

How to Create a Digital Signing in Remine Docs+



First, there are a few different work flows for creating an electronic signing in Docs+. A couple are highlighted in this document, along with important tips to keep in mind.

Instructions: Login to Realcomp and choose the general Remine product.

From this module, select the “Contacts” menu item.

Your contact information will then be available to you through the other Remine modules (i.e., Docs+ and Add-Edit).

The screenshot shows the Remine web application interface. On the left, a sidebar menu contains several items: 'Daily', 'Search', 'Saved Searches', 'Cards', 'Engage', 'Chat', 'Contacts', 'REMINE APPS', 'Docs+', and 'Alerts'. The 'Contacts' item is highlighted with a red box, and a red arrow points to it from the text above. The main content area displays the date 'Monday October 11, 2021' and a 'Quick Actions' section with buttons for 'Invite Client', 'Create Saved Search', 'Start Chat', and 'Add New Card'. Below this, there are three main panels: 'Market Pulse' showing a table of market updates, 'Saved Searches' with a 'Create Saved Search' button, and a 'Twitter' feed with a tweet from @realremine.

Updates	Average Price
27 Active	\$191K
9 Active Under Contract	\$163.8K
0 Canceled	\$0
33 Closed	\$161.4K
0 Coming Soon	\$0
3 Expired	\$283.3K
45 Pending	\$174.6K
7 Withdrawn	\$181.1K
0 Hold	\$0
124 Status Updates	\$165K

Average Valuation Estimate \$159.5K
Absorption Rate 25 Days

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The screenshot shows the Remine Contacts interface. On the left is a sidebar with navigation options: Daily, Search, Saved Searches, Carts, Engage, Chat, and Contacts (highlighted). Below the sidebar are 'REMINE APPS' including Docs+. The main content area is titled 'Groups' and 'All Contacts'. It features a table with one contact: Francine Green, with email fgreen@corp.realcomp.com. Above the table are buttons for 'Add Contact', 'Upload Contacts', and 'Invite to Step One'. A red arrow points to the 'Add Contact' button, which is also enclosed in a red box. Below the table, it says 'Showing 1 Result | Manage Columns'.

FULL NAME ▾	EMAIL ▾	PHONE ▾
<input type="checkbox"/> Francine Green	fgreen@corp.realcomp.com	

Once in the Contacts portion of the program, click **“Add Contact”**.

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Enter your contact's information and click **"Save"**. You will then receive a confirmation message that your contact has been added.

Important Notes:

- 1) Before beginning to use Remine Docs+ or sending documents to your clients through it, **be sure both YOU and YOUR CLIENTS whitelist the following Remine email address in your email software: docs-no-reply@remine.com**. This will help to ensure both you and they receive the documents and notifications being sent/shared.
- 2) Before submitting an offer to a listing agent, **call them or their office first** to make sure they know an offer is being sent through Docs+. **If they haven't whitelisted the above email address**, the notification email may end up in their Junk/Spam mail folder. So, this way, they will know to look for it.

The screenshot shows a contact form with the following fields and values:

- FIRST NAME:** Steven
- Last Name:** Green
- Email:** fgreen@yahoo.com (with a checkmark and "Default" label)
- Phone Number:** 999-999-9999 (with a checkmark and "Default" label)
- Address:** 30021 Rosslyn (with a checkmark and "Default" label)
- City:** Garden City
- State:** MI

At the bottom right, there is a blue "Save" button with a red arrow pointing to it. A "Groups" dropdown menu is visible in the top right corner with a "+ Add to Group" option.

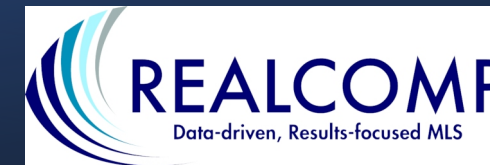
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Then, head on over to the Docs+ module by clicking the “Docs+” menu item (shown below).

The screenshot shows the Remine application interface. On the left is a navigation sidebar with the following items: 'remine' (logo), 'Daily', 'Search', 'Saved Searches', 'Carts', 'Engage', 'Chat', 'Contacts', and 'REMINE APPS'. Under 'REMINE APPS', the 'Docs+' item is highlighted with a red box, and a red arrow points to it from the left. The main content area is titled 'Groups' and shows a list of 'All Contacts'. Below this, there are controls for 'All Contacts' including 'Select All 0 Selected', 'Export CSV', 'Add to Group', and 'Delete'. A summary shows '2 Contacts' and a filter instruction. A table with the header 'FULL NAME' contains two entries: 'Francine Green' and 'Steven Green', each with a selection checkbox.

