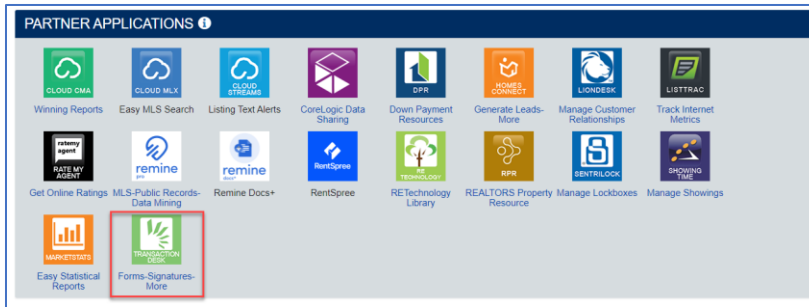


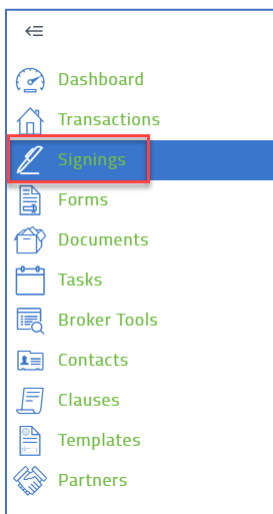
## Using Authentisign for Electronic Signings

Authentisign is now available for electronic signings through Realcomp. You can send documents to your clients, other Realtors, or anyone that you need to have sign a document electronically. You can also set up transactions to group signings together, if you have multiple electronic signings for one transaction. Your access through Realcomp will be for only Authentisign and setting up transactions to group signings within Transaction Desk. Having the full Transaction that includes the forms and/or unlimited DocBox storage would require a paid upgrade.

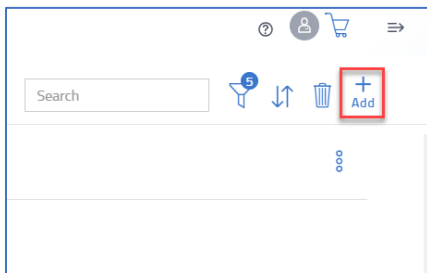
1. To access Authentisign, click the Transaction Desk icon in the Partner Applications section of the dashboard.



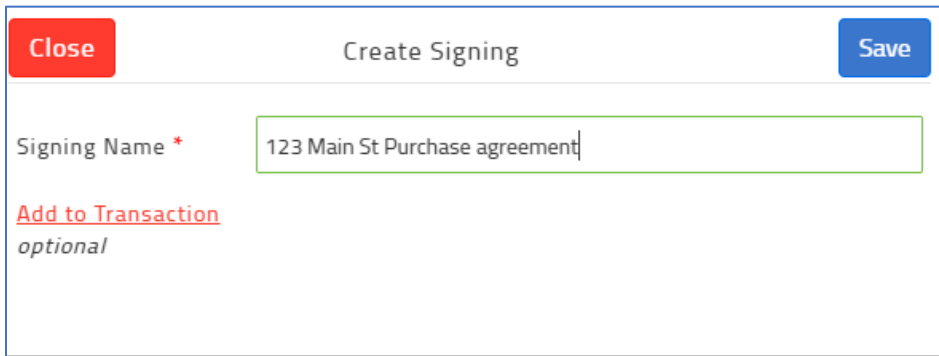
2. This takes you to the Transaction Desk dashboard. To begin a signing, click the pen icon in the menu of the left.



