E-Signing Demo, (DocVerify Example)

Thomas W Morgan, (Presenter)
Land Records Manager for
North Carolina Secretary of State
The Honorable Elaine Marshall,
Secretary 919-814-5400

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 remover the note: "Final Drawing - For Review Purposes Only“ and apply his seal electronically.
- 6. The surveyor will upload the final plat into the E-Singing application and identify each signer along with where the signature and date is to go on the plat.

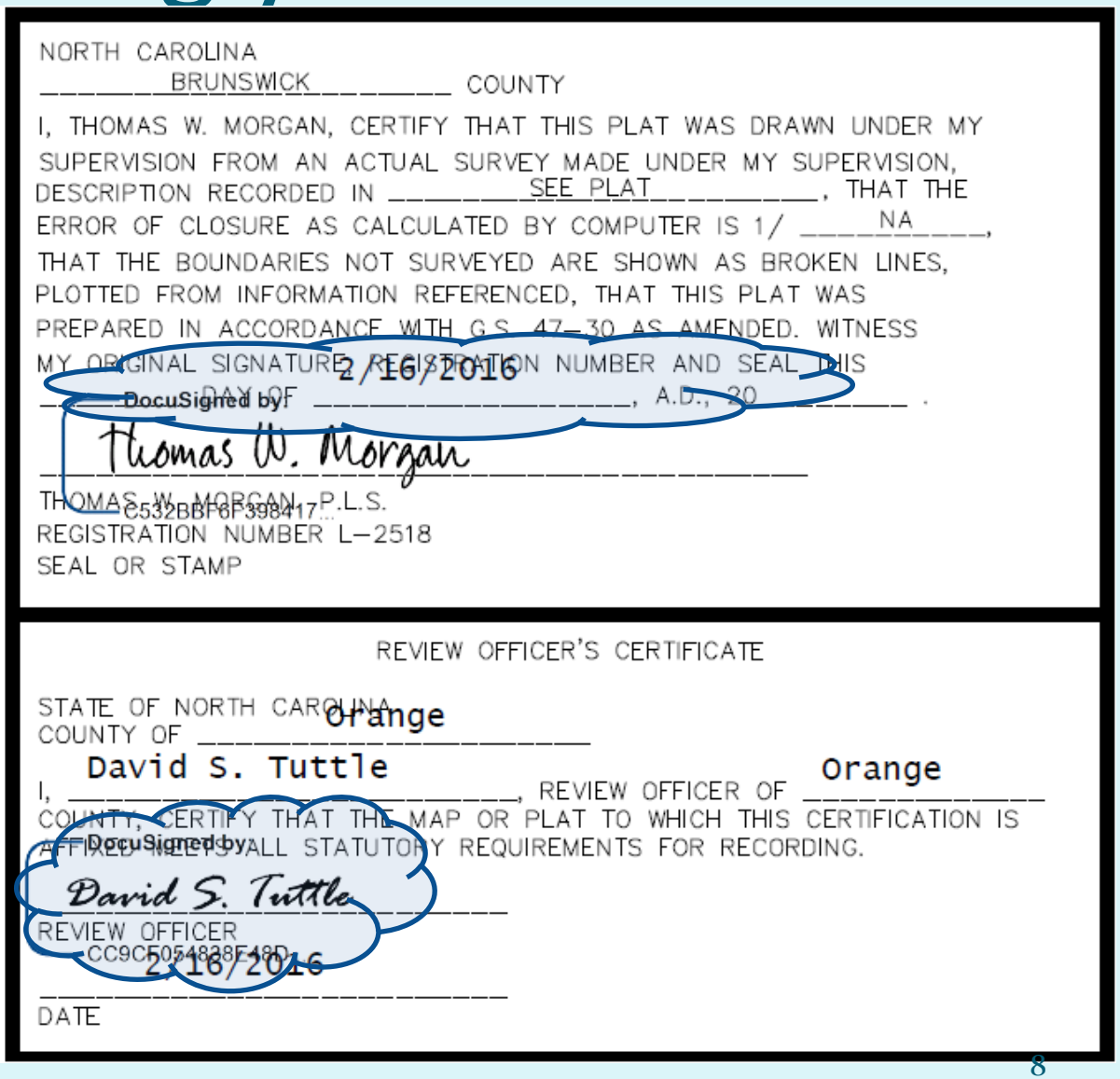
  (Note: No software will be installed on the signers computer and the will be no expense incurred by the signers. The fee will be paid by the Surveyor)
- 7. The surveyor will then commit the plat for signing.

(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 , A.D., 20 .

2/16/2016
DocuSigned by:
Thomas W. Morgan
C532BBF6F398417...

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

REVIEW OFFICER'S CERTIFICATE

STATE OF NORTH CAROLINA
COUNTY OF Orange

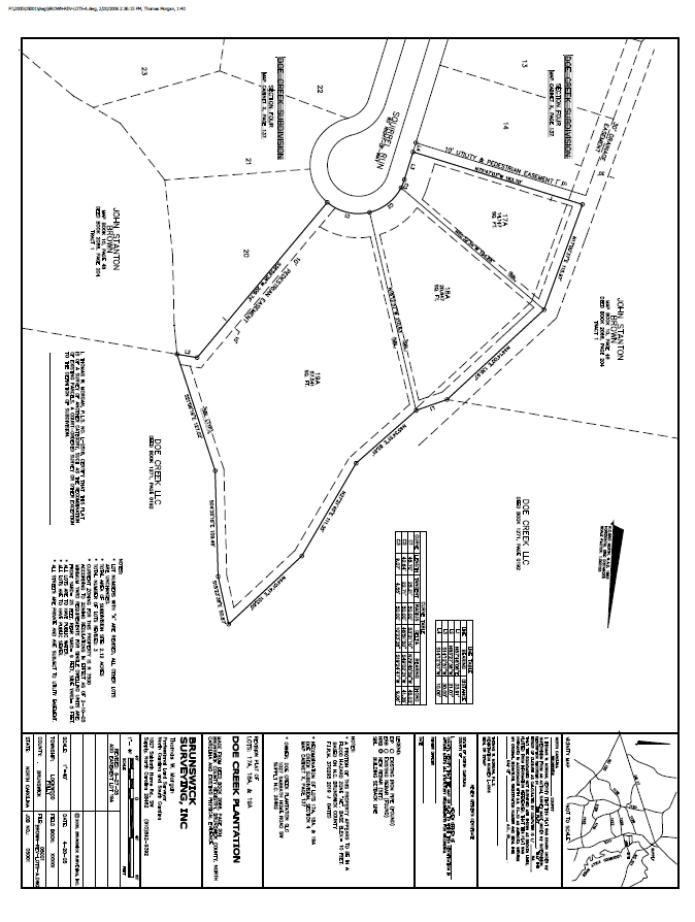
I, David S. Tuttle, REVIEW OFFICER OF Orange COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

