

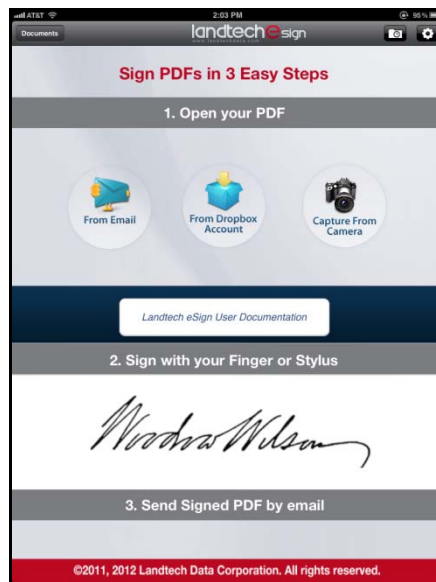


Landtech Data Corporation is pleased to present the ***Landtech eSign*** mobile app for the iPad and iPhone. ***Landtech eSign*** enables you to sign any PDF document on your iPad or iPhone using electronic signature technology and email it directly from within ***Landtech eSign***.

Signing documents with ***Landtech eSign*** is as easy as 1, 2, 3.

1. Open a PDF document to sign in ***Landtech eSign***.
2. Sign the document with either your finger or a stylus.
3. Save and email the signed PDF document to the desired party.

To get started, press the ***Landtech eSign*** icon  on the Home screen of your iPad or iPhone to launch ***Landtech eSign***. You will see the ***Landtech eSign*** home screen shown below.





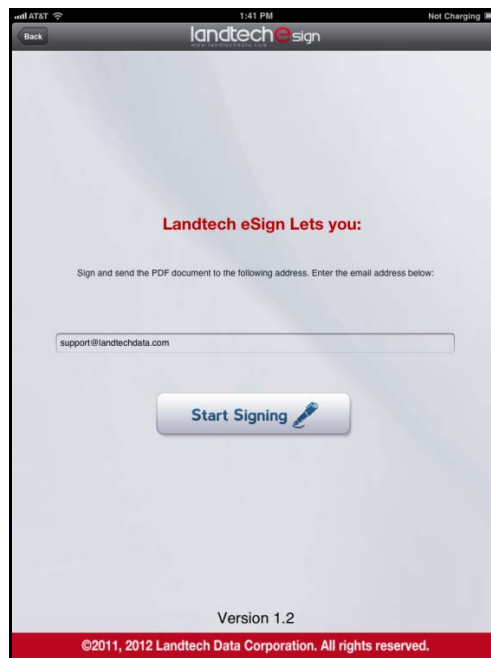
**Note:** The illustrations and operations demonstrated in this documentation are based on the iPad version of the *Landtech eSign* app. There are some minor variations in the iPhone version, however, operation is basically the same. Differences will be noted.

You can view the *Landtech eSign* user's guide at any time by pressing on the *Landtech eSign User Documentation* button in the center of the home screen.

## Setting up a Default Email Address

One of the features of *Landtech eSign* is the ability to email signed documents. If you will be emailing documents to a certain recipient most of the time, such as your office, you can facilitate this process by entering a default email address.

- Press the *Settings* button  in the upper right corner of the *Landtech eSign* home screen.
- Or on the iPhone, press the *Settings* button  in the lower left area of the screen.



- Enter an email address.
- Click on the ***Start Signing*** button to save and return to the home screen.

This email address will be automatically inserted into the ***To*** address field each time you initiate an email from within ***Landtech eSign***.

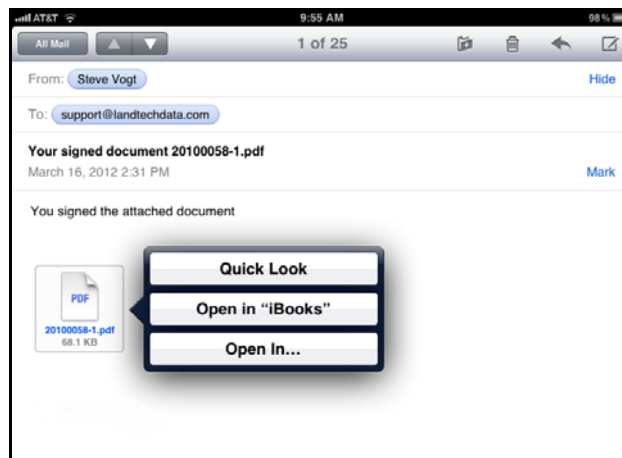
**Note:** This will be the first screen displayed when you open ***Landtech eSign*** for the first time upon initial installation of the app.

## Opening a PDF Document to Sign

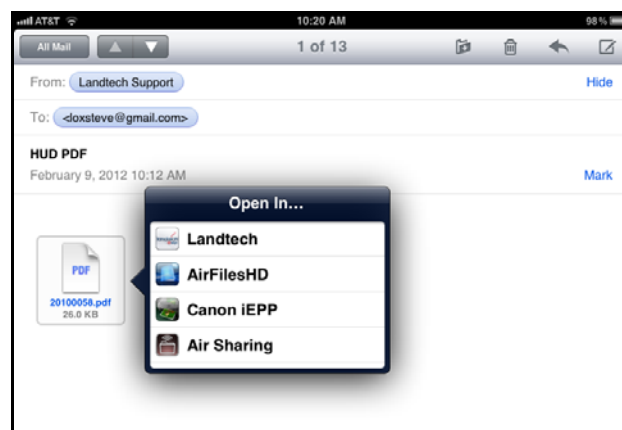
There are several ways to open a PDF document in ***Landtech eSign***.

### 1)

- If you have received an email with a PDF document attached, press and hold your finger on the attachment. A pop-up menu will be displayed.



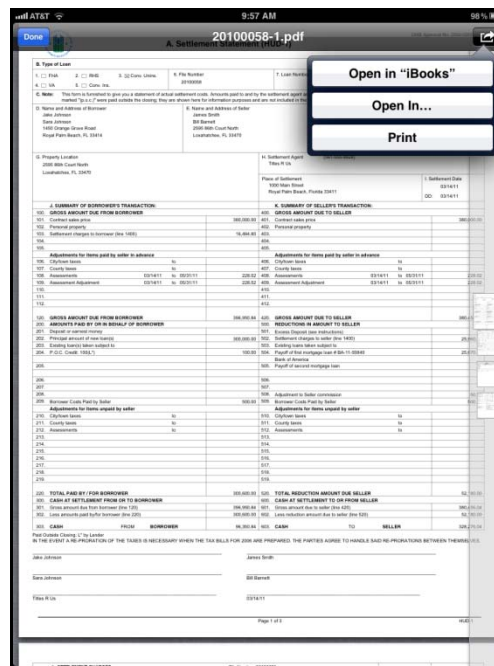
- Select **Open In...** A menu of programs that will open the PDF file will be displayed.



- Select **Landtech**. The document will be loaded into **Landtech eSign** ready to sign.

2)

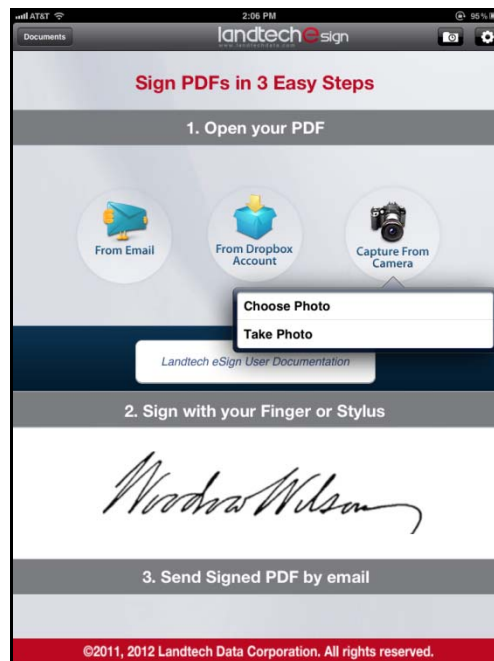
- Open a PDF document on your iPad or iPhone and press the **Action**  button in the upper right corner of the document. A pop-up menu will be displayed.



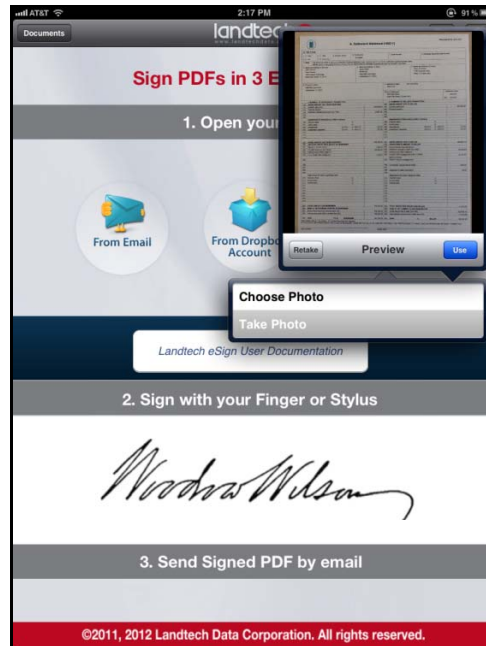
- Select **Open In...** to get a menu of programs that will open the PDF file as was demonstrated previously.
- Select **Landtech**. The document will be loaded into **Landtech eSign** ready to sign.

3)

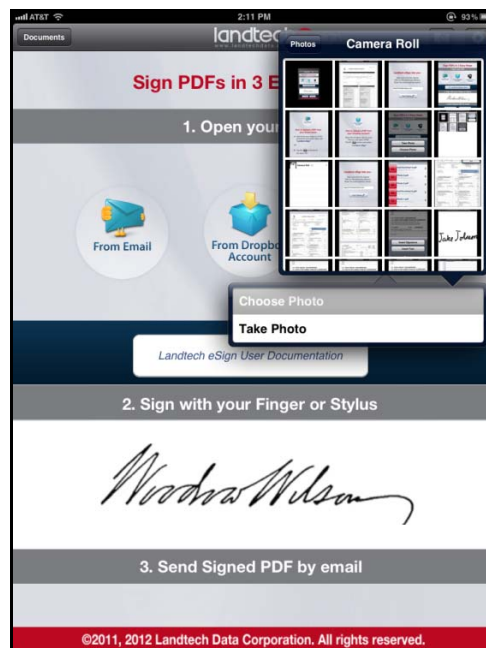
- You can load or take a photo of a document. Press on the **Capture From Camera** icon on the **Landtech eSign** home page. A choice to either take a picture or select a picture will be provided.



- Press **Take Photo** to take a picture of a document that you want to sign.




- Once the picture has been taken, press **Use**. The picture is loaded into **Landtech eSign** ready to sign.
- If you already have a picture of a document that you want signed stored on your iPad or iPhone, press **Choose Photo**. The photos saved on your iPad or iPhone are displayed.



- Press on the desired photo. It will be loaded into **Landtech eSign** ready to sign.

## Signing a Document

Once you have a document loaded in **Landtech eSign**, it will appear as shown in the picture below.

- Begin by pressing the **Insert** button .

- You can also double-tap on the area of the document where you want to apply a signature.

The screenshot shows a mobile application interface displaying a HUD-1 Settlement Statement (Form HUD-1) for a property at 1000 West Coast Road, Longwood, FL 32070. The document is titled "20100058.pdf" and is being viewed on an iPhone. An "Insert" menu is overlaid on the document, providing options to "Insert Signature", "Insert Text", "Insert Photo", "Rotate", "Rotate 90", "Rotate 180", and "Rotate 270". The HUD-1 form includes sections for "A. Settlement Statement (HUD-1)", "B. Type of Loan", "C. Seller's Information", "D. Buyer's Information", "E. Property Information", "F. Settlement Information", and "G. Summary of Transaction". The form is partially filled out with details such as the loan amount, interest rate, and property address.

