## Signing Electronically

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.

uthgntisign			
Signing Partio	ipant Invitation		
Attention: Betty Buyer			
This email is an Invitation to partic	ipate as a signing party in an Authentisign	E-signature document signing.	
Signing Information: Name: 123 Morning Glory Rd			
Click the image below to get start terms of service and consumer di	ed. You will be required to create your pa sclosure.	ssword, confirm your identity and accept t	he
If you do not see the image below	, click here to begin the signing process.		
Click here to Sign			

#### Adopt Your Signature

1 Confirm Your Name, Initials & Signature

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 "Draw Signature" and use your mousepad or tablet device to sign your name and initials for use or;

🔟 Click "Select Font Style" to choose an application font.

Cancel	a Draw Signature	Next
Select the Next button w	en complete.	
B	Buyer	
	8 -	







## Signing Electronically

### Adopt Your Signature (cont.)

2 Click "Accept" in the lower right of the page to begin the signing process.

Note: Once you have accepted, your signature is final and cannot be changed.

Tip: If you can't see the Accept button, hit the "tab" button on your keyboard to move down and then hit "enter" to move to the next step. The button may be missing if you are using a very high screen resolution setting on your computer.

ß	3		English • Signature OR
ß	<i>B</i>		
		Select	Font Style
	ntation of you		
arties	2	Accept	Cancel
	tronic represe ature process	tronic representation of you ature process.	Accept

#### Review Documents

Use the scroll bar to review each page.

• Click on "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 Start (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.

Au	Progress: 0% (0 of 2 Mandatory Fields		Sta	art Reject Exit
Authentisi	gn 1D: C88801CB-8EEB-4E84-949D-EE165F874821			O ZOOM
	rm 22A Iancing Addendum	Copyright 201 Northwest Multiple Listin		
	v. 5/14 FINANCING AI ge 1 of 2 PURCHASE & SA		RVED	Page (1 / 2)
TH	e following is part of the Purchase and Sale Agreement date	July 31, 2015	1	Options
be	Buyer Buyer Buyer	e/ ("E	Buyer") 2	
an	d Samuel T Smith	(**	Click	(2) Help
co	Incerning 123 Main Street	tacity WA 98000 (the "Pro	here to	(?) Help
	Address City	State Zip	start the	
1.	<ul> <li>Loan Application. This Agreement is contingent purchase the Property (the "Loan(s)"): ☑ Convent □ FHA; □ Rural Development ("RD"); □ Home Equi</li> </ul>	ional First; 🗹 Conventional Second; ם Bridge;	signing process.	"Options"
	(the "Financing Contingency"). Buyer shall pay \$ Price down, in addition to the Loans and to make wn Purchase Price and pay the application fee, if requir (5 days if not filled in) after mutual acceptance of th shall survive the Closing Date.	; or . % of the Pu itten application for the Loans to pay the balance ed, for the subject Property within	of the 10 days 11	Menu
	b. Waiver of Financing Contingency. If Buyer (i) fails the agreed time; (ii) changes the type of loan without without Seller's prior written consent after the agre Financing Contingency shall be deemed waived. B Paragraph 1(b) also constitutes waiver of Paragrap this Addendum, "lender" means the party funding the	: Seller's prior written consent; or (iii) changes the sed upon time to apply for financing expires, th uyer's waiver of the Financing Contingency und h 6 (Appraisal Less Than Sales Price). For purpo	lender 15 en the 16 ler this 17	~
2.	SELLER'S RIGHT TO TERMINATE.	Use the scroll bar to rev	riew each	
	a. Right to Terminate Notice. At any time			
	b. Termination Notice. If Buyer has not previously wait termination of this Agreement (the "Termination Noti to Terminate Notice. If Seller gives the Terminate Contingency, this Agreement is terminated and the E 22AR shall be used for this notice.	ce") any time following 3 days after delivery of the tion Notice before Buyer has waived the Fin	e Right 25 ancing 26 S Form 27 28	
	c. Appraisal Less Than Sales Price. Buyer's waive will; or  will not (will, if not filled in) constitute waive	r of the Financing Contingency under this Parag ver of Paragraph 6 (Appraisal Less Than Sales Priv	raph 2 29 ce). 30	
3		· or D % of the Di-	rehaco 31	

## Signing Electronically

### Sign Documents

1 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.

