

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.

The screenshot shows the zipLogix Digital Ink 2.0 interface. The top navigation bar includes Dashboard, Transactions, Templates, DocInbox, Tasks, Contacts, Partners, Shop, and Help. The left sidebar has a 'Back to List' button and a list of transactions. The main content area shows a transaction for '123 Property Place' with a 'Summary' tab selected. The 'E-Sign' button is highlighted in a red box. Below the 'E-Sign' button, there are sections for 'Signatures In Progress' and 'Required Tasks'. The 'Property Summary' section contains fields for MLS Number, Unit Number, Lot Number, Street Address, City, State, Zip, County, Subdivision, School District, Municipality, Zoning, Block Number, and Page Number. The 'Recent Documents' section shows a list of documents. The footer includes the National Association of Realtors logo, a disclaimer, and links for Terms, Accessibility, Privacy, and Support.

2. Click “New” to create a new signature packet.

The screenshot shows the zipLogix Digital Ink 2.0 interface for creating a new signature packet. The top navigation bar is the same as the previous screenshot. The left sidebar has a 'Back' button and a 'New' button highlighted in a red box. The main content area shows a message: 'Click 'New' To Send Documents For Signature. Click On An Existing E-Signature Packet To View Status Details.' Below this message, there are filters and a search bar. The footer includes the National Association of Realtors logo, a disclaimer, and links for Terms, Accessibility, Privacy, and Support.

3. Select documents to send for signing.

Documents To Sign

Select the forms or documents to sign or use Upload to add from an external source

Add external document

DOCUMENT	COMPLETION DUE
Archive	
<input checked="" type="checkbox"/> Buy-Sell Agreement (Residential) - 3/17 - [BUYSELL]	
<input type="checkbox"/> Cover Sheet - [COVER]	
<input type="checkbox"/> Buyer's Estimated Costs - [TBUYERN]	

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.

Dashboard Transactions Templates Docinbox Tasks Contacts Partners Shop Help

BACK SELECT FORMS SELECT PARTIES ADD SIGNATURES NEXT >

Packet Name: Signature Packet 1

Signing Service: zipLogix Digital Ink® 2.0 (Po.)

Return folder (optional): ☐ Choose a folder for returned signed documents to go into automatically
What is this?

Select documents to include

DOCUMENT	COMPLETION DUE
Buy - Sell Agreement - [BUYSELL]	

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5. Select any signing parties to send documents.

	FIRST NAME*	MIDDLE NAME	LAST NAME*	ROLE*	E-MAIL*	COMPANY
<input checked="" type="checkbox"/>	Bob		Buyer	Buyer One	td2020@gmail.com	
<input type="checkbox"/>				Buyer One Signing Representative		
<input type="checkbox"/>				Buyer Two		
<input type="checkbox"/>				Buyer Two Signing Representative		
<input type="checkbox"/>				Seller One		
<input type="checkbox"/>				Seller One Signing Representative		
<input type="checkbox"/>				Seller Two		

6. Once the parties are selected, click the “Next” icon.

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.

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.

The screenshot shows the zipLogix Digital Ink 2.0 interface. At the top, there is a progress bar with three steps: 1. SELECT FORMS, 2. SELECT PARTIES, and 3. ADD SIGNATURES. To the right of the progress bar are buttons for SAVE, QUIT, and a highlighted SEND button with a right arrow. The main content area on the left displays a document titled "NT (Residential) New Receipt" with a disclaimer and a signature line. The right sidebar contains a list of tools: Robert Bu... (with a dropdown arrow), Drag & Drop, Markup, ZOOM, Page (1 of 10), and Options.

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.

The screenshot shows the Authentisign Signature Request interface. At the top is the Authentisign logo. Below it is the heading "Signature Request". The text reads: "Graeme Canivet has requested your signature." Below this is the text "Documents: Signature Packet 2". A prominent blue button labeled "START SIGNING" is centered. At the bottom, a disclaimer states: "You will be required to confirm your identity, accept the terms of service and consumer disclosure."