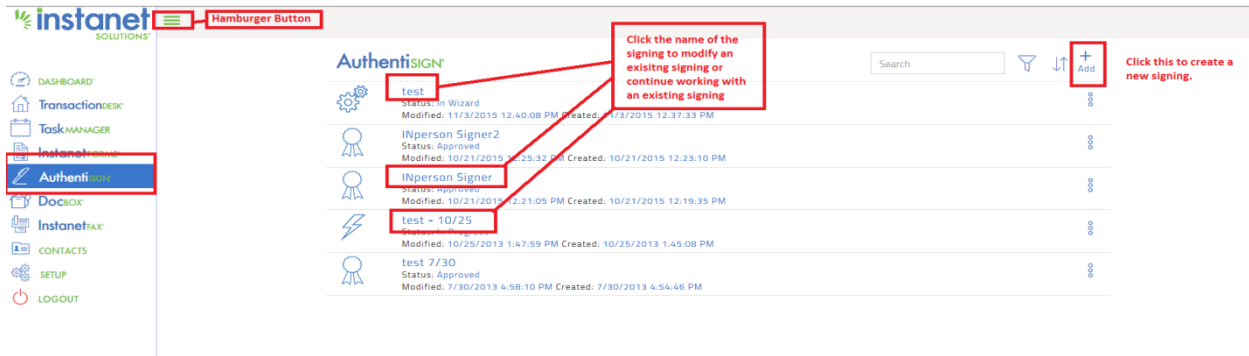
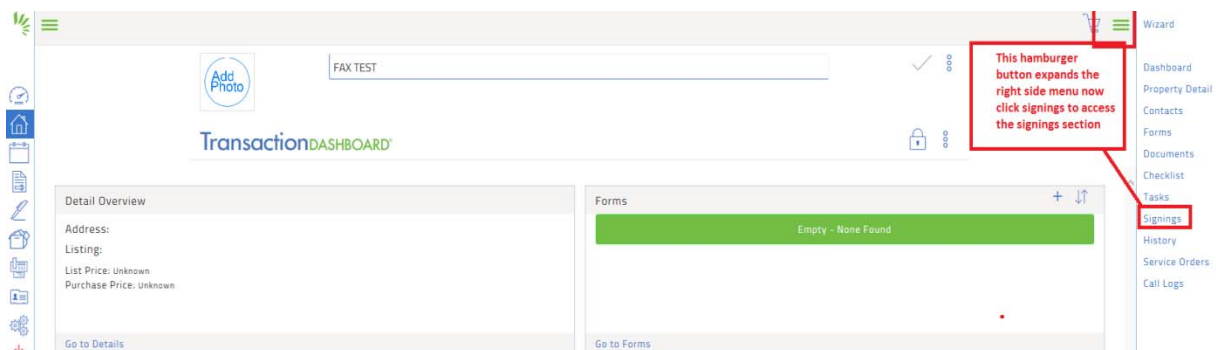
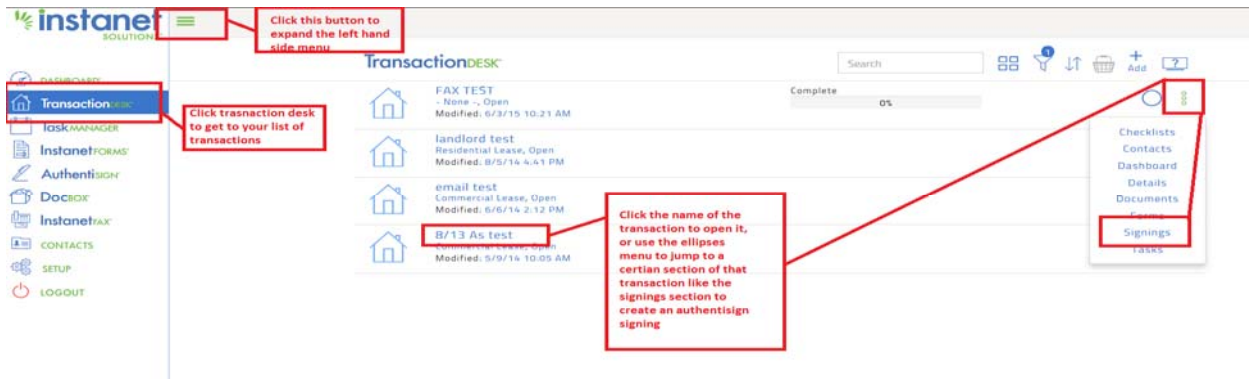