DocuSigned by:
David S. Tuttle
CC9CF054828E48D...
REVIEW OFFICER

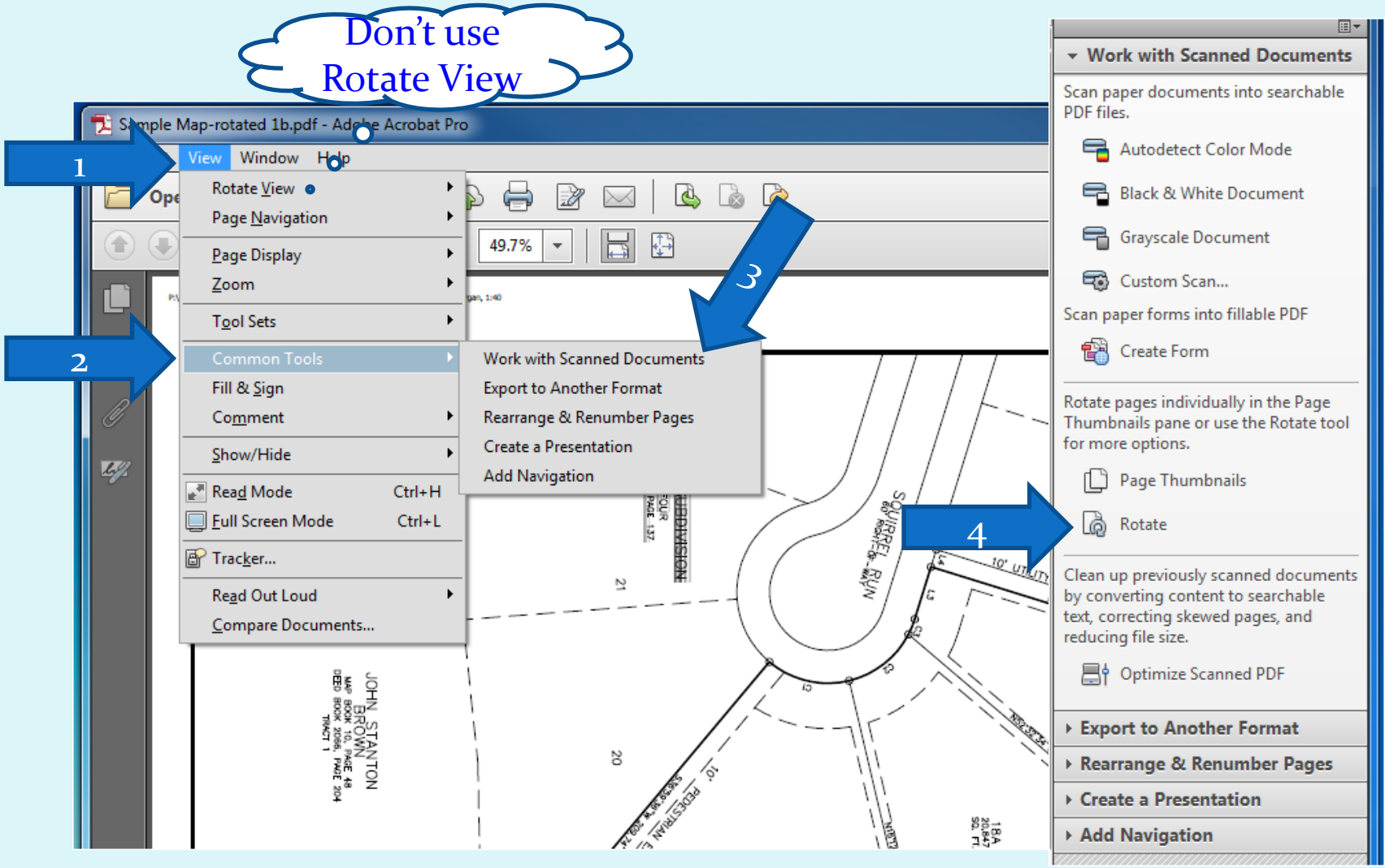
2/16/2016
DATE

First get your plat ready

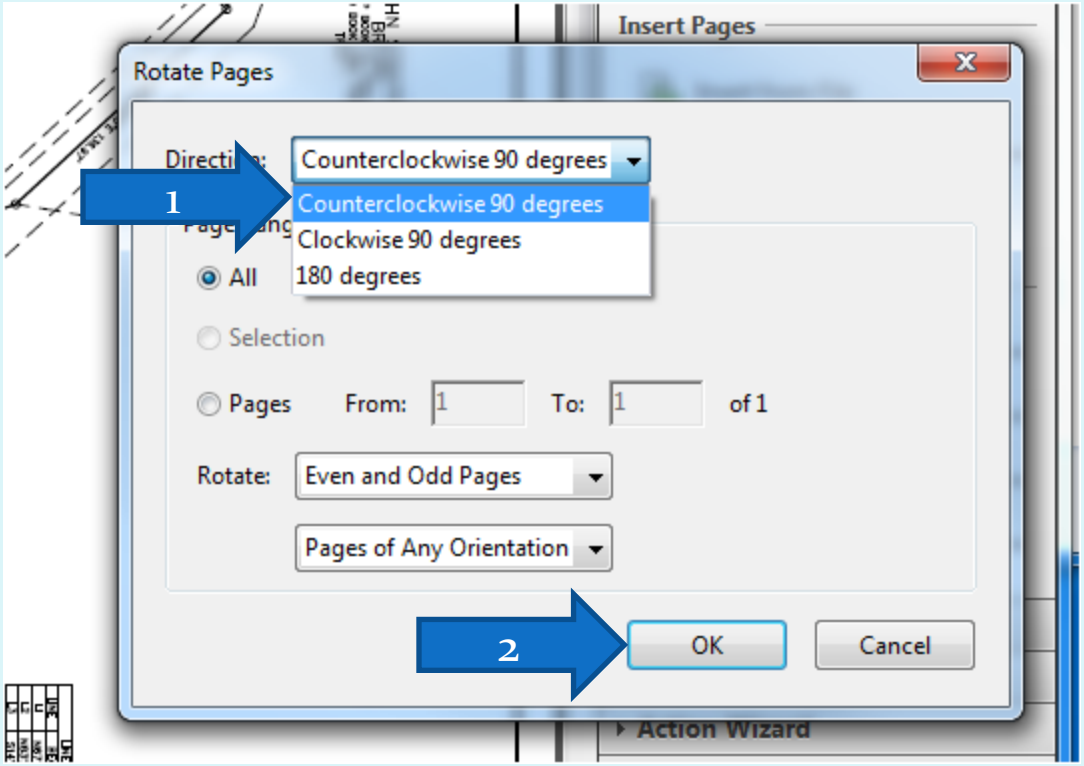
If the plat is not oriented properly it must be fixed before uploading. This system does not have a rotate function.



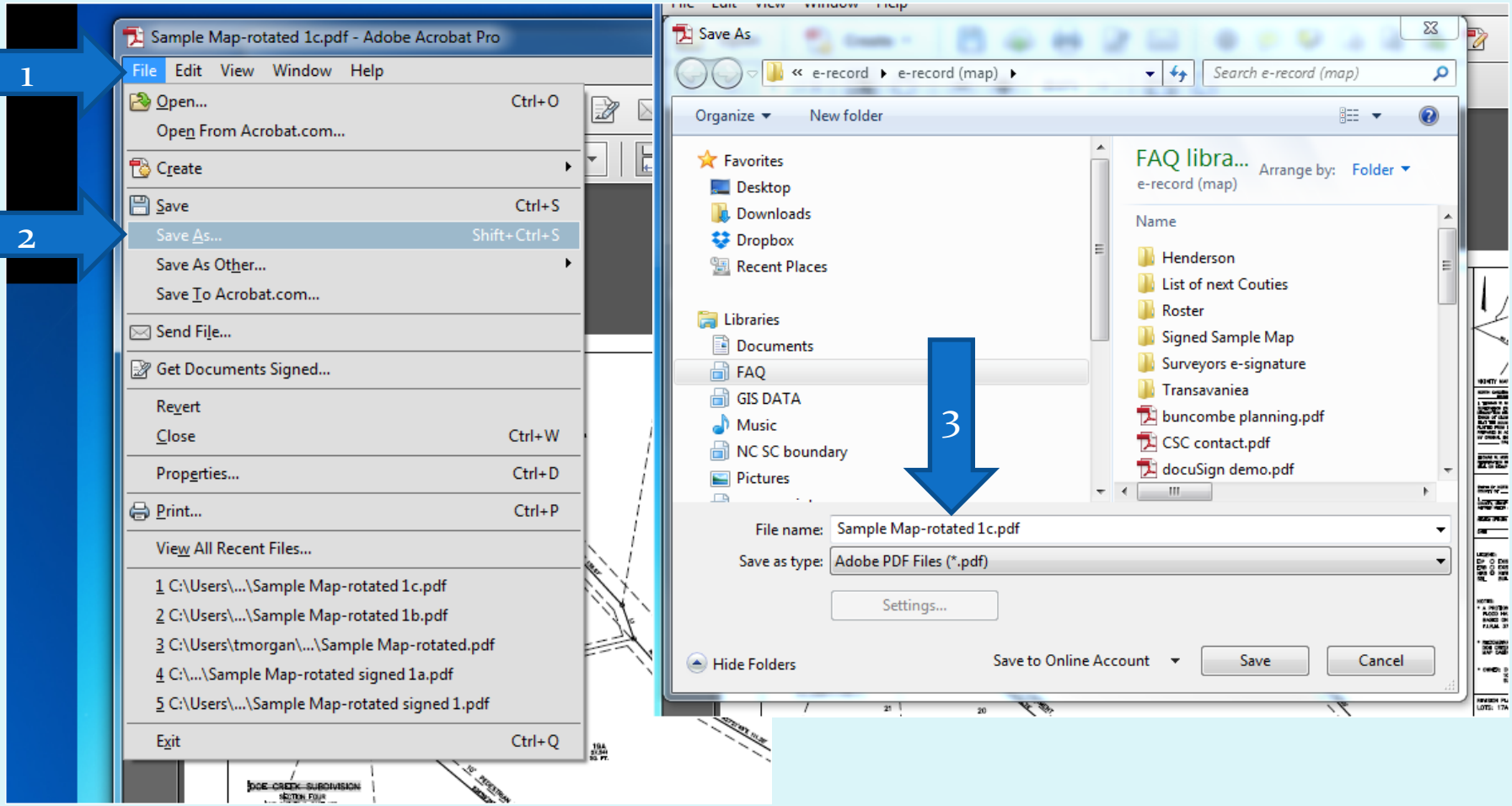
To rotate a PDF using Acrobat reader:



