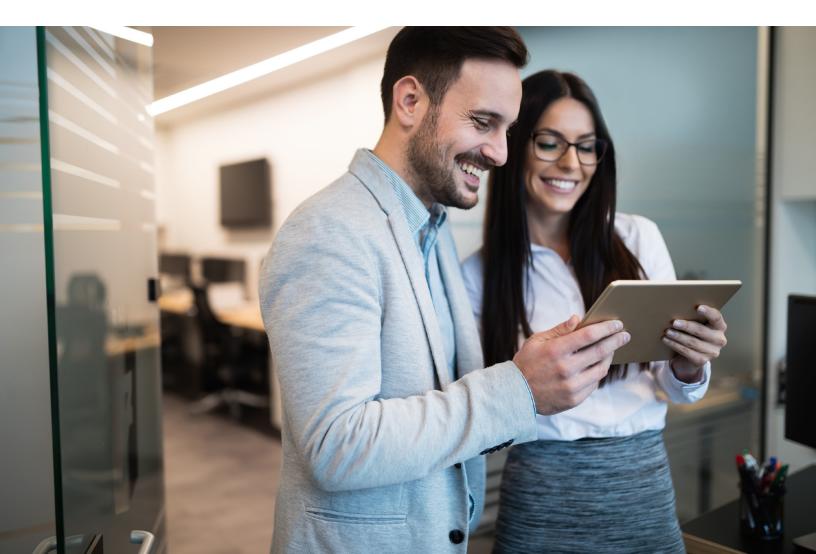


HOW TO CREATE AN E-SIGNATURE REQUEST



1. Go to your profile and set up the email you would like to use for the e-signature. This is under: Profile > NexoneSign Email.

NexoneSign Email	
email Training@Nexone.ca	Send a verification
Verification Date	

2. Create a listing or Transaction File or select a file that is already created.

/		۲	Q	194149	ln progress	-	Sale of Property	4587962	-	1258 Training Road, Ottawa
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3. Upload the documents you would like to get signed, confirm documents have been uploaded.

1	O,	♣	İŃ	•	Û	-	promise to purchase and sale.pdf	1	Other	•
1	Q	♣	ġ-ġ	•	Û	-	contre-proposition - Signed.pdf	-	Counter-Offer	

4.Make sure your client's information is filled out with the mandatory fields, Firstname, Last name and email address.

To make sure all your clients have the required information, click on the little pencil next to your client's information.

		Client Type	Language	Client			
1	~	Buyer	French	Ms. Client One			
				1 - 1			
Identif	ication						
	pe*				Language * 💿		Title ?
Buyer					French ¢	-	Ms. 0
Compan	y (?)				First Name * ⑦		Name ?
					Client		One
Email (Contact		Entreprise No (NEQ)
ClientO	ne@Trainin	as.com			Client One /		

5.Once you have created your listing or transaction Report in GimmiWeb, and uploaded your documents, click on initiate e-Signature.

← Back	Save Save and Close	e A Personal File Re	minder 🖌 Analyze the f	ile 🖄 Print	Initiate e-Signature 🖉	Nexone Sign Jour	nal 🗷
Show All	Transaction Report Profile	Property Address	Property Information	Informations o	n the Agreement of Pu	rchase and Sale	Comm
Transa	ction Report Profile						
Transa	action Report #		Li	sting #			
	86		1	-201800018 1212	Ch. Mackle, Piedmont		

6. After clicking on Initiate signature request, you need to select the documents you would like to have available in the signing session.

Select file								
Include Masked (Documen	ts						
Attached file				Context	Document type	Document Name	Version No	Size (Kb)
	O,	♣	-	Transaction	Promise to Purchase	Promise to purchase.pdf		261
	O,	♣	-	Transaction	Counter-Offer	Counter Offer .pdf		70
								1 - 2

7. After selecting the documents, click on submit found at the top left-hand corner.



Note: Disable your pop-up or ad-blocker prior to adding a signature request. The pop-up blocker will prevent the new tab from opening. 8. After clicking the submit button, a new window should open. Your clients added to your file on GimmiWeb, should automatically appear within your signing session. If you would like to add another signer, click on:

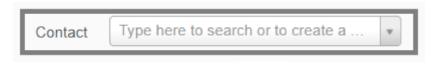
+ Add Another Signer

9. If you need to sign the documents click on:

+ Add Yourself as a Signer

Note: Do not add yourself as a signer if you do not need to sign the documents. You will always receive a copy of the completed documents in your email. The complete documents will be uploaded to your account as well.