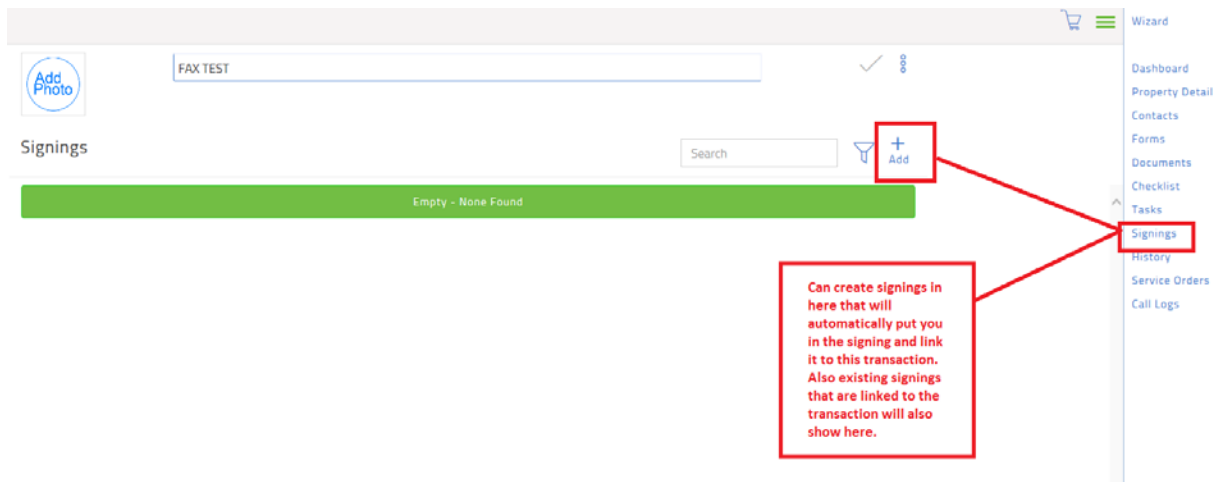
## Authentisign

- First thing you want to do is open Authentising, this can be done in a couple of ways on TD2 first and easiest way to open authentisign is clicking the pen icon on the left hand side menu. (if you need to hit the hamburger button in the top left hand corner to expand the menu and hit authentisign. )

