Allowing Counter Offer

--When you are setting up a signing one of the options you can check off is "Allow Counter Offer". What this does is allow your signer to make a counter offer while signing with the markup tools in the program. Once they make their counter everyone has to re-sign there initials next to the markups.

1. You have to have your signing set to Sign-In Line to be able to select this option.

2. Now go ahead and set the signing up like you normally would.
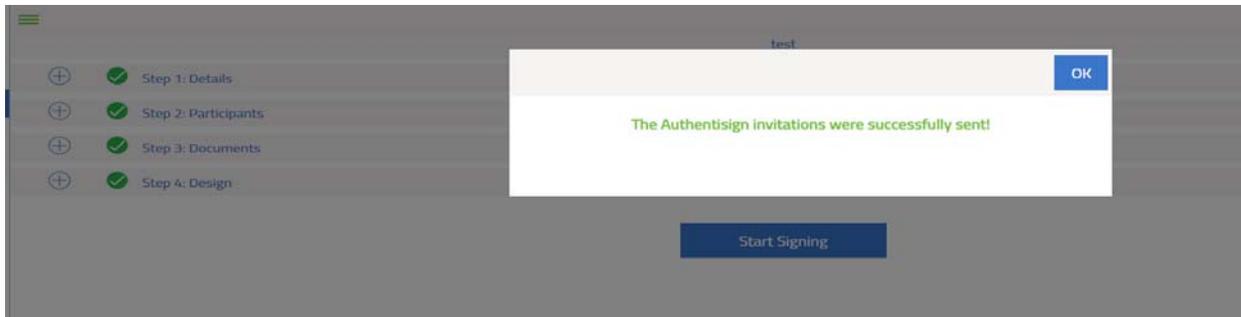
3. Now the signer first on the list will get there email invite. They can complete the signing by clicking the signature blocks or they can counter offer it by clicking Counteroffer.
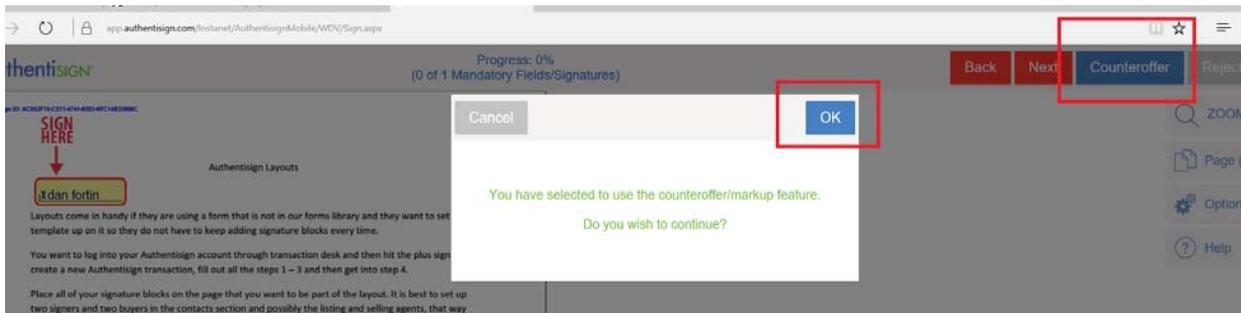
4. The user can now counter the document with the markup options. The user will first see this screen outlining the process.

Cancel	Counteroffer / Write-back Instructions	Continue

1. Select the Counteroffer/Markup flyout menu on the right to display and access the markup tools.

2. Use the available tools to make your changes, you will be prompted to add a short description after each change made.

3. Counteroffer Initial blocks for each signer will be added to each change made to the document, reposition the initials by dragging them if necessary.

