# Authentisign
Electronic Signature Service

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.
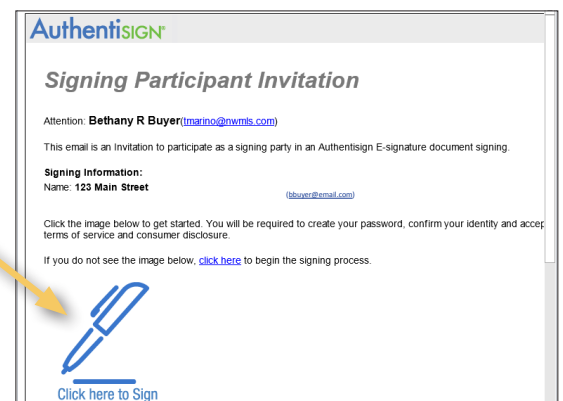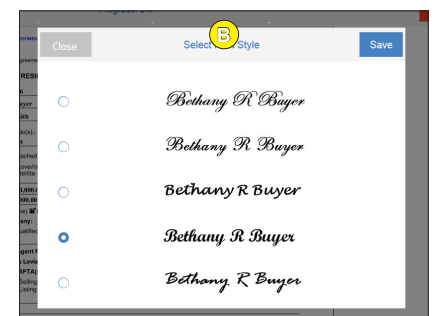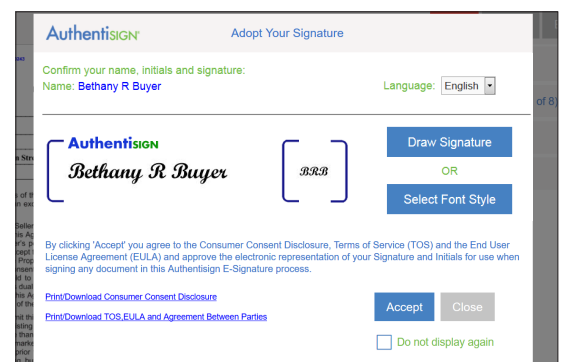

▷ Adopt Your Signature

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.

Northwest
Multiple Listing Service®

▷ 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.

▷ Review Documents

1 Use the scroll bar to review each page.

2 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.

3 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.

▷ 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.

As you click on the signature blocks the progress percentage will increase.

TIP: If at any time you are unable to locate the next signature or initial block, click on "Next" to advance to the next block in the signing.

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", "Stay and Review" or "Reset".

3 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".

YOU ARE ALMOST DONE!

At the completion of this signing you will receive an email that contains links to download the fully executed signed document and a signing certificate.

Also any time in the future you can access the signed document(s) and signing history from our secure cloud dashboard using your email address and a password you enter below.

Password:

Confirm Password:

Add Password   No Thanks

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

Thank you for using the Authentisign system!

Attention: **Bethany R Buyer**

You have successfully completed your portion of the Authentisign E-Signature Process

123 Main Street

ID: 40643821-70C5-4138-AB5B-EDB543E10243

Click here to access the signing progress "dashboard".

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.

Signings		Certificate	Log Out

⊖ Signing Information

Authentisign Name: 123 Main Street
Expiration Date:

⊖ | Participant Name | Email | Type
---|---|---

Bethany R Buyer | brbuyer@mymail.com | ✎

⊖ Combined Document Versions

Document for 123 Main Street (rev. 0)

Document for 123 Main Street (rev. 1)

Final Document

⊖ Separate Signed Documents

Form 1A - Exclusive Sale and Listing Agreement

Retrieve Signed Documents

1. You will receive an email notification when the signing is complete with a link to view, save or print the final documents.

2. You can also download and print a certificate of the signing history for your records.

° Authentisign Signing Final Revision 123 Main Street

To   Bethany R Buyer

AuthentiSIGN®

Signing Document Delivery

Attention: **Bethany R Buyer**

This notification is letting you know that the Authentisign E-Signature Process:

Name: **123 Main Street**

has been successfully reviewed and signed by all parties.

To save or print the final signed document Click Here.   (1)

To download a copy of the certificate of validation and completion Click Here   (2)

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.

For more information please visit Instanet Solutions at www.instanetsolutions.com.