

## E-Signing Documents in Tenant Tech

After selecting and Editing a Form (ex. Deposit to Secure Occupancy for example), a gray Sign Electronically button will appear next to the green View Forms button:

The screenshot shows the Tenant Tech web application interface. At the top, there is a blue header with the 'tenanttech' logo on the left and an account dropdown menu on the right showing 'Account: Coburn Crossing'. Below the header is a navigation bar with tabs for 'Dashboard', 'Residents', 'Forms & Docs' (which is highlighted in green), and 'Reports'. A search bar is located to the right of the navigation bar with the placeholder text 'Start Typing to Search'. Below the navigation bar is a toolbar with buttons for 'Select Forms', 'Edit Forms', 'View Forms' (highlighted in green), 'Sign Electronically' (highlighted with a red arrow), and 'Print Blank Form'. Below the toolbar is a PDF viewer area with the text 'Open PDF in a New Window' and a search bar. The PDF content is a 'CALIFORNIA DEPOSIT TO SECURE OCCUPANCY' form from the Metro Multifamily Housing Association and Cambridge Real Estate Services. The form includes fields for DATE (08/19/2019), PROPERTY NAME / NUMBER (Coburn Crossing), CA470, RESIDENT NAME(S) (Bob Smith, Jane Smith), UNIT NUMBER, STREET ADDRESS (10470 East Jibboom Street), CITY (Truckee), STATE (CA), and ZIP (96161). At the bottom of the form is a table with the following data:

CHARGING			
RENT	+	\$	107.00
DEPOSITS	+	\$	250.00
FEES	+	\$	

On the right side of the PDF viewer, there is a vertical text label: 'RITEN PERMISION, Revised 8/10/09'.

Click the gray Sign Electronically button; on the next screen, you will be able to confirm all Signers (anyone over 18) and / or add a signer – see next page:

## Confirming Signers

The forms you've selected contain the following signature areas. Use the menus to select a signer for each, or leave it blank if no signer is required. Then click the "Confirm Signers" button.

Signature Area	Signer Name	Document(s)
Resident 1	<input type="text" value="Bob Smith"/>	Deposit to Secure Occupancy
Resident 2	<input type="text" value="Jane Smith"/>	Deposit to Secure Occupancy
Owner/Agent	<input type="text" value="Kristin Strong"/> <input checked="" type="checkbox"/> Make default <a href="#">Manage This List</a>	Deposit to Secure Occupancy

### Add a Signer

To add a signer, enter their name below and click the Add button. You can then select them in the menus above.

Add a signer   
Signer's Name

Once all signers have been added / are ready, click the green Confirm Signers button; you will have the choice to have the household sign here (if they are in your office, see next page) or via email (go to page 6):

## Sign Here or Via Email?

Other than yourself, are any of the signers present and able to sign now?

If you click 'No,' this signing process will be done via email.

### How signing by email works

On the next screen, you will be asked to enter the email address and date of birth for each remote signer. TenantTech will then send an email to each, containing a link to a secure website. Each signer clicks their own link, verifies their identity using their date of birth, then views and signs each document. When all remote signers have signed, you will be notified and you will sign last. After you sign, everyone is automatically sent a copy of the fully signed documents as a PDF.

[Back to Previous Screen](#)

Cont'd on next page...

If the household is in your office, click the Yes – Sign Now on this Computer button, which will take you to this page:



Unit 102, Bob Smith, Jane Smith

## Secure Electronic Document Signing

### Sign Here or Via Email?

Other than yourself, are any of the signers present and able to sign now?

[Yes - Sign Now on this Computer](#) [No - Sign by Sending Email](#)

If you click 'No,' this signing process will be done via email.

#### How signing by email works

On the next screen, you will be asked to enter the email address and date of birth for each remote signer. TenantTech will then send an email to each, containing a link to a secure website. Each signer clicks their own link, verifies their identity using their date of birth, then views and signs each document. When all remote signers have signed, you will be notified and you will sign last. After you sign, everyone is automatically sent a copy of the fully signed documents as a PDF.

Check the box next to each signer present.

