


The Electronic Transaction

Getting Paperless signatures with zipLogix Digital Ink™

Presented By: Cassandra Davis



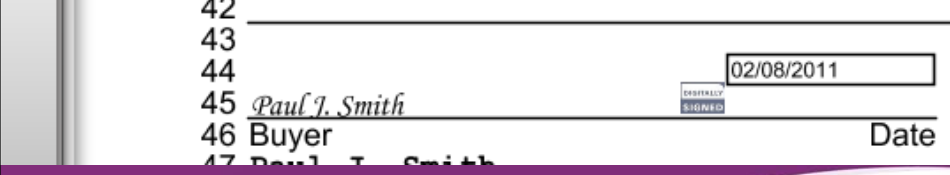
www.ziplogix.com/digitalink

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Notes:


Click to sign: Benefits

- Save paper and time
- Reduce, even eliminate signing mistakes
- Protect buyer and seller's confidential data
- Instantly track the status of every transaction
- Automatic routing of documents to each signer
- Easily save and file electronic copies
- Faster closings



42 _____
43 _____
44 _____
45 *Paul J. Smith* _____
46 Buyer _____ Date
47 Paul J. Smith _____

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Easy-to-Use

1. Send contracts to be signed directly from zipForm® 6 Professional
2. Choose the order for signing
3. Participating parties click to sign documents
4. Track progress from zipForm® 6 Professional

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Notes:

zipLogix Digital Ink™

zipLogix Digital Ink™ works from within your zipForm® 6 Transaction

1. Open the forms
2. Click the eSign option on the File menu

The screenshot displays the software interface with a menu bar containing 'HOME', 'FORMS', and 'LANGUAGE'. Below this is a standard menu bar with 'File', 'Edit', 'Tools', and 'Help'. The 'File' menu is open, showing options: 'NEW TRANSACTION', 'TEMPLATE', 'OPEN', 'CLOSE', 'SAVE', 'SAVE AS PDF', 'PRINT', 'EMAIL', 'FAX', 'eSign', and 'MENU HELP (FILE MENU)'. The 'eSign' option is highlighted with a blue box and a blue arrow pointing to it. Below the menu bar, the document title is '_COVER - .Transaction Cover Sheet'. The status bar shows '1 / 4' and 'Scale Width'. A text box with a blue border and arrow points to the 'eSign' option, containing the text: 'Click here to send documents to be signed'. The bottom right corner features the 'ziplogix digital Ink' logo.

Prepare for Signing

eSign Selection

Choose what to sign

- COVER - Transaction Cover Sheet
- AAP - Additional Provisions Addendum
- LBPD - Lead-Based Paint Disclosure
- SLC - Standard Listing Contract
- COVER - Cover Sheet
- CO - Counter Offer

Your name: Cassandra Davis

Your email address: training@ziplogix.com

Message for parties: Your documents are ready to sign.

Order of party notification:

Please note: zipLogix Digital Ink™ follows a sequential signing process. Signers will NOT receive an email until the party that precedes them has finished the signing process.

Enable/Disable All

<input type="checkbox"/>	Role	Email	First Name	Middle Name	Last Name	Verify ID(\$)
<input checked="" type="checkbox"/>	Buyer One	cassandrad@car.org	Paul	J.	Smith	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Buyer Two	cdavis@ziplogix.com	Jane		Buyer	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Listing Agent	training@ziplogix.com	Cassandra		Davis	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Listing Broker		Betty		Broker	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Seller One	cdavis@ziplogix.com	Adam		Seller	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Seller Two	cdavis@ziplogix.com	Betty		Seller	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Selling Agent	training@ziplogix.com	Andy		Agent	<input type="checkbox"/>

Selected documents will be sent to the selected service. Depending on the documents and the service, parties will be notified or you will be automatically taken to the service web site.

Click for Advanced editing (such as adding outside documents)

By clicking Send, I agree that I have previewed all the documents and that I have kept only the signature and initial fields which are applicable to this transaction for the selected signers.

