

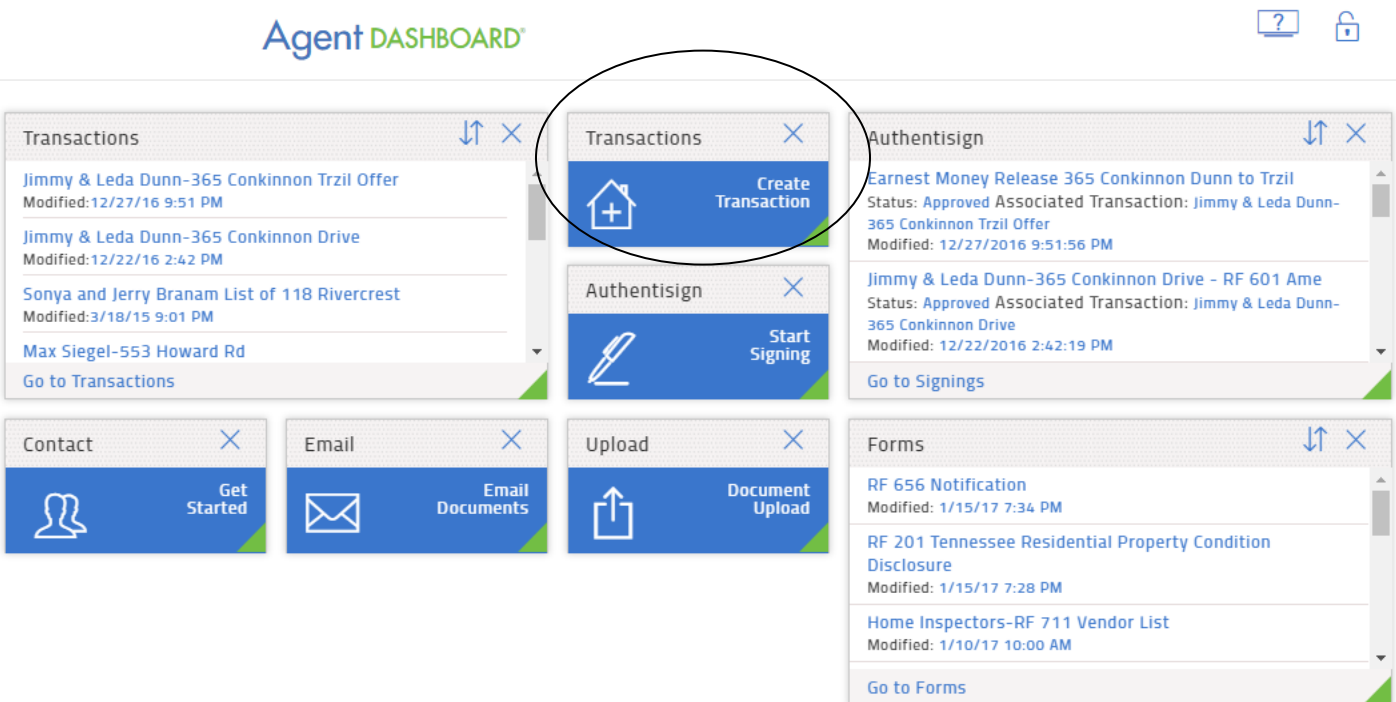
Step-by-Step

TransactionDESK®

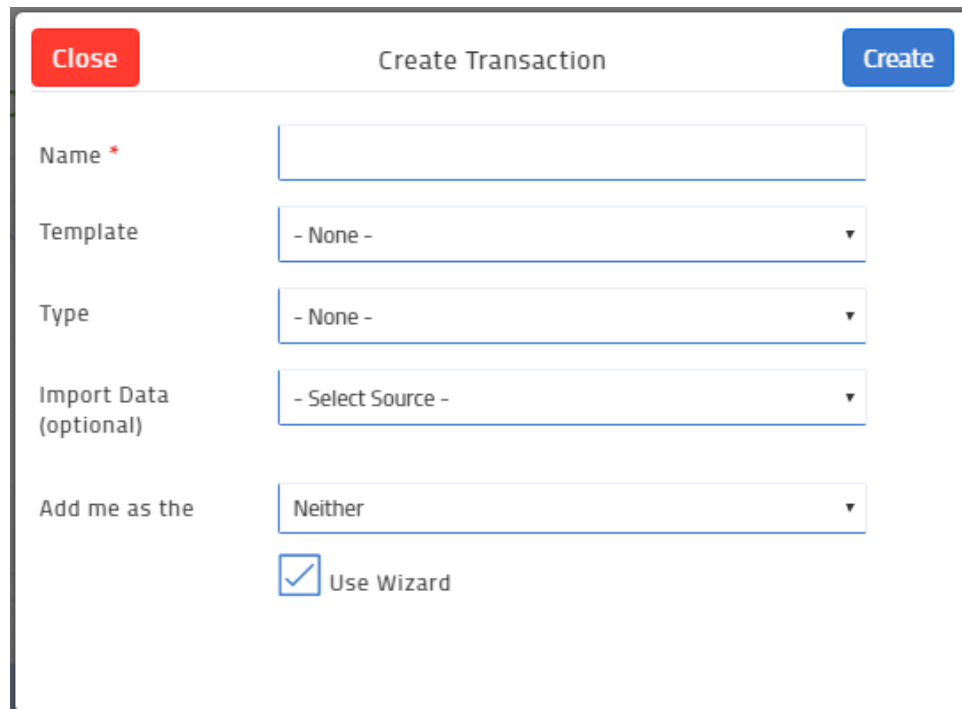
SUGGESTIONS:

1. If you are going to give the Lead Based Paint, Mold or Radon booklets to your customers/clients, go to the internet and download the booklets and upload them into your Transaction Desk DocBox for later use with individual customers/clients.
2. If you are going to start a Purchase and Sale transaction, go into the MLS and download all the documents the listing agent has in the MLS that the buyer will need to see and/or sign. Save them into a folder on your computer. Make sure and create a new folder for each transaction you are working with on your computer so you can find things easily. Make sure and name the documents when you save them so you can find them easily.
3. If you are going to share a transaction with anyone in your office, set up the “share” under the setting tab – PRIOR TO starting your transaction.
4. Set up your dashboard widgets.