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There are then 2 choices for facilitating an electronic signing. You can either do this through “**Create a Transaction**” or “**Upload a File**”.

Note: Impersonate User is an option that only displays for Brokers and administrative personnel

The screenshot shows the Remine Docs+ Dashboard. The top navigation bar includes a home icon, a notification bell, and a settings gear. The main content area features three cards: 'Create a Transaction', 'Upload a File', and 'Impersonate User'. The 'Create a Transaction' and 'Upload a File' cards have blue buttons at the bottom, which are highlighted with a red border. Below these cards is a table with the following data:

Name	Creator	Assignee	Status
20237 Washtenaw Street, Harper Woods, Michigan 48225	Mauricio Salazar	Assign	Submitted
23411 AVON Road, Oak Park, Michigan 48237	Cynthia Mull	Assign	Submitted
20237 Washtenaw Street, Harper Woods, Michigan 48225	Mauricio Salazar	Assign	Submitted
Tommy and Jessica buy	Nancy Duncanson	Assign	Submitted

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Through Create a Transaction:

You will be prompted to enter information regarding the transaction and the side(s) you are representing.

A transaction folder will be created and given the transaction name you enter here. If any fields don't apply to the side you selected, simply leave those fields blank.

Note: You will see that the legal name(s) of the seller(s) auto-populate(s) from public records (a great time-saving feature)!

Click **“Next”**.

New Transaction ✕

Please Select which Side(s) you will be representing

Buying Side Listing Side Both Sides

Transaction Name
30021 ROSSLYN AVE, GARDEN CITY, MI 48135


Type an MLS# or any Address here to search
30021 ROSSLYN AVE, GARDEN CITY, MI 48135 ✕

Full Legal Name of All Buyers
Select...

Full Legal Name of All Sellers
FRANCINE GREEN ✕ STEVEN GREEN ✕ ✕

Buying Agent(s)
Select...

Buying Brokerage
Not selected

Cancel  Next

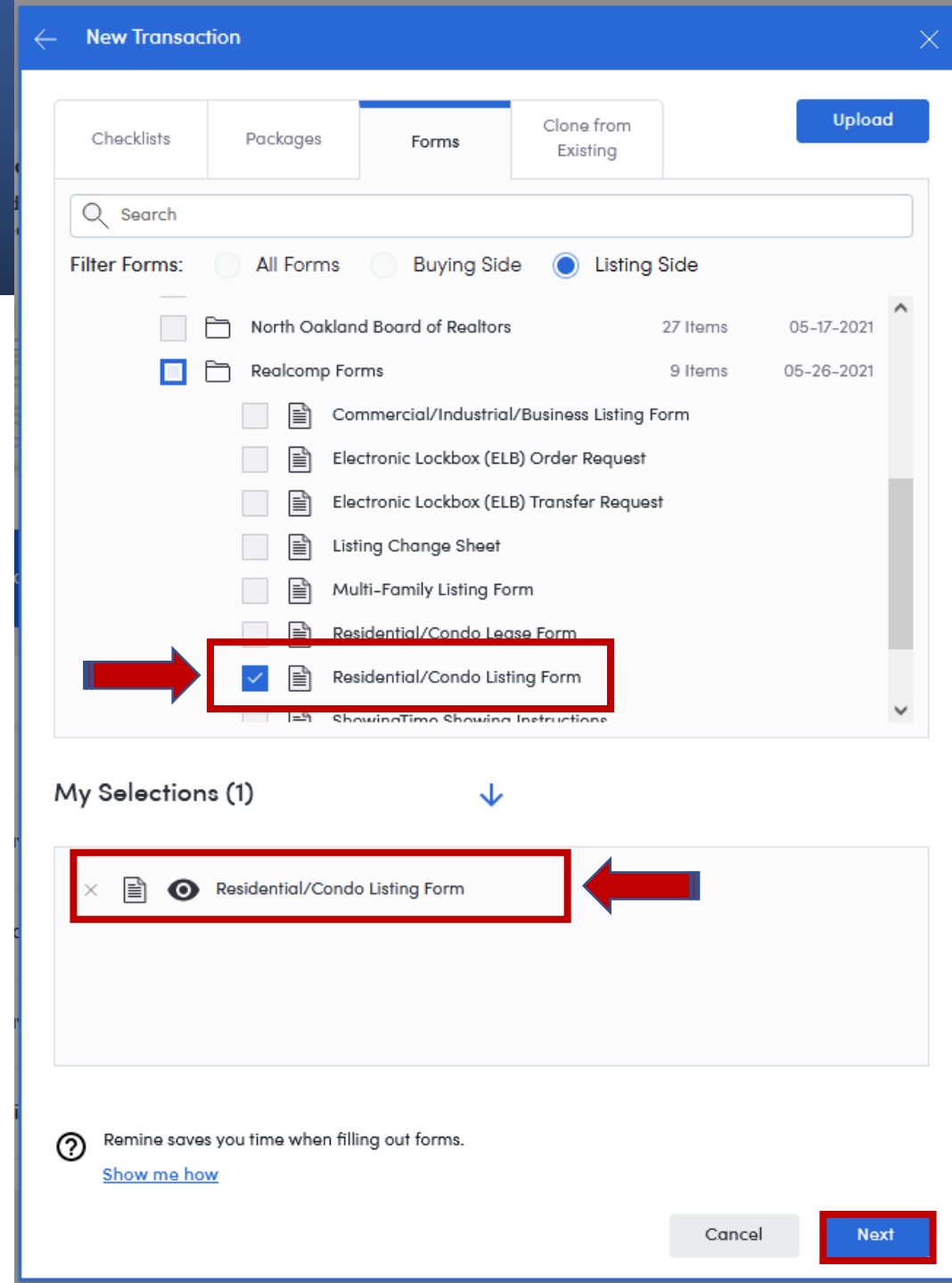
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At this point, you can add any checklists, packages (i.e., groups of favorite or required forms), or individual forms you wish to have included in your transaction for the signing.

