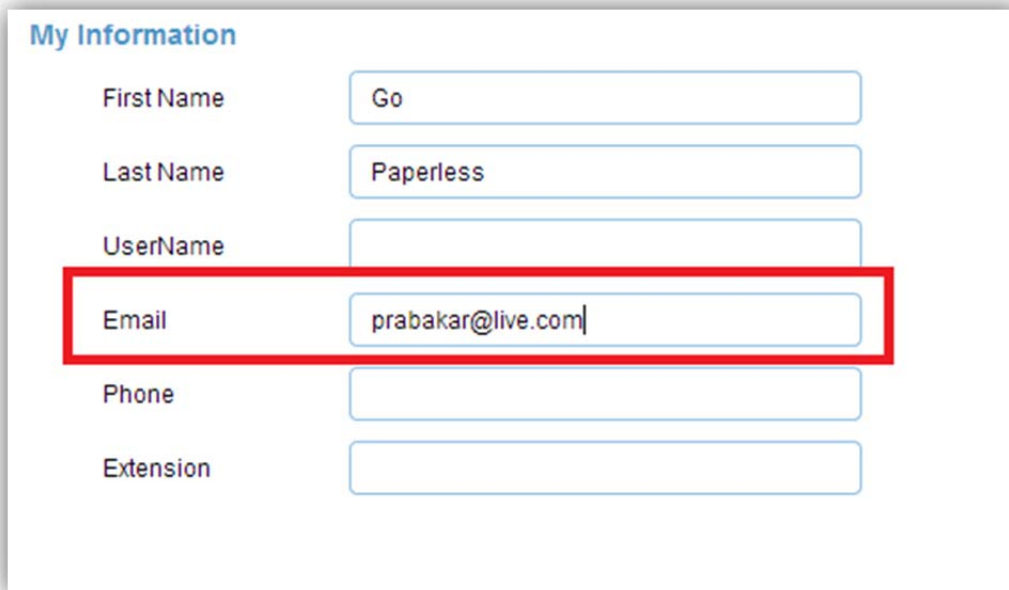# How to eMail2eSign™ with AAR eSign

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.
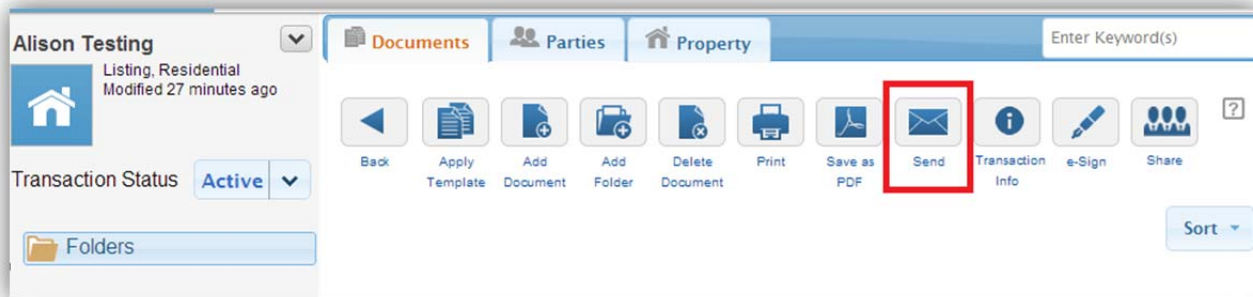

