

# Signing Contracts zipLogix® Digital Ink

How to sign a set of contracts using zipLogix Digital Ink®



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Welcome to our training on how to sign contracts using the click-to-sign digital signatures in zipLogix Digital Ink®.

This training will walk you through the basic steps of the click-to-sign signing process that all signers use to sign zipLogix Digital Ink® documents.

# Digitally Signed Seal

The screenshot shows the Adobe Acrobat interface for a document titled "Landlord - Tenant relationship.pdf". The document contains several digital signatures. A "Signatures" panel on the left lists four revisions, all signed by "Signix S". A "Signature Validation Status" dialog box is open, displaying the following information:

- Signature is VALID, signed by Signix Signature Authority, Signix, Inc
- <production@signix.com>
- The Document has not been modified since this signature was applied.
- The signer's identity is valid.

The document text includes a signature line for "Adam and Betty Seller" (Landlord or Tenant) and a "SIGNATURES" section with a date stamp: "2013-08-29 17:30 GMT". A green arrow points to a "DIGITALLY SIGNED" seal on the document, with the text: "Digitally Signed seal shows this document and signature are original (click a signature for validation window)".

This is a sample form. This is not intended to be used for any legal purpose or function.

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Documents signed through zipLogix Digital Ink® are digitally signed, providing you with safe and secure signatures that “seal” the final document by independently and securely validating the signature every time the document is opened. This validation shows you that the document is indeed the original signed document and it has not been changed in any way since it was signed.

The Digitally Signed seal assures you that this is the original signed document. It contains a digital signature with public key infrastructure technology that can be authenticated through any PKI compatible program (such as Adobe Acrobat viewer). This ensures any signer or recipient can confirm the validity of the signature.

The time and date stamp next to the signature is automatically embedded once a signer finishes signing the document, and displays the time and date stamp down to the minute the document was signed.

# Online signatures email: Your documents are ready to review

From: zipLogix Digital Ink Online Signatures <noreply@ziplogix.com>  
To: Kelly Agent  
Cc:  
Subject: Your documents are ready to review: 123 Signa Way

Email from zipLogix Digital Ink Online Signatures

Dear Kelly Agent

Hi!

Please click the link below to create your signature in zipLogix Digital Ink and click to sign these contracts we reviewed on Tuesday.

To access your documents, click here:

<https://webtest.signix.biz/enter.jsp?m=102&i=PCEkGgo7eL3Nv6JF8LgP1K>

1. Click to start signing

If you have any questions, please contact Cassandra Davis ([cdavis@zipform.com](mailto:cdavis@zipform.com))

<!--This e-mail and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. It may contain information that is confidential and prohibited from disclosure. If you are not the intended recipient, you are hereby notified that any dissemination or copying of this message or any attachment is strictly prohibited. If you have received this e-mail in error, please notify the original sender at the telephone number above or contact (800) 383-9805 and destroy this e-mail, along with any attachments. This footer also confirms that this e-mail message has been scanned for the presence of computer viruses. Thank you.-->

You are invited to start signing documents through an email sent to you by zipLogix Digital Ink® Online Signatures on behalf of your agent. You can click the link in the email in order to begin the signing process.

All signers (including agents) follow the same process for signing.

Although you should use your own email address when signing, if you do have the same email address as someone else who is also signing the documents (such as a husband or wife), it is especially important to pay attention to who the email is addressed to at the beginning of the email to ensure you are signing the correct set of documents.

# Signing: E-Sign Legal Consent

1. Read Legal Consent

## Consent to Use of Electronic Records and Signatures

Laws require that certain information must be provided to you in writing. In order to provide you with that information in electronic form, your consent must be obtained and certain consumer disclosures must be given to you. Click [here](#) to read and accept these consumer disclosures regarding use of electronic records and signatures (the "E-Sign Legal Consent Notice").

Additionally, to use the electronic signature service you must agree to be bound by the terms and conditions of use. Click [here](#) to read and accept the terms and conditions.