In this example, to keep things simple, we're selecting and adding a Realcomp Residential/Condo Listing form for the Listing Side which still needs to be filled out and signed by the seller. When done, click **"Next"**.

Notes:

- 1) The forms found under the "All Forms" tab are Smart Forms. This means they have been pre-programmed to auto-populate fields of data from Public Records. These should already contain signature blocks for the signing.
- 2) *Not sure which forms you should be using for your transaction?* This is a question that should be directed to your Broker/Designated REALTOR®.



The screenshot shows the 'New Transaction' interface in Remine Docs+. The 'Forms' tab is selected, and the 'Listing Side' filter is active. A list of forms is displayed, with 'Residential/Condo Listing Form' selected and highlighted by a red box and a red arrow. Below the list, the 'My Selections (1)' section shows the selected form, also highlighted by a red box and a red arrow. At the bottom right, the 'Next' button is highlighted by a red box.

← New Transaction ×

Checklists Packages **Forms** Clone from Existing Upload

Search

Filter Forms: All Forms Buying Side Listing Side

<input type="checkbox"/>	Folder	North Oakland Board of Realtors	27 Items	05-17-2021
<input checked="" type="checkbox"/>	Folder	Realcomp Forms	9 Items	05-26-2021
<input type="checkbox"/>	File	Commercial/Industrial/Business Listing Form		
<input type="checkbox"/>	File	Electronic Lockbox (ELB) Order Request		
<input type="checkbox"/>	File	Electronic Lockbox (ELB) Transfer Request		
<input type="checkbox"/>	File	Listing Change Sheet		
<input type="checkbox"/>	File	Multi-Family Listing Form		
<input type="checkbox"/>	File	Residential/Condo Lease Form		
<input checked="" type="checkbox"/>	File	Residential/Condo Listing Form		
<input type="checkbox"/>	File	ShowingTime Showing Instructions		

My Selections (1) ↓

× [Icon] [Icon] Residential/Condo Listing Form ←

Remine saves you time when filling out forms.
[Show me how](#)

Cancel **Next**

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The screenshot shows the Remine Docs+ interface for a transaction folder named "30021 ROSSLYN AVE, GARDEN CITY, MI 48135". The "Documents" tab is active, and a document titled "Residential/Condo Listing Form" is listed. The status dropdown menu for this document is set to "Draft".

Name	MLS	Owner	Date Modified	Status
Residential/Condo Listing Form		Me	15:01 10-05-2021	Draft

After adding the Residential Profile Form to our transaction folder, the status of **“Draft”** displays.

Note: In the status drop-down window (at right), you can also see other statuses that can or will be assigned to the document throughout the stages of the signing.

Additional forms can also be added at this stage through the Form (+) and Upload icons (upper left). If uploading your own forms to the transaction, you will need to manually add the signature blocks.

The close-up shows the status dropdown menu with the following options: Draft (selected), Sent, For Review, Read, In Progress, Completed, and Submitted.

