

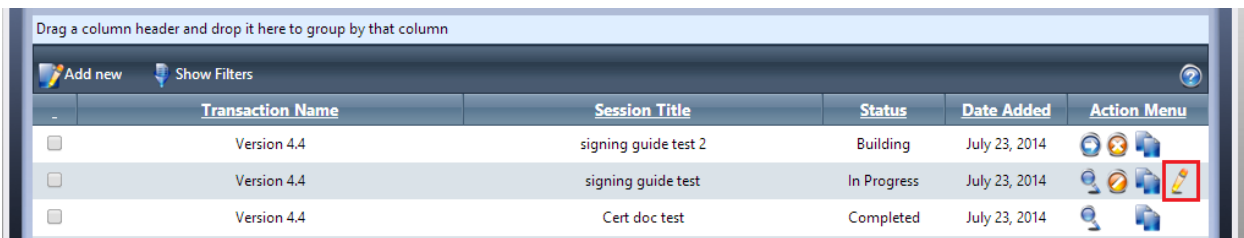
In Progress Changes

Overview

In progress changes allows sessions to be edited after it has been sent for signatures. When the edit button is selected, the session is paused and users are redirected to Step 1 where all fields become editable. Security features have been added to uphold the integrity of the signing ceremony. For example, while completing in progress changes, the signing session pauses and will not allow any signers to complete the session. If documents are added or removed, all signing parties are returned to the 'invited' status to review the changes made and sign again. If signing zones are edited for a particular signer, then that signer will need to review and sign again while other signers will be returned to the previous state, i.e. some may have already completed, while others may still be in invited or pending invite status. In progress changes are described in greater detail below.

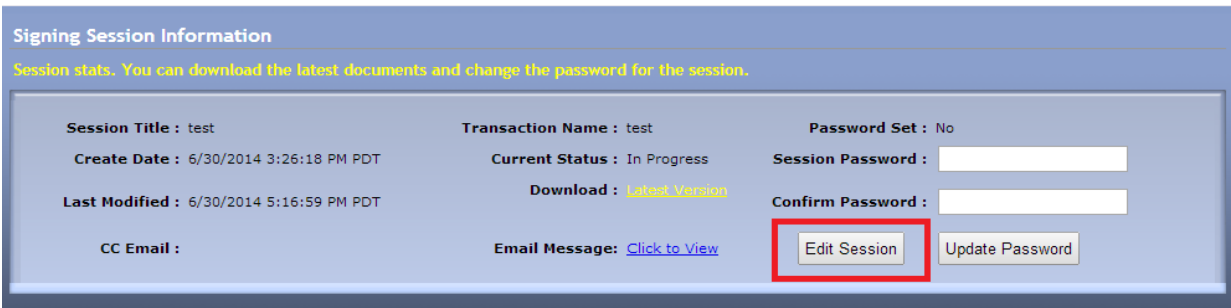
Editing Sessions

The "Edit Session" icon and button are located on the Session History and the Signing Session Status page. See below highlighted locations.



Drag a column header and drop it here to group by that column

	Transaction Name	Session Title	Status	Date Added	Action Menu
<input type="checkbox"/>	Version 4.4	signing guide test 2	Building	July 23, 2014	
<input type="checkbox"/>	Version 4.4	signing guide test	In Progress	July 23, 2014	
<input type="checkbox"/>	Version 4.4	Cert doc test	Completed	July 23, 2014	



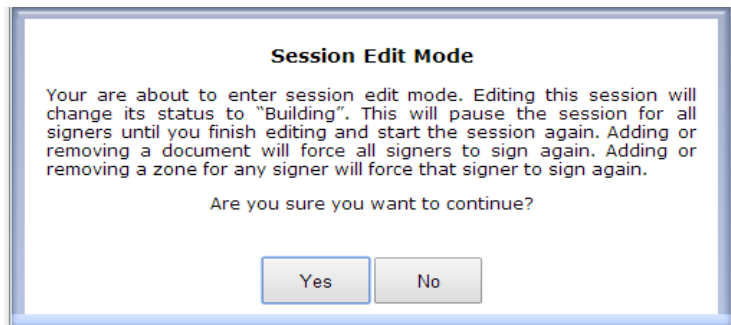
Signing Session Information

Session stats. You can download the latest documents and change the password for the session.

Session Title : test	Transaction Name : test	Password Set : No
Create Date : 6/30/2014 3:26:18 PM PDT	Current Status : In Progress	Session Password : <input type="text"/>
Last Modified : 6/30/2014 5:16:59 PM PDT	Download : Latest Version	Confirm Password : <input type="text"/>
CC Email :	Email Message: Click to View	<input type="button" value="Edit Session"/> <input type="button" value="Update Password"/>

When you select to edit an in progress session, you will receive the following alert to notify you that the session will be paused.

