

Using Authentisign[™] for Electronic Signatures in TransactionDesk

What is Authentisign™?

Authentisign[™] is the electronic signature feature that is incorporated into TransactionDesk at NO EXTRA COST to you! It is ESIGN compliant and FHA approved.

How Does It Work?

You can easily email forms in your TransactionDesk transactions or any other form that you have electronically or in paper form to your customers to have them electronically sign it when signing them in person is inconvenient.

Signing a document that is a part of a transaction

The easiest way to set up an electronic signing is when the document and participants have already been set up in a transaction.

1. If you are displaying the Authentisign widget on your Dashboard, you can start a signing by clicking Go To Signings, if not, click the pen icon in the left-side navigation panel.

0	Agent DASHBOARD'			2 8			
ŝ	Transactions		Transactions	J1	Forms	11	
	Trar	Create nsaction	1989 VERNIER RD Modified:12/6/16 3:32 PM	^	Michigan - Exclusive Right to Sell Contract Transaction: 1989 VERNIR RO Modifiei 12:0716 3:32 PM	^	
	Upload		49118 RAINBOW LN Modified:11/17/16.3i.28 PM 1311 ANITA AVE	-1	Detroit – Residential Lease Package Transaction: x3118 RANNOW LN Modifieit 117/151 309 DM		
	Document Upload	ocument Upload	Modified:10/13/16 10:46 AM 385 MOROSS RD Go to Transactions	~	Livingston - Listing Agreement	~	
	Email		Documents	J1	Authentisign	11	
() ()	Doc	Email cuments	DetroitResidential_Lease_Package.pdf Transaction: 40110 RAINBOW LN Modified:11/17/16 3128 PM	^	tanii test Sisteise ii Wiizard Modifiedi 12712/2016 8:58:50 AM	^	
¢			DetroitResidential_Lease_Package.pdf Transactions 49118 RAINBOW LN		Q.R.E. – Apreement to Purchase Real Estate Addendum Status: In Wilard Modified: 4.252/016.8:39:11 AM		
			Ge to Documents	Ť	Patterson test Go to Signings	×	

2. Click the "Add" icon at the top of the page.

Aut	hentisign [*]	Search	∇	
	tami test Status: In Wizard Modified: 12/12/2016 8:58:50 AM Created: 5/24/2016 3:07:43 PM			
Solution	Q.R.E - Agreement to Purchase Real Estate Addendum Status: In Wizard Modified: 4/29/2016 8:39:11 AM Created: 3/29/2016 7:51:29 AM			○ §



3. Give the signing a name and select the desired transaction name from the drop-down list. Click Save in the upper right corner. This starts the signing wizard.

Close	Create Signing	Save
Signing Name *	Smith PA #1	
Transaction optional	1989 VERNIER RD	~
	Go to new signing?	

4. Step 1: Details

In the details section you have Advanced options where you can:

- a. change the name of the signing
- b. select whether the participants sign in order or all at once,
- c. select whether the signing should allow counter-offers,
- d. set an expiration date for the signing, if desired
- e. set reminders if the participants have not completed their signing

Θ	Step 1: Details
	* Signing Name: Smith PA #1
	Participant Order: 💿 Sign In-line - Signing Participants sign in order.
	Simul-Sign - First come first serve.
	Accept Counteroffer:
	Advanced options:
	Expiration Date: Do not set an expiration date. Set this signing to expire on at 11:59 PM
	Reminders: O Do not send reminders. Send reminder in 4 v hour(s). Repeat reminder every Never hour(s).
	Authentisign ID position: Top Left



5. Step 2: Participants

Clicking the plus sign and then clicking Add will cause a pop-up to appear to add a participant to the signing. You can add new participants, add someone that is already a part of the transactions, add someone from your TransactionDesk Contacts or add yourself. Select the desired add method and select the desired user. Click Add in the upper right corner to add them to the signing.

Cancel	Add Participants	
	Add New Participant	
	Transaction: 2377 BIRD	
	Add From Contacts	
	Add Yourself	

6. Step 3: Documents

Clicking the plus sign to open the Documents section will launch a pop-up that contains all of the documents/forms currently attached to the transaction. If you don't want to add a document that is already in the transaction, cancel that pop-up and click Add to open a pop-up showing the many ways/sources that you can use to add documents to this signing. Place a check beside the documents that should be included in the signing. Click "Add Document(s)" when finished. Click the Next arrow when finished adding documents.





7. Step #4 – Design

A window will appear with the selected document so that the signing blocks can be added to the form.

- Select the person singing the form from the upper right side, if they are not already highlighted.
- Click Drag and Drop to open the menu of signing block options.
- Navigate to the part of the form that contains the line to be signed.
- Drag and drop the desired signing block to the line to be signed.
- Click the Next arrow when finished.

Back	Step 4: Design Smith PA #1	Next				Signer	Kitty Cummings 🔻
Constant				SIGN OPT.			Drag & Drop
ADDENDUM/A			×	×	\bigcirc	DATE	🔊 Markup
This is an Addendum/Amendment to and bee	DATE comes a part of Purchase Agreement dated regarding property located at:				Т		Q ZOOM
1989 VERNIER RD	Grosse Pointe MI 48236						Page (1 of 1)
							Layouts
							🗳 Options
Witner	Sign Kitty currings Seler page currings (L.S.) Enter						

8. Step #5 – Review and Send

You are given the option to edit the email address or text of the email. To do this, click Customize Invitation at the bottom of the window. To go ahead and send the default message, click Send Invitations.



If you have additional questions, please contact Realcomp's Customer Care department at (866) 553-3430.