Notes:

zipLogix Digital Ink™

zipForm - 123 Signa Way | **Suspended - Editing Allowed**

Transaction Controls:

Party Data:

ID	Role	Name	Registration	Transaction Status	
P01	Buyer One	Paul J. Smith	Authenticated	Action Required	<input type="button" value="SIGN"/> <input type="button" value="REMOVE"/> <input type="button" value="EMAIL"/>
P02	Buyer Two	Jane Buyer	Authenticated	Action Required	<input type="button" value="SIGN"/> <input type="button" value="REMOVE"/> <input type="button" value="EMAIL"/>
P03	Listing Agent	Cassandra Davis	Authenticated	Action Required	<input type="button" value="SIGN"/> <input type="button" value="REMOVE"/> <input type="button" value="EMAIL"/>

Documents:

Title	Status	
Additional Provisions Addendum	Action Required	<input type="button" value="VIEW"/> <input type="button" value="EDIT"/> <input type="button" value="REMOVE"/>
Lead-Based Paint Disclosure	Action Required	<input type="button" value="VIEW"/> <input type="button" value="EDIT"/> <input type="button" value="REMOVE"/>
Standard Listing Contract	Action Required	<input type="button" value="VIEW"/> <input type="button" value="EDIT"/> <input type="button" value="REMOVE"/>
Counter Offer	Action Required	<input type="button" value="VIEW"/> <input type="button" value="EDIT"/> <input type="button" value="REMOVE"/>

Click Activate to start the signing process

These are your signers

Tip: Hover over action required to see a list of documents this person will sign

Documents to be sent for signing – click to edit signing areas

Editing a Document

Click a party name to see or edit their signatures or initials

Click and drag to add initials, signatures, text, or check boxes

Click and drag to reposition a signature

Notes:

Add a Document

Click Add Document to browse for a PDF file

NOTE: Only PDF documents can be added for signing in zipLogix Digital Ink™

Send for Signatures

The screenshot shows the 'zipForm - 123 Signa Way' interface in a 'Suspended - Editing Allowed' state. A modal dialog box is centered on the screen with the text 'Do you want to Activate Transaction?'. Below the text are two buttons: a green 'YES' button and a red 'NO' button. A blue arrow points from a text box below to the 'YES' button. The background interface includes a 'Party Data' table with columns for ID, Role, and Name, and a 'Documents' section with a table of document titles and actions.

ID	Role	Name
P01	Buyer One	Paul J. Smith
P02	Buyer Two	Jane Buyer
P03	Listing Agent	Cassandra Davis

Title	Status
Additional Provisions Addendum	Action Required
Lead-Based Paint Disclosure	Action Required

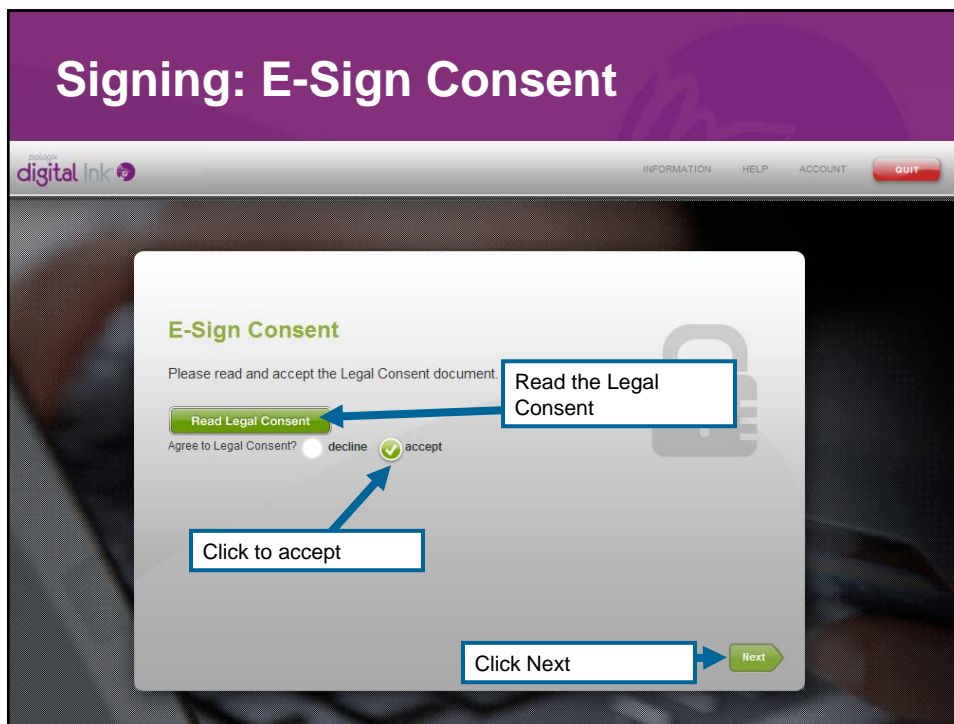
Notes:

