

April 12^{th} , 2017

Signing Process for Authentisign Participants

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Signing Process for Authentisign Participants

Once the signing has been set up by the agent and sent out the first thing your signer will get is a "Signing Invitation" email to sign the requested document. They just have to hit where it says "click here to sign" to get started.

Authentisign
Signing Participant Invitation
Attention: Dan GAMLS LicTest(dfortin@instanetsolutions.com)
This email is an Invitation to participate as a signing party in an Authentisign E-signature document signing.
Signing Information: Name: Test Signing
Click the image below to get started. You will be required to confirm your identity and accept the terms of service and consumer disclosure.
If you do not see the image below, <u>click here</u> to begin the signing process.
Click here to Sign

Once you click the link you will first be asked to accept the sigature and accept the terms of service. You also have the option of creatinng a custom signature or using a series of default fonts.

Authentisign:	Progress: 0%			Start	Reject
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SIGN HERE Checklists And Creating Them As An Agent -	Confirm your name, initials and signature: Name: Dan GAMLS LicTest Lang	Language: English		Page (1	
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Anaburger button in the upper left hand corner to expand the menu, once i "checklist manager" Checklist and the second s	By clicking 'Accept' you agree to the Cons License Agreement (EULA) and approve Signing any document in this Authentisign	tumer Consent Disclosure, Terms the electronic representation of yo E-Signature process.	OR Select Font Style of Service (TOS) and the End User sur Signature and Initials for use when		
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Now you will see a list of any existing checklists, in the screeenshot describes $\frac{M_{\rm E}}{E} \equiv \frac{1}{2} \frac{1}{10000000000000000000000000000000000$					

Once you agree to the signature box, it will re-direct you to the actual document. To start signing either just click a signature block or hit start to be focused to the first signature block. If you are using a PC with a keyboard you can also use your tab and space key on your keyboard to cycle to the next signature block and sign it.

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Once you are done signing you will see a red arrow point at the complete button. Click the complete button and now hit either complete signing or stay and review that appears in the middle of the screen.

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Once the signing is completed you will be directed to the following screen which shows you have successfully finished the signing process. If you click the "click here" link it will bring you to an external login page that you can use your email address and the password you set at the end of the signing to login with. Or you can just navigate directly to that page by going here:

https://app.authentisign.com/Instanet/AuthentisignMobile/External/DashboardLogin.aspx

This external login page will actually show all the past signings you have ever done with your email address and password combination.



Once everyone has finished their part in the signing you will then get an email with the final document attached with everyone's signatures.

Authentision Signing Document Delivery Attention: Dan GAMLS LicTest This notification is letting you know that the Authentisign E-Signature Process: Name: Test Signing has been successfully reviewed and signed by all parties. To save or print the final signed document <u>Click Here</u>. To download a copy of the certificate of validation and completion <u>Click Here</u>. To access the signing dashboard with additional information <u>Click Here</u>. The Authentisign service is one of Instanet Solutions online paperfess document services. Instanet Solutions has been online since 1998 and currently has over 500,000 licensed real estate professionals using our online paperfess document management services. For more information please visit Instanet Solutions at <u>www.instanetsclutions com</u>.

