

## Signing Documents via Remine Docs+

### 1. Click "View All Docs" from the Remine email in your inbox

\*Check your junk/spam for an email from the Remine Team.

It may look like this in your spam folder

(You can drag or move the message from your spam folder to your inbox so emails in the future do not end up in spam and you have full functionality with the message)

Stevie Fisher has shared [REDACTED].pdf with you

Remine Team <docs-no-reply@remine.com>  
To: Steve Russell

Thu 3/4/2021 11:12 AM

Links and other functionality have been disabled in this message. To turn on that functionality, move this message to the Inbox.  
This message was marked as spam using a junk filter other than the Outlook Junk Email filter.  
We converted this message into plain text format.

<<https://ses-email-images.s3.amazonaws.com/docs3-emails/20200225/icons/docs-logo.png>> <[https://ses-email-images.s3.amazonaws.com/doc\[REDACTED\]](https://ses-email-images.s3.amazonaws.com/doc[REDACTED])>

Stevie Fisher has shared a document with you  
Click 'View All Docs' to see more.

Document	Requested Action
[REDACTED].pdf	Edit & Sign

View All Docs <[The email in your regular inbox should look like this](https://mandrillapp.com/track/click/30893443/bright.remine.com?pe=yJzIoiB6xHeUzo5kxGdFRUVG1YzZhYenZ4STY5NDVjliwidil6MSwicCl6IntclnVcljozMDg5MzQ0MyxclnZcljoxLFwidXsXCi6XCiodHRwcpcXFwvXfxcL2JyaWdodC5yZW1pbmUuY29tXfxcL2RvY3NcXFwvP3Rva2VuPU12c3J6WINZOHhrtGgxbGVHNEJ2JnNpaToxNDM5MzUyMlwiLWiaWRcljpcjAyaN mRiY2E3YmE4ZjRlMwZhoWUzNjcyOWE2YmYwMTdjXCIsXCJ1cmxfaWRzXCi6W1wiNGEYmzk3ZDAwM2NiZDZkNGY0MQQ5NiFkZTNkNjcxNjNhZjdlMzhiM1wiXX0ifQ></a>></p></div><div data-bbox=)

remine docs

NORTHERN VIRGINIA Association of REALTORS®

Stevie Fisher has shared a document with you

Click 'View All Docs' to see more.

Document	Requested Action
[REDACTED].pdf	Edit & Sign

[View All Docs](#)

Regards,  
Stevie Fisher,  
[sfisher@nvar.com](mailto:sfisher@nvar.com),  
Northern Virginia Association of REALTORS

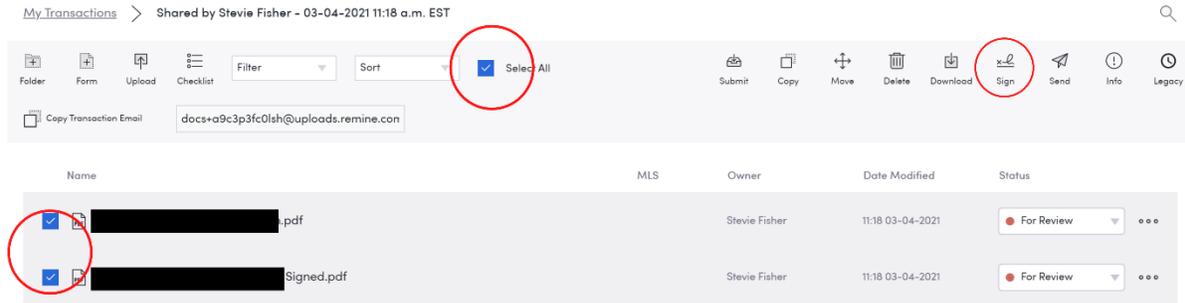
**Warning: Do not forward this email, these links were generated specifically for your account.**

Remine Docs is an all-inclusive, cloud-based platform that provides real estate agents with a faster, easier and smarter way of doing business. Visit [remine.com](https://remine.com) to learn more.

Problems accessing any content in this email? Go [here](#) to learn more.