4. Select the "Complete" button to send the document with the changes to the other signers for approval of the changes.

5. Once you hit continue you can now place your markup's on the document. Once you place a text box for example it will ask for a summary. Then you can type into the box.
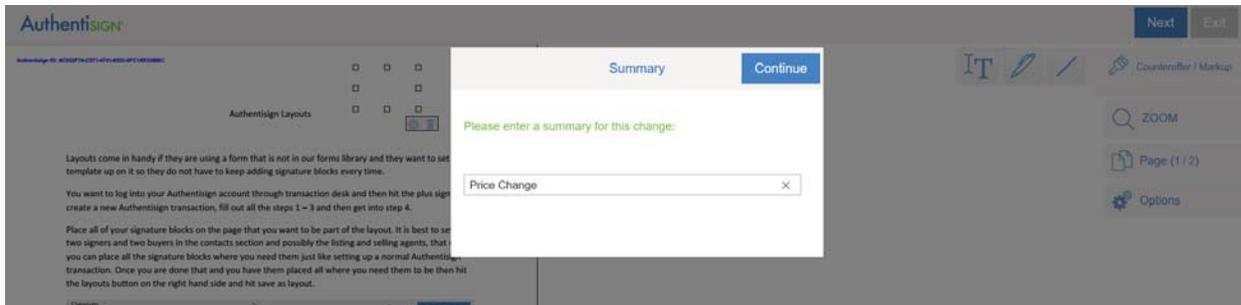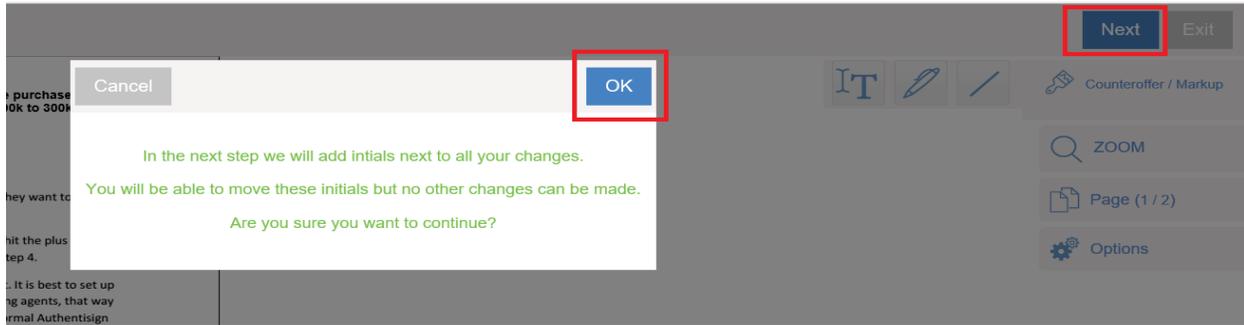

Change purchase price from 200k to 300k

Authentisign Layouts

sing a form that is not in our forms library and they want to set a
e to keep adding signature blocks every time.

5. Once you are done making your markups for the counter offer you can hit Next in the top right hand corner and then OK to confirm you are done making changes.

6. Now you just need to place the initial blocks for you and any other signer so you can re-sign the document with the changes.

7. Go ahead and click the initial blocks and complete your version of the signing. You have successfully countered the signing.

8. The creator of the signing will always receive the email invite next for them to review the document. The email will state which signer made changes.

Document Reviewer Invitation

Attention: **dan fortin** (dfortin@instanetsolutions.com)

This email is an Invitation to participate as a document reviewer in an Authentisign E-signature document signing.

Signing Information:
Name: **test**

PLEASE NOTE: The signer **dan fortin** has made changes to the original content of the document.

The following options will be available:

1.) Review the changes and release the signing to the next signer.

2.) Reject the signing and notify all parties the signing has been rejected.

Click the image below to get started. You will be required to create your password, confirm your identity and accept the terms of service and consumer disclosure.

If you do not see the image below, click here to begin the signing process.