By selecting the "Accept" button below, you are consenting to the use of electronic records and signatures for this signature transaction using the electronic signature service under the terms and conditions of the E-Sign Legal Consent Notice. You are also confirming that you are able to access the electronic signature service and all of the documents provided to you in electronic form and you agree to be bound by the terms and conditions of use for the electronic signature service.

Accept  Decline

2. Click accept

3. Click Next

Next



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The **e-Sign Legal Consent** is an important part of any digital or electronic signature process.

All digital and electronic signatures must have an agreement that is separate from the contract being signed. This legal consent protects you and your final signed documents. Accepting the Legal Consent allows you to continue to set up your secure signature and begin signing documents. Declining the legal consent means that you do not wish to continue to sign these documents using secure digital signatures.

A signer can choose to accept or decline the legal consent. If you decline, you should inform your agent that you wish to sign the documents in a different manner. If you have declined by mistake, you still have the opportunity to return to the signing process by clicking the link inside of their email, and accepting the terms of the legal consent in order to continue.

# Signing: Create Your Signature

**Create Your Signature**

Enter a signing PIN below and then choose the style of your signature and initials. Your PIN will serve as your electronic signature and access to the signed documents. **Choose how your signature and initials will appear in documents:**

*PIN must be at least six(6) characters in length and include at least 1 number and 1 letter.*

Draw My Signatures & Initials  
 Choose My Signature Font

Select your signing PIN:  Confirm your signing PIN:

Draw your signature and initials using your finger or mouse in the spaces below.

Signature:  Clear  
 Initials:  Clear

**3. Click On to View/Sign**

Or, generate a computer (font) based signature

1. Create a PIN (password)

2. Sign using your mouse or touchpad

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A digital signature consists of two parts.

- 1) The signing PIN (password).  
Each signer creates their own PIN, using at least one letter and at least one number. The PIN must be at least six characters long, and should not be shared with anyone. The PIN can be used to resume signing (in case a signer is interrupted), or to download signed documents once complete.
- 2) The signature.  
A signer can sign in the provided space if they choose “Draw my signatures and initials”. This is the default for anyone signing on an iPad or other tablet or touchscreen device. The signer can also select this option and use their mouse (or touchpad on a laptop) if they are on a non-touchscreen computer. If the signer is not comfortable drawing their signature, they can choose “Choose my signature font”

Once a you have created your PIN and signature, click **On to View / Sign** to start signing.

# (Optional) Select a signature

The screenshot shows the 'Create Your Signature' interface. At the top left is the 'zipLogix digital Ink' logo. At the top right are 'HELP' and 'Quit' buttons. The main content area is titled 'Create Your Signature' and contains the following elements:

- Text: 'Enter a signing PIN below and then choose the style of your signature and initials. Your PIN will serve as your electronic signature and access to the signed documents.'
- Text: 'PIN must be at least six(6) characters in length and include at least 1 number and 1 letter.'
- Section: 'Choose how your signature and initials will appear in documents:' with two radio button options: 'Draw My Signatures & Initials' (checked) and 'Choose My Signature Font'.
- Form: 'Select your signing PIN' and 'Confirm your signing PIN' fields, both containing six dots.
- Section: 'Select a style for your signature and initials when signing documents.' with five radio button options showing different handwriting styles for 'Jane Human JH'. The first option is checked.
- Button: 'On to View / Sign' at the bottom right.

Instructional callouts are present:

- Callout 1: '1. Create a PIN (password)' points to the PIN input fields.
- Callout 2: '2. Select your signature style' points to the signature style selection options.
- Callout 3: '3. Click On to View/Sign' points to the 'On to View / Sign' button.
- Callout 4: 'Or sign using your mouse or touchpad' points to the 'Draw My Signatures & Initials' option.