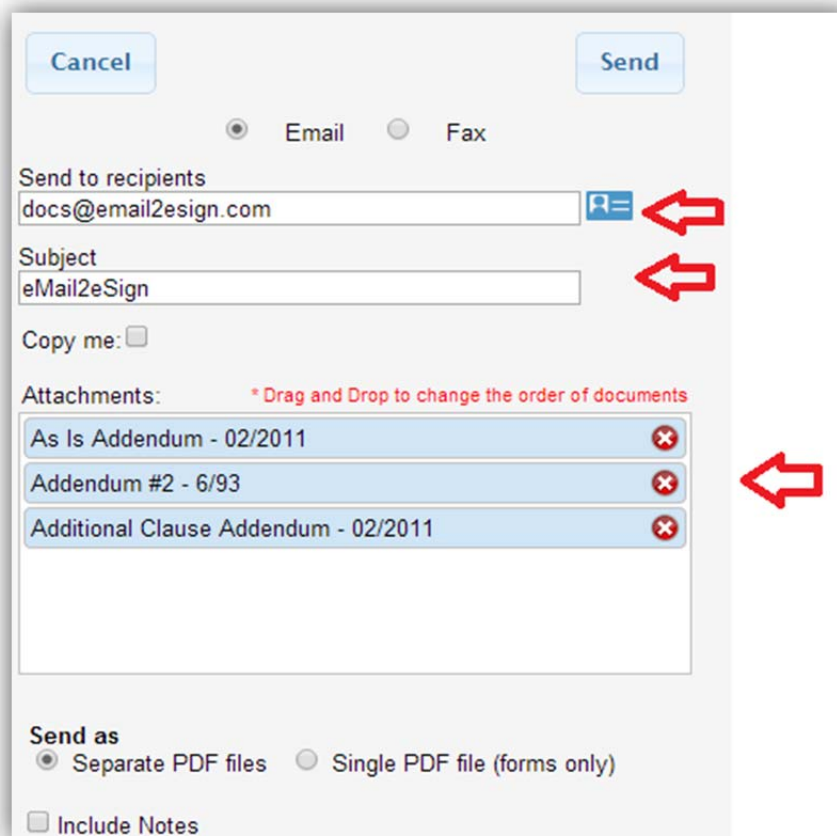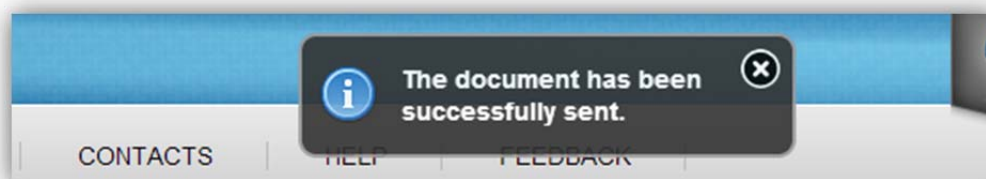The email listed under 'My Information' must match AAR eSign email ID.

To eMail2eSign from within ZipForms:

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

In the email sidebar (to the right in ZipFormPlus) enter the address docs@email2esign.com 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.

