

E-Transcript Signatures™

Set-up Instructions for Freelance Reporters



RealLegal® E-Transcript™ Signatures Instructions for Reporters

Each person signing transcripts electronically must enroll with the RealLegal E-Transcript Signatures service. Enrollment ensures accurate identification, verification, and authenticity of electronic signatures.

Use Internet Explorer

When accessing any of the URL's listed in this document, use Internet Explorer as your Web browser. Using any other browser could produce unexpected results.

Important: Follow the Steps in Order

It is critical that you perform the following tasks in sequential order to ensure a smooth and proper implementation of the RealLegal Reporter Edition and RealLegal E-Transcript Signatures.

Do Not Try to Print E-Transcript Signature Forms for Other People

Everyone must enroll with E-Transcript Signatures individually. It is not possible to “trick” the system and have one person print the form, click the Back button, change the information, print again, and so forth. It will not work. It will cause problems. Everyone must enroll with E-Transcript Signatures using their individual My RealLegal accounts user IDs. They must print their own forms and click all the links in the procedure.

Step #1 – For Reporters Only

If you intend to sign transcripts electronically, you must enroll with the E-Transcript Signatures service.

Do not create duplicate My RealLegal accounts: If you already have already enrolled with the RealLegal E-Transcript Signatures service, then a My RealLegal account already exists for you. If you are not sure whether you have an existing account, please contact subscriptions@reallegal.com. The site administrator can quickly look up your account information.

You only need one account no matter how many firms you work for: Even if you are working for more than one firm, you still only need *one* account. We discourage creating multiple accounts because it is not necessary and it causes confusion for you and technical support.

Step #2 – for Reporters Only

To enroll with the E-Transcript Signatures service:

1. Visit <https://sign.reallegal.com> (or copy and paste to a Web browser).
2. If you do not have a My RealLegal account, click **Enroll Now**.
3. Click the link that reads **Click here to create your user profile**.
4. Complete the form and then click **Save**. You are notified that an e-mail has been sent to you. Open the e-mail, click the link or paste the link into your Web browser. The E-mail Verification page opens.
5. Click the **Continue** link. The E-Transcript Signatures enrollment page opens.
6. Type your Password and then click **Login**. You are directed to a page that has a link on it called **Yes, display form**.
7. Click **Yes, display form**. The form opens. Notice the **Print** link on the top left.

8. Click the **Print** link to print the form and then click **Done**.
 - If the form window does not open, please disable your popup blocker. On the menu bar of your Web browser, click Tools and turn your pop-up blocker off.
 - RealLegal will not accept handwritten forms.
 - For the best image resolution, mail the original notarized form. Faxes and e-mails are not accepted. The notarized seal must be in its original form.
9. On the E-Transcript Signatures Enrollment page, click the **Continue** link to open the E-Transcript Signatures Home page. Note the “Pending Approval” message, meaning RealLegal must receive and approve your notarized form before you can sign transcripts electronically.
10. Follow the instructions on the form you printed and sign it in the presence of a notary public.

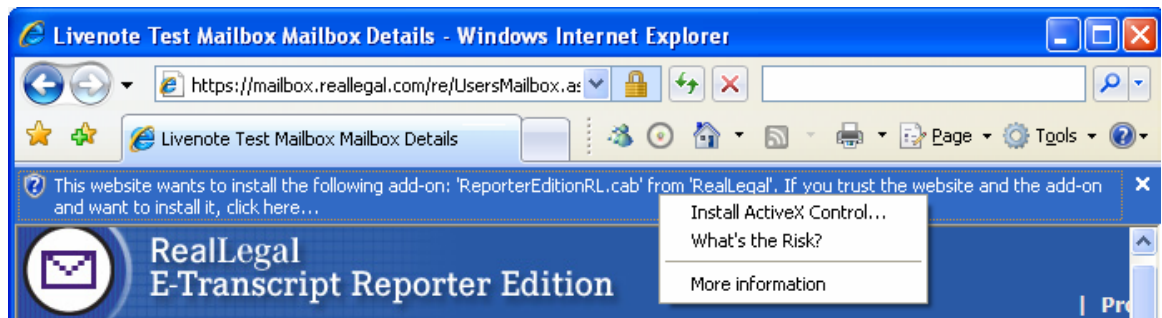
Note: When signing this form, use black ink and press hard, thereby ensuring that the scanned signature will be high quality.
11. Give the form to your production department for mailing. The production department will mail your form to RealLegal for approval, along with those of the other reporters working for the firm.

Step #3 – for Reporters Only

Signatures are stored in the firm’s account. To electronically sign transcripts, reporters must draw signatures from the firm’s account. Reporters will need to be added to the firm’s account as an authorized user. To be *automatically* added to the firm’s account, you must be invited to download Reporter Edition:

1. Request that the production department e-mail you a Reporter Edition invitation code to download the Reporter Edition application. When you receive this invitation e-mail, click the **link provided** (or copy and paste to your Web browser – **excluding** the brackets at the beginning and end of link). You are directed to the download page. The invitation (site) code will automatically be populated for you.
2. Click **Submit**. You are directed to the next page.
3. Log in with your secure user ID and password.

Security issue: If you use Windows XP Service Pack 2 or above, you may see a security warning for an ActiveX control. Click the **bar** and then click **Install ActiveX Control**, as shown below:



4. Click **Installs E-Transcript Reporter Edition for this Mailbox**. The Reporter Edition Setup dialog box opens and prompts you to install the software.

If you are not prompted:

- **Popup Blockers:** If you have a pop-up blocker, you may need to turn it off. In Internet Explorer, click **Tools**, click **Pop-up Blocker**, click **Turn Off Pop-up Blocker**.
 - **Security issue:** If you have your Internet Explorer security set too high, you will not see a prompt below the Web address to install the ActiveX Control, and the Reporter Edition application will not install. To check your ActiveX Control security settings in Internet Explorer, click **Tools**, click **Options**, click **Security**, click **Custom Level**, scroll down to the setting that reads "Download Signed ActiveX Controls" and verify the Prompt option is clicked. (Generally, you should be careful with enabling ActiveX controls. Never install an ActiveX control from a company you do not know and trust.) Contact support@reallegal.com for help.
5. Click **OK**. The software installs. You are prompted to log in to My RealLegal. Type your My RealLegal/E-Transcript Signature user ID and password, and then click **OK**. Reporter Edition opens, indicating a successful installation.

Note: If do not know your user ID and password, the Reporter Edition application installs anyway. Contact subscriptions@reallegal.com for your user ID and password.

Signing Transcripts with Reporter Edition

When you are ready to electronically sign transcripts with Reporter Edition:

1. Click the **transcript** you want to send.
2. Click the **Send** button on the toolbar. The Send Transcript dialog box opens.
3. If you are working for more than one firm, make sure the correct Mailbox and the correct signature account is chosen to draw signatures from. Click the **To** drop-down list and the click the appropriate **Mailbox name**.
4. Type your My RealLegal/E-Transcript Signatures password.
5. Check the **Sign transcript** option.
6. Click **Preview** to see the page, line and column location where your signature will be displayed. Reporter Edition connects to the signature server only after you click the Send button. Therefore, you will not see your signature image in the Preview window. Only your firm will see your physical signature on the transcript.
7. Click **Send** to transmit your transcript to your firm.