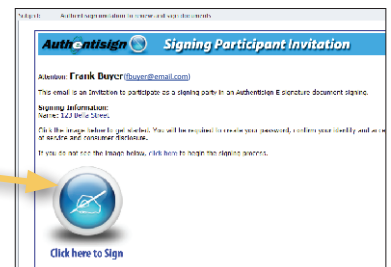


Authentisign is a secure, online, document signing service that enables multiple parties to participate and sign real estate documents electronically. Electronic signatures have been approved for use since June 30, 2000, when Congress enacted the Electronic Signatures in Global and National Commerce Act.

In an electronic signing, the action of you approving the documents is your signature. Instead of actually signing your name, you are approving the documents by clicking on signature or initial blocks. When you click on each block, the document will replace the block with your name or initials. The entire signing process is tracked, including the IP (internet protocol) address of your computer and the date and time you signed. This electronic process is convenient, efficient, and reduces the amount of time and paper used in the transaction.

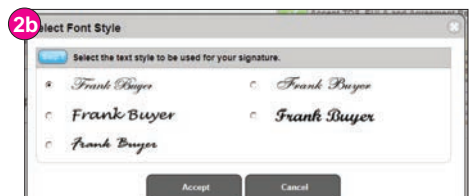
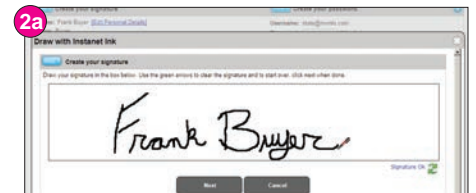
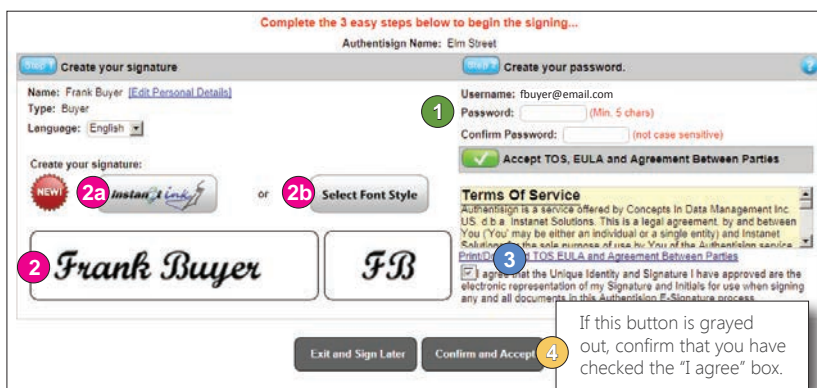
## ▶ Respond to Invitation

You will receive an invitation email with a link to access the signing transaction. Click the blue icon to open the Authentisign electronic signature service.



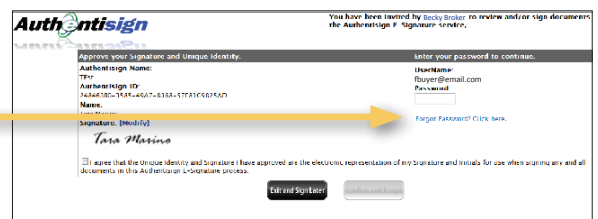
## ▶ Create an Identity

- 1 Create a password
- 2 Approve Signature/Initials - Your name will appear in a default font to represent your signature/initials. If you would like to modify the font of your "signature or initials", click "Instant Ink" (2a) and use your mousepad or tablet device to sign your name and initials for use or click "Select Font Style" (2b) to choose an application font.
- 3 Read through the Terms of Service and click on the "I agree" box.
- 4 Click the "Confirm and Accept" button. Once clicked, all information is final and cannot be changed. Clicking this will also instigate the signing process.




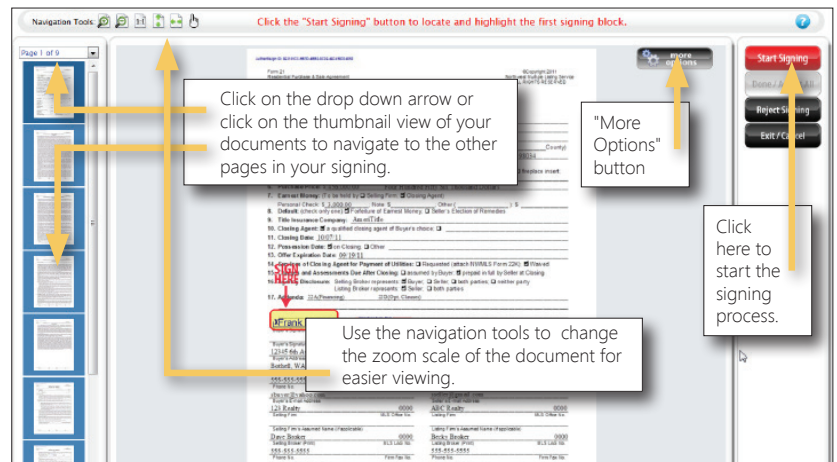
## ▶ Retrieve a Forgotten Password

If you have already created an identity and have forgotten your password, click on the "forgot password" link on the signing login screen and follow the steps to reset your password.