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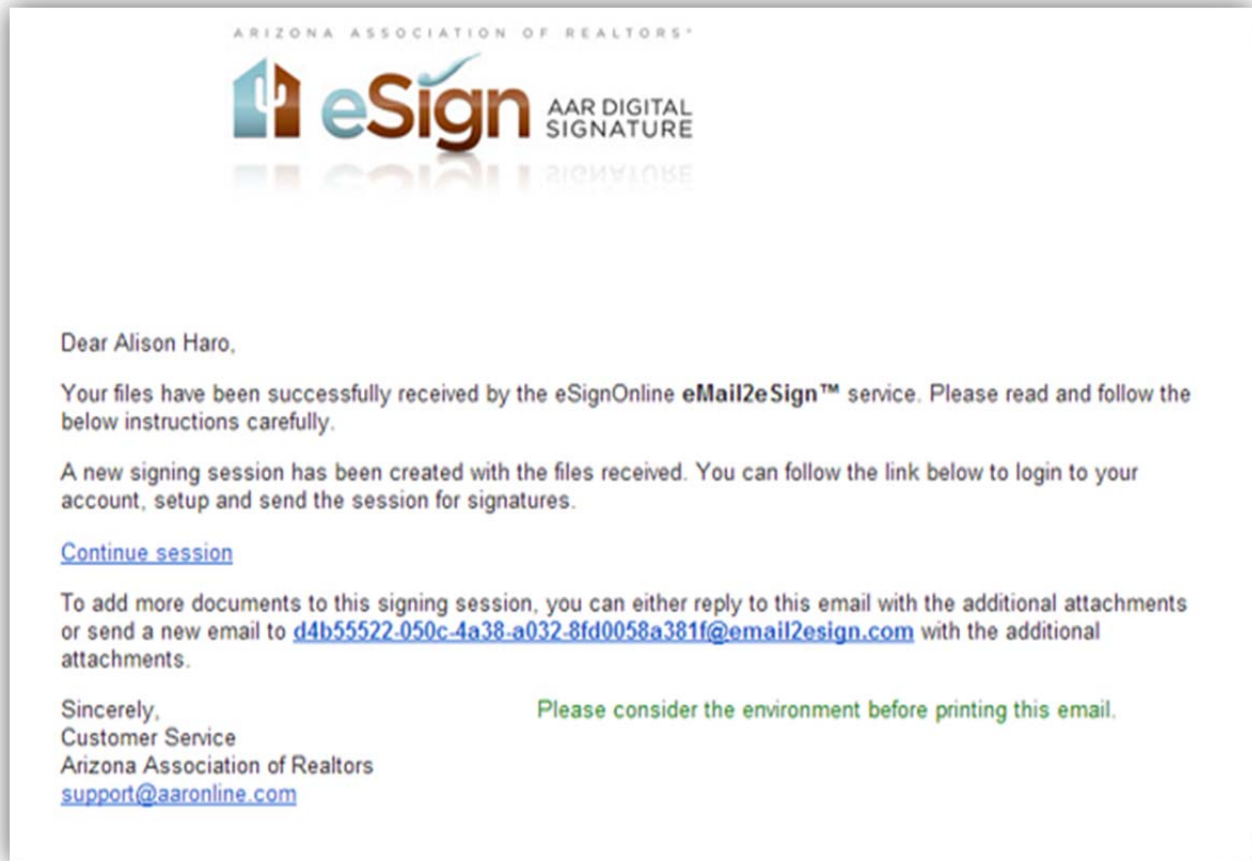
Click the 'Continue session' link in your email to be taken directly to step 1 of the signing session setup.

Alternatively, go to aar.esignonline.net and log in.
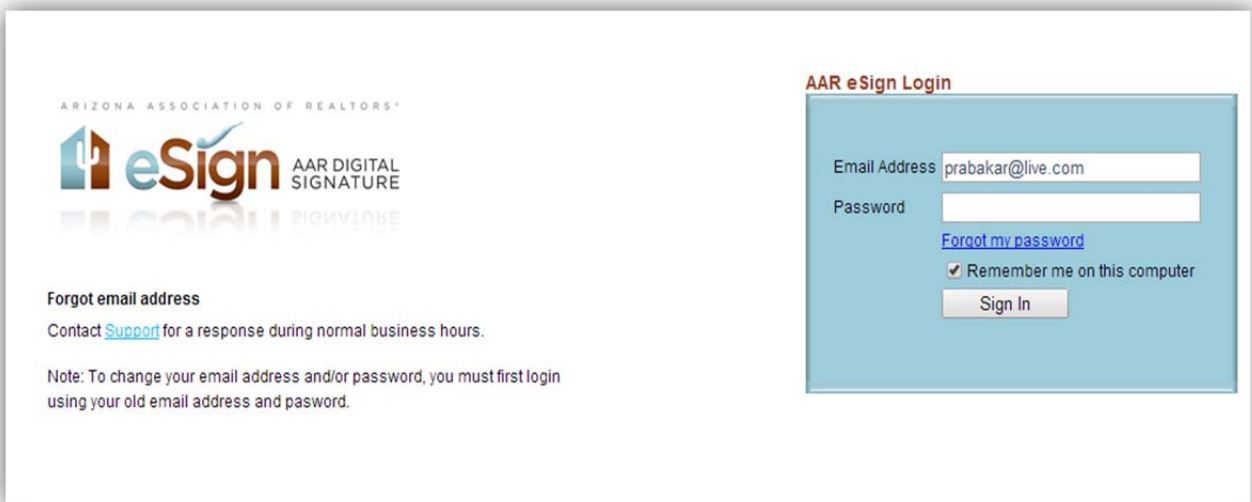
On your session history page, your new session will be in building status.

