

Creating a New Account for RSign

| | |
|--|--|
| <p>Step 1:</p> <p>Navigate to RSign web page: https://app.rsign.com/</p> <p>Save this page to your web browser's 'Favorites'.</p> | |
| <p>Step 2:</p> <p>Enter your information under the "Create a new account" section, select the default language and press "Sign Up".</p> | |
| <p>Step 3:</p> <p>Confirm the account is created.</p> | |

Step 4:

Check the mailbox of the address that is registered for a confirmation email and click on the link to activate your account.

RMail Activation Email



support@rpost.com Add to contacts 11:35 AM
To: kunalbafna@outlook.com

RPost: Welcome to the Registered Email Service

This is the confirmation email that contains the activation link.

| | |
|--------------------------------|-------------|
| Your display name is: | Kunal Bafna |
| You are associated with brand: | RPost |
| Your service language is: | English |

Click here to activate your registration:

<https://rmail.rpost.com/RMail/Home.aspx?user=kunalbafna@outlook.com&confN=7EyO97kgBO5gUcuiE5pHio9P4M%3d>

If the link above is not active, please copy and paste it into your browser.

If you believe you received this message in error, or if you have any questions, please send an email to support@rpost.com.

Thank you,

RPost Support

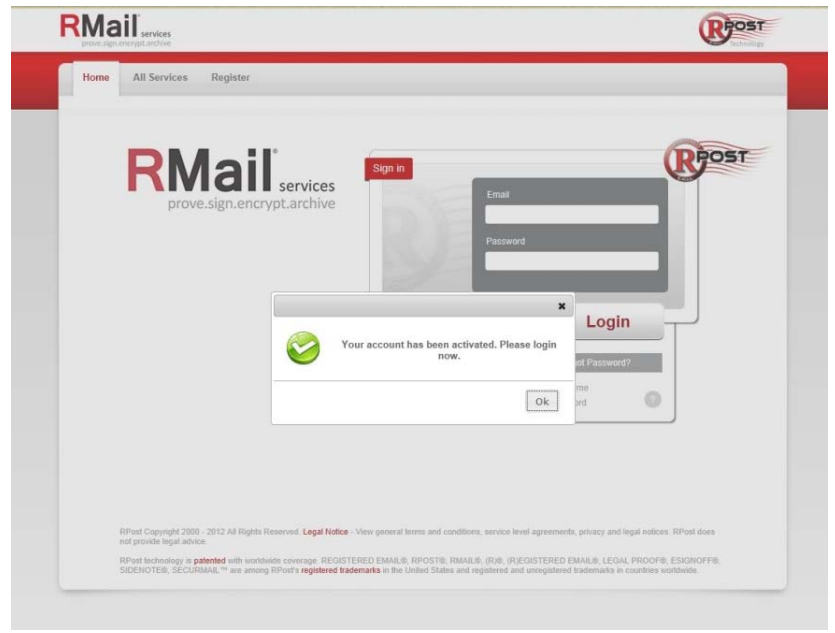
support@rpost.com

For more information about RPost services, visit www.rpost.com.

An RPost Service

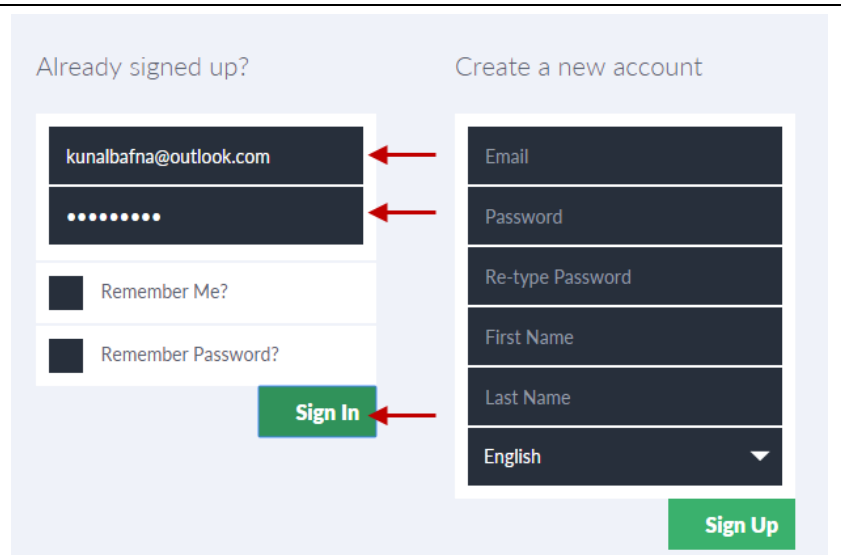
Step 5:

Confirm the account is activated by pressing "OK" on the confirmation popup.