As you can see, not only can you insert a signature, you can also insert text into the document if necessary as well as insert a photo.

Notice also that you have options to rotate the document if necessary. You can rotate 90, 180, and 270 degrees. The rotation is always clockwise. Note that the iPhone can only rotate 90 degrees at a time.

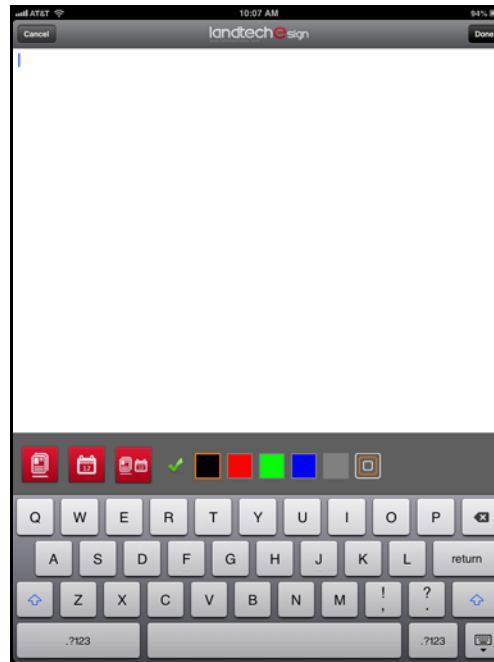
This screenshot shows the same HUD-1 Settlement Statement document, but now with a signature inserted into the "Buyer's Signature" field. The signature is written in black ink and appears to be "John Smith". The "Insert" menu is no longer visible, and the document is shown in its entirety, including the "Buyer's Information" and "Settlement Information" sections. The document is titled "20100058.pdf" and is being viewed on an iPhone.



When you rotate the document, it is automatically saved in that orientation so that if you exit the document, it will reopen in the same orientation.

## Inserting Text

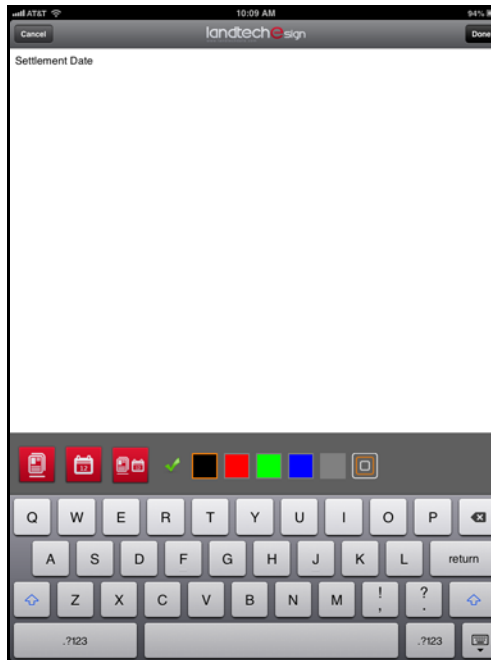
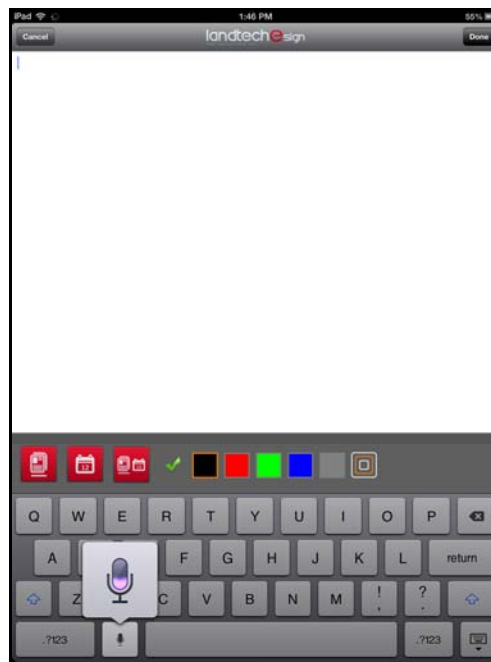
- To add text to the document, press *Insert Text*.




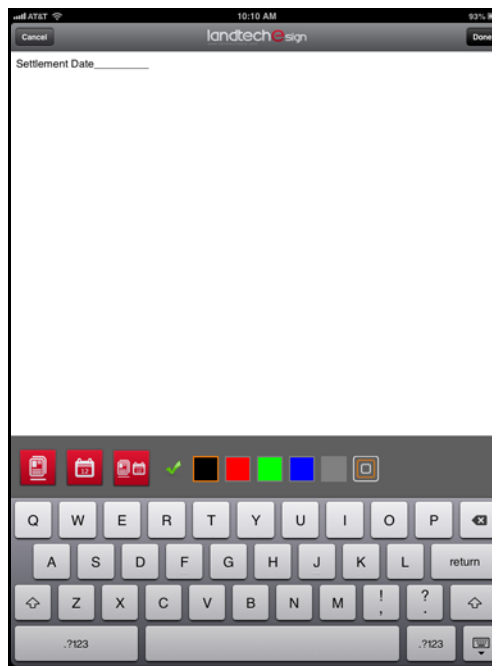
- Type the text you want to add.


**Note:** If you are using *Landtech eSign* on an iPhone or the new iPad that was released in March of 2012, you can use the voice feature to say the text that you want to enter. Activate the voice feature and simply begin talking. Whatever you say will be written in the text display. This feature is not available on the iPad or iPad 2.

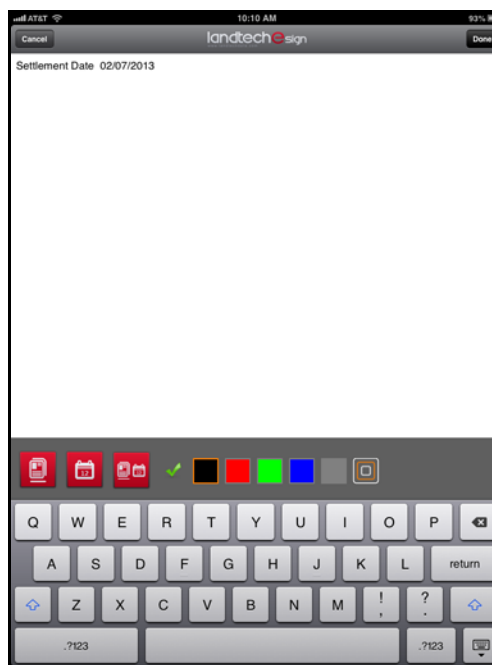
- The picture below shows the voice feature activated on the iPad. Simply press the microphone button on the keyboard and speak the text you want. Press on the microphone button again to end the recording. The text will then be displayed.




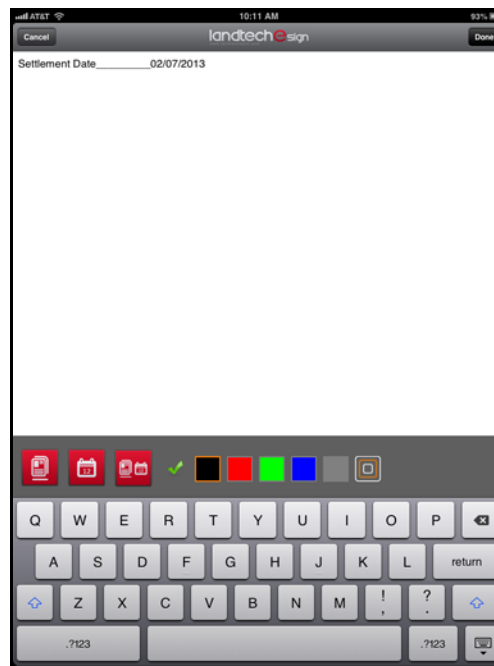
- You can add a line by pressing on the first red button  on the left just above the keyboard.




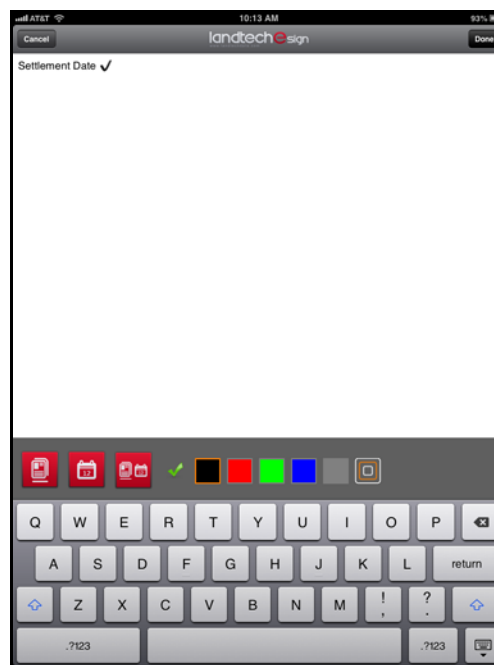
- You can add the current system date by pressing the second red button .



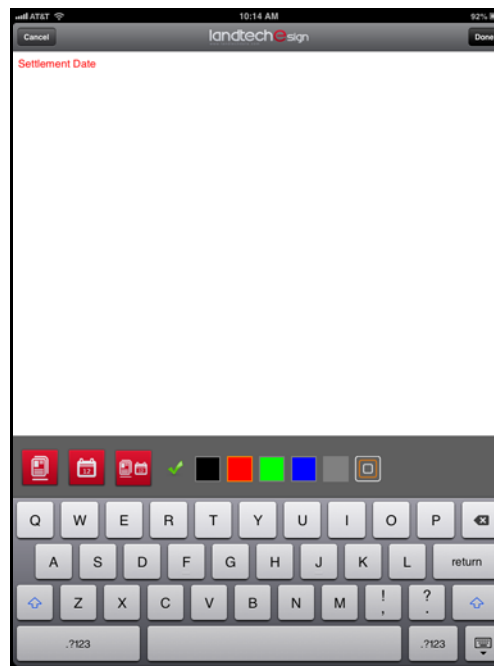
- You can add both by pressing the third red button .





- You can add a check mark to the text by pressing the check mark .



- You can change the color of the text by pressing the desired color square.



- The size selection button  controls the size of the text box that will be dropped into the document. The size of the text contained within the box will correspond to the box size selected. The larger the box selected, the larger the text will be. Press on the button to select a larger or smaller text box. Each time you press on the button, the highlighted box will change to indicate the size selected . This enables you to have control over the initial size of the text that will be inserted. Additional control of the text size is provided on the document after it is inserted to enable you to make adjustments to the text size if necessary.
- When you have finished entering the text, press **Done**. You will be returned to the document.
- If you double-tapped to enter the text, the text will drop in right away in that area of the document.
- If not, you will need to scroll to the area of the document where you want the text to appear and tap on the screen with your finger in that area. The text will be inserted at that spot.

The screenshot shows a mobile application interface for reviewing a PDF document titled '20100058.pdf'. The document is a settlement form with various fields and tables. A text box with a blue border and the text 'Settlement Date' is highlighted. A red 'X' icon is visible in the top right corner of the text box. The document content includes a table with columns for amounts and descriptions, and a section for 'PAID FROM BORROWER FUNDS AT SETTLEMENT'.