From your Dashboard click on Create Transaction.

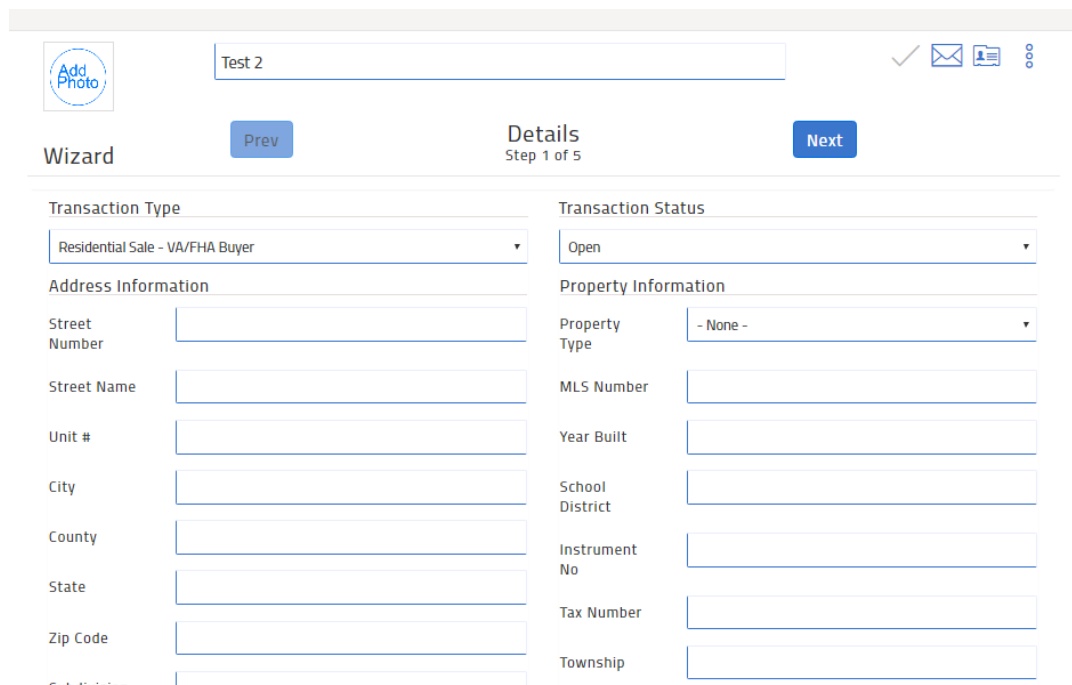


A new window will open. From here you need to name your transaction and choose a template (if you have them set up) or a type - import data from your MLS and select your role in the transaction. Click on Create.



The 'Create Transaction' window features a title bar with 'Close' and 'Create' buttons. The main area contains several input fields: 'Name *' (text), 'Template' (dropdown with '- None -'), 'Type' (dropdown with '- None -'), 'Import Data (optional)' (dropdown with '- Select Source -'), and 'Add me as the' (dropdown with 'Neither'). Below these is a checked checkbox labeled 'Use Wizard'.

You are now on Step 1 of 5 and should begin to fill in the blanks on the screen with the appropriate information. When you have entered all the information, click Next.



The 'Wizard' interface shows 'Step 1 of 5: Details'. It includes a 'Prev' button and a 'Next' button. The form is divided into two columns. The left column contains 'Transaction Type' (dropdown: 'Residential Sale - VA/FHA Buyer'), 'Address Information' (fields for Street Number, Street Name, Unit #, City, County, State, Zip Code, and Subdivision), and 'Transaction Status' (dropdown: 'Open'). The right column contains 'Property Information' (fields for Property Type (dropdown: '- None -'), MLS Number, Year Built, School District, Instrument No, Tax Number, and Township).

STEP 1 DETAILS:

On this screen you will enter all the pertinent data concerning the property and these blanks you are filling in will populate the blank forms you have in the transaction. You do not have to fill in every blank, as some of the blanks on this screen do not pertain to the forms. However, you can fill in as much or as little information as you want.

Now we will start going through each blank (called a field) on the current screen.

You may tab through each blank/field

MLS Number: not required

Address: 1st blank/field is for the street number 2nd blank is for the street name. However you type the address here is what will populate on every form where an address is supposed to populate.

Unit#: only required in instances where there is a unit number as part of the address

City:self explanatory

State:self explanatory

Zip Code:self explanatory

County:self explanatory

Township: not required

Tax Number: tax id number which usually consists of map, group and parcel – see tax records for the correct information or the MLS information

Subdivision:self explanatory

Lot Number: see tax records or MLS information

Block: not required

Page number: this is the deed book page number – see tax records or MLS information for this.

Does print on form

Deed Book:self explanatory – see tax records or MLS information for this. Does print on form

Property Type: click on the drop down arrow in the blank/field and choose the type of property you are working with

MLS Number: not required

Year built: not required

School District: not required

Instrument No: type in N/A, unless your county records property and uses an Instrument number. There are only a few counties in TN that do this – most in the Middle TN area.

Tax Number: tax id number which usually consists of map, group and parcel – see tax records for the correct information or the MLS information

Township: not required

Legal Description: this information prints on the blank line of the Purchase and Sale Agreement at line 10. TAR recommends that you enter this information (as this area is not big enough to enter a full legal description) TAX ID#: LOT#: SUBDIVISION:. This information does not print anywhere on the Crye-Leike Listing Agreement.

