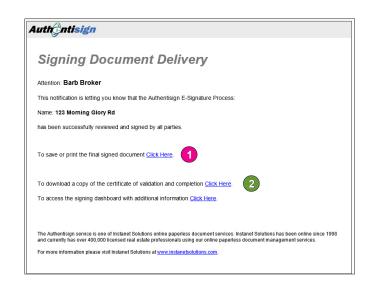
Electronic Signature Service

Retrieving Documents

After a signing transaction is complete, all participants will receive an email notification with a link to view, save or print the final documents. A link is also provided to download and print a certificate of the signing history for your records. As the creator of the signing, the signed documents are also available online in your Authentisign account.

Retrieve from Email

- 1 Click the link provided to save or print the documents.
- 2 A link to download and print a certificate of validation is available if requested by a bank or underwriter.



Retrieve from Authentisign

- An award icon will display to the right of all completed signings.
- Click on the name of the signing to open the "Signing Details" page.
- From the "Signing Details" page, click on the final document link to open the final version. (A revision is created each time the documents are sent or signed.)
- A link to download and print a "Certificate of Signing" is available if requested by a bank or underwriter. This document includes the signing details for each participant.







Retrieving Documents

Electronic Signature Service

Email, Print, or Save

The signed documents can be sent to a party that was not included in the signing (e.g., a real estate firm or broker that was not included as a "cc-only" participant) by forwarding the email notifications with the links provided to you by Authentisign.

The final documents can also be saved to your computer or printed. A certification from Authentisign will appear at the top of the signed documents. To save:

- Under the "File" menu, choose "Save As"
- Click "Save a Blank Copy"

Note: This message appears because Adobe Reader will not allow you to make further edits to the final secure document. "Save a Blank Copy" will save the documents to your computer without removing the information or signatures.

