Authentisign

Reviewing Electronically

As a reviewer, you have an active role in the electronic signing process, and you must open the signing and acknowledge your review in order for the signing transaction to proceed.

Respond to Invitation

- You will receive an invitation email with a link to review the signing transaction.
- Click the icon to open the Authentisign electronic signature service.
- If you have any questions, the contact information for the broker that created the signing is available in the email.

Confirm Identity and click "Accept"

Authentisign

Document Reviewer Invitation

Attention: Larry Lawyer

This email is an Invitation to participate as a document reviewer in an Authentisign E-signature docum

Signing Information: Name: 123 Morning Glory Rd

Click the image below to get started. You will be required to create your password, confirm your ident terms of service and consumer disclosure.

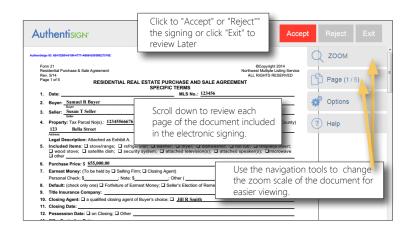
If you do not see the image below, <u>click here</u> to begin the signing process.

\mathcal{O}		
Click here to Review		

Authentisign [*]	Reviewer Terms of Service/End User License
Name: Larry Lawyer	Language: English 💌
By clicking 'Accept' you agr User License Agreement (E	ee to the Terms of Service (TOS) and the End (ULA).
Print/Download TOS.EULA and Ag	reement Between Parties Accept Cancel

Review Documents

- Click on each page to review.
- Navigation Tools are available in the upper right.
- Click on "Options" to view the signing history, print the file and more.





Authentisign

Reviewing Electronically

Review Documents (cont.)

- Click on "Options" to view the signing history, print the file and more.
- The signing history will show a date and time stamp for each step of the signing, including when it was created, sent, and signed or reviewed by the participants.

Cancel	Detailed history/Audit trail	
A Authentisign History for: 123 Morning	Glory Rd	
Action	Date/Time	Details
New Participant Added	10/30/2015 2:00:39 PM	≡i
New Document Added	10/30/2015 2:04:28 PM	=
G Signature Request Email Sent	10/30/2015 2:04:28 PM	=
Participant Accepted Terms of Service	10/30/2015 2:05:15 PM	= "
	10/20/2015 2:05:15	

Complete Your Review

- Click Accept when you have completed your review. You must do this to route the signing to the next participant.
- Click Reject if you would like to cancel the signing and notify the creator that the signing was not complete or accurate. Alert the creator of the signing immediately so the signing can be reset, modified and resent.
- Click Exit if you do not have time to complete your review. Keep in mind, however, that the signing process with not continue to the next participant until you complete the review.
- If you would like to create an account, type in the password of your choice and click "add password".
- After you have Accepted or Rejected the review, a thank you page will appear with a link to the dashboard.



	Authentisign	You are almost done!
		s signing you will receive an email that contains links to uted signed document and a signing certificate.
		are you can access the signed document(s) and signing history ashboard using your email address and a password you enter
		Password:
		Confirm Password:
		Add Password No Thanks
SIGN		
	Thank yo	ou for using the Authentisign system!
Attention: Larry Lawy		
You have successfully 123 Morning Glory F		Authentisign E-Signature Process
	-4626-95FC-B6F85C92724B	
Authentisign will now process then the final	process the document and distr document will be distributed to	ibute it to the next signing participant. If you are the last person in the signing all of the signing parties.
The signing dashboar	rd will show the progress of the s	signing along with the complete history.
Click here to access t	he signing process dealshoard d	lisplaying the progress of the current Authentisign process.
	ne signing process dashboard d	isplaying the progress of the current Authentisign process.

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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 on 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.

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			Final Docs	Certificate	다) Upload	Copy	දිරිදි Settings		
3	Θ	Signing Information							
	Q		ie: 123 Morning Glor ie: Sign In-line - Sigr te:		its sign in orde	r.			
2	Θ	Participant Name	Email				Туре	Authenticated	Signed
B	Betty Buye	er					P	100	100
P	Sam Selle	r					2	123	100
	Barb Broke	er					1	100	1
	Arnie Ager	nt					2	193	123
	Θ	Combined Document Vers	ions						
	Document	for 123 Morning Glory Rd (<u>rev. 1.)</u>						
	Document	for 123 Morning Glory Rd (rev. 2.)						
	Document	for 123 Morning Glory Rd (<u>rev. 3)</u>						
	Document	for 123 Morning Glory Rd (<u>rev. 4)</u>						
	Document	for 123 Morning Glory Rd (<u>rev. 5)</u>						
	Einal Docu	iment							

Retrieve Signed Documents

You will also receive an email notification when the signing is complete. A link will be provided to access the documents on the Authentisign Dashboard.

Authentisign

Signing Document Delivery

Attention: Arnie Agent

Becky Broker This notification is return you know that the Authentisign E-Signature Process

Name: 123 Morning Glory Rd

has been successfully reviewed and signed by all parties.

To save or print the final signed document Click Here.

To download a copy of the certificate of validation and completion Click Here.

To access the signing dashboard with additional information 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 professionals using our online paperless document management services.