2 After all of the blocks have been clicked, the system will display a "Complete" button. Click "Complete" to move on to the next step.

A pop-up window will appear. Click "Complete Signing" or "Stay and Review".

Authentisign provides a "Dashboard" where you can see the history of your signing. If you would like to create an account, type in the password of your choice and click "add password".

If you prefer not to create an account, click "no thanks".



Progress: 100% AuthentisIGN" (2 of 2 Mandatory Fields/Signatures)	Complete Reject Exit	
approval of such reappraisal or reconsideration of value. The parties are advised that Buyer's loader me elect not to accept a reappraisal or reconsideration of value;	Complete Signing	^
(ii) Seller's consent to reduce the Purchase Profec to an amount not more than the amount appraisal or reappraisal by the same appraiser, or an appraisal by another appraise lender, whotherwer is higher (This provision is not applicable if this Agreement is condition or RD financing, FHA, VA, and RD financing does not permit the Buyer to be obligated to reduces the Purchase Price to the appraised value. Buyer, however, has the option to bay at the reduce the reduces the Purchase Price to the appraised value. Buyer, however, has the option to bay at the reduces the Purchase Price to the appraised value. Buyer, however, has the option to bay at the reduces the Purchase Price to the appraised value. Buyer, however, has the option to bay at the reduces the Purchase Price to the appraised value. Buyer, however, has the option to bay at the reduces the Purchase Price to the appraised value. Buyer, however, has the option to bay at the reduces the Purchase Price to the appraised value. Buyer, however, has the option to bay at the reduces the Purchase Price to the appraised value. Buyer, however, has the option to bay at the reduces the Purchase Price to the appraised value. Buyer, however, has the option to bay at the reduces the Purchase Price to the appraised value. Buyer, however, has the option to bay at the reduce point to bay at the reduces the Purchase Price to the appraised by the price Pr	Stay and Review	
price.); or (iii) Seller's rejection of Buyer's notice of low appraisal. If Seller timely delivers notice of reappraisal, reconsideration of value, or consent to reduce the Purchas Price, and Buyer's lender accepts Seller's response, then Buyer shall be bound by Seller's response.	63 Options	

Authentisign <sup>,</sup>	You are almost done!
	signing you will receive an email that contains links to ted signed document and a signing certificate.
	re you can access the signed document(s) and signing history ashboard using your email address and a password you enter
3	Password:
	Confirm Password:
	Add Password No Thanks

	Thank you for using the Authentisign system!
Attention: Betty Buyer	r
You have successfully	completed your portion of the Authentisign E-Signature Process
123 Morning Glory R	d
ID: 7110A271-121E	Click here to access the signing progress
Authen sign will now in the signing proces	"dashboard".
	I will show the progress of the signing along with the complete history.
Click here to access th	e signing process dashboard displaying the progress of the current Authentis

4 Authentisign will then process the document, and distribute it to the next signing participant.

## Signing Electronically

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.

🥑 Mozilla	Firef 🚯 (2) Slots Far	. New Tab	¥ Transaction	锋 Instanet Solu	锋 Instanet Solu	🧏 Instanet Solu 🧏 Instanet Solu	. 峰 Instanet 🗙	+
	https://app.authentisign.co				E74697369676E41 🗢	C Q Search	☆ 自 ♥	<b>↓</b> ↑ 9
Most Visited	d 🗌 Getting Started 🗌 N	lew Tab 🔅 New Tab 🛛	W NWMLS.com 🗌 Nev					
Signings				Certificate	Log Out			
Θ	Signing Information	tion						
		ign Name: 123 I ition Date:	Morning Glory Ro	1				
Θ	Participant Nam	10	Email			Туре	Authenticated	Signed
Betty Bu	ıyer						100	P
Sam Se	ller					P	100	A
	Combined Docu		1)					
Docume	ent for 123 Morning	g Glory Rd (rev.	2)					
Docume	ent for 123 Morning	g Glory Rd (rev.	<u>3)</u>					
Final Do	ocument							
$\oplus$	Separate Signed	d Documents						
$\oplus$	History							

