

The new Authentisign: Quick start

Since the new Authentisign looks so different, we created this quick guide to minimize the learning curve.

The screenshot displays the Authentisign interface for a 'Purchase Agreement' document titled '100 Wellington St. - Purchase Agreement'. The document is a 'General/Financed Contract' with fields for 'Date', 'Buyer(s)', 'Seller(s)', 'Address', 'Legal Description', 'Plat/Deed', and 'Page'. It includes a section for 'THE PURCHASE PRICE SHALL BE' and 'FINANCING' options. The right sidebar contains a 'Signers' section with a list of signers (Daniel Lönewolf, Buyer, dfortin@lönewolf.com) and buttons for 'ADD PARTICIPANTS' and 'MAP SIGNERS'. Below the 'Signers' section are buttons for 'DOCS', 'TOOLS', 'OPTIONS', and 'FEEDBACK'. Numbered callouts 1 through 7 point to specific features: 1. Edit signing name, 2. Next button, 3. Signers sidebar, 4. Docs sidebar, 5. Tools sidebar, 6. Options sidebar, 7. Feedback sidebar.

1 Edit signing name

You can edit the name of the signing in real time. Simply click on the input box and make your changes.

2 Next

Once your signing has been finalized, click on the NEXT button. You will be prompted to add a custom email message and then send the invites.

3 Signers

This is where you can add your signers. Selecting roles will automatically apply signature blocks if applicable.

4 Docs

Add forms/documents from your transaction or computer.

5 Tools

Select this option to use signature blocks and other annotations, as well as markup tools.

6 Options

Enable optional settings such as changing the signing expiration date or setting reminder dates.

7 Feedback

We would love to hear your feedback! Click here to give us info about your experience.