## 2. Select the documents to sign and Click "Sign" in the top right of the menu.

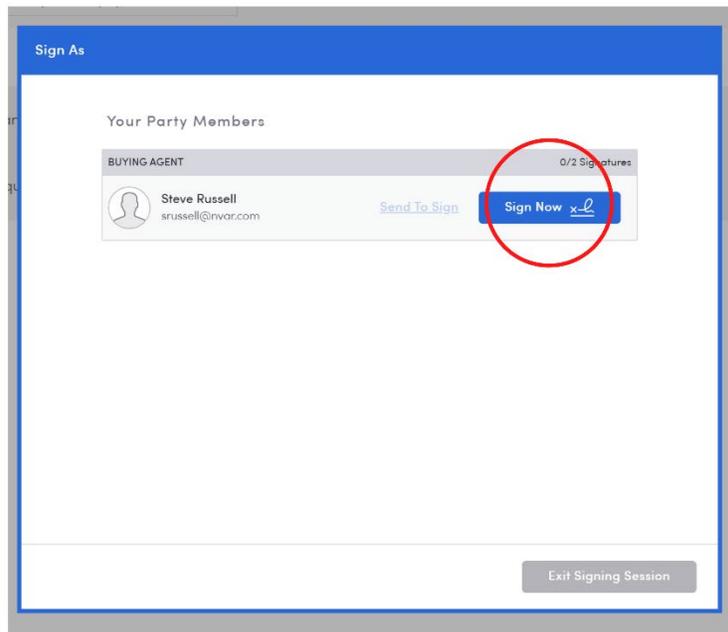
You can also click the "Select All" box if you need to sign all the documents listed.



The screenshot shows a document management interface. At the top, there is a breadcrumb trail: "My Transactions > Shared by Stevie Fisher - 03-04-2021 11:18 a.m. EST". Below this is a toolbar with various icons: Folder, Form, Upload, Checklist, Filter, Sort, Select All (circled in red), Submit, Copy, Move, Delete, Download, Sign (circled in red), Send, Info, and Legacy. Below the toolbar is a "Copy Transaction Email" field with the email address "dacs+a9c3p3fc0lsh@uploads.remine.com". Below that is a table with columns: Name, MLS, Owner, Date Modified, and Status. The table contains two rows of documents, both with "For Review" status. The first row is a PDF file, and the second row is a "Signed.pdf" file. Both rows have a blue checkmark icon in the first column, which is circled in red.

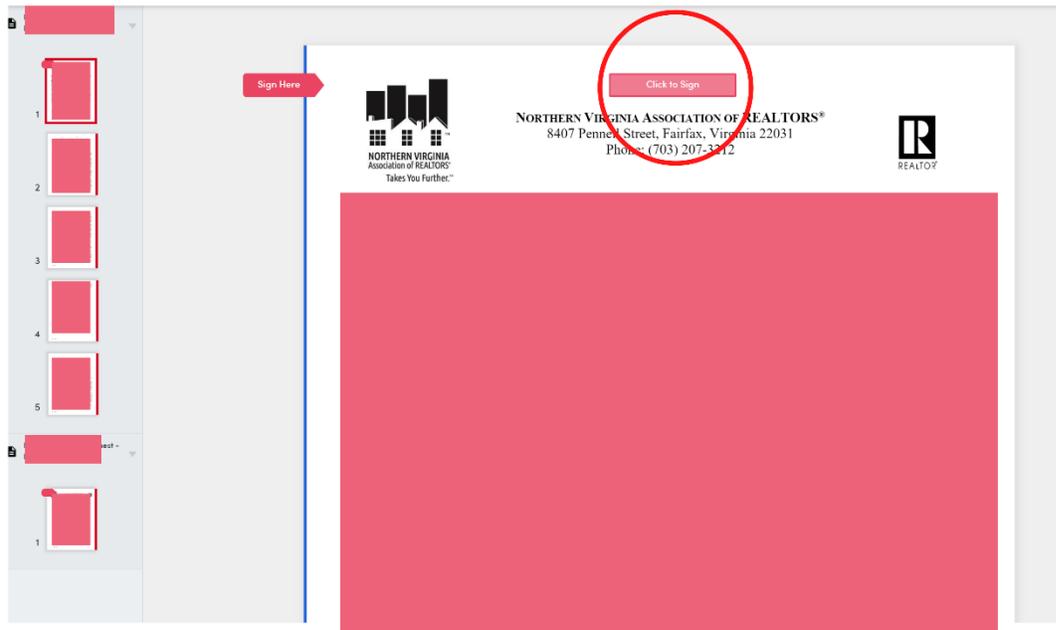
Name	MLS	Owner	Date Modified	Status
[Redacted].pdf		Stevie Fisher	11:18 03-04-2021	For Review
[Redacted].Signed.pdf		Stevie Fisher	11:18 03-04-2021	For Review

