




Receiving a Document for Guided Signing

Opening the email invitation


If you have been sent an invitation to review and to sign a document, the invitation should be in your email Inbox. Open the email that you have received from our escrow officer via DocuSign

Please review & sign your document



Dan Russ (dan@escrowofthewest.com),

To begin the process of reviewing and signing your documents, please click the "Review" link below. Signing will not be complete until you have reviewed the agreement and you have confirmed your signature.

 [Review](#)

This message was sent on behalf of Dan Russ by the DocuSign Online Signing Service. If you would like to contact the sender, you can send email to dan@escrowofthewest.com.

If you are not the signer and need to forward to someone who is authorized to sign, [Click here](#).

DocuSign. The fastest way to get a signature.®

If you have questions regarding this notification or any enclosed documents requiring your signature, please contact the sender directly. For technical assistance with the signing process, you can email [support](#).

This is not a promotional announcement. This message was sent on behalf of Dan Russ by the DocuSign Online Signing Service. If you'd rather not receive promotional email updates from DocuSign, you can unsubscribe from our mailing list by clicking [Unsubscribe](#)

- To begin the process of reviewing and signing your document, please click the **Review** link in the email.
- Signing will not begin until you have reviewed the agreement and you have confirmed your signature.
- The DocuSign Service launches another web browser and asks you to adopt a signature.

Adopting a Signature

The DocuSign Service asks you to adopt a signature, agree to sign the document electronically, and read and accept the Consumer Disclosure agreement.

You have been asked by [Greg Thompson](#) to review and sign these documents online. To do so, follow these simple steps:

- 1 Agree to Receive and Sign Documents Electronically
- 2 Adopt your Electronic Signature
- 3 Review the Document
- 4 Click all and tabs
- 5 Click 'Complete Signing' when you are done

CONSUMER DISCLOSURE

From time to time, DocuSign, Inc - Preview (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) user account. Please read the information below carefully and thoroughly, and if you can access this information

[Print](#) **I Agree**

Adopt Your Signature

Signature: Initials: [Modify your Signature](#)

DocuSigned By: Eric Jones

I agree that the signature and initials I have selected above will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts – just the same as a pen-and-paper signature or initial.

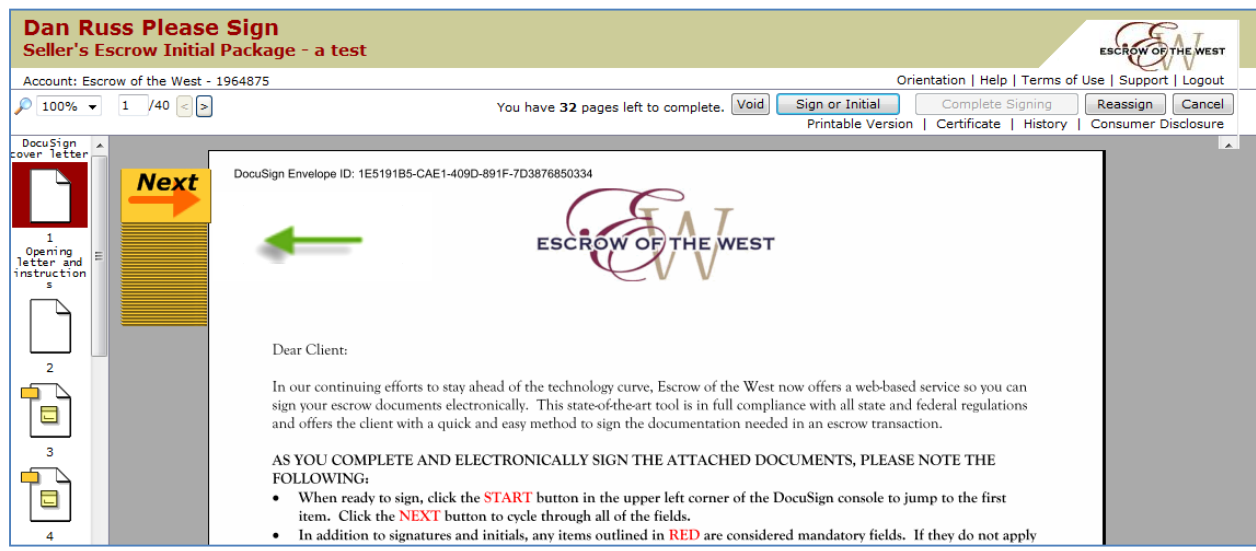
I Adopt

- Click the **I Adopt** box in the **Adopt Your Signature** section.
- Click the **I Agree** box in the **Consumer Disclosure** section.
- Click the **Continue** button.
- The DocuSign Service loads the document you have been asked to sign.

Reviewing the Document in the DocuSign Service

The envelope window allows you to do the following:

- Review the document electronically, or print and review it
- Sign the document electronically
- Void the document
- Reassign the document for someone to sign
- Cancel the document



Signing the document

- Click 'Start' or 'Next'
- Clicking the button will take you to the location in the document where you are requested to sign, initial, or fill in a data field.
- Each time you click the 'Next' button it will bring you to the next location where mandatory action is needed. There could be other fields that are not mandatory in the envelope, but, when completing these documents, please provide as much information as possible, as this will help to expedite your closing.
- Alternatively you can scroll down with your mouse through the envelope.