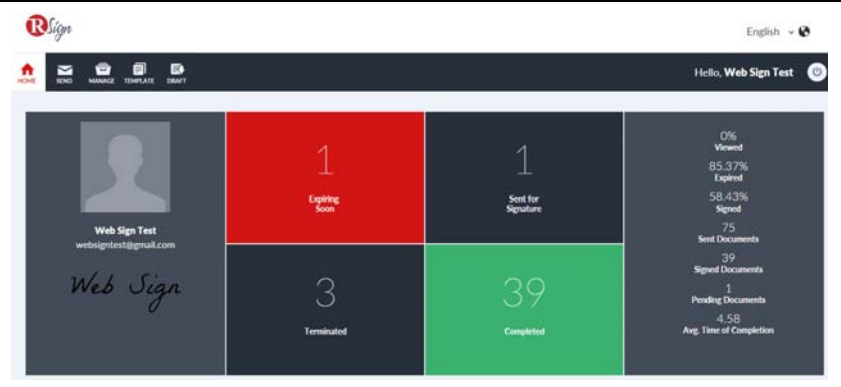


Step 6:

Navigate back to <https://app.rsign.com/> and login with the registered account credentials and start using the service.

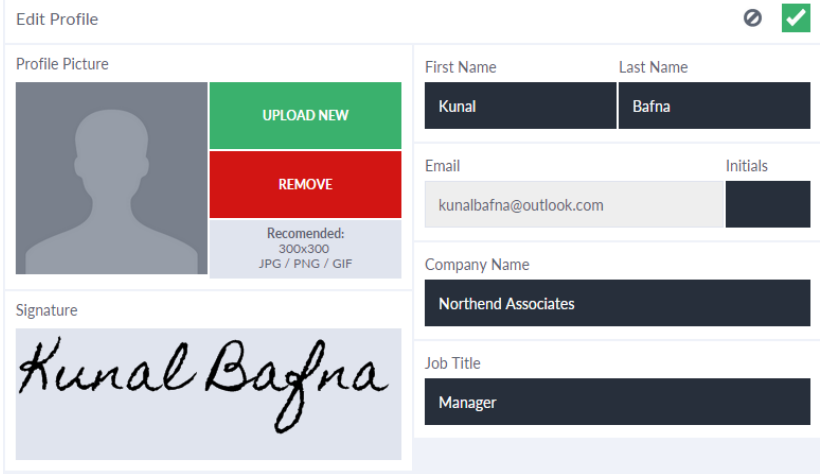
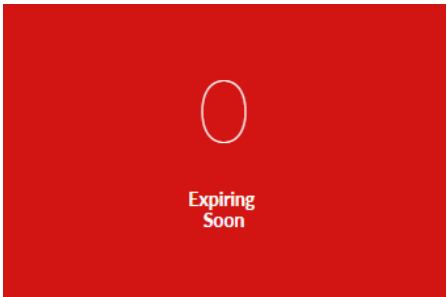
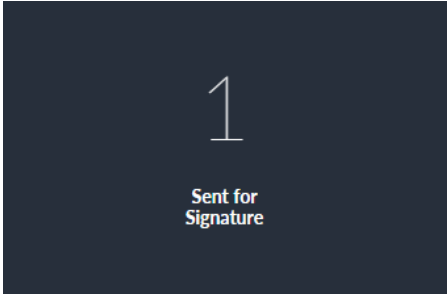
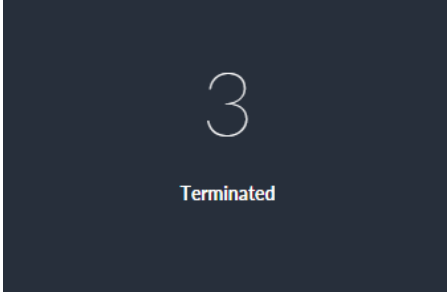
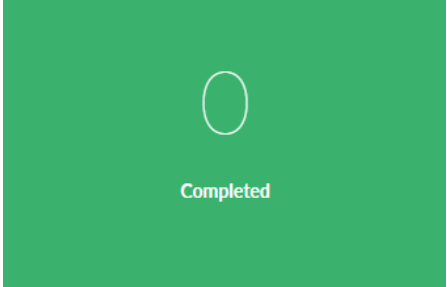


Once logged in, you will view the Home tab and dashboard.



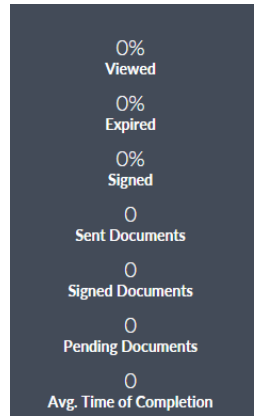
RSign User Features in Detail

| | | |
|------------------------|--|--|
| <p>Home Tab</p> | <p>Profile</p> <p>This section displays your profile.</p> | |
|------------------------|--|--|

| | |
|---|--|
| <p>Edit Profile</p> <p>You can add a profile picture and save a default signature for your account.</p> |  |
| <p>Expiring Soon</p> <p>This section gives you the count of contracts which are about to expire.</p> |  |
| <p>Sent for Signature</p> <p>This section gives you the count of contracts which are sent out and pending signature.</p> |  |
| <p>Terminated</p> <p>This section gives you the count of contracts which rejected by the signers.</p> |  |
| <p>Completed</p> <p>This section gives you the count of contracts which are completed.</p> |  |

Additional Stats

This section gives you detailed information about the contracts sent out till date.



