

# zipLogix Digital Ink™ Quick Training Guide

Use zipLogix Digital Ink™ to save paper, save time, reduce signing mistakes, and quickly and efficiently produce secure digital signatures from any party.

## Step 1: Send contracts to be signed directly from zipForm® 6 Professional

Click the **eSign** button in zipForm® 6, and choose the **Sign** option to select your documents to be signed, the message for signers, and the parties who will be signing this set of documents.

**Select documents to be signed**

**Click to edit signer information**

**Click for Advanced editing (such as adding outside documents)**

**Click to Preview forms before sending**

**Click to send for signatures now**

**Customize signing message**

Choose whether to **Continue to zipLogix Digital Ink™** for advanced editing options (such as adding documents), **Preview** to customize where signatures are placed on these forms, or **Send Now** to send to the first person signing the documents (in the above example, that will be Buyer One).

## Step 2: Customize signing options

If you select to Continue to zipLogix Digital Ink™, you can edit settings before clicking **Activate** to start the signing process.

**Click Activate to start the signing process**

**These are your signers**

**Tip: Hover over action required to see a list of documents this person will sign**

**Click Add Document to upload a new document**

**Documents to be sent for signing – click to edit signing areas**

### Step 3: Editing documents to be signed

Click **Edit** next to a document name in order to adjust signature and initial fields before sending it for signatures.

When you are done editing, click **Back to Dashboard** to return to your documents list and **Activate** the transaction.

Document Title: Standard Listing Contract

Parties: Seller One, Seller Two

Form Library: Initial, Sign, Text, Check Box

Callouts:

- Click a party name to see or edit their signatures or initials
- Click and drag to add initials, signatures, text, or
- Click and drag to reposition a signature

### Step 4: Participating parties click to sign documents

The first signer will receive an email from zipLogix Digital Ink™ with a link that can be clicked in order to begin the signing process. Signers can click to sign or initial documents, then **Save All Signatures** to commit to signing this document and proceed to the next document or signer.

Document Title: Additional Provisions Addendum

Buttons: Remove All Signatures, Save all signatures, cancel

Action: Sign once

Callouts:

- When done reviewing, click Save all signatures
- Click the blue button to sign here

Document Content:

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45 **Click Here to Sign** \_\_\_\_\_ SIGNED DATE \_\_\_\_\_

46 Buyer \_\_\_\_\_ Date \_\_\_\_\_ Seller \_\_\_\_\_ Date \_\_\_\_\_

47 Paul J. Smith \_\_\_\_\_ Date \_\_\_\_\_ Seller Adam Seller \_\_\_\_\_ Date \_\_\_\_\_

48 \_\_\_\_\_

49 Buyer \_\_\_\_\_ Date \_\_\_\_\_ Seller \_\_\_\_\_ Date \_\_\_\_\_

50 Buyer \_\_\_\_\_ Date \_\_\_\_\_ Seller Betty Seller \_\_\_\_\_ Date \_\_\_\_\_

51 Jane Buyer \_\_\_\_\_

52 \_\_\_\_\_

53 **NOTE:** Any performance which is required to be completed on a Saturday, Sunday or a Holiday can be

54 performed on the next business day.

For additional training and support, please visit [www.zipLogix.com/digitalink](http://www.zipLogix.com/digitalink)