

E-Transcript Signatures™

Set-up Instructions for Production Teams at the Reporting Firm



RealLegal® E-Transcript™ Signatures:

Instructions for the Production Department

Even if you personally are not signing transcript electronically, you need to enroll your firm with RealLegal E-Transcript Signatures. After you enroll and the reporters who work for you enroll, you can give reporters access to your supply of signatures. You give access to your signatures by setting up reporters as authorized users. RealLegal takes care of depositing signatures into your signature service account, and your reporters who are set up as authorized users draw from the pool.

Sequence of Events: It makes the process easier for you if your reporters enroll with the RealLegal E-Transcript Signature service *before* you e-mail them invitations to install Reporter Edition. Regarding the steps below, be sure to complete them in order.

Step #1 — For the Production Department Only

1. If you have not enrolled your firm with the RealLegal E-Transcript Signatures service, visit <https://sign.reallegal.com/> and complete the user profile for the firm. It is recommended that you use the firm name as the user ID (please do not use the ampersand character (&) or the at symbol (@)). Please watch for our verification e-mail to activate the firm account.
Note: Make a note of your user ID and password that you use for E-Transcript Signatures. You will need them when you log in to the E-Transcript Manager Mailbox.
2. Visit <https://sign.reallegal.com/> and log in to E-Transcript Signatures.
3. After you are logged in, click **Enable me to sign transcripts**. The firm will be a hub that stores signatures.
4. Click **Yes, display form**.
 - If the firm *will be* electronically signing transcripts, you will need to print the form. Leave the signature box blank, have the form notarized, and mail it to RealLegal. When the firm electronically signs a transcript, a *watermark* displays on the signature line with information of the date, time and user ID used to sign the transcript.
 - If the firm *will not* be electronically signing transcripts, no need to print the form, just click **Done** and close the window.
5. Click **Continue**. The page displays your account as **Pending Approval**. This message lets our system know you want us to turn on the RealLegal E-Transcript Signature service.
6. Please e-mail your **user ID** to subscriptions@reallegal.com and ask to have signatures deposited into the firm's account.
7. The production department will need to collect and check each enrollment form received from your reporters for any missing information or errors.
8. Mail the original forms to the address provided on the form in one batch if possible. If not, each reporter may mail it in separately. Flag the batch with your firm Mailbox name and firm's signature user ID so that RealLegal can

approve the accounts and assist in associating the reporters with the correct signature account.

Step #2—For the Production Department Only

After your reporters have enrolled with RealLegal E-Transcript Signatures, the production department needs to issue **Reporter Edition** to the reporters. For instructions on how to obtain and distribute **Reporter Edition** to your reporters, please refer to the **Getting Started Guide** or contact subscriptions@reallegal.com.

Note: When sending Reporter Edition invitations, be sure to click the option that says you will pay for signatures (you are not actually paying; RealLegal gives you free signatures). Checking the option ensures that, after the reporters download and install Reporter Edition, the reporters will be automatically added as authorized users of your firm's signatures, thereby saving you time and effort.

If you do need to add a reporter as an authorized user, log in to My RealLegal to add them (you also have the options to view, or delete authorized users). If your reporters are not automatically added to the firm's account as an authorized user, check to see if the reporters have downloaded Reporter Edition.

To add reporters as authorized users, view those listed as authorized users, or delete authorized users:

1. Visit <https://sign.reallegal.com/> (copy & paste to Web browser).
2. Log in with your My RealLegal/Signatures user ID and password.
3. Click **Edit My Billing Accounts**. A listing of billing accounts is displayed.
4. Click an account name in the Account Name column. The Billing Account page opens.
5. To view, add and/or delete authorized users, click **Authorized Users**.