517.		
518.		
519.		
301,000.00	520.	TOTAL REDUCTION AMOUNT DUE SELLER
	600.	CASH AT SETTLEMENT TO OR FROM SELLER
390,925.84	601.	Gross amount due to seller (line 420)
301,000.00	602.	Less reduction amount due to seller (line 520)
89,925.84	603.	CASH TO SELLER

Y WHEN THE TAX BILLS FOR 2006 ARE PREPARED. THE PARTIES AGREE TO HANDLE SAID RE-PRORATI

James Smith

Bill Barnett

Settlement Date

03/14/11

Page 1 of 3

File Number: 20100058

23,095.00

PAID FROM BORROWER FUNDS AT SETTLEMENT

incl. Broker \$295 Commission)

P.O.C.


ent(s) \$3,500.00) \$ 4,000.00 (from GFE#1)


sen \*\*\* \$ -4,000.00 (from GFE#2)

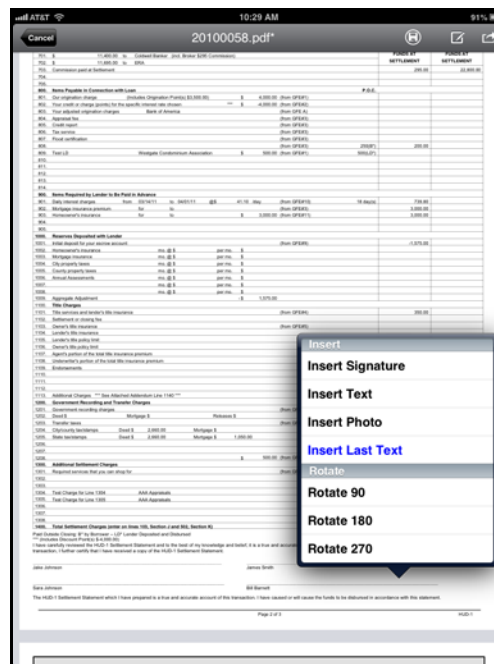
Delete


- If necessary, you can increase or decrease the size of the text by moving the slider control left or right. Sliding it to the right will increase the text size.

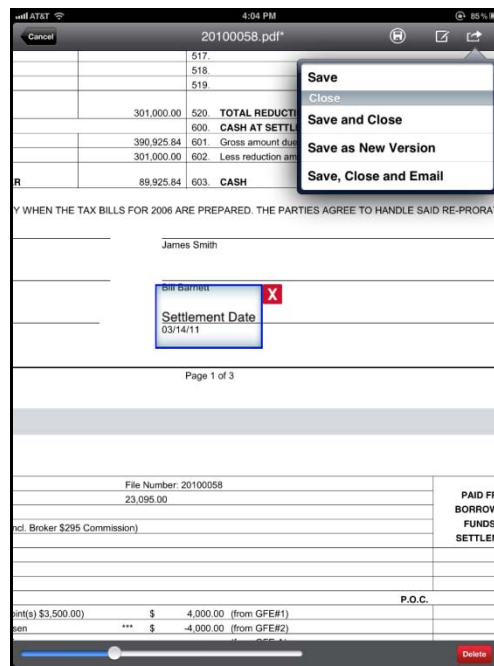
This screenshot is identical to the one above, showing the same PDF document and text box. The text box for 'Settlement Date' is still highlighted, and the red 'X' icon is visible. The document content and layout are the same as in the previous image.



- You can move the text by pressing anywhere within the blue outline with your finger and sliding your finger to the desired location. Press and hold until the box turns red. Then slide your finger.
- You can delete the text by pressing the  on the text box or by pressing the **Delete** button in the lower right corner.

- If there is another place in the document that you want to insert the same text, move to that area of the document and press the **Insert** button  once again or double-tap on the desired area. You will now see an additional selection called **Insert Last Text**. If you select that option, the same text that was just inserted in the previous area of the document will be inserted again in this area. This works especially well for dates when you have several areas of the document that require a date. Simply move to each date line in the document and select **Insert Last Text**.

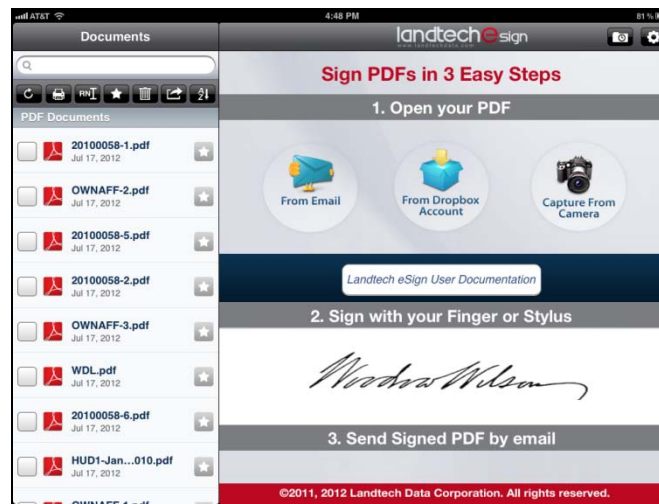



- You can save the document at this point with just the text modification or you can go ahead and sign it. If you are not yet ready to sign the document and just want to save the text modification, press the **Action**  button. The document can be signed later.

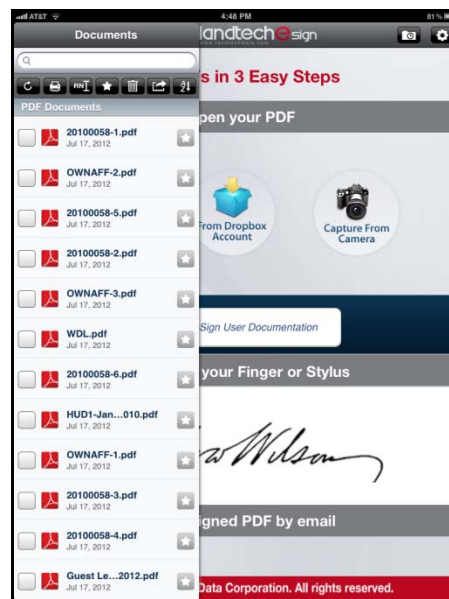


- There are four save options. You can save the document and leave it open on the screen, save it and have it close, save it to another file thus creating a copy of the file, or save, close, and email the document in one step.
- Press **Save** if you want to simply save the text and leave the document displayed on the screen to perform additional modifications or add signatures.
- Press **Save and Close** if you want to also close the document upon saving. The document will be saved with the text modification and will now appear on the **Documents** list.
- Press **Save As New Version** if you want to save the text to a new file so that the original document remains unchanged. This save option creates a copy of the file with the modifications and also leaves the document displayed on the screen. A new filename is automatically assigned to the document and it is added to the **Documents** list.
- Press **Save, Close and Email** if you want to save, close, and email the document all in one step. The document will be saved with the text modification and added to the **Documents** list. Your email program will open automatically with the document already attached. The email will be addressed to the default email address that you entered during initial setup.
- If you just want to save what you have inserted and keep the document open to perform more actions, there is a quick save option. Just press the **Save**  button. This saves you the extra step of pressing the **Action**  button first.





- If you have your iPad in landscape orientation, the **Documents** list will be displayed automatically. The **Documents** list does not display automatically in landscape on the iPhone. You must press the **Documents** button. The **Documents** button is located in the lower right area of the screen on the iPhone.
- In portrait orientation, you will need to press the **Documents**  button to view the **Documents** list.




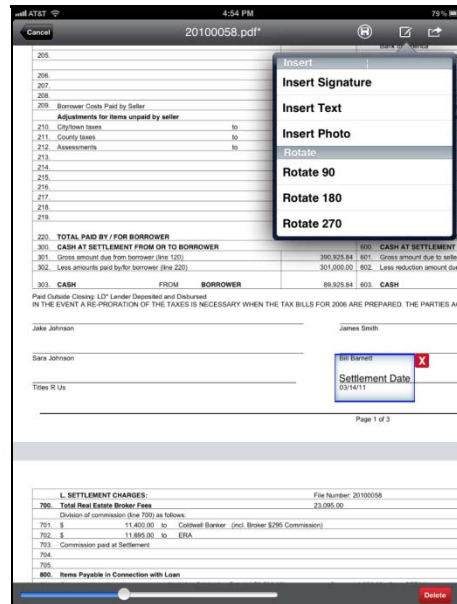
- The document can be reopened at any time to sign or add additional text. Simply press on the document name in the **Documents** list to open it once again in **Landtech eSign**.

It is important to note that it is not required to save a text modification before signing. You can insert signatures or photos as well and then save the document with all modifications at the same time as will be demonstrated below.

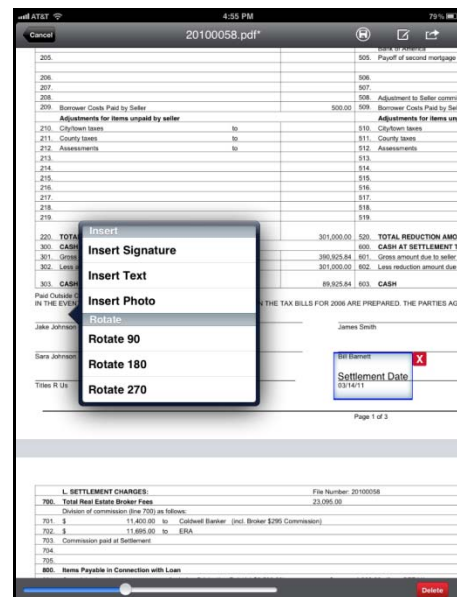
Obviously, if you do not need to make any text modifications to the document, you would go directly to inserting a signature or photo.

## Inserting a Signature

- To sign the document, press the **Insert** button  or double-tap on the area of the document where you want the signature to appear. Select **Insert Signature**.



OR



- The signature box will be displayed.

20100058.pdf

Close Draw Signature Done

Page 1 of 3

L SETTLEMENT CHARGES: File Number: 20100058

700. Total Real Estate Broker Fees 23,095.00

Division of commission (line 700) as follows:

701. \$ 11,400.00 to Coldwell Banker (incl. Broker \$295 Commission)

702. \$ 11,695.00 to ERA


703. Commission paid at Settlement

704.

705.

800. Items Payable in Connection with Loan

Delete

- There are a couple of options for the signature box. You can remove the signature options from the toolbar by pressing .

20100058.pdf

Close Draw Signature Done

Page 1 of 3

L SETTLEMENT CHARGES: File Number: 20100058

700. Total Real Estate Broker Fees 23,095.00

Division of commission (line 700) as follows:

701. \$ 11,400.00 to Coldwell Banker (incl. Broker \$295 Commission)

702. \$ 11,695.00 to ERA



703. Commission paid at Settlement

704.

705.

800. Items Payable in Connection with Loan

Delete

- Press  again to redisplay the options.
- You can view the portion of the document beneath the signature box by pressing .

20100058.pdf

205. Payoff of second mortgage

206. Payoff of second mortgage

207. Payoff of second mortgage

208. Adjustment to Seller commission

209. Borrower Costs Paid by Seller

210. Adjustments for items unpaid by seller

211. City/County taxes

212. Assessments

213. City/County taxes

214. Assessments

215. City/County taxes

216. Assessments

217. City/County taxes

218. Assessments

219. City/County taxes

220. TOTAL PAID BY / FOR BORROWER

221. CASH AT SETTLEMENT FROM OR TO BORROWER

222. Gross amount due from borrower (line 220)

223. Less amounts paid by the borrower (line 220)

224. CASH

225. FROM BORROWER

226. TOTAL REDUCTION AMOUNT

227. CASH AT SETTLEMENT TO SELLER

228. Gross amount due to seller

229. Less reduction amount due

230. CASH

231. FROM SELLER

232. TOTAL SETTLEMENT CHARGES

233. Total Real Estate Broker Fee

234. Out-of-pocket commission (line 700) as follows:

235. \$ 11,400.00 to Coldwell Banker (incl. Broker \$295 Commission)

236. \$ 11,400.00 to ERA


237. Commission paid at Settlement

238. Items Payable in Connection with Loan

File Number: 20100058

23,095.00

Page 1 of 3

The main purpose of this function is to enable you to see how the name appears on the document before signing. If you have activated the signature box over top of the name and then don't remember exactly how the name appears on the document, this function will save you from having to close the signature box to view the name. Just press  and you will see the document and name right through the signature box.

