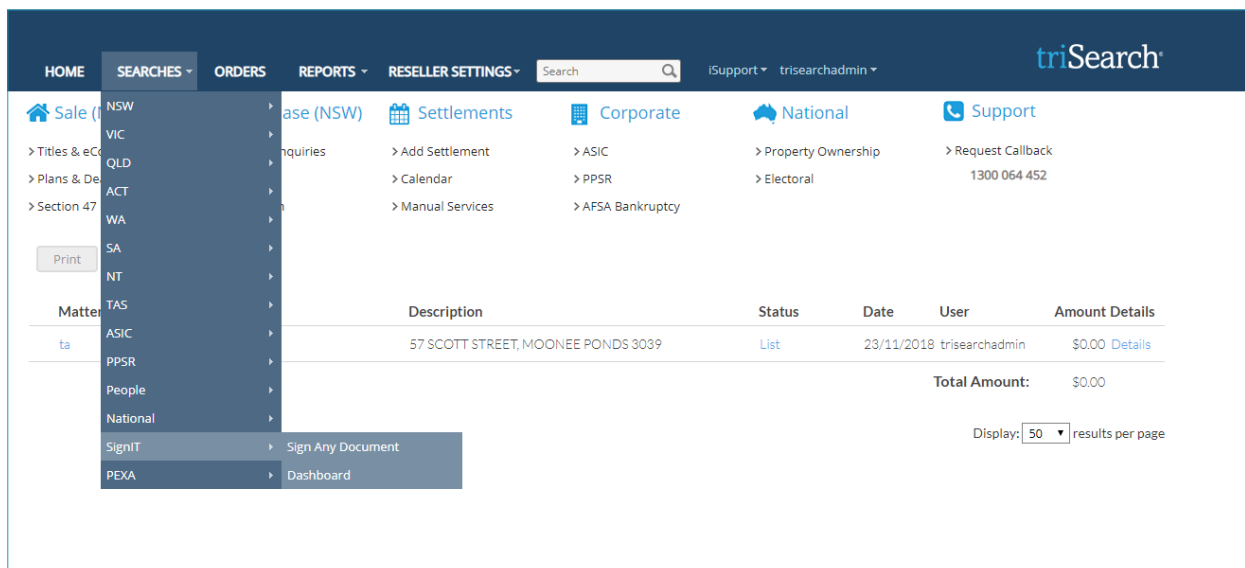


1 Creating the document

- Create the document that you would like signed
- Save as a PDF or Word document

2 Navigate to SignIT

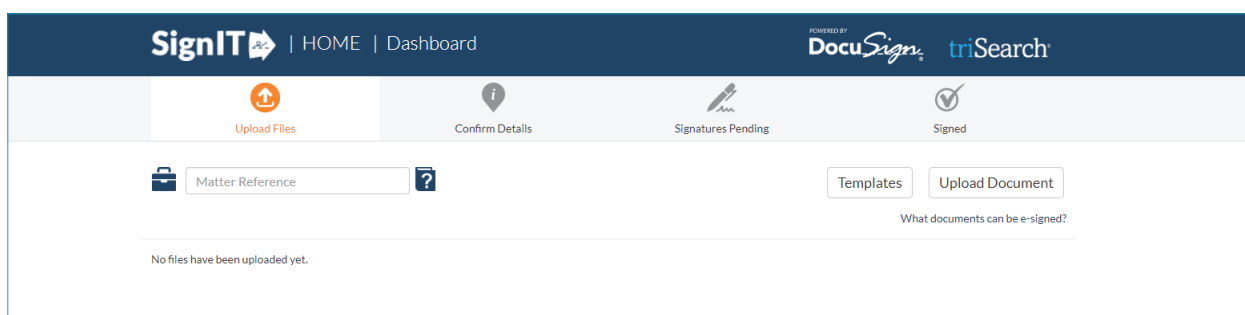
- Log in to triSearch (www.trisearch.com.au)
- Using the **Searches** menu, navigate to **Sign Any Document**



The screenshot shows the triSearch web application interface. The 'SEARCHES' menu is open, displaying a list of categories including NSW, VIC, QLD, ACT, WA, SA, NT, TAS, ASIC, PPSR, People, National, SignIT, and PEXA. The 'SignIT' option is highlighted, and a sub-menu is visible with 'Sign Any Document' and 'Dashboard' options. The main content area shows a table with columns for Description, Status, Date, User, and Amount Details. A table entry is visible for '57 SCOTT STREET, MOONEE PONDS 3039' with a status of 'List' and a date of '23/11/2018'. The total amount is \$0.00. The interface also includes a search bar, navigation tabs (HOME, SEARCHES, ORDERS, REPORTS, RESELLER SETTINGS), and user information (iSupport, trisearchadmin).

