Authentisign
Electronic Signature Service

Authentisign automatically applies signature/initial blocks to most forms that are selected from Transaction Desk. Scanned forms or additional documents that are uploaded into Authentisign will not have the signature and initial blocks applied automatically. By using Authentisign's easy "drag and drop" feature, you can quickly add signature/initial blocks to any document. You can also save the placement of multiple blocks on a particular scanned form or document and automatically add that "layout" of blocks as a group when using the form or document in a future signing.

▷ **Add a Signature or Initial Block**

1 Click or tap the signer's name in the blue box located in the upper right to view a list of all of the signers added in Step 2. Select a signer to add a block for their name.

2 Click or tap the "Drag & Drop" option to open the available signature and initial blocks.

3 Drag the block of your choice into position on the form.

4 Use the navigation tools to change the zoom scale of the document for easier viewing.

Once you have placed the block on your document, you can right click on it (or hold your finger down on it using a mobile device) and select the "gear" icon for additional options.
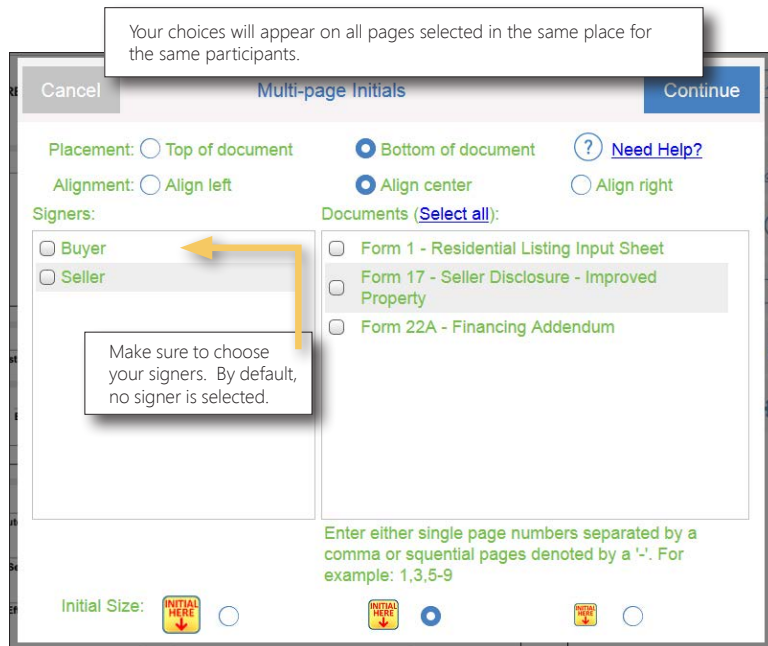
- Change Signer

- Add a date stamp and then drag or resize it as necessary.

- Add a name block to add the signer's printed name under the signature block.

- Delete
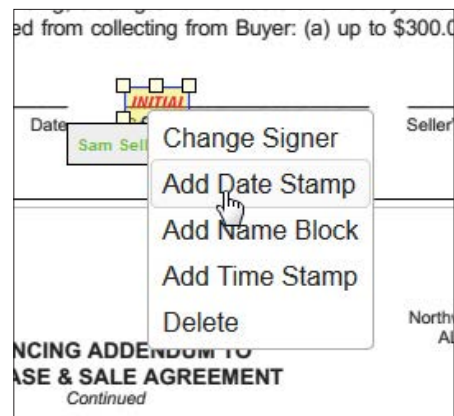
▷ Add Initial Blocks to Multiple Pages

Many forms have the need for initial blocks on multiple pages for multiple participants. Create initial blocks all at once using this efficient tool.

- Select on the [INITIAL PAGES] icon to access the Multi-page Initial options screen.

- Choose the placement, alignment, signers, documents and pages, and block size.

- Select "Continue" and the pages will reload with the initials blocks on the page(s) according to the options chosen.

- Once they are loaded, you can delete any blocks you don't need, move the blocks around to your liking, or add additional options (right click on block to activate options) as you would to a signature block.

Your choices will appear on all pages selected in the same place for the same participants.

Make sure to choose your signers. By default, no signer is selected.

▷ Markup Tools

A variety of drawing tools are available in the "Markup" section. Every annotation has properties associated with it, where you can change the color, border, or delete the object. Select the "gear" icon with your mouse (or hold your finger down on it using a mobile device) on the object placed to access the properties and delete options.

Ellipse Annotation
Add an ellipse to highlight part of the document.

Highlighter Annotation
Highlight text on the documents.

Line Annotation
Draw a straight line on the document.

Free Hand Annotation
Draw a shape of your choice on the document.

Rectangle Annotation
Add a rectangle to highlight part of the document.