Comments: not required

Under the Listing Information heading:

List Price: only fill in this amount if you are creating a listing transaction. If creating a purchase and sale transaction – leave blank

Bal. Of 1st Mortgage: used only if creating a listing transaction-does not print on any form

Bal. of 2nd Mortgage: used only if creating a listing transaction- does not print on any form

Other Liens: used only if creating a listing transaction- does not print on any form

Other Liens Desc.: used only if creating a listing transaction- does not print on any form

Total Encumbrances: leave blank

Property Includes: this text blank area will print on the listing agreement and the purchase and sale agreement in the area titled, Other items that remain at no additional cost. Be very specific.

Property Excludes: this text prints on the listing agreement and the purchase and sale agreement in the area titled, Items that will not remain with the property. Be very specific.

Leased items: this information will print out on the purchase and sale agreement at the lines where leased items should be listed. Check the seller's Property Condition Disclosure to see if there are any leased items and enter them here.

Supplemental Info: not required

REMEMBER DO NOT CLICK ON Save and Exit at the bottom of the screen! You will be tempted to!

STEP 2 TRANSACTION DATES:

These fields of data are all self-explanatory. If you are listing a property you will fill in the listing dates so they will print on the form—if selling a property you will fill in the appropriate dates.

List Date: either type the information in this format mm/dd/yyyy or click on the calendar icon beside the field and choose the date on the calendar after it opens.

Expiration Date: Either type the information in this format mm/dd/yyyy or click on the calendar icon beside the field and choose the date on the calendar after it opens.

If you are filling in a Purchase and Sale Agreement, you will fill in these dates so they will print on your form(s):

Offer Date: Only prints on a Purchase and Sale Agreement form. Either type the information in this format mm/dd/yyyy or click on the calendar icon beside the field and choose the date on the calendar after it opens.

Offer Expiration Date: Either type the information in this format mm/dd/yyyy or click on the calendar icon beside the field and choose the date on the calendar after it opens.

Binding Agreement Date: You can come back and fill this information in after your offer is accepted. If you fill this date in, you can use it to create Tasks. Either type the information in this format mm/dd/yyyy or click on the calendar icon beside the field and choose the date on the calendar after it opens.

Offer Expiration Time: Use the drop down arrow in the field to choose hour and minute

Additional Deposit Date: Does not print on the form. Either type the information in this format mm/dd/yyyy or click on the calendar icon beside the field and choose the date on the calendar after it opens.

Closing Date: Either type the information in this format mm/dd/yyyy or click on the calendar icon beside the field and choose the date on the calendar after it opens.

Funding Date: Does not print on the TAR Purchase and Sale Agreement. Either type the information in this format mm/dd/yyyy or click on the calendar icon beside the field and choose the date on the calendar after it opens.


Possession Date: will automatically be the closing date due to the verbiage on the TAR Purchase and Sale Agreement. Either type the information in this format mm/dd/yyyy or click on the calendar icon beside the field and choose the date on the calendar after it opens.

Possession Time: Use drop down arrows to select time – ONLY USE IF POSSESSION DATE IS DIFFERENT FROM CLOSING DATE.


Under the Mortgage Dates heading:





Application Date: Does not print anywhere on the TAR Purchase and Sale Agreement. Either type the information in this format mm/dd/yyyy or click on the calendar icon beside the field and choose the date on the calendar after it opens.

Commitment Date: Does not print anywhere on the TAR Purchase and Sale Agreement. Either type the information in this format mm/dd/yyyy or click on the calendar icon beside the field and choose the date on the calendar after it opens.



Test 2

 Listing #123456
123 Elm Street, Cleveland



Wizard

Prev

Transaction Dates
Step 2 of 5

Next

| Transaction Dates | Mortgage Dates |
|-------------------------|------------------|
| List Date | Application Date |
| Expiration Date | Commitment Date |
| Offer Date | |
| Offer Expiration Date | |
| | |
| Binding Agreement Date | |
| Additional Deposit Date | |
| Closing Date | |

NOTES:

STEP 3 CONTACTS

At this point you will need to add all the participants in the transaction. In most listing instances you will need to have at least one seller (if you have more than one, add each one individually) and you will have you and your brokerage/firm. In most Purchase and Sale transactions you will have the following:

Buyer(s) – add each one individually

Seller(s) – add each one individually

Listing Agent

Listing Brokerage/Firm

Selling Agent (you)

Selling Brokerage/Firm

Each one of these participants must be added, individually and they do print on various places on the forms.

Test 2

Listing #123456
123 Elm Street, Cleveland

Wizard Prev Contacts Step 3 of 5 Next + Add

Crye-Leike, REALTORS
Selling Broker

Susan Barnette
Selling Agent

Save and exit

Click on the + Add icon in the top right to add contacts. This window will open:

Create new transaction contact

Add existing contact

Add yourself

Add contact from Google

Click on the appropriate link to add the appropriate contact.

If you click on Create a new transaction contact this window opens. Enter the information in each field under each Tab (NOTE: there are three screens of information: General, Preferred and Address) then click on the Save button in the top right. Once you have entered all the contacts, click on Next.

Close

Create transaction contact

Save

General

Preferred

Address

?

Type *

Contact

First Name *

Middle Name

Last Name *

Email

Professional

Company

Add to address book? ☒

STEP 4 FORMS

If you or your broker has created Transaction Templates, this section should already have the forms loaded for you. IF NOT - your screen will be blank and you will need to add forms. Click on the +Add icon at the top right and another window will open that will allow you to add forms.