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My Transactions > 30021 ROSSLYN AVE, GARDEN CITY, MI 48135

Documents Checklists E-signs

Folder Form Upload Checklist Filter Sort Select All

Copy Transaction Email docs+n932g7uljy3d@uploads.remine.com

Name	MLS	Owner	Date Modified	Status
<input type="checkbox"/> Residential/Condo Listing Form		Me	15:01 10-05-2021	<input type="button" value="Draft"/>

Click on the name of the form to fill it out in full.

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To proceed with the signing, click the **“Sign”** button. Then, click **“Continue”**.

The screenshot shows the Remine Docs+ interface. At the top, there is a navigation bar with 'Document', 'People', 'Fields', and 'History'. A red arrow points to the 'Sign' button in the top right corner. Below the navigation bar, there is a form with various fields. A red arrow points to the 'Realcomp II Ltd' field. A 'Select Documents' dialog box is open in the center, with a red arrow pointing to the 'Continue' button at the bottom right. The dialog box contains the text 'What documents do you need to sign?' and a list of documents. The 'Residential/Condo Listing Form' document is selected with a checkmark. At the bottom of the dialog, there is a 'Select All' option and a 'Continue' button. Below the dialog, there is a section titled 'RESIDENTIAL/CONDO ADDRESS REQUIRED 6343 HEL' with a list of checkboxes for 'GREEN ENERGY EFFICIENT', 'GREEN ENERGY GENERATION', and 'GREEN SUSTAINABLE'. At the bottom, there is a 'VERIFICATION TYPE' section with a list of verification options.

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You can sign the form yourself through the **“Sign Now”** button.

Click the **“Send to Sign”** hyperlink next to client name(s) to send the document (s) to them.

Important Note: You also have the option to **“Sign Now”** for your client(s). You would only choose this if you have been given the authority to do this by your clients.

The screenshot shows a 'Sign As' interface with a blue header. Below the header is a section titled 'Your Party Members'. It contains three rows of information:

- LISTING AGENT** (0/2 Signatures): Includes a profile icon, the name 'FRAN GREEN', and the email 'fgreen@corp.realcomp.com'. A red arrow points from the 'Send To Sign' link to a red-bordered 'Sign Now' button with a signature icon.
- SELLER** (0/2 Signatures): Includes a profile icon, the name 'STEVEN GREEN', and a red-bordered 'Send To Sign' button. A red arrow points from the 'Send To Sign' link to a blue 'Sign Now' button with a signature icon.
- SELLER** (0/2 Signatures): Includes a profile icon, the name 'FRANCINE GREEN', and a red-bordered 'Send To Sign' button. A red arrow points from the 'Send To Sign' link to a blue 'Sign Now' button with a signature icon.

At the bottom right of the interface is a grey button labeled 'Exit Signing Session'.

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Note: If you did not add the contact information for your seller(s) into Remine at the beginning of this process, you will need to add it through the “People” option in the program.

If the seller names auto-populated from PRD, you will need to enter their email addresses here. After completing the email address info for each signer, select each one and click “Send”.

Note: Your clients will receive the document for signing in the same order you selected these recipients (i.e., after seller #1 signs, seller #2 receives document for signing).

Documents Send

Residential/Condo Listing Form 10/14/2021

Seller/Landlord Side Recipients

Active recipients will receive items in specified order. Click [here](#) to disable sending sequence.

SELLER Recipient Order: 1

STEVEN GREEN See Permissions

✓ Email Address francinegreen@yahoo.com 1 Document

SELLER Recipient Order: 2

FRANCINE GREEN See Permissions

✓ Email Address francinegreen@yahoo.com 1 Document

[Add a recipient to view only](#)

Message

All recipients will receive the same message.