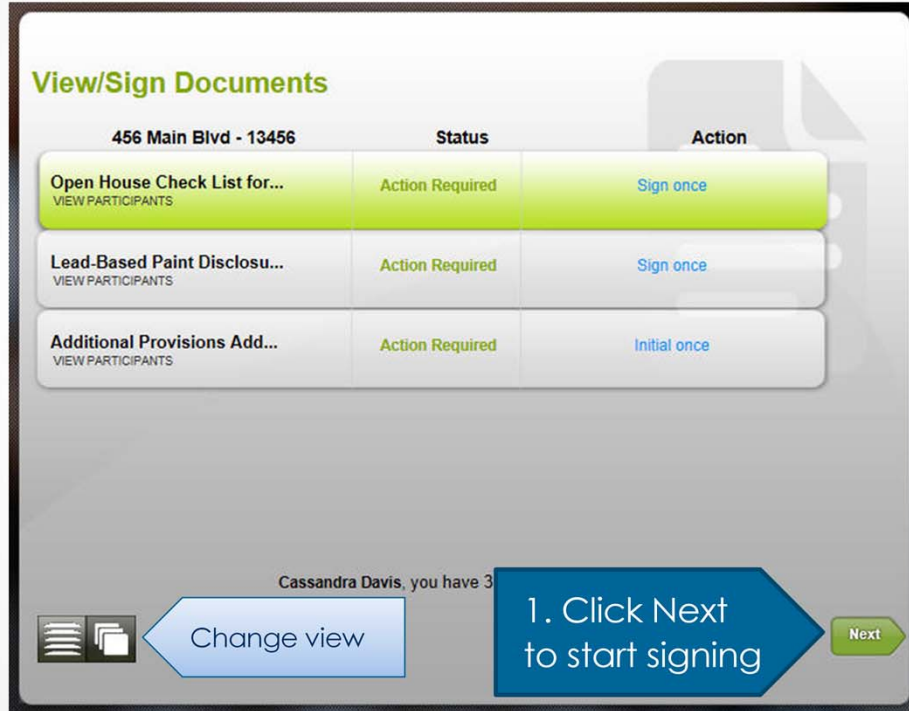
At the bottom left of the interface, there is a footer: 'COPYRIGHT 2011 SIGNIX | PRIVACY POLICY'.

If you do not wish to draw your signature, you can select the option to choose your signature font and select the signature from a variety of handwriting font signatures and initials. These will be used as your signature when you click to sign.

When ready, click **On to View / Sign**.

# Signing: View/Sign Documents

- Your list of documents to be signed appears



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Click on a document and click **Next** to start signing that document.

You can view a list of documents, or switch to a carousel view to see a preview of each document to be signed.

# Signing: Click to Sign

Document List

Lead-Based Paint Disclosure

24  
25  
26  
27  
28  
29 **Buyer's Acknowledgment:** Buyer acknowledges as follows:  
30 (c) Buyer has received copies of all information listed in item (b), if any.  
31 (d) Buyer has received the pamphlet "Protect Your Family From Lead in Your Home."  
32 (e) Buyer has (check one below):  
33  Received a 10 business day opportunity (or other mutually agreed upon period) to  
34 conduct a risk assessment or inspection of the presence of lead-based paint hazards  
35 (in which event the parties have entered a Lead-Based Paint Contingency Addendum);  
36 or  
37  Wait  
38  
39  
40 **Broker/Salesperson's Acknowledgment:** Listing Broker/Salesperson, any  
41 Broker/Salesperson in the transaction is under 42 U.S.C. §4852(d)  
42 (f) Broker/Salesperson and is aware of the best of their knowledge, that the  
43  
44 **Certifications:** The undersigned  
45 information, which they have provided is true and accurate.  
46  
47  
48  
49 Seller \_\_\_\_\_ Date \_\_\_\_\_ Buyer \_\_\_\_\_ Date \_\_\_\_\_  
50 **John Seller**  
51  
52  
53 Seller \_\_\_\_\_ Date \_\_\_\_\_  
54 **Jane Seller**  
55 Seller Broker/Salesperson \_\_\_\_\_ Date \_\_\_\_\_  
56 **Cassandra Davis**  
57  
58  
59

NOTE: Any performance \_\_\_\_\_ the next business day.

