Adding strikethroughs/ corrections to a signed document

Do you have a signed contract that needs a correction (incorrect name, price change, date change…. etc.). Use this document as a guide to adding strikethroughs and corrections.

➔ To start open up your Docusign Room.
➔ Select the SIGNED Document that you need to correct.

➔ Once you are in the Document click the DOCUMENT ACTIONS button at the top bar of the page (it looks like a paper with a folded corner).

➔ When the drop down box opens select the DOCUSIGN option (pen icon).

Rename
Edit
Split
Move
Copy

Email
Fax
Download
Print

DocuSign

Archive

vements, shrubbery,

➔ This will open up an ENVELOPE.
➔ Set up the envelope as normal.

Please DocuSign

ACTIONS ▼   SAVE & CLOSE   NEXT

Room: Dog - Buyer | Owner: Kaye Cash
Last Modified:03/12/2020 at 01:45 PM

Envelope Name *

Please DocuSign

Add Documents to the Envelope

General Residential Sal...
11 Pages
Kaye Cash ▪

ROOM DOCS
USE A TEMPLATE
MORE ▼

Add Recipients to the Envelope

➔ NOTE: The document will be a PDF, not a DOCUSIGN FORM, so the PRE-TAGGED ROLES option will not appear.
➔ Choose the ROOM PARTICIPANTS option.

Add Recipients to the Envelope

As the sender, you automatically receive a copy of the completed envelope.

+👤 ADD RECIPIENT ▼

| 👤 Room Participants |
| ✉ Email Address |

~~Message to All Recipients~~

➔ Choose your client from the dropdown
➔ NOTE: If they are not in this dropdown, then you will need to add the client to the DETAILS page. (For more help on this see the Let's send Documents in Docusign Guide)

Add Recipients to the Envelope

As the sender, you automatically receive a copy of the completed envelope.

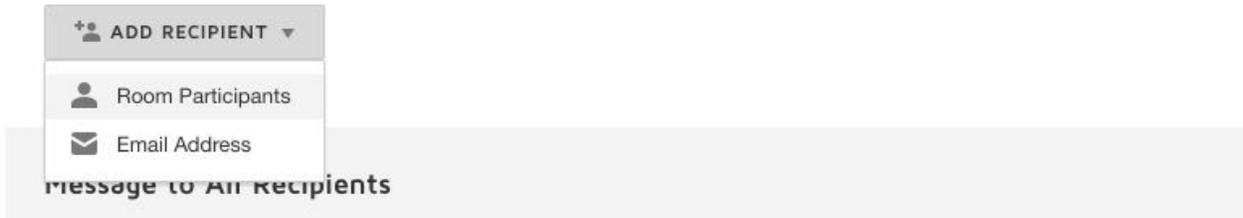| 1 | Goofy T. Dog 🗐 | NEEDS TO SIGN ▼ MORE ▼ |
| | destinycash@kw.com | |

+👤 ADD RECIPIENT ▼

➔ Finish the ENVELOPE prep as normal.
➔ Click the yellow NEXT button to go to the Signature Screen.
➔ For this example the Name of the client needs to be changed on the contract.

The undersigned Buyer(s) Goofy T. Dog _____ |
(Print Name)

➔ On the left side of the screen you will see the STANDARD FIELDS
➔ Notice that there are other FIELD options
➔ Click on the MARKUP TOOLS option (pencil icon)
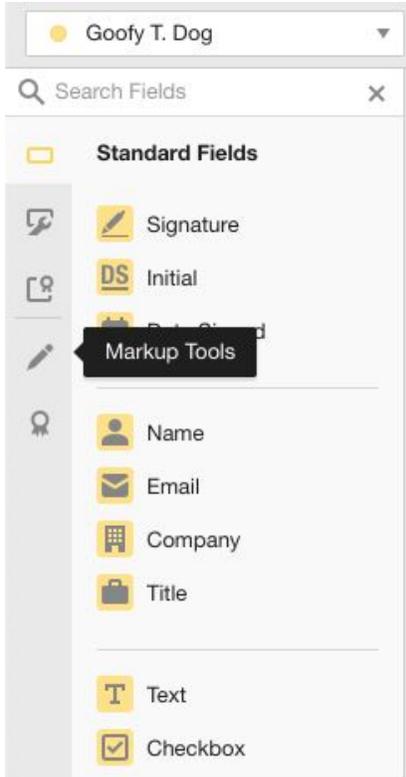
➔ There is only one option in this field, the LINE tool
➔ Click the LINE tool
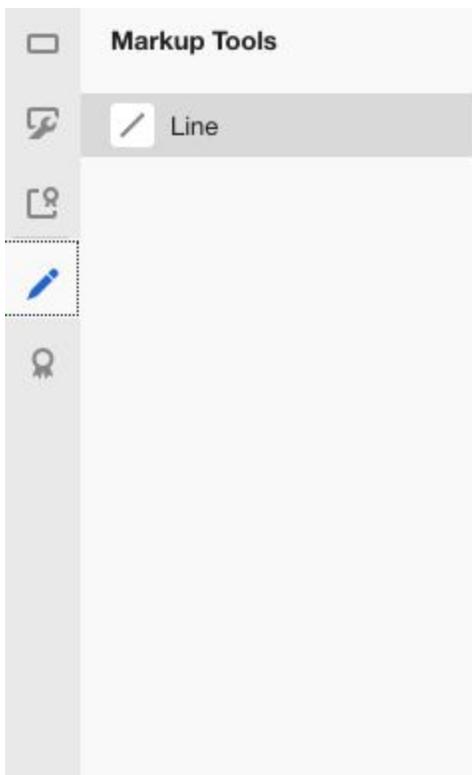
➔ Once selected the cursor will change

