

Authentisign Layouts

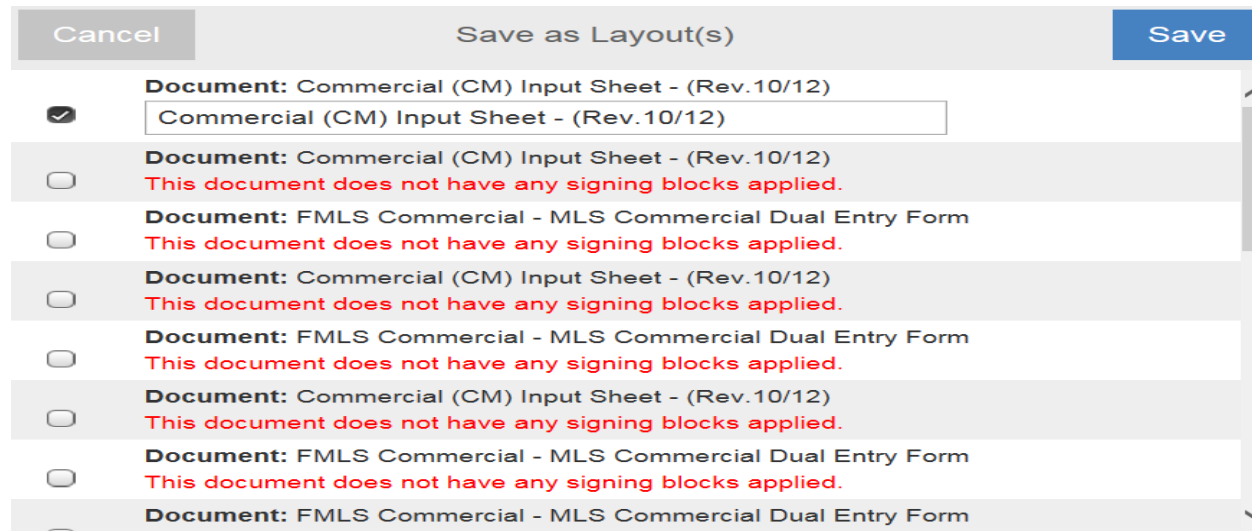
Layouts come in handy if they are using a form that is not in our forms library and they want to set a template up on it so they do not have to keep adding signature blocks every time.

You want to log into your Authentisign account through transaction desk and then hit the plus sign to create a new Authentisign transaction, fill out all the steps 1 – 3 and then get into step 4.

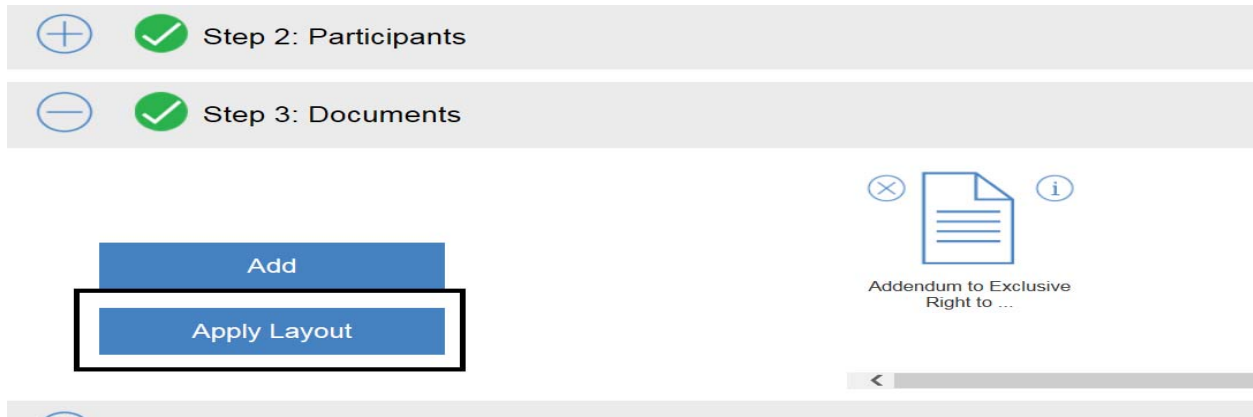
Place all of your signature blocks on the page that you want to be part of the layout. It is best to set up two signers and two buyers in the contacts section and possibly the listing and selling agents, that way you can place all the signature blocks where you need them just like setting up a normal Authentisign transaction. Once you are done that and you have them placed all where you need them to be then hit the layouts button on the right hand side and hit save as layout.



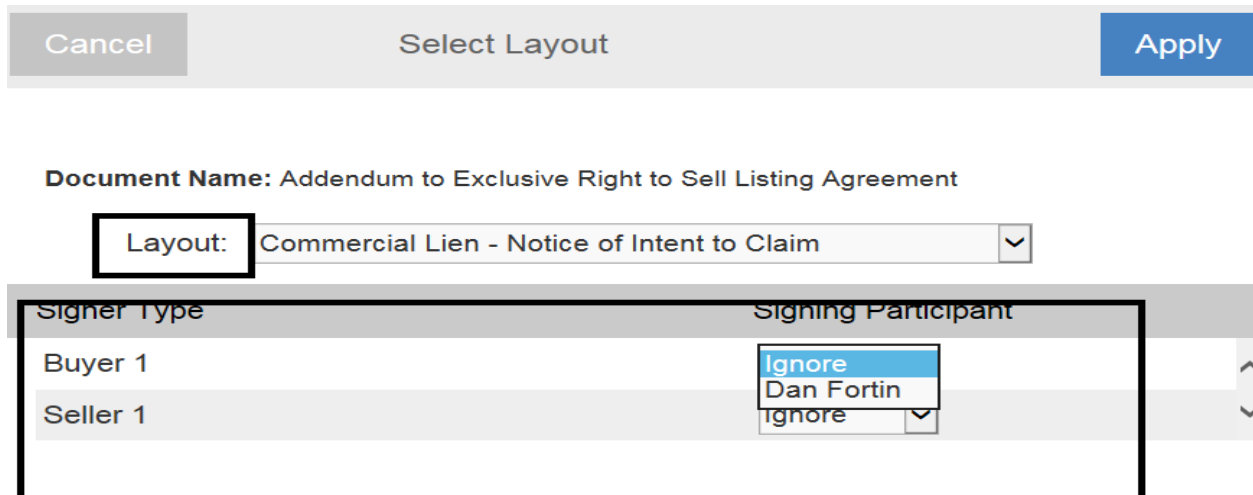
The next screen will show you all the pages that has signature blocks on it, only those with signature blocks can have a layout save, in this example I have a lot of different documents loaded into step 3 that is why there are so many in this list. If they only load one document you will only see one in here. Check off the document you want to save the layout on and give it a name and hit save.



Now the layout has been saved. Now when you set up a new Authentisign transaction and add documents into step 3 there will be a new button that says "Apply Layout" or if you are in step 4 you can hit the button that says Layouts on the right hand side and apply layout.



Then select the layout you want to apply to the document in step 3 from the drop down menu, once the layout is selected you can set up the system mappings of who will be buyer1 and who will be seller1 by using the drop down menus. The more signers and signature blocks placed on the layout the more people you will have to map to their proper spots when applying the layout.



Now when they go into the document the signature blocks will already be placed there and the contacts will be in their respective places. This makes the signing set up quicker and easier for the agent. If it is an association form or state form and it does not have a template on it let Tier 2 know and we can create an Authentisign template for it, this layout feature is more meant for forms not in our library or there office forms they had custom loaded into the system.