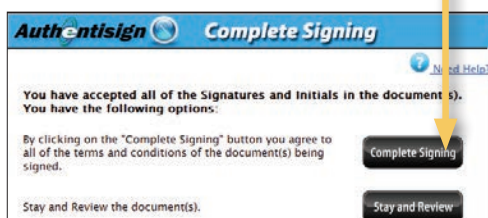
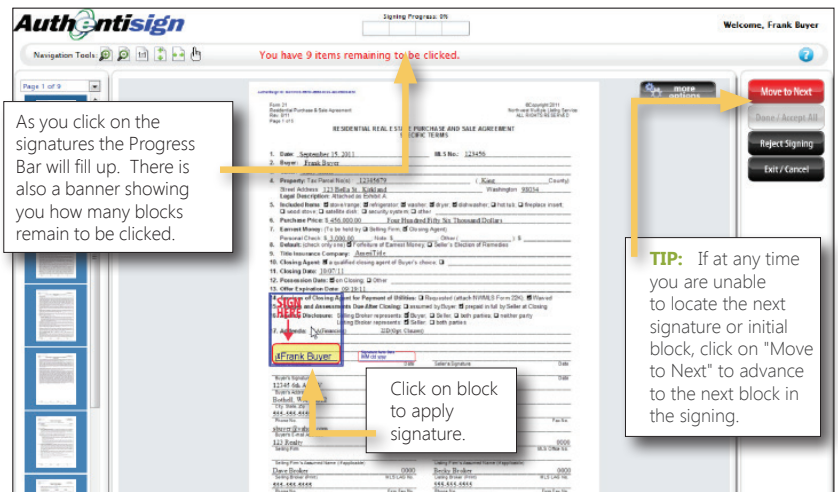
## Review Documents

- Click on each page to review.
- Click on "more options" to print/download a hard copy of your documents before they are signed. You will receive the signed documents via email when the signing is complete.
- Click  (located on the upper right of the screen) to find and highlight the first signing block. Depending on the speed of your internet service, it may take a few seconds for Authentisign to find and highlight each block. Please wait until each block is highlighted before you sign the documents.



## Sign Documents

- Click on the signature or initial block. Your "signature/initial" and date will appear (if a date block is next to the signature/initial block).
- Once you click on a block, you will automatically be directed to the next block. Continue clicking on each block until you have completed the process.
- After all of the blocks have been clicked, the system will activate a "Done/Accept All" button located under the "Move to Next" button. Click the "Done/Accept All" button to move on to the next step.
- A pop-up window will appear. Choose to "Complete Signing" or "Stay and Review". Congratulations, your signing is complete.



The electronic signing will be routed to the participants to be signed or reviewed in the order chosen by the real estate broker that created the signing. After the signing transaction is complete, all participants will receive the signed documents in an email.

## ▶ The "Dashboard"

- To view details about the participants in the signing and the signing progress, click the link in the thank you page to access the dashboard.
- You will be asked to enter your email address as your user ID, and enter the password you created for Authentisign.
- The dashboard will include an overview of each participant and the time/date stamps of each signing action.
- Once the signing is complete a link will be available to access the signed documents.

**Authentisign Signing Progress Dashboard**

**Signing Information**

Authentisign Name: 123 Bella Street  
 Status: Document has been signed by all parties.  
 Authentisign ID: 01398F0D-7690-4996-A7E7-6E9CF1F00F14

Signing Owner: Becky Broker  
 Owner ID: F50FDA69-C93F-4BF2-BA3E-8EEA9ABF4CF9  
 Company: N W M L S  
 Address 1: P.O.Box 2519  
 Address 2: Kirkland WA United States  
 Phone: (425) 888-8888 Fax: (425) 821-3705  
 Email: bbroker@email.com

[Click here to view the final document \[ 6D52E1A2-536D-4336-9C21-7CBB48FE9301 \]](#)

Participant Name	Email	Participant Type	Authenticated	Signed
Frank Buyer	fbuyer@email.com			

Action	Date/Time
New Signing Created	11/5/2012 12:37:52 PM
New Participant Added	11/5/2012 12:38:06 PM
New Document Added	11/5/2012 2:02:30 PM

## ▶ Retrieve Signed Documents

You will also receive an email notification when the signing is complete. The signed documents will either be attached as a PDF file, or for larger document files, a link will be provided to access the document on the Authentisign Dashboard.

You can also download and print a certificate of the signing history for your records.

**Authentisign Signing Final Revision 123 Bella Street**

Message: 123 Bella Street.pdf (680 KB)

**Authentisign Signed Document Delivery**

Attention: Frank Buyer

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

Authentisign Signing Name: 123 Bella Street

has been successfully reviewed and signed by all participants that were defined in this electronic signing. Please note that this may or may not constitute a fully executed document, depending on who was required to sign the document in this electronic signing event.

A copy of the final signed version of the document is attached to this email.

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 390,000 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).

NOTE: Viewing .PDF documents requires the latest version of the Adobe Acrobat Reader.

**Instanet Solutions** **Authentisign**