Add Photo

Test 2

✓

Listing #123456
123 Elm Street, Cleveland

Prev

Forms
Step 4 of 5

Next

+
Add

Wizard

Crye-Leike - Affiliated Business Arrangement (Rev. 09/15) (M)

1/18/17 2:14 PM

Crye-Leike - Disclosure of Relationships (01/2015) (M)

1/18/17 2:14 PM

Crye-Leike - Buyer Representation Agreement - Exclusive Right to Buy (01/2015)

1/18/17 2:14 PM

Crye-Leike - Confirmation of Agency Status (Rev. 09/15) (M)

1/18/17 2:14 PM

Crye-Leike - Disclaimer Notice (01/2015) (M)

1/18/17 2:14 PM

Crye-Leike - Timing is Everything (M)

1/18/17 2:14 PM

Click on the folder of the forms bank that you wish to open and add forms to your transaction. It will then open the folder and allow you to add blank forms to your transaction.

The screenshot shows a window titled "Add forms to transaction" with a red "Close" button on the top left and a blue "Add" button on the top right. Below the title bar is a search bar with the word "Search" inside and a basket icon to its right. The main area contains a list of folders, each with a folder icon and a text label. The folders are: "2013 TAR Residential Forms", "2014 TAR Residential Forms", "2015 TAR Commercial Forms", "2015 TAR Residential Forms", "2016 TAR Commercial Forms", "2016 TAR Residential Forms", "2017 TAR Commercial Forms", "2017 TAR Residential Forms", and "Crye-Leike, REALTORS". A vertical scrollbar is on the right side of the list.

To add a form, click in the circle beside the form you want to add. Notice that the Basket icon at the top right will begin to populate with a number. At any time you can click on the basket icon and see which forms you have selected to be in your transaction.

The screenshot shows the same "Add forms to transaction" window. The search bar is empty. The list of folders is collapsed, and a new section titled "Back To Individual Forms" is visible. Below this, a grey bar indicates "Viewing 2017 TAR Residential Forms". The list now shows individual forms, each with a document icon, a text label, and a selection circle. The forms are: "RF 101 Exclusive Right to Sell Listing Agreement (Designated Agency)", "RF 102 Exclusive Right to Sell Listing Agreement (Seller Agency)", "RF 131 Lot/Land Exclusive Right to Sell Listing Agreement (Designated Agency)", "RF 132 Lot/Land Exclusive Right to Sell Listing Agreement (Seller Agency)", "RF 141 Exclusive Buyer Representation Agreement (Designated Agency)", "RF 142 Exclusive Buyer Representation Agreement (Buyer Agency)", and "RF 143 Non-Exclusive Buyer Representation Agreement (Designated Agency)". A vertical scrollbar is on the right side of the list.


When you have selected the forms you want, click on the Add icon on the top right. Once you have all the forms you need in your transaction, click on the Next button on the top right. You can always add or delete forms from a transaction UNLESS your broker has marked them as mandatory. If they are marked as mandatory, you cannot delete the form from the transaction.





STEP 5 DOCUMENTS


This step of the transaction will allow you to add other documents to the transaction.

For example in a Purchase and Sale transaction you may want to add the supporting documents (i.e. the Property Condition Disclosure, etc.) that the listing agent has on the MLS to the transaction.

Click on the + Add icon on the top left and another window will open.





 Listing #123456
123 Elm Street, Cleveland

Wizard

Prev

Documents
Step 5 of 5

Done






+
Add

Fax-Back Cover Sheet.pdf
Created: 1/18/17 2:14 PM
Modified: 1/18/17 2:14 PM

Close

Create New

Save



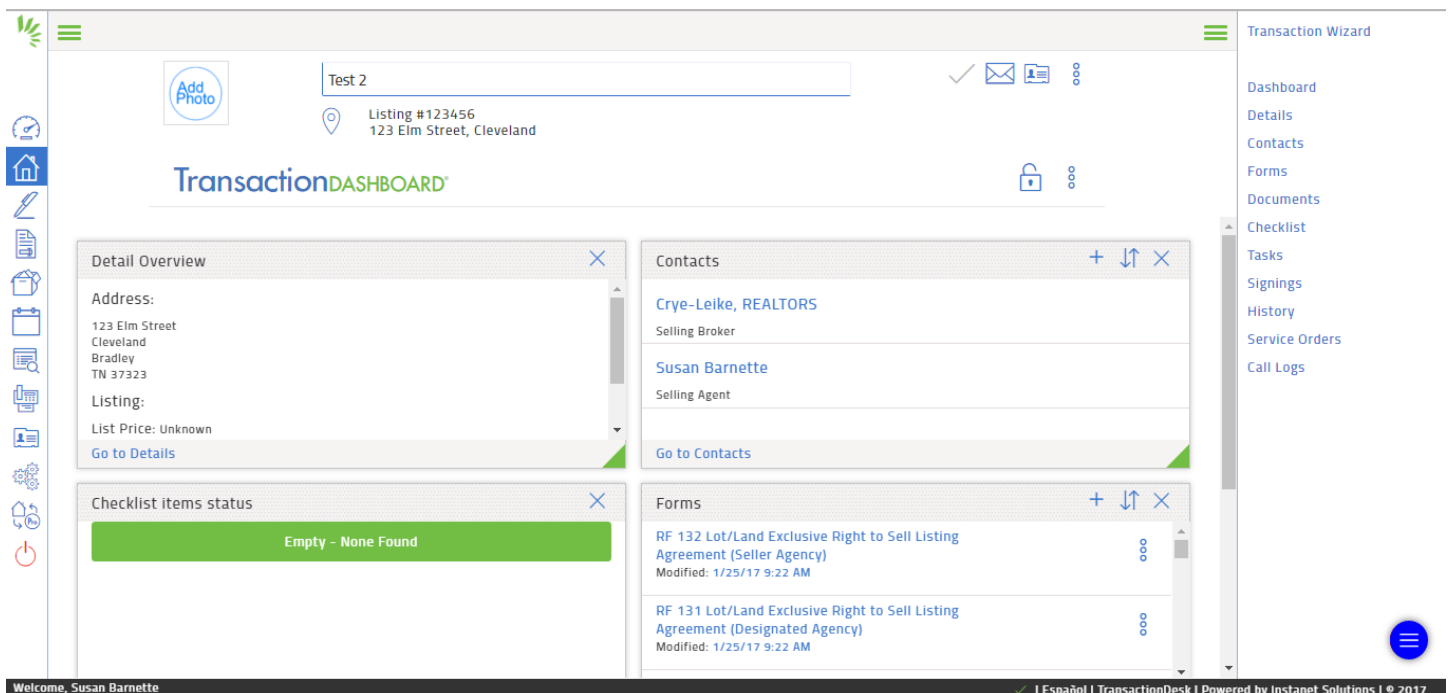
You can upload up to 20 files at once.