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



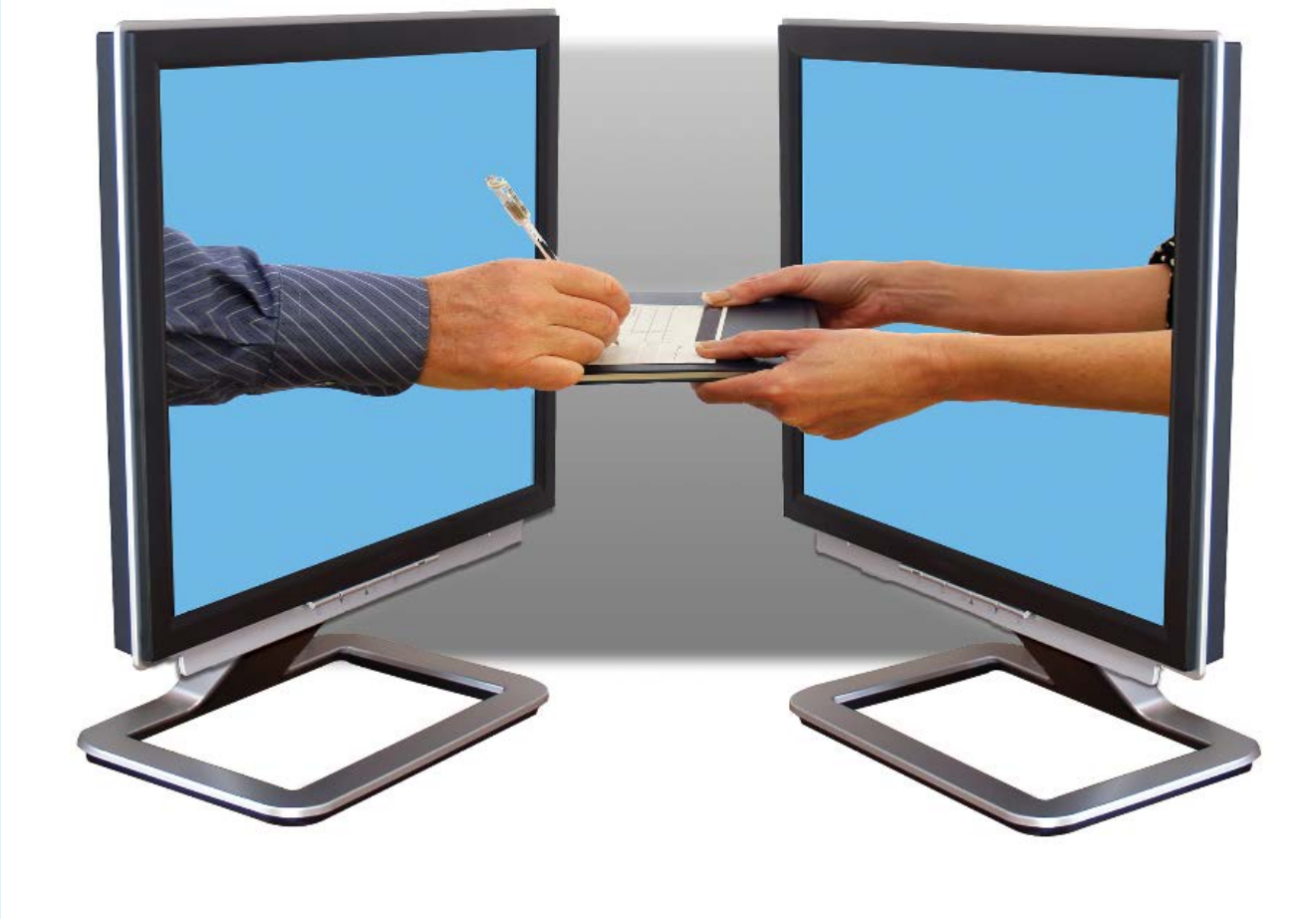
You must save the rotate PDF to a file.



If your Acrobat Reader does not have a rotate function:

- There is a free alternative: www.PDFescape.com

Lets look at the E-Signing process



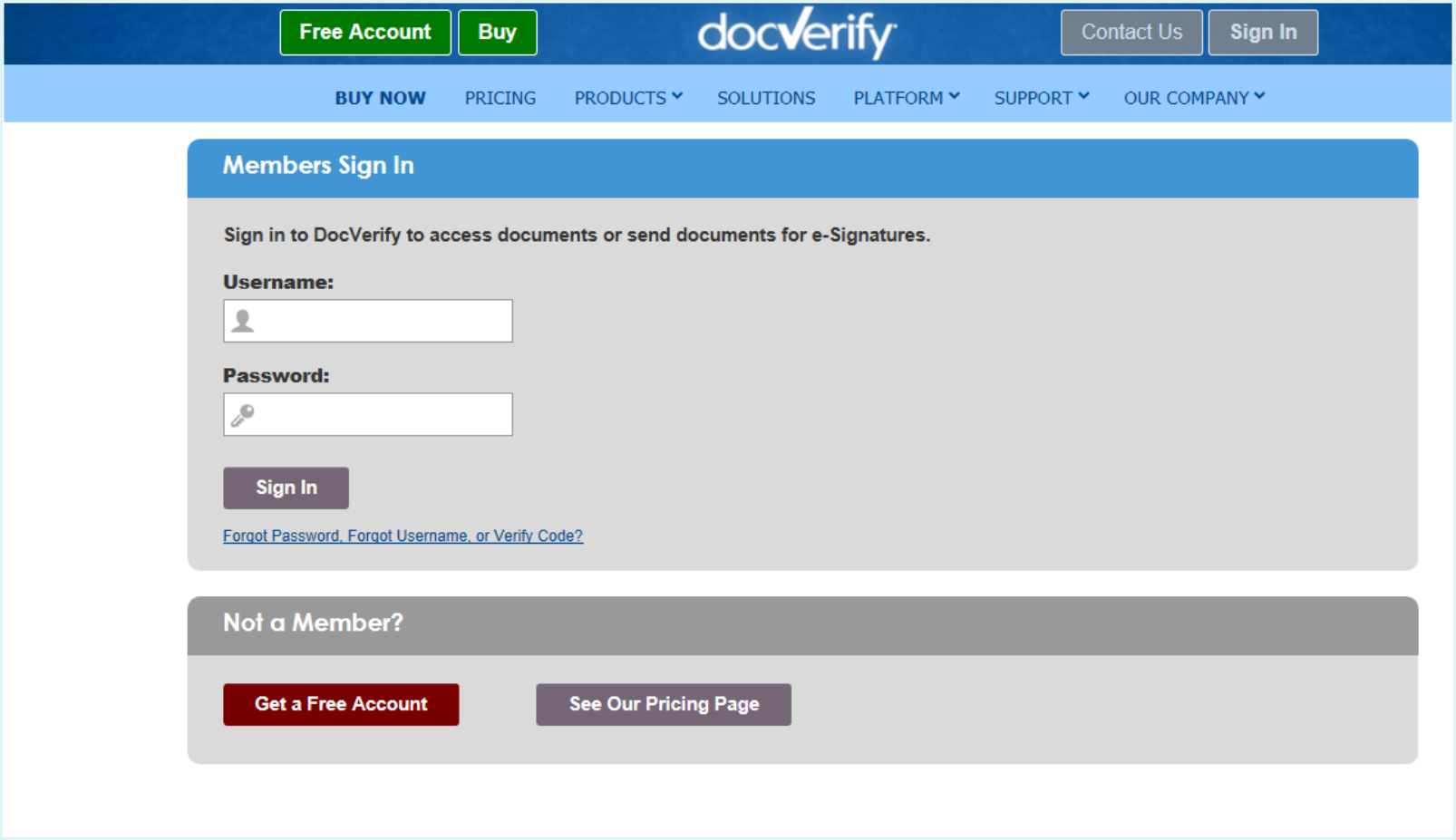
Now It's time to Log into our E-Signing Vender.

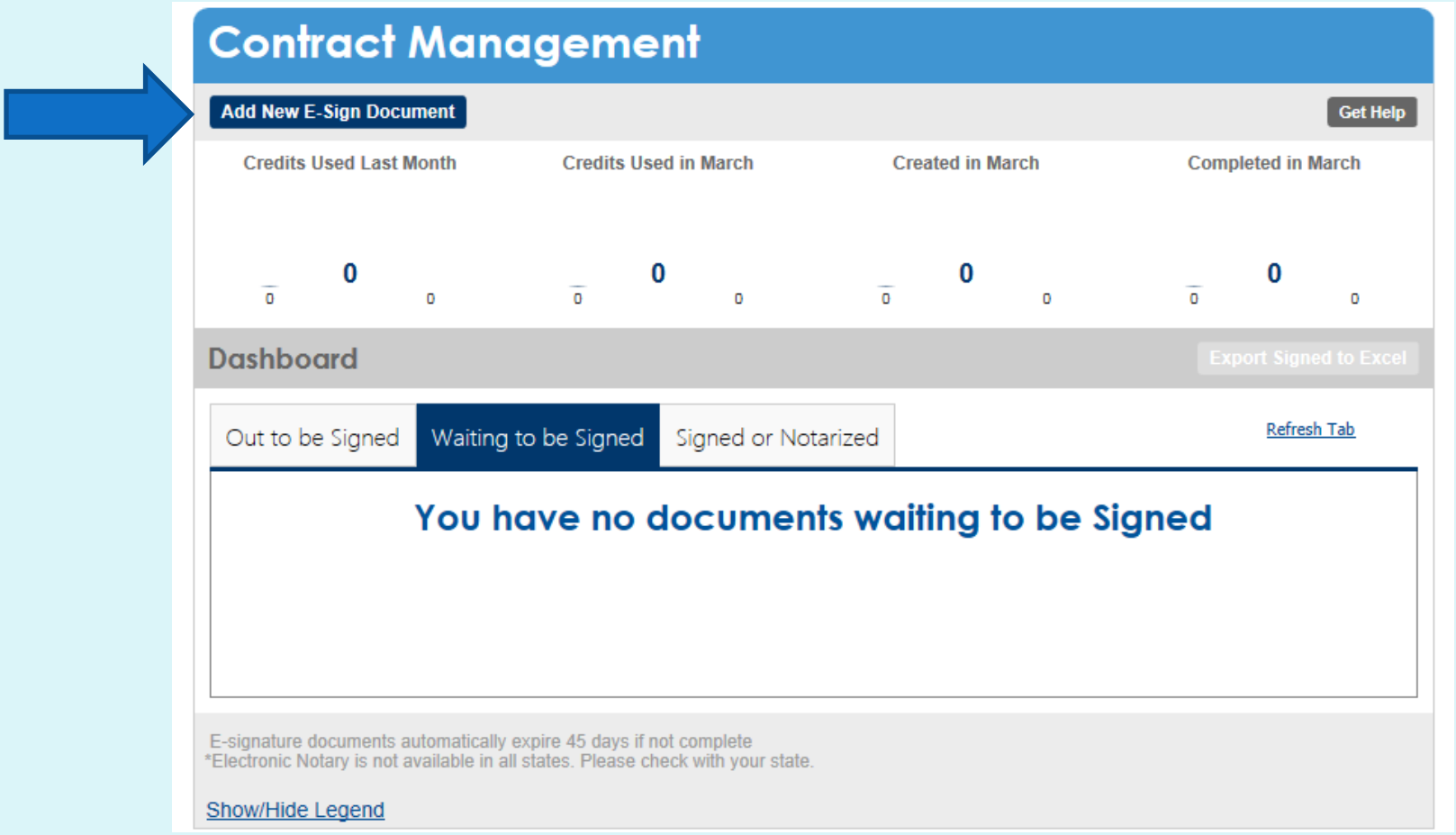
- There are many e-signing applications available and you may use any application that meets the requirements of the North Carolina Board of Examiners for Engineers and Surveyors for electronic signatures.
- For the purpose of this Demo, we have partnered with DocVerify.
  - http://www.docverify. com/

- 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.

