How to eMail2eSign[™] with AAR eSign

Before Beginning:

Your "sending as" email address must be the same as your AAR eSign email address in order to properly authenticate, receive documents, start a session and receive a confirmation. When using ZipForms you can confirm your email address by selecting the user profile information. See below.



The email listed under 'My Information' must match AAR eSign email ID.

My Information		
First Name	Go	
Last Name	Paperless	
UserName		
Email	prabakar@live.com	
Phone		
Extension		

To eMail2eSign from within ZipForms:

Select the documents needed for the transaction and click 'Send'.

Alison Testing	Docu	ments	& Part	ties	n Propert	ty				Enter Key	word(s)	
Transaction Status Active V	Back	Apply Template	Add Document	Add Folder	Delete Document	Print	Save as PDF	Send	Transaction Info	e-Sign	Share	?
Folders											So	rt 🔻

In the email sidebar (to the right in ZipFormPlus) enter the address <u>docs@email2esign.com</u> as the recipient and attach all necessary forms to start an eSign session for the transaction. The subject becomes the session title (e.g. Mr. Smith Listing Agreement). The body of the email can be blank. Click to send the email. Example screen shot shown below.

Joes@email2esign.com Subject eMail2eSign Copy me: Attachments: * Drag and Drop to change the order of As Is Addendum - 02/2011 Addendum #2 - 6/93 Additional Clause Addendum - 02/2011	documents	
Subject eMail2eSign Copy me: Attachments: * Drag and Drop to change the order of As Is Addendum - 02/2011 Addendum #2 - 6/93 Additional Clause Addendum - 02/2011	documents	
Attachments: * Drag and Drop to change the order of As Is Addendum - 02/2011 Addendum #2 - 6/93 Additional Clause Addendum - 02/2011	documents	
As Is Addendum - 02/2011 Addendum #2 - 6/93 Additional Clause Addendum - 02/2011	8	
Addendum #2 - 6/93 Additional Clause Addendum - 02/2011		
Additional Clause Addendum - 02/2011	•••	
	8	
Send as		



You will receive an email notification that the documents have been successfully received, a signing session created with a "Continue Session" link in the email to directly access, setup and send the signing session.



Click the 'Continue session' link in your email to be taken directly to step 1 of the signing session setup.

Alternatively, go to aar.esignonline.net and log in.

	AAR eSign Login
	Email Address prabakar@live.com Password <u>Forgot my password</u>
Forgot email address Contact <u>Support</u> for a response during normal business hours. Note: To change your email address and/or password, you must first login	Remember me on this computer Sign In
using your old email address and pasword.	

On your session history page, your new session will be in building status.

-	Transaction Name	Session Title	<u>Status</u>	Action Menu	Date Added	Edit
		eMail2eSign	Building	O O 🕯	May 02, 2014	2
		Alison purchase agreements	Building	O O 🖷	May 01, 2014	2
		alison disclosure docs	Building	Q Q 🖣	May 01, 2014	2
		e2e4	Building	Q Q 🖣	May 01, 2014	2
		e2e test 2	Building	o o 🐚	May 01, 2014	2

Select the continue button to proceed with the new signing session.

Fransaction Name :	AAR test		Session Options
Session Title :	eMail2eSign	* required	Include me as a signer
			Signer Sequencing
			 Send to one signer at a time in order Send to all signers at once
Email Message :	-		Notify all signers after each signing
	Inanks, Prabakar		Allow signers to delegate to another person
CC Email:			
	For copy of final document, en	ter email addresses separated by a comma.	
	Securing your session with a p Please create a password belo	password is optional. w and make sure to share it with all your sig	iners.
Session Password .		(Optional)	

On step 3, if any of the forms or documents has a QR code and corresponding template, then you will be taken to the designate signers window to automatically assign roles and signing locations.