Drag & Drop files here or click to upload

You can either drag and drop the files or click on one of the icons.

Once you have completed adding the documents, click on Save and you will be returned to Step 5 screen.

At this point click on Done in the top right and you will be moved into the Transaction Dashboard screen.



Notice the items listed down the right side of the screen. These items are active links to take you back into each section of the wizard (steps) you just completed. There are also additional items/links listed that will allow you to keep track of other items.

Notice the items/icons on the left side of the screen. These items/icons take you out of your transaction. Pay attention to where you are in the program in order to reduce your stress level.

You can use Transaction Desk as little or as much as you want. It is a complete transaction management system. You can set up tasks, appointments—many, many things. It is your choice how/if you use it.

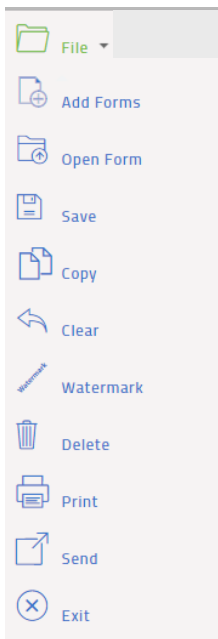
At this point you need to fill in the forms. In the forms widget box you will notice three (3) dots on the right of each form. Those three dots are your menu. When you click on the dots/menu your options will open. To fill out the forms, click on the Edit form option.



The screen will change and you are in the form editor section of the program.

Here you can fill out the forms and save them.

The options under the File tab are these:



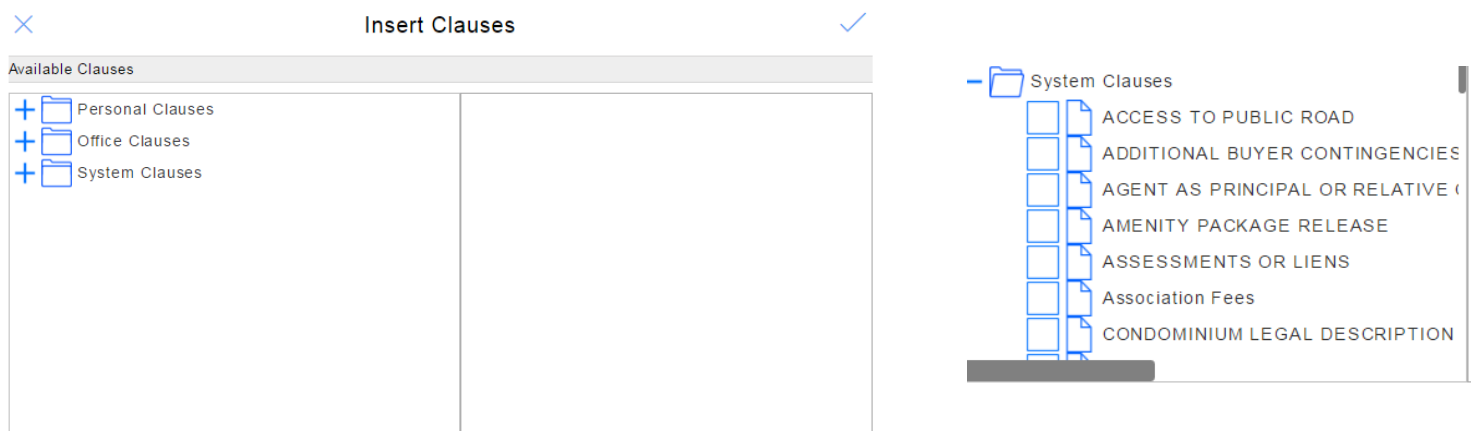
The options under the Fonts tab are these:



The options when you click on Transaction Forms icon are a list of all the forms in the current transaction. This allows you to select to edit another form without exiting the Form Editor part of the program.



The options under clauses are to add any of the Special Stipulations that are in the RF707 Special Stipulations language that TAR has provided for your use. Clause means Special Stipulation in Transaction Desk. When you click on the Clause button, the Clause section of the program will open. BUT...This will not open unless your cursor is in a section of the form that has multiple lines. In other words, if your cursor is on just a blank, it won't open. Click on the folder for the bank of clauses you want to open. The System Clauses are the Special Stipulations folder from TAR. Once you click on System Clauses it will open up the available clauses, choose your clause, it will populate in the box on the right so you can make sure it is the one you want, then click on the check mark on the top right and the program will insert the clause where your cursor was. Once inserted you can edit the language just like editing any other typed in information on the form.



