



# E-Signing Demo, (DocVerify Example)

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The Honorable Elaine Marshall,  
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# Notice:

- There are many e-signing applications available and you may use any application that meets the requirements of the North Carolina Board of Examiners for Engineers and Surveyors for electronic signatures.
- For the purpose of this Demo, we have partnered with DocVerify.

# 47-30 E-Recoding Requirements

- (o) The requirements of this section regarding plat size, reproducible form, and evidence of required certifications shall be met with respect to a plat that is an "electronic document," as that term is defined in G.S. 47-16.2(3), if all of the following conditions have been met:
  - (1) The register of deeds has authorized the submitter to electronically register the electronic document.
  - (2) The plat is submitted by a United States federal or a state governmental unit or instrumentality or a trusted submitter. For purposes of this subsection, "a trusted submitter" means a person or entity that has entered into a memorandum of understanding regarding electronic recording with the register of deeds in the county in which the electronic document is to be submitted.

# (Continued)

- (3) Evidence of required certifications appear on the digitized image of the document as it will appear on the public record.
- (4) With respect to a plat submitted by a trusted submitter, the digitized image of the document as it will appear on the public record contains the submitter's name in the following completed statement on the first page of the document image:

**"Submitted electronically by \_\_\_\_\_ (submitter's name) in compliance with North Carolina statutes governing recordable documents and the terms of the submitter agreement with the \_\_\_\_\_ (insert county name) County Register of Deeds."**

- (5) Except as otherwise provided in this subsection, the digitized image of the plat conforms to all other applicable laws and rules that prescribe recordation. (emphasis added)
- *Note: the statement above will be added by the E-Recording vender.*

# Proposed Work Flow:

- 1. The surveyor creates a PDF of his map with the note: "Final Drawing - For Review Purposes Only".  
(the surveyor will have to add any required certificates to the plat - the reviewer will not have the option of adding a certificate).
- 2. The surveyor will email this PDF to the individuals that are required to review the plat (Planner, Review Officer, DOT, etc.) asking them to review and comment.
- 3. The reviewer will perform the review and make any comments regarding revisions that are necessary.
- 4. The reviewer will inform the surveyor of those required revisions.

(continued)

- 5. The surveyor will make all required revisions and remove the note: "Final Drawing - For Review Purposes Only" and apply his seal electronically.
- 6. The surveyor will upload the final plat into the E-Signing application and identify each signer along with where the signature and date is to go on the plat. (Note: No software will be installed on the signers computer and there will be no expense incurred by the signers. The fee will be paid by the Surveyor)
- 7. The surveyor will then commit the plat for signing.

## (Continued)

- 8. The E-Signing application will send an email to each signer in the order designated for signing (the surveyor should be the first signer).
- 9. The signer will open up the provided link to a secure portal
- 10. The designated signer will do a final review and if appropriate sign the plat. (If a change is required at this point the E-Signing process will have to start over for all signers after the change has been made.)
- 11. Once all designated signers have completed the signing, the signed plat will be returned to the Surveyor and also to each signer.
- 12. The Plat is now ready to be submitted to the Register of Deeds through a selected E-Recording Vendor

# Before Creating you PDF

- Adjust any certificates to conform to the E-Signature format and the date format.

NORTH CAROLINA  
BRUNSWICK COUNTY

I, THOMAS W. MORGAN, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION, DESCRIPTION RECORDED IN SEE PLAT, THAT THE ERROR OF CLOSURE AS CALCULATED BY COMPUTER IS 1/ NA, THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES, PLOTTED FROM INFORMATION REFERENCED, THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS DAY OF 2/16/2016, A.D., 20.

DocuSigned by  
Thomas W. Morgan

THOMAS W. MORGAN, P.L.S.  
REGISTRATION NUMBER L-2518  
SEAL OR STAMP

REVIEW OFFICER'S CERTIFICATE

STATE OF NORTH CAROLINA  
COUNTY OF Orange

I, David S. Tuttle, REVIEW OFFICER OF Orange COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

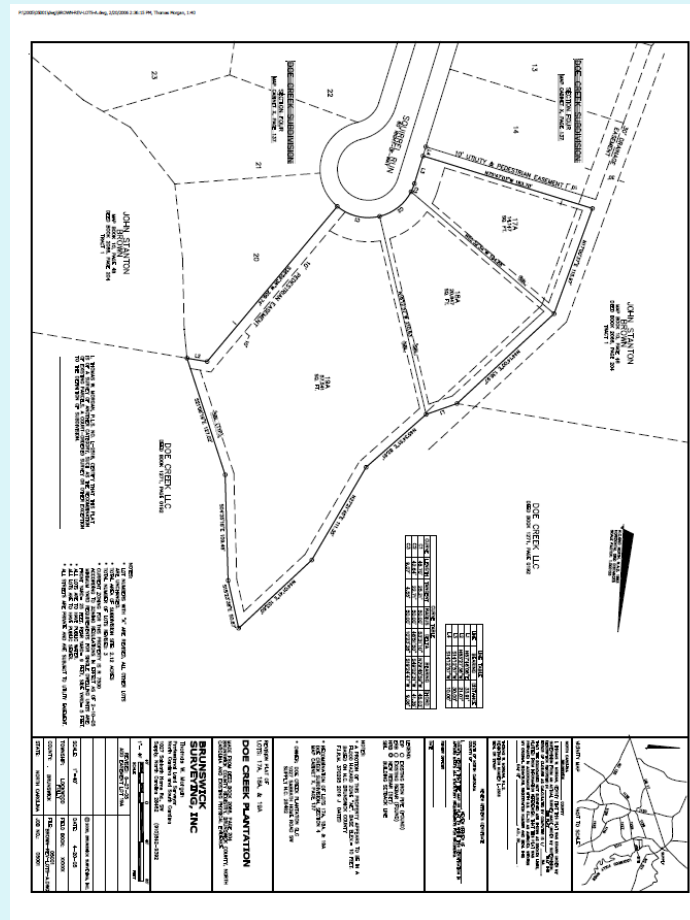
DocuSigned by  
David S. Tuttle

REVIEW OFFICER  
DATE 2/16/2016



# First get your plat ready

If the plat is not oriented properly it must be fixed before uploading. This system does not have a rotate function.



# To rotate a PDF using Acrobat reader:

Don't use Rotate View

1

2

3

4

Simple Map-rotated 1b.pdf - Adobe Acrobat Pro

View Window Help

Rotate View

Page Navigation

Page Display

Zoom

49.7%

Tool Sets

Common Tools

Fill & Sign

Comment

Show/Hide

Read Mode Ctrl+H

Full Screen Mode Ctrl+L

Tracker...

Read Out Loud

Compare Documents...

Work with Scanned Documents

Export to Another Format

Rearrange & Renumber Pages

Create a Presentation

Add Navigation

Work with Scanned Documents

Scan paper documents into searchable PDF files.

