

Using Authentisign™ for Electronic Signatures in Transaction Desk

What is Authentisign™?

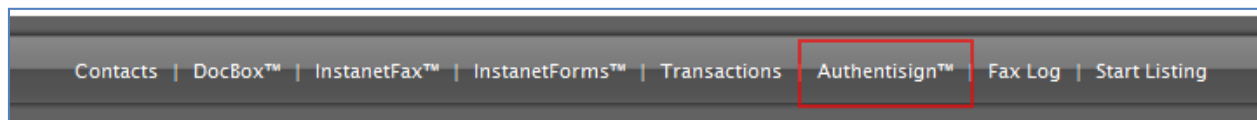
Authentisign™ is the electronic signature feature that is incorporated into Transaction Desk at NO EXTRA COST to you! It is E-SIGN compliant and FHA approved.

How Does It Work?

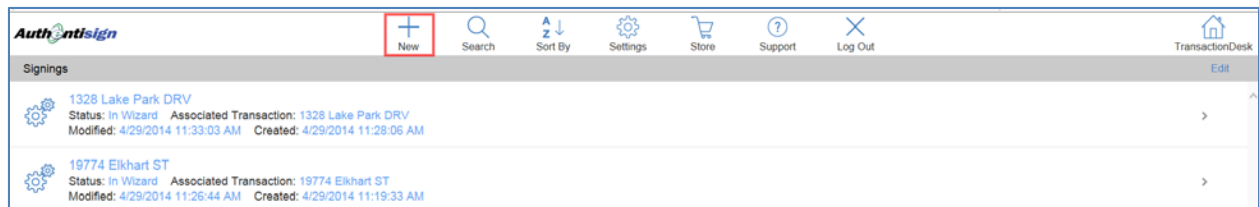
You can easily email forms in your Transaction Desk transactions or any other form that you have electronically or in paper form to your customers to have them electronically sign it when signing them in person is inconvenient.

Preparing a signing

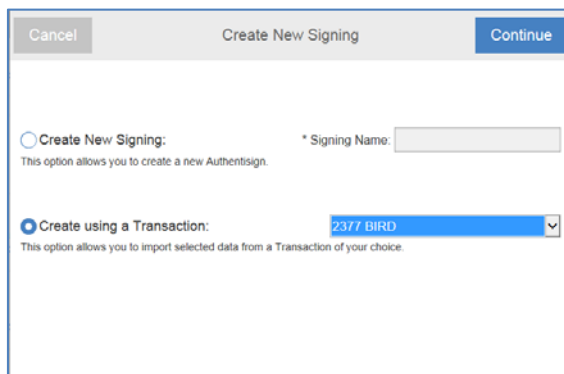
1. To start the signing set up, click the Authentisign™ link at the top of the Transaction Desk homepage.



2. Click the “New” icon at the top of the page.



3. If you are sending this signing using documents that are already a part of a transaction, select “Create using a Transaction” and select the desired transaction name from the drop-down list. Click Continue. This starts the signing wizard.



Cancel Create New Signing Continue

Create New Signing: * Signing Name:
This option allows you to create a new Authentisign.