The other icons are:



to go to a different page in the current document you are working on,



to zoom in or out,

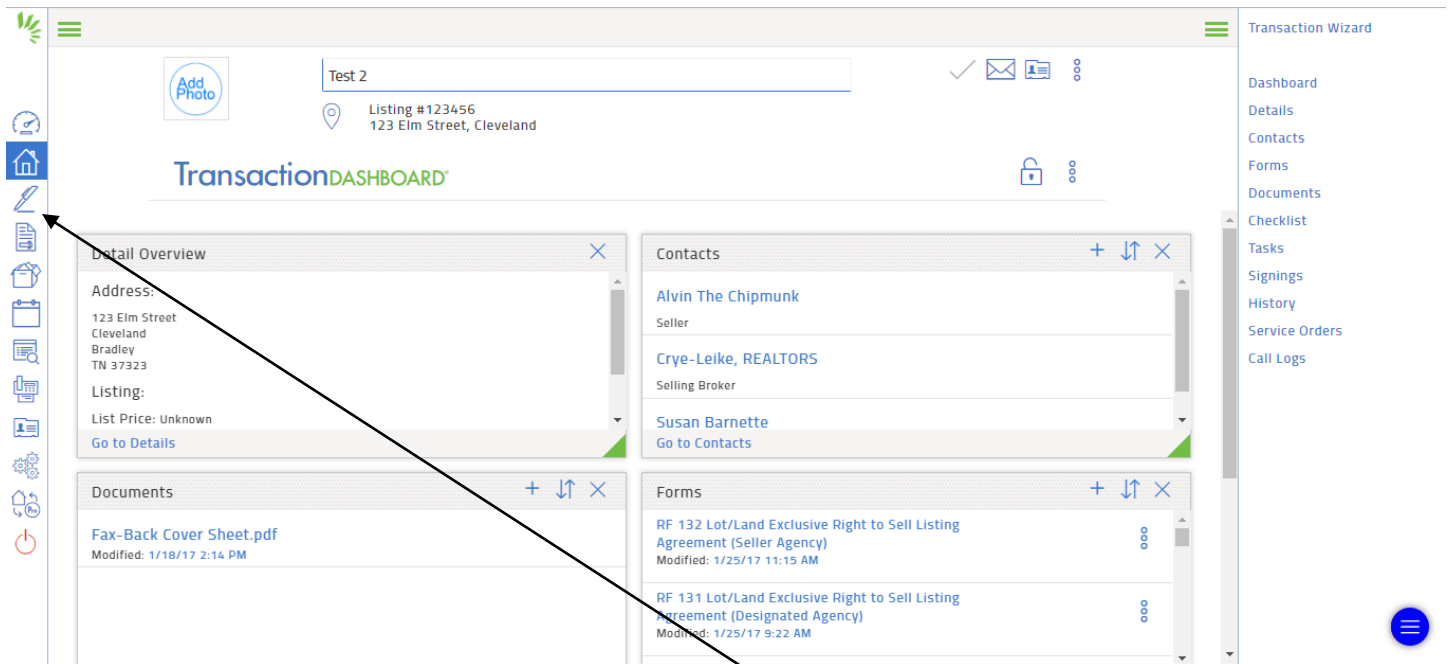


the get help and



to sign a document.

IF YOU ARE GOING TO SEND SEVERAL DOCUMENTS FOR SIGNATURE, **DO NOT DO IT HERE**. This allows for signature of one document at a time only.



This is your Transaction Dashboard.

To send documents for digital signature click on the signing icon This will open up the Authentisign portion of the program.

Click on the +Add icon in the top right, this window will open:

Close
Create Signing
Save

Signing Name *

Transaction optional

☒ Go to new signing?

You should name the signing so you know what it is and can identify it at a later date.


Once you have named it, and chosen which transaction it is - click on the Save button.

The screen will change to the steps in the Authentisign process:



The plus opens and the minus closes! 😊

A screenshot of the Authentisign web interface. At the top, there are navigation links: Signings, Settings, Support, Log Out, and TransactionDesk. Below these is a header bar with a minus icon, a green checkmark, and the text 'Step 1: Details'. To the right of this bar is the text 'Created: 8/4/2015 8:54:00 AM'. Below the header bar is a form with a label '* Signing Name:' followed by a text input field containing 'Test 1'. Below this is a section for 'Participant Order' with two radio button options: 'Sign In-line - Signing Participants sign in order.' (which is selected) and 'Simul-Sign - First come first serve.' Below this is a section for 'Advanced options:' with a plus icon. At the bottom of the form are three expandable sections: 'Step 2: Participants', 'Step 3: Documents', and 'Step 4: Design', each with a plus icon. A 'Start Signing' button is located at the bottom right of the form.A screenshot of the Authentisign web interface, showing the 'Step 1: Details' section. It includes a minus icon, a green checkmark, and the text 'Step 1: Details'. Below this is a form with a label '* Signing Name:' followed by a text input field containing 'Test 1'. Below this is a section for 'Participant Order' with two radio button options: 'Sign In-line - Signing Participants sign in order.' (which is selected) and 'Simul-Sign - First come first serve.'.

Step 1 –you will have click on the  to open the Advanced section. More than likely the ONLY time you will need to use this is when someone has sent you a document that already has a digital signing ID on it. The “normal” placing of a digital ID is the Top Left, so if you receive an offer that another agent has already used a digital signing tool with, that position on the paper will already have an ID number on it – so you need to move your Authentisign ID. Simply click on the drop down arrow beside “Authentisign ID Position” and choose Top Right.



Advanced options:

Expiration Date: ☒ Do not set an expiration date.

☐ Set this signing to expire on at 11:59 PM

Reminders: ☒ Do not send reminders.

☐ Send reminder in hour(s). Repeat reminder every hour(s).

Authentisign ID position:

- i. **STEP 2** – Add Participants click on the + to open. Choose from where you want to “get” the contacts to add them to the signing process. MOST of the time, you will use the contacts in your transaction, so you would select Transaction: (transaction name)

Cancel

Add Participants

Add New Participant

Transaction: Test 1

Add From Contacts

Add Yourself

When you click on the Transaction, this screen will open – showing all the contacts/participants you have in the transaction. The program will show the contacts in the “Type” that you have them entered into the transaction.

You will need to select the contacts who will participate in this signing by clicking in the box beside their name. This will expand the selection and you can make sure their “role” in the signing is properly selected. For example: If you need to sign anything, you would need to be a remote signer; if you do not you will be a reviewer. EVEN A REVIEWER HAS TO LOG IN AND REVIEW THE

DOCUMENTS OR THE PROCESS WILL NOT BE COMPLETE. Once you have selected the participants and assigned their role, click on the blue Add button.