10. Contact: Select your client from a drop-down menu of contacts added to previous signature requests. Selecting a contact from the drop-down menu will add all the information necessary for that contact (ie: first name, last name,email).



11. Signer Email: Is the email that the signature request will be sent to.



TIP: More than one client can share the same email address for signing. It is re commended to change the Routing **#** to avoid confusion.

12. If Clients are using the same email, we recommend setting a password. This ensures that each client is actually signing for themselves.



13. Routing #: is the order that you want your client to receive the signature request. For example: Client one is set to routing #1 and client two is set to routing #2. Client two will only receive the documents to sign once client one has completed signing all documents.

Routing #	1	•
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14. Signer Type: is a drop-down menu to select the type of signing for each client. Signer: Your Client will access the signing session via their email inbox. Carbon Copy: Your Client will receive a copy of the signed documents only once the signature package is completed.

In-Person Signer: Your Client would like to sign in person, through tablet, phone, computer with the agent. This option allows your client to sign through your account.



15.Confirm all contacts have been added to the signature request, then click on next.



16.This will bring you to the email message which is sent to your clients.

The Subject: is the subject line of the email sent to your client.

Note: The subject is also the package name for this signature request. Each Request sent out for this file will have the same package name if not changed.

The message: Is the message that will be sent out to your clients. Feel free to edit this message, but it does contain instructions on signing.

Subject	Documents for electronic signing for 192935 4569 Howard Road,	
Message	Click the "Start Signing Session" button below to begin signing. Please follow the on-screen instructions and ensure you click "Complete Signing" when finished. If you have any questions or needs, please don't hesitate to ask!	
	If you have any questions of needs, please don't nesitate to ask.	/_

17.The next step is selecting the documents that need to be signed. If you have missed uploading a document to your transaction/listing file, you can upload it at this step. To upload a document directly to this page you can click on or drag and drop:

Documents for Signing	Transaction Documents					
To include documents in your Signing Session for signing, drag documents from your transaction to the left hand column.	Drag & Drop files from your computer here to upload or click to Browse					
	✤ ■ Promise to purchase					
	♣ 🗐 Counter Offer					

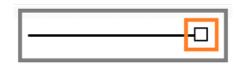
18. After confirming the documents that need to be signed, click on tag documents for signatures at the bottom right corner.



- **19.** After clicking on the tag documents for signatures, you will be directed to the tagging page to edit your documents and place your client's signature and/or initial tags.
- **20.** To Strike through text on your documents, you can drag and drop the strike though option at the top:



Place the strike-through over the information you would like to change. To make the line longer or shorter, drag the box to the right side of the line to the left or right:



Note: it is recommended that revisions are made prior to placing any signatures.

21. To add text to your document, you need to drag and drop the Text Field option at the top:

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		т	۰.							E			۰.	_	L.								
		н	6		3	e	Т			P	-	1	1	2	H	Г	Т						
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	ι.																						
																					-	~	

Place the text feild box where you would like to make your changes and then click in the box to be able to type. To resize the tag, click & drag the white box in the top corner.

	Text Field	
I	······	

You can assign a text field to a signer, allowing them to fill in the assigned text field. Select the signer you would like to have write within the text field.



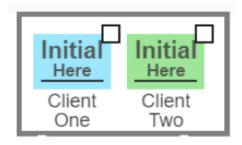
Then place the text field tag. The name of the signer underneath the text field box indicates the this text field is assigned to the signer.

Client One	i

22. Once all modifications are made on the documents, you can then start placing your signatures/initials. At the top of the screen select the clients you would like to place signatures/initials for.



More than one signer can be selected at a time. Use the Multi tagging feature to place signatures/initial tags, for each client selected.



23. Place the Date and Time tag to automatically populate the tag placement with the date and time from your client device. For Quebec users, the date and time is automatically populated under the signatures tag.



- 24. To remove a text field or signature/initial, drag and drop it off the document.
- **25.** Once you are done placing all the signature and are ready to send out the request, click on send at the top.

