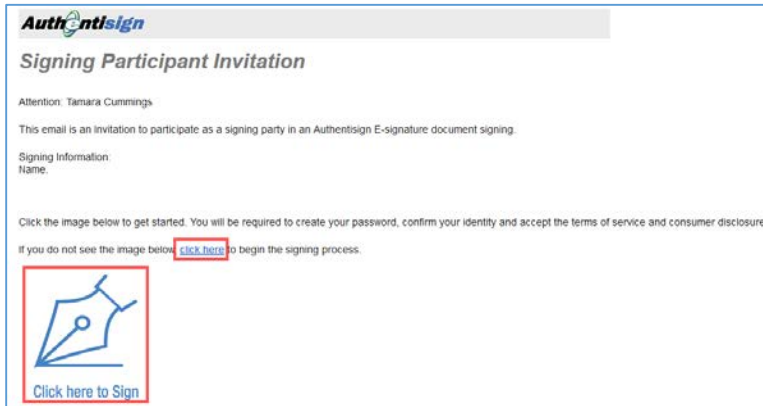




Completing an Authentisign signing (Consumer)

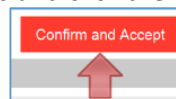
1. When your agent has sent you a document to sign electronically, you will receive an email with the necessary link. Click the link or the blue icon to access the signing system.



2. **Registration** - If you have not participated in an electronic signing previously, you will be asked to register and establish a password.
 - a. **Step 1: Accept/Modify your Signature** - Select your signature type. You can select from some default fonts for your signature or use Instant Ink which will allow you to use your mouse to create your own signature. Click the "Select Font Style" button to change the font or click the plus sign next to Step 2 to continue.

- b. **Step 2: Create your Password** – Enter your desired password in the two fields.

- c. **Step 3: Accept TOS, EULA, ABP and Consumer Consent Disclosure** – Click the two "I Agree" boxes to accept the disclosures and click the Confirm and Accept button in the upper right corner of the page.



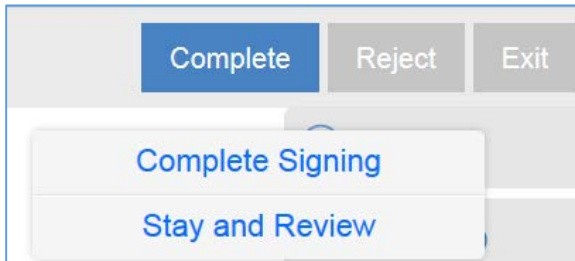


3. The document will load. Read through the document as desired prior to starting the signing process. Click Start in the upper right corner to begin the signing. The cursor will jump to the first place that needs your attention. Simply click the box to sign or initial the field.



Once you click it, you will jump to the next field that needs you to do something. Continue clicking the signatures and/or initials until all are complete.

4. When done, click Complete in the upper right corner of the page. You can then select whether you are done or if you want to stay to review the document before finalizing. Click Complete Signing to save and send.



If there are any other signers, the document will be sent to them for their signatures. When all parties have signed, a final pdf copy, including all signatures will be sent to each person.

If you have any questions, please contact your Realcomp REALTOR® for assistance.