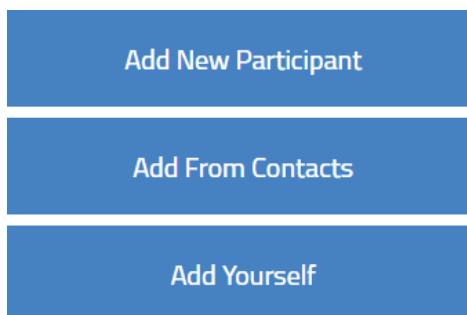
* Signing Name: Agent SentriLock Application

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

→ Simul-Sign - First come first serve.

Step 2: Participants

Add the Participant.



Remote Signer – Email will be sent to the signer.

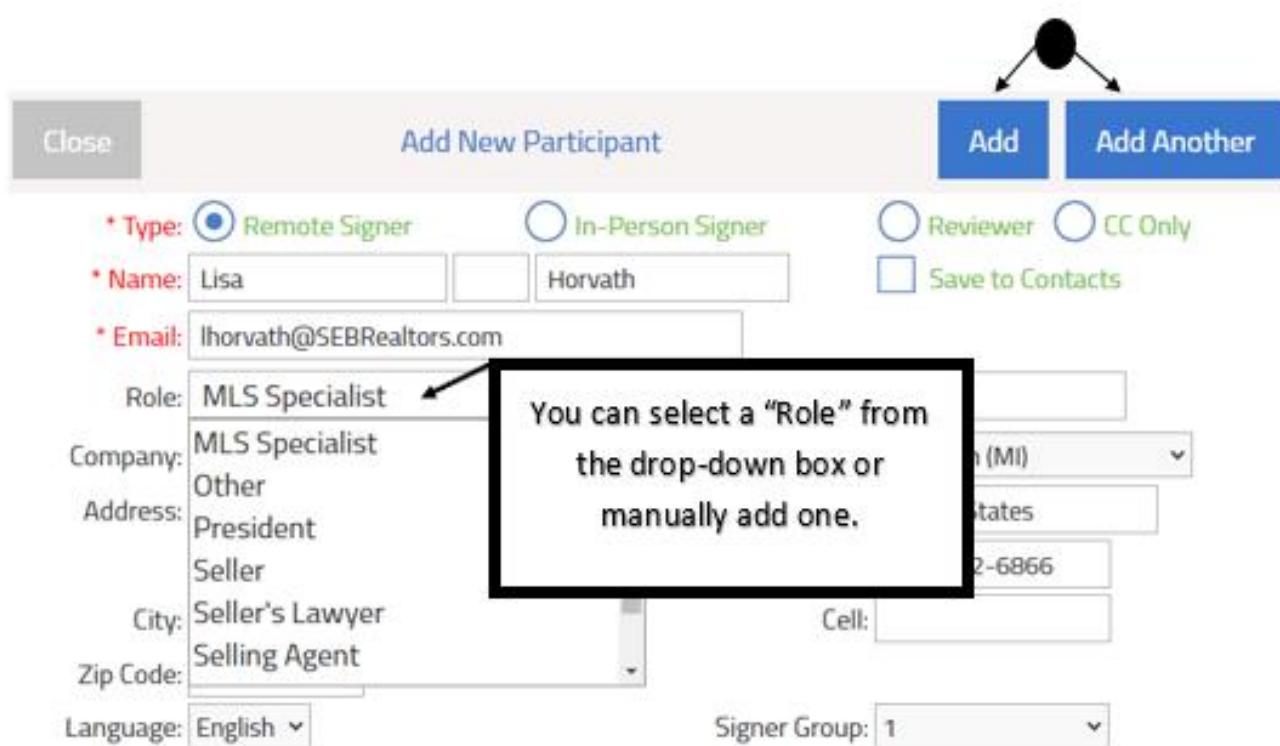
In-Person Signer – Allows the client to sign in-person with the agent present.