Text Annotation
Add a text box and enter text on the document.
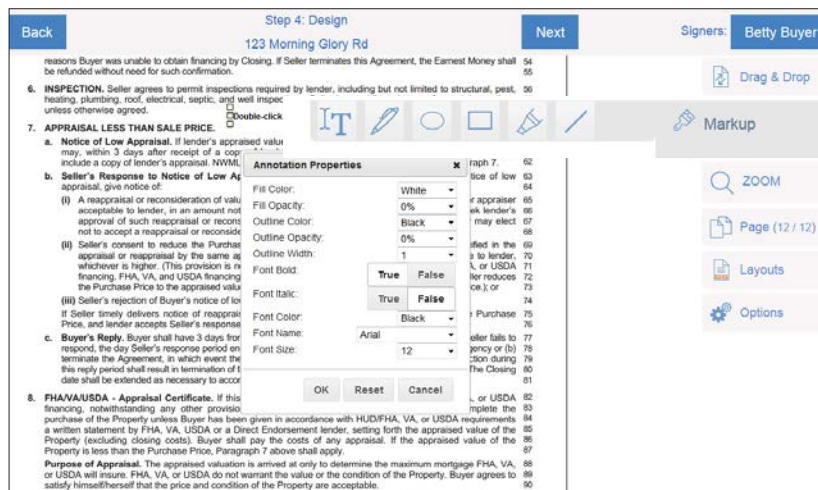
▷ Layouts

If you commonly add a scanned form or upload a commonly used company document to electronic signings, you can save the placement of the signature, initial, and date blocks to use again in the future.
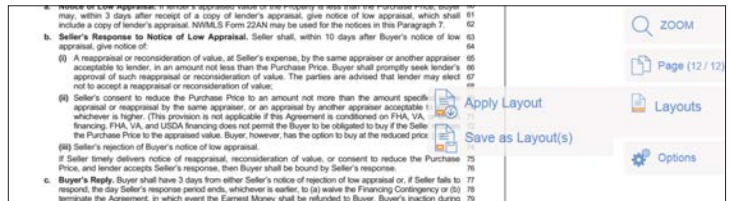
To save a "Layout" for future use:

- Apply signature/initial blocks to your uploaded document(s) and then select "Layouts"

- Choose "Save as Layout(s)"

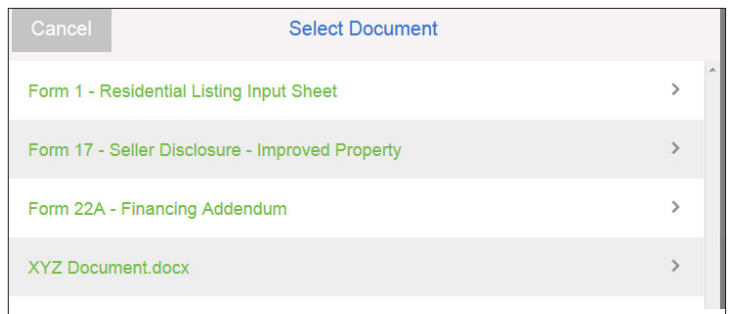- Select and name the layout and click "Save"
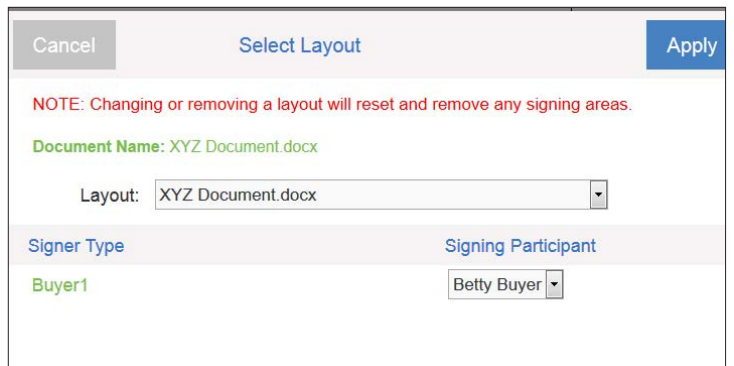
To apply a "Layout" to a form/document:

- Select "Layout"

- Choose "Apply Layout"

- Select your document

- Choose the saved layout from the drop down

- Confirm the signers are correct, and then click "Apply"

▷ **Options**

⟲ Undo
Clear the last block added or the last change made.

↩ Clear
Clear all signature blocks. If you have templates applied, this will also clear the entire template from your form. Return to Step 3 (Add Documents) to add the template again if desired.

⊗ Exit Wizard
Return to the Authentisign home page to access another signing.

⤓ Save Changes
Save your recent design updates.

☁ Print/Download
Print or Download the document.