



ziplogix
digital Ink 
User Guide

Table of Contents

Table of Contents/Welcome to zipLogix Digital Ink.....	1
How to Sign a Transaction Sent Using zipLogix Digital Ink™.....	2-4
Identity Verification.....	5
Saving and Printing the Forms.....	6
Product Support Information.....	7

Welcome to zipLogix Digital Ink

Digital signatures revolutionize the signing experience. They offer you a truly paperless electronic process that can be trusted. You can now sign your documents without having to print, faxing or ship documents or worse yet, drive to a location to sign.

Benefits of using Digital Signatures:

For buyers and sellers

- Faster and easier to sign
- Better protection of confidential information
- Fewer mistakes requiring corrections and additional work
- Close faster
- Much more convenient – no printing, faxing, driving, etc.
- Automatic storage of documents

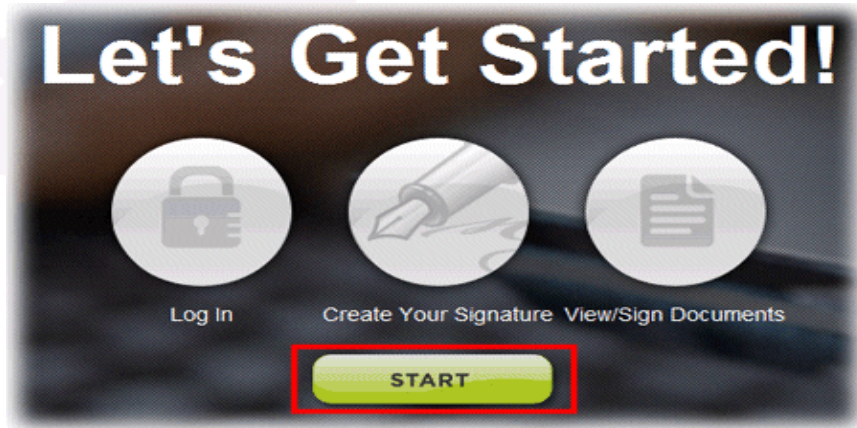
How to Sign a Transaction Sent Using zipLogix Digital Ink™

Step 1:

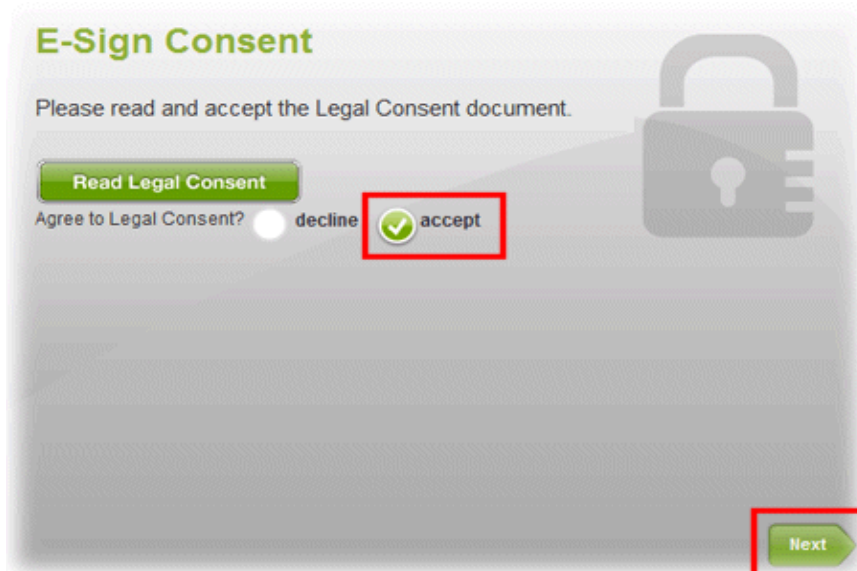
Open the email and click on the link inside.

Step 2:

Click on the *Start* button.

**Step 3:**

Click *accept* if you agree to the terms, and decline if you do not. Then click on the *Next* button. Declining will result in exiting.



Step 4:

Set up a signing PIN. The signing PIN is used for security, so that no one else can access the documents without knowing the PIN. Select the signature type that you wish to use, and then click on the *On to View/Sign* button.

Create Your Signature

Select your signing PIN, and choose the style of your signature and initials. Your PIN will serve as your electronic signature.

Select your signing PIN Confirm your signing PIN

Select the style of your signature & initial for signing documents.

John Hancock ▼

On to View / Sign

Step 5:

Highlight the documents that you wish to sign and click on the *Next* button.

View/Sign Documents

zipForm - 1234 Main Street	Status	Action
Counter Offer VIEW PARTICIPANTS	Action Required	Sign once
Lead-Based Paint Disclosu... VIEW PARTICIPANTS	Action Required	Sign once

Next

Step 6:

Click on each signature field to sign. Once all signature fields are signed, click on the *Save all signatures* button.

Tip: Hit the Tab button on your keyboard to go to the next signature field, and hit Shift+Tab on the keyboard to go to the previous signature field.