<u>Seq.</u>	Document Name	Template	Pages	<u>Size (KB)</u>	Signing Locations	View	Edit
1	As_ls_Addendum022011_ts69854.pdf	AAR - AIA	1	37	7	1	2
2	Addendum_2693_ts69854.pdf		1	29	0	19	2
3	Additional_Clause_Addendum022011_ts69854.pdf		2	46	0	19	2
4	Application_For_Occupancy022013_ts69854.pdf	AAR - AOO	3	56	0	19	2
5	Counter_Offer_3022011_ts69854.pdf		1	31	0	19	2

st Name	Last Name	Email Address	
			Add Signer
Package Templates			
Template Title : AAR	- AIA		
Buyer 1 :	Alison Garcia	Apply signers to all templates	
Manager 1 :	Stephanie larson		
Seller 1 :	Jessica Smith 💌		
Seller's Broker 1 :	Tiffany Chu		
Buyer 2 :			
Seller 2 :			
Template Title : AAR	- AOO		
Tenant 1 :			
			Next

Designate your signers to roles and click next to apply the templates.

Continue to setup the session and click finish on the last step to start your signing session.

To eMail2eSign from your email account:

Compose a new email in whatever program you use (outlook, yahoo, Gmail, Hotmail, etc.).

Here is an example shown from the Gmail email composer.

Send to (recipient) <u>docs@email2esign.com</u> and attach all necessary documents and forms to start a signing session.

The subject becomes the session title (e.g. Mr. Smith Listing Agreement).

The body of the email can be blank.

Click to send the email.

eMail2eSign Test	-	∠ ×
docs@email2esign.com		
eMail2eSign Test		
Addendum_2693_ts84373.pdf (29K)	× <	
As_Is_Addendum022011_ts84373.pdf (37K)	×	
	-	

You will receive a confirmation email once files have been successfully received.





The link will automatically sign you into the program and take you to the new signing session step 1.

1 Signing Session Configuration	2 Invite Signers	3 Upload Session Document(s)	Add Signing Locations	5 Preview Signing Session	6 Start Signing Session
New Signing Session					
					Next 👩 Cancel
Transaction Name :	AAR Test			Session Options	
Session Title :	eMail2eSign Test	* required		🕑 Include me as a sigr	er
Email Message :				 Send to one signer a Send to all signers a Notify all signers aft Allow signers to deleter 	at a time in order it once er each signing gate to another person
CC Email:	For copy of final document, e Securing your session with a Please create a password be	enter email addresses separa password is optional. low and make sure to share i	ted by a comma. t with all your signers.		
Session Password :		(Optional)			
Confirm Password :					

From here, you can continue to setup the session.

If you have forgotten a document, you can add additional files to the existing session by replying to the email or sending a new email to the address shown in the confirmation email. This is your unique signing session email ID to send additional documents from any other platform (dropbox, Box.net, Google Docs, etc.) and include them in the same signing session.

Dear Alison Haro,
Your files have been successfully received by the eSignOnline eMail2eSign [™] service. Please read and follow the below instructions carefully.
A new signing session has been created with the files received. You can follow the link below to login to your account, setup and send the session for signatures.
Continue session
To add more documents to this signing session, you can either reply to this email with the additional attachments or send a new email to d4b55522-050c-4a38-a032-8fd0058a381f@email2esign.com vith the additional attachments.
Sincerely, Please consider the environment before printing this email. Customer Service Arizona Association of Realtors support@aaronline.com

In your reply email, simply attach additional documents and send.