3. To begin a signing click the plus sign above "Add" icon in the upper right.

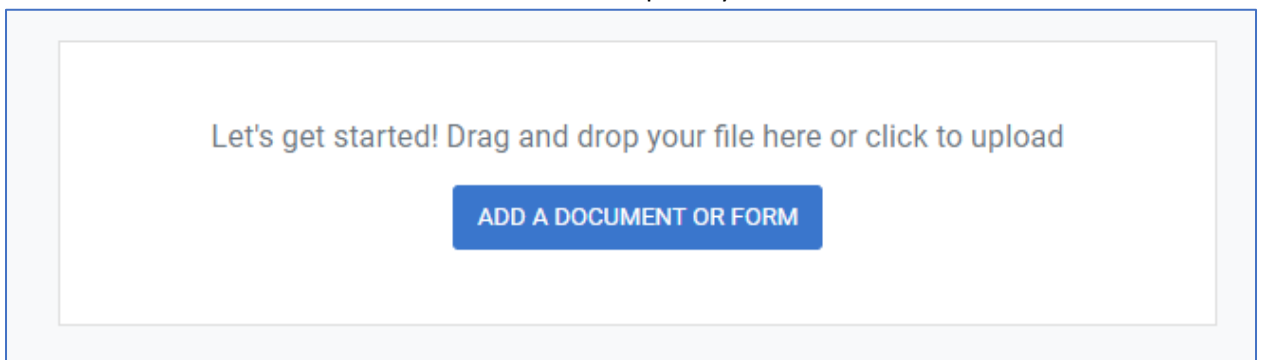


4. Give the signing a name and click Save.



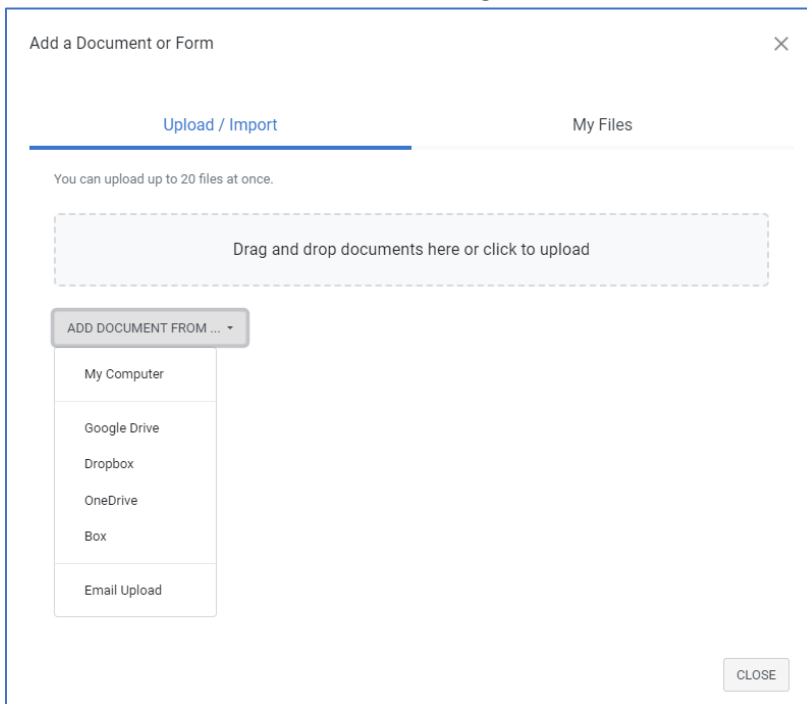
The screenshot shows a dialog box titled "Create Signing". At the top left is a red "Close" button, and at the top right is a blue "Save" button. Below the title bar, there is a text input field labeled "Signing Name \*" containing the text "123 Main St Purchase agreement". Below the input field, there is a red link that says "Add to Transaction" followed by the word "optional" in italics.