Signer	<input type="checkbox"/>
Bob Smith	<input type="checkbox"/>
Jane Smith	<input type="checkbox"/>

[Continue](#)

[Cancel This Signing](#)

[Back to Previous Screen](#)

Check appropriate boxes to include all signers over the age of 18 and click the green Continue button, which will take you to this page:



Unit 102, Bob Smith, Jane Smith

## Secure Electronic Document Signing

### Email and Date of Birth

Please enter and confirm the email address for each signer below. The date of birth is also required for each signer, and will be used to verify their identity when they access the completed documents. If you do not have this information, you must either:

- Cancel this signing by clicking the link below.
- Obtain the required information and enter it here.

#### Those signing now on this computer


Signer	Email	Re-type Email	Date of Birth
Bob Smith	<input type="text" value="kstrong@cambridgeres.com"/>	<input type="text"/>	<input type="text" value="01/01/1950"/>
Jane Smith	<input type="text" value="kstrong@cambridgeres.com"/>	<input type="text"/>	<input type="text" value="01/01/1950"/>

[Continue](#)

[Cancel This Signing](#)

[Back to Previous Screen](#)

Enter and re-type emails and dates of birth for all applicants / residents over 18 and click the green Continue button, which will take you to this page:



Unit 102, Bob Smith, Jane Smith

## Secure Electronic Document Signing

### How the Electronic Signing Process Works

This electronic signature process is as valid and legally binding as a pen-and-ink signature on paper.

Each signer will sign his or her name on screen either by selecting a style or by using the mouse (or other input). This electronic digitized signature will be stored temporarily as an image file on a secure computer. It is not stored on the computer you are signing on.

After each person inputs his or her signature, he or she will be given an opportunity to review each document and apply his or her signature with a click to confirm. Each document is reviewed and signed separately, one after the other.

When all documents are signed, and the final PDF document is created and stored, the signature image(s) will be deleted so they cannot be applied to additional documents or used for any other purpose.

Each signer should read and understand this process.

When you're ready to begin, click Continue below.

[Continue](#)

[Cancel This Signing](#)

After the household reads the message and agrees, click the green Continue button, which will take you to this page, where the household can enter emergency contact info and click the green Continue button:



Unit 102, Bob Smith, Jane Smith

## Secure Electronic Document Signing

### Emergency Contact Information: Bob Smith

Your management company or landlord requires that you enter or confirm all emergency and death contact information before proceeding with this e-signing. Please enter or confirm all information below.

If information is already shown, please read it over to make sure it is correct. If fields are blank, please fill them in.

All fields are required.

#### Emergency Contact

Full Name \*  Phone \*

Address \*

#### Contact in Event of Resident's Death

Make this the same as emergency contact

Full Name \*  Phone \*

Address \*

[Continue](#)

[Cancel This Signing](#)

On the next screen, applicant / resident must type their name, draw their name or choose the font type and then click the green Select Signature and Sign button:

Type your name:

Please type your name exactly as it appears above. Then choose how you want to sign, either "Select Style" or "Draw."

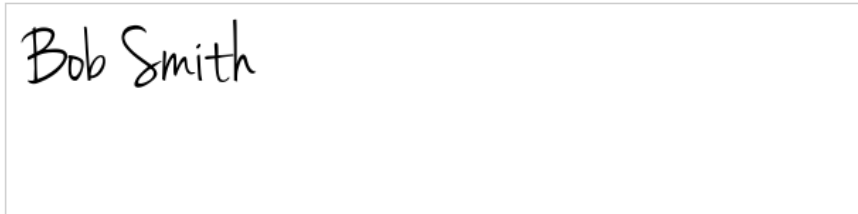
Email address:  [Incorrect email? Click here to update.](#)

Select Style

Draw

Make sure you've typed your name in the field above, then choose your preferred text style from the options on the right. If you would rather draw your signature, click the "Draw" tab.

PREVIEW



- Bob Smith
- Bob Smith
- Bob Smith
- Bob Smith
- Bob Smith
- Bob Smith

By clicking "Select Signature and Sign" below, I hereby agree: (i) to receive and sign documents, notices, and disclosures electronically, to use electronic records and signatures, and to do business electronically with the relevant owner/agent and Tenant Technologies, Inc.; (ii) that the electronic digitized signature(s) and/or initials I apply to the document(s) that follow are as legally binding and valid as if I had signed the document(s) with ink on paper; and (iii) that I have read, understand and agree to the disclosures shown below.

IF YOU DO NOT AGREE TO RECEIVE AND SIGN DOCUMENTS, NOTICES AND DISCLOSURES ELECTRONICALLY, AND/OR TO USE ELECTRONIC RECORDS AND SIGNATURES, DO NOT USE THE SERVICE.