Send Tab

**Step 1/2:
Envelope**

Add Recipients

The recipient(s) name and email address should be entered in this section.

Order: Enter the order in which the signer would receive the document for signing.

Type: Represents the role of the recipient. Recipient can be of type "Signer" or "Cc".

Signer: Would be required to sign the document.

Cc: Would receive only the final signed contract once all the signers have signed.

Name: Enter the name of the recipient.

Email: Enter the email address of the recipient.

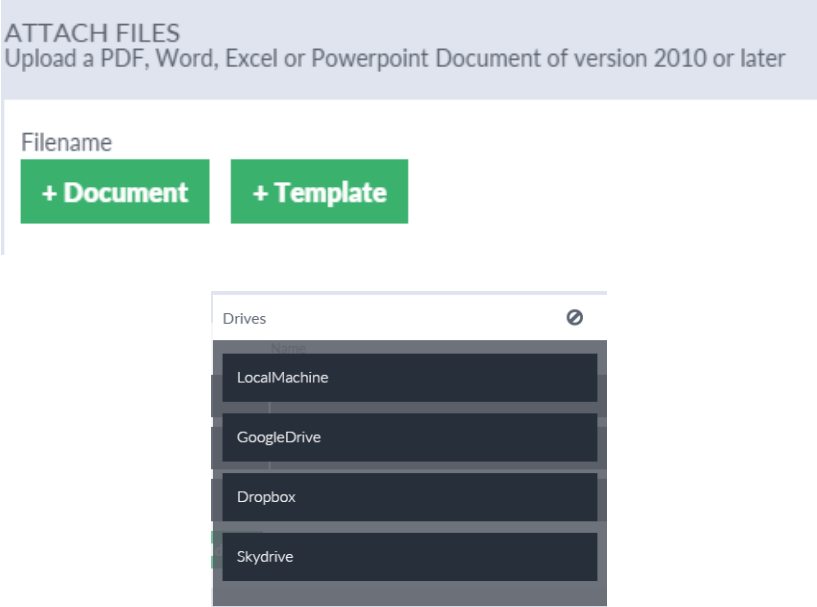
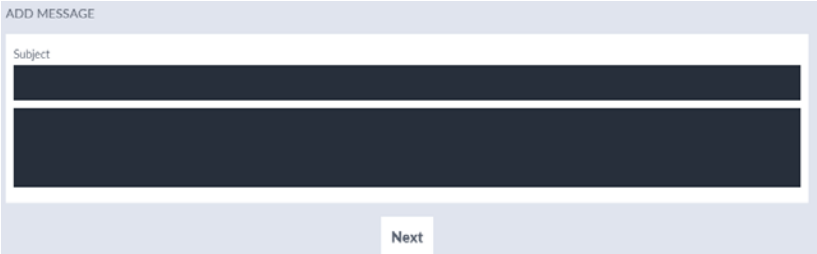
+ Recipient: Click this button to add additional recipients.

Add Me: Click this button if your information needs to be added as recipient.

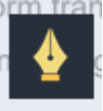


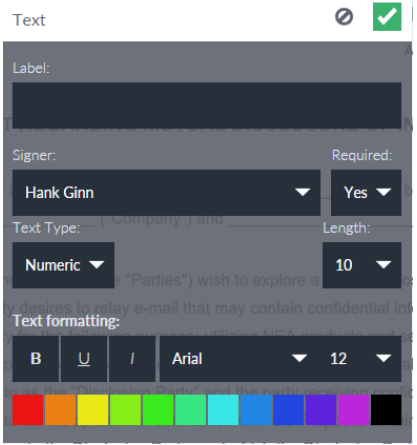
ADD RECIPIENTS

| Order | Type | Name | Email | |
|-------|--------|-------------|------------------------|---|
| 1 | Signer | Hank Ginn | hankginn@gmail.com | ✕ |
| 2 | Signer | Murray H | Hmurray.info@gmail.com | ✕ |
| 1 | Cc | Sam Garlean | samgarlean@hotmail.com | ✕ |

+ Recipient Add Me

| | |
|---|--|
| <p>Attach Files</p> <p>The contract(s) to be signed should be added from this section.</p> <p>+ Document: Click this button to add documents from your local machine or any other drives.</p> <p>+ Template: Click this button to add a previously saved template.</p> |  |
| <p>Add Message</p> <p>The subject and email body information should be added to this section.</p> <p>Subject: Enter the subject for the signing email.</p> <p>Message body: Enter the email body and other information as required in this section.</p> |  |

| | |
|---|--|
| <p>Options</p> <p>Set individual options, if required, for the contract to be sent.</p> <p>Expires in: Set the expiry date for the contract. The signers won't be able to open and sign the contract after the entered number of days.</p> <p>Date Format: Set the date format to be printed on the signed contract.</p> <p>Send reminder in: Set the number of days after which the reminder email will be sent by the system if the contract is not executed.</p> <p>Then send reminder in: Set the frequency of the reminder email to be sent.</p> <p>Access code required to sign: Enter a password which will be required by the recipient to sign the document.</p> <p>Access code required to open signed document: Enter a password which will be required by all parties to open the contract after it is signed.</p> | |
| <p>Draft it</p> <p>Draft It</p> <p>This option allows you to save the envelope and access it at later time.</p> | |
| <p>Step 2/2: Prepare</p> <p>Prepare</p> <p>Prepare the uploaded attachment with the information to be collected from the signers along with their signature.</p> | |