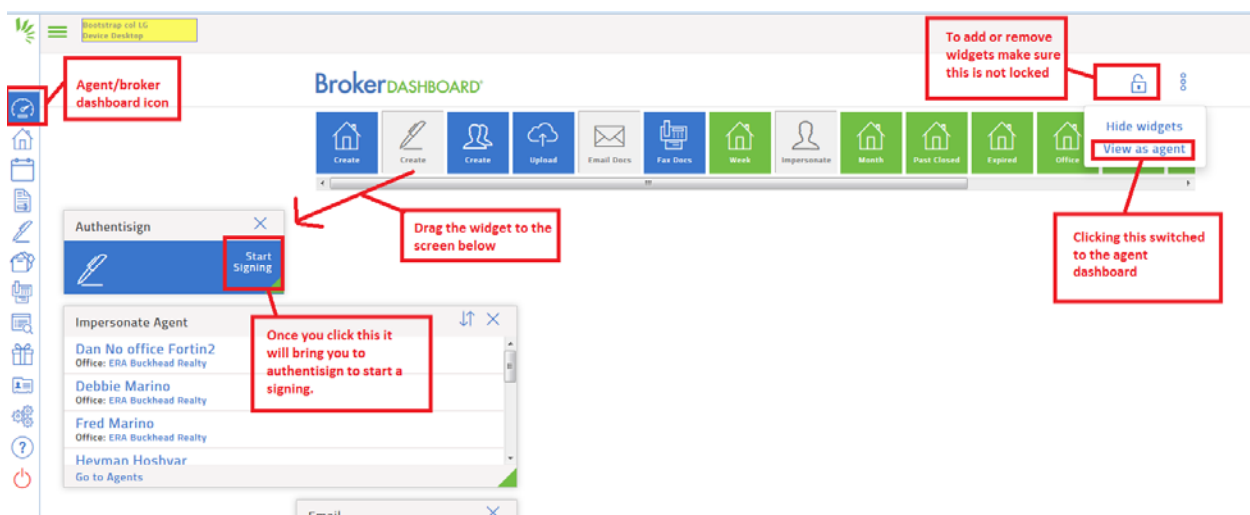


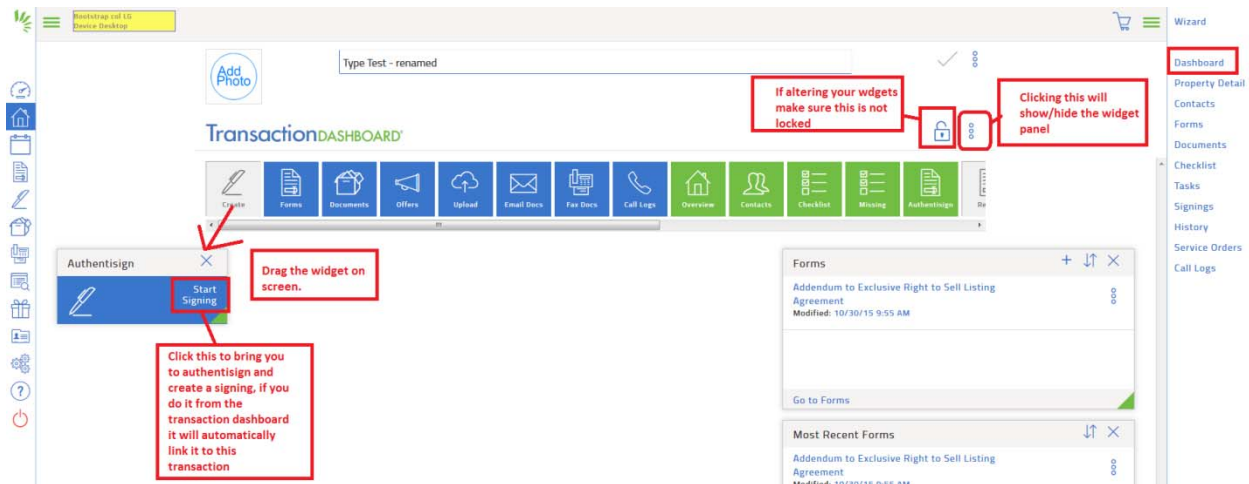
- Second way of opening authentisign is by clicking the trasnactiondesk on the left hand menu (you can expand the menu by hitting the hamburger button) once you have your transaction list open click the trasnaction you want to create a signing from. Now hit the hamburger button on the right to expand the transaction sections and hit Signings or use the ellipses menu and select signings, you can create a signing from here that will automatically link to this transaction. See screenshots below