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



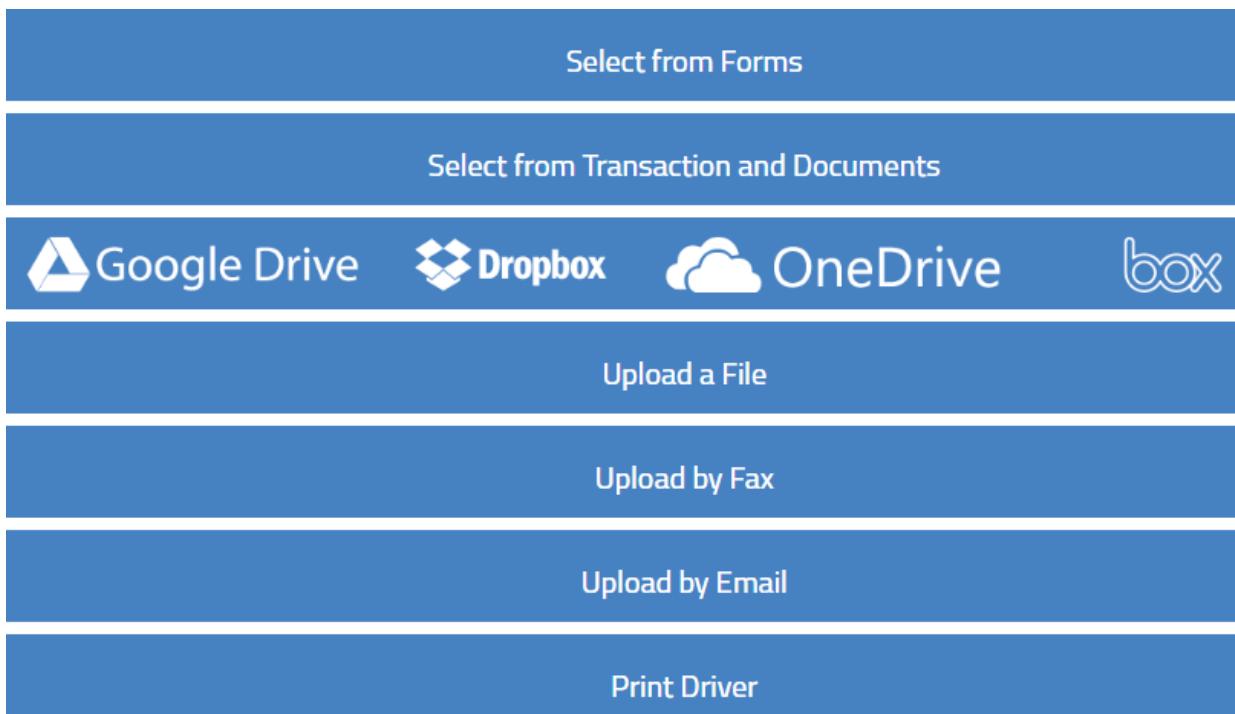
Click “Add” to add a person or click “Add Another” to add additional names.



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 are fields for 'Type' (Remote Signer, In-Person Signer, Reviewer, CC Only), 'Name' (Lisa Horvath), 'Email' (lhorvath@SEBRealtors.com), and 'Save to Contacts'. A 'Role' dropdown is open, showing options like 'MLS Specialist', 'Other', 'President', 'Seller', 'Seller's Lawyer', and 'Selling Agent'. A callout box with a black border and white text is overlaid on the 'Role' dropdown, containing the text: 'You can select a "Role" from the drop-down box or manually add one.' To the right of the 'Role' dropdown, there are fields for 'Address', 'City', 'Zip Code', 'Language' (English), 'Cell', and 'Signer Group' (1). A small tree icon is in the top right corner of the form area.

Step 3: Documents

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



The screenshot shows the 'Documents' section. It includes a 'Select from Forms' button, a 'Select from Transaction and Documents' button, and links to 'Google Drive', 'Dropbox', 'OneDrive', and 'box'. Below these are buttons for 'Upload a File', 'Upload by Fax', 'Upload by Email', and 'Print Driver'.

Step 4: Design

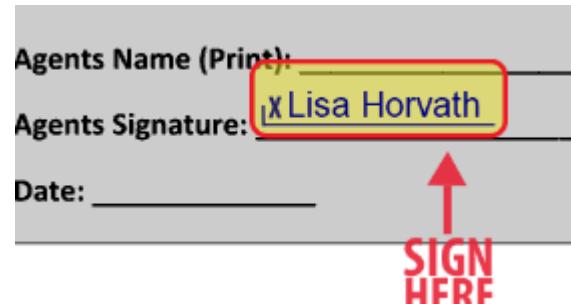
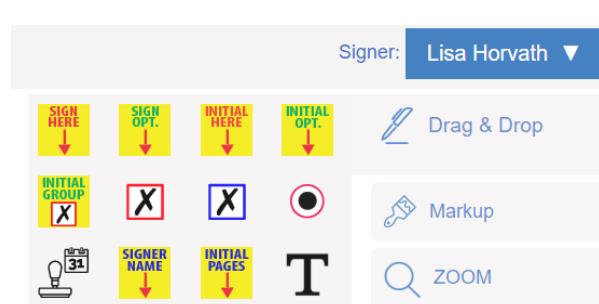
Signer: Lisa Horvath ▼
Select the "Signer".

Click on "Drag and Drop". 



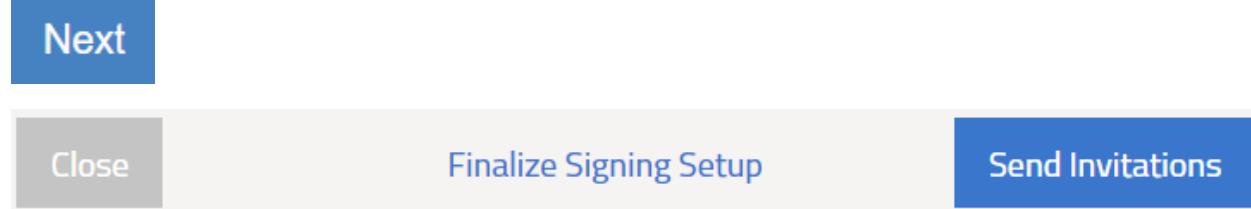
Click on "Sign Here".

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. 