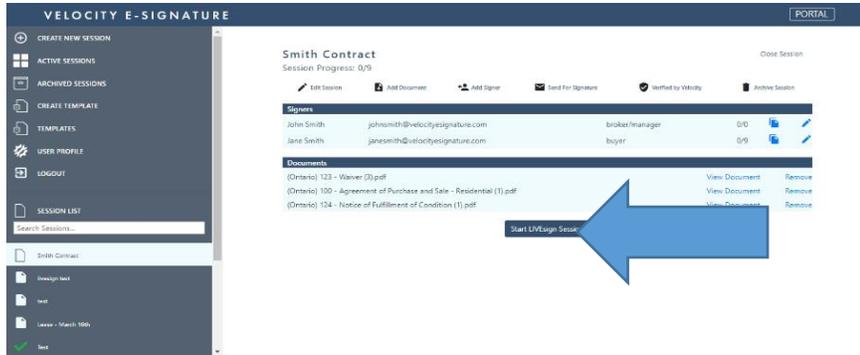
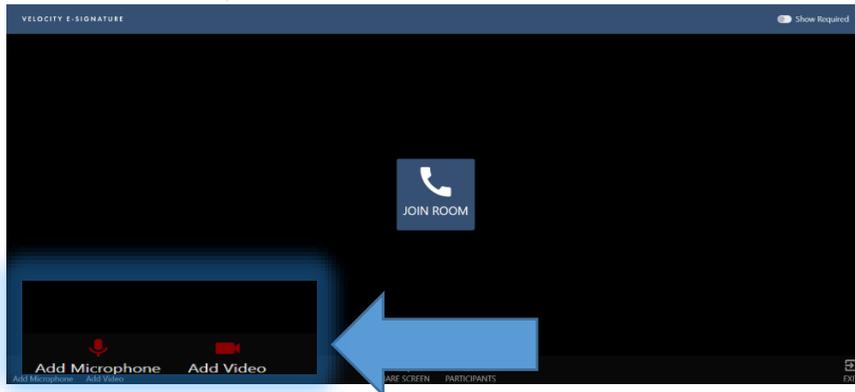


## Steps to hosting a LIVEsign session

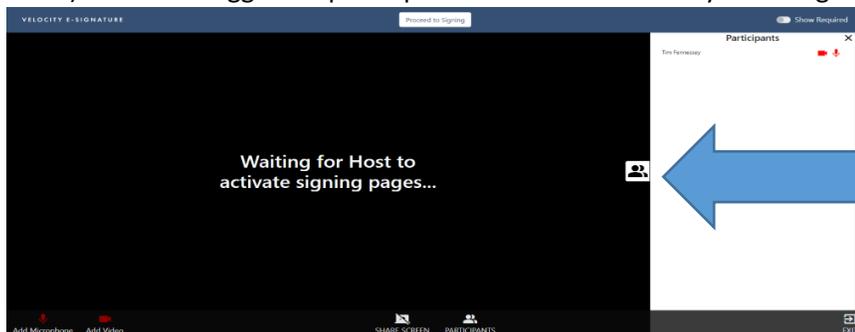
- 1) Ensure you have sent the documents out for signature to all parties
- 2) To start a LIVEsign session select Start LIVEsign button on the session portal page or the link emailed to you (if you are the host).



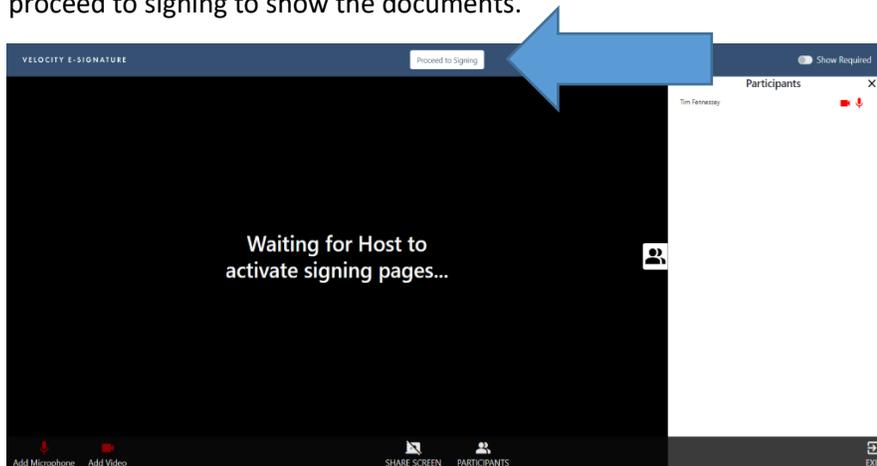
- 3) To join a room as host
  - a. Press the Video button in the bottom left corner to open your camera. Your device's camera will automatically be selected – choose allow
  - b. Repeat these steps for audio
  - c. Select the join room button