Dear Alison <u>Haro</u> ,	
Your files have been successfully received by the <u>eSignOnl</u> the below instructions carefully.	line eMail2eSign ™ service. Please read and follo
A new signing session has been created with the files received account, setup and send the session for signatures.	ived. You can follow the link below to login to your
Continue session	
To add more documents to this signing session, you can exact attachments or send a new email to <u>d4b55522-050c-4a38-</u> additional attachments.	ither reply to this email with the additional a032-8fd0058a381f@email2esign.com with the
Sincerely, Please consi Customer Service Arizona Association of <u>Realtors</u> <u>support@aaronline.com</u>	ider the environment before printing this email.
Sincerely, Please consi Customer Service Arizona Association of <u>Realtors</u> <u>support@aaronline.com</u> Application_For_Occupancy_022013_ts37454.pdf (55K)	ider the environment before printing this email.
Sincerely, Please consi Customer Service Arizona Association of <u>Realtors</u> <u>support@aaronline.com</u> Application_For_Occupancy022013_ts37454.pdf (55K) Commercial_Buyers_Inspection_Notice_And_S (38K)	ider the environment before printing this email.
Sincerely, Please consi Customer Service Arizona Association of <u>Realtors</u> <u>support@aaronline.com</u> Application_For_Occupancy_022013_ts37454.pdf (55K) Commercial_Buyers_Inspection_Notice_And_S (38K) Notice_to_Terminate_Lease_Agreement_Due_t (34K)	ider the environment before printing this email.



If you upload a document that is not supported by eSign, you will receive an error email.

	SIGNATURE
	SIGNATURE
Dear Alison AAR,	
Your files have been received by th some of the documents. Below is documents	ne eSignOnline eMail2eSign™ service, however, there was an issue processing a summary of the issues we encountered while attempting to process your
The following files could not be pro	nativ processed:
The following lifes could not be pro	peny processed.
 ESD new logo.psd, Reas 	son: File format is not supported
Some suggestions:	
 Ensure that the documer 10MB. A session is too I If you've scanned the doc our system from correctly Check your document file system: / ? <> \: * * The supported document 	nts aren't exceeding the file and session limits. A file is too large if it exceeds arge if its combined documents exceeds 20MB. rument, please double check the quality settings. Some scanners can prevent y processing your documents due to image quality issues or size. e names. The following characters in a file name are not supported by our formats are doc; docx; xls; xlsx; csv; bmp; jpg; png; tiff, and txt
Even though there was an issue w retry or add more documents to th attachments or send a new email th additional attachments. You can for signatures.	ith some of your documents, a new signing session has been created for you. To is signing session, you can either reply to this email with the additional to <u>2e6235f1-0914-4029-8493-dfc68d735d43@email2esign.com</u> with the ollow the link below to login to your account, setup and send the session for
Continue session	
Sincerely, Customer Service	Please consider the environment before printing this email.

To setup the session select the 'Continue session' link to directly access, setup and send the signing session.

You will be automatically logged into your account and taken to step 1 (or whichever step you last saved at) to setup and send your signing session.

On step 3, if any of the forms or documents has a QR code and corresponding template, then you will be taken to the designate signers window to automatically assign roles and signing locations.

U	pload Fr	om Computer 💿 Move Up 💽 Move Down 🛜 Delete			(Carlor Pr	evious 🚫 Nex	t 👩 Cano	el (
-	<u>Seq.</u>	Document Name	<u>Template</u>	Pages	<u>Size</u> (KB)	Signing Locations	<u>View</u>	Edit
0	1	Addendum_2693_ts84373.pdf		1	29	0		2
J	2	As_ls_Addendum022011_ts84373.pdf	AAR - AIA	1	37	5	9	2
]	3	Application_For_Occupancy_022013_ts37454.pdf	AAR - AOO	3	56	166	1	2
D	4	Commercial_Buyers_Inspection_Notice_And_Sellers_Response- 0210_ts35251.pdf	AAR - CBIN	2	38	14		2
)	5	Notice_to_Terminate_Lease_Agreement_Due_to_Material_Noncompliance 012014_ts35251.pdf	AAR - TLANON	1	34	1		2

irst Name	Last Name	Email Address	_	
			Add Signer	
Package Template	×5			
 Template Title : A 	AR - AIA			
Buyer 1 :	Alison AAR			
Manager 1 :	Stephanie Larson			
Seller 1 :	Jennifer Jackson			
Seller's Broker 1 :				
Buyer 2 :				
Seller 2 :				
				Next Canc

Apply the templates and continue to setup your signing session.