

How to Do an eSign

Here's a **step-by-step** guide on how to eSign your real estate contract and documents using dotloop's quick, easy and secure eSignatures.



In 2000, the federal government's E-SIGN ACT (Electronic Signatures in Global and National Commerce) made eSignatures a recognized, legally binding form of signature.

Fully compliant under the E-SIGN Act, dotloop enables real-time collaboration, which is actually more secure than any standard PDF signing solution by managing every version of the real estate transaction in one place. Dotloop has even patented this process in real estate.

And because dotloop's eSignatures are securely embedded into the document itself, every signed document exported from dotloop includes a link in the footer for the purpose of verification and fraud prevention. This ensures that if anyone attempts to fraudulently alter a document after it's been exported from dotloop, we have a record of the most current version.

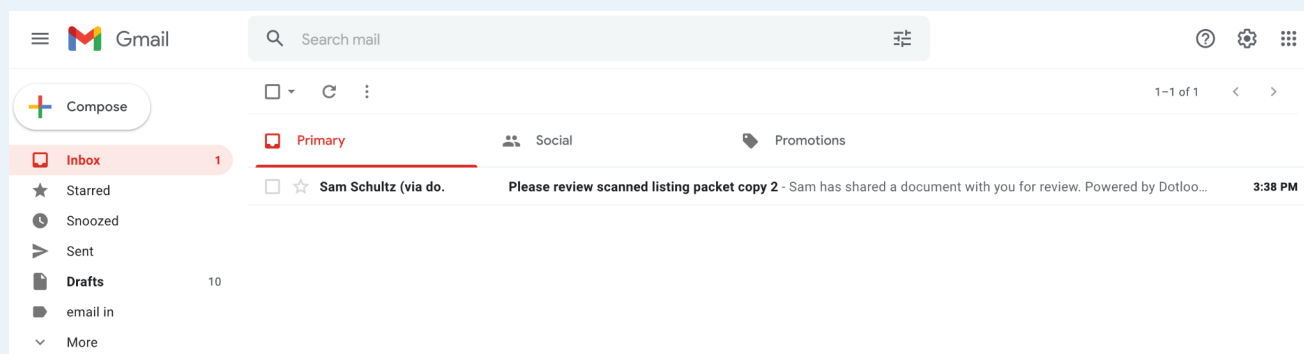
Ready to start signing? It's easy! Here's how:

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STEP 1

Open Email Provided and Accept eSignature Form of Choice

Once your real estate agent has shared a document with you to sign, you will receive an email with the subject line, "**ACTION NEEDED** - [agent's name] **needs you to sign a document** - [date stamp] - [time stamp]."

