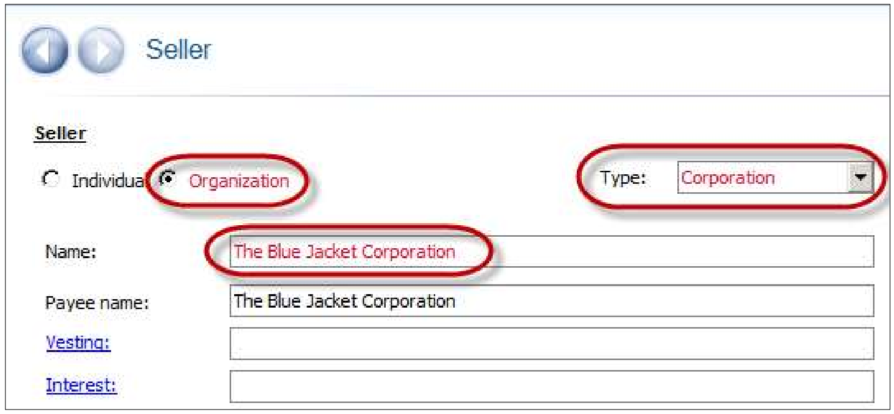
Adding and Editing Organizational Signatures

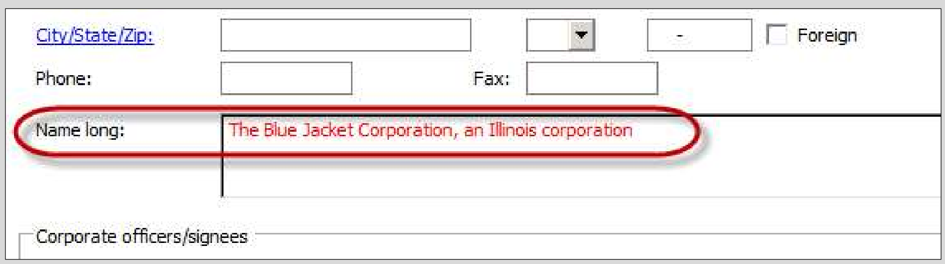
Follow these steps to add or edit the signature lines for those who sign on behalf of organizations.

Adding the Organization

1. Navigate to the **Buyer/Borrower or Seller** Contact screen
2. Choose the **Organization** radio button
3. In the **Type** drop-down, select the appropriate organization
4. In the **Name** field, enter the organization's name



NOTE: If the organization's name is longer than 50 characters, scroll down to the **Name Long** field to continue entering the name.



Adding Individuals Who Can Sign on Behalf of the Organization

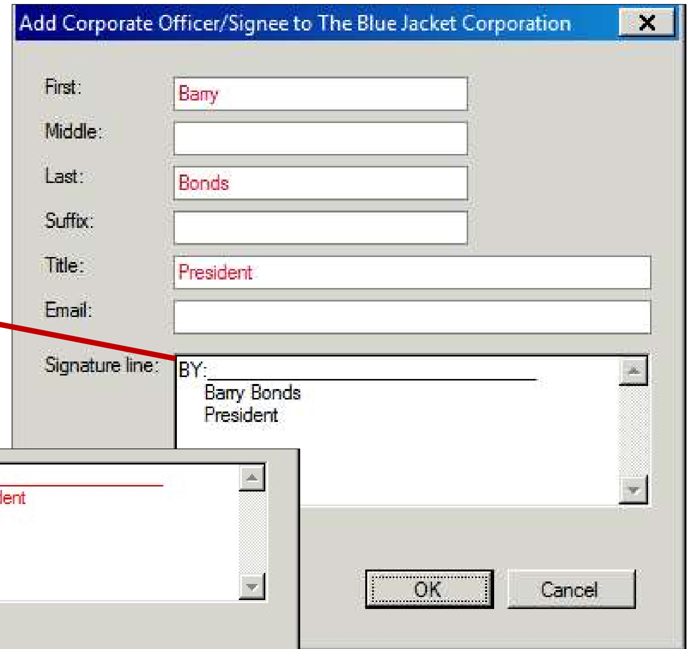
5. Scroll down to the **Corporate officers/signees** grid
6. Click the **Add Officer/Signee** icon
7. In the **Add Corporate Officer/Signee to** window, enter the person's name and title

The signature line is created as you enter the name and title.

NOTE: If you know the Contact is not a signer on documents, you can delete the entry in the **Signature line** field. This alleviates it from appearing on any documentation. Once removed, pressing the **F2** key in this field re-populates the signature.