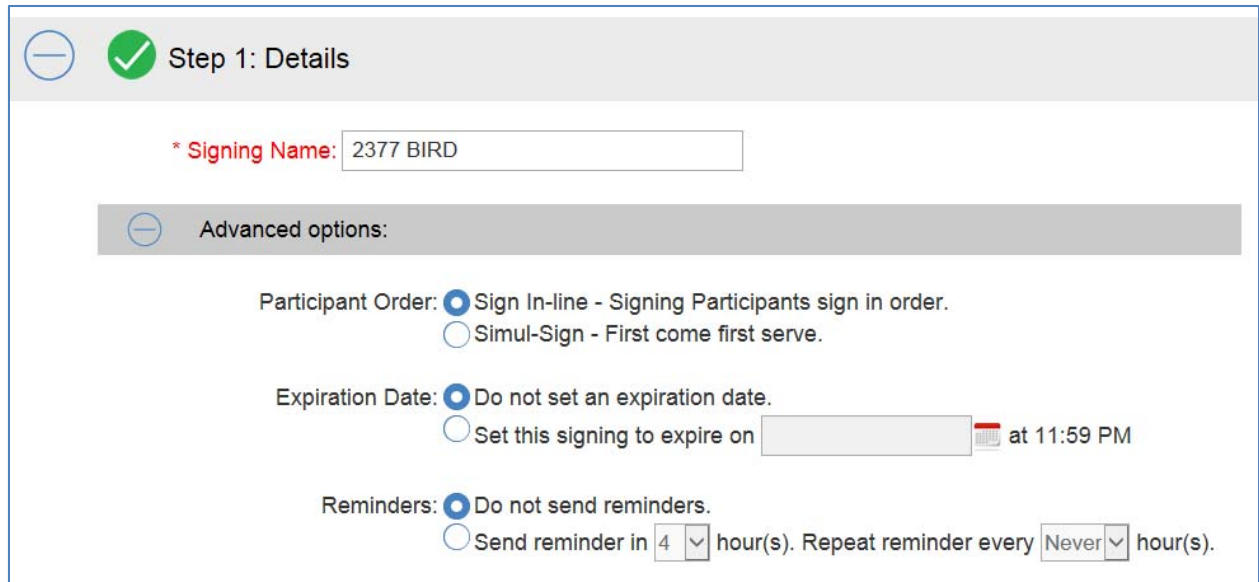
Create using a Transaction: 2377 BIRD
This option allows you to import selected data from a Transaction of your choice.

If your document is not a part of a transaction already, select Create New Signing and enter a name for this signing. You may want to use the property address and the name of the form to be signed.

4. Step 1: Details

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

- Change the name of the signing
- select whether the participants sign in order or all at once,
- set an expiration date for the signing, if desired
- set reminders if the participants have not completed their signing



Step 1: Details

* Signing Name:

Advanced options:

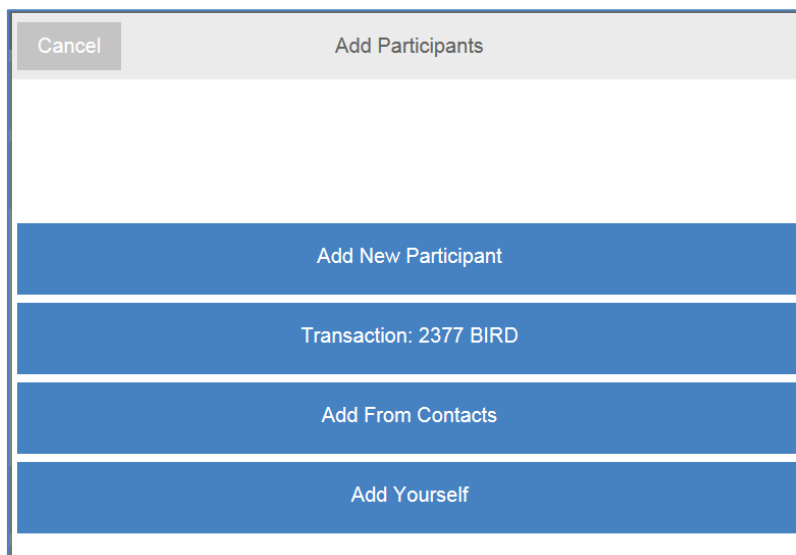
Participant Order: Sign In-line - Signing Participants sign in order.
 Simul-Sign - First come first serve.

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).