Cancel
Transaction: Ooltewah Practice
Add

| <input type="checkbox"/> Name | Email | Type | Details |
|--|--------------------------|--------------------------|---------|
| <input checked="" type="checkbox"/> Susan Barnette | susan@susanbarnette.com | Reviewer - Selling Agent | |
| Type: <input type="radio"/> Remote Signer <input type="radio"/> In-Person Signer <input checked="" type="radio"/> Reviewer <input type="radio"/> CC Only | | | |
| <input checked="" type="checkbox"/> Woody Woodpecker | sbarnette7@gmail.com | Remote Signer - Buyer | |
| Type: <input checked="" type="radio"/> Remote Signer <input type="radio"/> In-Person Signer <input type="radio"/> Reviewer <input type="radio"/> CC Only | | | |
| <input checked="" type="checkbox"/> Wendy Woodpecker | susan@susanbarnette.com | Remote Signer - Buyer | |
| Type: <input checked="" type="radio"/> Remote Signer <input type="radio"/> In-Person Signer <input type="radio"/> Reviewer <input type="radio"/> CC Only | | | |
| <input type="checkbox"/> Buzz Lightyear | susan@susanbarnette.com | Remote Signer - Seller | |
| <input type="checkbox"/> Belinda Lightyear | susan@susanbarnette.com | Remote Signer - Seller | |
| <input checked="" type="checkbox"/> Terry Barnette | barnette.terry@gmail.com | Reviewer - Listing Agent | |
| Type: <input type="radio"/> Remote Signer <input type="radio"/> In-Person Signer <input checked="" type="radio"/> Reviewer <input type="radio"/> CC Only | | | |

After you click on the Blue Add button, the screen will change to this:

Add

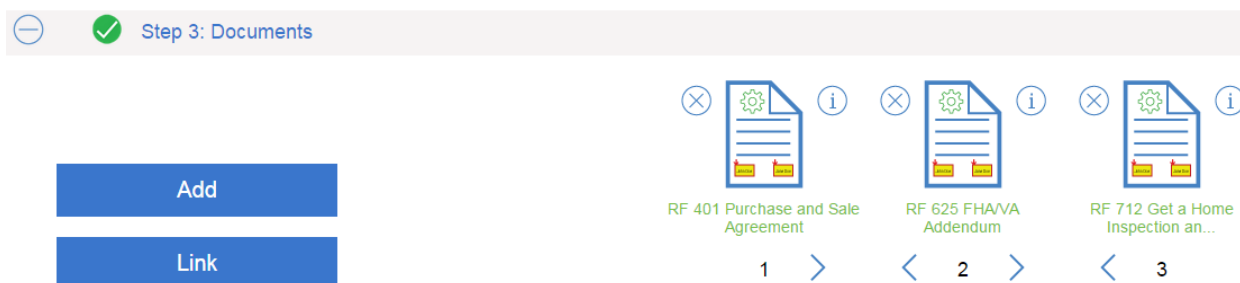
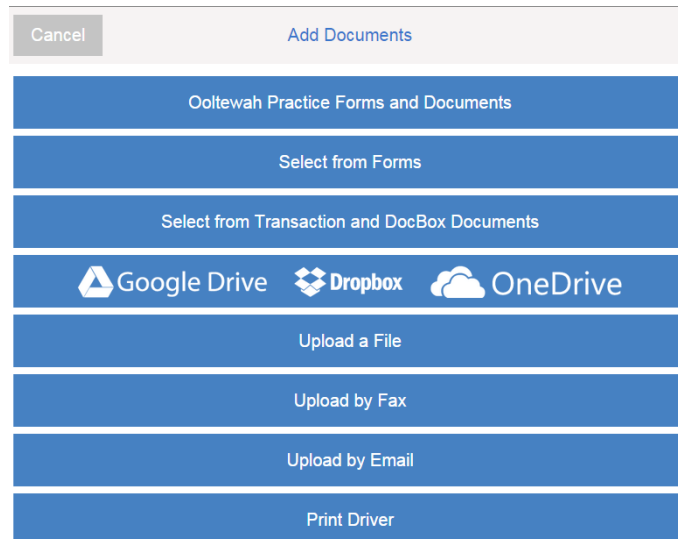
Susan Barnette
Selling Agent
1 >

Woody Woodpecker
Buyer
< 2 >

Wendy Woodpecker
Buyer
< 3

If you are signing in line, it might make a difference the order in which the each person receives the email to sign. Notice the blue arrows at the numbers in the screen shot above. You can move the signers around by clicking on the forward or the backward arrows in this section. Example using the above graphic: Signing in line, you want to review the signing before it gets to the 1st buyer for signature, so you are a signer in #1 position means you will see the document 1st and be able to make sure everything is in the right place. If you are a reviewer only, put yourself in 1st position and you will also get to see it first to make sure it is all in the proper order.

- ii. **STEP 3** – Documents. Click on the + icon to open and you will see the documents that you selected to sign. IF YOU DID NOT GET INTO AUTHETISIGN THE WAY THESE DIRECTIONS ARE WRITTEN, YOUR DOCUMENTS MAY NOT BE THERE AND YOU MAY SEE A DIFFERENT SCREEN (see below). You can always add documents by clicking on the Add button on the left. You will have several options of “places” to get documents from. Simply click on the location you need to get the document from.



Notice in this example you can move the documents around by clicking on the forward and back arrows.

- iii. **STEP 4** – Design. Click on the + icon to open. The program will load the forms you have selected so that you can place the signing blocks in place. Screen will say “Preparing ___ page Document” - then will open to page one of the 1st document.