3 Upload your document

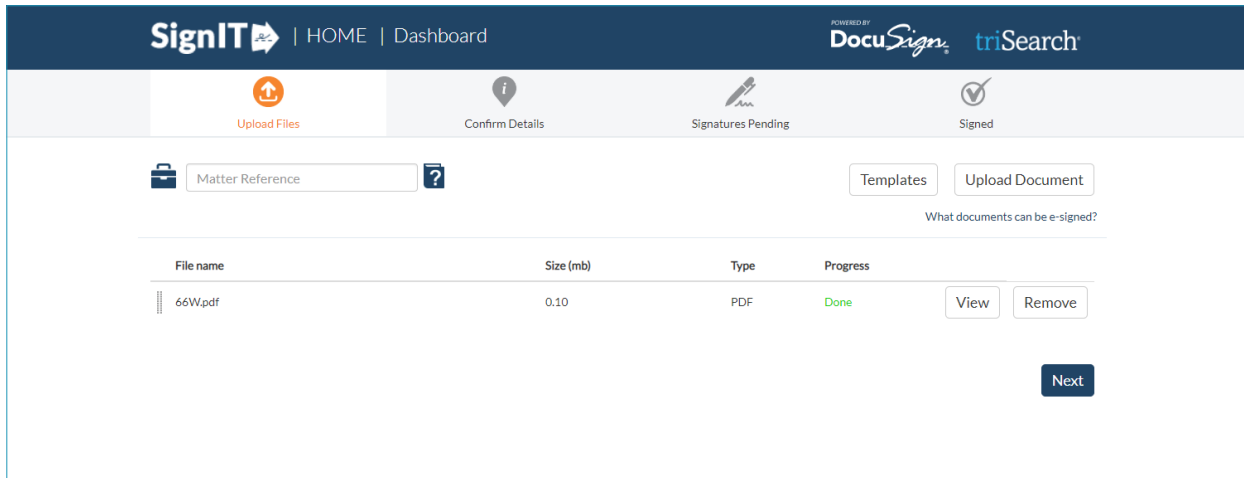
- Enter your matter reference number
- Click **Upload Document** and select your document OR drag your file onto the SignIT screen



The screenshot shows the SignIT web application interface. The header includes the SignIT logo and navigation links (HOME | Dashboard). The main content area features a 'Matter Reference' input field with a search icon. Below the input field, there is a message: 'No files have been uploaded yet.' The interface also includes a 'Templates' button and an 'Upload Document' button. The footer of the page contains the text: 'What documents can be e-signed?'. The interface is powered by DocuSign and triSearch.

