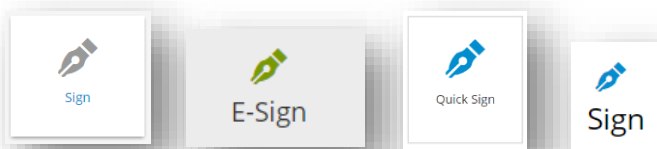


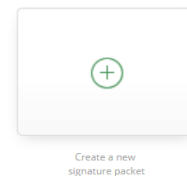


zipLogix Digital Ink® is the digital signature solution designed for the real estate professional. The latest upgrade to the platform allows members to assign signature tasks easier than ever before.

Get forms signed:



1. Click on any of the **Sign** buttons above to begin the signature process
2. Follow on-screen instructions and click on **Create a new signature packet**



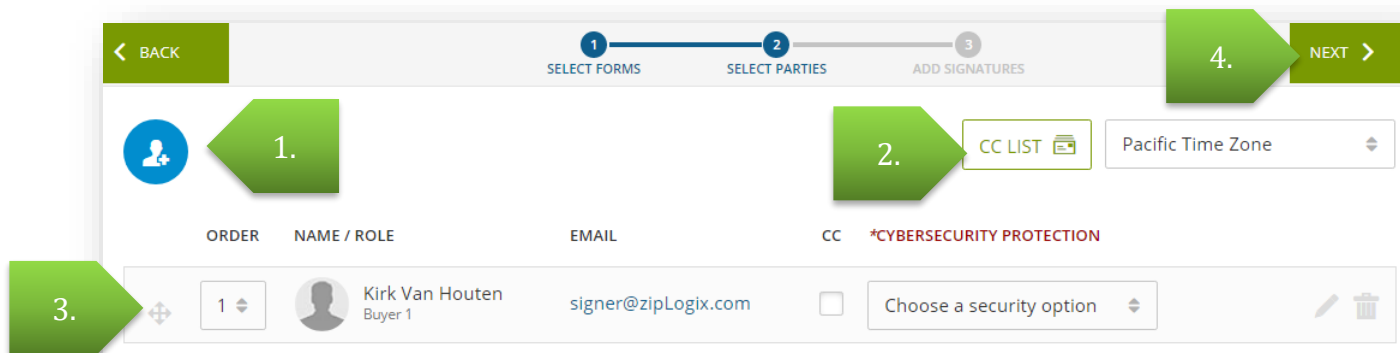
Select Forms (to sign):

1. Name the Signature Packet, choose a Signing Service, and choose a return folder for the signed forms.
2. Choose forms from within the Transaction (or browse your computer) to sign. Click **Next** when ready.

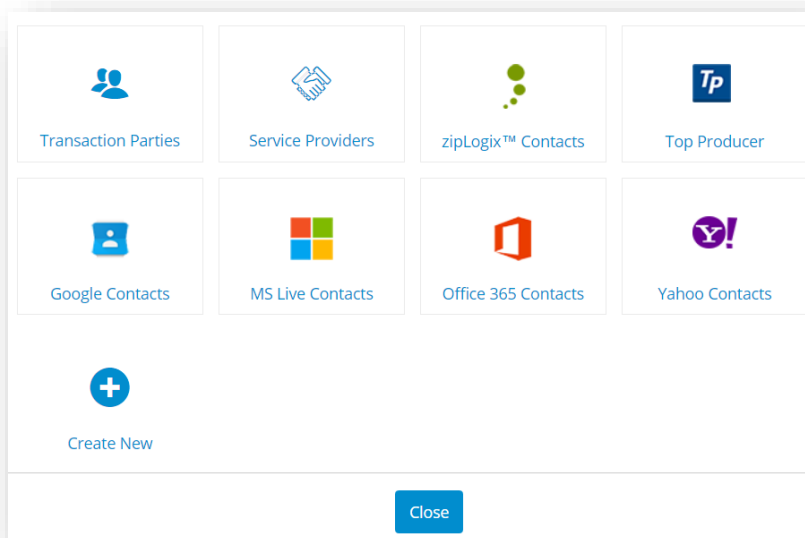


Select Parties:

Add signers during the **Select parties** step to set up the list of people who will be signing or otherwise authorizing these forms. Each signer will be required to perform an action on at least one page of the **Signature Packet**.



1. Click on the **Add Parties** icon to choose a contact list and recipients.



TIP: Pre-Tags

It is ideal to select signers from Transaction Parties. The recipients automatically duplicate over from the Parties Tab and forms. zipForm® will automatically tag the contracts found in zipForm® for these signers indicating where to sign. This includes signature fields, initials, checkboxes, and some text fields.

2. Add a TC (or anyone else) to automatically receive documents once all parties have signed.
3. Adjust the order of signers (they are emailed sequentially by default), add PDF attachments to follow-up emails with the CC checkbox, add extra security, or edit/delete this signer all from this row.
4. Click **Next** when ready.

TIP: Email Addresses

Emails can be the same for multiple parties. Individuals will always be emailed and referred to in each email specifically by name. Each signature request is also password protected.



HELP! The **Guided Help** tool is available while logged in to zipForm® Plus and will guide users step-by-step through common processes like creating Transactions, setting up Checklists, or requesting signatures. Click on the green button in the bottom right corner of zipForm® Plus to launch **Guided Help**.

Guided Help

Cybersecurity Protection

Agents can add an extra layer of security by using the **SMS Authentication** (a text message code will be sent to parties when it is their turn to sign). This is an add-on service.

Add Signatures

This is the last step before sending out signature requests to signing parties. Agents can drag and drop digital tags onto the forms where parties will click to sign or initial. To assign signatures to a form:

1. Toggle between signers and the documents they will be signing

2. Add Signature/Task tools: Drag and drop tasks (Signature, Initial, etc) onto the form itself

3. Resize or otherwise edit signature fields, initial fields, and others with the controls above each

4. Send this email request for signatures, save your work, or quit this request.

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2. Add Signature/Task tools: Drag and drop tasks (Signature, Initial, etc) onto the form itself
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Check Status

After sending a request for digital signatures, users will see the Check Status page. Revisit this page by clicking the **e-Sign** button and then **View Details**. Use the **E-Mail** button(s) to send reminders/links for signing. Click **View History** to see details on the signature requests. Click **Download All** to access a detailed audit trail, click **View** to see a specific form, or click **Download** to see the forms and any signatures already added.

Signature Packet Modify Cancel Close Running

[View History](#)

Order	Name	Status	
1	Steve Rogers	Action Required	Email

Document Name

.Residential Purchase Agreement - 12/15 [View](#) [Download](#)

[Download All](#)