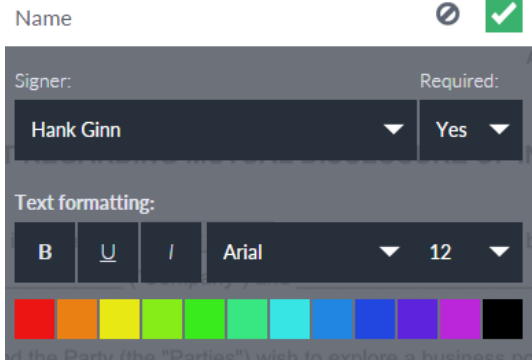
| | | |
|------------------------|--|---|
| <p>Controls</p> | <p>Signature:</p>  <p>Drag this control on the document where you want the recipient to sign. From the dropdown select the signer you want to assign this control to.</p> |  <p>Signature <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>Signer: Party: <input type="text"/></p> <p>Hank Ginn</p> <p><input checked="" type="checkbox"/> Required By: Yes</p> <p>By: <input type="text" value="Signature"/></p> |
| | <p>Text box:</p>  <p>Drag this control on the document where you want the recipient to enter text.</p> <ul style="list-style-type: none"> • Label: Assign a name to the text box. • Signer: Select the signer you want to assign this control to from the dropdown. • Required: Select Yes/No to make this field required or optional. • Text Type: Select the option if the field should accept only numeric or Text. • Length: Select the maximum number of characters allowed in this text box. • Text Formatting: Select how the entered information should be formatted along with the font type, size and color. |  <p>Text <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>Label: <input type="text"/></p> <p>Signer: Hank Ginn Required: Yes</p> <p>Text Type: Numeric Length: 10</p> <p>Text formatting: B U / Arial 12</p> <p>s of <input type="text" value="Textbox"/></p> |

Name:



Drag this control on the document where you want the recipient to enter his/her name.

- Signer: Select the signer you want to assign this control to from the dropdown.
- Required: Select Yes/No to make this field required or optional.
- Text Formatting: Select how the entered information should be formatted along with the font type, size and color.



Name

Title



Drag this control on the document where you want the recipient to enter his/her Title.

- Signer: Select the signer you want to assign this control to from the dropdown.
- Required: Select Yes/No to make this field required or optional.
- Text Formatting: Select how the entered information should be formatted along with the font type, size and color.



Title: Title

Company:



Drag this control on the document where you want the recipient to enter his/her Company name.

- Signer: Select the signer you want to assign this control to from the dropdown.
- Required: Select Yes/No to make this field required or optional.
- Text Formatting: Select how the entered information should be formatted along with the font type, size and color.

Company



Identity Agreement as of the Commencement Date des
Signer: Hank Ginn Required: Yes

Text formatting:
B U I Arial 12

Company

Date:



Drag this control on the document where you want the recipient to enter the date. From the dropdown select the signer you want to assign this control to.

Date



Signer: Hank Ginn Party: Required By:

Date: mm/dd/yyyy

Checkbox:



Drag this control on the document where you want the recipient to check the box. From the dropdown select the signer you want to assign this control to.

Checkbox



Signer: Hank Ginn Party: Required By:

Company:

Initials:



Drag this control on the document where you want the recipient to enter his/her Initials.

- Signer: Select the signer you want to assign this control to from the dropdown.
- Required: Select Yes/No to make this field required or optional.
- Text Formatting: Select how the entered information should be formatted along with the font type, size and color.

Label:



Drag this control on the document where you want to enter text on the document for information purpose.

- Label: Enter the text in the box which will be printed on the document and visible to all signers.
- Text Formatting: Select how the entered information should be formatted along with the font type, size and color.

Radio Button



Drag this control on the document where you want the singer to select one option from a group.

Dropdown



Drag this control on the document where you want the signer to select one option from a dropdown menu.

