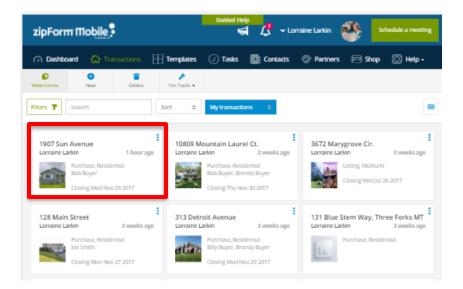
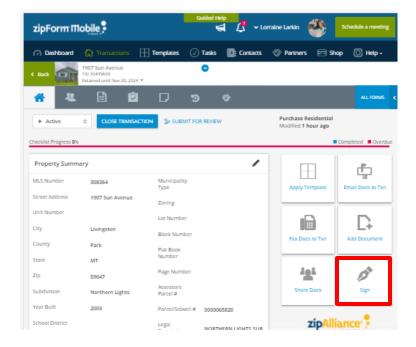


Using TouchSign® with zipForm® Mobile

1. From inside of zipForm® Mobile, click on the Transaction that you wish to be signed.

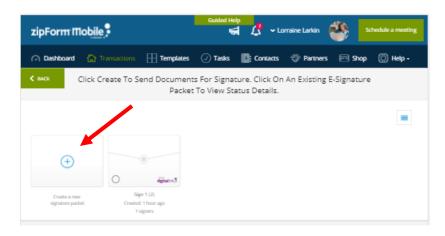


2. Click "Sign" from the Main Launch Pad on the right side of the Transaction Summary. (You may also access the e-Sign icon from your Documents page).

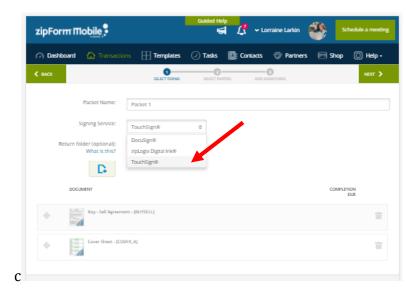




3. Select "Create a New Signature Packet."



4. Name your new signature packet and select "TouchSign®" as your Signing Service from the drop-down menu. Then, click the "Select Documents to Include" link, and choose which documents you would like to have signed.

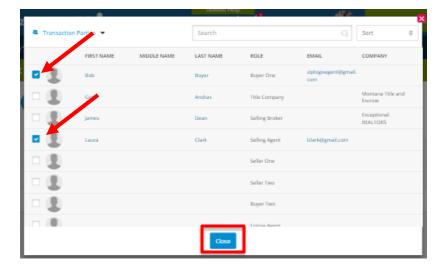


5. Click "Next" in the upper, right corner of the page to proceed to the next step.





6. In the following step, click on the "Add Parties" icon, select your signers from one of the options, and then click "Close."



7. Click "Next" in the upper, right corner of the page to proceed to the final step.



8. In this final step, your signing party will need to tap the "I Agree" icon in order to consent to electronically sign documents.





9. Documents for signing will then appear on your device screen. Your signer may tap on the appropriate signing task from the signature task editor (such as "Sign," shown below) on the left side of the screen. The signer may then either generate a signature, or simply tap to sign.



10. Once a signature has been created, the signer may click "Select" to use it, or "Clear" to delete it and create a new one.





11. When all signature tasks are complete, tap the "Done" icon in the upper, right corner of this screen.



12. A window will appear asking you to confirm that all signers will receive copies of the signed documents via email. Click "OK" to agree and proceed, or "Cancel" to go back.



13. The signed document set will then be available for your review. Access them at any time by clicking "e-Sign" inside of the zipForm® transaction the documents belong to, then click on the signing packet to view its contents.



Thanks for using zipForm® Mobile with TouchSign®!