-	Transaction Name	Session Title	Status	Action Menu	Date Added	Edit
☐		eMail2eSign	Building	🔄 ⊗ 📋	May 02, 2014	✏️
☐		Alison purchase agreements	Building	🔄 ⊗ 📋	May 01, 2014	✏️
☐		alison disclosure docs	Building	🔄 ⊗ 📋	May 01, 2014	✏️
☐		e2e4	Building	🔄 ⊗ 📋	May 01, 2014	✏️
☐		e2e test 2	Building	🔄 ⊗ 📋	May 01, 2014	✏️

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

Transaction Name : AAR test ▼

Session Title : eMail2eSign * required

Email Message :
Thanks,
Prabakar

CC Email:
For copy of final document, enter email addresses separated by a comma.

Securing your session with a password is optional.
Please create a password below and make sure to share it with all your signers.

Session Password : (Optional)

Confirm Password :

Session Options
☐ Include me as a signer

Signer Sequencing
◉ Send to one signer at a time in order
○ Send to all signers at once

☐ Notify all signers after each signing

☐ Allow signers to delegate to another person

Next   Cancel

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.

☐	Seq.	Document Name	Template	Pages	Size (KB)	Signing Locations	View	Edit
☐	1	As_Is_Addendum_-_022011_ts69854.pdf	AAR - AIA	1	37	7	📄 🔍	✏️
☐	2	Addendum_2_-_693_ts69854.pdf		1	29	0	📄 🔍	✏️
☐	3	Additional_Clause_Addendum_-_022011_ts69854.pdf		2	46	0	📄 🔍	✏️
☐	4	Application_For_Occupancy_-_022013_ts69854.pdf	AAR - AOO	3	56	0	📄 🔍	✏️
☐	5	Counter_Offer_3_-_022011_ts69854.pdf		1	31	0	📄 🔍	✏️

Designate Signers

First 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 Cancel

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) docs@email2esign.com and attach all necessary documents and forms to start a signing session.
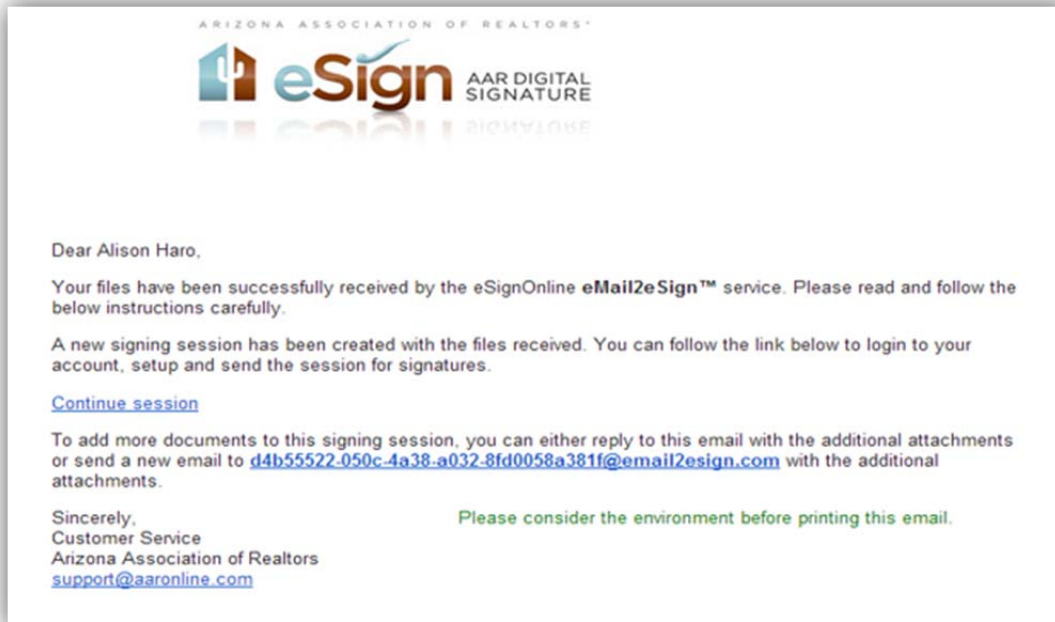
The subject becomes the session title (e.g. Mr. Smith Listing Agreement).