Dropdown List

Yes ▾

Manage Tab

Manage tab will show the list of Envelopes sent out for signature along with their status.

| Envelope Code | Subject | Current Status | Sent | Completed |
|---------------|----------------------------|------------------------|-------------------------|-------------------------|
| 51858369 | test for catchbox | Completed | 04/16/2015 17:38 PM UTC | 04/16/2015 17:40 PM UTC |
| 72232524 | test for EU date format | Completed | 04/15/2015 17:41 PM UTC | 04/15/2015 17:45 PM UTC |
| 89552037 | test 254 | Completed | 04/15/2015 17:38 PM UTC | 04/15/2015 17:39 PM UTC |
| 25538790 | test | Completed | 04/15/2015 17:36 PM UTC | 04/15/2015 17:38 PM UTC |
| 13965923 | test from rsign with 2 doc | Completed | 04/06/2015 18:24 PM UTC | 04/06/2015 18:25 PM UTC |
| 62819887 | test for signing from ipad | Completed | 03/17/2015 15:28 PM UTC | 03/17/2015 15:36 PM UTC |
| 80283802 | stuff | Incomplete and Expired | 03/17/2015 15:15 PM UTC | 03/24/2015 03:03 AM UTC |

You can view the envelopes based on their current status by selecting the required value from the dropdown available

Completed

9:28 PM UTC

7:38 PM UTC

7:41 PM UTC

7:38 PM UTC

7:36 PM UTC

All ▾

All

Awaiting My Signature

Completed

Expiring Soon

Incomplete and Expired

Out For Signature

Terminated

Enveloper Details

You can view the complete details of a particular envelope by clicking the arrow available on the left of the Envelope Code.

Envelope Data

This section provides the details of the document sent for signature and also list the signer's name(s).

Envelope Data

Document Details PDF - 8.5x14.pdf

Envelope ID ENV75545308

Sender Web Sign Test

Recipients Hank, Web Sign Test(CC)

Document History

You can see the complete history of the document and the signer's activity under this section.

Document History

| Time | Action | Signer | Email | IP Address |
|-------------------------|-----------|---------------|-----------------------|---------------|
| 03/17/2015 14:43 PM UTC | Sent | Web Sign Test | WebSignTest@gmail.com | (72.70.51.49) |
| 03/17/2015 14:56 PM UTC | Viewed by | Hank | hankginn@gmail.com | (72.70.51.49) |
| 03/17/2015 14:57 PM UTC | Viewed by | Hank | hankginn@gmail.com | (72.70.51.49) |
| 03/17/2015 14:58 PM UTC | Signed by | Hank | hankginn@gmail.com | (72.70.51.49) |
| 03/17/2015 14:44 PM UTC | Viewed by | Hank | hankginn@gmail.com | (72.70.51.49) |
| 03/17/2015 14:45 PM UTC | Signed by | Hank | hankginn@gmail.com | (72.70.51.49) |
| 03/17/2015 14:56 PM UTC | Viewed by | Hank | hankginn@gmail.com | (72.70.51.49) |
| 03/17/2015 14:57 PM UTC | Viewed by | Hank | hankginn@gmail.com | (72.70.51.49) |
| 03/17/2015 14:58 PM UTC | Signed by | Hank | hankginn@gmail.com | (72.70.51.49) |
| 03/17/2015 14:44 PM UTC | Viewed by | Hank | hankginn@gmail.com | (72.70.51.49) |
| 03/17/2015 14:45 PM UTC | Signed by | Hank | hankginn@gmail.com | (72.70.51.49) |
| 03/17/2015 14:58 PM UTC | Completed | | | |

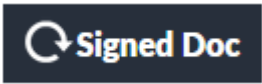
Content

The Content button is used to download the information, in XML format, entered by the signers on the document.

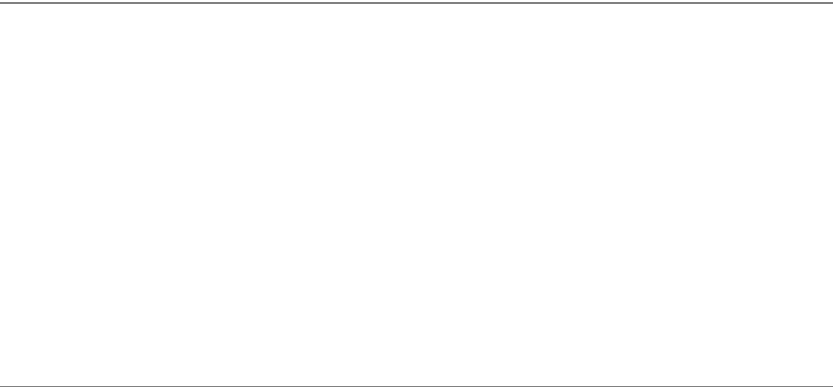
```

XML Notepad - C:\Users\David Garson\Downloads\test for chekbox.xml
File Edit View Insert Window Help
C:\Users\David Garson\Downloads\test for chekbox.xml
Tree View XSL Output
Envelope
  id 3470801d-faf0-4c4f-8233-4e517bcb7919
  EnvelopeCode 2980
  Documents
    ID b2d9ca20-09d7-487f-a8e2-347c4fd7f099
    Name TestExcel.xlsx
    Controls
      Control
        ID 8bbb8607-3ac9-4376-89db-ff213a52868d
        Name Signature
        label Sign control assigned to Hank
        text Signed
        required false
        Height 50
        Width 220
        PageNo 1
        XCoordinate 199
        YCoordinate 674
        ZCoordinate 588
      Signer
        ID c371d115-be7e-4c8e-a7be-efc15fb18de6
        Name Checkbox
        label Checkbox control assigned to Hank
        text True
        required false
  
