



zipLogix Digital Ink® 2.0 Quick Tips

Summary

Understand how to build an e-Sign packet with zipLogix Digital Ink® 2.0 (powered by Authentisign).

Steps

1. Open any transaction inside zipForm[®] Plus. Click "E-Sign" on the right-hand launch pad.

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View all signature packets	Street Address		City	below to see most recent entries.
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	Subdivision	School District	Municipality	
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2. Click "New" to create a new signature packet.

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 ▲ BACK ③ New ③ Use Template ○ Delete 	Click 'New' To Send Document	s For Signature. (Click On An E	xisting E-Signa	ature Packet To View Status Details.	
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There are no e-signature packets to display.	⑦ Click here for help with sending a	signature packet.				
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3. Select documents to send for signing.

Doo Selec	cuments To Sign It the forms or documents to sign or use Upload to add from an external source	Add external document +
	OCUMENT	COMPLETION DUE
	- Archive	
	Buy-Sell Agreement (Residential) - 3/17 - [BUYSELL]	
	Cover Sheet - [COVER]	
	Buyer's Estimated Costs - [TBUYERN]	
e		
	Close	

4. Once documents are selected, verify your signing service is "zipLogix Digital Ink[®] 2.0" and select "Next" in the upper, right-hand corner.

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🗙 васк	SILECT FORMS SELECT PARTIES ADD SIGNATURES	NEXT >
	Packet Name: Signature Packet 1	
	Signing Service: zipLogix Digital In M® 2.0 (Po.#) Return folder (optional): Choose a folder for returned signed documents to go into automatically What is this? Choose a folder for returned signed documents to go into automatically	
	Document to include Completion Due	
4	Buy - Sell Agreement - [BUYSELL]	
REALTORS	THIS FORMS SOFTWARE AND TEXASACTION MANAGEMENT SOLUTION IS BROUGH TO YOU BY THE NATIONAL ASSOCIATION OF BEALTORS® TErms Accessibility Privacy Support TM & © 2020 ciplicity Priva	Guided Help



- zipForm Plus × Google Contacts Microsoft Contacts Vahoo Contacts Create New Top Producer <u>12</u> 2ipCRM® Contacts • Transact Parties zipLogixTH Contacts Sort \$ FIRST NAME* MIDDLE NAME LAST NAME ROLE* E-MAIL* COMPANY * Bob Buyer Buyer One td2020@gr • 🔒 Buyer One Signing Representative 0 Buyer Two Buyer Two Signing Representative • 👤 Seller One Seller One Signing Representative • Seller Two
- 5. Select any signing parties to send documents.

6. Once the parties are selected, click the "Next" icon.

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	1‡	Robert Buyer Buyer One			SMS Authenticat	tion Off	÷			/ #

7. From the signing editor, choose the best option (by **left** clicking) that fits the purpose of your document. In this example, we chose the "Drag & Drop" option, however, most forms will be pre-tagged for you to save you time.

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28 PERSONAL PROPERTY: The following items of personal property, free of liens and without warranty of condition, 29 PERSONAL PROPERTY: The following items of personal property, free of liens and without warranty of condition, 30	Drag & Drop
30 31 24.ASED/RENTED PERSONAL PROPERTY: The following personal property is lease/tiented: □ water softener 33 24.Dastor conditioner □ propane tank. □ satelite dath □ satelite control □ alarm system □ other 35 25 36 Boyer is responsible for making arrangements concerning Buyer's right to less/rent said items and Seller makes no 37 representations or warrantics concerning the transferability of said items or the assignment of any agreements relating 39 0 FunctionAse PRICE AND TERMS:	Markup T Q ZOOM
55 Boyer is responsible for making arrangements concerning Buyer's right to tease/rent said items and Seller makes no 17 representations or warranties concerning the transferability of said items or the assignment of any agreements relating 19 0 DURCHASE PRICE AND TERMS:	Т Q ZOOM
9 0 PURCHASE PRICE AND TERMS:	
	P Para (1 - 6 10)
15 Purchase Price: (U.S. Dollars)	Page (1 of 10)
2 \$Earnest Money (credited to Buyer at closing)	
Balance Due (not including closing costs, prepaids and prorations) payable as follows (check cost)	Options
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5 Additional cash down payment at closing in the minimum amount of:	
7	
8 Balance to be financed as indicated below:	
9 Gonventional LIFHA LIVA LIMBOH LIUSDA-RD LISeller Financing LAssumption	
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8. Once signatures and/or markups are complete, select the "Send" button in the upper right-hand corner. This will initiate the signing process to your intended party or parties.

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1 2 3 ELECT FORMS SELECT PARTIES ADD SIGNATURES	E SAVE	QUIT	send
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Read carefully before signing. npetent advice.	A Ma	arkup	
mon, ☐ single in his/her own right, hereinafter called "Buyer") agrees to purchase, and the reinafter referred to as "Property") commonly known	Q za	MOC	
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d alleys adjacent thereto, all easements and other	op	tions	
I transfer to the Buyer. Certain fixtures and fittings that are so of whether they are in fact permanently installed and , plumbing and heating fixtures, wood, pellet, or gas			

9. The system will automatically send the email to your party or parties which will come from secure@Authentisign.com. They will select the blue "Start Signing" button to begin the signing process.



