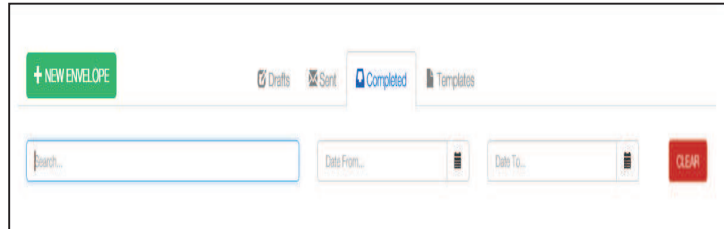


DigiSign:

There are three different ways to send a document for signatures. 1) Click DigiSign Directly from your home page. 2) Select a document from a property file and click DigiSign. 3) Select a document from “Working Documents” and select DigiSign.

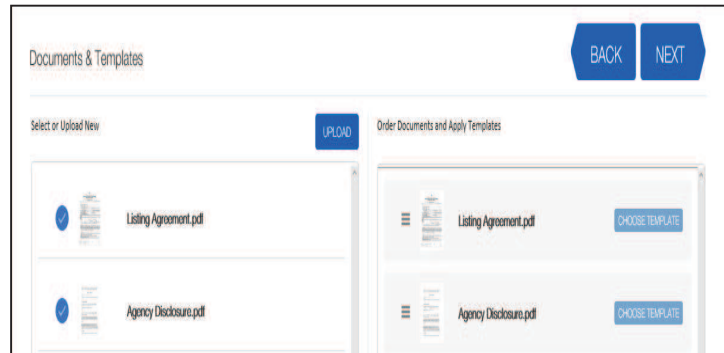
Step 1: Choose the “New Envelope” option to start a new signing process.



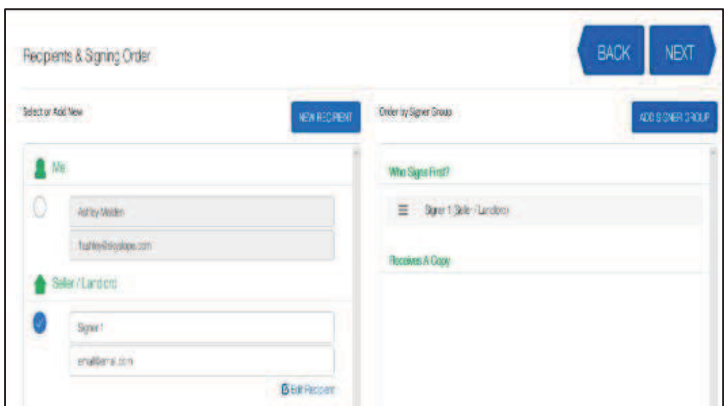
Step 2: Search for an address to connect the signed documents to, or continue without a file.



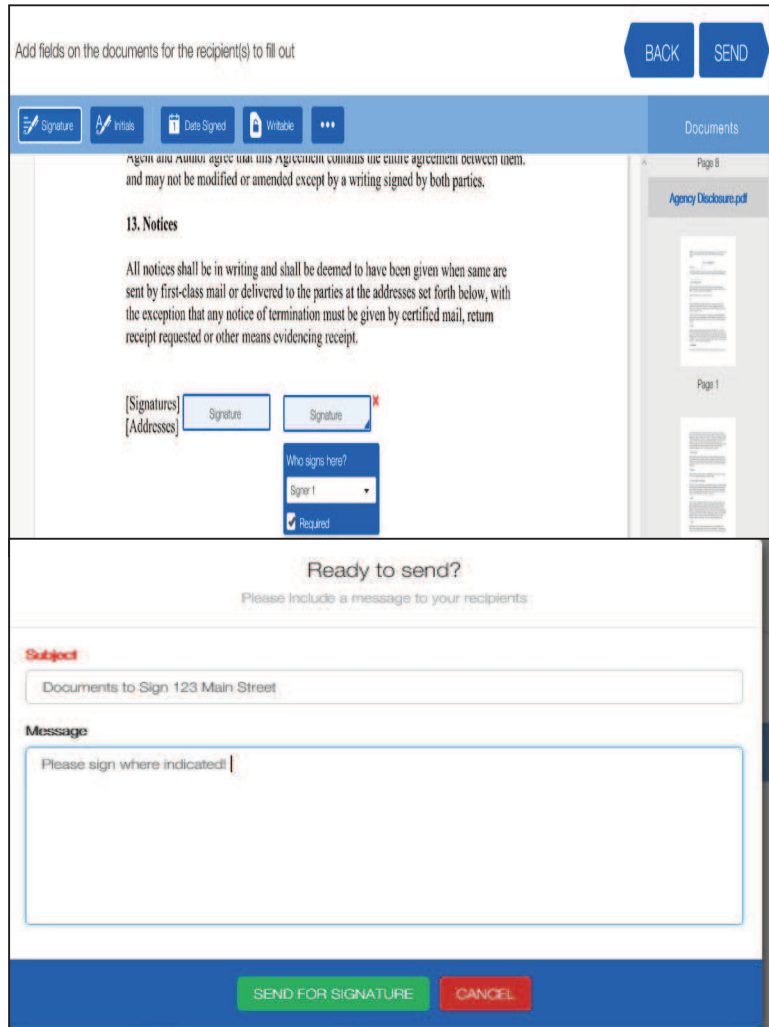
Step 3: **Document Selection.** Choose documents to send out for signatures. If you've chosen to work with a property file, you'll be able to select documents that are in your documents section from this step.



Step 4: **Add Signers.** You can search for a name in your “Directory,” or add the client’s information manually. If you’ve selected a file to work with, each contact will appear in the list. Check the blue box to make sure any applicable names are selected.



Step 5: **Add Signatures.** You can click on the signature, initial, date, etc. to select what you'd like to add. Then, simply click the place you'd like to place the block and select the recipient it belongs to from the drop down.



Step 6: Enter a **Subject** and a message if you would like to add details for the recipients. If you, the agent, are set up as a signer, you'll have the option to sign in DigiSign after selecting "Send For Signature."

As always, if you have any questions, comments or concerns, you can reach out to SkySlope Support by clicking Support in the top right corner of your account, going to support.skyslope.com or calling 916-560-1815.