- Autodetect Color Mode
- Black & White Document
- Grayscale Document
- Custom Scan...

Scan paper forms into fillable PDF

- Create Form

Rotate pages individually in the Page Thumbnails pane or use the Rotate tool for more options.

- Page Thumbnails
- Rotate

Clean up previously scanned documents by converting content to searchable text, correcting skewed pages, and reducing file size.

- Optimize Scanned PDF

Export to Another Format

Rearrange & Renumber Pages

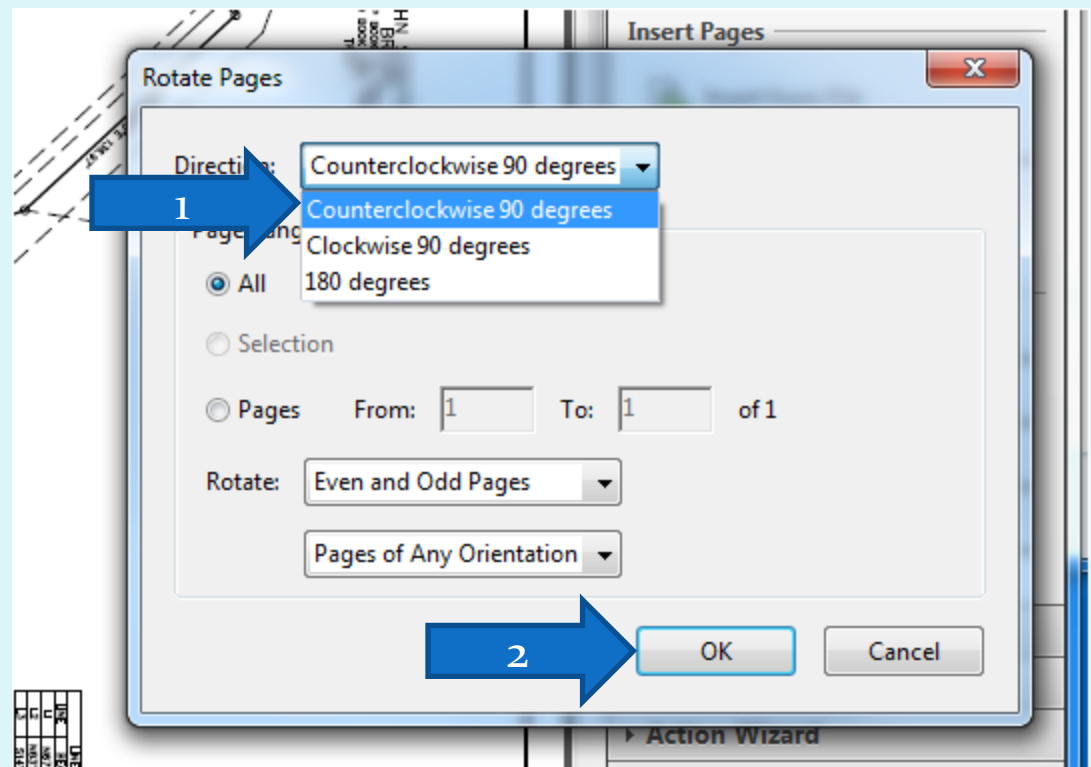
Create a Presentation

Add Navigation

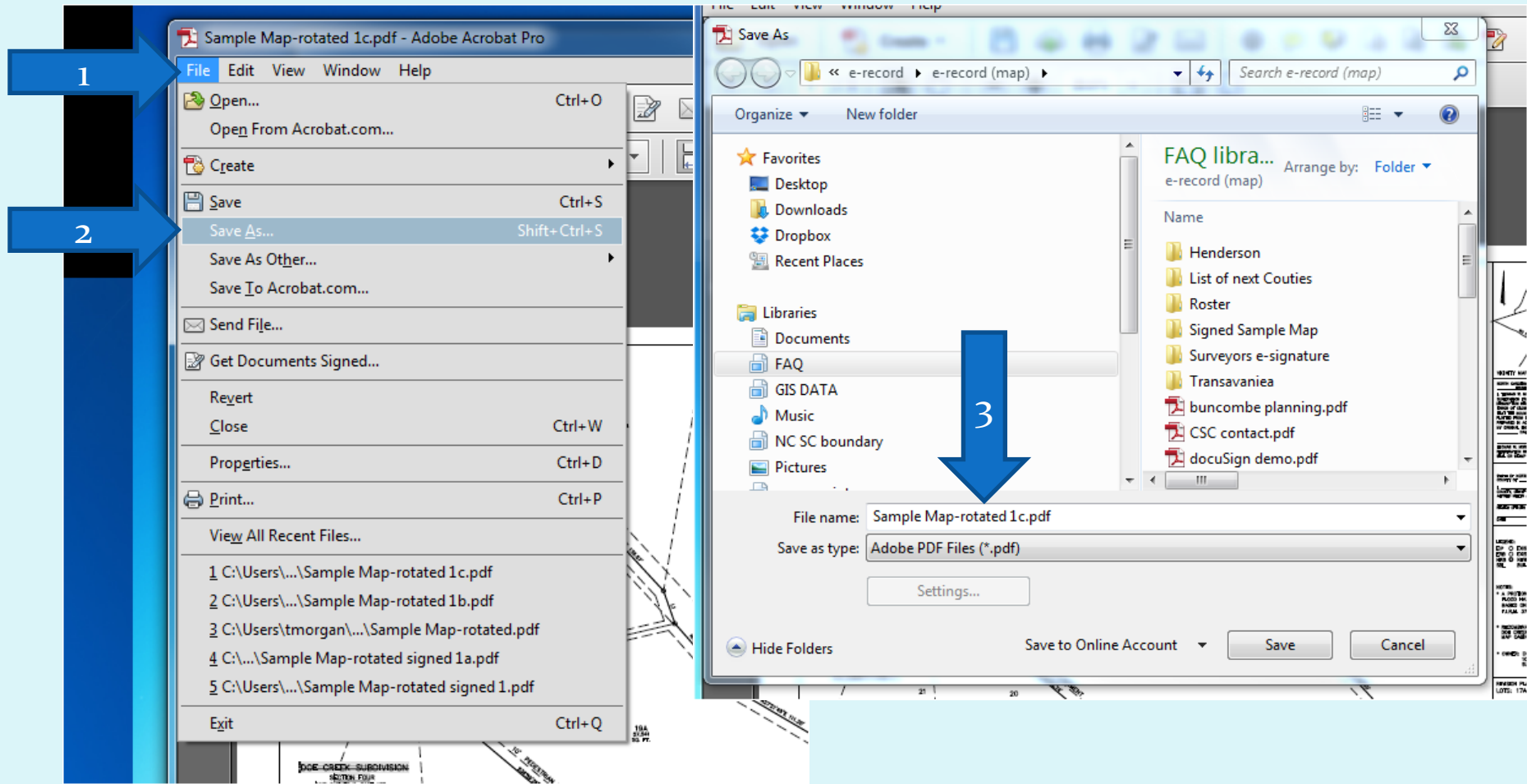
JOHN STANTON  
BROWN  
MAP BOOK 10, PAGE 48  
DEED BOOK 2086, PAGE 204  
TRACT 1

18A  
20,847  
SQ. FT.