Subject Line

FRAN GREEN has shared Residential/Condo Listing Form with you

Message

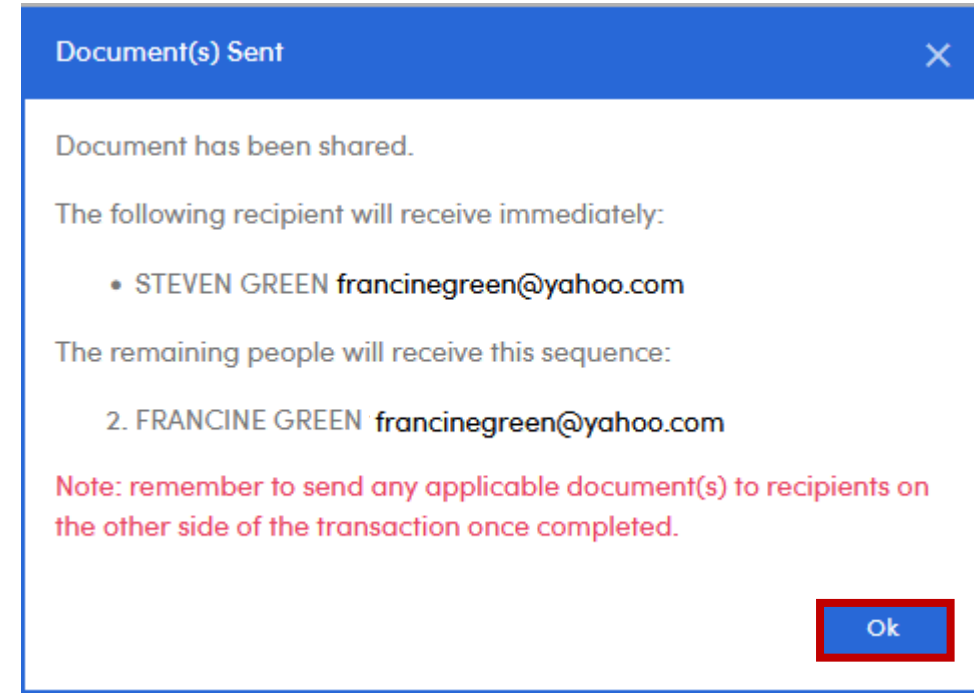
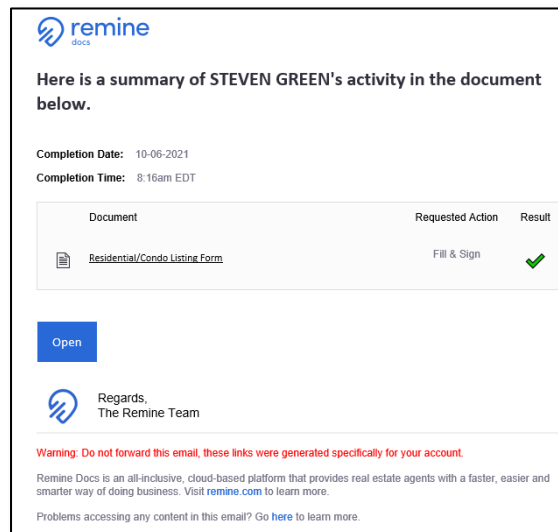
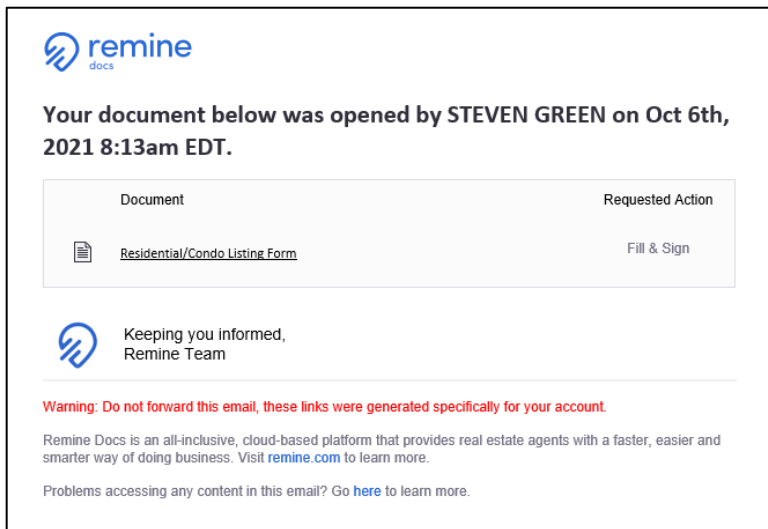
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After sending the document, you will see a confirmation screen showing it has been shared/sent. Click **“OK”**.

Note: The recipients of the email will be able to electronically sign and return the document(s) by following the online prompts. Feel free to forward this [consumer tip sheet](#) to them if they need any assistance.

You will be notified of the document being opened. You will also receive a summary of the activity that occurred (sample messages shown below).



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MLS	Owner	Date Modified	Status
	Me	15:54 10-06-2021	Active

My Transactions > 30021 ROSSLYN AVE, GARDEN CITY, MI 48135

Documents | Checklists | E-signs

Name	MLS	Owner	Date Modified	Status
Residential/Condo Listing Form		Me	15:58 10-11-2021	Sent

Tip: You can access the transaction later from the **“My Transactions”** menu item (shown above). After clicking on the transaction, you can see the status of the documents within it.