➔ Click at the beginning of the item that needs to be changed to begin the strikethrough, drag your cursor across the item and click once you reach the end of the item.

GENERAL/FINANCED RESIDENTIAL CONTRACT

Form Approved by Birmingham Association of REALTORS®, Inc.
May 2017 (*Previous forms are obsolete and no longer approved*)

Date 1/27/2020 _____

The undersigned Buyer(s) ~~Goofy T. Dog~~ _____ hereby agree(s)
                              (Print Name)
to purchase, and the undersigned Seller(s) Anthony Arnone _____
                                                    (Print Name)
hereby agree(s) to sell the following described real estate, together (Print Name) with all improvements, shrubbery, planting, fixtures and appurtenances (the "Property") situated in the City of Alabaster _____
County of Al _____, Alabama, on the terms stated below:

Address: 224 1st N Suite 225 _____ Zip Code 35007 _____

Legal Description: _____

Map Book _____ Page _____ AND/OR complete parcel ID_____

1. AGENCY DISCLOSURE:

➔ You can adjust the line once it is created by clicking the blue circles and dragging the line.

The undersigned Buyer(s) ~~Goofy T. Dog~~ _____
                              (Print Name)

➔ You can change the appearance of the line by using the tools to the right of the page.
➔ There is COLOR, WIDTH, and LENGTH that can be changed.

Color ⌃

✓ ⬛ 🟦

➔ Click onto the STANDARD FIELDS option to add a TEXT BOX and INITIAL BOX

Date 1/27/2020

Initial ↓

Goofy The Dog

The undersigned Buyer(s) ~~Goofy T. Dog~~ _____ hereby agree(s)
                              (Print Name)

➔ Click the yellow SEND button to send the correction to your client to initial
➔ When the corrected DOCUMENT comes back you will have a new green signed document. It will have the same name as the Document you began with but note that the dates will be different.

General Residential Sales
Contract - Signed - Signed
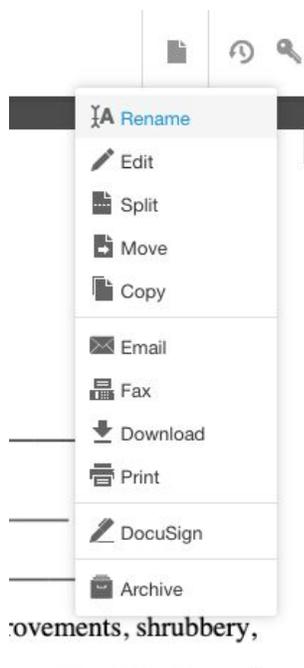3/12/2020

Kaye Cash
Keller Williams Realty, Inc.

General Residential Sales
Contract - Signed
1/27/2020

Kaye Cash
Keller Williams Realty, Inc.
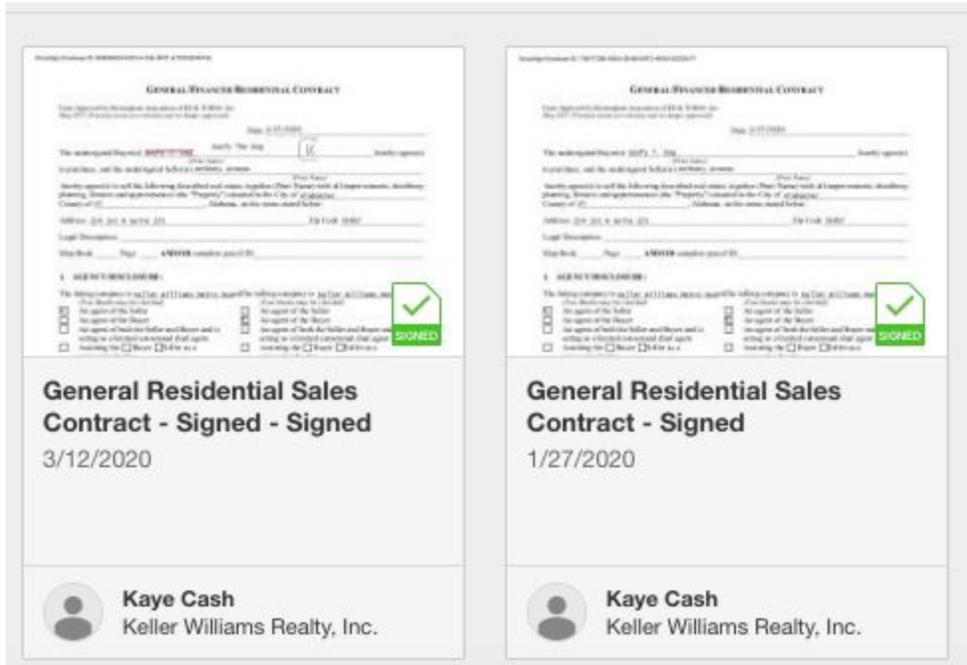
➔ This may get confusing, to RENAME or ARCHIVE a Document follow the next steps.