- Press  again and the blank signing area is presented once again.

**Note:** The signature box on the iPhone opens in landscape only and the two functions just discussed are not in the iPhone version. The picture below is the signature box on the iPhone.

No Service

4:57 PM

66%

Cancel

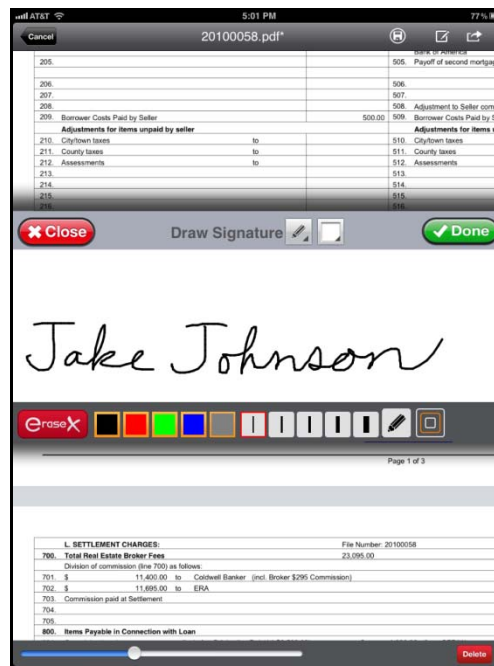
landtech eSign


Done

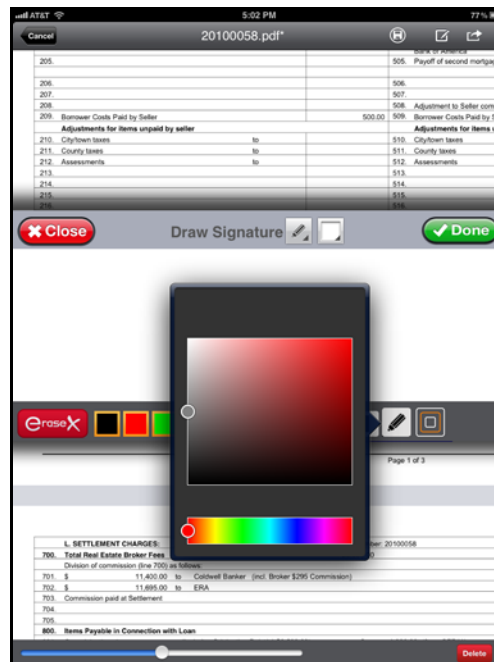
erase

Signature box icon

- Using your finger or a stylus, sign your name on the screen.






- You can change the color of the signature by pressing on the desired color box. The pen button changes to the color selected.
- You can even create variations of the selected color by pressing on the pen button . This will display a color palette to enable you to create a custom color.

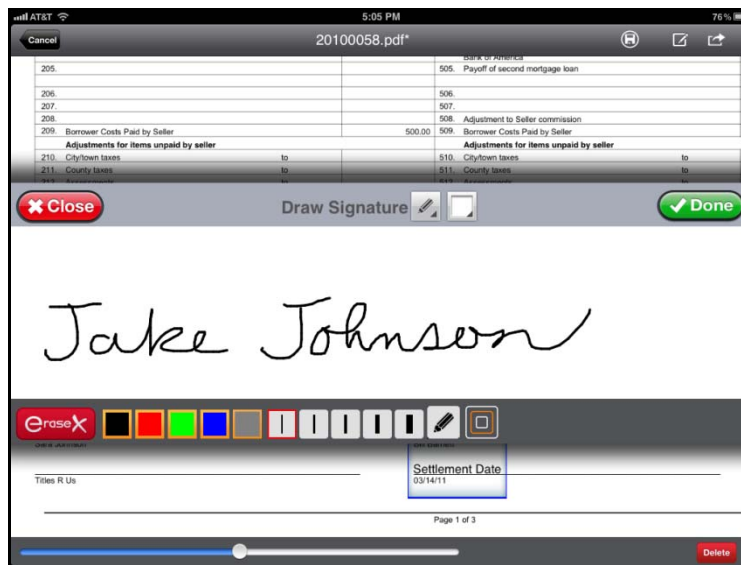


- You can change the thickness of the pen stroke by pressing on the desired line thickness button.


**Note:** These selections must be made before signing for them to take effect.



- The size selection button  controls the size of the text box that will be dropped into the document. The size of the signature contained within the box will correspond to the box size selected. The larger the box selected, the larger the signature will be. Press on the button to select a larger or smaller text box. Each time you press on the button, the highlighted box will change to indicate the size selected . This enables you to have control over the initial size of the signature that will be inserted. Additional control of the signature size is provided on the document after it is inserted to enable you to make adjustments to the signature size if necessary.
- If you need to redo the signature, press  and sign again.
- If a name is particularly long, you can orient the display in landscape to create additional room for the signature.



**Note:** As mentioned previously, the signature box in the iPhone version only has one orientation and that is landscape.

- When you are satisfied with the signature, press . You will be returned to the document.
- If you double-tapped to sign the document, the signature will drop in right away in that area of the document.
- If not, you will need to scroll to the area of the document where you want the signature to appear and tap on the screen with your finger in that area. The signature will be inserted at that spot.

Settlement Charges	
700. Total Real Estate Broker Fees	23,000.00
701. Division of commission (line 700) as follows:	
701.1 \$ 11,400.00 to Cashwell Banker (incl. Broker \$295 Commission)	
701.2 \$ 11,600.00 to EPA	
703. Commission paid at Settlement	
704.	
705.	
800. Items Payable in Connection with Loan	

- If necessary, you can increase or decrease the size of the signature by moving the slider control left or right. Sliding it to the right will increase the size.

205. \_\_\_\_\_ 505. Payoff of second mortgage

206. \_\_\_\_\_ 506. \_\_\_\_\_

207. \_\_\_\_\_ 507. \_\_\_\_\_

208. \_\_\_\_\_ 508. Adjustment to Seller commission

209. Borrower Costs Paid by Seller 509.00 509. Borrower Costs Paid by Seller

Adjustments for Items unpaid by seller Adjustments for Items unpaid by seller

210. City/town taxes to 510. City/town taxes

211. County taxes to 511. County taxes

212. Assessments to 512. Assessments

213. \_\_\_\_\_ 513. \_\_\_\_\_

214. \_\_\_\_\_ 514. \_\_\_\_\_

215. \_\_\_\_\_ 515. \_\_\_\_\_

216. \_\_\_\_\_ 516. \_\_\_\_\_

217. \_\_\_\_\_ 517. \_\_\_\_\_

218. \_\_\_\_\_ 518. \_\_\_\_\_

219. \_\_\_\_\_ 519. \_\_\_\_\_

220. TOTAL PAID BY / FOR BORROWER 301,000.00 520. TOTAL REDUCTION AMOUNT

300. CASH AT SETTLEMENT FROM OR TO BORROWER 600. CASH AT SETTLEMENT TO

301. Gross amount due from borrower (line 120) 390,925.84 601. Gross amount due to seller

302. Less amounts paid by/bor borrower (line 220) 301,000.00 602. Less reduction amount due

303. CASH FROM BORROWER 89,925.84 603. CASH

Paid Outside Closing: LPT Lender Overhead and Disbursement TAX BILLS FOR 2006 ARE PREPARED, THE PARTIES AGREE  
IN THE EVENT A RE-PRODUCTION OF THIS TAXES IS NECESSARY WHEN THE TAX BILLS FOR 2006 ARE PREPARED, THE PARTIES AGREE

Jake Johnson James Smith

Settlement Date  
03/14/11

Page 1 of 3

L SETTLEMENT CHARGES: File Number: 20100058

700. Total Real Estate Broker Fees 23,095.00

701. Division of commission (line 700) as follows:

702. \$ 11,400.00 to Coldwell Banker (incl. Broker \$295 Commission)



703. \$ 11,695.00 to ERA

704. Commission paid at Settlement

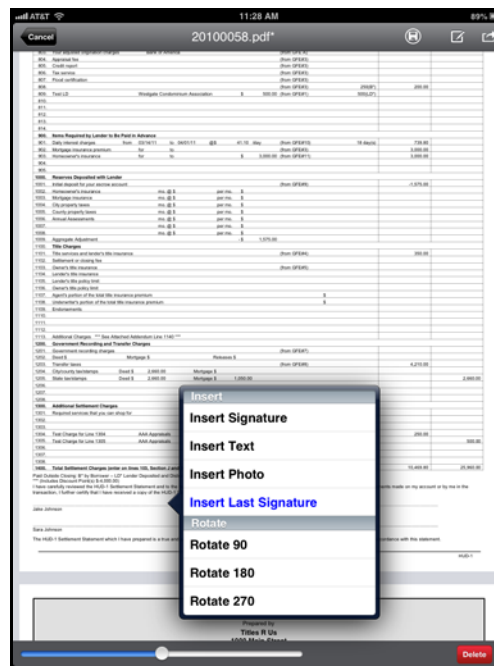
705. \_\_\_\_\_

800. Items Payable in Connection with Loan

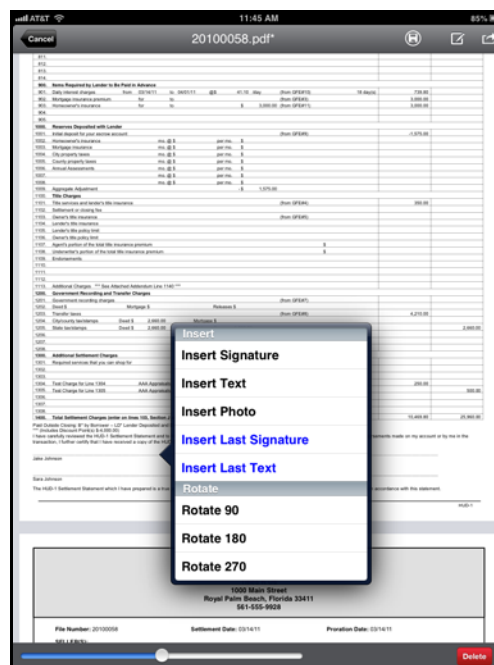
Delete


- You can move the signature by pressing anywhere within the blue outline with your finger and sliding your finger to the desired location. Press and hold until the box turns red. Then slide your finger.
- You can delete the signature by pressing the  on the text box or by pressing the **Delete** button in the lower right corner.
- If you need to sign the document in more than one place, you can do so easily with the **Insert Last Signature** option. Simply move to the area where the same signature needs to be applied and press on the **Insert** button  once again or double-tap on the area to sign. You will now see an additional selection called **Insert Last Signature**. Selecting that option will insert the same signature to this area of the document. You can repeat this process until your signature has been applied at all locations necessary in the document.