5. Click Add a Document or Form in the left-side box to upload your document.



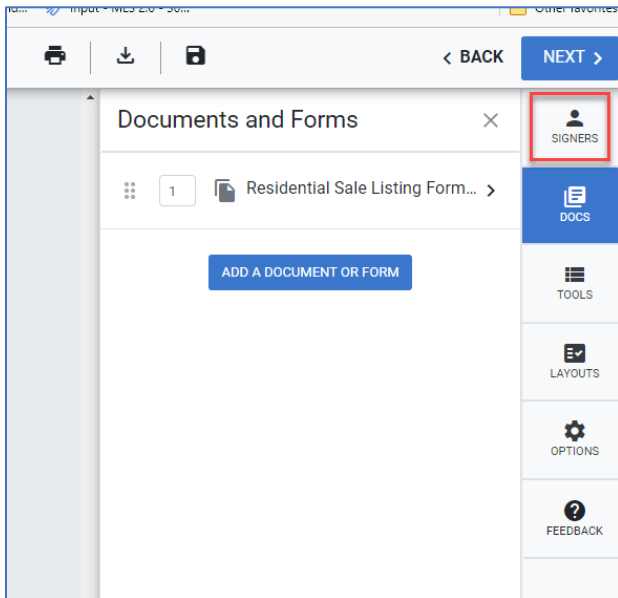
The screenshot shows a large rectangular area with a light gray background. In the center, there is a blue button with the text "ADD A DOCUMENT OR FORM". Above the button, the text "Let's get started! Drag and drop your file here or click to upload" is displayed in a gray font.

6. To add the document, you can drag and drop it into the box or upload it from one of the many locations that are available in Authentisign.

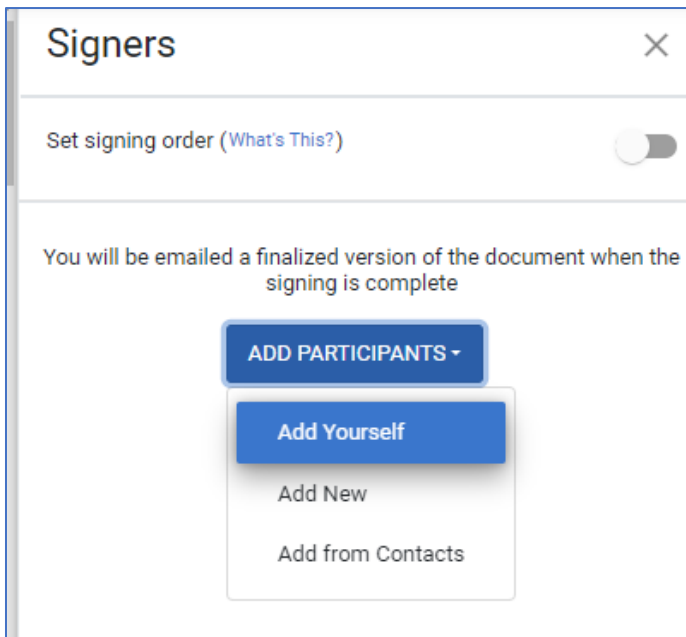


The screenshot shows a dialog box titled "Add a Document or Form" with a close button (X) in the top right corner. Below the title bar, there are two tabs: "Upload / Import" (which is active and underlined) and "My Files". Below the tabs, there is a message: "You can upload up to 20 files at once." Below this message is a dashed rectangular box containing the text "Drag and drop documents here or click to upload". Below the dashed box is a button labeled "ADD DOCUMENT FROM ..." with a dropdown arrow. The dropdown menu is open, showing the following options: "My Computer", "Google Drive", "Dropbox", "OneDrive", "Box", and "Email Upload". At the bottom right of the dialog box is a "CLOSE" button.

- When the document has been uploaded, click on Signers on the right side to specify who should sign the document.



- When adding Signers, you can add yourself if you need to sign the form or go straight to your client's signature.



9. Add all signers to the signing. Click **Save** in the lower right corner when finished adding all signers.

Signers

Set signing order (What's This?)

TAMI CUMMINGS  
Remote Signer  
tcummings@corp.realcomp.c...

You will be emailed a finalized version of the document when the signing is complete

ADD PARTICIPANTS

Signer Details

First Name: Kitty Last Name: Smith

Email: kitty@clientemail.com Role: Seller

Save to my Contact List

Assign Signer Type (What's This?)