```

Signed Doc



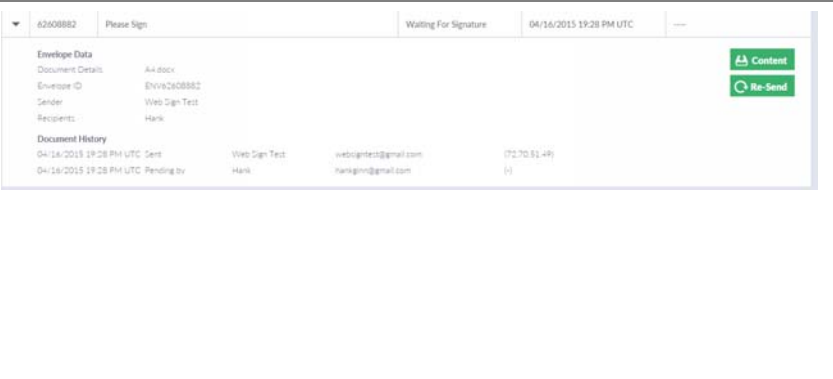
Once all the signers have signed the document, you will receive the signed contract by email. You can also download the executed contract from the Manage tab at a later time, if required.



Re-Send:

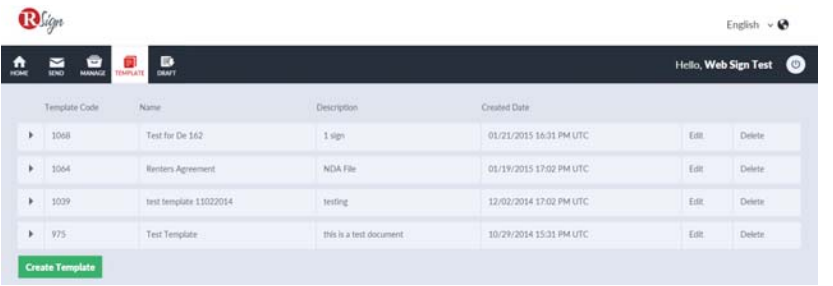


If the contract has not been completed, you can re-send a contract to all signers or only to pending signers by clicking the "Re-Send" button available on the Envelope details screen.



Template Tab

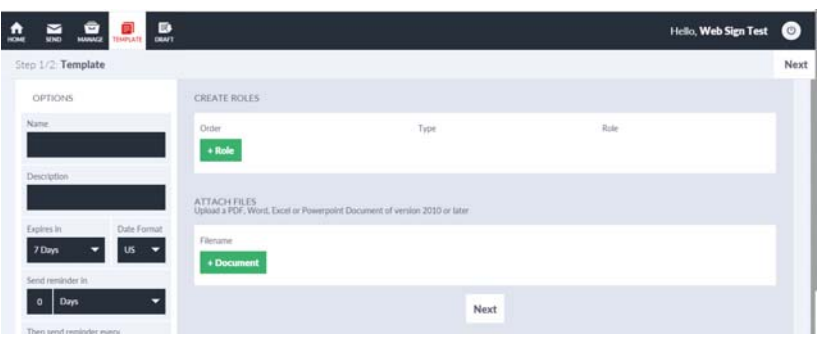
Template tab allows you to create new and modify existing templates if you wish to re-use the same document more than once.



Create Template



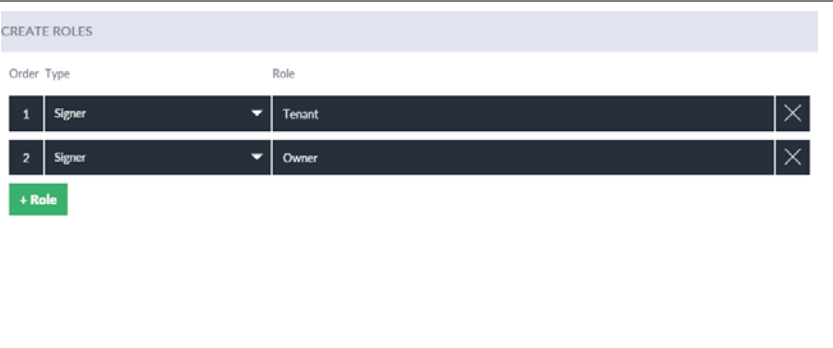
You can create new templates by clicking the Create Template button.



Create/Add Role



You should add the roles based on the signers/Cc recipients of that document. Examples of Roles can be: Tenant, Owner, Agent, Manager, Employee etc.



Option

You can set the options for the Templates which would take effect when you send the document for signature using the template.

Set individual options, if required, for the contract to be sent.

Expires in: Set the expiry date for the contract. The signers won't be able to open and sign the contract after the entered number of days.

Date Format: Set the date format to be printed on the signed contract.

Send reminder in: Set the number of days after which the reminder email will be sent by the system if the contract is not executed.

