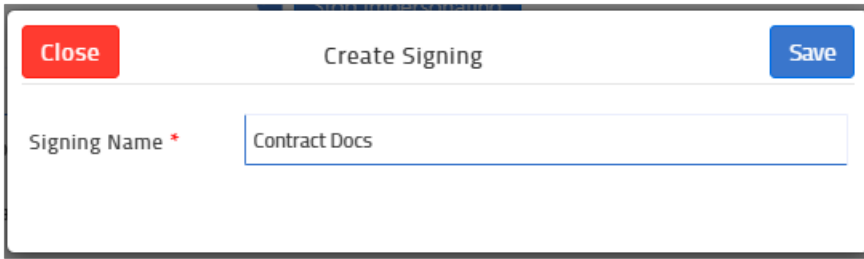
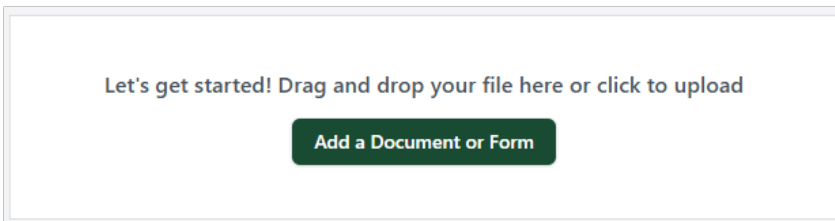


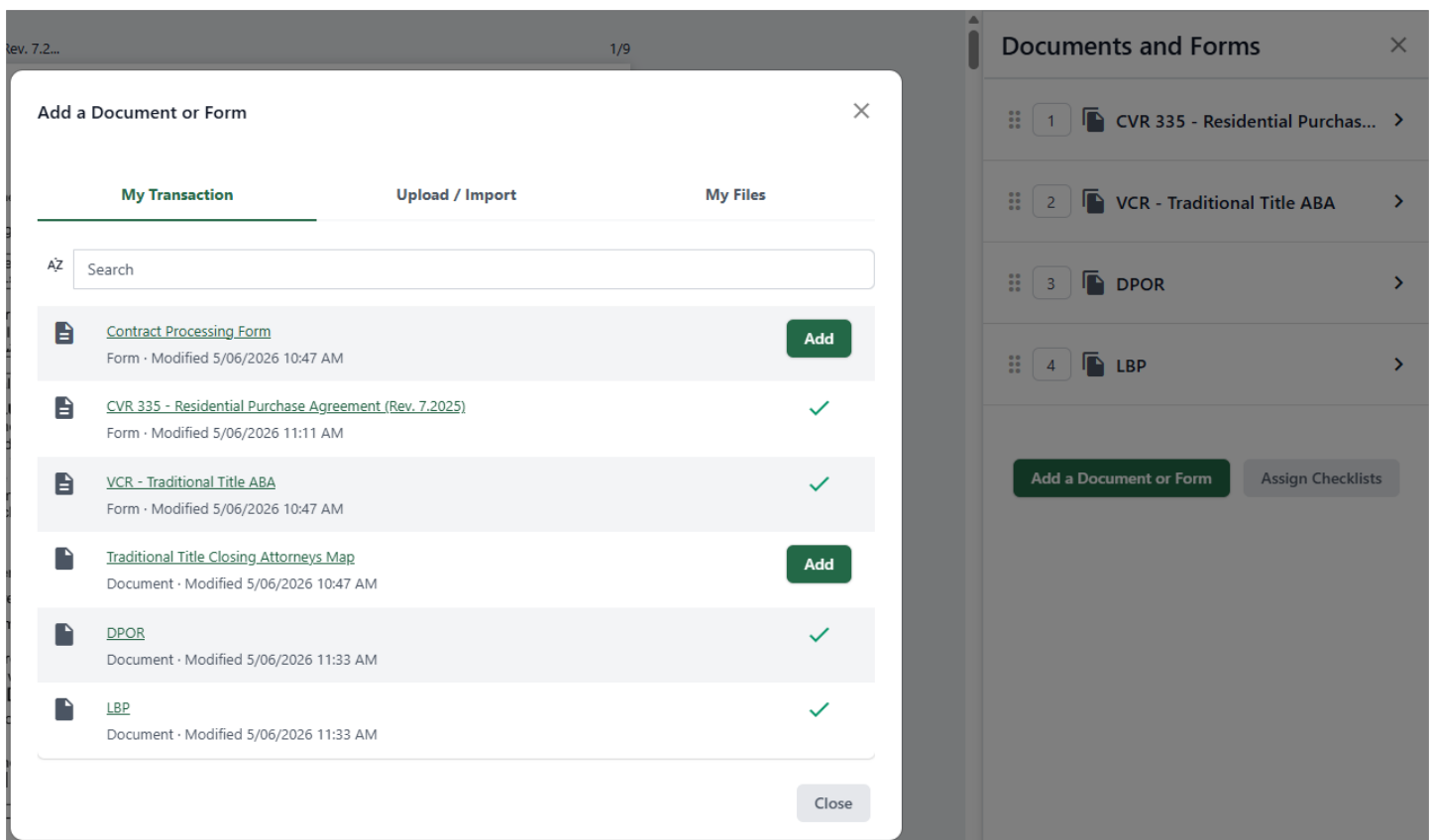
At this point, if you are using Authentisign, everything is ready to load into a signing! You will navigate to the Signings option down the RIGHT side of your transaction, and then click Add and select a name and then Save:



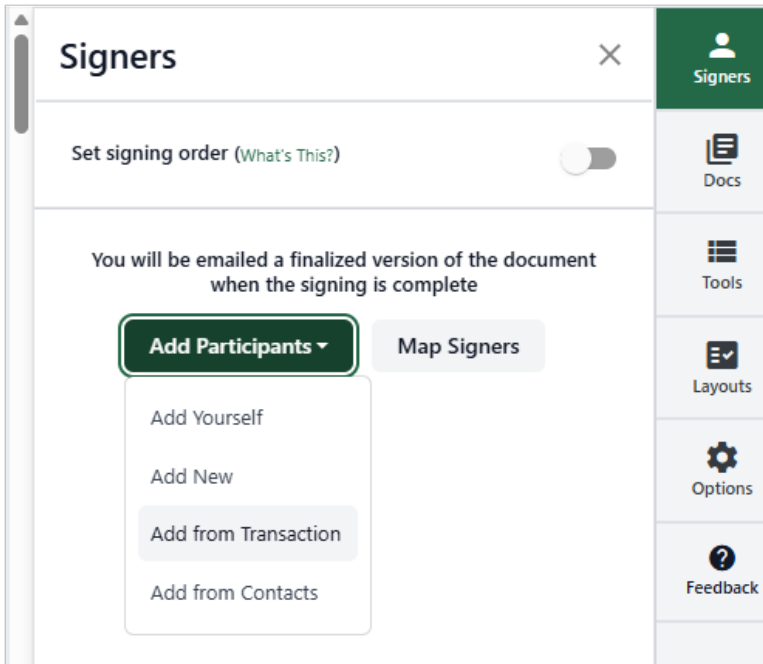
Click the green Add a Document or Form button, and you will see a list pop up of all of the wonderful forms you just filled out during transaction setup:



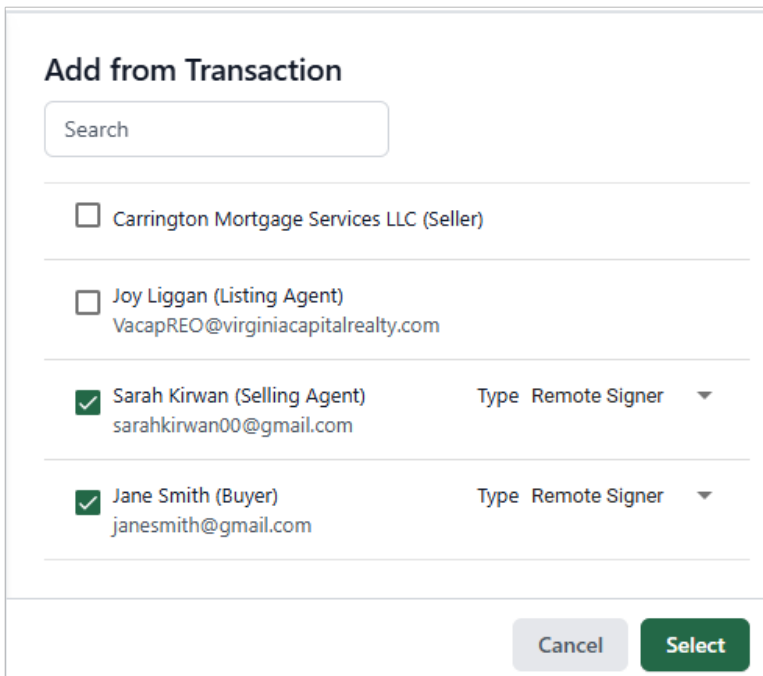
Click Add on all the appropriate forms (basically everything but the Contract Processing Form since your client doesn't sign that)



And hit Close when you are done. Then go up to the right to Signers, click the Add Participants dropdown, and select Add from Transaction to pull in the contacts you already set up:



The Buyer and Selling Agent selections were already made in the Contacts step, so the system already knows where to populate each signature on the forms. Check off and select these contacts:



Once you do this, go down to Tools on the right side, and start marking up your signing! You'll notice that most of the initial and signature spots have already been populated for you. Seller signature lines will need to be manually added to the Traditional ABA.

Once you've reviewed everything and added signature line(s) to the ABA, you are ready to hit Next at the top right, and then hit Send on the Finalize Signing Setup prompt!

Once signed, these forms will all load up to the Documents section of your Transaction, they will be in a folder that is named whatever you named the signing. Once you have the ratified docs back, you can then go to the instructions for Transaction Submission!