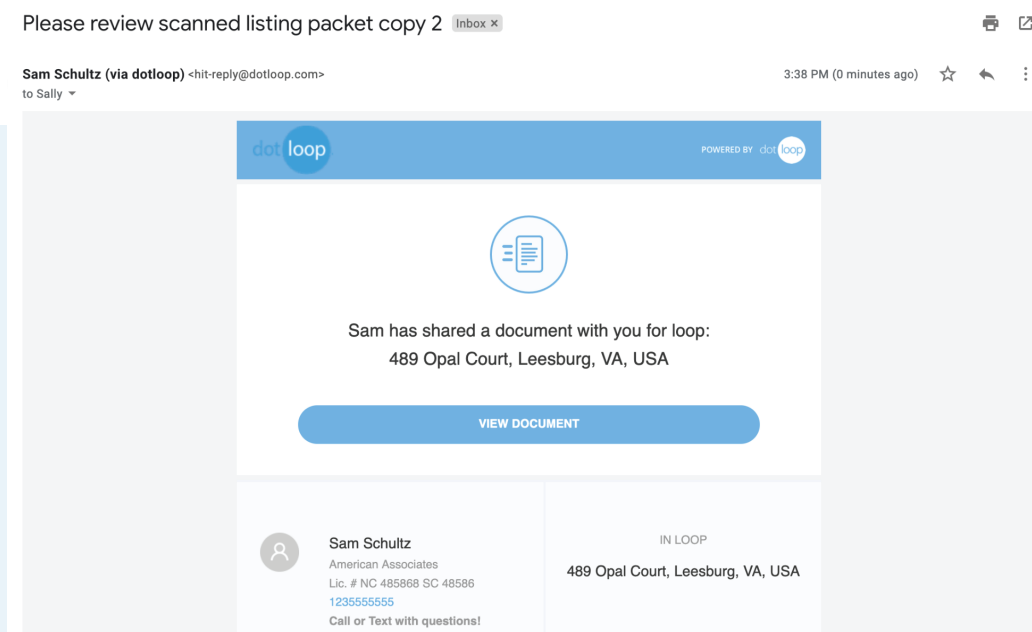


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STEP 2

Click on Document

Click on **“View Document”** within the email. Click **“Start Signing”** in the upper-right corner. You can scroll through the document before signing to review. Then, when you’re ready to sign, click the blinking blue button that says **“Start Signing”** in the upper-right corner of the document. This will initiate the signing process.



CLICK START SIGNING TO BEGIN. START SIGNING

Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards
Property Address: 123 Marsh St.

Lead Warning Statement:
Every buyer of any interest in residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure of lead from lead-based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses a particular risk to pregnant women. The seller of any interest in residential real property is required to provide the buyer with any information on lead-based paint hazards from risk assessments or inspections in the seller's possession and notify the buyer of any known lead-based paint hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to purchase.

Seller's Disclosure
(a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):
(i) ☐ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).
(ii) ☒ Seller has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

STEP 3

Adopt the eSignature of Your Choice

The document will automatically scroll down to the first place for you to initial or sign. There will be a red box that either says “**Initial Here**” or “**Sign Here.**” Clicking into the first red box will take you to a window that says, “**Adopt Your Signature.**” Your name and initials will appear in both script and print. You can also draw your signature by clicking on the words “**Draw Signature**” in the bottom left corner of the window. If you choose this option, use your mouse (or your finger on a mobile device) to draw your signature and initials. When ready to sign, click on the blue “**Adopt and Sign**” button.


Adopt your signature ×


CONFIRM YOUR NAME

Sally Field

INITIALS

SF


SIGNATURE PREVIEW



INITIALS PREVIEW

By clicking adopt, I have read and understand dotloop's [ESIGN Consumer Consent Disclosures](#) and [Terms of Use](#). I agree my electronic signature and initials shall have the same force and effect as my written signature or initial.


[DRAW SIGNATURE](#) [ADOPT AND SIGN](#)

Adopt your signature ×

Draw your signature:



Draw your initials:



By clicking adopt, I have read and understand dotloop's [ESIGN Consumer Consent Disclosures](#) and [Terms of Use](#). I agree my electronic signature and initials shall have the same force and effect as my written signature or initial.

[TYPE SIGNATURE](#) [CLEAR](#) [ADOPT AND SIGN](#)

STEP 4

Finish Signing

When you're finished signing, you will see a blue flashing button in the upper-right corner that says **"Finish Signing."** Click on that button to auto-save and share the document with your agent.

If, however, you are filling out and signing a document (versus just eSigning and initialing), you may see an **"I'm Done"** button in the top-right corner. If so, click on that to complete the eSigning process.

2/4 FIELDS COMPLETED. I'M DONE

☐ Shared Well ☐ Pond

Do you know of any current leaks, backups or other material problems with the water supply system or quality of the water?
☐ Yes ☒ No If "Yes", please describe: _____

Is the quantity of water sufficient for your household use? (NOTE: water usage will vary from household to household)
☒ Yes ☐ No If owner knows of any leaks, backups or other material problems with the water supply system or quality or quantity of the water since owning the property (but not longer than the past 5 years), please describe and indicate any repairs completed: _____

Owner's Initials JS Purchaser's Initials _____ CLICK HERE

dotloop Example

YOU'RE ALMOST DONE! CLICK FINISH TO SEND THE COMPLETED DOCUMENT BACK TO THE SENDER. FINISH SIGNING

F) MECHANICAL SYSTEMS: DO YOU KNOW OF ANY CURRENT PROBLEMS OR DEFECTS WITH THE FOLLOWING MECHANICAL SYSTEMS AT YOUR PROPERTY DOES NOT HAVE THE MECHANICAL SYSTEM, MARK N/A (Not Applicable).