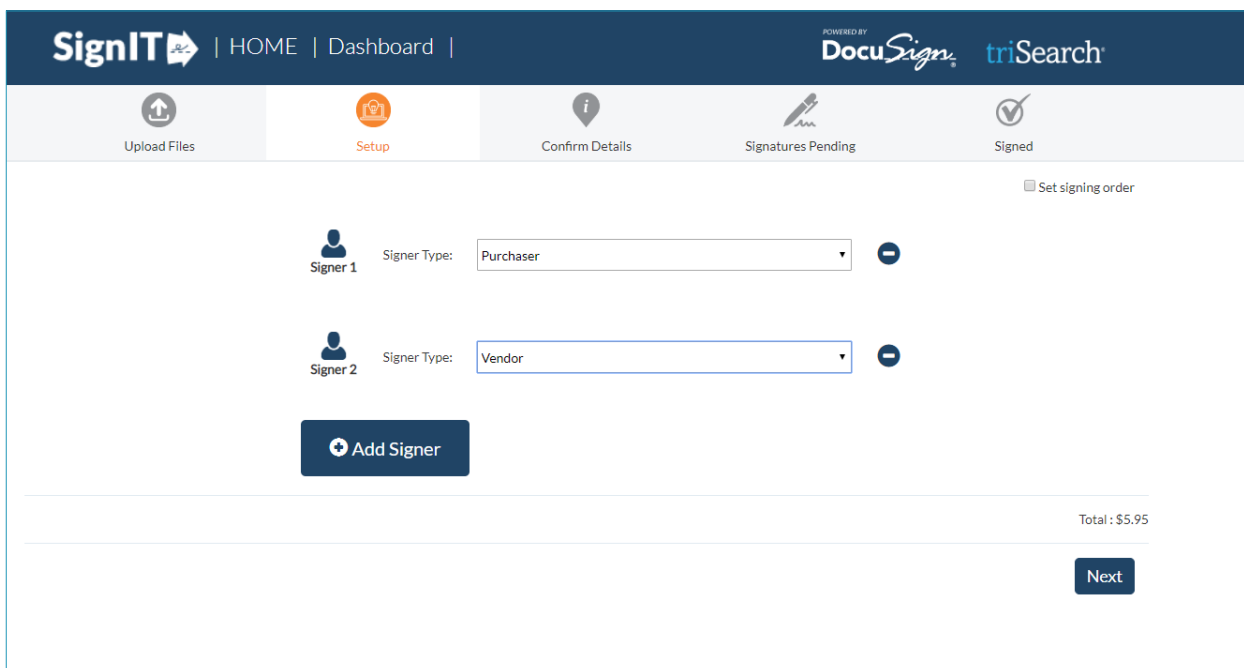
4 Proceed to next screen

- **View** or **Remove** the file, or click **Next** to proceed



5 Upload your document

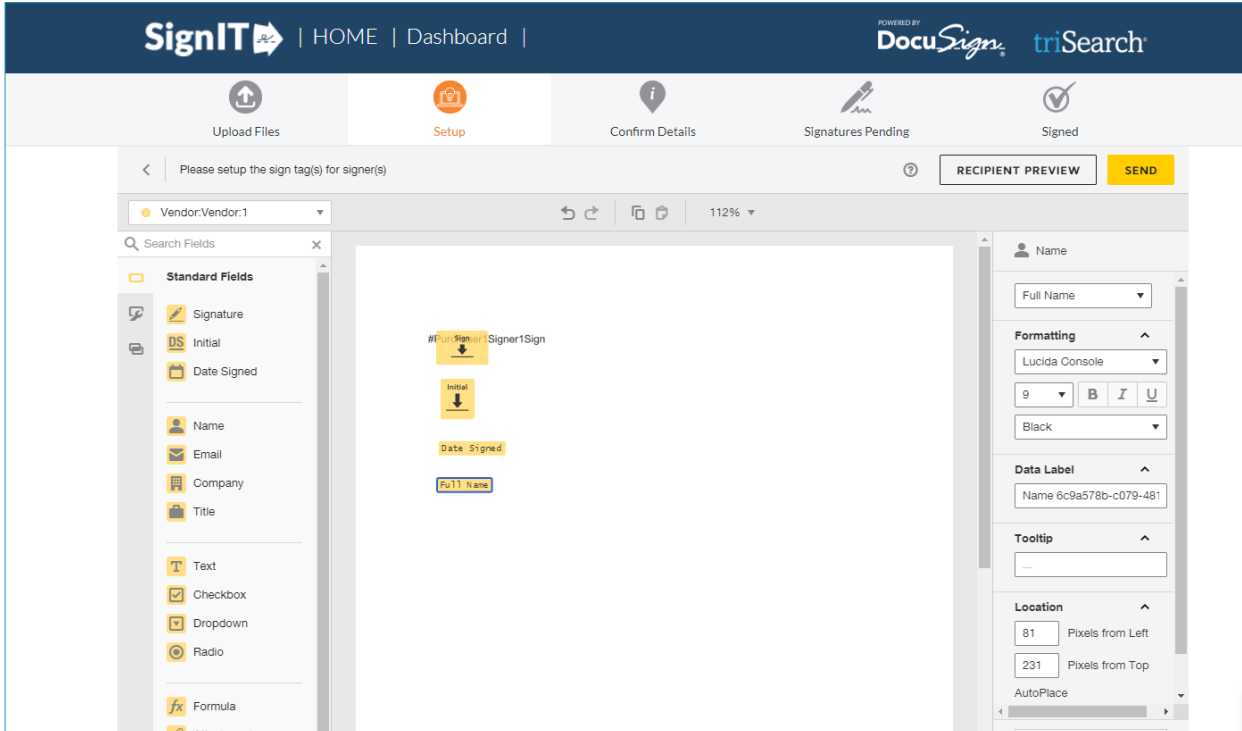
- Add Signer Types for each signer using the drop-downs
- You can select **Others** to manually input the signer type
- Click **Add Signer** to add additional signers
- Click **Next** when you're ready to proceed