1. Select The Rotate Icon,
2. Choose the direction of rotation
3. Select OK



# You must save the rotate PDF to a file.

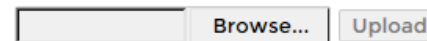
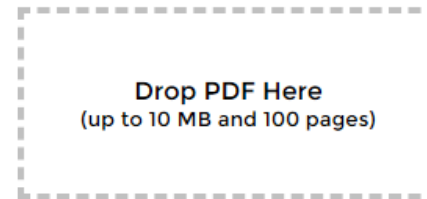


# If your Acrobat Reader does not have a rotate function:

- There is a free alternative: [www.PDFescape.com](http://www.PDFescape.com)



The Original  
**Free PDF Editor & Form Filler**  
Online



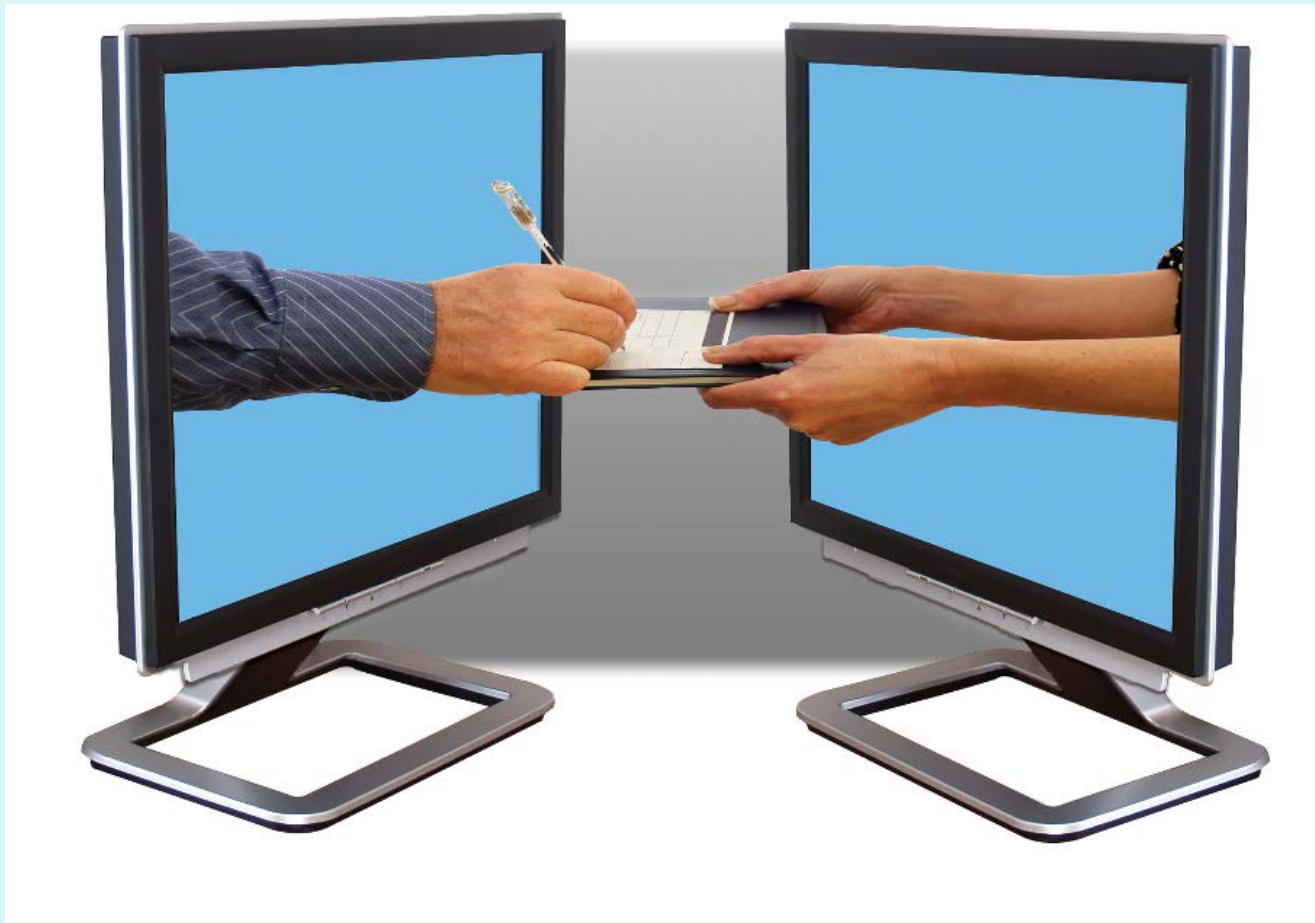
PDFescape Online is Always FREE... No Gotchas!

works with



Chrome | Firefox 3+ | IE 6+ | Opera 9.5+ | Safari 3+


# Lets look at the E-Signing process



# Now It's time to Log into our E-Signing Vender.

- There are many e-signing applications available and you may use any application that meets the requirements of the North Carolina Board of Examiners for Engineers and Surveyors for electronic signatures.
- For the purpose of this Demo, we have partnered with DocVerify.
  - <http://www.docverify.com/>
- Be sure to review North Carolina Board of Examiners for Engineers and Surveyors rule 21 NCAC 56 .1103 STANDARD CERTIFICATION REQUIREMENTS for signing and sealing a drawing in paper and electronically.

# www.docverify.com



The screenshot shows the homepage of docverify.com. The browser address bar displays 'www.docverify.com'. The navigation bar includes a 'Free Account' button, a 'Buy' button, the 'docverify' logo, and 'Contact Us' and 'Sign In' buttons. A secondary navigation bar lists 'BUY NOW', 'PRICING', 'PRODUCTS', 'SOLUTIONS', 'PLATFORM', 'SUPPORT', and 'OUR COMPANY'. The main content area features a large image of a man and a woman smiling, with the text 'E-SIGN DOCUMENTS IN SECONDS' and 'OVER 450 MILLION SECURELY SIGNED AS LOW AS \$1 PER MONTH'. At the bottom of the image are 'BUY NOW' and 'MORE ABOUT E-SIGNATURES' buttons.

www.docverify.com

marks Google Imported From IE North Carolina Gen... State Health Plan

Free Account Buy docverify Contact Us Sign In


BUY NOW PRICING PRODUCTS SOLUTIONS PLATFORM SUPPORT OUR COMPANY

**E-SIGN DOCUMENTS IN SECONDS**  
**OVER 450 MILLION SECURELY SIGNED**  
**AS LOW AS \$1 PER MONTH**

BUY NOW MORE ABOUT E-SIGNATURES



# Member Sign In

[Free Account](#) [Buy](#)  [Contact Us](#) [Sign In](#)

[BUY NOW](#) [PRICING](#) [PRODUCTS](#) [SOLUTIONS](#) [PLATFORM](#) [SUPPORT](#) [OUR COMPANY](#)

## Members Sign In

Sign in to DocVerify to access documents or send documents for e-Signatures.