RENAMING A DOCUMENT

➔ To rename a Document click into the Document
➔ Click the DOCUMENT ACTIONS button

IA Rename

✏ Edit

Split

Move

Copy

Email

Fax

Download

Print

DocuSign

Archive

rovements, shrubbery,

- ➜ Choose the RENAME option
- ➜ A new box will open up on the page.
- ➜ Enter the new name for the Document and then click the blue SAVE button.

ARCHIVING A DOCUMENT

- ➜ To ARCHIVE a Document
- ➜ Click the circle in the left hand corner of the Document so that a blue check appears
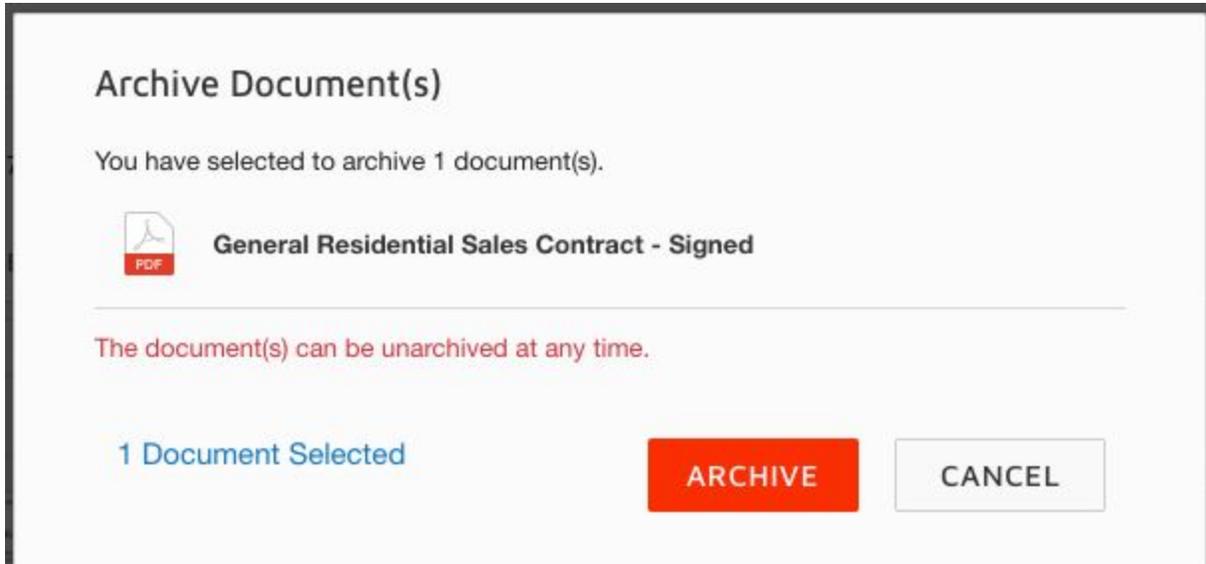
➔ Once the Document is selected a new bar will appear at the top of the screen.
➔ Select the ARCHIVE button (the second to last option, the icon looks like a file box)

Archive

➔ A new box will open up, click ARCHIVE

Archive Document(s)

You have selected to archive 1 document(s).

PDF   **General Residential Sales Contract - Signed**

The document(s) can be unarchived at any time.

1 Document Selected   **ARCHIVE**   CANCEL

➔ You can change the view in the DOCUMENTS tab between ACTIVE, ARCHIVED, or ALL Documents

✓ **Active Documents**
All Documents
Archived Documents
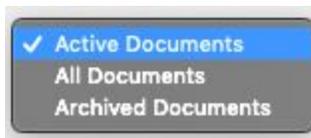
➔ In the event that you need to UNARCHIVE a Document. You can click into ARCHIVED Documents view
     ➔ Click the ARCHIVED Document
     ➔ Click the UNARCHIVE button on the actions bar

Unarchive

$ORT

For Questions and Help
email: destinycash@kw.com
visit allsort.org