6

Add signing tags

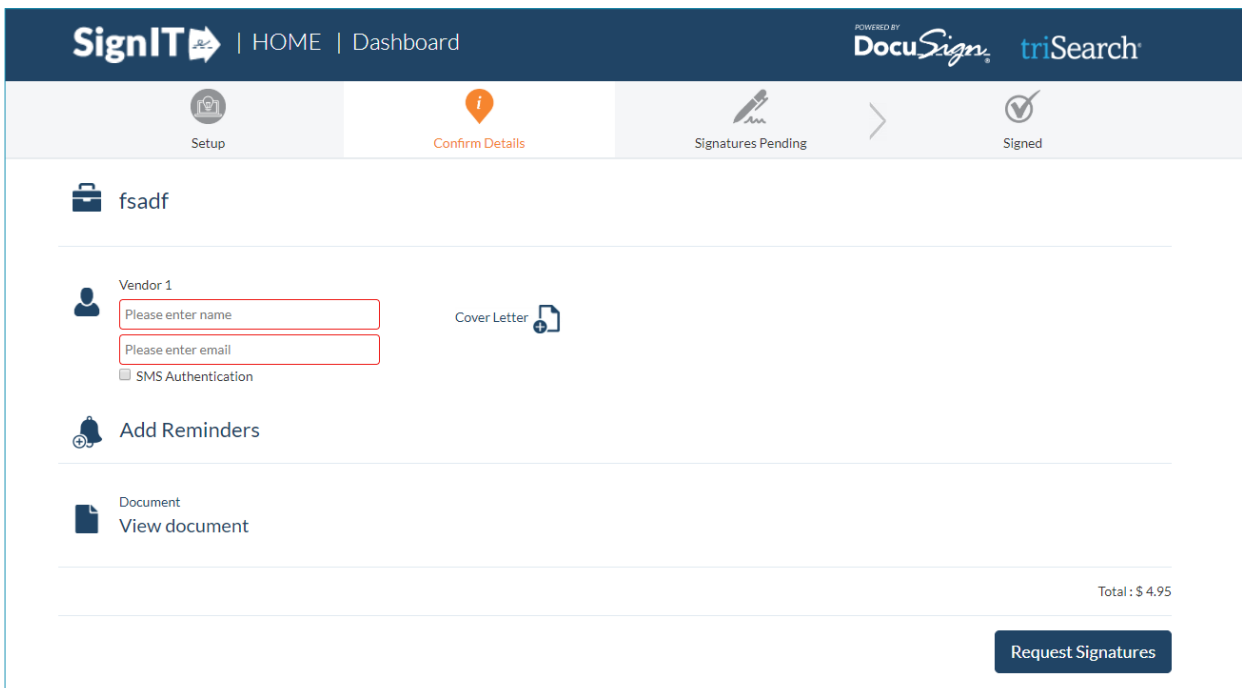
- Drag tags from the menu on the left onto your document
- If you have multiple signers, you can alternate between them using the drop down at the top of this menu. The tags for each signer will be in a different colour.
- You can change the font and text size for some of the tags using the menu on the right.