The body of the email can be blank.

Click to send the email.
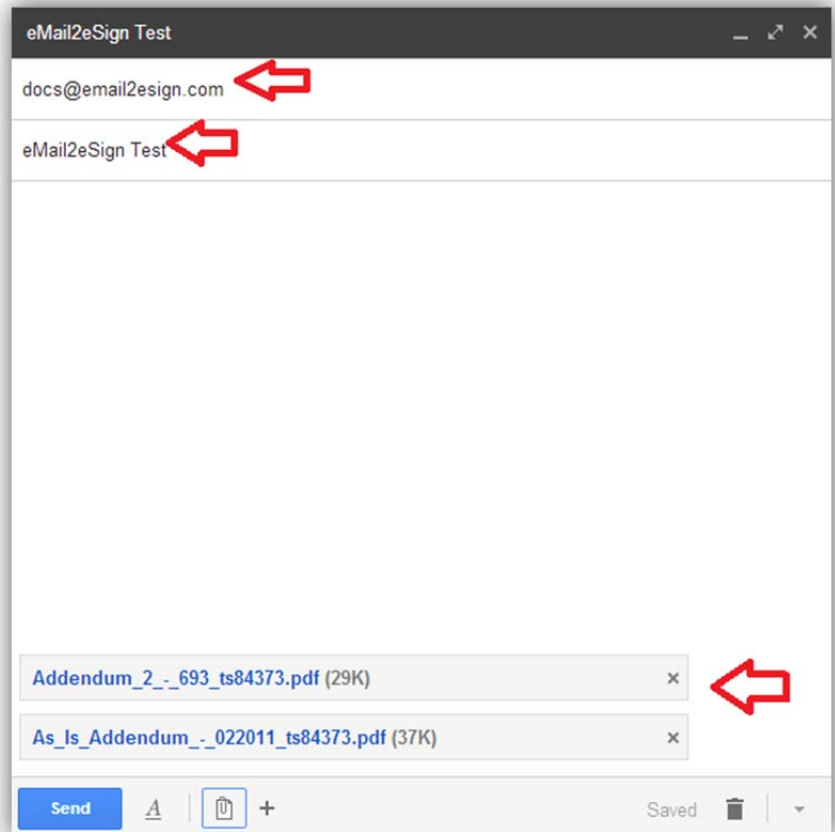
You will receive a confirmation email once files have been successfully received.

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 with the additional attachments.

Sincerely,
Customer Service
Arizona Association of Realtors
support@aaronline.com

Please consider the environment before printing this email.

To continue to the session, select the 'Continue session' link.