ELECTRONIC DOCUMENTS AND SIGNATURES DISCLOSURES

By using this electronic signature service (the "Service"), you are agreeing to receive documents, notices, and disclosures electronically, and to sign them electronically. The Service allows you to view, download, and print any documents before and after signing, using PDF technology. When you finish signing, you will receive a link via email allowing you to log in to the Service and to at any time view, download, or print your documents. You are responsible for providing a correct email address. If you do not receive the email link within a reasonable period of time after signing, please contact your property manager or owner/agent.

To use the Service, you need an up-to-date web browser with HTTPS security and cookies enabled, as well as a PDF viewer such as Adobe Reader or another document viewer software program that is built into your browser. The Service may not be fully compatible with every web browser or every device (phone, tablet, etc.). If you have technical issues while signing a document, you may need to use a different browser or a different device.

There is no requirement that you use the Service nor are you required to receive documents, notices, or disclosures electronically, or sign them electronically. You may request to receive and sign paper copies of documents, notices, or disclosures if that is your preference. To elect to receive paper copies instead of electronic documents, please close this window and contact the property manager or owner/agent directly and notify them of your preference. To later withdraw your consent to receive and sign documents, notices, and disclosures electronically, contact the property manager or owner/agent directly. However, please note that signing documents using the Service in the future will reinstate your consent to receive and sign documents, notices, and disclosures electronically.

Select Signature and Sign

[Cancel This Signing](#)

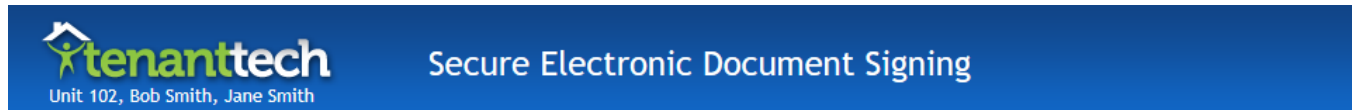
A copy of the signed document will appear; after review, the applicant / resident (and manager) should click the green Apply My Signature to this Document button. On the next screen, click the green Confirm All Signatures and Finalize Document button.

The signing is complete; you may now print the electronically signed forms for the file and the household.

If the household is not in your office, click the green No – Sign by Sending email button, which will take you to the screen below where you can:

- Enter in appropriate email address(es)
- Confirm Date(s) of birth from application(s)
- Select who the email is from using the drop-down menu (property or your email address)
- Add a custom message to the person(s) signing the form (i.e. instructions on how to return the signed form and when)
- You can send a blind copy (BCC) to appropriate person(s) as well

Once complete, click the green Send Emails button.



### Email and Date of Birth

Please enter and confirm the email address for each signer below. The date of birth is also required for each signer, and will be used to verify their identity when they access the completed documents. If you do not have this information, you must either:

- Cancel this signing by clicking the link below.
- Obtain the required information and enter it here.

#### Those signing remotely via email

Signer	Email	Re-type Email	Date of Birth
Bob Smith	<input type="text" value="bsmith@yahoo.com"/>	<input type="text"/>	<input type="text" value="01/01/1950"/>
Jane Smith	<input type="text"/>	<input type="text"/>	<input type="text"/>

From:

#### Add a custom message to the email (optional)

A rich text editor window with a toolbar containing icons for bold (B), italic (I), bulleted list, numbered list, link, unlink, and help (?). The main area is a large empty text box.

**i** You may set/edit default text for this email by going to Property Settings > Misc.

Send BCC copy to:  For security reasons, the signing link will be removed from the BCC copy.

When you click "Send Emails," we will immediately send an email to each remote signer. The email contains a link that person can click in order to view and sign all of the documents.

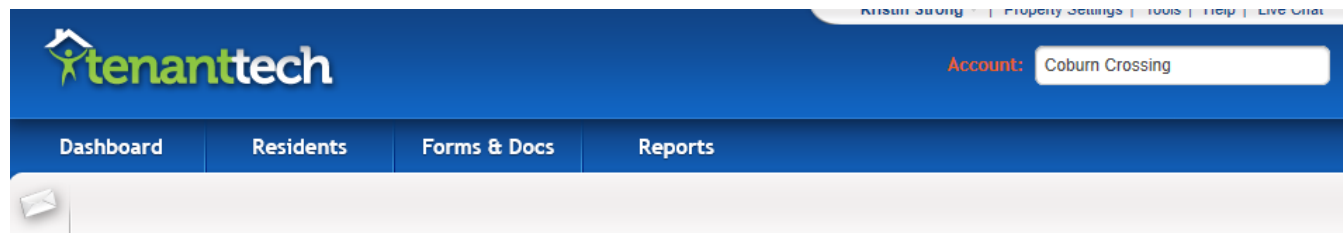
[Send Emails](#)

[Cancel This Signing](#)

[Back to Previous Screen](#)

See next page...