Back

Step 4: Design
 Ooltewah Practice

Next

**CRYE-LEIKE,
REALTORS®**

PURCHASE AND SALE AGREEMENT

1. **Purchase and Sale.** For and in consideration of the mutual covenants herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the undersigned buyer Woody Woodpecker ("Buyer") agrees to buy and the undersigned seller Buz Lightyear ("Seller") agrees to sell all that tract or parcel of land, with such improvements as are located thereon, described as follows:

All that tract of land known as: 1234 Main Street (City), Tennessee, 37363 (Zip), as recorded in (Address) Ooltewah County Register of Deeds Office, 5678 deed book(s), 1234 page(s), and/or Instrument number and as further described as:

TAX ID# 01211.0012 LOT# 12 SUBDIVISION: Ooltewah's Best together with all fixtures, landscaping, improvements, and appurtenances, all being hereinafter collectively referred to as the "Property."

A. **INCLUDED** as part of the Property (if present): all attached light fixtures and bulbs including ceiling fans; permanently attached plate glass mirrors; heating, cooling, and plumbing fixtures and equipment; all doors, storm doors and windows; all window treatments (e.g., shutters, blinds, shades, curtains, draperies) and hardware; all wall-to-wall carpet, range; all built-in kitchen appliances; all bathroom fixtures and bathroom mirrors; all gas logs, fireplace doors and attached screens; all security system components and controls; garage door opener and all (at least 2) remote controls; an entry key; swimming pool and its equipment; awnings; permanently installed outdoor cooking grills; all landscaping and all outdoor lighting; mailbox(es); attached basketball goals and

Signers: Susan Barnette ▼

Drag & Drop
 Markup
 ZOOM
 Page (1 / 13)
 Layouts
 Options

NOTE: Take note of the setup of the page. Form usually on the right with navigation tools usually on the left. You can scroll up and down each page of the document to get to each signing blank. Take note of which signer you are placing signature blanks for. The name is in a blue box in the top right corner and you can change signers by clicking on the drop-down arrow beside the name and clicking on the next person you want to set signing up for.

Signers: Susan Barnette ▼

Susan Barnette

Woody Woodpecker

Wendy Woodpecker

NOTE: Take note of the icons on the right of the screen. You will be using these.

Drag & Drop – is where you get the signing tool to add signing blocks to the documents.

Markup – allows you to “mark” the documents and add text boxes to the documents.

Zoom

Page will take you to a specific page in the document(s).

Layouts will allow you to set up a “template” of signing blocks.

Drag & Drop

Markup

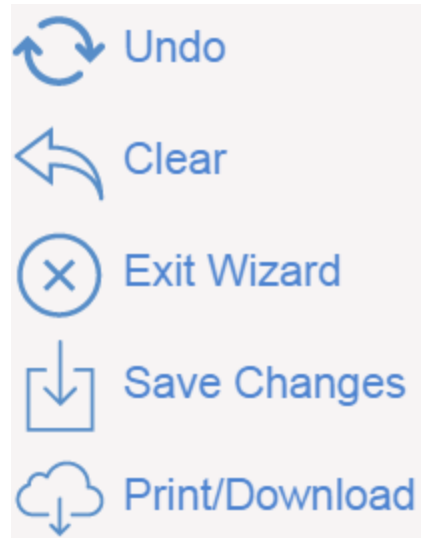
ZOOM

Page (1 / 13)

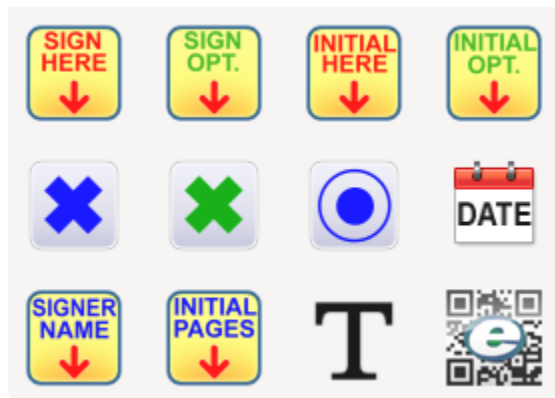
Layouts

Options

Options give you these:



Drag & Drop Icons:



Markup Icons:



To add a signature block, click on Drag & Drop, click on and drag the Sign Here icon to the blank you want the signature block at. Continue to do this for each signature block.

If you want to add a date and time stamp to fill in, right click on the signature block and scroll down and select the item you want to place then click on it and drag it to the appropriate blank.

When you have finished placing all signature blocks click on the blue Next button on the top right. The program will prepare the documents to send.

You will see this box when the documents are ready to send:

From this point you can customize emails and send the invitations for participants to sign.

Click to customize and you will see this:

Cancel

Customize Email(s)

Save

Susan Barnette:

Remote Signer

susan@susanbarnette.com

Subject:

Message:

Woody Woodpecker:

Remote Signer

sbarnette7@gmail.com

Subject:

Message:

Wendy Woodpecker:

Remote Signer

susan@susanbarnette.com

You will be able to send a custom email to each person if you wish. Click on Save when finished.

You will see this when the emails have been sent:

OK

The Authentisign invitations were successfully sent!



Ooltewah Practice

Status: View Progress Associated Transaction: Ooltewah Practice

Modified: 8/4/2015 11:14:01 AM Created: 8/4/2015 9:24:06 AM



GCAR Test 2 - 4-24-15

Status: Complete Associated Transaction: GCAR Test 2 - 4-24-15

Modified: 4/24/2015 3:00:50 PM Created: 4/24/2015 2:37:40 PM



This is the main screen of Authentisign. You can monitor what is going on from here.

Note the icons:



This icon means the signing is in process.



This icon means the signing process is complete.

When the signing is complete, you can get your certificate by clicking on the signing in the list and opening it. Then note the certificate icon at the top of the page. Click on it and then click on View as PDF and it will open so you can save it or print it.

