

Instanet Online Signing Instructions

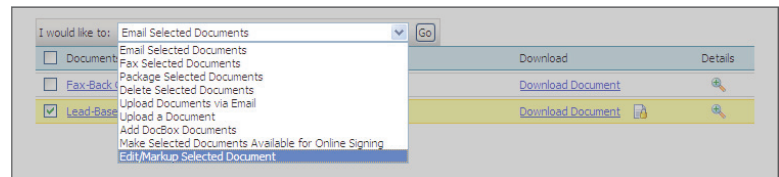
AuthentisignLE

AuthentisignLE is a light version of the Instanet Authentisign product, which makes it possible for you and your clients to complete a paperless real estate transaction, including electronically signing and accepting contracts. Contracts created in InstanetForms or PDF documents that have been uploaded to your DocBox can be set up for electronic signing.

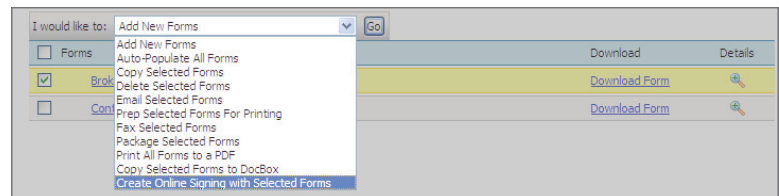
Prepare Transaction Documents for Signing

This is an optional step that can be performed prior to emailing documents for signing. Within an existing transaction, edit or update contracts or other documents and use markup functionality to prepare the contract for signing.

1. From the Documents section of a Transaction, select the document, choose **Edit/Markup Document** from the "I would like to" drop-down menu, then click **Go**.
2. Use the Edit/Markup tools to prepare the document for signing and then click **Save & Exit**.
3. The Edit/Markup tool can also be used by you to sign documents electronically.



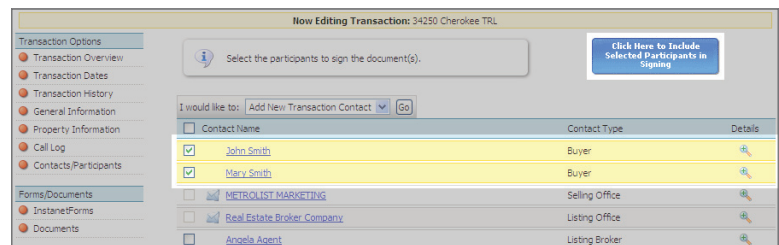
Prepare a document for signing



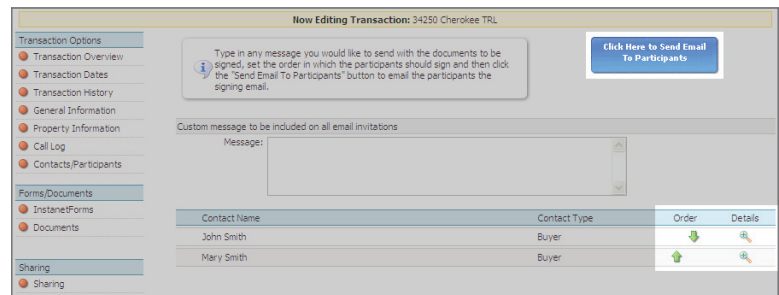
Select forms to be signed

Email Documents for Online Signing

1. From the Documents or InstanetForms section of a Transaction, select the document(s) or form(s) to be signed, choose **Make Available for Online Signing** from the "I would like to" drop-down menu, then click **Go**.
2. Select all of the contacts that need to sign the document (You may add additional contacts at this point using the drop-down menu). Click **Click Here to Include Selected Participants in Singing**.
3. Enter a custom message to be included with the document and arrange the order in which the contacts will sign the document.
4. Click **Click Here to Send Email to Participants**.



Select participants to sign a document



Assign signing order and email the documents

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Signing Documents

The first signee will receive an email with your custom message and Instanet instructions about signing the documents using the Customer Service Portal and AuthentisignLE.