## 3. Click the blue "Sign Now" Button



The screenshot shows a "Sign As" interface. At the top, there is a blue header with the text "Sign As". Below the header is a section titled "Your Party Members". Under this section, there is a card for "BUYING AGENT" with the name "Steve Russell" and email "srussell@invar.com". To the right of the card, it says "0/2 Signatures". There are two buttons: "Send To Sign" and "Sign Now" (circled in red). At the bottom right of the interface, there is a button labeled "Exit Signing Session".

**4. Click the red "Click to Sign" button to sign the document**



**5. Next, choose either "Draw Signature" or "Type Signature".**

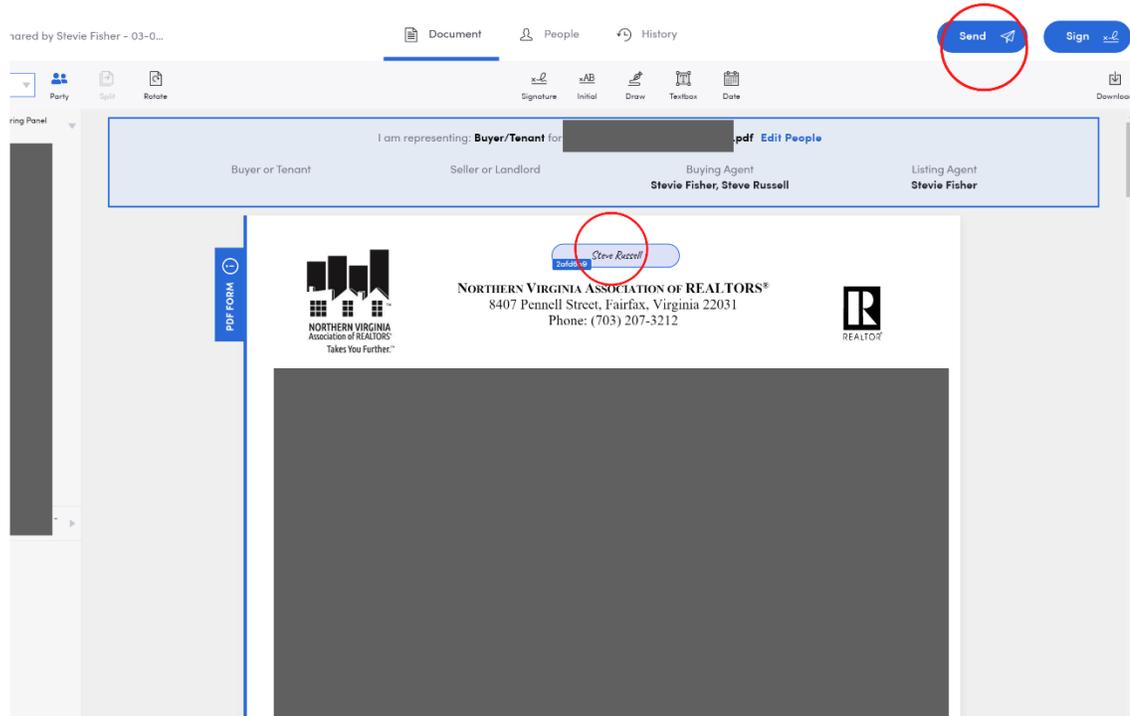
**6. After you draw or type your signature, select the checkbox regarding the "Remine Compliance & E-signing Overview".**

**7. After you complete all required signatures, click the blue "Done" button (Near the bottom of the page or doc)**



You should now see your signature on the document.

**8. In the upper right-hand corner, click the blue "Send" button**



**9. Select the documents to send and click "Continue".**

**10. Select the box next to Recipient's name and click the blue "Send" button and then the blue "Ok" button.**