Documents for e-signing have been sent!



## Signing Links Sent

Links have been emailed to all document signers. Once everyone has signed, you will be notified and you can sign the documents to make them final. Please check the Dashboard for a summary of documents waiting to be signed.

### Summary

Document sent out for signature:

- Deposit to Secure Occupancy

Signers to whom the email was sent:

- Bob Smith ([kstrong@cambridgeres.com](mailto:kstrong@cambridgeres.com))
- Jane Smith ([kstrong@cambridgeres.com](mailto:kstrong@cambridgeres.com))

Link will expire in 10 days.

The applicant or resident you've sent the document to sign will receive the following message:



Mon 8/19/2019 12:19 PM

TenantTech for Coburn Crossing <esign-emailer@tenanttech.com>

Your signature is required on a form from Coburn Crossing

To: Kristin Strong

If there are problems with how this message is displayed, click here to view it in a web browser. Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



Hello Bob Smith,

Kristin Strong has completed a form for your electronic signature for Coburn Crossing, A, unit 102.

Personalized message from Kristin Strong:

Thank you, please sign page 1

[Click Here To Review And Sign](#)

The form to sign is:  
- Deposit to Secure Occupancy

After all parties have signed, you'll be emailed a link to the final copy of all documents as a PDF, which you can view, download, or print.

**Alternative Access**

If needed, copy the link below, paste it into your browser's address field, and hit Enter:

[https://login.tenanttech.com/sign/remote\\_signing/begin/GXZ116QH3KJJWWCMVNPWKQXLCPLKOKFSEQDQZAFFTOXRSFNOT](https://login.tenanttech.com/sign/remote_signing/begin/GXZ116QH3KJJWWCMVNPWKQXLCPLKOKFSEQDQZAFFTOXRSFNOT)

**Keep This Email Private**

This email contains a confidential, secure link to sign your rental documents. Do not share this email or the link with anyone else.

**If You Have Questions**

During the process, please read all documents carefully before signing. If you have questions or concerns regarding the documents, contact the sender by replying to this email or by telephone, text, etc.

**About TenantTech E-Sign**

TenantTech provides professional document management to property-management companies, property owners, and landlords. TenantTech E-Sign is easy and secure.

[ This is an automated email. ]

Applicant / Resident will click on the green Click Here to Review and Sign button on the email received. From there, they will need to enter their date of Birth and click the green Continue button:

<b>Coburn Crossing - Secure Document Signing</b>	<b>Resident Signers</b>
Cambridge Real Estate Services      (530) 200-8830 10470 East Jibboom Street, Unit 102      coburncrossing@cresapts.com	Bob Smith, Jane Smith

20%

**STEP 1 OF 6**

## Welcome & Verification

Welcome Bob Smith! Documents have been prepared for your electronic signature by Coburn Crossing.

Before we begin, please verify your identity by entering your date of birth in the fields below. Then click "Continue."

**Date of Birth**     /  /

Continue

On the next screen, the applicant / resident will be able to click on orange sentence "Review your forms before you sign;" once reviewed, they should click the green Continue button



STEP 2 OF 6

## How E-Signing Works

The following document(s) are awaiting your review and/or signature. Please read this entire screen, then scroll to the bottom and click "Continue."

[Deposit to Secure Occupancy](#)

[Review your forms before you sign.](#) Note: You cannot e-sign the preview documents.

This electronic signature process is as valid and legally binding as a pen-and-ink signature on paper.

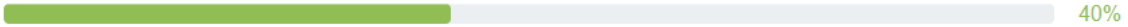
You may either type your name and choose a style, or draw your name using the mouse, trackpad, or finger. This electronic digitized signature will be stored temporarily as an image file on a secure computer.

After you input and select your signature, you will be given an opportunity to review each document and apply your signature with a click to confirm. Each document is reviewed and signed separately, one after the other.