Example for a location where you would need to initial:

FREE FROM ENCUMBRANCES EXCEPT:

- (1) Second Half General and Special County or delinquent, including any special levies
- (2) Lien of Supplemental Taxes, if any, assessed under Section 75) of the Revenue and Taxation Code

Seller's Initials: **Initial**
↓ / _____

[Click to Initial](#)

After clicking the initial tab it would look like this:

(1) Second Half General and Special County or delinquent, including any special levies

(2) Lien of Supplemental Taxes, if any, assessed under Section 75) of the Revenue and Taxation Code

Seller's Initials: DS
DR / _____

This is an example for data fields like 'Name' or 'Social Security Number':

Next →

judgments, tax liens, or other matters affecting property ownership.


COMPLETION OF THIS FORM WILL EXPEDITE YOUR CLOSING

Name (1st Party)		
Dan Russ[]		
First	Middle	Last
[]	[]	[]
Date of Birth		Birthplace
MM/DD/YYYY []		[]
I have lived in California since		Social Security No.
Home Phone []		Business Phone []
Driver's license # []		

Remember, red frame means a mandatory field, although any information you provide would help us expedite your closing.

Here is an example for a signature before and after signing:

HAS ANY CONSTRUCTION OR IMPROVEMENTS BEEN MADE TO
 YES NO

Sign Here


SIGNATURE

Email

10/28/2010

DATE

HAS ANY CONSTRUCTION OR IMPROVEMENTS BEEN MADE TO THE
 YES NO

7BABC445D8C34A1...
Dan Russ
DocuSigned By: Dan Russ

SIGNATURE

Email

10/28/2010

DATE

Red frames would also mean that you have to choose an option from the buttons presented, like in this example:

IS THIS YOUR PRINCIPAL RESIDENCE: Yes No

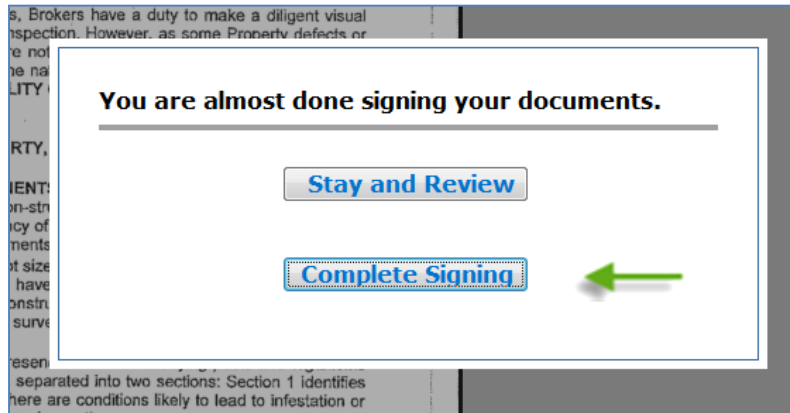
EXCHANGE TRANSACTION: Yes No

Please notice, in some documents you would be presented with checkboxes, please check the relevant:

Property address (if no street ad
26638 Country Creek Lane,
**To determine whether y
or transferred. (See line-
Part II - Certifications**

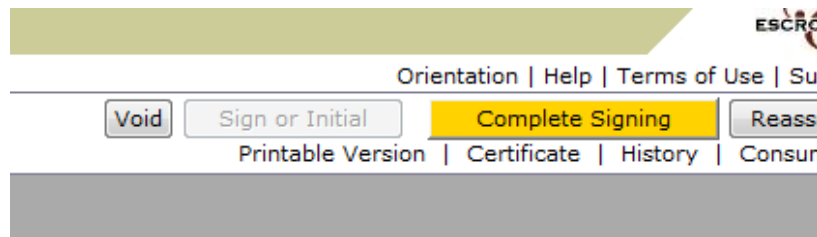
- The property o
meaning of Int
- The seller (or
residence with
- The seller has
593-E, Real E
- The property is
in service or u
- The transfer of
transferor) or l
- The seller is a

When you're done with all the mandatory fields, a message would prompt:

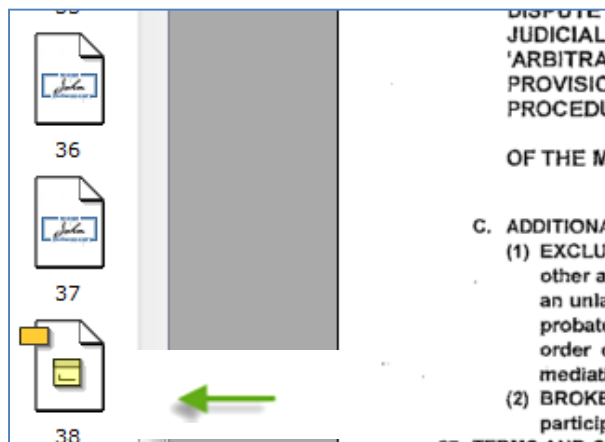


You now have the option to review the document or complete the signing.

If you decide to 'Stay and Review', once your done reviewing you would need to click the 'Complete Signing' button, which is located in the upper right of the DocuSign envelope with the yellow background:



If you reach the end of the document, but still do not have the option to 'Complete Signing' it means that you missed one of the mandatory fields, a quick way to find what you're left to fill would be to look at the left side of the envelope where you can scroll through the documents. A Yellow tab sign like in this image would alert that in this page of the envelope there is still action needed to be taken by you, the signer. Scroll to that page, or click the yellow tab (38 in this example) to get there automatically and fill in the necessary data:



For further information, please contact your escrow officer or Mr. Dan Russ at dan@escrowofthewest.com

Thank you!

The Escrow of the west team