**Username:**

**Password:**

[Sign In](#)

[Forgot Password](#), [Forgot Username](#), or [Verify Code?](#)

## Not a Member?

[Get a Free Account](#) [See Our Pricing Page](#)

# Contract Management

[Add New E-Sign Document](#)

[Get Help](#)

Credits Used Last Month

Credits Used in March

Created in March

Completed in March

0

0

0

0

## Dashboard

[Export Signed to Excel](#)

[Out to be Signed](#)

**[Waiting to be Signed](#)**

[Signed or Notarized](#)

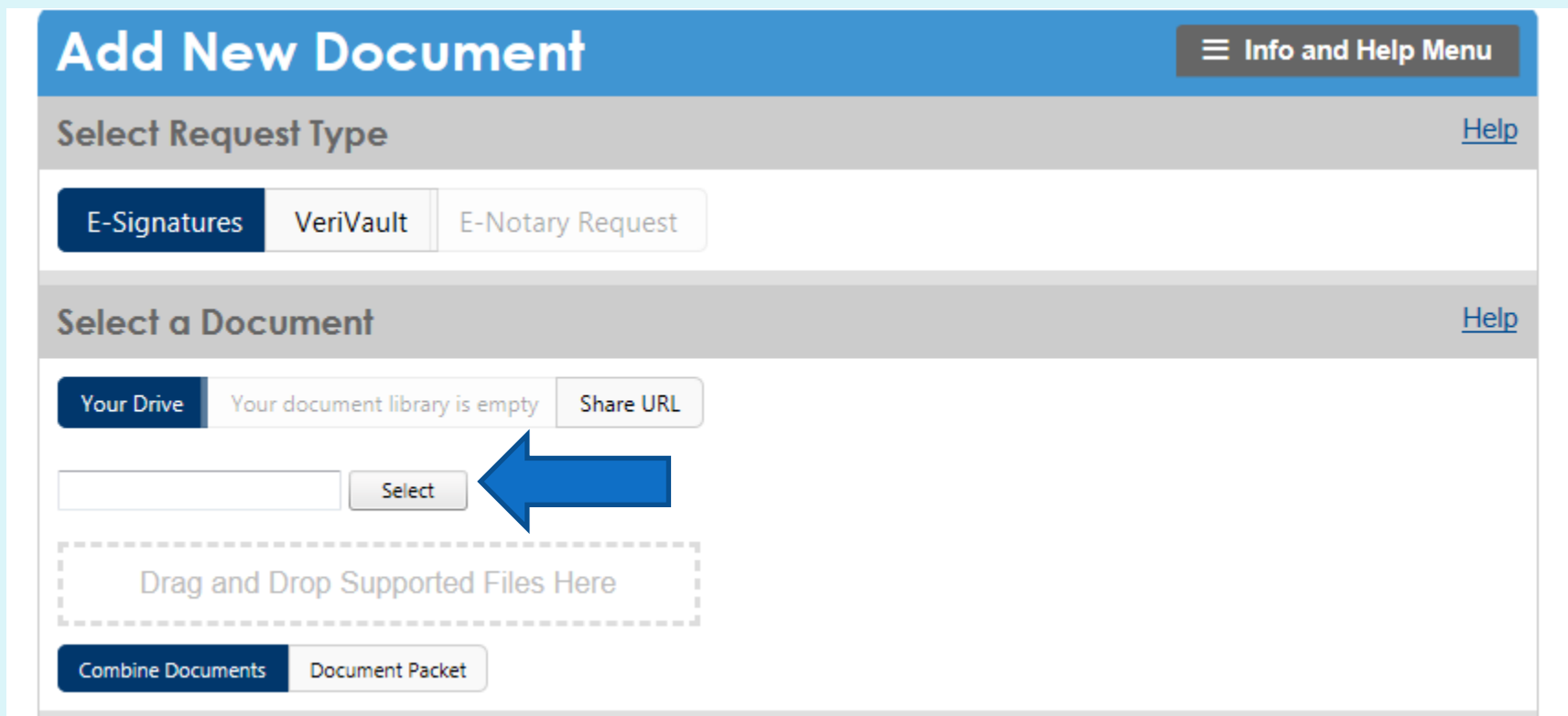
[Refresh Tab](#)

**You have no documents waiting to be Signed**

E-signature documents automatically expire 45 days if not complete  
\*Electronic Notary is not available in all states. Please check with your state.

[Show/Hide Legend](#)

# Navigate to the PDF of your plat



**Add New Document** ☰ Info and Help Menu

Select Request Type [Help](#)

E-Signatures VeriVault E-Notary Request

Select a Document [Help](#)