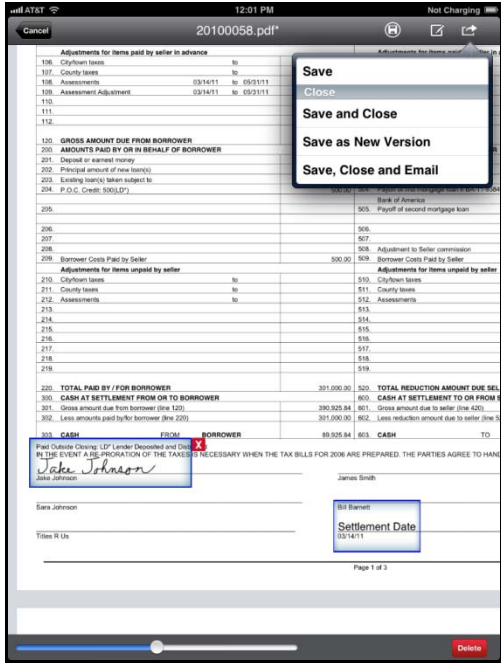






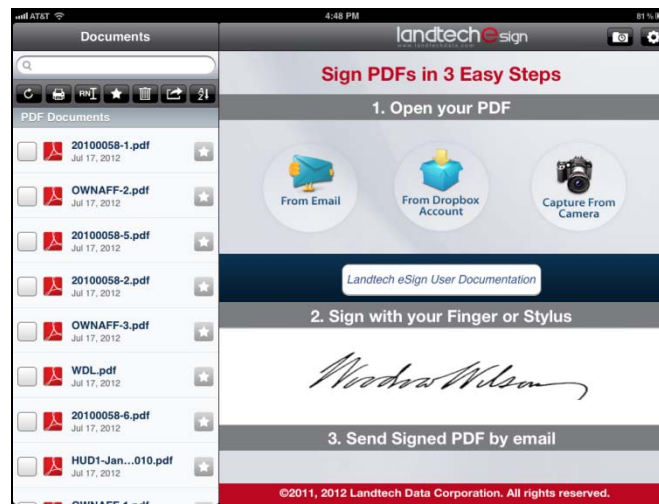
- If you are applying the same signature and text in several locations in the document, both the *Insert Last Signature* and *Insert Last Text* options will be available.




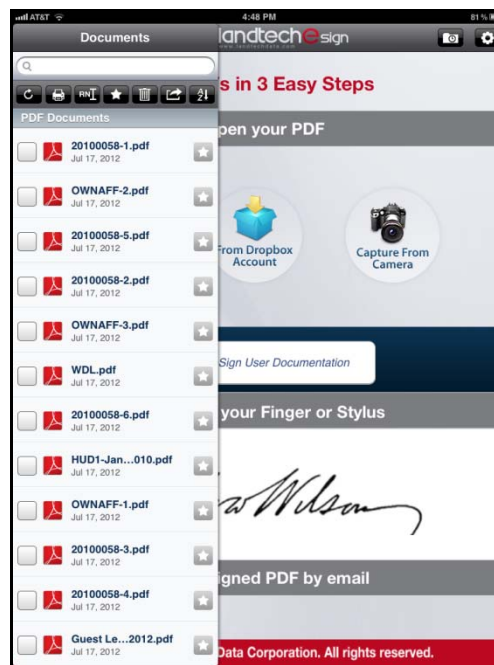
- When you are satisfied with the signature and/or any text that was added to the document, press the **Action**  button.



- There are four save options. You can save the document and leave it open on the screen, save it and have it close, save it to another file thus creating a copy of the file, or save, close, and email the document in one step.
- Press **Save** if you want to simply save the text and leave the document displayed on the screen to perform additional modifications or add signatures.
- Press **Save and Close** if you want to also close the document upon saving. The document will be saved with the text modification and will now appear on the **Documents** list.
- Press **Save As New Version** if you want to save the text to a new file so that the original document remains unchanged. This save option creates a copy of the file with the modifications and also leaves the document displayed on the screen. A new filename is automatically assigned to the document and it is added to the **Documents** list.
- Press **Save, Close and Email** if you want to save, close, and email the document all in one step. The document will be saved with the text modification and added to the **Documents** list. Your email program will open automatically with the document already attached. The email will be addressed to the default email address that you entered during initial setup.
- If you just want to save what you have inserted and keep the document open to perform more actions, there is a quick save option. Just press the **Save**  button. This saves you the extra step of pressing the **Action**  button first.



- If you have your iPad in landscape orientation, the *Documents* list will be displayed automatically. The *Documents* list does not display automatically in landscape on the iPhone. You must press the *Documents* button. The *Documents* button is located in the lower right area of the screen on the iPhone.
- In portrait orientation, you will need to press the *Documents*  button to view the *Documents* list.



## Adding Notes


You can also use the *Insert Signature* function to add handwritten notes on a document if necessary. Just double-tap on the area of the document that you want to add a note and select the *Insert Signature* option as described previously to open the signature box. Using your finger or a stylus, write the note.

20100058.pdf

106.	City/town taxes	to	
107.	County taxes	to	
108.	Assessments	03/14/11 to 05/31/11	
109.	Assessment Adjustment	03/14/11 to 05/31/11	
110.			
111.			
112.			
120.	<b>GROSS AMOUNT DUE FROM BORROWER</b>		
200.	<b>AMOUNTS PAID BY OR IN BEHALF OF BORROWER</b>		
201.	Deposit or earnest money		
202.	Principal amount of new loan(s)		
203.	Existing loan(s) taken subject to		
204.	P.O.C. Credit: 500(LD)		
205.			
206.			
207.			
208.			
209.	<b>Borrower Costs Paid by Seller</b>		
<b>Adjustments for items unpaid by seller</b>			
210.	City/town taxes	to	
211.	County taxes	to	
212.	Assessments	to	
213.			
214.			
215.			
216.			
217.			
218.			
219.			
220.	<b>TOTAL PAID BY / FOR BORROWER</b>		
300.	<b>CASH AT SETTLEMENT FROM OR TO BORROWER</b>		

The **Insert Text** function can also be used for this purpose. However, if you have a situation where normally a short note would be handwritten on a document, you can duplicate that process digitally with the **Insert Signature** function.

## Inserting a Photo

- To insert a photo into the document, press the **Insert** button  or double-tap on the area of the document where you want the photo to appear and then select **Insert Photo**.

20100058.pdf

**A. Settlement Statement (HUD-1)**

**1. Type of Loan**

**2. Loan Details**

**3. Property Location**

**4. Settlement Information**

**5. Summary of Borrower's Transaction**

**6. Amounts Paid by or in Behalf of Borrower**

**7. Amounts Paid by Seller**

**8. Cash at Settlement**

**9. Closing Costs**

**10. Other Information**

**11. Signatures**

**12. Notary Public**

**13. Lender**

**14. Borrower**

**15. Seller**

**16. Other Parties**

**17. Date**

**18. Signature**

**19. Notary Public**

**20. Lender**

**21. Borrower**

**22. Seller**

**23. Other Parties**

**24. Date**

**25. Signature**

**26. Notary Public**

**27. Lender**

**28. Borrower**

**29. Seller**

**30. Other Parties**

**31. Date**

**32. Signature**

**33. Notary Public**

**34. Lender**

**35. Borrower**

**36. Seller**

**37. Other Parties**

**38. Date**

**39. Signature**

**40. Notary Public**

**41. Lender**

**42. Borrower**

**43. Seller**

**44. Other Parties**

**45. Date**

**46. Signature**

**47. Notary Public**

**48. Lender**

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**50. Seller**

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**98. Borrower**

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**694. Seller**

**695. Other Parties**

**696. Date**

**697. Signature**

**698. Notary Public**

**699. Lender**

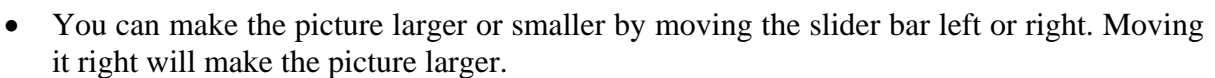
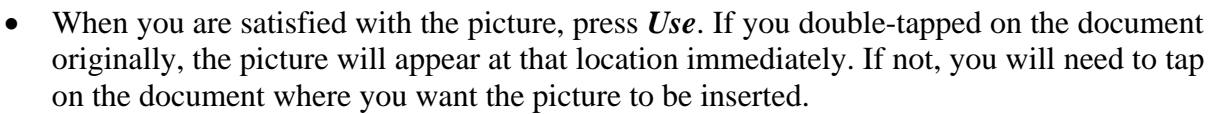
or

The screenshot shows a mobile application interface for reviewing a HUD-1 Settlement Statement. The form is titled "A. Settlement Statement (HUD-1)" and includes various fields for loan details, property information, and financial transactions. A pop-up menu is overlaid on the form, providing options for inserting and rotating content. The menu options are: Insert, Insert Signature, Insert Text, Insert Photo, Rotate, Rotate 90, Rotate 180, and Rotate 270.



- You will then be prompted to either select a photo or to take a photo.


This screenshot shows the same HUD-1 Settlement Statement form as the previous one, but with a different pop-up menu. The menu options are: Choose Photo and Take Photo. The form content remains the same, showing various fields for loan details, property information, and financial transactions.

- If you want to take a photo, press **Take Photo**. The camera will be activated and you will be able to take a picture.



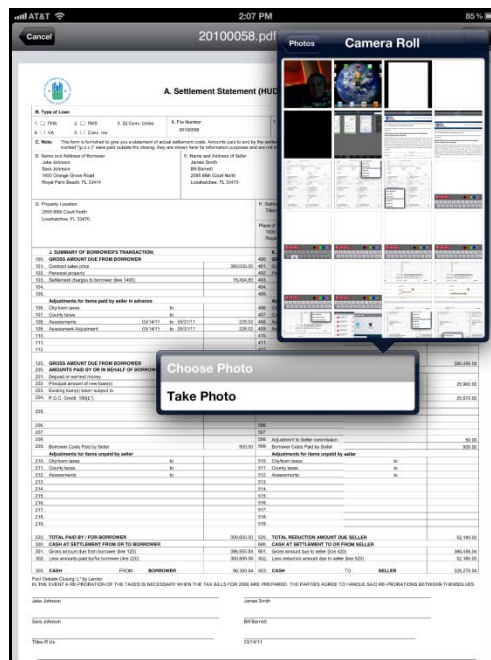
The screenshot displays a mobile application interface for reviewing a Settlement Statement (HUD-1). The form is titled 'A. Settlement Statement (HUD-1)' and includes sections for loan information, property details, and financial data. A photo of a lighthouse is visible in the center of the form. The app interface includes a status bar at the top showing 'AT&T 3G', '5:30 PM', and '69%'. The bottom of the screen has a 'Delete' button.

- You can move the picture by pressing on the picture and holding until the blue border changes to red. Then drag the picture to the desired location.
- You can delete the picture by clicking on the  next to the picture or pressing the **Delete** button in the lower right corner of the screen.
- If you need to insert the same photo in more than one location in the document, you can do so easily with the **Insert Same Photo** option. Simply move to the area of the document where the same photo needs to be inserted and press the **Insert** button  once again or double-tap on the area. You will now see an additional selection called **Insert Last Photo**. Selecting that option will insert the same photo to this area of the document. You can repeat this process until the photo has been applied at all locations necessary in the document.

- When you are satisfied with the picture size and location, press the **Action**  button and select one of the save options.

- If you have a picture on your iPhone or iPad that you want to insert, select **Choose Photo**. The device's picture gallery will be displayed.





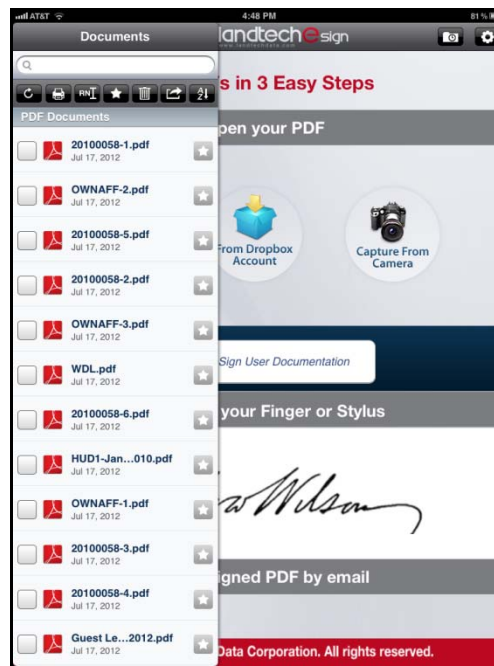
- Select the picture that you want to insert. Adjust and save as previously described.