Signing Documents

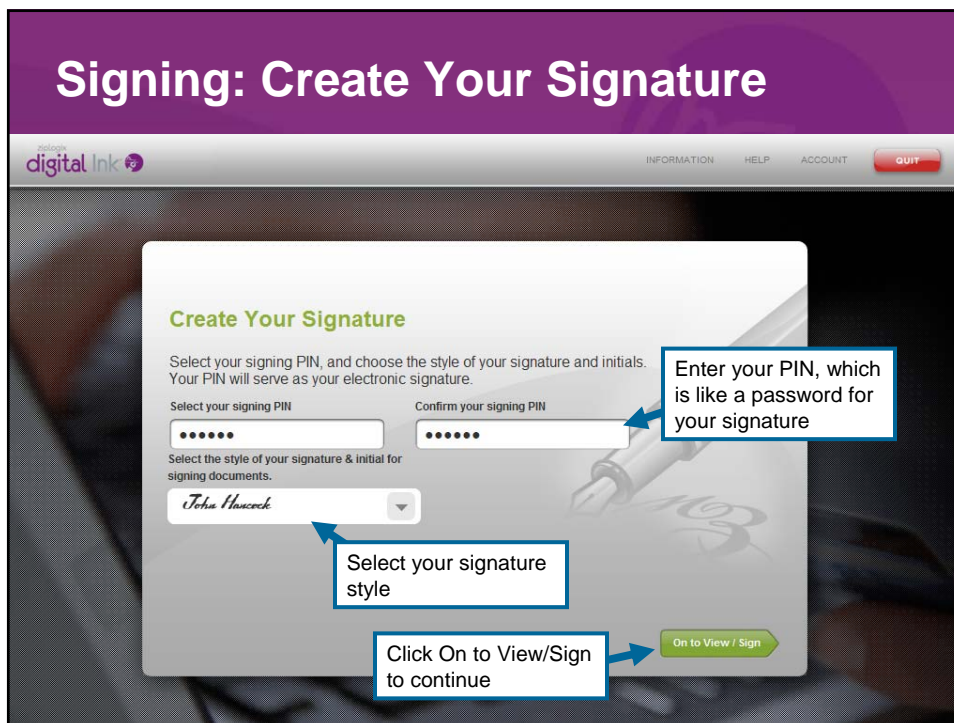
The screenshot shows the zipLogix Digital Ink interface with a large 'Let's Get Started!' overlay. Below the text are three links: 'Log In', 'Create Your Signature', and 'View/Sign Documents'. A green 'START' button is positioned below these links. A blue arrow points from a text box below to the 'START' button. The background is a blurred image of a hand holding a pen over a laptop keyboard.

Log In Create Your Signature View/Sign Documents

START






Notes:



Signing: View/Sign Documents

Your list of documents to be signed appears

View/Sign Documents

zipForm - 123 Signa Way	Status	Action
 Additional Provisions Add... VIEW PARTICIPANTS	Action Required	Sign once
 Lead-Based Paint Disclosu... VIEW PARTICIPANTS	Action Required	Sign once
 Counter Offer VIEW PARTICIPANTS	Action Required	Sign once

Click Next to start signing

[Next](#)

Notes:

Signing: Click to Sign

digital ink

INFORMATION HELP ACCOUNT [quit](#)

DOCUMENT TITLE: **Additional Provisions Addendum** [Remove All Signatures](#) [Save all signatures](#) [cancel](#)

Action : Sign once

Click the <Tab> key to go directly to the next signature or initials on this document.