Your Drive Your document library is empty Share URL

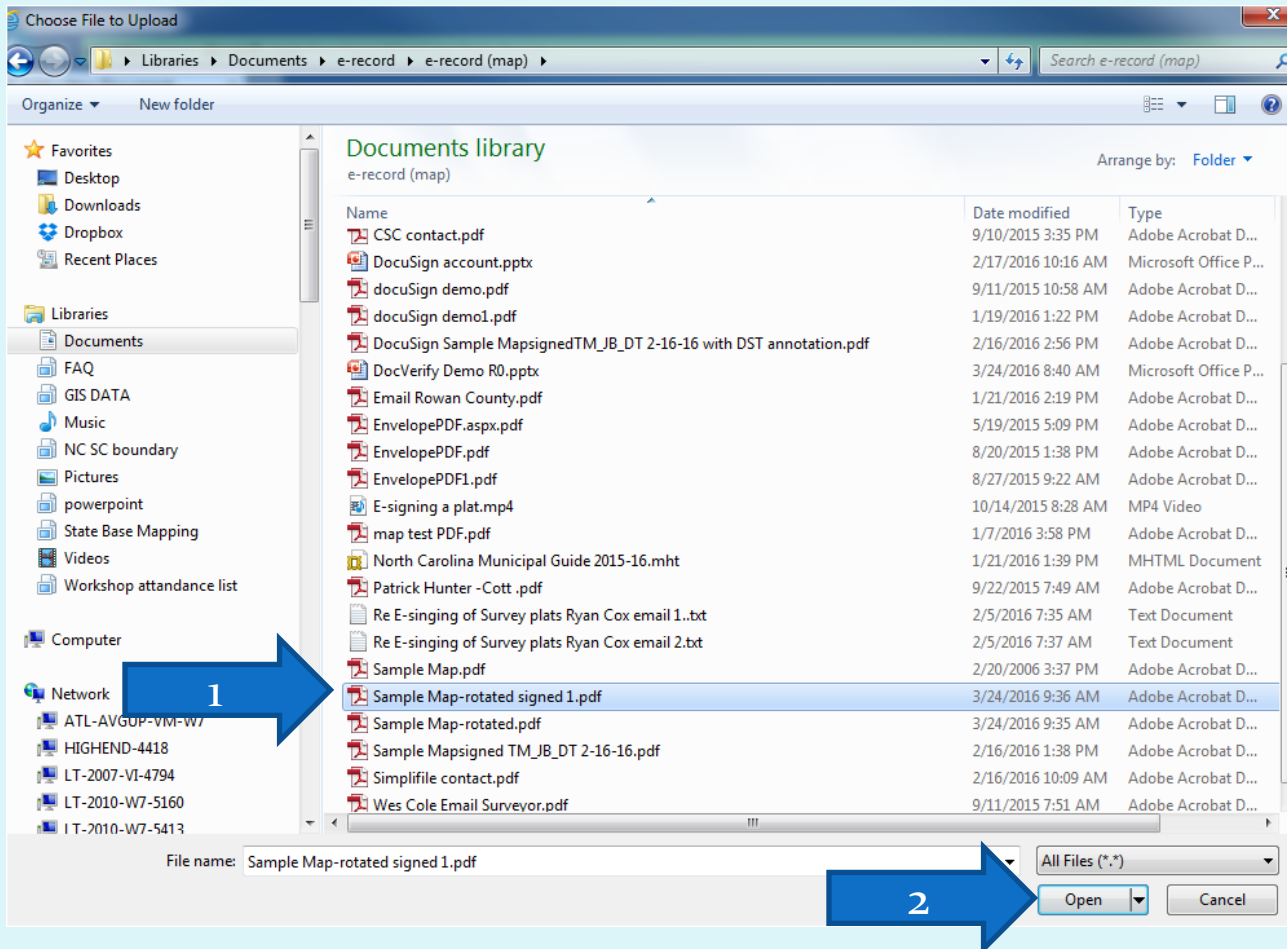
Select

Drag and Drop Supported Files Here


Combine Documents Document Packet

A blue arrow points to the 'Select' button.

# Select Your map.



# It time to add all the signers to the list.



**E-Signature Recipients** [Help](#)

\*Please enter or select up to 20 signers excluding yourself

**Add Signer**

**Signers List**  
Your signers or recipient list is empty.

*Instructions: To add a new signer's email address, simply click on the text box above, enter a new signer by typing in their email address above or select a new email address, and then click "Add Signer".*

Total Signers: 0

**CC'd Only:** - please select email from above, and then click CC. Max 3.

**Your Signature:**  
**I do NOT want to sign** I want to sign **LAST** I want to sign **FIRST**

**E-Signature Options** [Help](#)

**Hide Options** Extended Options Security and Authenticity Options

# Oops, This is not where I add my name.

E-Signature Recipients [Help](#)

\*Please enter or select up to 20 signers excluding yourself

**Signers List**  
Your signers or recipient list is empty.

*Instructions: To add a new signer, click the "Add Signer" button above, enter a name and email address in the text box above, enter a name and email address in the text box above or select a new email address from the list above.*

Total Signers: 0

CC'd Only: - please select email addresses

**Your Signature:**

**Owner Email**

You cannot add your own email here.

If you want to sign this document, click "**I Sign Last**" or "**I Sign First**" below.

# You have to choose to sign First or Last. A Surveyor needs to sign "First".

**E-Signature Recipients** [Help](#)

\*Please enter or select up to 20 signers excluding yourself

**Signers List**  
Your signers or recipient list is empty.


*Instructions: To add a new signer's email address, simply click on the text box above, enter a new signer by typing in their email address above or select a new email address, and then click "Add Signer".*

Total Signers: 0

**CC'd Only:** - please select email from above, and then click CC. Max 3.

**Your Signature:**

**E-Signature Options** [Help](#)



# Now I can create the additional Signers List



## E-Signature Recipients [Help](#)

\*Please enter or select up to 20 signers excluding yourself

**Signers List**  
Your signers or recipient list is empty.

*Instructions: To add a new signer's email address, simply click on the text box above, enter a new signer by typing in their email address above or select a new email address, and then click "Add Signer".*

Total Signers: 0

**CC'd Only:** - please select email from above, and then click CC. Max 3.

**Your Signature:**

## E-Signature Options [Help](#)



# I have added 3 to the signing list.

**\*Please enter or select up to 20 signers excluding yourself**

**Add Signer**

|  |        |         |   |
|--|--------|---------|---|
| Signer 1: <a href="mailto:dstuttle@ncbels.org">dstuttle@ncbels.org</a>     | Signer | CC Only | ▲ |
| Signer 2: <a href="mailto:ostallworth@sosnc.gov">ostallworth@sosnc.gov</a> | Signer | CC Only | ▼ |
| Signer 3: <a href="mailto:tmorgan@sosnc.gov">tmorgan@sosnc.gov</a>         | Signer | CC Only |   |

Total Signers: **3** **Remove Selected Signer**

**CC'd Only:** - please select email from above, and then click CC. Max 3.

# However I can rearrange the order of signers and can change the status from signer receive a carbon copy (CC only)

Drag and Drop to change the order

Extended Options

The screenshot shows the 'E-Signature Recipients' interface. At the top, there is a header 'E-Signature Recipients' with a 'Help' link. Below it, a note says '\*Please enter or select up to 20 signers excluding yourself'. There is an input field 'Enter or select signer email address here' and an 'Add Signer' button. A list of signers is shown: Signer 1: tmorgan@atmc.net, Signer 2: ostallworth@sosnc.gov, and Signer 3: dstuttle@ncbels.org. Each signer has a dropdown menu and a 'CC Only' button. A 'Total Signers: 4 (including you)' summary and a 'Remove Selected Signer' button are also present. Below the list, there is a section for 'CC'd Only' with instructions and a text input field. The 'Your Signature:' section has three buttons: 'I do not want to sign', 'I want to sign LAST', and 'I want to sign FIRST'. The 'E-Signature Options' section has tabs for 'Hide Options', 'Extended Options', and 'Security and Authenticity Options'. The 'Optional Items' section has a 'Hide' button and a 'Show Name, Description, or Client ID' button. At the bottom, there is an 'E-Signature Options:' label and a prominent green 'Submit' button.