If yes is selected, the session is changed from 'In Progress' to 'Building.'



Session Edit Mode

Your are about to enter session edit mode. Editing this session will change its status to "Building". This will pause the session for all signers until you finish editing and start the session again. Adding or removing a document will force all signers to sign again. Adding or removing a zone for any signer will force that signer to sign again.

Are you sure you want to continue?

Once the user has confirmed to edit an in progress session, they are redirected to **Step 1**. All fields become editable.

test - Signing Session

Transaction Name : In progress changes

Session Title : In progress changes * required

Email Message : Please sign and return.
Thank you,
Alison Garcia

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

On **Step 2** you can add or delete signers. If a signer is deleted, all of their corresponding signing locations will also be deleted. If a signer is added or signer information changed, new signer invites will be emailed per the signing sequence option selected on Step 1.

A new column (status) has been added to show a signer's status. The 'Edit' button is only visible for signers who are **pending invite**, **in progress** and **declined** statuses. A signer that shows as **Completed** cannot be edited.

test - Signing Session

Add Signer Address Book Move Up Move Down Delete Previous Next Cancel

Seq.	First Name	Last Name	Email Address	Authentication	Status	Edit
1	Alison	Garcia	alison@gopaperless.com	None	Invited	
2	Mike	Garcia	MikeGarcia@gmail.com	None	Pending Invite	

On **step 3**, you can add, delete, move or rename documents. If documents are added or deleted, all signers will be reset to invited or pending invite based on their signing sequence option from step 1.

Seq.	Document Name	Template	Pages	Size (KB)	Signing Locations	View	Edit
1	Addendum_2_-_693_ts84373.pdf		1	29	1		
2	Application_For_Occupancy__022013_ts37454.pdf		3	56	0		

On **step 4**, zones can be added, removed or modified for any signer. Any signer that had a zone added, removed or modified will be reset to invited or pending invite based on their signing sequence option.

To complete a session edit, go to step 6 and restart the signing session by selecting Start.

Signing Ceremony and Signer Invites

As mentioned earlier, when an “In progress” session is selected for edit, the status is changed back to “Building” and paused. Any pending signers who are either currently in the signing ceremony or have signer invite emails in their inbox will not be allowed to continue. The following error message will appear if a signer attempts to start or complete a session that has been paused for edits.

Once the session has been re-started, new signing invitation emails will be sent based on certain rules as mentioned above. When the signer re-enters the signing ceremony, the signing locations that were previously signed will remain signed (signatures will show) and any new locations will be highlighted (example shown below).

Page 2 of 2

Commercial Buyer's Inspection Notice and Seller's Response >>

39. **Property Address:** _____

BUYER'S WAIVER OF INSPECTIONS

40. BUYER ACKNOWLEDGES THAT BUYER WAS ADVISED TO OBTAIN INSPECTIONS OF THE PREMISES BY QUALIFIED
 41. INSPECTOR(S) AND BUYER DECLINED. By acting against the Broker's advice, Buyer accepts responsibility and hereby releases,
 42. indemnifies and holds harmless Brokers from any and all liability for all matters that professional inspections could have revealed.

43. Alison Garcia Alison Garcia

^ BUYER'S SIGNATURE MO/DA/YR ^ BUYER'S SIGNATURE MO/DA/YR

Activity Log and Certificate of Authenticity

All session activities including edits are recorded in the Session Activity Log as well as the Certificate of Authenticity.

Timestamp	IP Address	Activity
7/1/2014 3:29:28 PM PDT	192.168.11.196	Signing Completed by Alison Garcia (alison@gopaperless.com)
7/1/2014 3:29:20 PM PDT	192.168.11.196	Signature created and approved by Alison Garcia (alison@gopaperless.com)
7/1/2014 3:29:20 PM PDT	192.168.11.196	Disclosure approved by Alison Garcia (alison@gopaperless.com)
7/1/2014 3:29:14 PM PDT	192.168.11.196	Invitation sent to Alison Garcia(alison@gopaperless.com) by Alison Garcia
7/1/2014 3:29:13 PM PDT	192.168.11.196	eSignOnline Session Created by Alison Garcia
7/1/2014 7:42:52 AM PDT	192.168.11.196	Invitation sent to alison_garcia(alison@gopaperless.com) by Alison Garcia
7/1/2014 7:42:51 AM PDT	192.168.11.196	eSignOnline Session Created by Alison Garcia
7/1/2014 7:42:01 AM PDT	192.168.11.196	Session Cancelled by Alison Garcia (alison@gopaperless.com)
6/30/2014 2:54:43 PM PDT	192.168.11.196	eSignOnline Session Created by Alison Garcia