Then send reminder in: Set the frequency of the reminder email to be sent.

Access code required to sign: Enter a password which will be required by the recipient to sign the document.

Access code required to open signed document: Enter a password which will be required by all parties to open the contract after it is signed.

Name: Enter the name for this template.

Description: Provide the details of the template indicating what it is.

Enable Content Editing: If selected as Yes, it will allow the sender to add/remove controls while preparing the contract on the Send tab.

OPTIONS

| | | |
|----------------------|------------------------------------|---|
| Expires in 7 Days | Send reminder in 0 Days | Access code required to sign N Y |
| Date Format US | Then send reminder every 0 Days | Access code required to open signed document N Y |
| Name | Description | Enable Content Editing N Y |

Attach Files

The contract(s) to be signed should be added from this section.

+ Document: Click this button to add documents from your local machine or any other drives.

ATTACH FILES

Upload a PDF, Word, Excel or Powerpoint Document of version 2010 or later

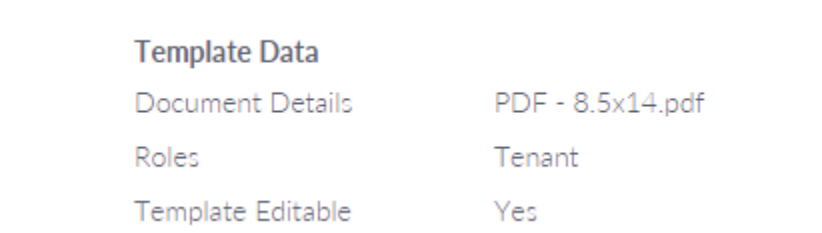
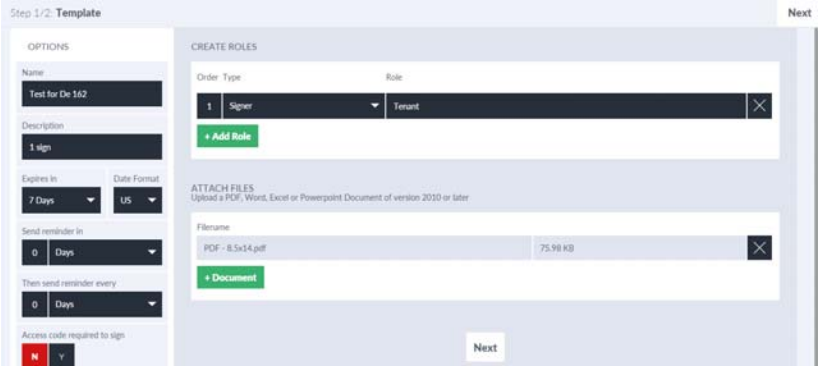
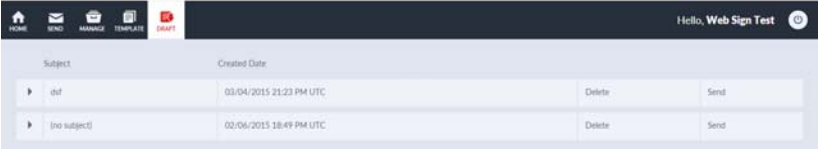
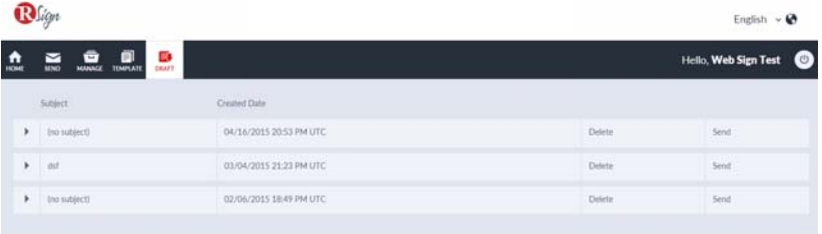
Filename

+ Document

Template Details

You can view the complete details of the template by clicking the arrow available on the left of the Template Code.

| Template Code | Name | Description | Created Date | | |
|------------------------------------|-----------------|-------------|-------------------------|------|--------|
| 1068 | Text for De 142 | 1 sign | 01/21/2015 14:31 PM UTC | Edit | Delete |
| Template Data | | | | | |
| Document Details: PDF - 6.5x4+.pdf | | | | | |
| Roles: Tenant | | | | | |
| Template Estimate: Yes | | | | | |