< 1 of 1 >

List Key Tools

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45 [Click Here to Sign](#) _____
46 Buyer _____ Date Seller _____ Date
47 Paul J. Smith _____ Adam Seller _____
48 _____
49 _____
50 Buyer _____ Date Seller _____ Date
51 Jane Buyer _____ Betty Seller _____
52
53 **NOTE:** Any performance which is required to be completed on a Saturday, Sunday or a Holiday can be
54 performed on the next business day.

Signing: Save All Signatures

When done reviewing, click Save all signatures

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INFORMATION HELP ACCOUNT **QUIT**

DOCUMENT TITLE
Additional Provisions Addendum

Remove All Signatures **Save all signatures** **cancel**

Action : Sign once

Click the <Tab> key to go directly to the next signature or initials on this document.

< 1 of 1 >

Intent to Sign

I am P. Smith, and I agree to be legally bound by ALL of the marked signatures.

Sign

Check the Intent to Sign box

Click Sign to finalize all signatures

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45	Unsign	SIGNED DATE			
46	Buyer	Date	Seller	Date	
47	Paul J. Smith		Adam Seller		
48					
49					
50	Buyer	Date	Seller	Date	
51	Jane Buyer		Betty Seller		
52					
53	NOTE: Any performance which is required to be completed on a Saturday, Sunday or a Holiday can be performed on the next business day.				
54					

Notes:

Signed Document

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INFORMATION HELP ACCOUNT **QUIT**

DOCUMENT TITLE
Additional Provisions Addendum

close

Action : Complete

< 1 of 1 >

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44		02/08/2011			
45	Paul J. Smith				
46	Buyer	Date	Seller	Date	
47	Paul J. Smith		Adam Seller		
48					
49					
50	Buyer	Date	Seller	Date	
51	Jane Buyer		Betty Seller		
52					

Review or Download Signed Forms

The screenshot shows the software interface with a menu bar (File, Edit, Tools, Help) and a toolbar. A callout box points to the 'Check Status' button in the toolbar with the text: "Click to check status". Another callout box points to a 'View Status' button in a 'Signature Status' dialog box with the text: "Select the date documents were sent for signatures, and click View Status". The dialog box contains a 'List of submissions' table:

Date	Time
Tue Feb 08	15:47:27 PST 2011
Mon Feb 07	14:24:30 PST 2011
Mon Feb 07	12:59:36 PST 2011
Mon Feb 07	12:41:06 PST 2011
Thu Jan 20	14:26:47 PST 2011
Tue Jan 18	10:36:08 PST 2011
Mon Jan 17	11:39:51 PST 2011
Thu Jan 13	12:21:26 PST 2011

Below the list, it shows 'Forms included in submission':

- Additional Provisions Addendum
- Lead-Based Paint Disclosure
- Standard Listing Contract
- Counter Offer

Notes:

Review Documents and Signatures

The screenshot shows the 'zipForm - 123 Signa Way' interface. A callout box points to the 'Suspend' button with the text: "Click Suspend to make changes or add documents". Another callout box points to the 'Action Required' status in the table with the text: "Hover to see Documents signed or needing signatures". A third callout box points to the 'VIEW' button in the 'Documents' panel with the text: "Click VIEW to view or save documents".

ID	Role	Name	Registration	Transaction Status
P01	Buyer One	Paul J. Smith	Authenticated	Action Required
P02	Buyer Two	Jane Buyer		Required
P03	Listing Agent	Cassandra D		Required

Documents

Title	Completion	Status
Additional Provisions Addendum	-Complete	Complete
Lead-Based Paint Disclosure	-Complete	Complete
Counter Offer	- Sign once	Action Required

Email a Signer

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zipForm - 123 Signa Way Running

Transaction Controls Suspend Cancel

Party Data Add Parties

Search:

ID	Role	Name	Email Address	
<input checked="" type="checkbox"/>	P01	Buyer One	Paul J. Smith	cassandrad@car.org
<input type="checkbox"/>	P02	Buyer Two	Jane Buyer	cdavis@ziplogix.com

SELECT ALL CLEAR ALL

Subject

Message

Include a pickup link with message

SEND

Click SEND

Enter email message

Select the signer you are emailing

Include signing link on this email

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Notes:

Thank You

www.zipLogix.com/digitalink

Sign in at:

www.zipFormOnline.com

Support.zipLogix.com

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