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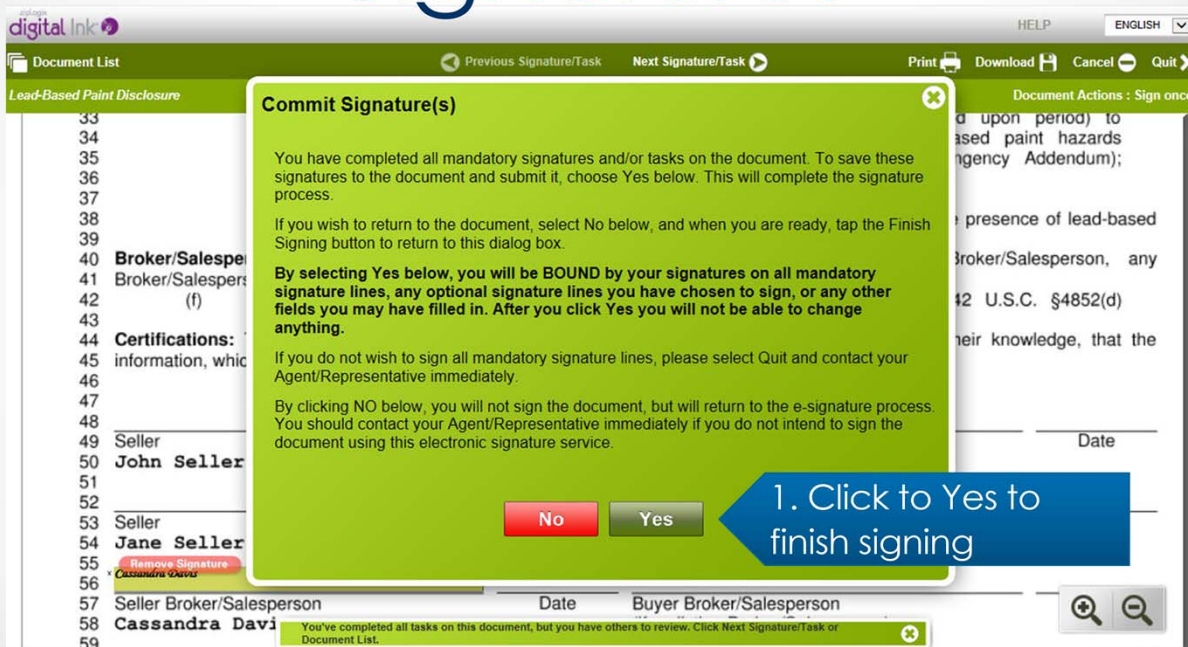
To digitally sign a document, click any **Click Here to Sign** prompt.

Once all signature, initial, text, or check box areas have been completed, click **Finish Signing**.

Required signatures, initials, text boxes, or check boxes must be completed before signing is complete and the transaction proceeds. However, if you need to leave the signing process, progress can be saved by clicking the **Finish Signing** button, and then the document(s) can be accessed again. To re-open the signing process, click the link in the initial email that said documents were ready. Enter the signing PIN that was created before signing began, and resume signing.