	YES	NO	N/A		YES	NO	N/A
1) Electrical	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8) Water softener	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2) Plumbing (pipes)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	a. Is water softener leased?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3) Central heating	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9) Security System	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4) Central Air conditioning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	a. Is security system leased?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5) Sump pump	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10) Central vacuum	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6) Fireplace/chimney	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11) Built in appliances	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7) Lawn sprinkler	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12) Other mechanical systems	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If the answer to any of the above questions is "Yes", please describe and indicate any repairs to the mechanical system since owning the property (but not longer than the past 5 years). _____

Owner's Initials JS Purchaser's Initials _____ 4/16/21 03:41pm EST dotloop verified

dotloop Example

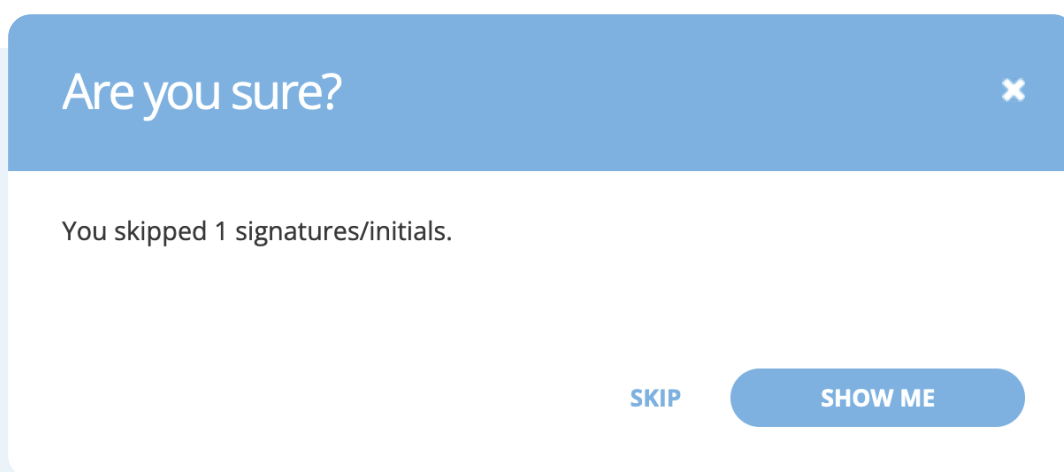
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STEP 5

Correct any Skipped Fields

If you miss any fields, a window will appear asking **“Are you sure that you are finished?”**

You can select **“Show Me”** and the prompts will automatically take you to any unfilled field on the document. The document will then be saved and shared with your agent.



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STEP 6

Sign Up for an Account.

If you do not have a dotloop account previously established, you may create one once you’ve signed the document shared with you. This is recommended if you would like to have a place to view your documents online. If you choose to create a dotloop account, you’ll see three information fields. Two of the three will already be filled out with your name and email. Simply type in a password of your choice and click the blue **“Sign Up”** button.

Alternatively, you can download or print the document before or after signing by simply clicking on the 3 horizontal dots at the top right of the page.

You're Done!



Sign up for a FREE dotloop account.

Sally Field

steelmagnolia@gmail.com

[NEW PASSWORD](#)

PASSWORD MUST CONTAIN AT LEAST 1 LETTER, 1 NUMBER, NO SPACES, AND BE AT LEAST 6 CHARACTERS

BUYER/SELLER

[SELECT STATE](#)

By continuing, you agree with dotloop's [Terms of Use](#) & [Privacy Policy](#).

[SIGN IN IF YOU ARE ALREADY A USER](#)

[SIGN UP](#)

CLICK START SIGNING TO BEGIN.

[START SIGNING](#)



[MESSAGES](#)

[DOWNLOAD / PRINT](#)

Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

Property Address: 123 Main St.

Lead Warning Statement:

Every buyer of any interest in residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure of lead from lead-based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses a particular risk to pregnant women. The seller of any interest in residential real property is required to provide the buyer with any information on lead-based paint hazards from risk assessments or inspections in the seller's possession and notify the buyer of any known lead-based paint hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to purchase.

Seller's Disclosure

(a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):

Congratulations! You've completed your first eSigning.