1

2

3

Pick submit at the bottom of the page

# Under E-Signature options change Signer Must click on every Signature Location to "YES"



**E-Signature Options** [Help](#)

Hide Options **Extended Options** Security and Authenticity Options

### Custom Signature Placement

By choosing this option, you will be able to custom place signature elements in specific locations on the pages. Elements include signatures, initials, company, title, name, email, and form fields.

### Extended Options

|   |   |
|---|---|
| Add signature placement elements?<br><small>File must be a PDF for this option. This option appears after upload.</small> | <input checked="" type="checkbox"/> YES |
| Would you also like to include a message or subject?  | <input type="checkbox"/> NO             |
| Send emails using <a href="#">NeoCertified</a> secure mail service?   | <input type="checkbox"/> NO             |
| Do not allow signers to decline?  | <input type="checkbox"/> NO             |
| Would you like to be notified every time it is viewed?  | <input type="checkbox"/> NO             |
| Signers must click on every signature location  | <input checked="" type="checkbox"/> YES |
| Would you also like to add an expire date?  | <input type="checkbox"/> NO             |
| Would you like to add a link or URL?  | <input type="checkbox"/> NO             |
| Allow signers to add additional signature elements?   | <input type="checkbox"/> NO             |



After reading the popup menu, select close.

Contract Mgmt

File Edit View Favorites Tools Help

North Carolina Gazetteer ... Dictionary.com - Free On... 12 Google Calendar Google N C General Statutes NC Secretary of State Land Records SOS

My Account docuVerify Online Help Sign Out

ADD NEW CONTRACT MGMT DOCUMENT MGMT CONTACTS VERICHECK NOTARY PORTAL

### Signature Placement [Quick Help](#)

Document Name: Sample Map-rotated 1c.pdf [Instructions](#)

Send For Sign Save Only

Action Menu

field to edit its properties.

Title Clear Fields

ment Help

#### Signature Placement System

Adding elements to the page is easy. To do so, simply follow these steps.

1. Select a Signer
2. Drag and drop elements required for that signer

Close

DOE CREEK SUBDIVISION  
SECTION FOUR  
[MAP CABINET X, PAGE 137]

JOHN STANTO  
BROWN  
MAP BOOK 10, PAGE  
DEED BOOK 2066, PAGE  
TRACT 1

30' DRAINAGE EASEMENT

3.70'

N17°00'37"E 115.97'

13

# (YOU) Tmorgan@sosnc.gov

Send For Sign Save Only

(YOU) tmorgan@sosnc.gov Action Menu

Drag and drop elements below onto the document. Right-click on a field to edit its properties.

1 Signature Initials Name Company Title Clear Fields

2 Date Email Form Field Checkbox Element Help

VICINITY MAP (NOT TO SCALE)

NORTH CAROLINA  
BRUNSWICK COUNTY

I, THOMAS W. MORGAN, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION, DESCRIPTION RECORDED IN SEE PLAT THAT THE ERROR OF CLOSURE AS CALCULATED BY COMPUTER IS 1/ NA THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES, PLOTTED FROM INFORMATION REFERENCED, THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. WITNESS

Signature: tmorgan@sosnc.gov (s1) Date

THOMAS W. MORGAN, P.L.S.  
REGISTRATION NUMBER 1-2518

# Chose from Drop Down Menu the next name

(YOU) tmorgan@sosnc.gov  
S2: tmorgan@atmc.net (Signer)  
S3: ostallworth@sosnc.gov (Signer)  
S4: dstuttle@ncbels.org (Signer)

Drag and drop elements below onto the document

Signature Initials Name  
Date Email Form Field

20

88.74' ELEMENT 10'

# ostallworth@sosnc.gov

S3: ostallworth@sosnc.gov (Signer) Action Menu

Drag and drop elements below onto the document. Right-click on a field to edit its properties.

1

Signature

Initials

Name

Company

Title

Clear Fields

2

Date

Email

Form Field

Checkbox

Element Help

| LINE TABLE |             |          |
|------------|-------------|----------|
| LINE       | BEARING     | DISTANCE |
| L1         | N67°46'06"E | 33.91'   |
| L2         | N83°27'36"W | 21.07'   |
| L3         | S14°12'57"W | 30.00'   |
| L4         | S14°12'57"W | 10.00'   |

| CURVE TABLE |         |        |           |             |        |
|-------------|---------|--------|-----------|-------------|--------|
| LENGTH      | TANGENT | RADIUS | DELTA     | BEARING     | CHORD  |
| 46.70'      | 25.21'  | 50.00' | 53°31'10" | N79°45'59"W | 45.03' |
| 42.64'      | 22.71'  | 50.00' | 48°51'50" | S49°02'31"W | 41.36' |
| 9.07'       | 4.55'   | 50.00' | 10°23'38" | S19°24'47"W | 9.06'  |

THOMAS W. MORGAN, P.L.S.  
REGISTRATION NUMBER L-2518  
SEAL OR STAMP

REVIEW OFFICER'S CERTIFICATE

STATE OF NORTH CAROLINA (S3) Form Field

(S3) Name (S3) Form Field

Signature: (S3) ostallworth@sosnc.gov THIS CERTIFICATION IS FOR RECORDING.

REVIEW OFFICER (S3) Date

DATE

LEGEND:

# tmorgan@atmc.net

S2: tmorgan@atmc.net (Signer) Action Menu

Drag and drop elements below onto the document. Right-click on a field to edit its properties.

1 Signature Initials Name Company Title Clear Fields

2 Date Email Form Field Checkbox Element Help

20

DOE CREEK LLC  
DEED BOOK 1271, PAGE 0192

ANTON  
MN  
PAGE 48  
PAGE 204

NOTES:  
\* LOT NUMBERS ARE UNCHANGE  
\* TOTAL AREA OF  
\* TOTAL NUMBER  
\* CURRENT ZONING  
ACCORDING TO  
MINIMUM YARD  
FRONT YARD=  
\* ALL LOTS ARE  
\* ALL LOTS ARE  
\* ALL STREETS AF

I, THOMAS W. MORGAN, P.L.S. NO. L-2518, CERTIFY THAT THIS PLAT IS OF A SURVEY OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT-ORDERED SURVEY OR OTHER EXCEPTION OF THE RECOMBINATION OF SUBDIVISION.

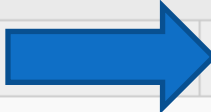
1 Signature:  
S2: tmorgan@atmc.net (Sign) (S2) Date 2



# When you are finished placing signature data pick “Send For Sign”

## Signature Placement Quick Help

Document Name: Sample Map-rotated 1c.pdf Instructions

 **Send For Sign** **Save Only**

S4: dstuttle@ncbels.org (Signer) Action Menu

Drag and drop elements below onto the document. Right-click on a field to edit its properties.

