

RealLegal

Signing Transcripts Electronically (Digital Signatures)

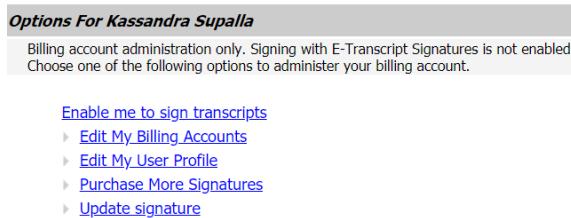
Electronic or digital signatures often refer to signing your name electronically on a computer form using a mouse. In E-Transcript Manager, a digital signature instead refers to a method for authenticating that a transcript was created electronically on a certain date, by a certain person, and that measures have been taken to protect the authenticity of the transcript. To sign a transcript digitally, you must be enrolled in E-Transcript Signatures and connected to the Internet.

Enrolling in E-Transcript Signatures

- Go to <https://my.reallegal.com/>
- Log in with your user ID and password (click on Create a RealLegal Account if you don't have one and enter the User profile information, then Save). **NOTE:** Remember to create user ID (i.e., first initial of name and last name) and a password you can easily remember when digitally signing your transcripts. If you had an account in the past and cannot remember, do not create a new one. Contact us and we can help: 800-290-9378, say RealLegal when prompted for a product.
- Select the Signatures link in the left-side margin.



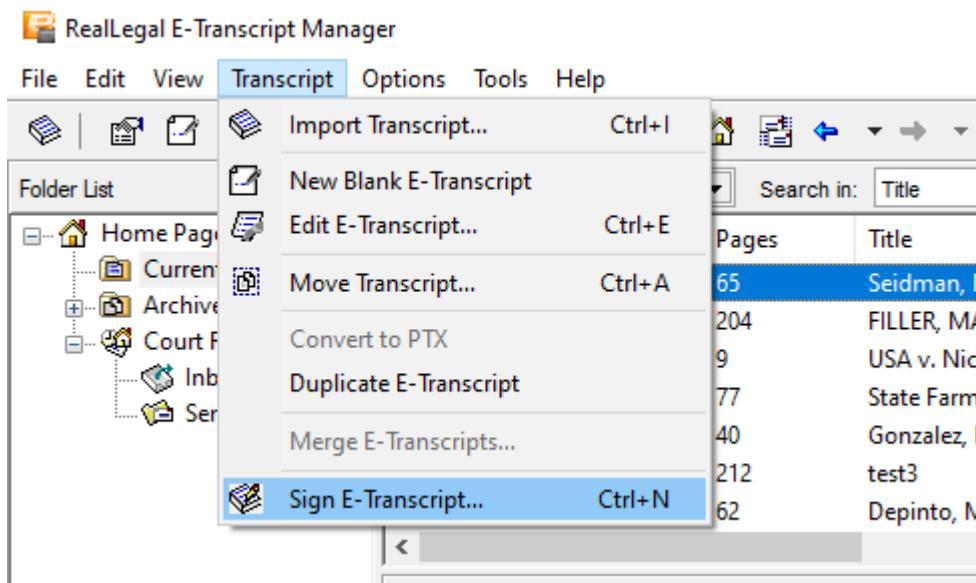
- Select "Enable me to Sign Transcripts"



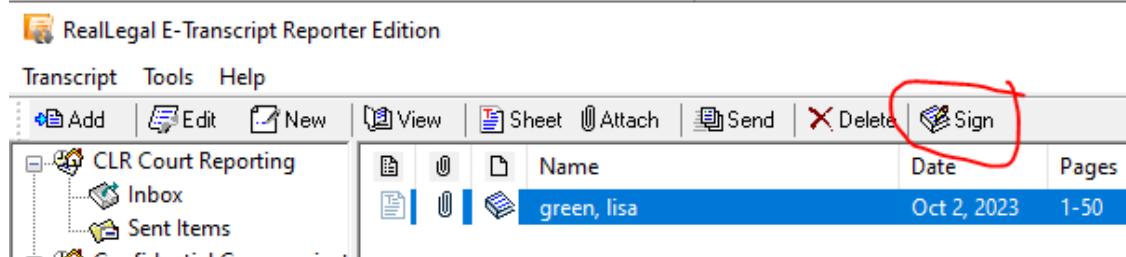
- Select the “Yes, display form” link, which will then open the E-Signature Enrollment form in a new window.
- Select the Print link in the top-left of the E-Signature Enrollment form to print it out.
- Sign and have the form notarized.

NOTE: *This form is a legal document. You cannot notarize the form yourself, even if you are a notary public. Ensure you sign, pressing hard and using black ink, ON the line (not above or below it) to ensure your signature will appear on the correct place on electronically signed transcripts.*

- Return the form to RL-eSignatures@tr.com.
- Upon confirmation receipt, you can digitally sign transcripts with E-Transcript Manager by selecting the Transcript menu and selecting Sign E-Transcripts or right-click on the transcript and select Sign E-Transcripts.



- Reporters can also sign the transcript when submitting to the office with E-Transcript Reporter Edition



NOTE: *If you wish to sign transcripts using the E-Transcript Manager, and you have not already activated your account for signatures, you will need to do so in order to sign. There is no need to set up a new account if you have an existing one.*