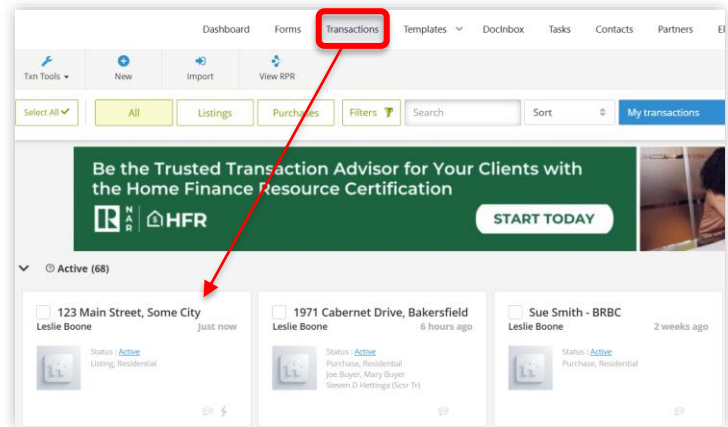


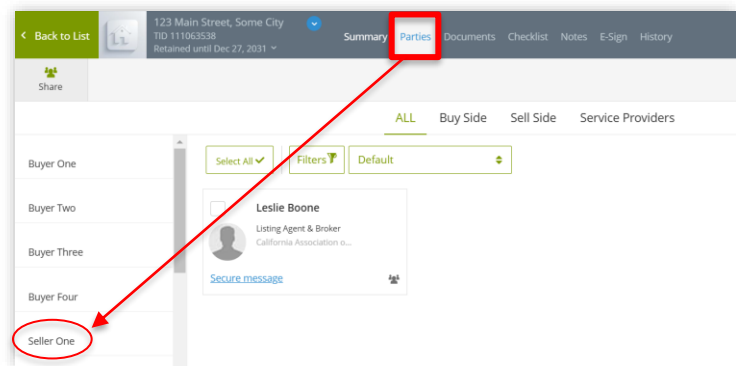
Use the Signing Representative section in the Parties tab for entity parties in your zipForm transaction that have someone signing on behalf of the entity, such as a Trust.

Setup a Signing Representative

1. On the **Transactions** page inside your zipForm account, click to open the transaction that has a signing representative.



2. Click the **Parties** tab in the gray navigation bar, then click on the role of the party in your transaction that has a signing representative.



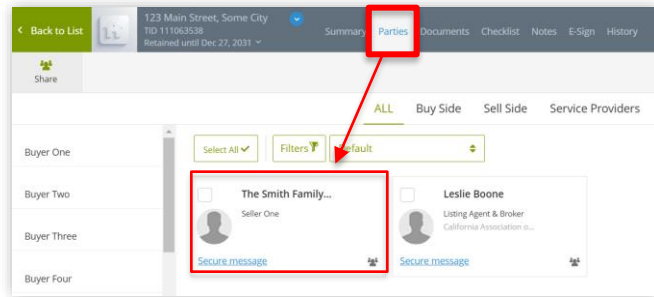
3. Complete the following fields:

- **Entity Name** – type the entity name in the **First Name** and **Last Name** fields in the top section of the window (max. 30 characters in total)
- **Signing Representative:**
 - **First Name**
 - **Middle Name** (if applicable)
 - **Last Name**
 - **Email** – type the signer's email address to use when sending documents for signature
 - **Cell phone** (optional)

4. Click **Save** at the bottom of the window to save your changes.

The party will display in the **Parties** tab.

NOTE: The printed signature line for the entity party on forms in your transaction will display the entity name, and the Signing Representative will be the signer when sending documents for signature.

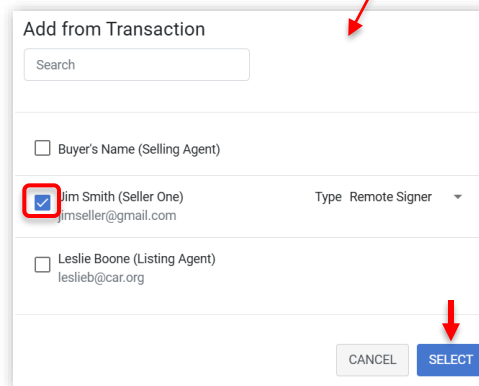
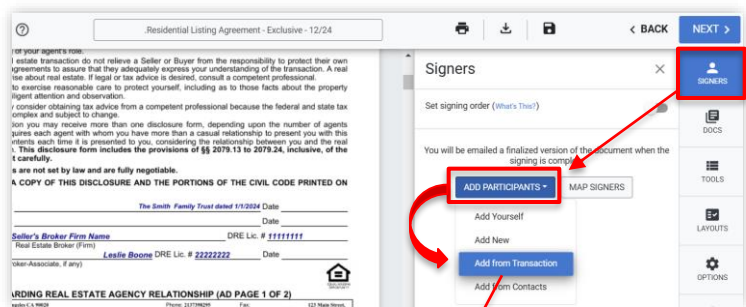


Choosing the Signing Representative when Creating a Signing Packet

When creating a signing packet, you'll choose the Signing Representative as the signer in both Authentisign and DocuSign.

Authentisign

1. On the **Signers** tab, click **ADD PARTICIPANTS** and select **Add from Transaction** from the dropdown menu.
2. Check the box next to the Signing Representative's name.
3. Click **SELECT** at the bottom right of the window.



DocuSign

1. Check the box next to the Signing Representative's name.
2. Click **Close** at the bottom of the window.