**Signature** **Initials** **Name** **Company** **Title** **Clear Fields**

**Date** **Email** **Form Field**  **Checkbox** [Element Help](#)

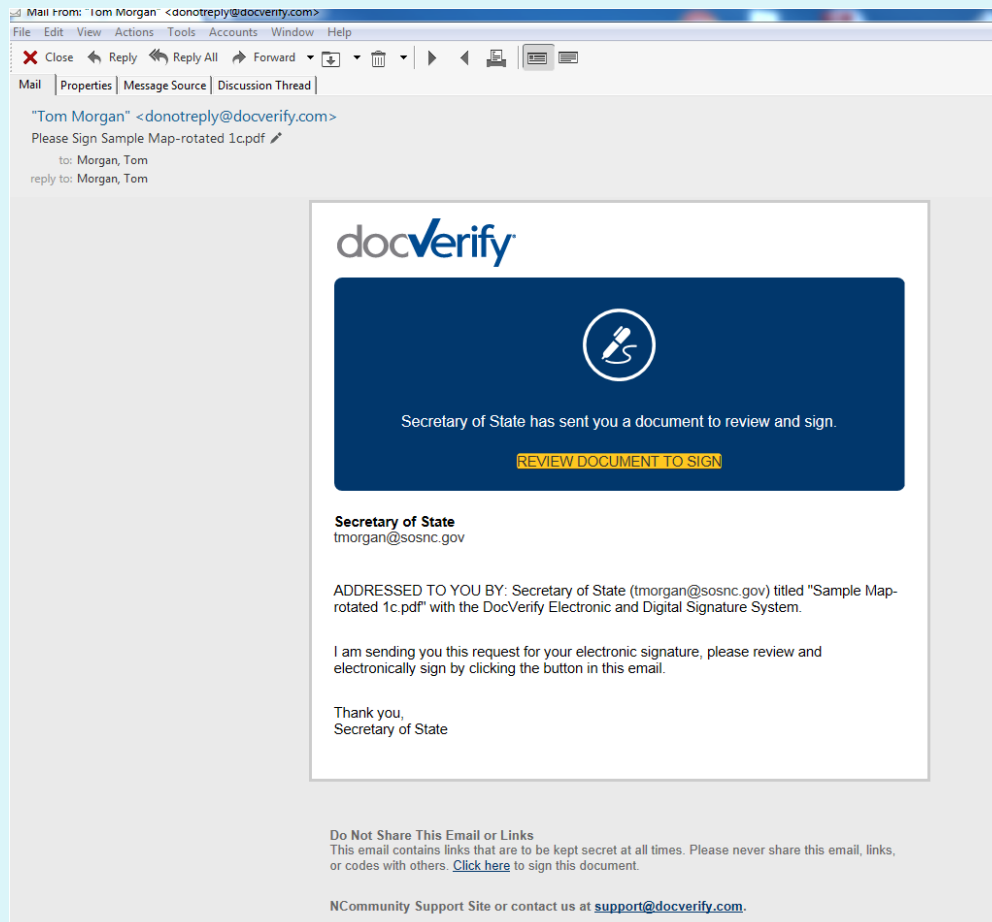
| CURVE | LENGTH | TANGENT | RADIUS | DELTA     | BEARING     | CHORD  |
|-------|--------|---------|--------|-----------|-------------|--------|
| C1    | 46.70' | 25.21'  | 50.00' | 53°31'10" | N79°45'59"W | 45.03' |
| C2    | 42.64' | 22.71'  | 50.00' | 48°51'50" | S49°02'31"W | 41.36' |
| C3    | 9.07'  | 4.55'   | 50.00' | 10°23'38" | S19°24'47"W | 9.06'  |

L3 S14°12'57" W 30.00'  
L4 S14°12'57" W 10.00'

S3: oostallworth@so...  
REVIEW OFFICER  
(S3) **Date**  
DATE

LEGEND:  
EIP ○ EXISTING IRON PI  
ERB ○ EXISTING REBAR  
NRB ○ NEW REBAR (SET

# You will receive an email.



# What the E-Signer has to do.



You must agree if you are going to sign, the select I agree to continue

Notice the pop up menu at the bottom of the page. If you allow DocVerify to track your location (IP address, etc), that location will be imbedded in the documents metadata

My Account docverify Online Help Sign Out

ADD NEW ▾ CONTRACT MGMT ▾ DOCUMENT MGMT ▾ CONTACTS ▾ VERICHECK NOTARY PORTAL ▾

Please Review and Sign The Documents  
Requested by: Thomas W Morgan

Please read the [Electronic Signature and Records Disclosure](#).

I agree to use electronic signatures and records. 'I Agree' Continue More Actions

Message from Thomas W Morgan:

I am sending you this request for your electronic signature, please review and electronically sign by clicking the button above.

By entering your signature, initials, and clicking to sign, you are agreeing and accepting the [Terms of Use](#), and you also consent to electronic signatures in this request.

You will not be able to download this document again after you Sign it. It will be viewable to you again once all parties have Signed the document. If applicable, your voice recording with VeriVoice will also be recorded and attached to the document.

docverify.com wants to track your physical location. Allow once Options for this site ▾ ×

# Notice: There two sets of Scroll Bars, you will have to use both sets.

The screenshot displays the docuVerify web application interface. At the top, there is a dark blue navigation bar with 'My Account', 'docuVerify', 'Online Help', and 'Sign Out' buttons. Below this is a light blue menu bar with dropdowns for 'ADD NEW', 'CONTRACT MGMT', 'DOCUMENT MGMT', 'CONTACTS', 'VERICHECK', and 'NOTARY PORTAL'. The main content area is titled 'Sign' and shows a document titled 'Sample Map-rotated 1c.pdf'. A document icon on the left has a '1' on it. The map itself shows a subdivision with lots 13, 14, 17A, and 18A. Lot 17A is 14,147 SQ. FT. and Lot 18A is 20,847 SQ. FT. The map includes various easements: a 30' DRAINAGE EASEMENT, a 10' UTILITY & PEDESTRIAN EASEMENT, and a 30' DRAINAGE EASEMENT. A 'Required - START HERE' box indicates '1 Signatures' are needed. A yellow 'Sign' button is visible on the map. Two blue arrows point to the scroll bars: arrow '1' points to the vertical scroll bar on the right side of the document viewer, and arrow '2' points to the horizontal scroll bar at the bottom of the map area.

# Use the outer Scroll Bars to get to the signature area and fill it out.

The screenshot displays a digital document signing interface. At the top, a map of a property is visible, labeled "DOE CREEK SUBDIVISION SECTION FOUR" and "MAP CABINET X, PAGE 137". Below the map is a "Signature Pad" section with a "Show Signature Pad" button. The main area is titled "Sign Below" and contains two input fields: "\*Signature" and "\*Initials:". The signature field contains "Thomas W. Morgan" and the initials field contains "TWM". A red instruction reads: "Please make sure to use your FULL NAME. Ex: John Smith. Letters only. No numbers or special characters allowed." Below the input fields are two buttons: "Sign This Document" (highlighted in green) and "Cancel". Two blue arrows point to the signature field (labeled '1') and the "Sign This Document" button (labeled '2').