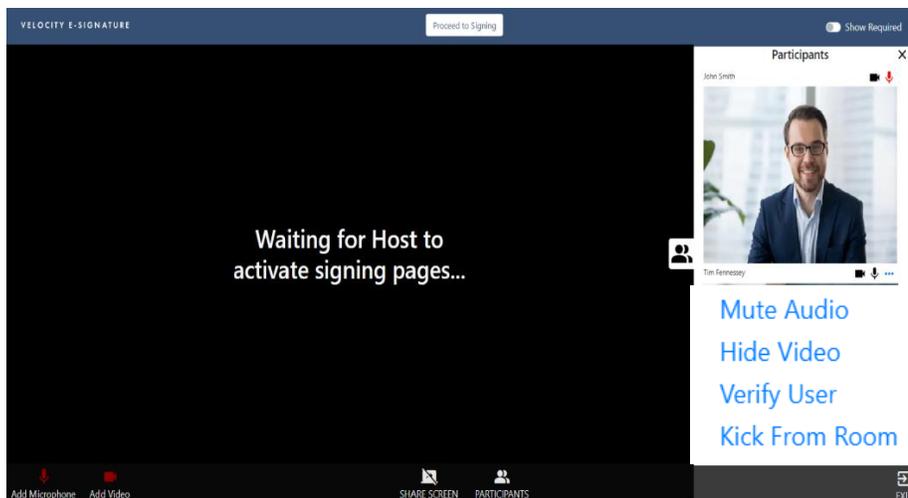
- 4) If participants are waiting, they will be allowed into the session and appear on the right side.
  - a) Participants are kept in a waiting room until the host joins by default.
  - b) You can toggle the participants on and off screen by selecting the participant icon



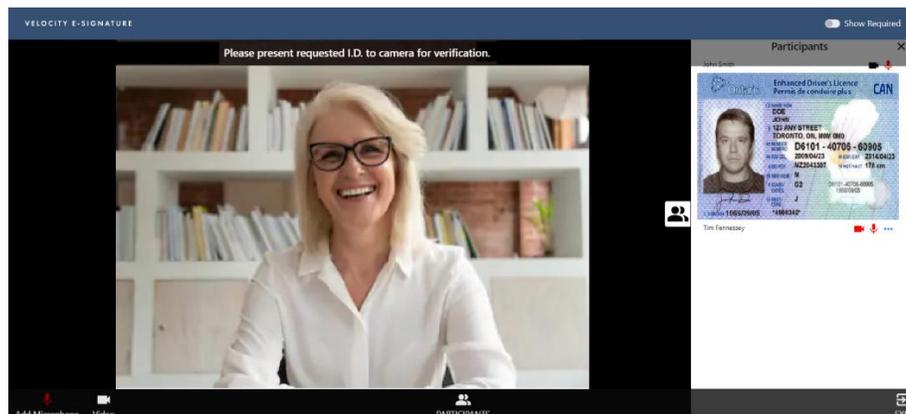
- 5) Documents are only able to be viewed after you allow the participants to view them. Select proceed to signing to show the documents.