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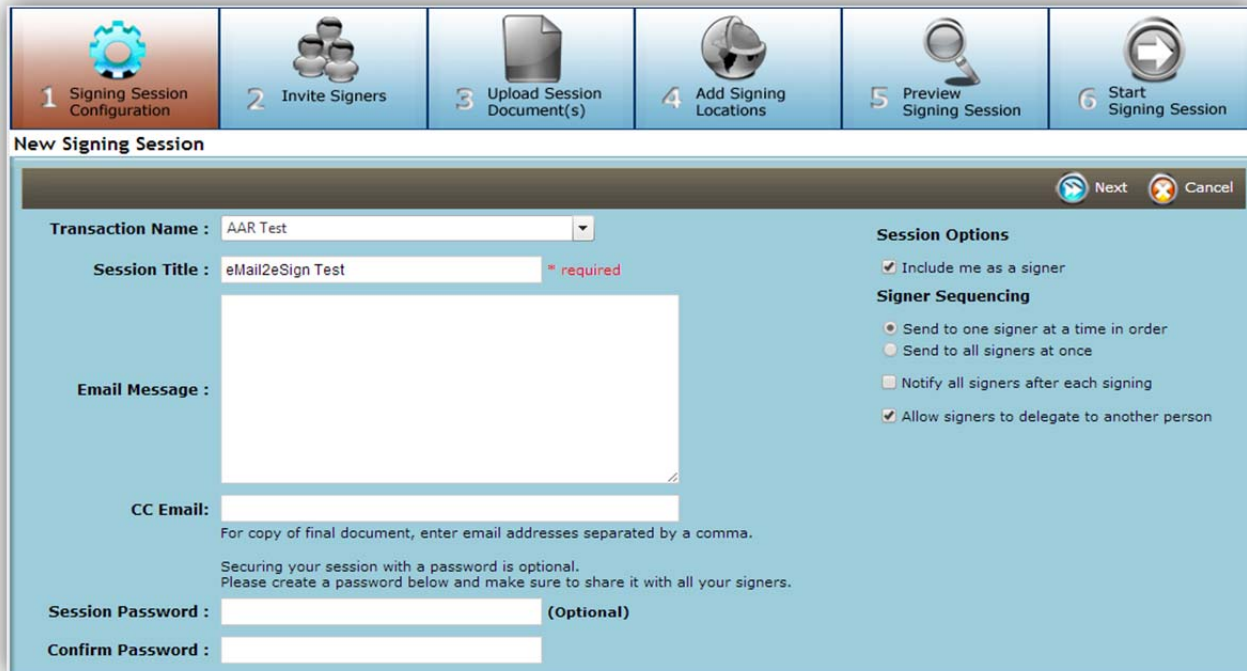


From here, you can continue