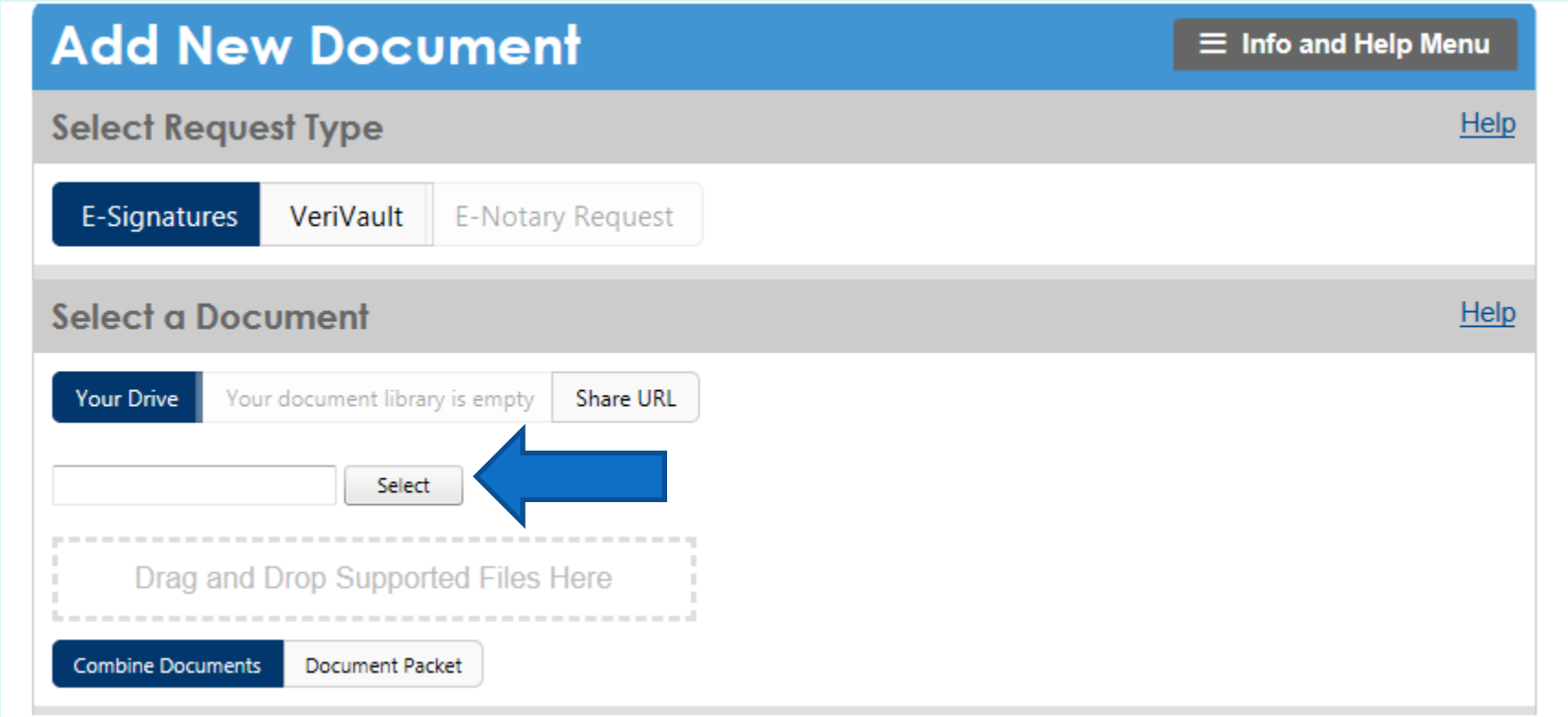
www.docverify.com

Member Sign In

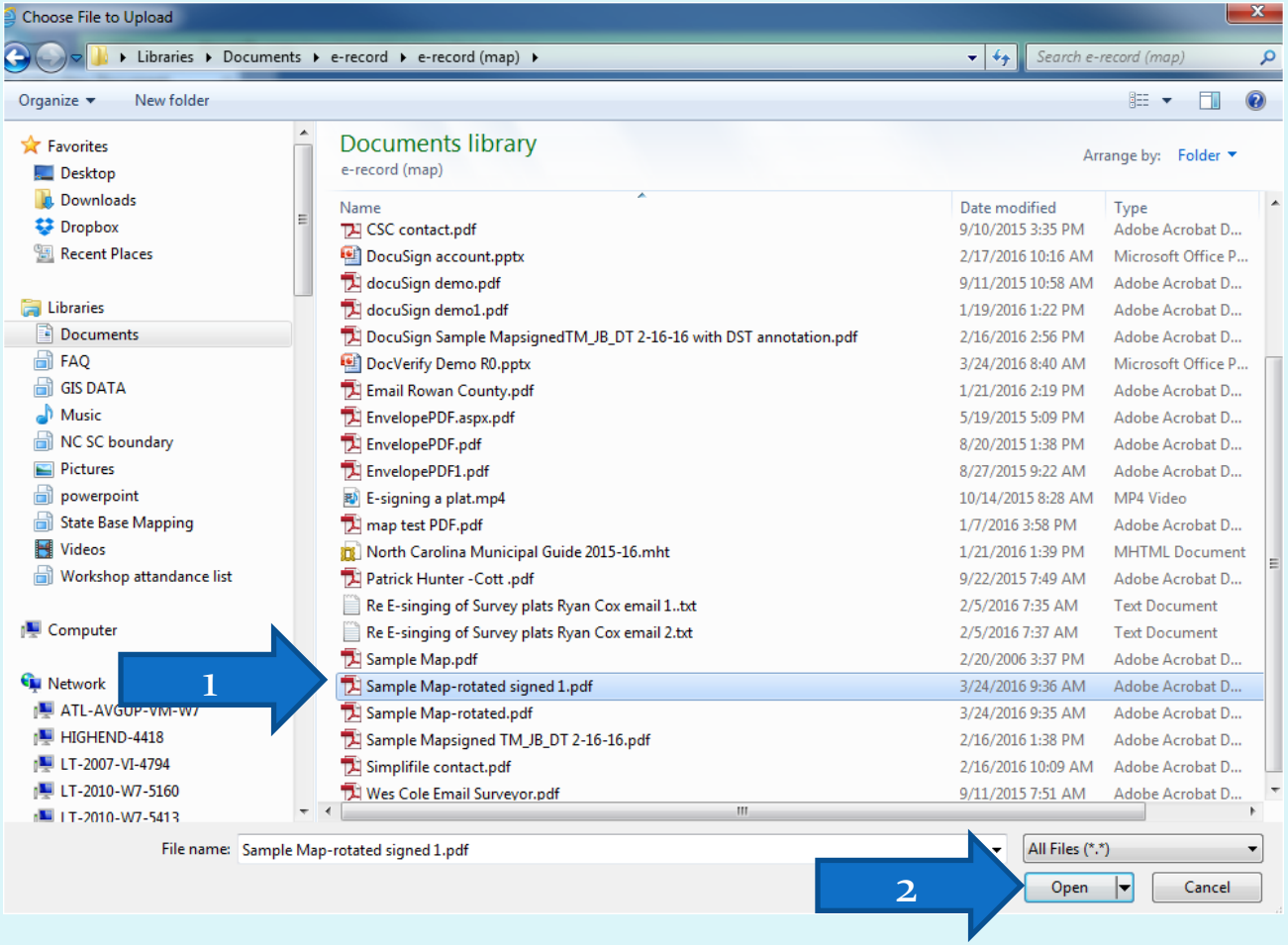



Contract Management
Add New E-Sign Document
Get Help
Credits Used Last Month
Credits Used in March
Created in March
Completed in March
0
0
0
0
0
0
0
0
0
0
0
0
Dashboard
Export Signed to Excel
Out to be Signed
Waiting to be Signed
Signed or Notarized
Refresh Tab
You have no documents waiting to be Signed
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