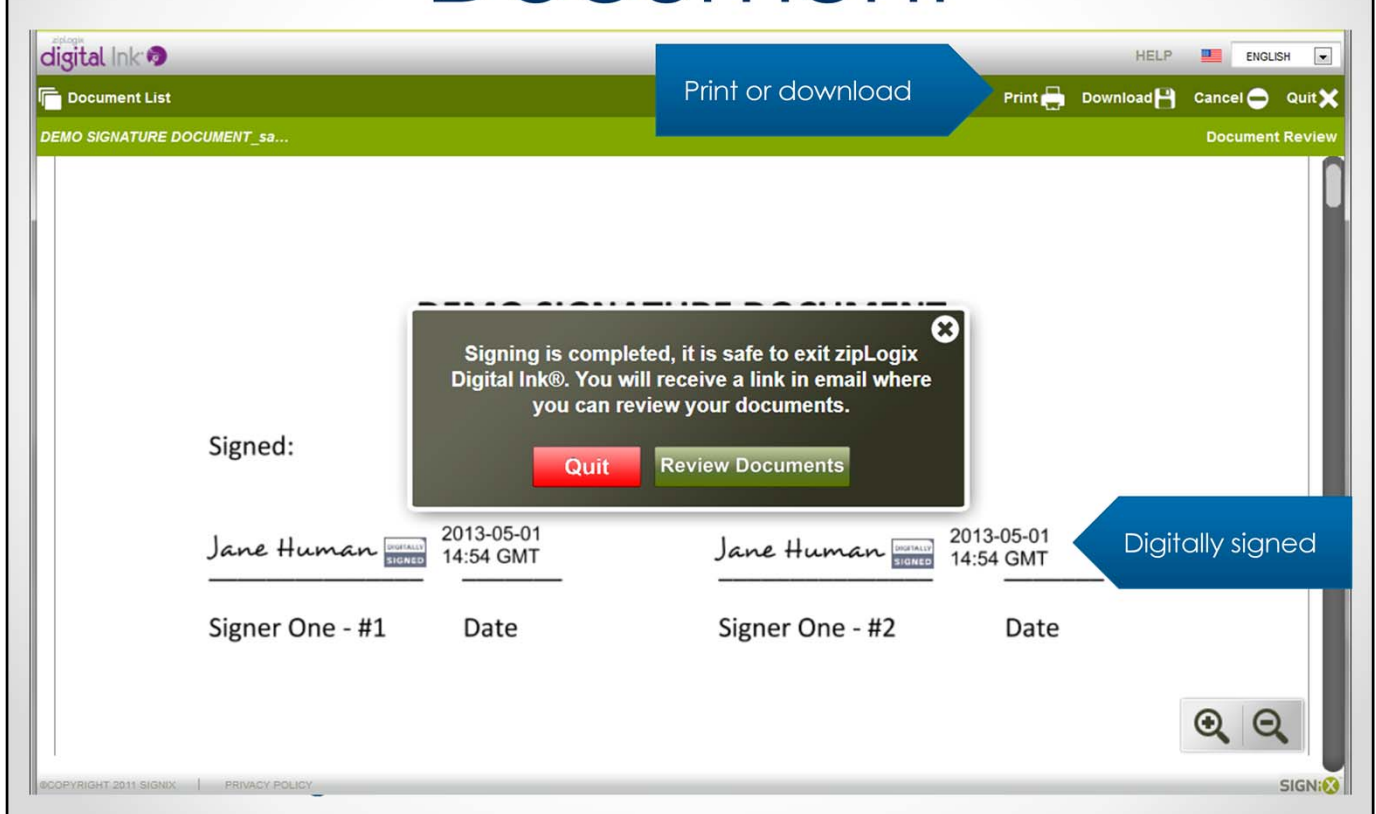
# Signing: Commit Signatures



After you click "Finish Signing", you are prompted to commit to your signatures. This will seal in all of the signatures to the document you have signed, and will add the automatic time and date stamp(s) where needed.

Click Yes to sign this document.

# Reviewing a Signed Document



When finished signing, signed documents can be reviewed in zipLogix Digital Ink® immediately following signing. You will also receive an email with a link that can be used to review the signed documents at your convenience.

From the review page, click Print or Download to print or download a copy of documents. If multiple documents were signed, use the Document List button in the top left to view other documents.

The agent who sent documents for signing can also review and download documents as needed by using the **Check Status** option within zipForm® Plus.

# Signing Complete

• Extra line breaks in this message were removed.