9. Once you are in the signing to review it as the creator it will outline what changes were made by the summary of the markups added.
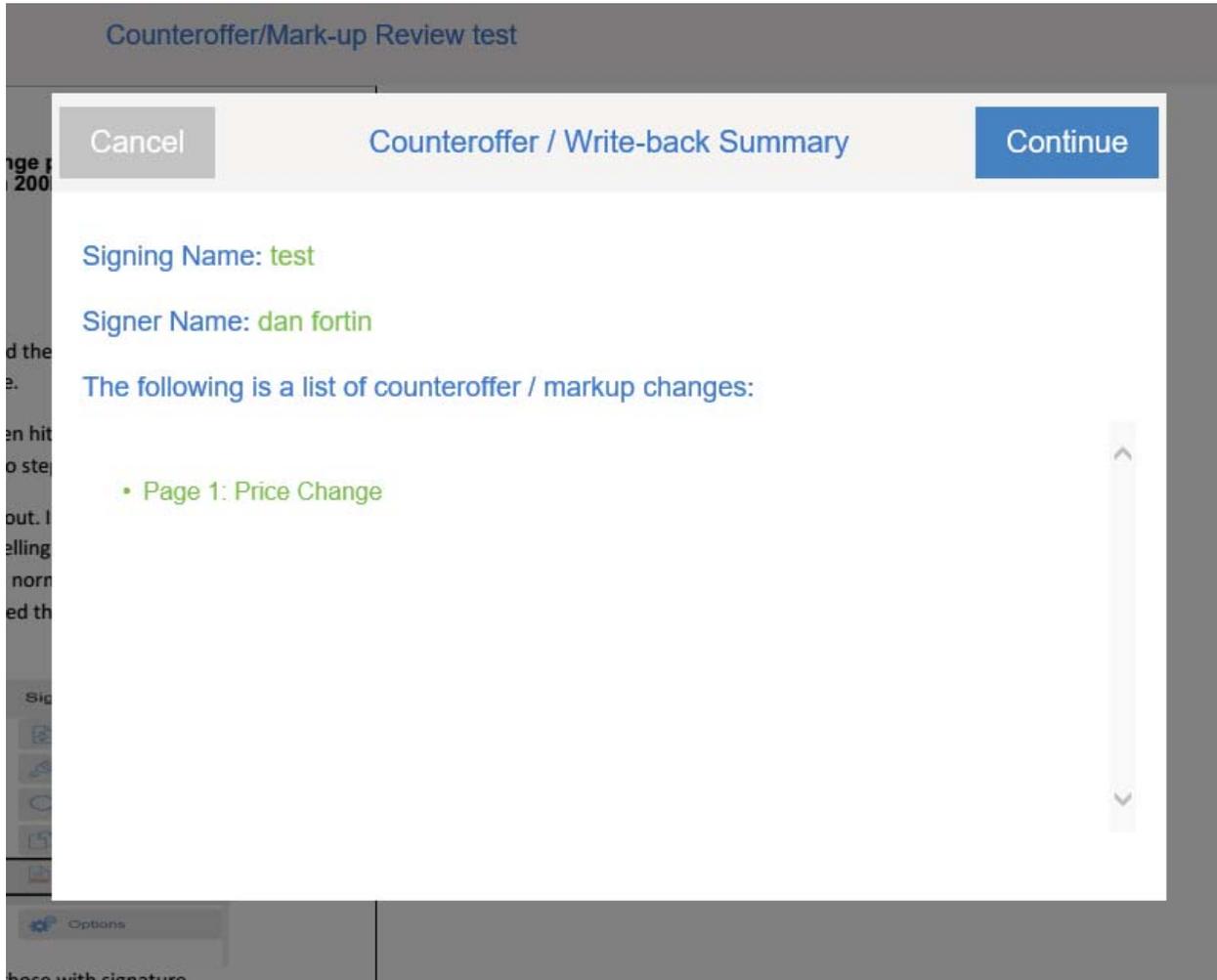
10. Once I hit start it will focus me to each change (it will call each change by its summary name). If I am ok with the changes I can hit "Done".

11. Once the creator of the signing approves the document, the rest of the signers will receive a copy to sign. Each signer will have to sign the original signature blocks and initial the markups.

When the signer goes into the document it will first focus them on the markup change when they hit Start. They need to confirm they see it by hitting "Done" this will not finalize the document.

12. Once they have hit done to confirm they see the markup they can then sign the document as normal or counter offer it themselves. Or they can even reject the offer.