

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 E-SIGN compliant and FHA approved.

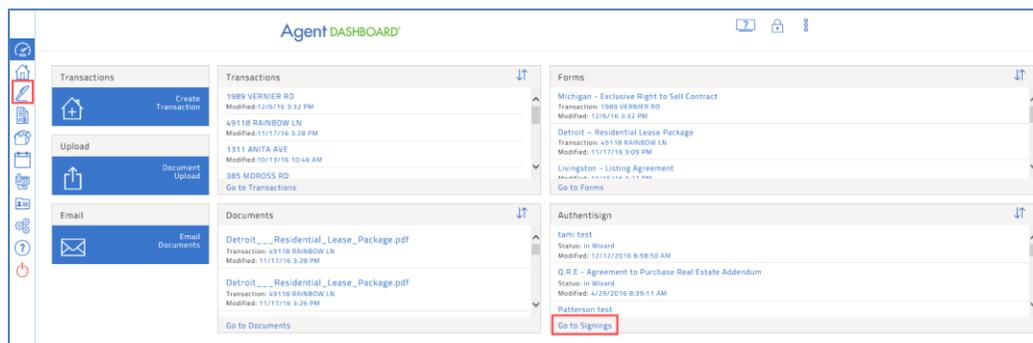
How Does It Work?

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.

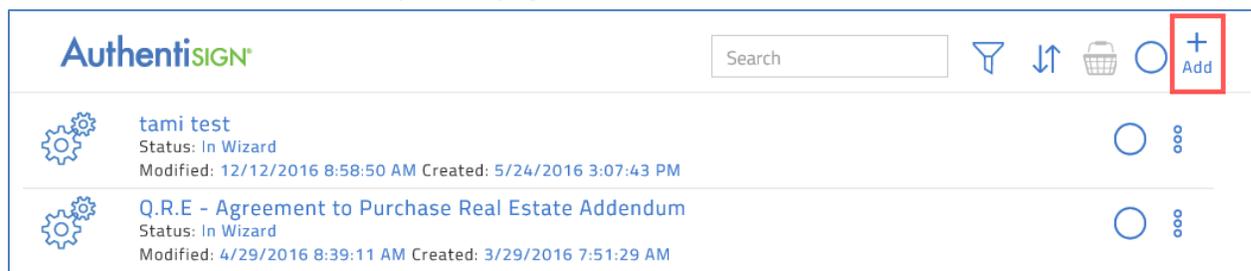
Signing a document that is a part of a transaction

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.



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



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 *

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

⊖
✔ Step 1: Details

* Signing Name:

Participant Order: Sign In-line - Signing Participants sign in order.
 Simul-Sign - First come first serve.

Accept Counteroffer:

⊖ **Advanced options:**

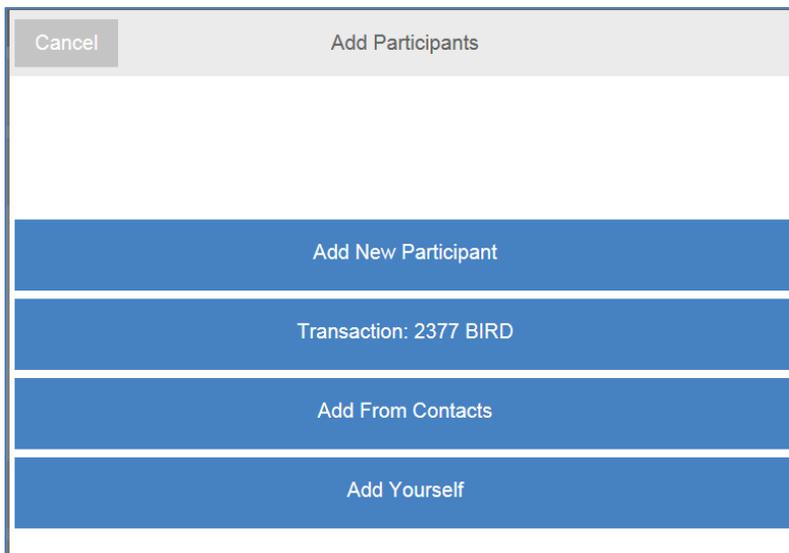
Expiration Date: Do not set an expiration date.
 Set this signing to expire on at 11:59 PM

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

Authentisign ID position:

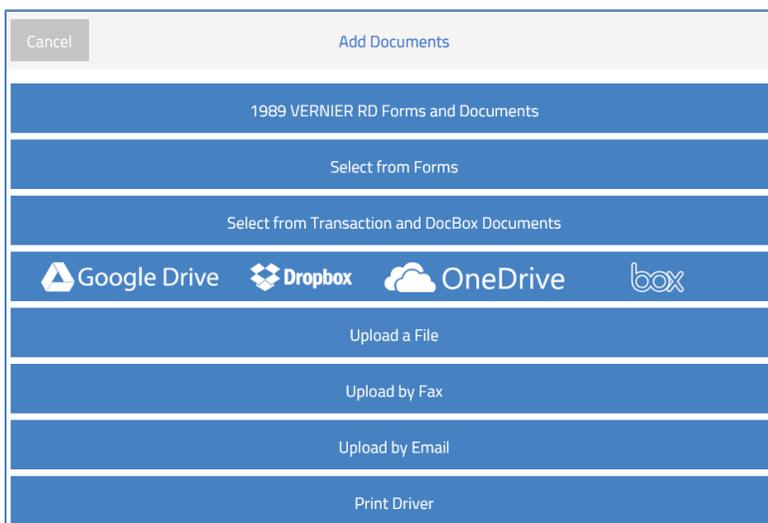
5. Step 2: Participants

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.



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 signing 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.

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.