## Emailing a Document

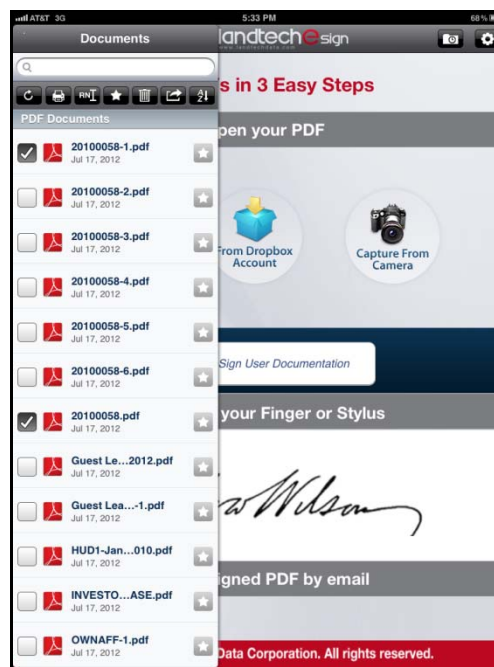
As mentioned previously, you can email signed documents directly from within **Landtech eSign**.


To email a document:

- Press the **Documents** button to display a list of all documents in **Landtech eSign**. If the iPad is in landscape orientation, the **Documents** list is displayed automatically. The **Documents** list does not display automatically on the iPhone in landscape. You must press the **Documents** button. The **Documents** button is located in the lower right area of the screen on the iPhone.



- Locate the document or documents that you want to email and press on the check box to the left of the document to select it. Multiple documents can be selected to email.




**Note:** After pressing the *Documents* button in the iPhone version, you must then press the *Action*  button in order to select documents for email. Below is the *Documents* list on the iPhone before pressing the *Action* button.





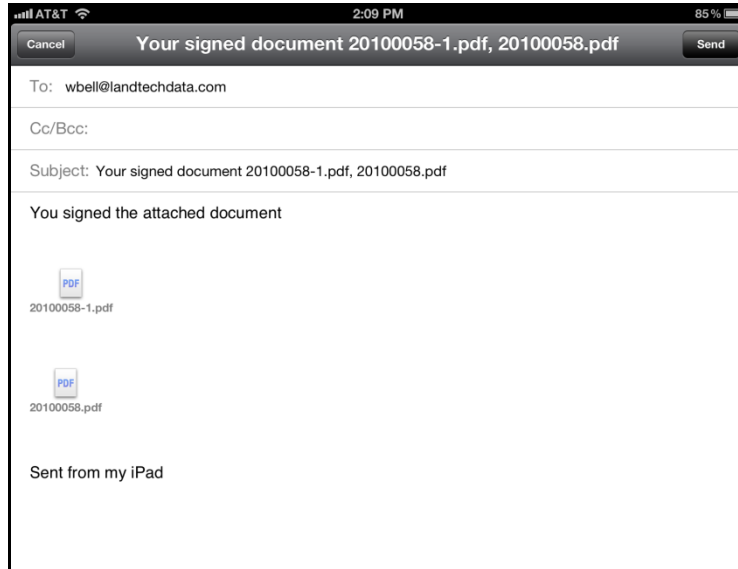
- Below is the *Documents* list on the iPhone after pressing the *Action*  button.



- You now have the ability to select documents for email. Notice also that there are now buttons for various functions at the bottom of the screen including the *Send* button  for sending emails.
- If you have difficulty locating a document in the list, you can use the search feature to locate it. Press on the search field to activate the keyboard. Begin typing the document name. If the exact document is not found, the document name closest to what you typed will be presented.

**Note:** The iPhone version does not have a search feature.

- Press the **Action**  button on the toolbar on the iPad or the **Send**  button on the iPhone. Your email program will open with the selected document or documents already attached. The email address defaults to the address that was entered in **Settings**.



- You can change the email address or add additional email addresses if necessary.
- Press **Send** to send the email.
- If you need to open the document to sign or modify it before emailing, you can email directly from within the document when you have finished. Just select **Save, Close and Email** from the **Action** menu. Your email program will open with the document already attached.

20100058.pdf

Save

Close

Save and Close

Save as New Version

Save, Close and Email

106. City/county taxes to

107. County taxes to

108. Assessments 03/14/11 to

109. Assessment Adjustment 03/14/11 to

110.

111.

112.

120. GROSS AMOUNT DUE FROM BORROWER

200. AMOUNTS PAID BY OR IN BEHALF OF BORROWER

201. Deposit or earnest money

202. Principal amount of new loan(s)

203. Existing loan(s) taken subject to

204. P.O.C. Credit: 500.00

500.00

503. Existing loan

504. Payoff of fi

505. Payoff of se

205.

506.

206.

507.

207.

508. Adjustment

208.

509. Borrower Co

209. Borrower Costs Paid by Seller 500.00

Adjustments for items unpaid by seller

210. City/county taxes to

211. County taxes to

212. Assessments to

213.

214.

215.

216.

217.

218.

219.

510. City/county ta

511. County tax

512. Assessment

513.

514.

515.

516.

517.

518.

519.

220. TOTAL PAID BY / FOR BORROWER 301,000.00

520. TOTAL RES

300. CASH AT SETTLEMENT FROM OR TO BORROWER

301. Gross amount due from borrower (line 120)

302. Less amounts paid by/bor borrower (line 220)

303. CASH FROM BORROWER 89,925.84

600. CASH AT S

601. Gross amou

602. Less redu

603. CASH

Paid Outside Closing: LD\* Lender Deposited and Disbur

IN TYPE EVENT A REIMBURSEMENT OF THE TAXES IS NECESSARY WHEN THE TAX BILLS FOR 2006 ARE PREPARED. TH

Jake Johnson

Jake Johnson

James Smith

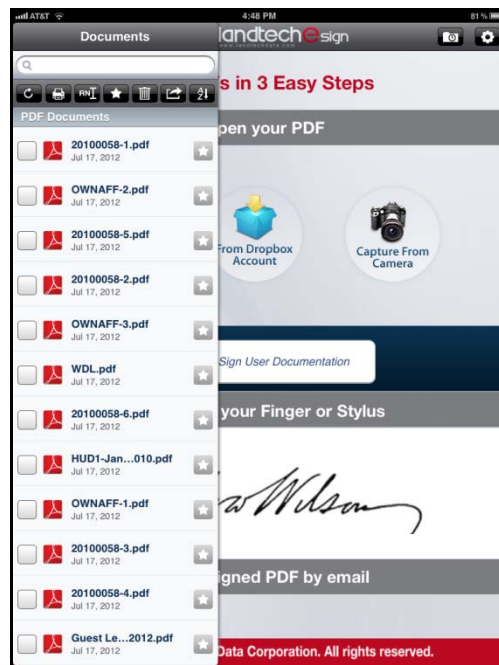
Sara Johnson


Bill Barnett

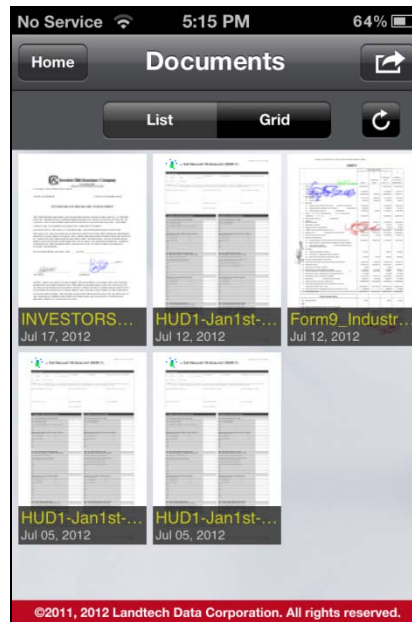
Delete

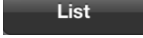

## Documents



The **Documents** button on the *Landtech eSign* home screen provides access to all of the documents saved in *Landtech eSign*. Pressing the **Documents** button will display a list of these documents. From this list you can reopen a document for viewing or further modification, email a document, rename a document, print a document, or delete a document.




- The iPhone version provides an additional view of the documents called the Grid view. Press on the **Grid** button  to display the documents in Grid view. Grid view displays an image of each document.

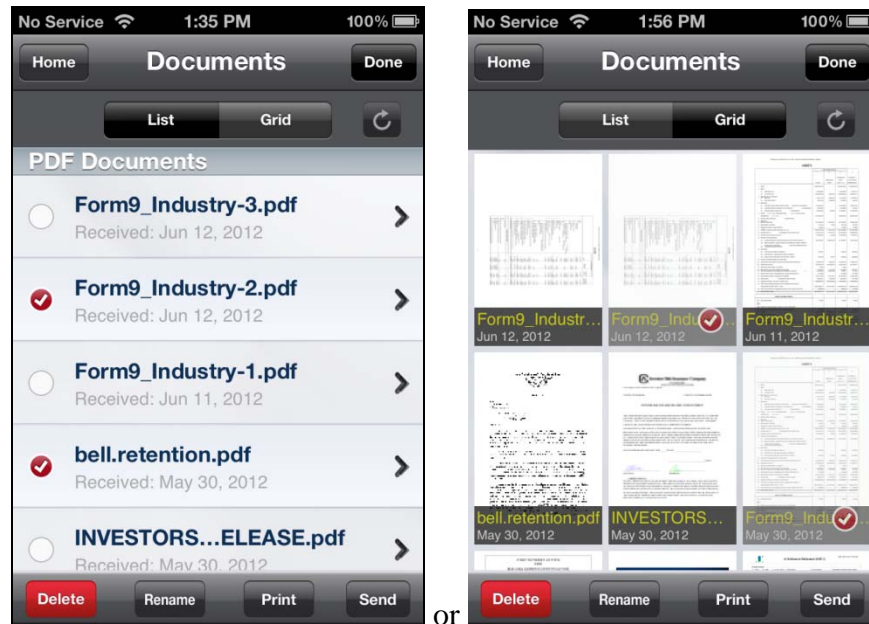



- Press on the **List** button  to return to a list of the documents.
- Press on a document name to open the document in **Landtech eSign**.
- You can press the **Refresh** button  at any time to refresh the **Documents** list. You would need to do this if you import documents from another source into **Landtech eSign**. One way to load documents into **Landtech eSign** is to transfer them from your computer using iTunes. Loading documents into **Landtech eSign** using iTunes is explained in the next section.

**Note:** After pressing the **Documents**  button to display the **Documents** list on the iPhone, you must then press the **Action**  button to access the document functions and features discussed below.


## Email

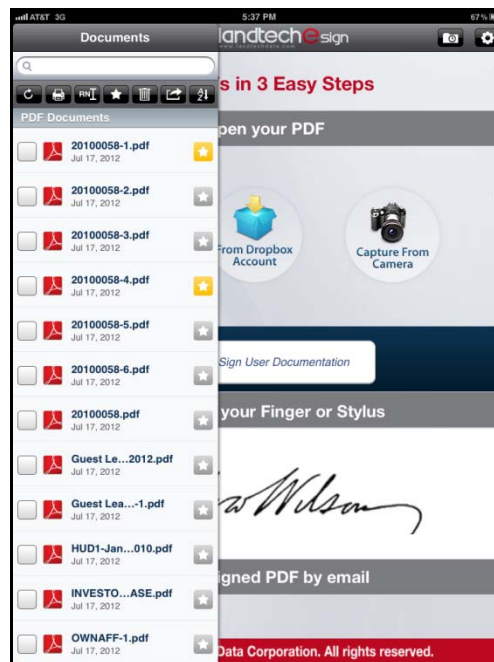
- Press on the check box next to a document name to select it to email. Then press the **Action**  button on the toolbar to email the selected document. Multiple documents can be selected to email.
- To email a document on the iPhone, press on the document name to select it. That will place a check mark next to the document name. Or if you are in **Grid** view, it will place a check mark on the document image.