From: zipLogix Digital Ink Online Signatures <noreply@ziplogix.com>  
To: Cassandra Davis  
Cc:  
Subject: Thank you for submitting your E-Signature!

Dear Adam Seller,

Thank you for submitting your electronic signature.

This confirms that you completed the following online transaction on Thursday, August 22, 2013 at 4:39 PM (Eastern).

For Document Set: zipForm - 123 Signa Way

You read and signed Additional Provisions Addendum.

You read and signed Lead-Based Paint Disclosure.

You read and signed Landlord - Tenant relationship.

To re-access the system and view your document(s), visit:

<https://www.signix.net/enter.jsp?m=102&i=c5duLRqdx51CnY1Q3G3eTN>



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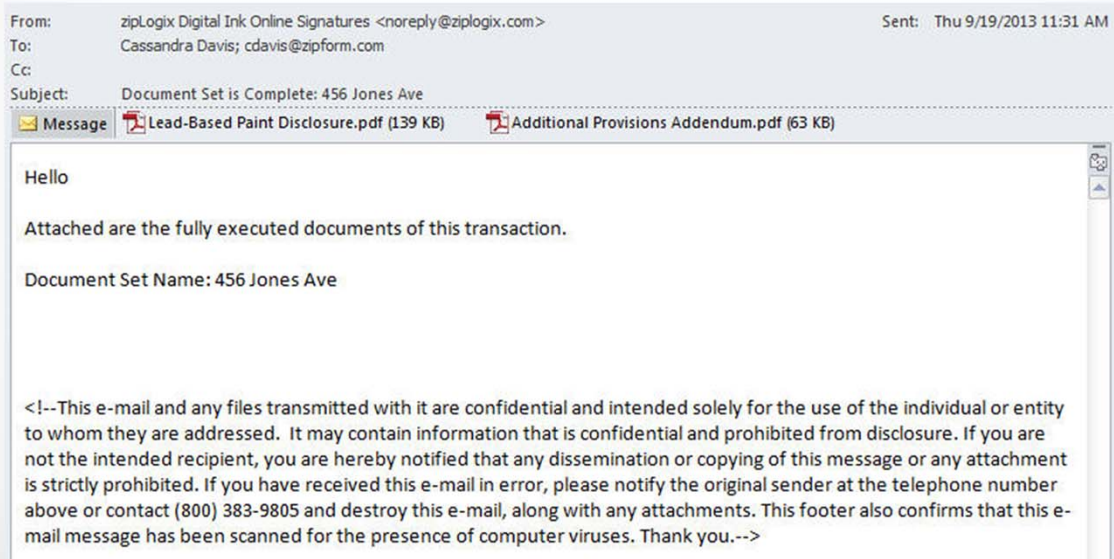
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When signing is complete, the you receive an email with a list of documents signed and a link to download the final signed documents as PDFs. When reviewing documents, signed files can also be downloaded or printed as needed.

The next signer will automatically receive their email to begin their signing process, so that all parties can sign documents easily and efficiently.

# CC List Email

- Signers or outside parties added to the CC List receive an email with signed documents attached once all signing is completed.



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Signers or outside parties added to the CC List receive an email with signed documents attached once everyone has finished signing for this signing packet.

The email should arrive within a few minutes of the final signer completing his or her signatures.

This may result in some signing parties receiving more than one email once signing is completed. Signers will always receive the Signing Complete email once they have (individually) finished signing, which contains the link to download signed documents. If they are also the last person to sign, and part of the CC list, they will also receive the CC List email. Finally, the agent who sent the documents to be signed will also receive a notice once all signing is complete, so if that agent is the last person to sign, he or she may receive up to three emails at the end of the signing process.

zipForm Plus® 

Thank You



Additional information and resources:

[www.ziplogix.com/zipformplus](http://www.ziplogix.com/zipformplus)

[www.ziplogix.com/digitalink](http://www.ziplogix.com/digitalink)



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