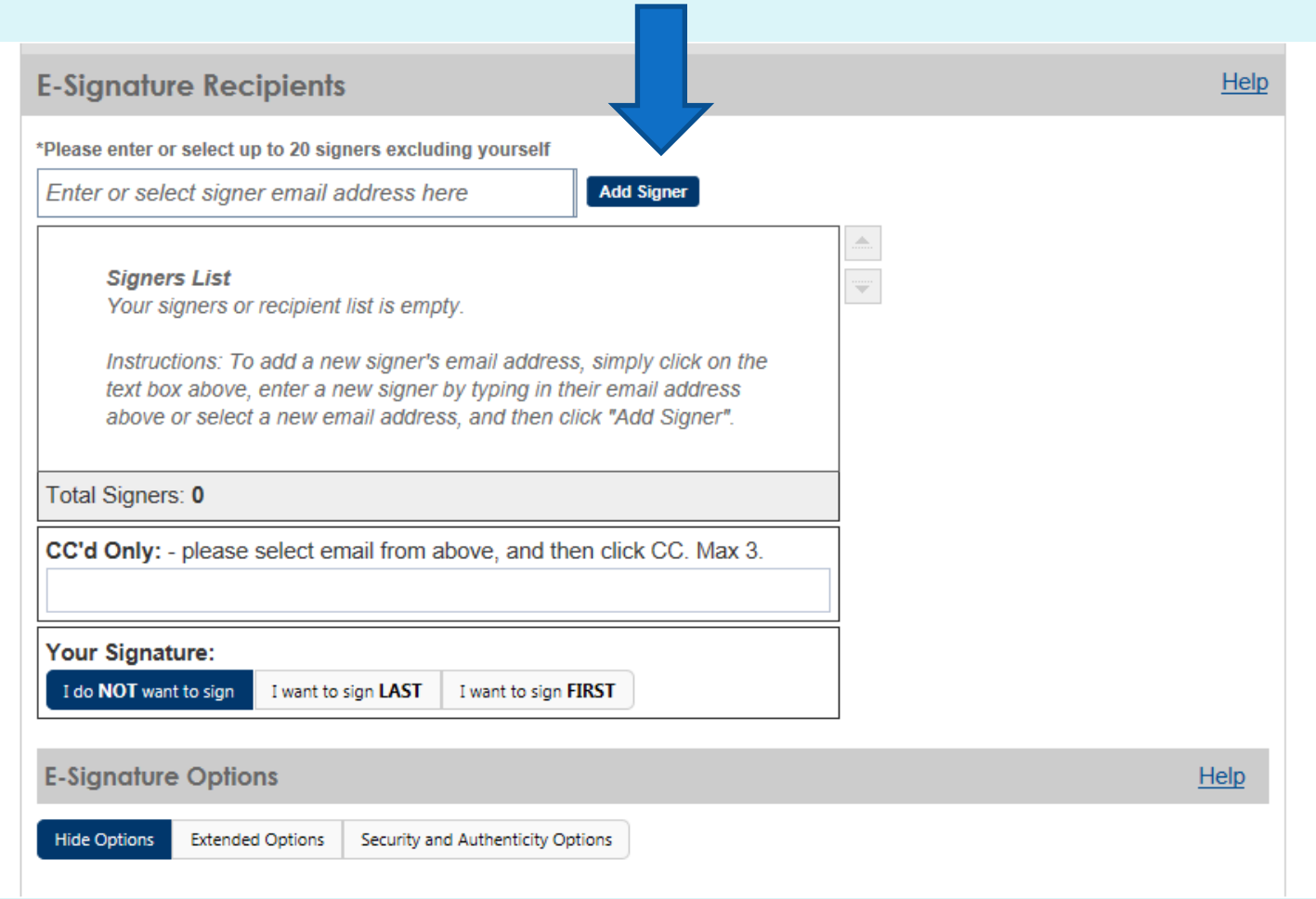
Navigate to the PDF of your plat



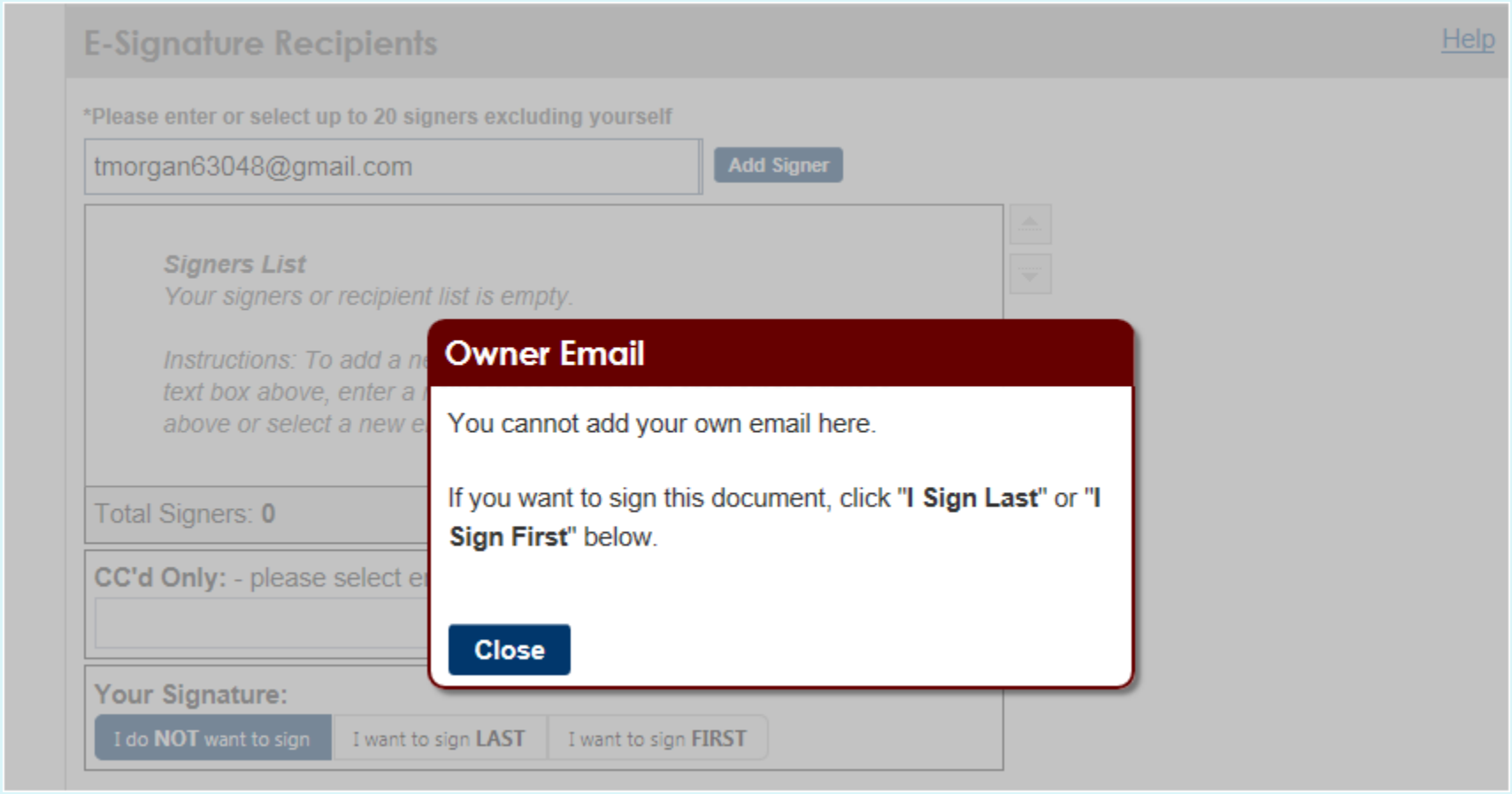
Select Your map.



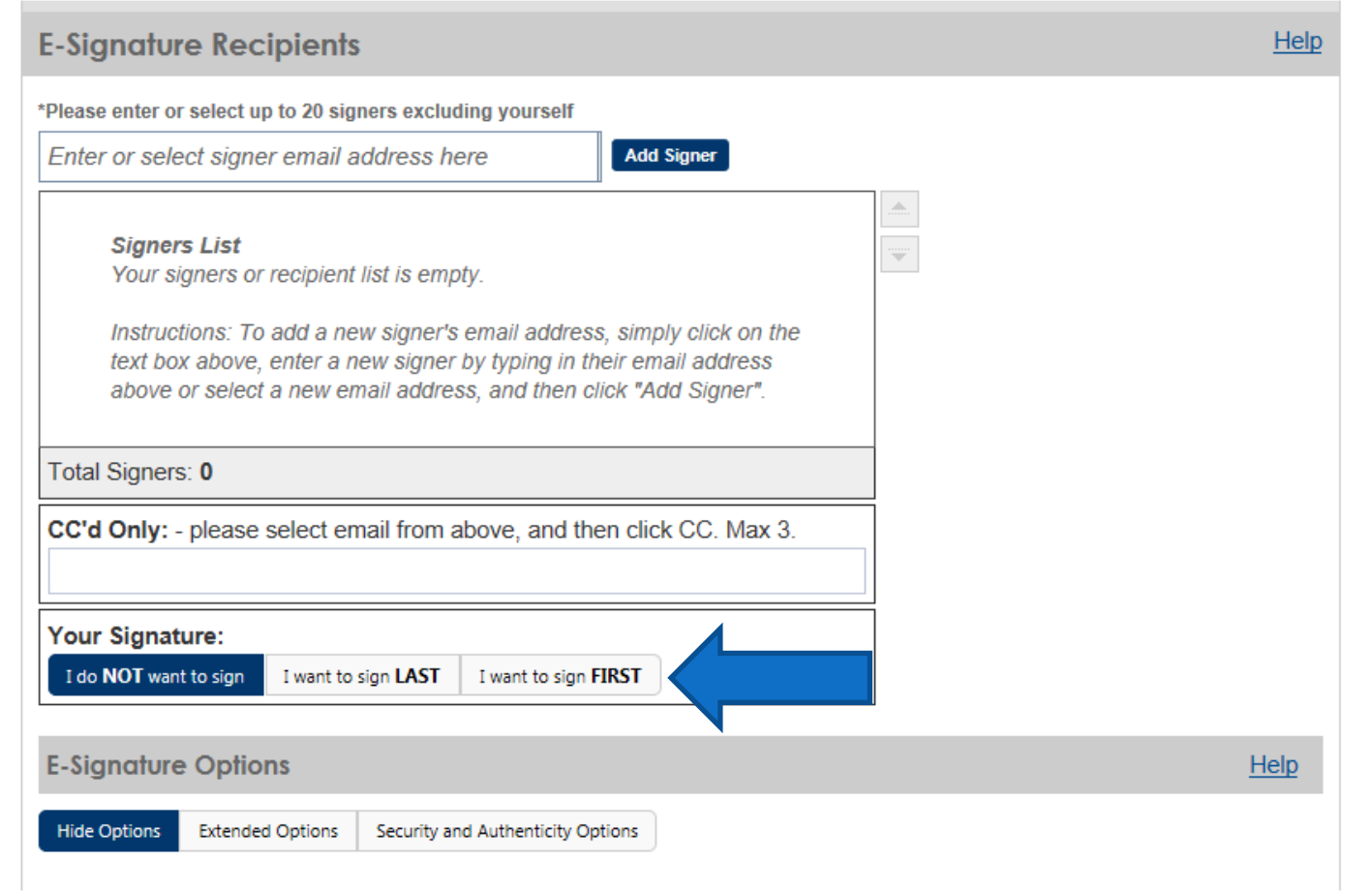
It time to add all the signers to the list.