Step 7:

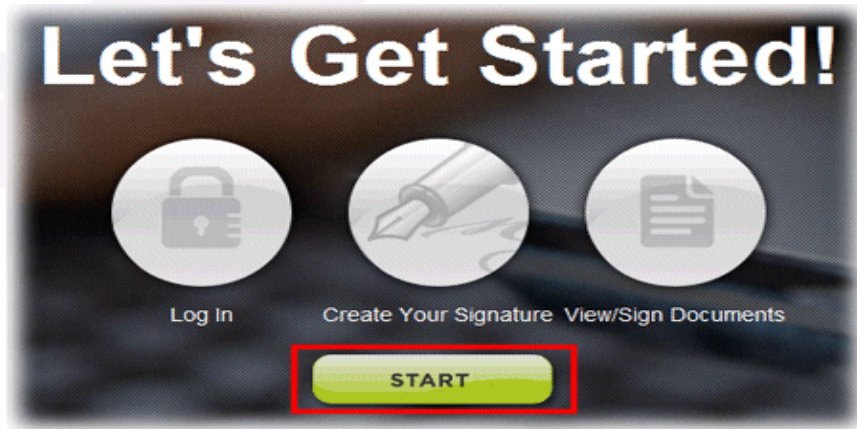
Click on the Yes button to agree to the signatures.

Identity Verification

The sender can require an Identity Verification in order for you to sign. If this option is made a requirement for the signature, you will need to do the following:

Step 1:

Click on the *Start* button.



Step 2:

Agree to the legal consent by clicking on *accept*. Then enter your Social Security number with no dashes, and date of birth. Once you have entered this information and have successfully answered the questions, click on the *Next* button and you will then be able to sign the document.

Secure Log In

For your security, we'll need to verify your identity before you get started. Please enter your information below to begin the log in process.

Read Legal Consent

Agree to Legal Consent? decline accept

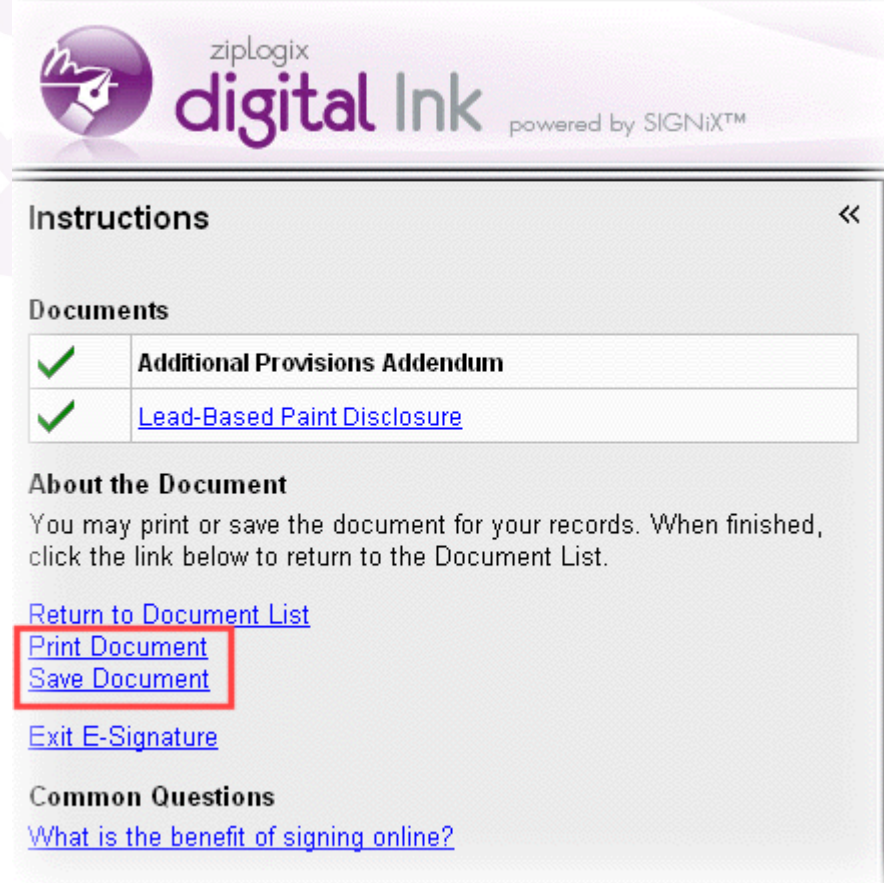
Social Security Number (9 digits, no dashes):
321456987

Date of Birth (mm/dd/yyyy):
02/22/1973

next

Saving and Printing the Forms

You must first complete the signing process before saving or printing the forms. After you have signed the form you wish to save or print, open the form back up and you will see options on the left of the screen for saving and printing



The screenshot displays the zipLogix digital Ink interface, powered by SIGNiX™. The page is titled "Instructions" and features a "Documents" section with a table listing two documents: "Additional Provisions Addendum" and "Lead-Based Paint Disclosure", both marked with green checkmarks. Below this, the "About the Document" section provides instructions on printing or saving the document. A red box highlights the "Print Document" and "Save Document" links. Other visible links include "Return to Document List", "Exit E-Signature", and "Common Questions" with a link to "What is the benefit of signing online?".

zipLogix digital Ink powered by SIGNiX™

Instructions

Documents

✓	Additional Provisions Addendum
✓	Lead-Based Paint Disclosure

About the Document

You may print or save the document for your records. When finished, click the link below to return to the Document List.

[Return to Document List](#)

[Print Document](#)

[Save Document](#)

[Exit E-Signature](#)

Common Questions

[What is the benefit of signing online?](#)

Product Support Information

Product support is available from our Help Desk only to registered zipForm® 6 users between the hours of 8:00 a.m. and 8:00 p.m. Eastern Time Monday through Friday.

HelpDesk:

<http://support.ziplogix.com>
Fax Number :: 586-790-7582

Sales:

Email :: sales@ziplogix.com
Fax Number :: 586-790-7582

Mailing Address:

zipLogix
18070 15 Mile Road
Fraser, MI 48026

zipForm Internet Site:

www.ziplogix.com



©2011 zipLogix. All rights reserved..