



Practical guide to
electronically sign with

AuthentiSIGN[®]



After clicking the signature icon in your email, an Authentisign window will open, where you can choose your signature style.

Draw your signature by hand (mouse or stylus) or, more simply, select the style of your signature.

1

AuthentiSIGN Adopt Your Signature

Confirm your name, initials and signature:
Name: Matilde Vileneuve

Language: English ▾

AuthentiSIGN *Matilde Vileneuve* [MV]

Draw Signature OR Select Font Style

By clicking 'Accept' you agree to the Consumer Consent Disclosure, Terms of Service (TOS) and the End User License Agreement (EULA) and approve the electronic representation of your Signature and Initials for use when signing any document in this Authentisign E-Signature process.

[Print/Download Consumer Consent Disclosure](#)
[Print/Download TOS, EULA and Agreement Between Parties](#)

Accept Close

2

Close Select Font Style Save

- ☐ *Matilde Vileneuve*
- ☐ *Matilde Vileneuve*
- ☐ Matilde Vileneuve
- ☒ **Matilde Vileneuve**
- ☐ *Matilde Vileneuve*

Once you've made your choice, click Accept.



Click *Start* to begin the signing process.

An arrow will appear at each place that you need to sign.

The electronic signature process cannot be completed unless all signatures are provided.

Click in the box to sign.

If necessary, indicate the city in which the document was signed.

4

promise to purchase or submits counter-proposal CP- [] [] [] [].

SIGN HERE

Signed in _____

Auto-Date Auto-Date
MMMM DD YYYY HH : mm

on _____, at _____
DATE

X Matilde Vileneuve

(Signature of Selection)

Once the signatures are complete, a window like this will open.

AuthentiSIGN® **YOU ARE ALMOST DONE!** **6**

At the completion of this signing you will receive an email that contains links to download the fully executed signed document and a signing certificate.

Also any time in the future you can access the signed document(s) and signing history from our secure cloud dashboard using your email address and a password you enter below.

Password:

Confirm Password:

Add Password **No Thanks**

If you wish, you can create a password that will provide you with future access to your documents (in case you misplace them), but it is not mandatory. If you click *No Thanks*, the signature will be just as complete and valid.

Once the signing process is complete, you will receive a confirmation email that contains your signed documents and a copy of the certificate of validation and completion.

AuthentiSIGN® **7**

Thank you for using t

Attention: **Matilde Vileneuve**

You have successfully completed your portion of the Authentisign E-Signature Process

Promise to purchase - 123

ID: 192E398A-BBE2-4A84-817D-88D7312E49FA

Authentisign will now process the document and distribute it to the next signing participant. I of the signing parties.

The signing dashboard will show the progress of the signing along with the complete history

[Click here](#) to access the signing process dashboard displaying the progress of the current A

If you have any questions regarding this Authentisign process please contact:

Matilde Vileneuve
CENTRIS
Phone: 514-762-2440

Email:

If you have questions regarding how Authentisign works please visit www.authentisign.com.