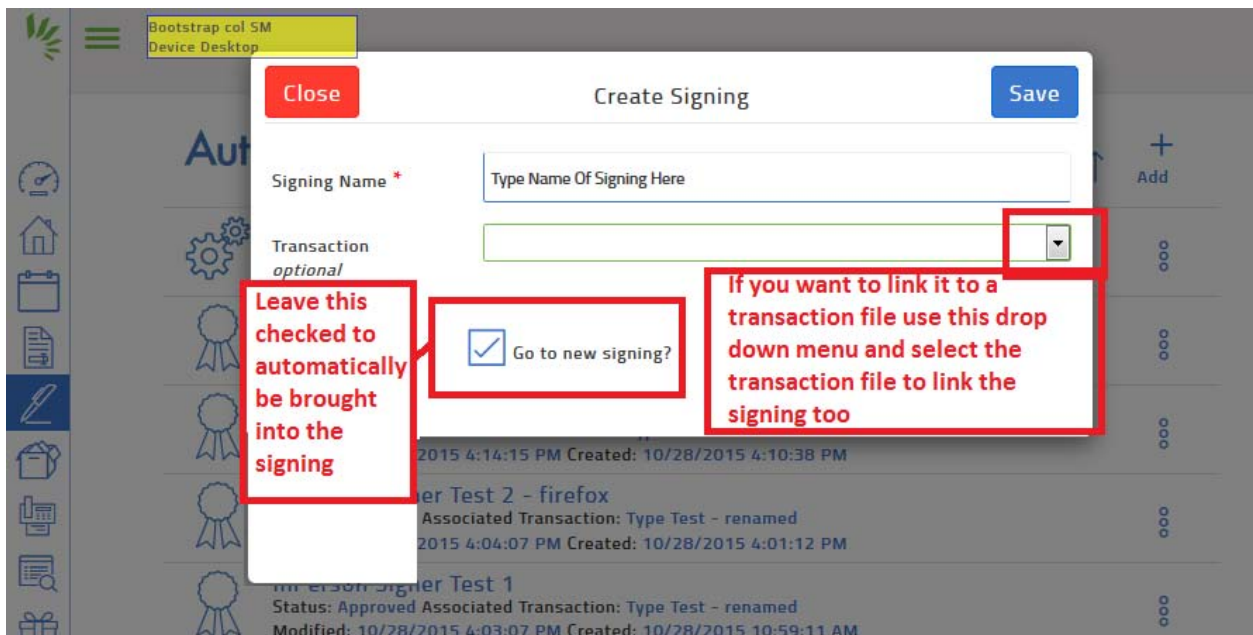


- Third way to get into authentisign is with the dashboard widgets, to get to the Broker/Agent Dashboard just hit the first icon on the left hand menu, you can use the ellipses menu to hit show widgets and drag the authentisign widget on screen. (Make sure the lock symbol is not locked) you can also do this with a transaction Dashboard widget by going into the transaction by clicking the name in the transaction desk section or use the ellipses menu and select dashboard, same idea as the agent dashboard use the ellipses menu to select show widgets and drag the authentisign widget on screen. Now just click Start signing and it will bring you to authentisign.
- Agent/Broker Dashboard





- If you create a signing straight from the Authentisign section you will see the screenshot below for creating a signing. Choose whether to create a new signing or create a signing based off an existing transaction. It is optional to leave the “Go to new signing” Checked off.



- Next is the 1<sup>st</sup> step of setting the signing up, you can edit the signing name or choose how the order of the signing process hit the plus sign for Advanced Options
- Advanced options allows you to set up an expiration date on the signing and how often you to send reminders to your signers. You can also choose the Authentisign ID position.

AuthentiSIGN® Settings

Type Name Of Signing Here

Step 1: Details Created: 11/3/2015 2:40:4

\* Signing Name:

Participant ☒ Sign In-line - Signing Participants sign in Order: order. Choose the signing order

☐ Simul-Sign - First come first serve.

Allow Counteroffer: ☐ If checked the signer has the option to counter the offer while in the signing process, they then finish signing and send it back to the creator which the system will prompt them to initial by the changes.

Hitting the plus sign on advanced options shows additional options.

Advanced options:

Expiration Date: ☒ Do not set an expiration date. ☐ Set this signing to expire on  at 11:59 PM

Reminders: ☒ Do not send reminders. ☐ Send reminder in  hour(s). Repeat reminder every  hour(s).

Authentisign ID position:  this allows you to select where the ID will be stamped on the document.