7

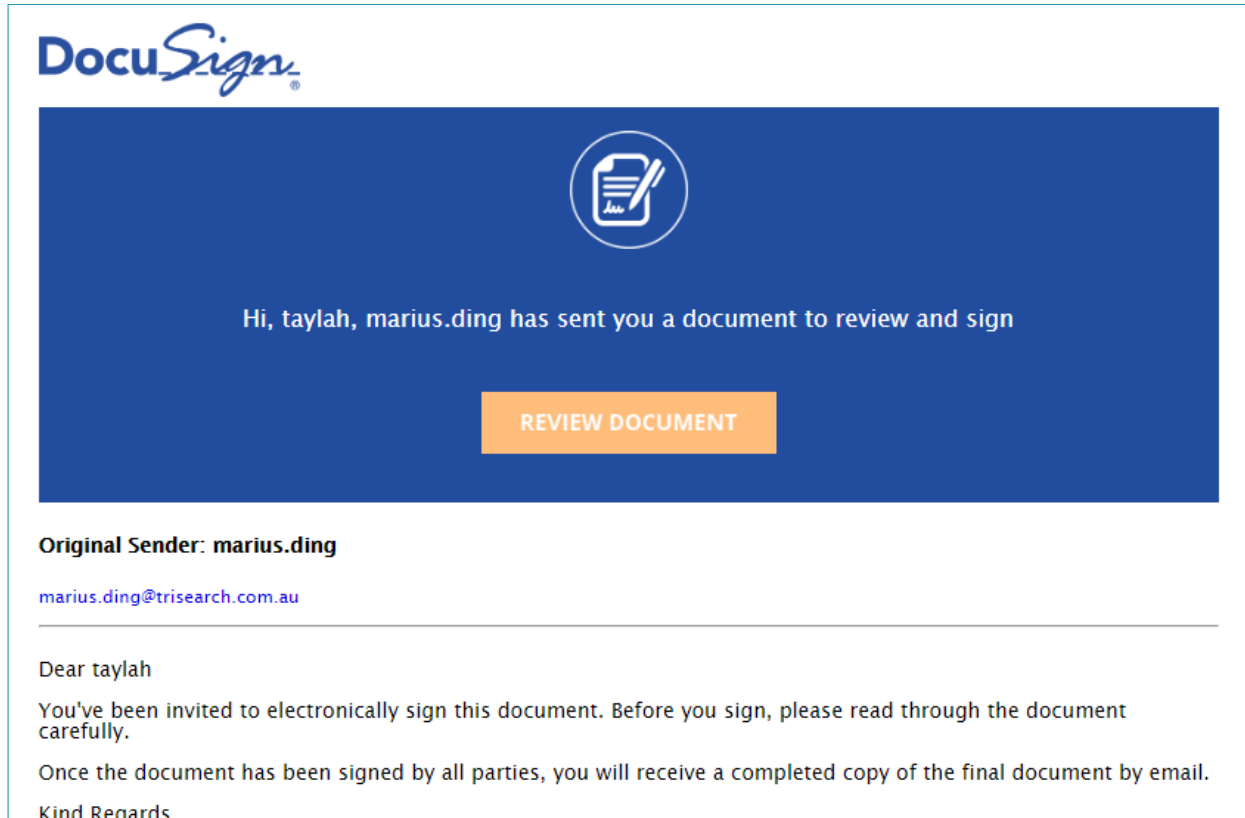
Send for signing

- Click **Send** to proceed to adding signer details.



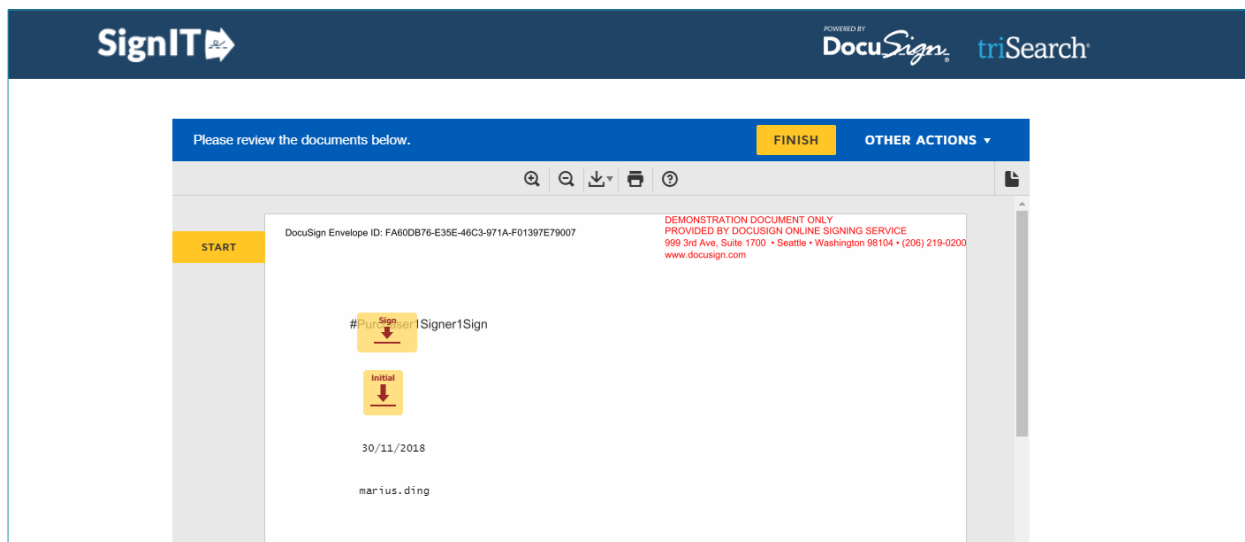
8 Add signer details and send for electronic signing

- For each signer, enter their name and email address.
- If you have added the tag 'Name' to your document, the name that you enter on this screen will be used.
- Click **Request Signatures** to send an email to each signer for electronic signing.



9 Signatures

- Each signer will receive an email inviting them to review and sign your document.
- When they click **Review & Sign**, DocuSign will take them through the simple electronic signing process.



Need further assistance? Contact our next-generation HelpDesk.

10 Review the final document

- Once all parties have signed the document, you and all signing parties will receive a copy.