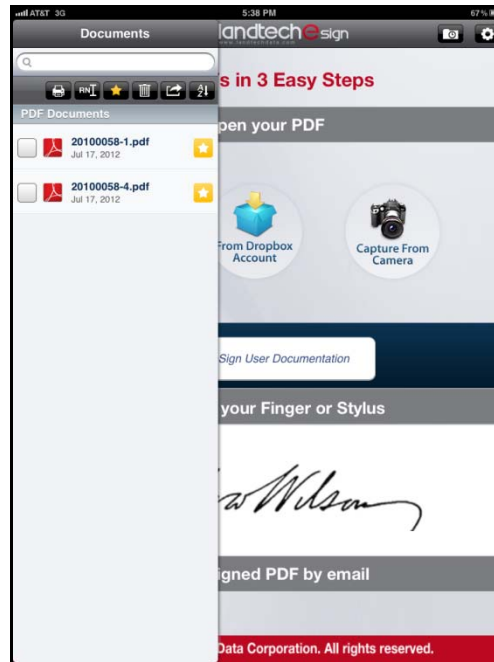
- Press the **Send** button  to email the selected document. Multiple documents can be selected to email.

## Favorites

- If you have documents that you access on a regular basis, you can create a **Favorites** list to help you access them quickly. You can add documents to the **Favorites** list by pressing on the **Favorites** button  next to the document name. The **Favorites** button becomes highlighted to indicate that the document is included on the **Favorites** list.




- You can press the ***Favorites*** button  on the toolbar to see only the documents on the ***Favorites*** list.

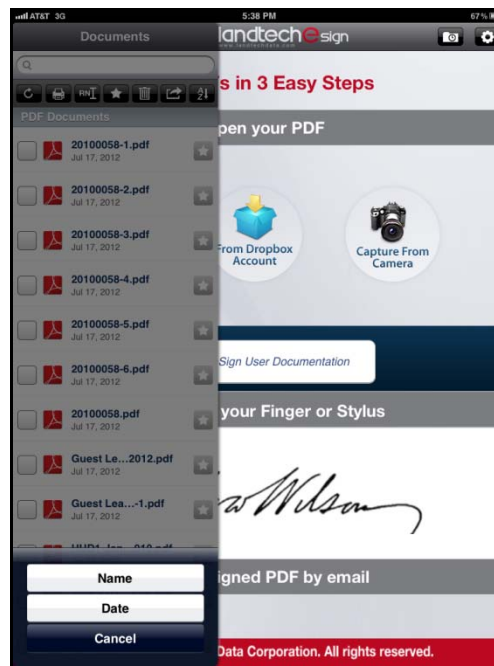


- Press the ***Favorites*** button on the toolbar again to return to the complete list of documents.

## Sort

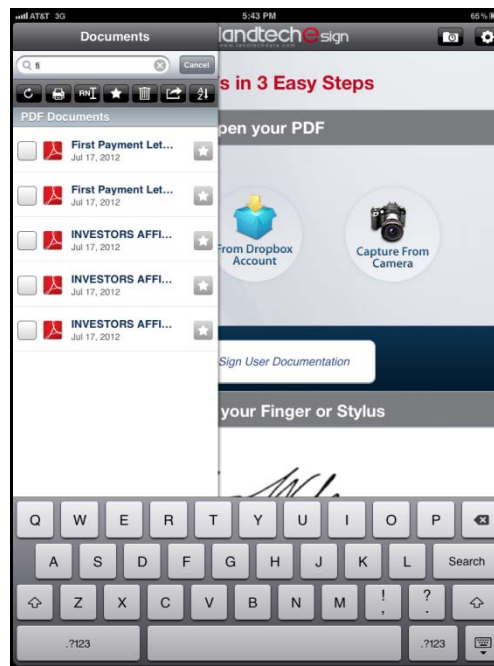
- The document list can be sorted by the document's filenames or by the date the documents were first saved in ***Landtech eSign***. Press the ***Sort*** button  on the toolbar. Then select ***Name*** or ***Date***.






## Search

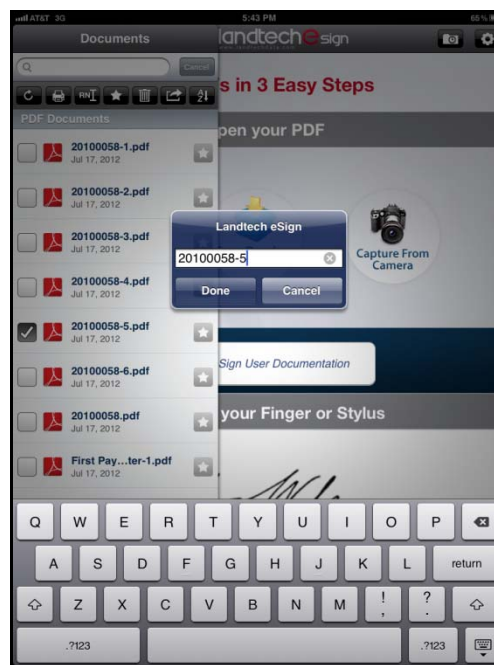
- If you have a large list of documents, finding a certain document can be somewhat challenging. A search feature is provided to help you locate documents quickly. Press on the search field to activate the keyboard. Begin typing the document name. If the exact document is not found, the document name closest to what you typed will be presented.
- The search is based on the letter you type being contained in a document name. That is why in the example shown below, when *fi* was entered in the search field, all documents with an *f* or an *i* in their name are listed. Not just documents that begin with *fi*. As you continue to type letters, the list will zero in on the document you are looking for. This type of search can be helpful if you don't recall the actual name of the document but you remember some of the letters in the name. Entering those letters will help narrow the search to those documents that contain those letters.



**Note:** The iPhone version does not have Favorites, sort or search capabilities.

## Rename


- You can rename a document. Select a document that you want to rename. Press the **Rename** button . A box will be displayed showing the current document name.

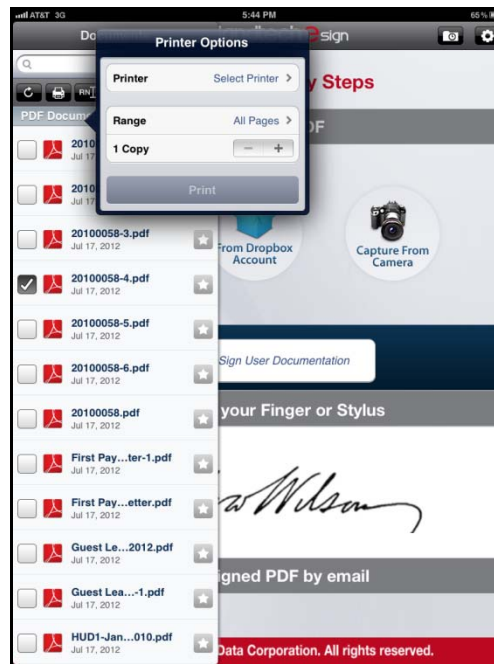


- You can either make a change to the current name or you can clear the name field completely to enter an entirely new name by pressing the X. Once you have entered the desired document name, press **Done**.

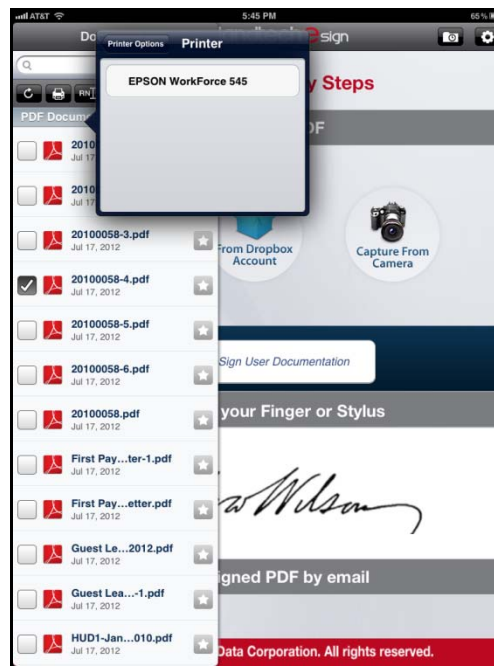
## Print

You can print a document directly from your iPad or iPhone. You must have an Air Print capable printer such as the Epson WorkForce 545/645 in order to print.

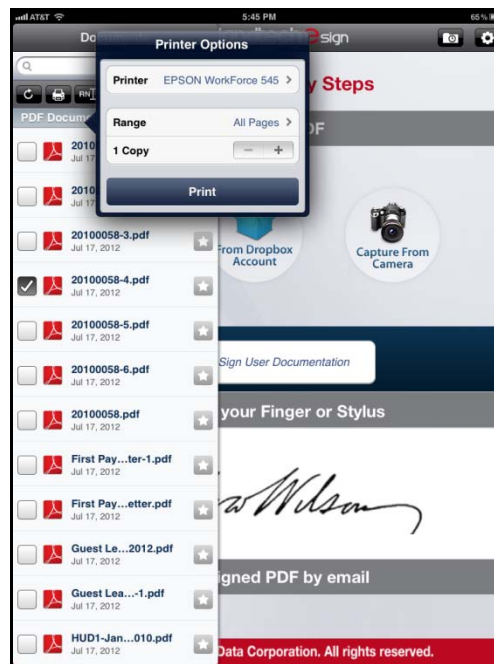
- To print a document, select a document from the **Documents** list. Press the **Print**  button.



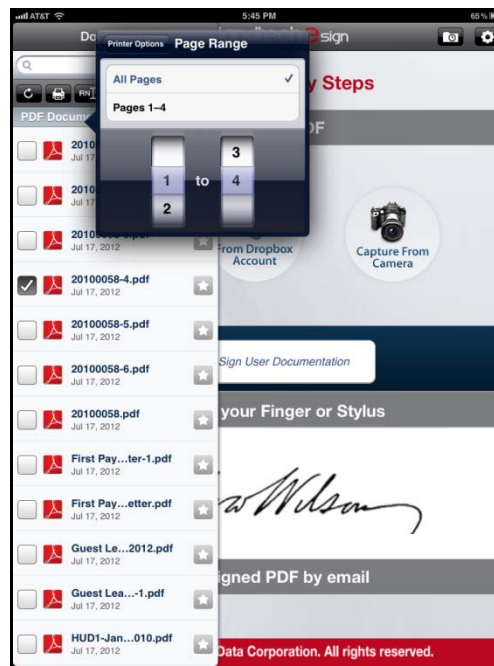
- Printer options will be displayed. If this is the first time printing, you may need to select a printer. You can select a printer by pressing on the **Printer** field. All available printers will be listed.



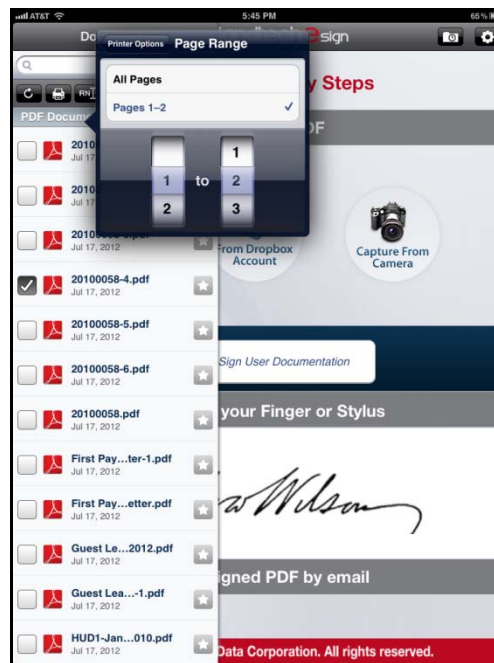
- Select a printer by pressing on the printer name. Press the **Printer Options** button to return to the **Printer Options** screen. Once you select a printer, it will be the default printer until a different printer is selected.