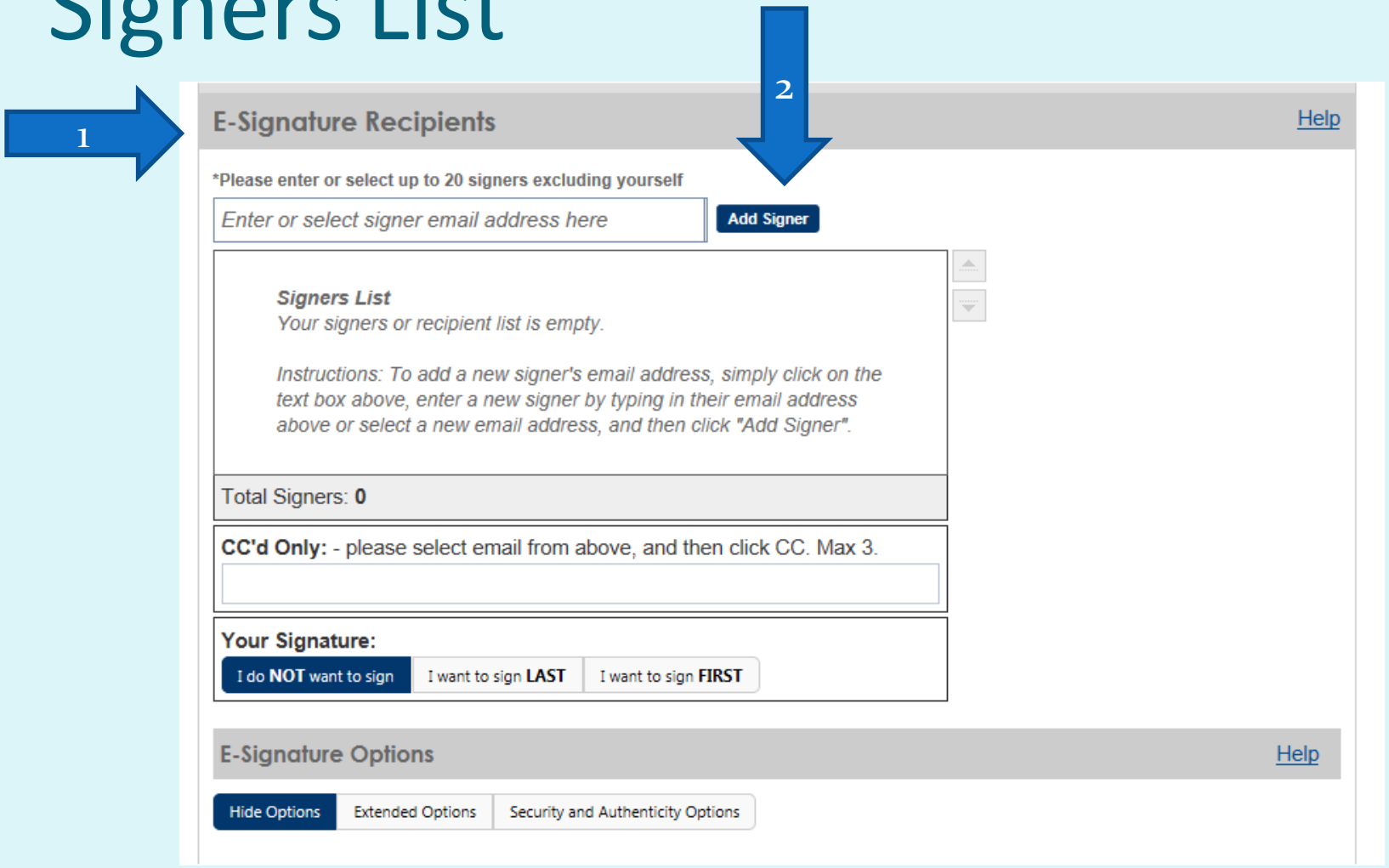
Oops, This is not where I add my name.



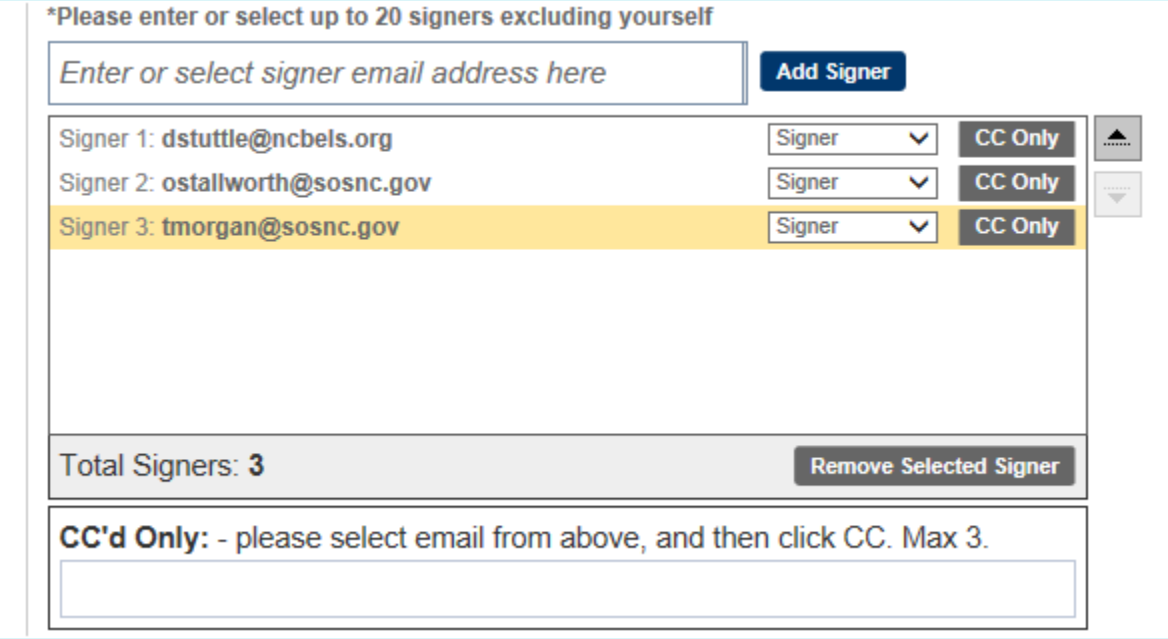
You have to choose to sign First or Last. A Surveyor needs to sign “First”.



Now I can create the additional Signers List



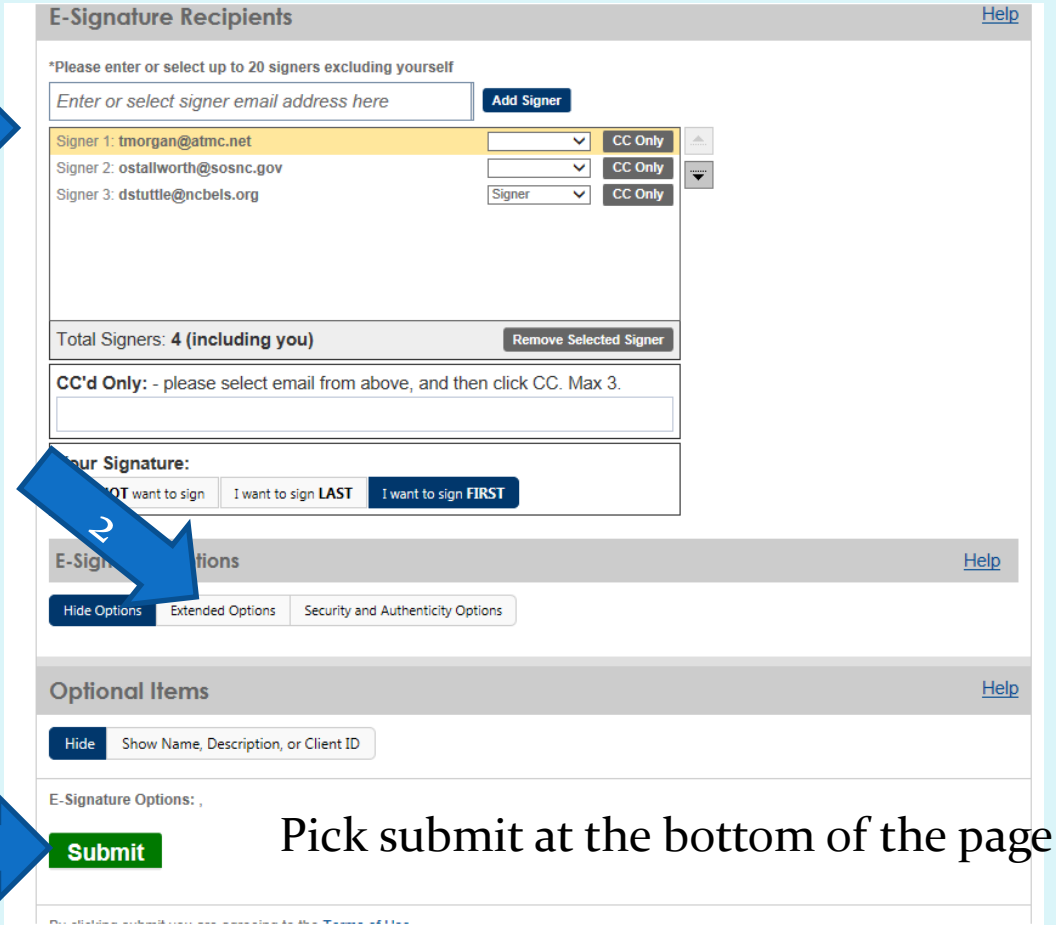
I have added 3 to the signing list.