When you're ready to begin, click Continue below.

Continue

Applicant / Resident can then enter emergency contact information and click the green Continue button:



STEP 5 OF 6

## Emergency Contact Information: Bob Smith

Your management company or landlord requires that you enter or confirm all emergency and death contact information before proceeding with this e-signing. Please enter or confirm all information below.

If information is already shown, please read it over to make sure it is correct. If fields are blank, please fill them in.

All fields are required.

### Emergency Contact

Full Name \*  Phone \*

Address \*

### Contact in Event of Resident's Death

Make this the same as emergency contact

Full Name \*  Phone \*

Address \*

Continue

See next page...

Applicant / Resident can click the blue View / Print All Documents, type or draw their name, choose the font type and then click the green Select Signature and Sign button (two separate screenshots for this step):

Screenshot #1



STEP 4 OF 6

## Choose Your Signature: Bob Smith

[View/Print All Documents](#)

In this step you'll record your signature either by typing your name and choosing a style, or by drawing. On the following pages you'll review the documents and affix your signature.

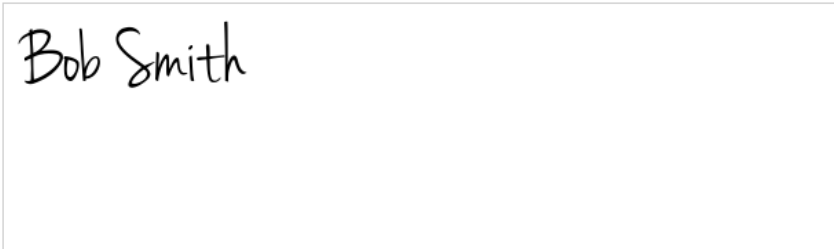
Type Your Name

Select Style

Draw

Make sure you've typed your name in the field above, then choose your preferred text style from the options shown. If you would rather draw your signature, click the "Draw" tab.

### PREVIEW



- Bob Smith
- Bob Smith
- Bob Smith
- Bob Smith
- Bob Smith
- B / c . /

By clicking "Select Signature and Sign" below, I hereby agree: (i) to receive and sign documents, notices, and disclosures electronically, to use electronic records and signatures, and to do business electronically with the relevant owner/agent and Tenant Technologies, Inc.; (ii) that the electronic digitized signature(s) and/or initials I apply to the document(s) that follow are as legally binding and valid as if I had signed the document(s) with ink on paper; and (iii) that I have read, understand and agree to the disclosures shown below.

IF YOU DO NOT AGREE TO RECEIVE AND SIGN DOCUMENTS, NOTICES AND DISCLOSURES ELECTRONICALLY, AND/OR TO USE ELECTRONIC RECORDS AND SIGNATURES, DO NOT USE THE SERVICE.

## Screenshot #2

### **ELECTRONIC DOCUMENTS AND SIGNATURES DISCLOSURES**

By using this electronic signature service (the "Service"), you are agreeing to receive documents, notices, and disclosures electronically, and to sign them electronically. The Service allows you to view, download, and print any documents before and after signing, using PDF technology. When you finish signing, you will receive a link via email allowing you to log in to the Service and to at any time view, download, or print your documents. You are responsible for providing a correct email address. If you do not receive the email link within a reasonable period of time after signing, please contact your property manager or owner/agent.

To use the Service, you need an up-to-date web browser with HTTPS security and cookies enabled, as well as a PDF viewer such as Adobe Reader or another document viewer software program that is built into your browser. The Service may not be fully compatible with every web browser or every device (phone, tablet, etc.). If you have technical issues while signing a document, you may need to use a different browser or a different device.

There is no requirement that you use the Service nor are you required to receive documents, notices, or disclosures electronically, or sign them electronically. You may request to receive and sign paper copies of documents, notices, or disclosures if that is your preference. To elect to receive paper copies instead of electronic documents, please close this window and contact the property manager or owner/agent directly and notify them of your preference. To later withdraw your consent to receive and sign documents, notices, and disclosures electronically, contact the property manager or owner/agent directly. However, please note that signing documents using the Service in the future will reinstate your consent to receive and sign documents, notices, and disclosures electronically.

Select Signature and Sign

[Cancel this signing](#)

The document now shows as signed. The applicant / resident should save the electronically signed document(s) and email them back to you / your property.