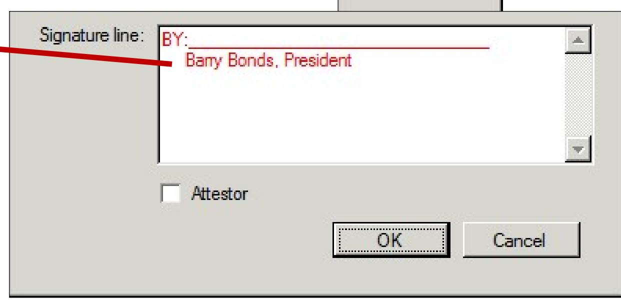
Editing Signatures

8. In the **Signature line** field, edit the person's signature
9. Click **OK**
10. Repeat **steps 6 – 9** until you have added all the organization's signees



Before – the un-edited signature appears in system-generated black text

After – the edited signature appears in user-entered red text

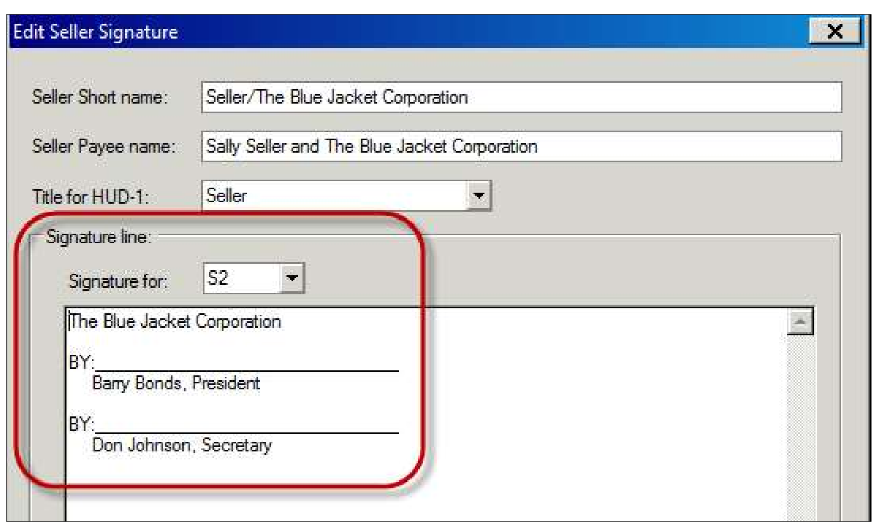


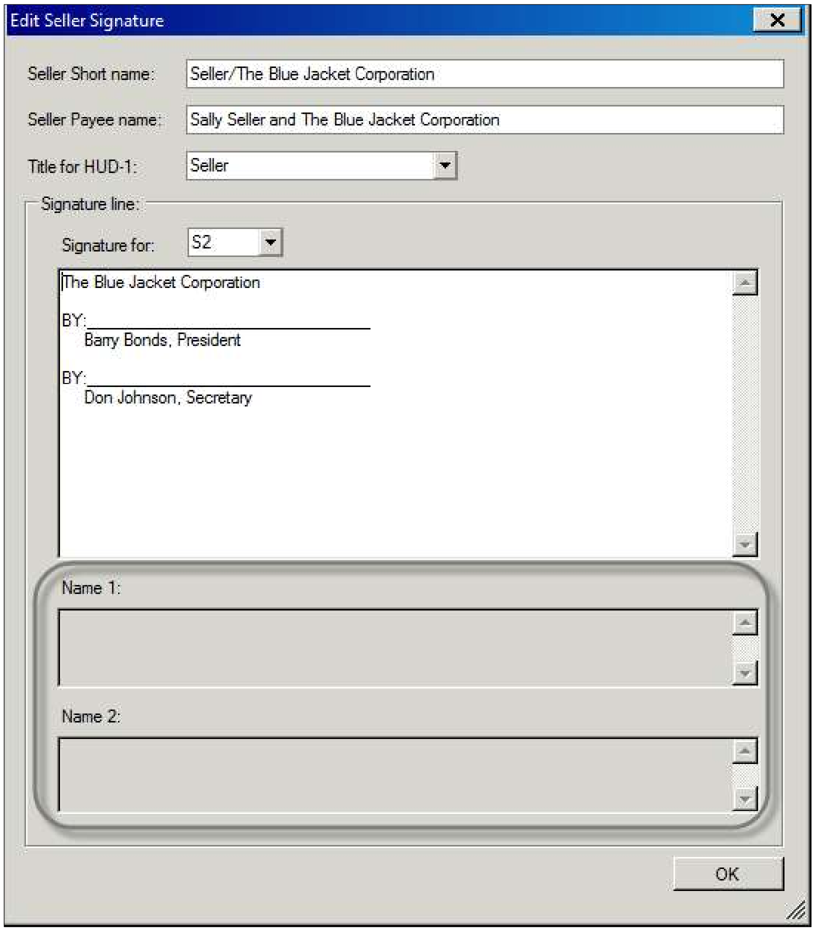
Viewing Signatures

You can view/verify the signature lines of organizational signers at any time.

1. Navigate to the **Buyer/Borrower** or **Seller** Contact screen
2. Click the **Edit Signatures** button

The signature lines are displayed..





NOTE: The **Name 1** and **Name 2** fields are read-only (greyed out). You should not edit organizational signatures here. You must go back to the **Corporate officers/signees** grid on the Contact screen.

However, if you know the person is not a signer on documents, you can delete the entry in the **Signature line** field. This does not remove the signature block for that Person from the Contact screen.

Once removed, pressing the **F2** key in this field repulls the signature block from the Contact screen.

You can also view all the signature lines for **All Sellers** (or **All Buyers**) by selecting the option from the **Signature for** drop-down.