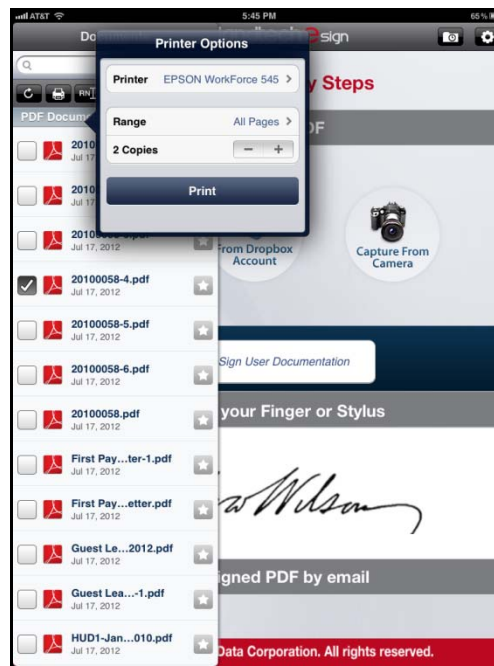
- If the document is more than one page, there will be a selection called **Range** to enable you to select the pages to print. The default is **All Pages**. If you want to only print certain pages, press **Range**.



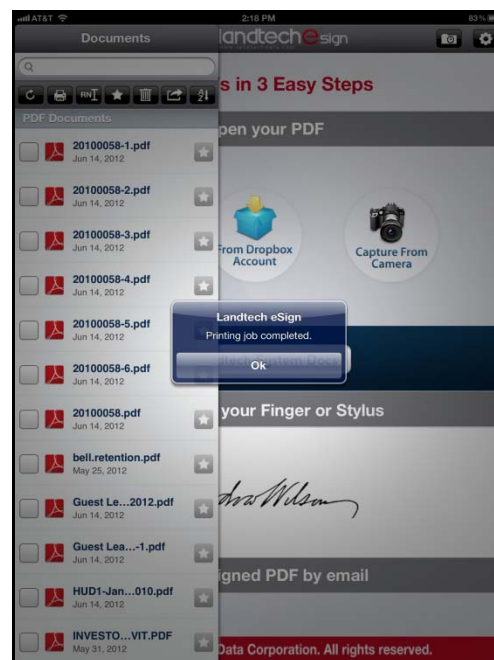
- You can select the range of pages to print by spinning the selector wheels.




- If you have changed the range of pages to print and then decide that you want to print the entire document, press **All Pages**. Press **Printer Options** to return to the **Printer Options** screen.
- You can set the number of copies to print by pressing on the plus (+) or minus (-) buttons.

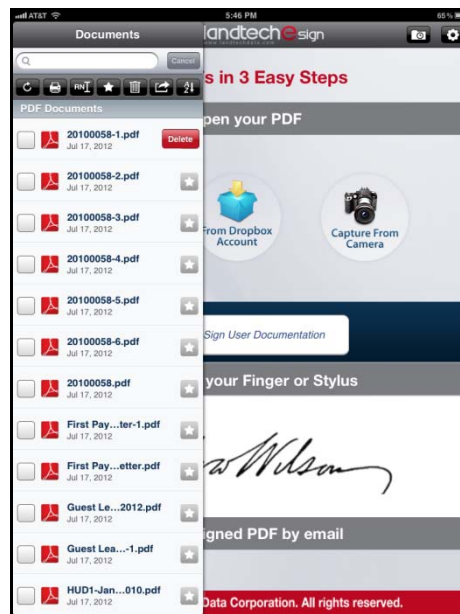


- Once the printer options have been selected, press **Print**. You will be notified when the print job has completed. Press **OK**.




## Delete

- If you want to delete a document, swipe your finger across it to the left or right and then press **Delete** .

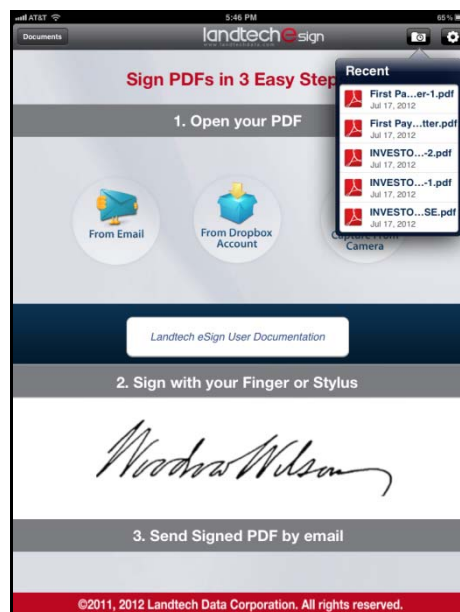


- If you want to delete multiple documents at once, press on the check box next to each document to delete. Then press the **Delete**  button on the toolbar.

## Recent

- You can access the documents most recently opened in **Landtech eSign** by pressing the **Recent**  button in the upper right area of the home page.

**Note:** The iPhone version does not have a recent function.

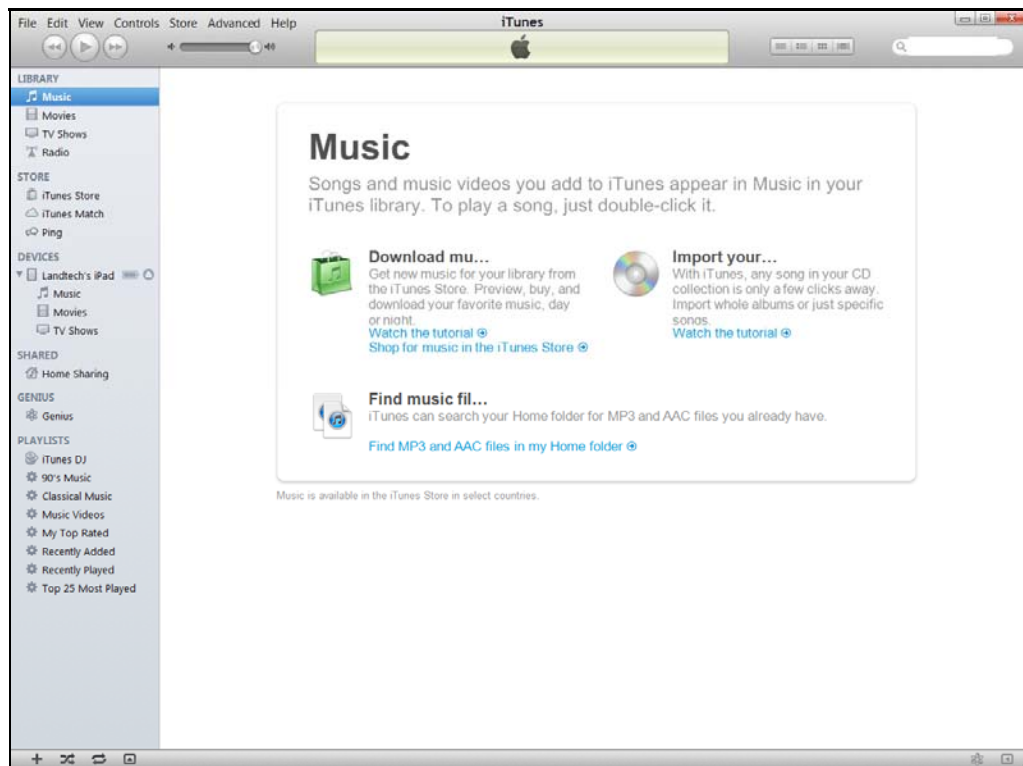


- Press on a document name to open it in **Landtech eSign**.

## Transferring Documents To and From Landtech eSign

PDF documents can be transferred from a computer to *Landtech eSign* or from *Landtech eSign* to a computer using iTunes.

- Connect your iPad or iPhone to your computer.
- Open iTunes on your computer.
- The iPad or iPhone will appear under *Devices* in iTunes.

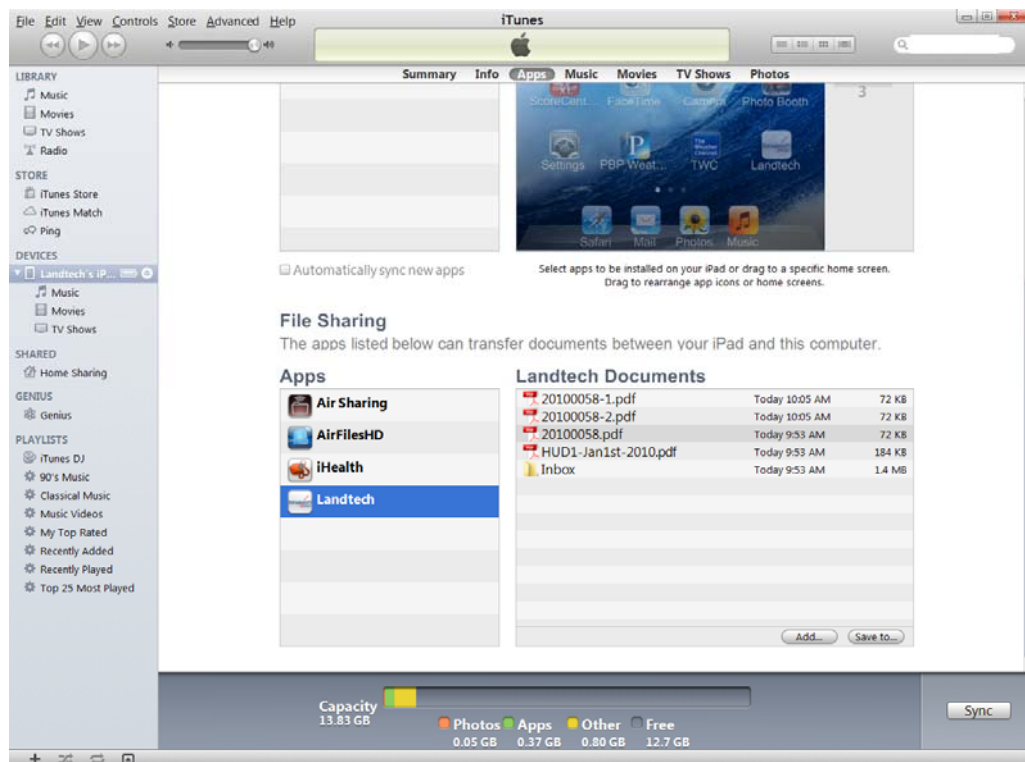


- Click on the device name. Then click on *Apps* on the menu bar. Scroll down to *File Sharing*.







- A list of Apps that can transfer documents between the computer and the iPad or iPhone is shown. Click on **Landtech**.



- All documents saved in **Landtech eSign** will be displayed in a list.

- You can now transfer documents to and from **Landtech eSign**.
- To transfer a document to **Landtech eSign** from your computer, click **Add**. Navigate to the document on the computer and select it. It will be added to the list.
- In **Landtech eSign**, press the **Refresh**  button on the **Documents** list to see the newly added document.
- To transfer a document to the computer from **Landtech eSign**, click on the document name in the list and click **Save to...** Navigate to the folder that you want to save the document in and click on it. Then click the **Select Folder**  button. The document will be saved to that folder on your computer.