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 Transaction Desk 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

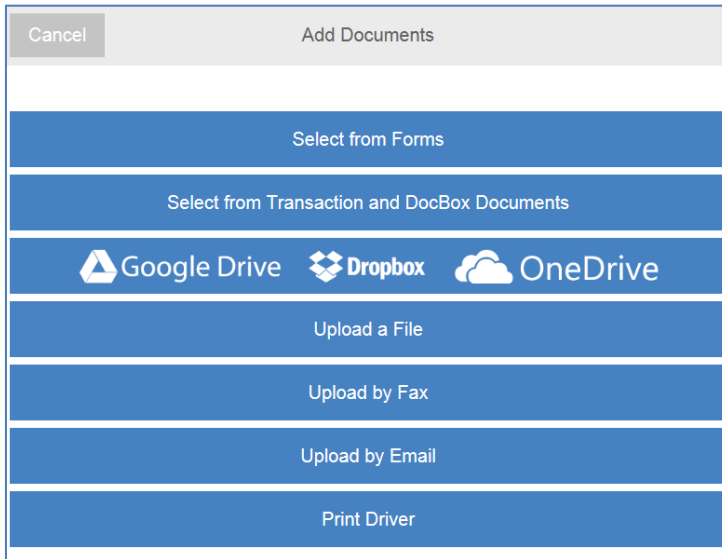
Add Yourself

When there are multiple signers, you can change the order in which they will sign by clicking the arrows next to their names.



6. Step 3: Documents

Clicking the plus sign to open the Documents section and then clicking Add will cause a pop-up to appear showing the many ways that you can add documents to this signing. Select the location of the COMPLETED form and follow the directions to add it to your signing. The document must be completed and ready to be signed PRIOR to adding it in here.



7. Step 4 – Design

Clicking the plus sign will open the documents and give you the design options. You can markup the document to make changes, if needed and then apply the signing blocks where you need the participants to sign. To add the signing blocks select Drag & Drop in the menu on the right. Navigate to the part of the form that contains the line to be signed.





8. Drag and drop the desired signing block to the line to be signed (initial, signature, date, etc). Place the desired signatures, initials, etc throughout the document. If there are multiple signers, when finished with the first signer, click the signer's name in the upper right corner to switch to the second signer.

5. **FHA/VA Required Repairs** - Seller agrees to pay up to \$ _____ toward any required FHA/VA repairs.
 Purchaser agrees to pay up to \$ _____ toward any required FHA/VA repairs.

6. If both Purchaser and Seller have each agreed to pay a portion of the FVHA/VA repairs, the **Buyer** **Seller** will be the first responsible party. In the event the FHA required costs exceed the sum total of the above the difference must be negotiated between the Purchaser and Seller within _____ days. If no agreement is mutually obtained, this Offer Purchase shall become null and void, and all earnest monies shall be returned to Purchaser.

7. Purchaser agrees to apply for an FHA mortgage with a lender which is certified to Directly Endorse the FHA underwriting of the mortgage.

All other terms and conditions of said Purchase Agreement to remain the same in full force.

Witness _____ Purchaser _____
8/26/2014 _____
Date _____ Purchaser _____

Note: A red arrow labeled "SIGN HERE" points to the signature line for the Purchaser, which contains the signature "Kitty Cummings" in a red box.

Signer: **Litty Gator**

Kitty Cummings

Litty Gator

Place the signing blocks for the second signer as needed and continue this process for all signers. When finished click the arrow to move to the final step of the wizard.

< Wizard Step 4 of 5 2377 BIRD >

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9. Step #5 – Review and Send

Click the Finalize and Send Invitations button to send the emails to start the signings.

Cancel Finalize Signing Setup **Finalize and Send Invitations**

You have successfully completed the creation of this signing.

Note: In the case that an email address of one of the signing parties needs to be updated or changed prior to signing simply follow the instructions below:

- From the Authentisign home page, select the name of the signing.
- Beside the email address of the participant, select the [Edit] link. (This option is only available until the participant authenticates).
- Change the email address and select the 'Save Participant' button.

If you have additional questions, please contact Customer Care at (866) 553-3430 or visit the Help link in RCO3 for links to more tipsheets and videos to assist you.