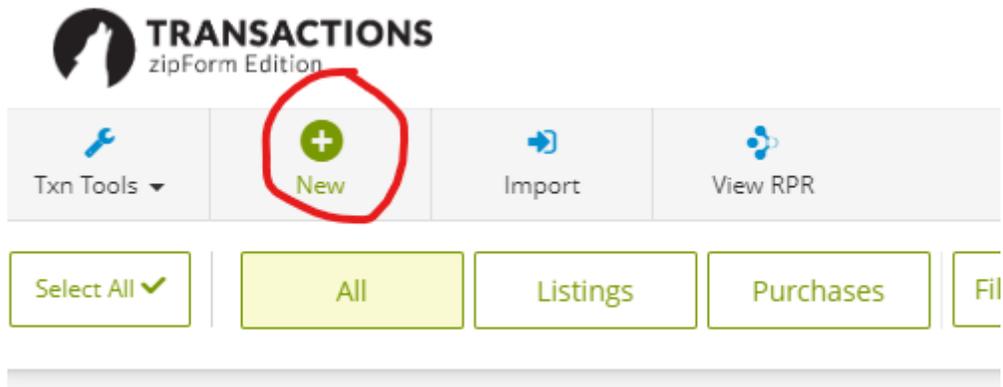


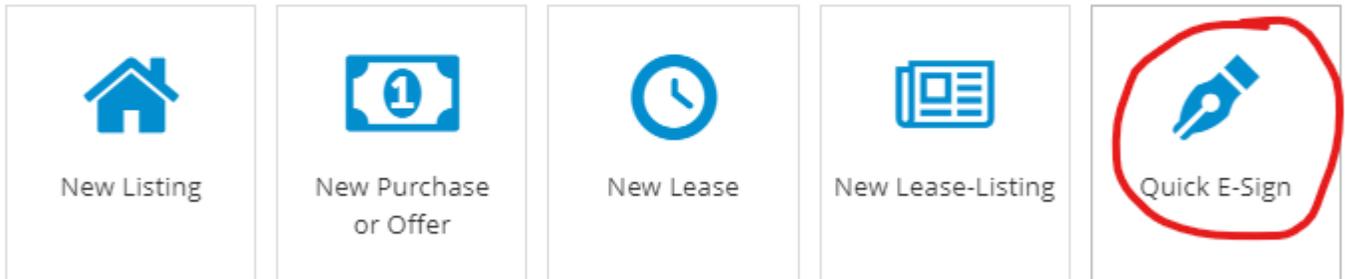
1. Go to <https://www.zipformplus.com/> and sign in
2. At the top of your screen, click New



3. Click on Quick E-Sign

New Transaction

Select a transaction type to get started. [Click here](#) for help with creating a new transaction.



4. Write a name for your transaction and click Create

Cancel x

New Digital Ink® Transaction

Transaction Name*

Cancel

Create

5. Click Add external document (the doc you need signed)

Documents To Sign

Select the forms or documents to sign or use Upload to add from an external source

Add external document ▾

DOCUMENT

COMPLETION DUE

6. Click Browse for Document from the pull-down menu

source

Add external document ▾

🔍 Browse for Document

📁 Dropbox

📁 Google Drive

📁 Box

📁 OneDrive

7. Upload the file you need signed and click OK like the image below

Upload file

File name

Transportation Form_Jefferson Elementary.pdf

Display name

Transportation Form_Jefferson Elementary

Cancel ✕

OK ✓

Documents To Sign

Select the forms or documents to sign or use Upload to add from an external source

Add external document ▾

DOCUMENT

COMPLETION DUE

8. Click Close

Close

9. Click Next

NEXT >

E-Sign Packet Name: test

Signing Service: Digital Ink® 2.0 (Powered b...

Return folder (optional): Choose a folder for returned signed documents to go into automatically
What is this?



Select documents to include

Show signature key icons on signed documents

DOCUMENT

COMPLETION DUE



Transportation Form_Jefferson Elementary



10. Click Create New



Create New



Transaction
Parties



zipForm
Contacts



Servic
Provide

Search

No item found.

Form fields for adding a signer:

- First Name*
- Middle Name
- Last Name*
- Role*
- E-mail*

Buttons: Add Signer (circled in red), Close

11. Fill out the name and info of the signer and click Add signer

12. Click Next if only one signer or click add signer to add additional

TRANSACTIONS zipForm Edition interface showing a progress bar (SELECT FORMS, SELECT PARTIES, ADD SIGNATURES) and a table of signers.

	SIGNING ORDER	NAME / ROLE	E-MAIL	CC	*CYBERSECURITY PROTECTION ⓘ
+	1	Kristen Hubers COMM	khubers@ranw.org	<input checked="" type="checkbox"/>	Choose a security option

Signer: **Kristen Hubers** ▼

The toolbar contains the following items:

- Four yellow buttons: SIGN HERE, SIGN OPT., INITIAL HERE, INITIAL OPT.
- A 'Drag & Drop' icon and text.
- A 'Markup' icon and text.
- A 'ZOOM' icon and text.
- A 'Page (1 of 1)' icon and text.
- A 'Layouts' icon and text.
- An 'Options' icon and text.
- A 'Help' icon and text.

13. Click on the name of the signer and in the pull-down menu click and drag sign here to the spot on your form you would like signed by that person

Step 4: Design

test

Next

The form design screen includes:

- A 'Next' button circled in red.
- A toolbar with signing options: SIGN HERE, SIGN OPT., INITIAL HERE, INITIAL OPT., INITIAL GROUP, SIGNER NAME, INITIAL PAGES, and a text tool 'T'.
- A map area with a 'SIGN HERE' button and a signature 'X Kristen Hubers'.

14. Click Next

Close

Finalize Signing Setup

Send Invitations

You have successfully completed the creation of this signing.

NOTE:

To change the Email address of a signing participant or to customize the Invitation Email subject line or message before the invitations are sent select the "Customize" button below otherwise select the "Send" button above.

Customize Invitation Email(s) Subject and Text

15. Click on Customize Invite and customize your email to each signer

Close

Customize Email(s)

Save

Kristen Hubers:
Remote Signer

khubers@ranw.org

Subject:

Test

Message:

Hi Barb!

Close

Finalize Signing Setup

Send Invitations

You have successfully completed the creation of this signing.

NOTE:

To change the Email address of a signing participant or to customize the Invitation Email subject line or message before the invitations are sent select the "Customize" button below otherwise select the "Send" button above.

Customize Invitation Email(s) Subject and Text

16. Click Send Invitations. The signer will receive an email that looks like below. Once they sign, you will receive an email that the signature is complete.

Zip Forms Lone Wolf Support: 866-279-9653

AuthentiSIGN®

Signing Invitation

Hello Kristen Hubers,

Kristen Hubers (khubers@ranw.org) is inviting you to participate as a signing party in an Authentisign E-Signature document signing.

Signing name: test

Additional message:Hi Barb!

START SIGNING