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Document People Fields **History** Send

Audit Report Download

Smart Form - Version: 1.0 (current)
10-14-2021 09:28 a.m. EDT
FRAN GREEN Owner
10-14-2021 09:28 a.m. EDT 1 Share
10-14-2021 08:12 a.m. EDT Created

RESIDENTIAL / CONDO LISTING FORM

REALCOMP
Data-driven, Results-focused MLS

SUPPORT@REALCOMP.COM • FAX: (248) 699-0331 • PHONE: (866) 553-3430 MLS # _____

***Required Fields**

ACTIVE PARTIAL SAVE *LIST AGENT ID # _____ *CONTACT NAME _____ *CONTACT PHONE _____
 COMING SOON & ACTIVATION DATE ____/____/____ *LIST OFFICE ID # **Realcomp** CO-LISTER ID# _____

SINGLE FAMILY RESIDENTIAL CONDOMINIUM FOR SALE (Use the RS/Condo Lease form for lease listings)

*ACCESS	LOCKBOX LOCATION	*POSSESSION	*LIST PRICE \$
Maximum 1 choice	Maximum 1 choice	Maximum 1 choice	_____
<input type="checkbox"/> APPOINTMENT	<input type="checkbox"/> CALL LISTING AGENT	<input type="checkbox"/> AT CLOSE	
<input type="checkbox"/> APPOINTMENT/KEY	<input type="checkbox"/> CALL LISTING OFFICE	<input type="checkbox"/> CLOSE PLUS 1 DAY	*IS THIS A SHORT SALE? <input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> APPOINTMENT/LOCKBOX	<input type="checkbox"/> FRONT DOOR	<input type="checkbox"/> CLOSE PLUS 2 DAYS	*IS A HOME WARRANTY OFFERED? <input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> KEY	<input type="checkbox"/> FRONT GATE	<input type="checkbox"/> CLOSE PLUS 3-5 DAYS	*EXISTING LEASE? <input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> LOCKBOX	<input type="checkbox"/> GARAGE DOOR	<input type="checkbox"/> CLOSE PLUS 6-15 DAYS	
<input type="checkbox"/> SEE REMARKS	<input type="checkbox"/> GAS METER	<input type="checkbox"/> CLOSE PLUS 16-29 DAYS	
	<input type="checkbox"/> NO KEY SAFE	<input type="checkbox"/> CLOSE PLUS 30 DAYS	
		<input type="checkbox"/> CLOSE PLUS 31-60 DAYS	

***OWNERSHIP**

Tip: To pull up the detailed activity on a document, select it from the transaction and choose the “History” function.

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My Transactions > 30021 ROSSLYN AVE, GARDEN CITY, MI 48135

Documents Checklists **E-signs**

Filter Select All

Subject	Status	Alerts	Last Change	
<input checked="" type="checkbox"/> FRAN GREEN has shared Residential/Condo Listing Form with you To: FRANCINE GREEN, STEVEN GREEN	In Progress		15:58 10-11-2021	Download Cancel

Resend

CAUTION: If ever you need to **RESEND A FORM** to your client(s) (i.e., they say they never received it), from the appropriate transaction, choose the E-signs menu item (shown at top) and select **RESEND** (shown at far right).

DO NOT choose the regular “Send” option after sending the document out initially. This will cause document version issues and signatures to be cleared out.

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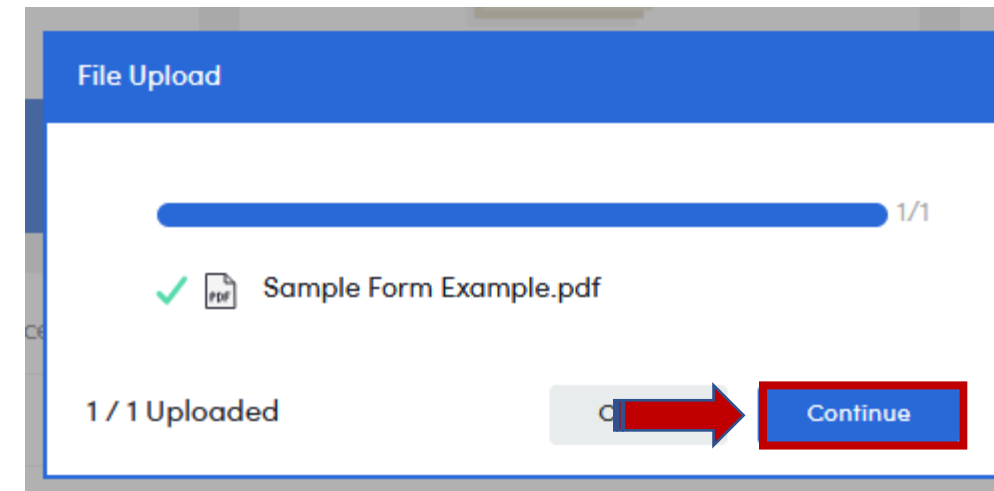
-OR-

