

Authentisign provides advanced tracking tools to help you determine the progress of your signing transaction. The "Dashboard" allows you to view the participants, documents and actions of a signing (status, history, emails) and provides a date and time stamp for each action. Email notifications are sent throughout the signing process letting you know when a participant has signed or reviewed the documents, and when the signing is complete.

Authentisign Dashboard Overview

► Home Page Icon Definitions and Actions



Signing Status -
Your signing has not been sent. Click the icon to finish and send the signing.



Signing Status -
Your signing is in progress. Click on the name of the signing to view the participant details.



Signing Status -
Your signing is complete. Click on the name of the signing to view the signed documents.



Signing Status -
Your signing has been cancelled. A signer or reviewer on the signing has rejected the signing. Contact them immediately.



Signing Status -
If you would like to add additional documents or participants to a signing, click reset, and click on the name of the signing to return back to Step 1 (Signing Setup). This is a required step if a reviewer rejects the signing.

The screenshot shows the Authentisign dashboard interface. On the left is a vertical navigation menu with icons for home, calendar, documents, signing, and settings. The main content area displays a list of signing transactions. Each entry includes an icon representing its status, the name of the signing, its status, associated transaction name, and modification/creation dates. A yellow arrow points from a text box to the name '123 Morning Glory Rd' in the first entry.

Icon	Name	Status	Associated Transaction	Modified	Created
Ribbon	123 Morning Glory Rd	Approved	123 Morning Glory Rd	10/30/2015 1:36:54 PM	10/30/2015 1:27:17 PM
Lightning Bolt	20918 30th Drive SE	View Progress		11/4/2014 2:57:52 PM	11/4/2014 1:41:03 PM
Hand	123 Main Street	View Progress		10/17/2014 4:30:46 PM	10/17/2014 4:22:41 PM
Gears	123 Bella Street	In Wizard	123 Bella Street	10/17/2014 4:16:22 PM	10/17/2014 4:16:22 PM

Click on a name to view in depth details of the signing.

► "Details" Page Overview

Click on a signing name from the home page to access the Details page.

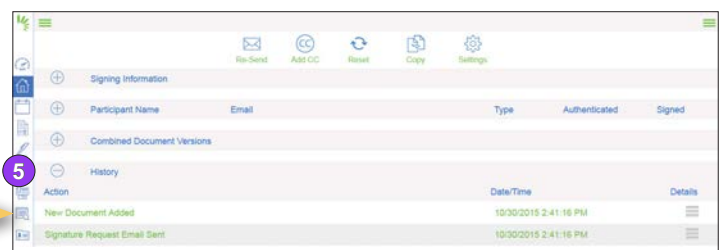
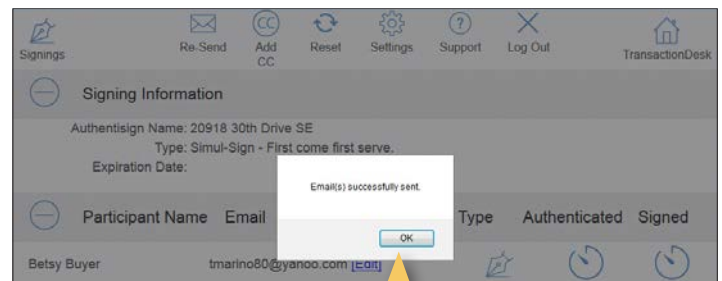
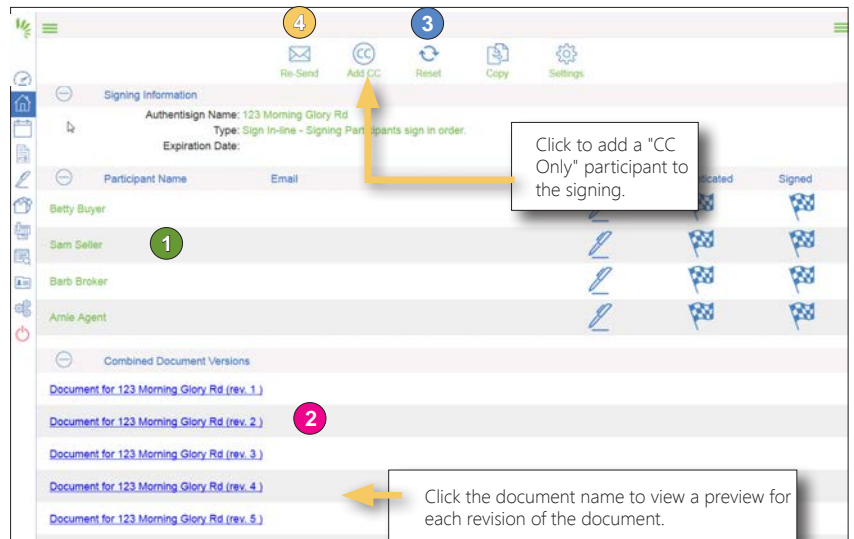
1 Participant Information:
For each participant, view the type (signer, reviewer, or cc-only), if they were authenticated, and if they have signed. Click edit to change an email address for any participant that has not signed. To update participant information after they begin signing, you must reset the signing on the Authentisign home page and return to the 5-Step Wizard to input the correct information.

2 Documents:
Every stage of the signing will create a new document revision. Revision 1 will show the document without any signatures, as it appeared when first sent from Authentisign. A new revision will be available after each signing or document review.

3 Reset:
If you would like to add additional documents or participants to a signing, click reset, and click on the name of the signing to return back to Step 1 (Signing Setup). This is a required step if a reviewer rejects the signing.

4 Re-send the Signing:
If a participant cannot find the notification email, click "Re-Send" at the top of the page to send them another invitation email. Authentisign will show a confirmation message on the screen.

5 View Signing History:
Click the "+" next to history to view the date and time of each action in the signing.



Authentisign Email Notifications

Confirmation Emails

Authentisign will email you a "Signing Action" notification after each participant signs or reviews the documents.

Action Details: Includes the action taken, the date of action, and the IP Address of the participant.

Authentisign
Signing Action
Attention: **Rebecca Broker**
An action has taken place in your signing.
Signing Information:
Name: **20918 30th Drive SE**
Action Details:
Action: **Document Accepted**
Date: **11/04/2014 15:36**
IP Address: **70.103.125.2**
Participant Details
Has accepted and signed.
Name: **Betsy Buyer**
Participant ID: **EB5C6FDE-8547-48B4-9009-C75A13F9ADE1**

Participant Details: Includes the action taken, and the participant's name and authentication number.

Final Completion

After the signing is complete, all participants will receive an email with an electronic copy of the signed documents.

Please view the *Retrieve Signed Documents* user guide for screen shots and more information.

Authentisign
Signing Document Delivery
Attention: **Tara Marino**
This notification is letting you know that the Authentisign E-Signature Process:
Name: **20918 30th Drive SE**
has been successfully reviewed and signed by all parties.
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 400,000 licensed real estate professional using our online paperless document management services.
For more information please visit Instanet Solutions at www.instanetsolutions.com