Step 2: Participants

- Step 2 you click the plus sign next to contacts you will be prompted to add contacts. You can add a new contact, add from contact list, add yourself, or if you based the signing on a transaction you can use the transaction contacts

Cancel Add Participants

Add New Participant

Transaction: Test0619

Add From Contacts

Add Yourself

-

-

- Once contact is added you can customize there contact information. Make sure the correct email address, role is entered in. Email message, Signing Pin and Custom Signatures are optional. Anything in Red is mandatory.

The screenshot shows the 'Add New Participant' form. A red box on the left contains the text: 'These are mandatory fields they need to be filled out, everything else is optional'. Another red box highlights the top section of the form, which includes the following fields:

- \* Type: ☒ Remote Signer ☐ In-Person Signer ☐ Reviewer ☐ CC Only
- \* Name: Dan Fortin2
- \* Email: dfortin@instanetsolutions.com

Other fields in the form include:

- Role: [dropdown]
- Signing PIN: [text box]
- Company: [text box]
- State/Prov: Georgia (GA) [dropdown]
- Address: [text box]
- Country: United States [text box]
- City: London [text box]
- Phone: [text box]
- Zip Code: 90210 [text box]
- Cell: [text box]
- Language: English [dropdown]
- Fax: [text box]
- ☐ Save to Contacts

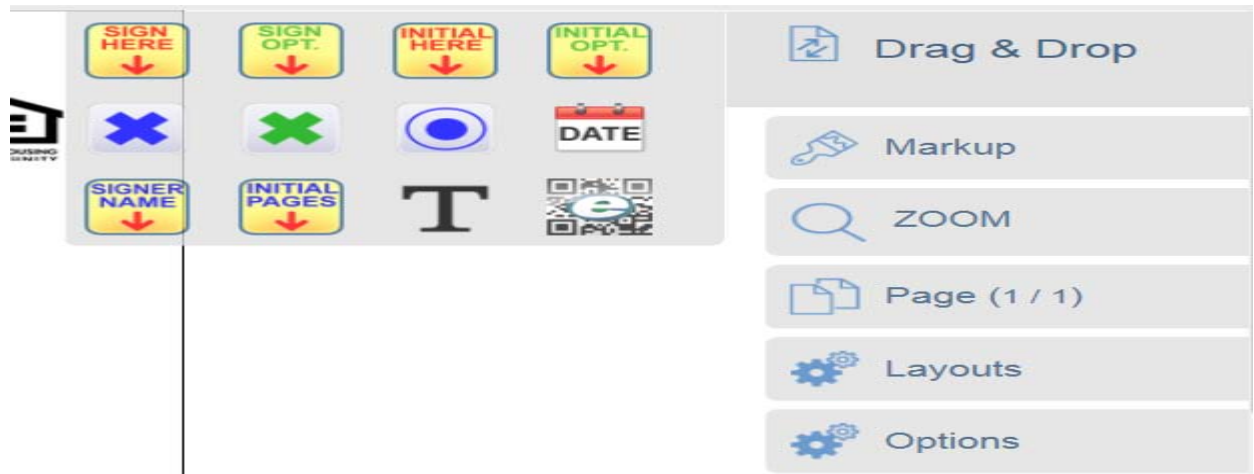
Below these fields are sections for 'Customize signature for long names such as Trusts or Corporations:' and 'Customize invitation email subject and text:'. The signature section includes 'Custom Signature:' and 'Custom Initials:' text boxes. The email section includes 'Subject:' and 'Email Message:' text boxes.

- Step 3 is uploading documents to the transaction, once you click the plus sign, it will prompt you with options on how you want to add the document. If unsure of these options please reference the guide "how the upload options work"

The screenshot shows the 'Add Documents' menu. It has a 'Cancel' button on the left and an 'Add Documents' button on the right. Below these buttons are several options for adding documents:

- Select from Forms
- Select from Transaction and DocBox Documents
- Google Drive
- Dropbox
- OneDrive
- Upload a File
- Upload by Fax
- Upload by Email
- Print Driver

- Step 4 design, this is where you design the form by placing the signatures you need or initial boxes in the correct spots, when placing the Drag & Drop items if you right click on a item once placed on the document it will give you additional options depending on that icon example Sign Here when right click you can add a time stamp, date stamp, name block etc.