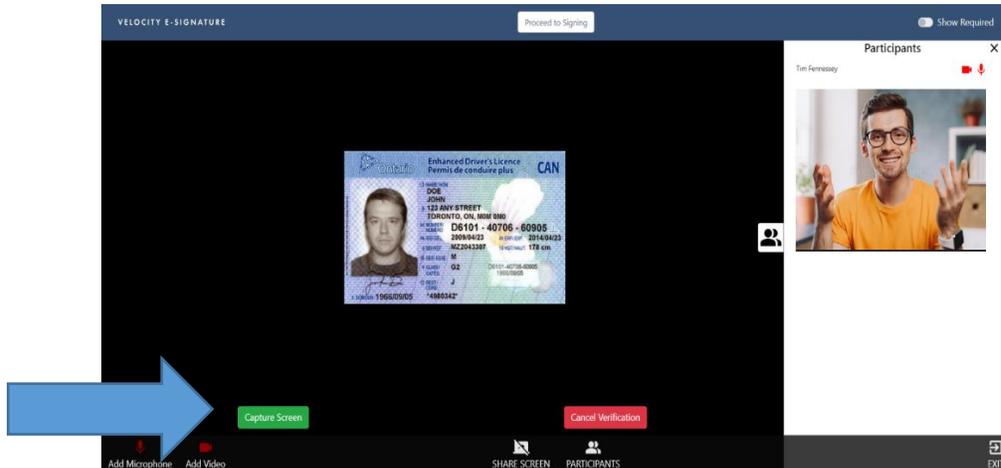
- 6) If you require a verification or identification check you can select the three dots beside the participants name and choose verify.



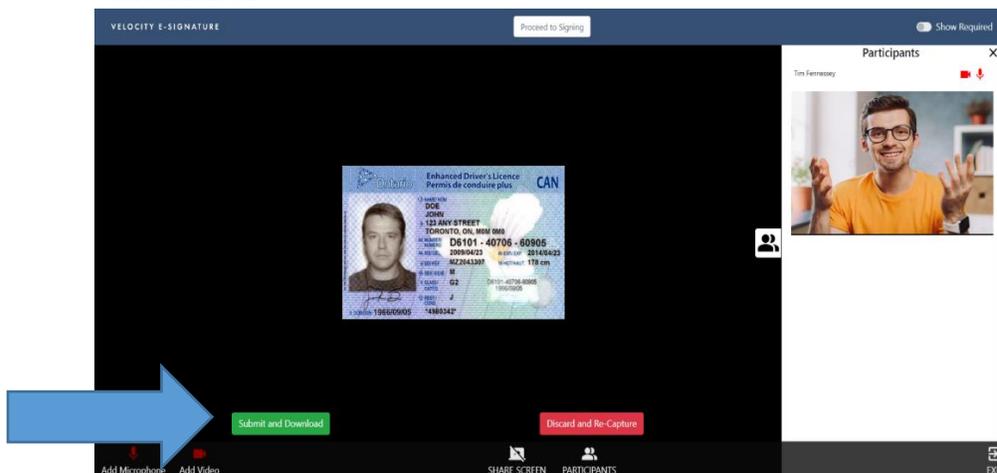
- 7) Select **Verify User** – the system will prompt the participant to present identification.



- 8) Your screen will now allow you to **capture identification**. Once the id is in clear view select **Capture Screen**.



- 9) A Window will then appear with the captured image. You can select **Submit and Download** if it is clear or **discard and recapture**. \* You can repeat this process to capture additional screenshots.



- 10) You are now in control of the signing process. Your signer will be able to hear you and speak to you. They will only be able to navigate to where you have navigated to within the document and will not be able to jump ahead. Once you have navigated to a page, the signer will be able to zoom, retract, and scroll through the pages you have shown.

## Additional Features in LIVEsign

- 1) You can click the left mouse button on any signing location and it will prompt any participant by highlighting and bouncing that signing location on their screen.

- II) Participants are only able to see their own specific signing locations
- III) A host is able to sign their own locations while hosting, and signer locations are colour coordinated
- IV) Signing progress of all signers is located at the top of their own screen and shows their own personal progress
- V) Hosts will see total of all participant's progress
- VI) You can move between documents by selecting the arrows at the bottom of the screen.
- VII) Once all documents signed all parties will receive an email with the executed documents. The Verified by Velocity™ document will be emailed to the account holder only and is accessible in the session portal.
- VIII) A host can mute participants, kick out a participant and show a document to a participant by selecting the three dots beside their name.