to setup the session.

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.
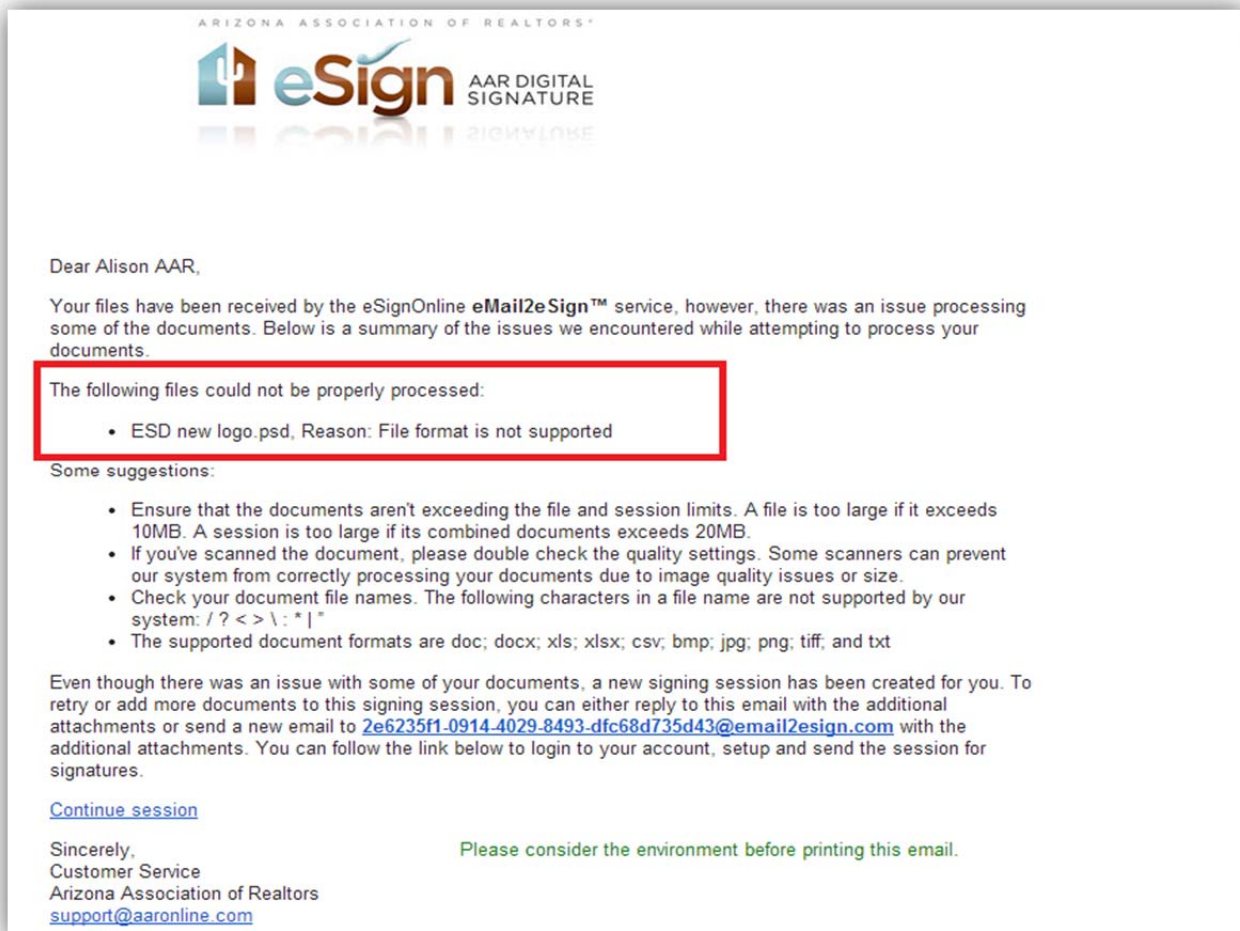