- Markup is handy tool for highlighting or adding text boxes etc., Zoom lets you zoom in and out, Page lets you cycle through the pages or use the drop down box to jump several pages ahead. Layouts gives you the ability to save the work you did as a layout template for future forms or apply an already saved template to the form you are working on.
- Once you are done with the design you need to hit the blue arrow pointing to the right. You will then be prompted by a screen which asks if you would like to “send Invitation” or customer invitation email subject and text. If you need to make a correction in the signing just hit cancel make the correction and then in step 4 hit the blue arrow again to push the signing out, now hit send invitations.

Cancel
Finalize Signing Setup
Send Invitations

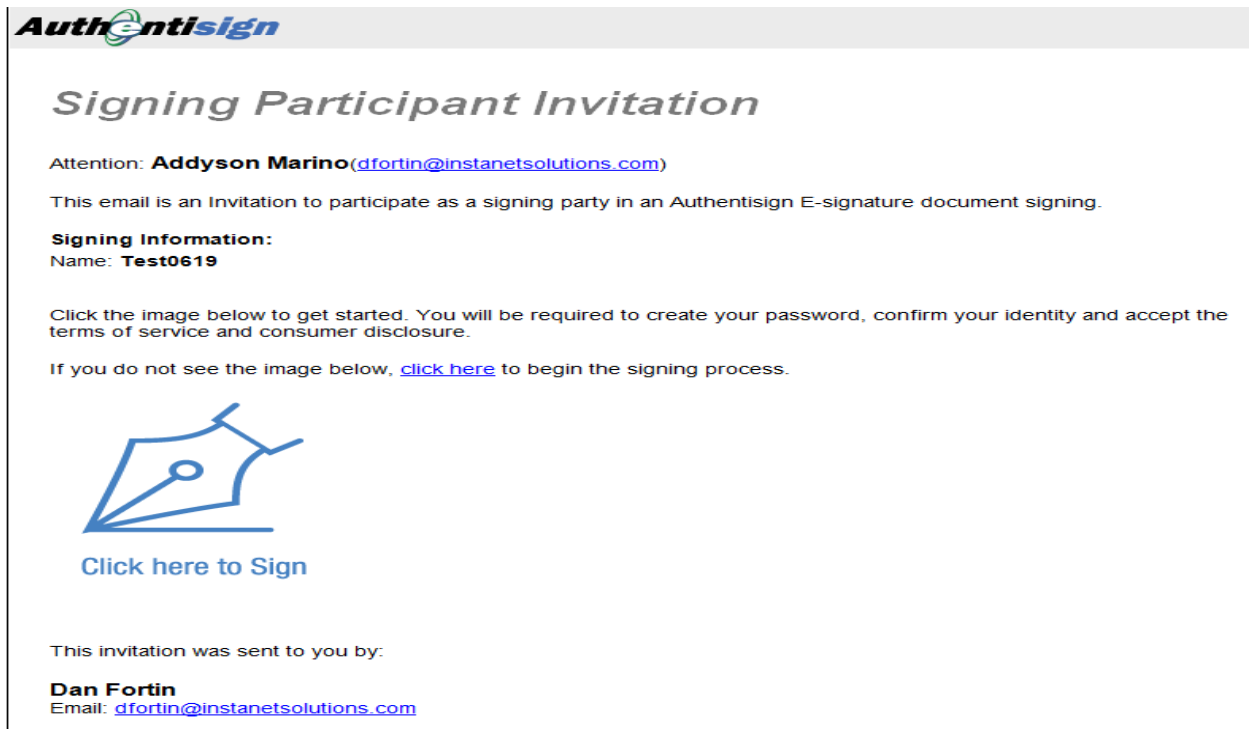
You have successfully completed the creation of this signing.

**NOTE:**

To change the Email address of a signing participant or to customize the Invitation Email subject line or message before the invitations are sent select the "Customize" button below otherwise select the "Send" button above.

