

Mandatory Signature Block:

When the client clicks, the signature appears on the page.
TIP: If you want to find the Auto-Date and Auto-Time; right-click when it's on the document.

Optional Signature:

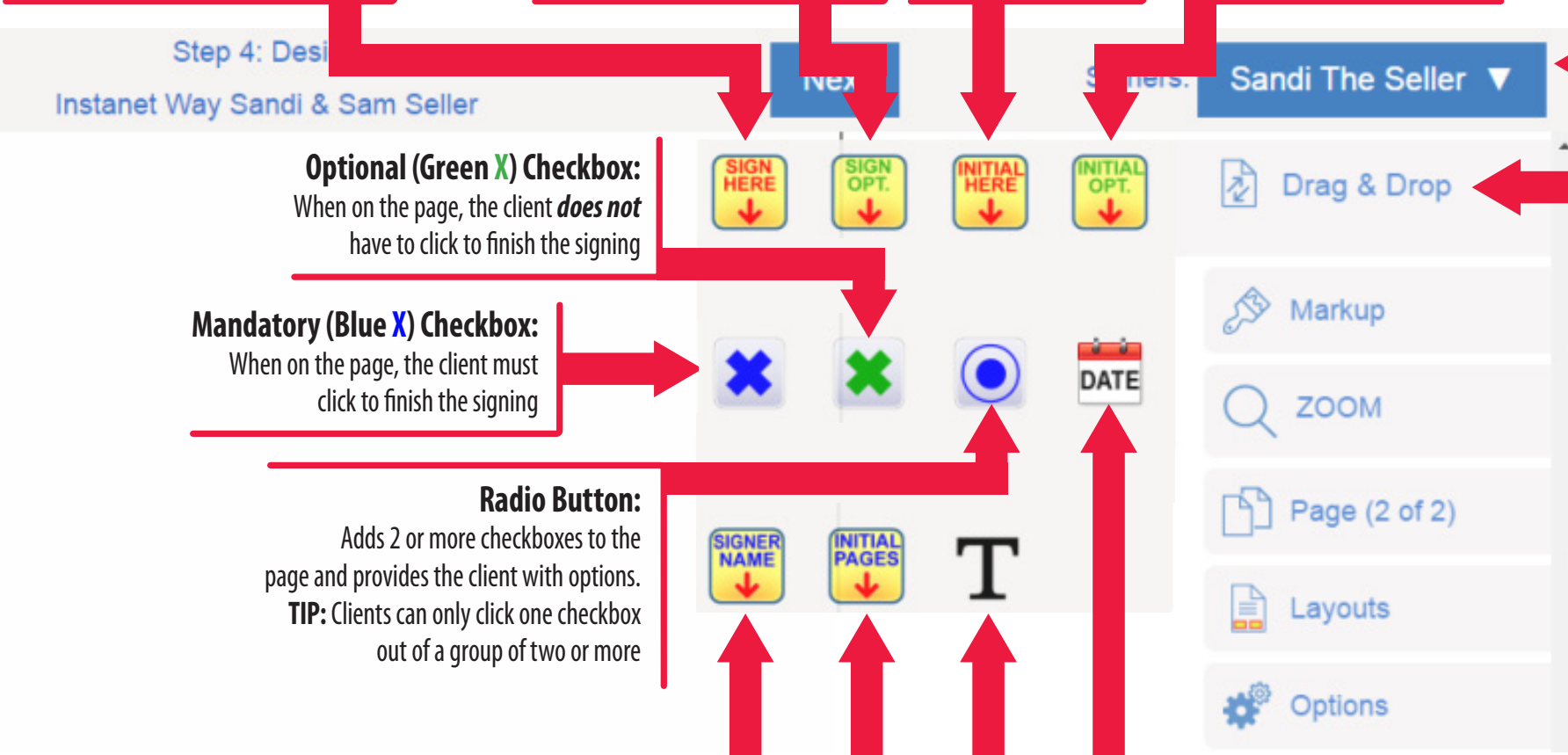
Clients will have the option to click "Accept" or "Decline"
Accept = Signature appears
Decline = Signature does not appear

Mandatory Initial Block:

When the client clicks the initial appears on the page.

Optional Initial:

Clients will have the option to "Select" or "Decline".
Accept = Initials appear
Decline = Initials do not appear



Click here to switch between signers

Optional (Green X) Checkbox:

When on the page, the client *does not* have to click to finish the signing

Mandatory (Blue X) Checkbox:

When on the page, the client must click to finish the signing

Radio Button:

Adds 2 or more checkboxes to the page and provides the client with options.
TIP: Clients can only click one checkbox out of a group of two or more

Signer Name:

Adds the signer's name on the document in block letters

Initial Pages:

Drag & Drop to add initials to multiple pages

Text Box for Client:

Drag & Drop to create a mandatory or optional text box for your client to type into. Agents should use the text box in [Markup Tools](#) to add their text to the page

Date: This will add **TODAY'S DATE**

TIP: To get the Auto-Date and Auto-Time, drag and drop a **SIGNATURE** or **INITIAL BLOCK** from the top row to the document and right-click it

Drag & Drop Tools:
Begin by clicking to open the "Drag & Drop" Tools

These are used by the agent to highlight the areas on the page where a client should sign, initial, check a box or add text

More Guides:

- [Transaction Dashboard User Guide](#)
- [Transaction Tools](#)
- [Agent Dashboard User Guide](#)
- [Agent Tools User Guide](#)
- [*All Above Guides in 1 pdf](#)
- [Authentisign Markup Tools](#)