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

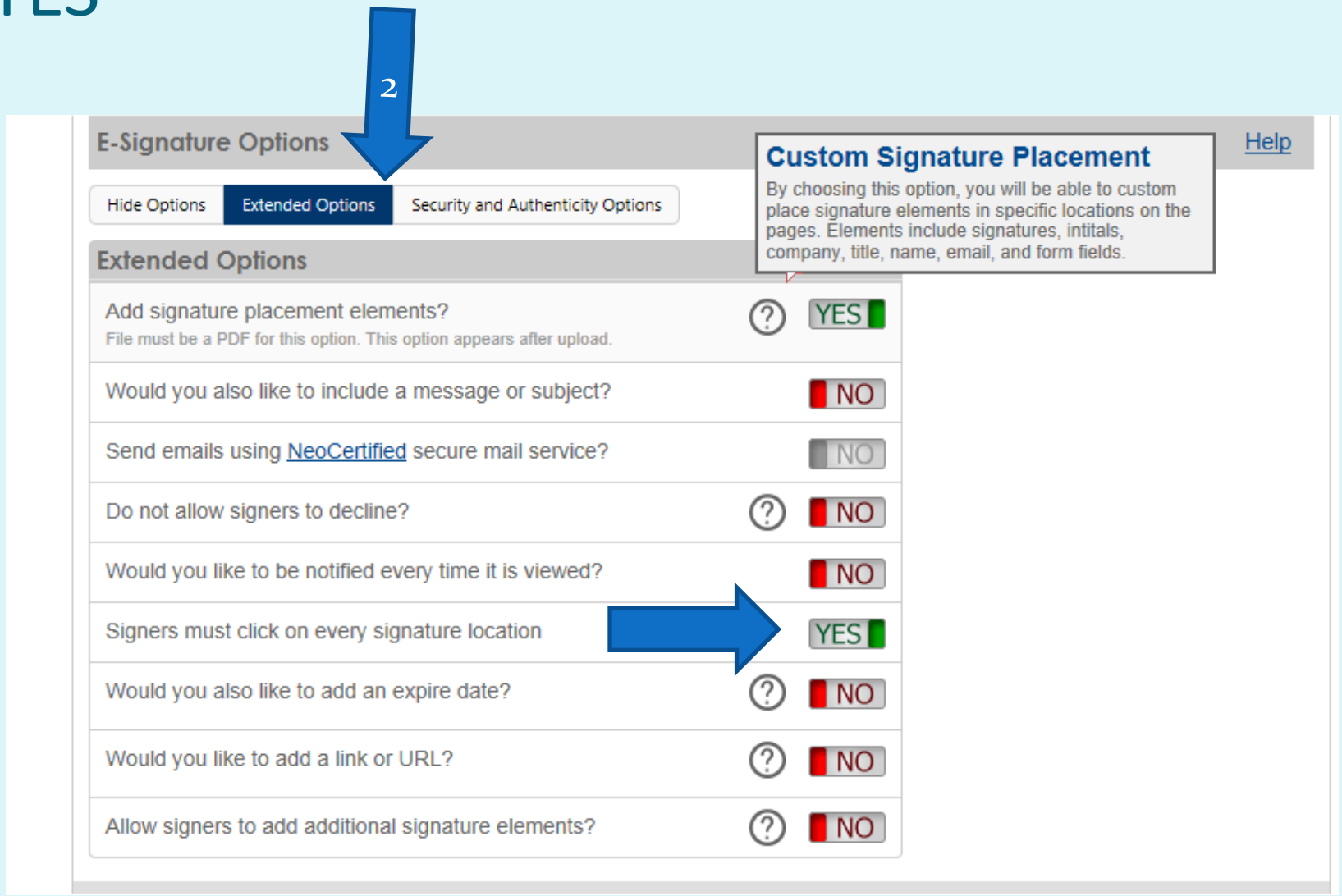
Drag and Drop to change the order

Extended Options

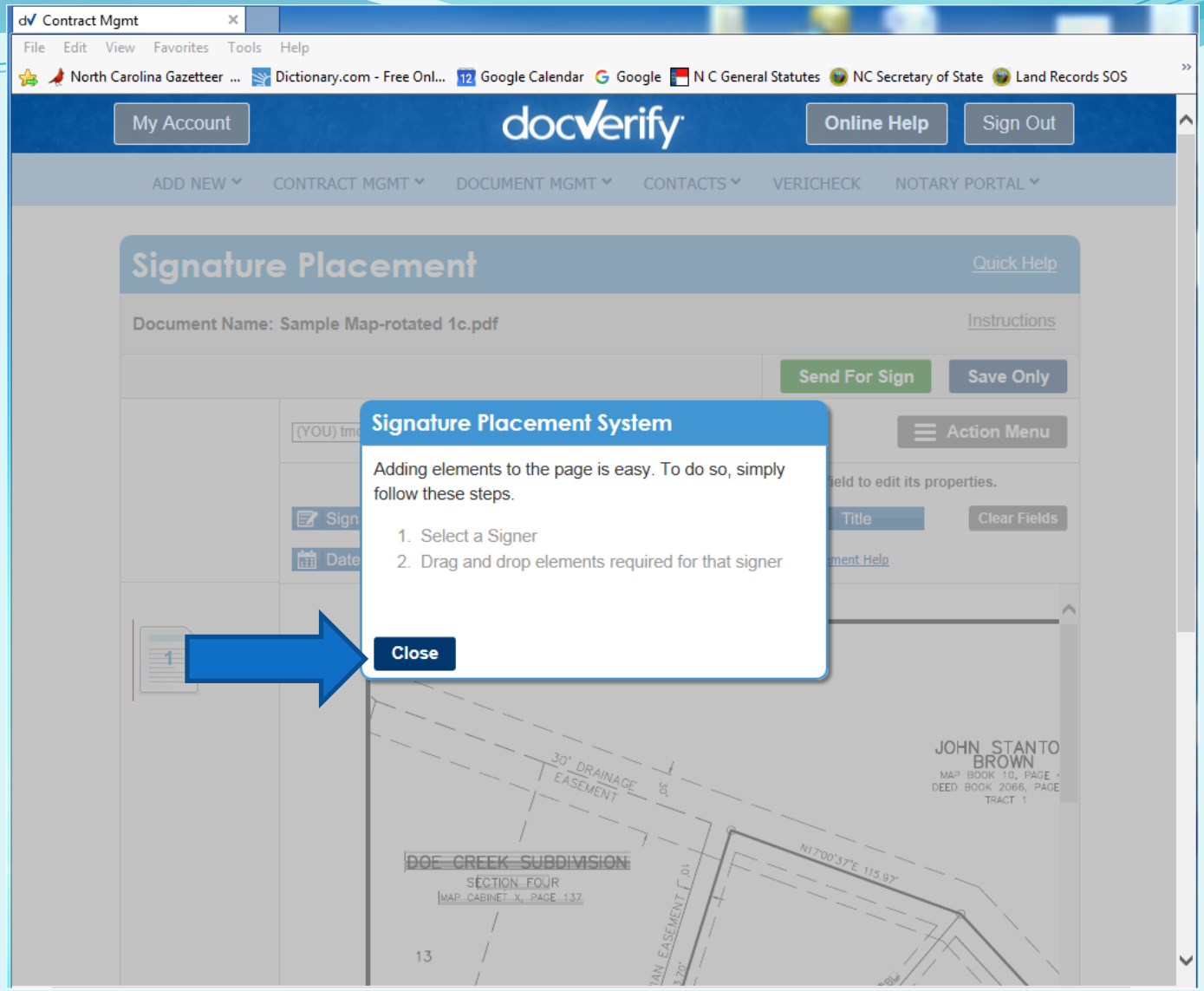


Pick submit at the bottom of the page

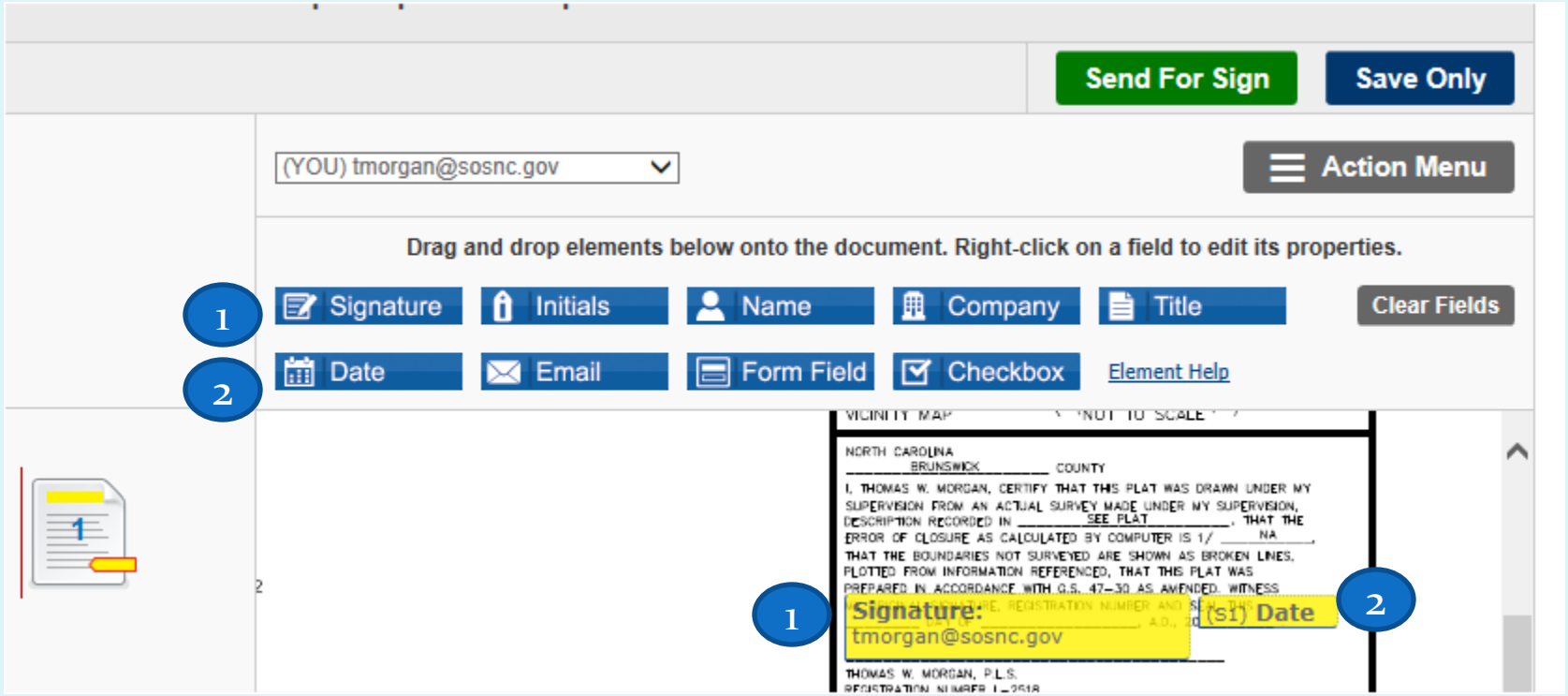