Signer Type: Remote Signer Signing PIN: [ ]

The Remote Signer participant type requires at least one assigned Signer Action placed on the document. These can be added from TOOLS or by adding LAYOUTS.

Customize

Use these fields when the signer needs to sign using a different name, such as a corporation or trust.

Custom Signature: [ ] Custom Initials: [ ]

Language: English

CANCEL SAVE

10. Next click **Tools** to begin adding the needed signatures and information.

Signing Tools

KS Kitty Smith (Seller)

Signer Actions (What's This?)

SIGN HERE INITIALS

TEXT LINE CHECKBOX

INITIAL PAGES INITIAL CHOICE

RADIO CHOICE DROPDOWN

Signer Fields (What's This?)

FULL NAME EMAIL ADDRESS

AUTO DATE AUTO TIME

Markup (What's This?)

TEXT BOX HIGHLIGHT

LINE FREEHAND

STRIKETHROUGH ELLIPSE

SIGNERS

DOCS

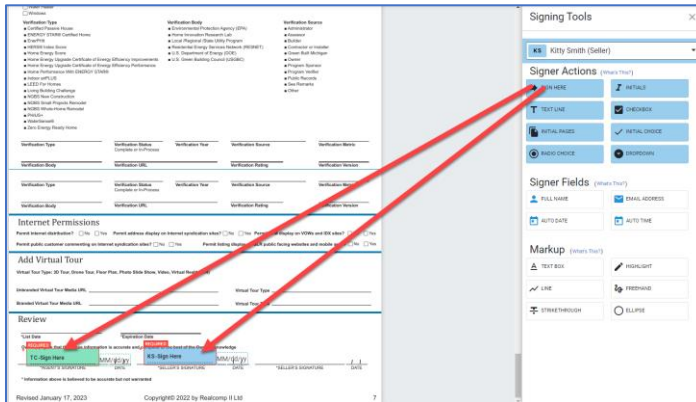
TOOLS

LAYOUTS

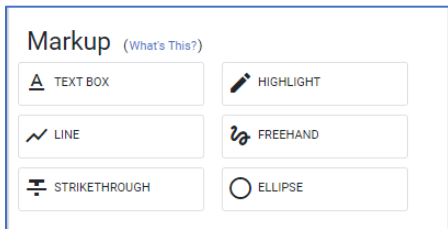
OPTIONS

FEEDBACK

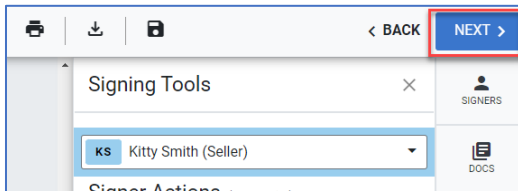
11. Click and drag each selection to the field where it is needed. Here the Signature option has been dragged to the agent signature field and the seller signature field.



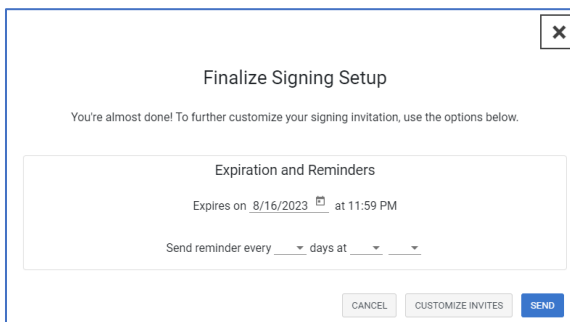
12. You can also add any other markups that you need, such as lining out words or highlighting a section.



13. When finished click Next in the upper right corner.



A pop-up message will appear allowing you to set an expiration on the signing and how often you want the signer to be reminded if they have not completed the signing. Click Send when finished.



If you have additional questions, please contact Customer Care at (248) 553-3430.