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Through Upload a File:

After selecting **“Upload a File”**, you will be prompted to upload a file from your computer or network. Once you have selected the file and it has loaded, click **“Continue”**.

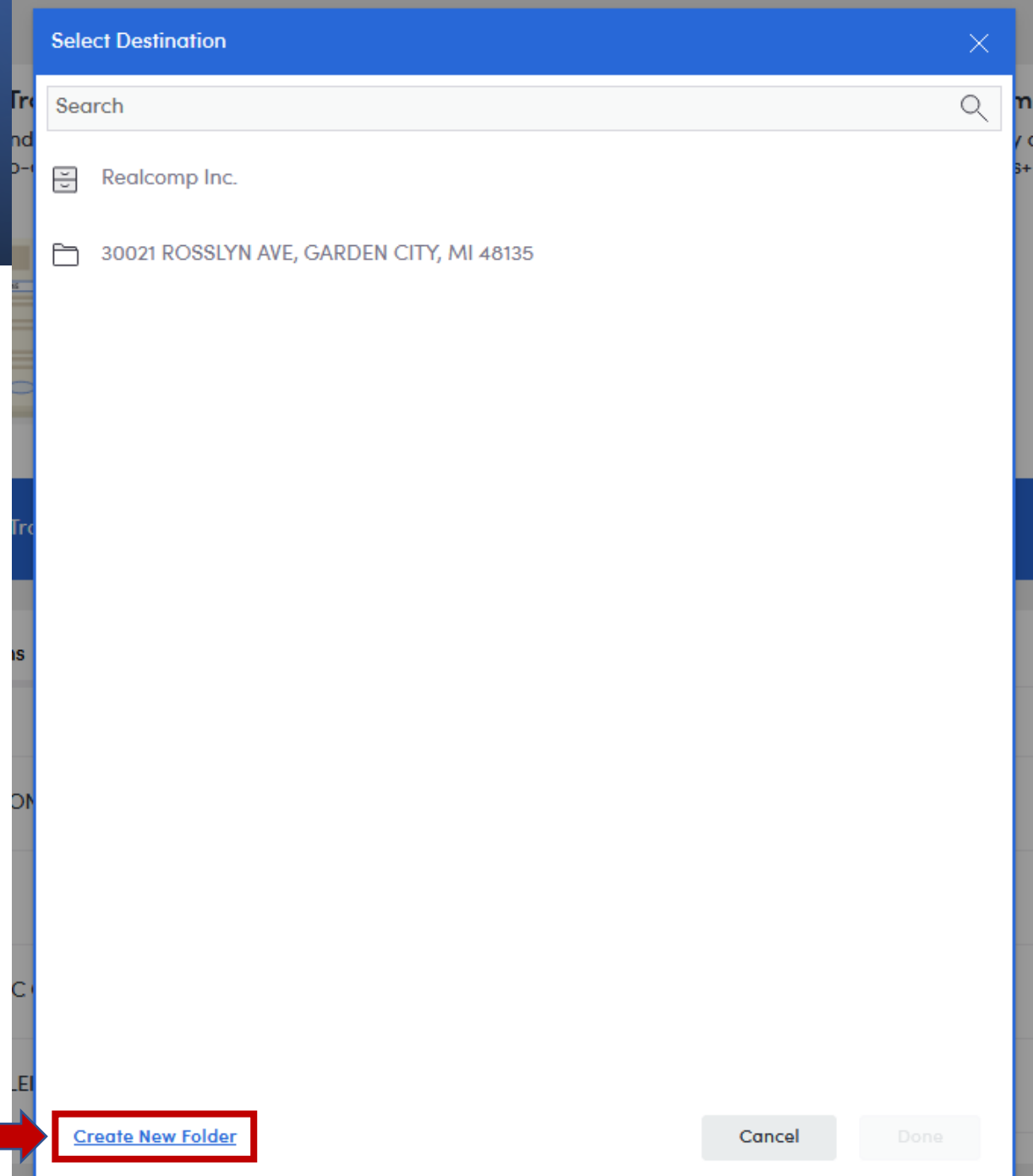


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You will be prompted to select a transaction as the destination for the form you just uploaded. Note: The document must “live” in a folder.