You confirm your signing by clicking Sign This Document and you are done

# Use the inner Scroll Bars to review the document and to navigate to your signing area

If there are “form fields” in the document you should populate them before signing.

Click to sign.

The screenshot shows a PDF document viewer interface. At the top, the file name "p-rotated 1c.pdf" is visible on the left, and an "Action Menu" button is on the right. The main content is a survey plat form. At the top of the form, there is a "VICINITY MAP" and "NOT TO SCALE" text. Below this, the text reads "NORTH CAROLINA BRUNSWICK COUNTY". The main body of the form contains a certification statement: "I, THOMAS W. MORGAN, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION, DESCRIPTION RECORDED IN SEE PLAT THAT THE ERROR OF CLOSURE AS CALCULATED BY COMPUTER IS 1/ NA THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES. PLOTTED FROM INFORMATION REFERENCED, THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE AND SEAL THIS DAY OF 03/30/2016 A.D., 20". Below the date, there is a signature field containing "Thomas W. Morgan" and a green checkmark icon. At the bottom of the form, there is a section for "REVIEW OFFICER'S CERTIFICATE". A blue arrow points to the signature field, and a green box highlights the "Start Over" button in the top right corner of the form area.

My Account

docverify

Online Help

Sign Out

ADD NEW ▾

CONTRACT MGMT ▾

DOCUMENT MGMT ▾

CONTACTS ▾

VERICHECK

NOTARY PORTAL ▾



**You have successfully Signed the document.**

You will be notified by email, and it will appear in your "Signed or Notarized" tab when every party involved has Signed the document.

## Contract Management

Add New E-Sign Document

Get Help

Credits Used Last Month



Credits Used in March



Created in March



Completed in March



### Dashboard

Export Signed to Excel

Out to be Signed

Waiting to be Signed

Signed or Notarized

[Refresh Tab](#)

**You have no documents waiting to be Signed**

E-signature documents automatically expire 45 days if not complete



# Results after signing

## Page one of the signed map



**Sample Map-rotated 1c.pdf**

DocVerify ID: 95C3F777-DEB9-4891-AB43-186FF10484EA  
Created: March 30, 2016 11:43:55 -7:00  
Pages: 1  
E-Sign: Yes

This document is a DocVerify VeriVaulted protected version of the document named above. It is also a DocVerify E-Sign document, which means this document was created for the purpose of Electronic Signatures. Tampered or altered documents can be easily verified and validated with the DocVerify veriCheck system.

Go to [www.docverify.com](http://www.docverify.com) at any time to verify or validate the authenticity and integrity of this or any other DocVerify VeriVaulted document.

**E-Signature Summary**

**E-Signature 1: Thomas W Morgan (TWM)**  
Mar 30, 2016 11:53:47 PST [44ABD76FC33] [199.90.74.9]  
tmorgan@sosnc.gov

**E-Signature 2: David Tuttle (DT)**  
Mar 30, 2016 12:33:17 PST [679DB4073A68] [24.199.209.146]  
dstuttle@ncobeis.org



DocVerify documents cannot be altered or tampered with in any way once they are protected by the DocVerify VeriVault System. Best viewed with Adobe Reader or Adobe Acrobat.  
All visible electronic signatures contained in this document are symbolic representations of the persons signature, and not intended to be an accurate depiction of the persons actual signature as defined by various Acts and/or Laws.

5/27/2016

DocVerify ID: 95C3F777-DEB9-4891-AB43-186FF10484EA

Generated Cover Page 186FF10484EA

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All visible electronic signatures contained in this document are symbolic representations of the persons signature and not intended to accurate depiction of the persons actual signature as defined by various acts and/or laws.

# Page 2 of the signed map

DocVerify ID: F961B396-5D2B-4CB3-8D87-F780BF60495A  
www.docverify.com

24.00 x 18.00 in

|                                  |                       |                   |
|----------------------------------|-----------------------|-------------------|
| TO THE DEPARTMENT OF SURVEYING   | SCALE: 1"=40'         | DATE: 4-30-09     |
| Thomas W Morgan (TWM) 03/31/2016 | TOWNSHIP: LOGAN       | FIELD BOOK: 0000  |
|                                  | COUNTY: BRUNSWICK     | FILE NUMBER: 0000 |
|                                  | STATE: NORTH CAROLINA | JOB NO.: 00001    |

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# Check for paper size in a TIF file

The screenshot shows the Microsoft Office Picture Manager interface. A blue arrow labeled '1' points to the File menu. A blue arrow labeled '2' points to the Properties option in the File menu. A blue arrow labeled '3' points to the Picture properties panel on the right. The Picture properties panel displays the following information:

- Type: TIF File
- Dimensions: 10800 x 7200 pixels
- Size: 336 KB
- Modified: 5/10/2016 9:21:17 AM
- Created: 5/10/2016 9:36:28 AM
- Location: C:\Users\tmorgan\Docum
- Keywords:
- Horizontal Resolution: 300 dpi
- Vertical Resolution: 300 dpi

The main window displays a technical drawing of a building plan. The status bar at the bottom shows 'First Recorded Plat in Hen...'. The bottom right corner of the Picture Manager window has a 'Camera properties' section with a 'More' link.

# The sheet size is 36 x 24

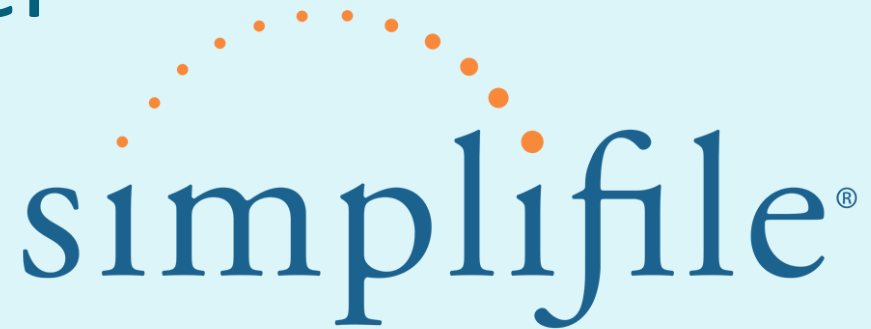
- $10800 \text{ pixels} \div 300 \text{ dpi} = 36 \text{ Inches}$
- $7200 \text{ pixels} \div 300 \text{ dpi} = 24 \text{ Inches}$

dpi = dots per inch

1 pixel = 1 dot

# Now we are ready to Send the Plat to the Register of Deeds through an E-Recording vendor

- For this demo we have partner with Simplifile. There are other E-Recording Vendors available. You will need to discuss the options available with the recording Register of Deeds.



E-RECORDING MADE SIMPLE

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