| | <p>Template Data</p> <p>This section provides the details of the template.</p> |  <p>Template Data</p> <p>Document Details PDF - 8.5x14.pdf</p> <p>Roles Tenant</p> <p>Template Editable Yes</p> | | | | | | | | | | | | | | | | |
|--|--|--|------------------|--------------|--------|-------|--------------|-------------------------|--------|------------------|--------------|-------------------------|--------|------|--------------|-------------------------|--------|------|
| | <p>Edit and Delete a Template</p> <div data-bbox="253 401 683 537" style="border: 1px solid #ccc; padding: 10px; text-align: center;"> Edit Delete </div> <p>Edit: You can edit an existing template to make changes.</p> <p>Delete: You can delete a template, if you no longer use it.</p> |  <p>Step 1/2: Template</p> <p>OPTIONS</p> <p>Name: Test for De 1d2</p> <p>Description: 1 sign</p> <p>Expires in: 7 Days, Date Format: US</p> <p>Send reminder in: 0 Days</p> <p>Then send reminder every: 0 Days</p> <p>Access code required to sign: [N] [Y]</p> <p>CREATE ROLES</p> <table border="1"> <thead> <tr> <th>Order</th> <th>Type</th> <th>Role</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Signer</td> <td>Tenant</td> </tr> </tbody> </table> <p>ATTACH FILES</p> <p>Upload a PDF, Word, Excel or Powerpoint Document of version 2010 or later</p> <p>Filename: PDF - 8.5x14.pdf, 75.98 KB</p> <p>Next</p> | Order | Type | Role | 1 | Signer | Tenant | | | | | | | | | | |
| Order | Type | Role | | | | | | | | | | | | | | | | |
| 1 | Signer | Tenant | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| <p>Draft Tab</p> | <p>Draft tab allows you to access the incomplete and saved envelopes.</p> |  <p>Home INFO MANAGE TEMPLATE DRAFT</p> <p>Hello, Web Sign Test</p> <table border="1"> <thead> <tr> <th>Subject</th> <th>Created Date</th> <th>Delete</th> <th>Send</th> </tr> </thead> <tbody> <tr> <td>dtf</td> <td>03/04/2015 21:23 PM UTC</td> <td>Delete</td> <td>Send</td> </tr> <tr> <td>[no subject]</td> <td>02/06/2015 18:49 PM UTC</td> <td>Delete</td> <td>Send</td> </tr> </tbody> </table> | Subject | Created Date | Delete | Send | dtf | 03/04/2015 21:23 PM UTC | Delete | Send | [no subject] | 02/06/2015 18:49 PM UTC | Delete | Send | | | | |
| Subject | Created Date | Delete | Send | | | | | | | | | | | | | | | |
| dtf | 03/04/2015 21:23 PM UTC | Delete | Send | | | | | | | | | | | | | | | |
| [no subject] | 02/06/2015 18:49 PM UTC | Delete | Send | | | | | | | | | | | | | | | |
| | <p>Send:</p> <p>You can click the Send button and continue working on the envelope with previously saved information.</p> |  <p>Step 1/2: Envelope</p> <p>OPTIONS</p> <p>Expires in: 7 Days, Date Format: US</p> <p>Send reminder in: 0 Days</p> <p>Then send reminder every: 0 Days</p> <p>Access code required to sign: [N] [Y]</p> <p>Access code required to open signed document: [N] [Y]</p> <p>Signature certificate required</p> <p>ADD RECIPIENTS</p> <table border="1"> <thead> <tr> <th>Order</th> <th>Type</th> <th>Role</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Signer</td> <td>Hank</td> <td>hank@h@gmail.com</td> </tr> </tbody> </table> <p>ATTACH FILES</p> <p>Upload a PDF, Word, Excel or Powerpoint Document of version 2010 or later</p> <p>Filename: A4.docx, 12.88 KB</p> <p>Draft It Next</p> | Order | Type | Role | Email | 1 | Signer | Hank | hank@h@gmail.com | | | | | | | | |
| Order | Type | Role | Email | | | | | | | | | | | | | | | |
| 1 | Signer | Hank | hank@h@gmail.com | | | | | | | | | | | | | | | |
| <p>Delete:</p> <p>If you no longer want use or send the envelope you can delete it by clicking the Delete button.</p> | |  <p>Home INFO MANAGE TEMPLATE DRAFT</p> <p>Hello, Web Sign Test</p> <table border="1"> <thead> <tr> <th>Subject</th> <th>Created Date</th> <th>Delete</th> <th>Send</th> </tr> </thead> <tbody> <tr> <td>[no subject]</td> <td>04/16/2015 20:53 PM UTC</td> <td>Delete</td> <td>Send</td> </tr> <tr> <td>dtf</td> <td>03/04/2015 21:23 PM UTC</td> <td>Delete</td> <td>Send</td> </tr> <tr> <td>[no subject]</td> <td>02/06/2015 18:49 PM UTC</td> <td>Delete</td> <td>Send</td> </tr> </tbody> </table> <p><small>© 2015 All Rights Reserved. Legal Notice - View general terms & conditions, service level agreements, privacy, legal notices and trademark notices at www.sign.com. Web Sign Test is a registered trademark of Sign.com. All other trademarks are the property of their respective owners. Web Sign Test is a registered trademark of Sign.com. All other trademarks are the property of their respective owners.</small></p> | Subject | Created Date | Delete | Send | [no subject] | 04/16/2015 20:53 PM UTC | Delete | Send | dtf | 03/04/2015 21:23 PM UTC | Delete | Send | [no subject] | 02/06/2015 18:49 PM UTC | Delete | Send |
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