

# Subscriber Checklist: Setting-up E-Signatures

## **“I represent a reporting firm that has subscribed to the Unlimited program. How do we get set-up for E-Transcript Signatures and Reporter Edition?”**

- Install the latest version of RealLegal E-Transcript Manager.
- Create a firm account through My RealLegal (Consult the help guide titled, “Instructions for Production Team”).
  - > Please do not use the “&” character in the user ID.
  - > If the firm has multiple office locations with E-Transcript Manager installed at each office, each office will need to create an account. The user ID should be specific to the office location (eg, reallegaldenver).
- Activate the signature service for the firm account (Consult the help guide titled, “Instructions for Production Team”).
- Activate the Mailbox within E-Transcript Manager. Please do not use the “&” character when naming the mailbox. Have RealLegal deposit signatures in the account. Have RealLegal deposit Reporter Edition licenses into the Mailbox. Do not distribute these licenses just yet (Consult the help guide titled, “Getting Started Guide”).
- Have your reporters enroll with the E-Transcript Signatures service. Print the form out online, have it notarized with their signature and submit it to RealLegal (Consult the help guide titled, “Instructions for Reporters”).
- Only after your reporters have enrolled with the E-Transcript Signature service, e-mail each reporter an invitation to download Reporter Edition (Consult the help guide titled, “Instructions for Production Team”).
- Reporters must download Reporter Edition to be able to sign and send transcripts directly to the firm's mailbox (Consult the help guide titled, “Instructions for Reporters”).

Note: A separate checklist for individual reporters is also available.