Customize Invitation Email(s) Subject and Text

- Once sent depending how you set up the signing the first contact on the list will receive email, they have to just click start signing in the email message to be directed to the authentisign.



- When you are directed back to authentisign you will first be directed to the user set up screen. First step is to create your signature and initials or choose from selected fonts





- Step 2: Confirm your Password

Username: dfortin@instanetsolutions.com

Password: 

••••

[Forgot Password? Click here.](#)

Signing PIN: 1234

X

[Forgot PIN? Click here.](#)

- Authentisign
Progress: 0%

Start
Reject
Exit

Authentisign
ID: 14D16-4306-4856-B3DE-4E698023C551

SIGN HERE
↓

RENTAL APPLICATION – Application Fee is \$ per adult and is **Non-Refundable** #003C

List ALL Occupants, regardless of age

First	Middle	Last	Birth Date	Social Security#	Driver's License	Cell Phone	Home Phone
asdfas	asdf						

ZOOM

Page (1 / 2)

Options

Help

- A screenshot of a software interface showing a dialog box titled "Complete Signing". The dialog box has two buttons: "Complete Signing" and "Stay and Review". Above the dialog box, there are three buttons: "Complete", "Reject", and "Exit". The "Complete" button is highlighted in blue.



- Once signing is complete you will be directed to the following screen. You can either click the link and brought to a login screen to access the authentisign dashboard to view the progress or close the window off and wait for the next signer.



Thank you for using the Authentisign system!

Attention: **Addyson Marino**

You have successfully completed your portion of the Authentisign E-Signature Process

**Test0619**

**ID: 94D14D16-4806-4896-B5DE-4E69B023C551**

Authentisign will now process the document and distribute it to the next signing participant. If you are the last person in the signing process then the final document will be distributed to all of the signing parties.

The signing dashboard will show the progress of the signing along with the complete history.

[Click here](#) to access the signing process dashboard displaying the progress of the current Authentisign process.

If you have any questions regarding this Authentisign process please contact:

**Dan Fortin**

**Phone:**

**Fax:**

**Email: [dfortin@instanetsolutions.com](mailto:dfortin@instanetsolutions.com)**

If you have questions regarding how Authentisign works please visit [www.authentisign.com](http://www.authentisign.com).

- If you were the creator of the signing you will receive email notification every time someone signs, if you are just CC'd you will not receive an email until the final revision is complete (last person signed) The notification email looks like the one below for when a signer performs an action.



## Signing Action

Attention: **Dan Fortin**

An action has taken place in your signing.

**Signing Information:**

Name: **Test0619**

**Action Details:**

Action: **Document Accepted**

Date: **06/20/2014 12:27**

IP Address: **192.168.0.208**

**Participant Details**

Has accepted and signed.

Name: **Addyson Marino**

Participant ID: **53ACACA4-1BAF-4FC1-B6CD-D952B2BFBA94**

The Authentisign service is one of Instanet Solutions online paperless document services. Instanet Solutions has been online since 1998 and currently has over 400,000 licensed real estate professional using our online paperless document management services.

For more information please visit Instanet Solutions at [www.instanetsolutions.com](http://www.instanetsolutions.com).

- If you were CC'd on the email once Everyone has signed and finalized you will receive an email similar to this one, the reviewer and the others involved in the signing will receive the same email as well.



## *Signing Document Delivery*

Attention: **Dan Fortin2**

This notification is letting you know that the Authentisign E-Signature Process:

Name: **Type Name Of Signing Here**

has been successfully reviewed and signed by all parties.

To save or print the final signed document [Click Here](#).

To download a copy of the certificate of validation and completion [Click Here](#).

The Authentisign service is one of Instanet Solutions online paperless document services. Instanet Solutions has been online since 1998 and currently has over 400,000 licensed real estate professionals using our online paperless document management services.

For more information please visit Instanet Solutions at [www.instanetsolutions.com](http://www.instanetsolutions.com).