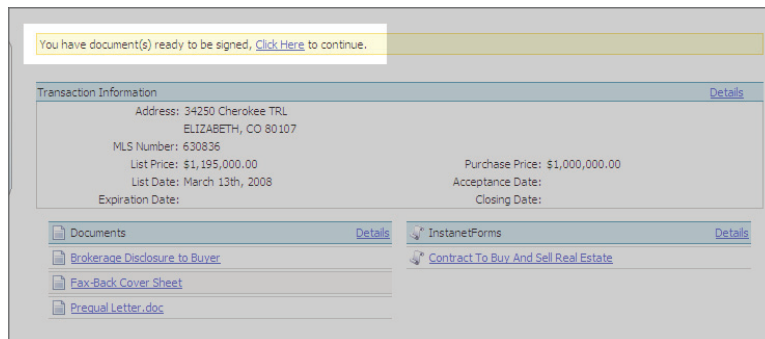
When the signee logs into the Customer Service Portal, they will see a notification of documents available for signing.

1. Click **Click Here to continue**.
2. Click an available document to open the AuthentisignLE module.
3. Read and accept the **Terms of Service**, then click **OK**.
4. Choose the **Signing Tool**.
5. Use the Signing Tool to sign in the appropriate places, then click **Save & Accept Signed Document** or reject the document by clicking **Reject Document**.

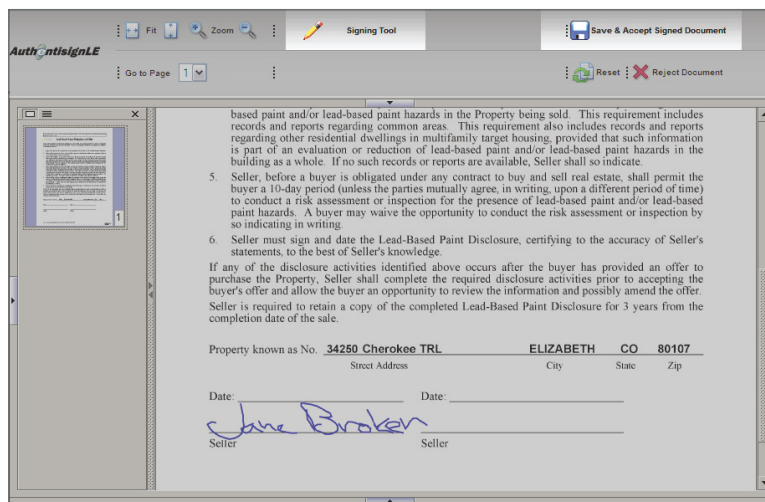
After the first signee signs and saves the document, it will be emailed to the next signee. Once the document has been signed by all signees, it will have the "Signed" label added to it in your transaction documents.

You may check the signing status of a document at anytime by viewing the **details** of the document from the Documents section of your transaction. The Transaction History for your transaction catalogs all changes to documents and includes a date and time stamp on all activity for the transaction, including online signings. Documents that have been signed will have the text **(signed)** added to the document name.

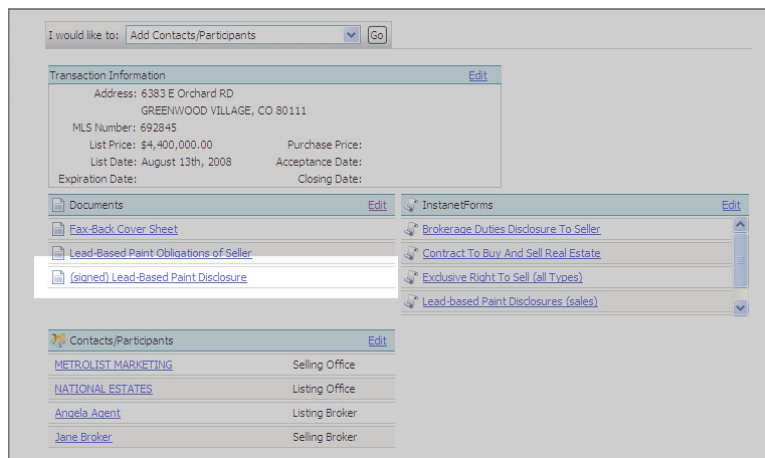
The  icon indicates an Active Signing Document.



Singing notification



Singing and saving a document



Document with signed status