In your reply email, simply attach additional documents and send.
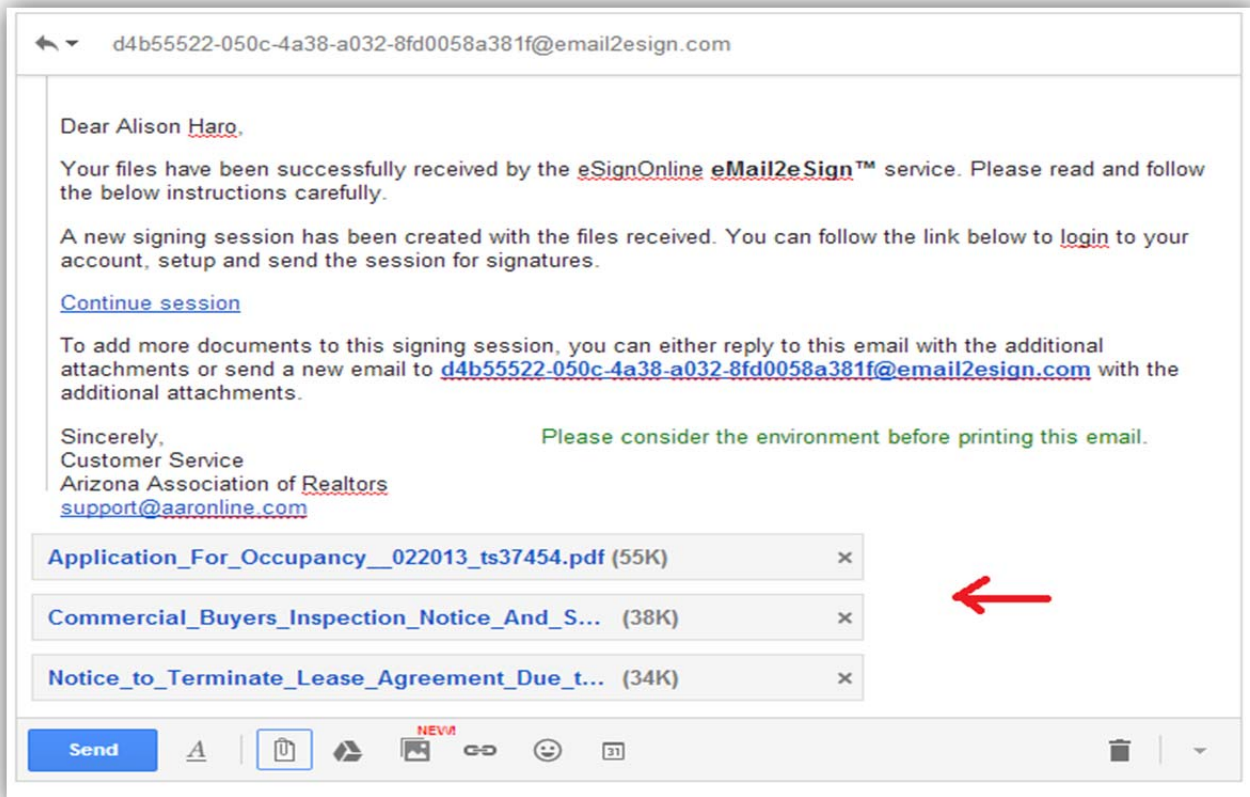
You will receive a new confirmation email stating that your additional files have been successfully received.
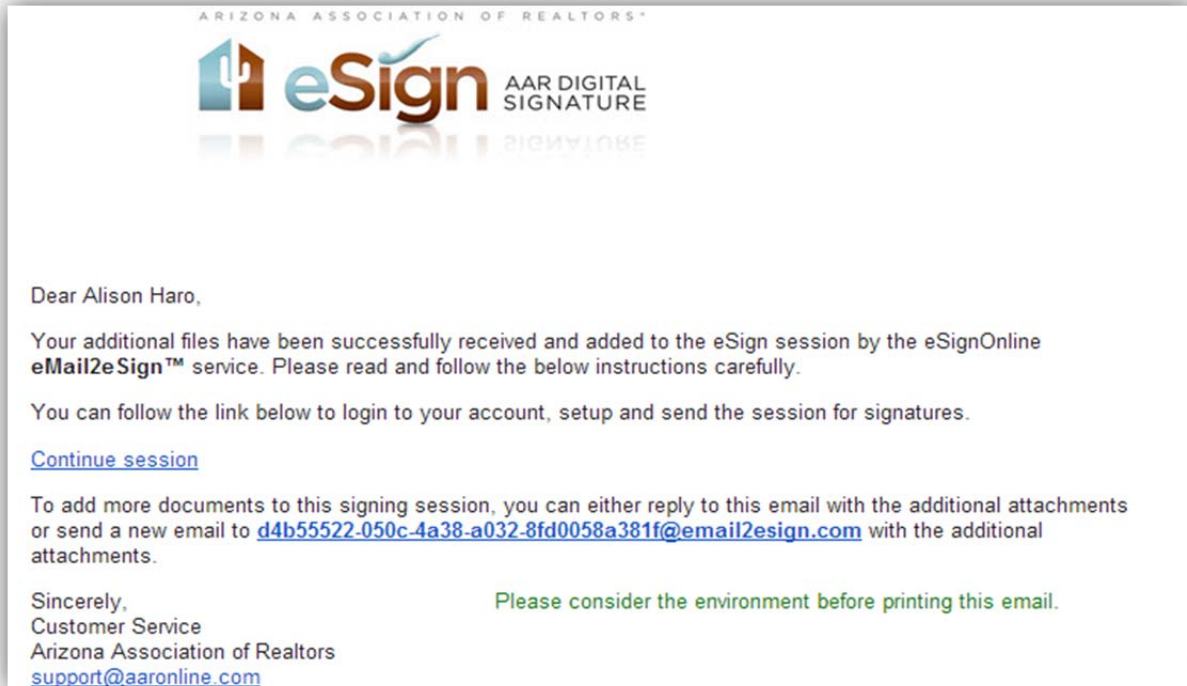
If you upload a document that is not supported by eSign, you will receive an error email.

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.

Apply the templates and continue to setup your signing session.