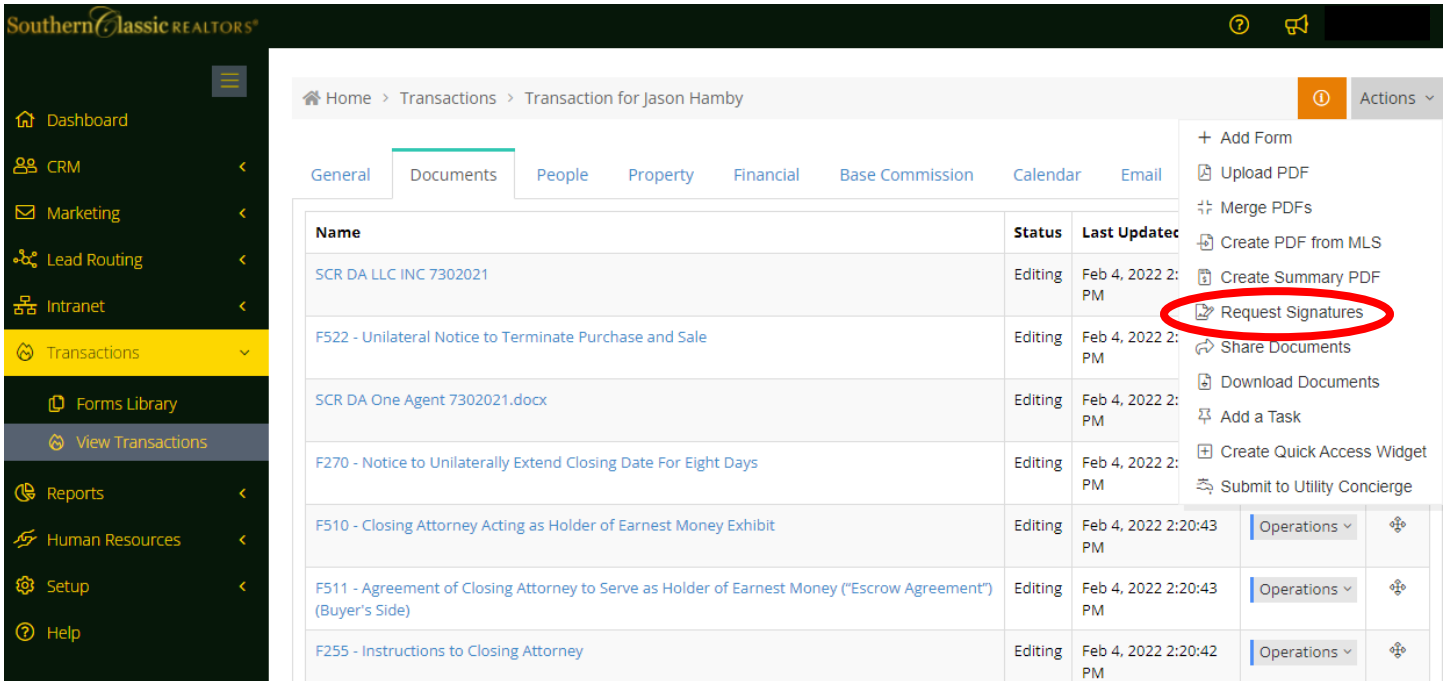


- v) **Requesting Signatures** – This action will allow agents to select one or multiple documents for e-signatures. You can request signatures from any contact in the peoples tab.
 - (1) You can request electronic signatures for a document on TotalBrokerage. To do this, go to the “Actions” menu at the top-right corner of the “Documents” tab. Then, click “Request Signatures”.



- (2) It will bring you to the follow page where you can select document you want to send out for signature.
 - (a) You can conveniently choose the Select All button to quickly choose all documents which a signer is on. You can drag the 4 way arrow on the right rearrange the order in which the documents are presented for e-signature.
- (3) In the next section, you can choose which signers you want to request from, and the method of signing (email, sms, or on this device). Each method of signing is different and the three methods are explained below.
 - (a) When sending Signature Request by Email, you have the option to choose which email to send the signature request to and the ability to add comments to the email for the signer.
 - (b) When sending Signature Request by SMS, you have the option to choose which phone number to send the signature request to and from.
 - (c) When sending Signature Request by Sign On This Device, it is in your best interest to have your customers manually sign the document (wet ink signature) instead of typing their

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signature or initials so that there is no conflict. This option can be selected at the bottom of the page.

(d) You can add an additional signer for the same documents by pressing the green Add Signer button.

Send Signature Request

Documents To Sign

Select All Document missing?

Selected	Document	Folder	View	Order
<input type="checkbox"/>	F201 - Purchase and Sale Agreement	No Folder Assigned	View	⋮
<input type="checkbox"/>	F404 - Conventional Loan Contingency Exhibit	No Folder Assigned	View	⋮
<input type="checkbox"/>	F510 - Closing Attorney Acting as Holder of Earnest Money Exhibit	No Folder Assigned	View	⋮
<input type="checkbox"/>	F511 - Agreement of Closing Attorney to Serve as Holder of Earnest Money ("Escrow Agreement") (Buyer's Side)	No Folder Assigned	View	⋮
<input type="checkbox"/>	F255 - Instructions to Closing Attorney	No Folder Assigned	View	⋮

Add Signers

Signer 1
⋮ × ▾

Signer ✉

Method

+ Add a Signer

(4) After you click send, it will bring you to a status page where it will update you on when they have viewed/signed the requests.

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