

# You can email your documents directly to your AAR eSign account from zipForm or your Email account using the eMail2eSign<sup>TM</sup> feature!

### (Alternative to Print Driver)

## (Note: This function is not compatible with Yahoo and AOL email addresses as these Email servers are known to filter out important notifications and messages.)

**From zipForm®:** (Note: The email address associated with you zipForm® account under your zipForm® profile must match the email address you use for AAR eSign.)

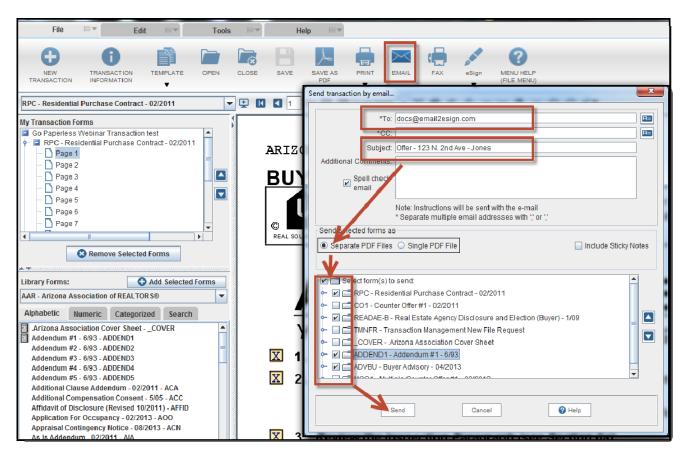
- 1. Log into your zipForm® account (zipForm® 6 Desktop, zipForm® Plus, or zipForm® Mobile Web Edition)
- 2. Open your transaction
- 3. Select the Email and/or Send button
- 4. Choose the documents(s) to send
- 5. Under the Send to Recipients box type docs@email2esign.com
- 6. Type the email subject (this will also become the eSign session title which you can later edit)
- 7. Select Send as Separate PDF Files
- 8. Send the message

### From zipForm® Plus:

zipForm Plus 🚱		<ul> <li>(a)</li> <li>(b)</li> <li>(c)</li> <li>(c)</li></ul>
TRANSACTIONS TEMPLATES CONTACTS HELP		Dena Roberts
Go Paperless Webi  Parchase. Residential Modified Wed (Feb 29 2014  Transaction Status Active  Select any documents, forms, or form pages to send, then choose how to send.  Folders  Polders  Presidential Purchase Contract - 02/2011 - [DPC]  Counter Offer #1 - 02/2011 - [DPC]  Real Estate Agency Disclosure and Election (Buyer) - 1/80 - [READAE.E]  Real Estate Agency Disclosure and Election (Buyer) - 1/80 - [READAE.E]  Transaction Menegoment New File Record - (TMNFR)	Crter Keyword(s) X m	Cancel  Cancel  Email O Fax  Send to recipients  docs@email2acign.com  Shigher  Copy ms.  Attachments  Copy and Stop to there are used of documents  Residential Purchase Contract - 02/2011  Counter Office #1 - 02/2011  Real Estate Agency Disclosure and Election (Buyer) 1000
		Send as © Separate PDF files ◇ Single PDF file (forms only) □ Include Notes Message Check Spelling

For support: Toll Free (866) 833-7357 | Direct: (480) 304-8930 Support@AARonline.com or visit http://www.aaronline.com/esign

#### From zipForm® 6 Standard Desktop:



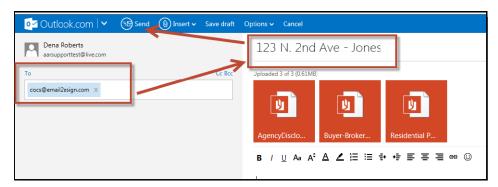
From zipForm® Mobile Wed Edition:

Image: Second	To: docs@email2esign.com	
Co Paperless Webinar Transaction test	Cc: denaroberts@aaronline.com	
Arizona Association Cover Sheet	Subject: Offer - 123 N. 2nd Ave - Jones ×	
Counter Offer #1 - 02/2011	Message:	
Real Estate Agency Disclosure and Election (Buyer) - 1/09	□ Include Sticky Notes	
Residential Purchase Contract - 02/2011	Attach as PDF	
Transaction Management New File Request	<ul> <li>☑ Real Estate Agency Disclosure and Election (Buyer) - 1/09</li> <li>☑ Residential Purchase Contract - 02/2011</li> <li>□ Transaction Management New File Request</li> </ul>	

**From your Email account:** (Note: The email you are sending from must match the email address you use for AAR eSign.)

 Create a new message or click forward on the message that contains the documents you want to have signed. If creating new email message, attach the documents you want to have signed
 In the Recipients box type <u>docs@email2esign.com</u>

For support: Toll Free (866) 833-7357 | Direct: (480) 304-8930 Support@AARonline.com or visit http://www.aaronline.com/esign 3. Type the email subject (this will also become the eSign session title which you can later edit)



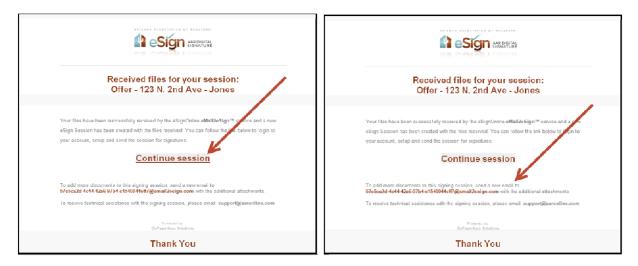
4. Send the message

(Note: Be sure to send any zipForm® documents containing QR codes in the bottom right corner as separate PDF files to ensure the signing locations will be designated automatically.)



Your documents will now be sent to your eSign account for processing. Check your email for a confirmation message. This message will include a link (continue session.) Click on the link and your internet browser will open and take you to Step One of your eSign session.

(Note: If you have additional documents that need to be added to that same signing session, copy and paste the link from your email confirmation into the subject line of the email message containing the additional document attachment(s).)



To set up your eSign session, see Setting up your eSign Session in the Step by Step Instructions located under Additional Support at <u>http://www.AARonline.com/eSign</u>

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