If you don't have a transaction folder setup already for the document, simply create one using the “**Create New Folder**” hyperlink (lower left corner of screen).

Follow the prompts on the screen.



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My Transactions > 30021 ROSSLYN AVE, GARDEN CITY, MI 48135

Documents Checklists E-signs

Folder Form Upload Checklist Filter Sort Select All

Submit Rename Copy Move Delete Download Sign Send MLS Visibility Info Legacy

Copy Transaction Email docs+n932g7uljy3d@uploads.remine.com

Name	MLS	Owner	Date Modified	Status
<input type="checkbox"/> Residential Condo Listing Form	Signature Change(s)	Me	08:16 10-06-2021	For Review
<input checked="" type="checkbox"/> Sample Form Example.pdf		Me	13:19 10-06-2021	Draft

You will then see the form you uploaded listed in your transaction folder. Click the name of the form to open it.



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Fill out the form by adding the appropriate signature, initials, date blocks to the form. Other options for completing the form are also present. Then click **“Send”** and **“Continue”**.

Note: The recipients of the email will be able to electronically sign and return the document(s) by following the online prompts. You will be notified of the document being opened. You will also receive a summary of the activity that occurred. Feel free to forward this [consumer tip sheet](#) to them if they need any assistance.

Document People History

Signature Initial Draw Textbox Date

I am representing: **Seller/Landlord** for **Sample Form Example 2.pdf** [Edit People](#)

Seller or Landlord
STEVEN GREEN

Buying Agent
I am representing: **Seller/Landlord** for **Sample Form Example 2.pdf** [Edit People](#)

Listing Agent
I am representing: **Seller/Landlord** for **Sample Form Example 2.pdf** [Edit People](#)

Buyer or Tenant Seller or Landlord **STEVEN GREEN** Buying Agent Listing Agent **FRAN GREEN**

Previous Document

PDF FORM

Sample Form Example

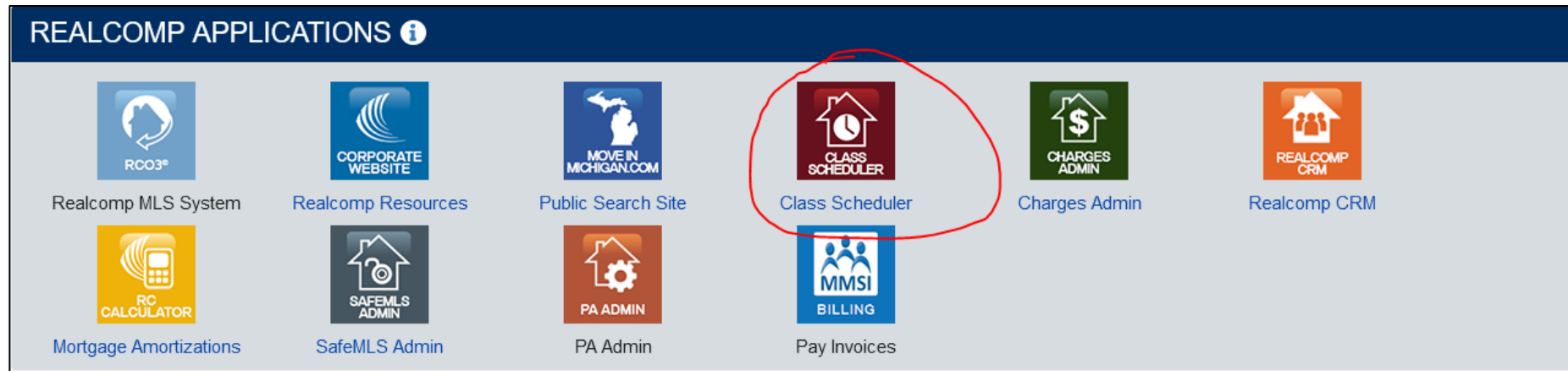
Sign Here:



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To learn more about facilitating electronic signings through Docs+, be sure to attend a Remine Docs+ 101 Training Class or Webinar. Register through the “Class Scheduler” module, which appears on your Realcomp Dashboard.



Additionally, more tip sheets and videos on Docs+ can be found on Realcomp’s corporate website [HERE](#), under the Help section on RCO3®, and on Realcomp’s YouTube channel.