Under E-Signature options change Signer Must click on every Signature Location to "YES"



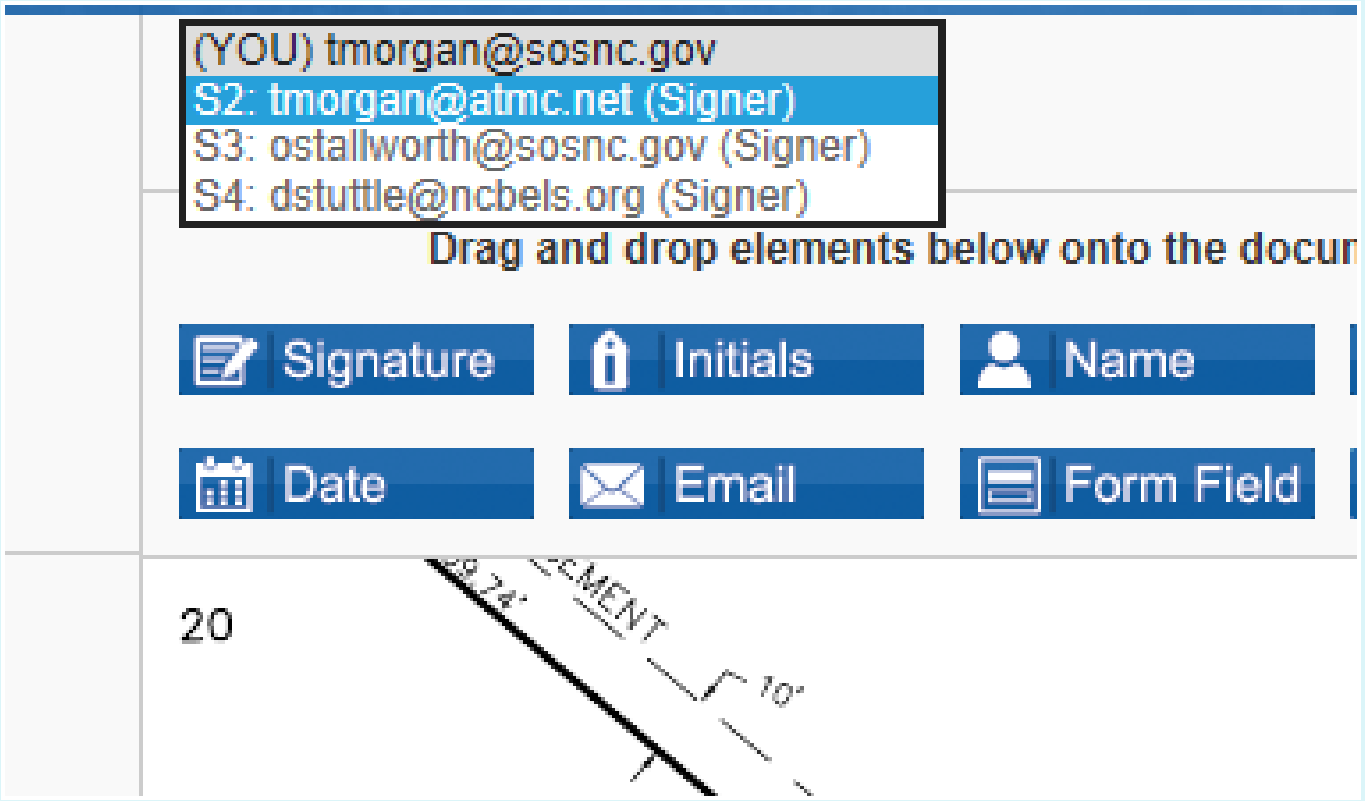
After reading the popup menu, select close.



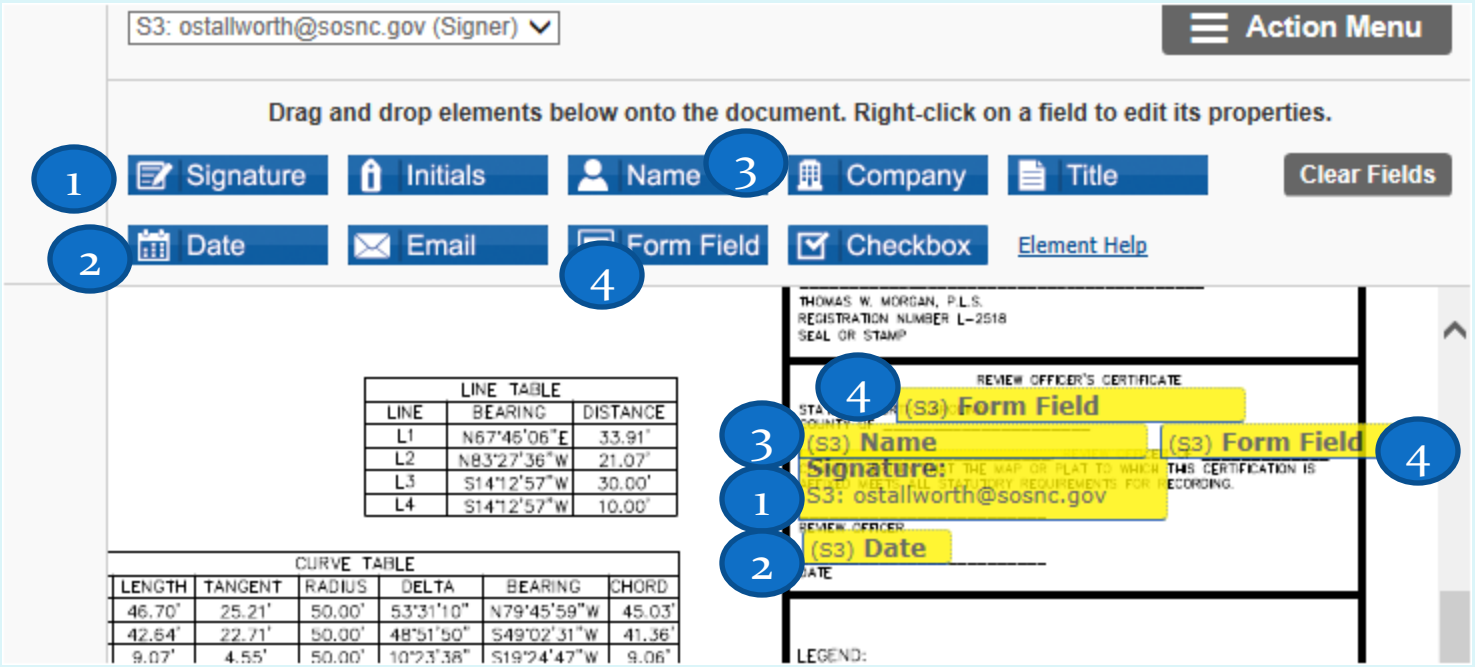
(YOU) Tmorgan@sosnc.gov



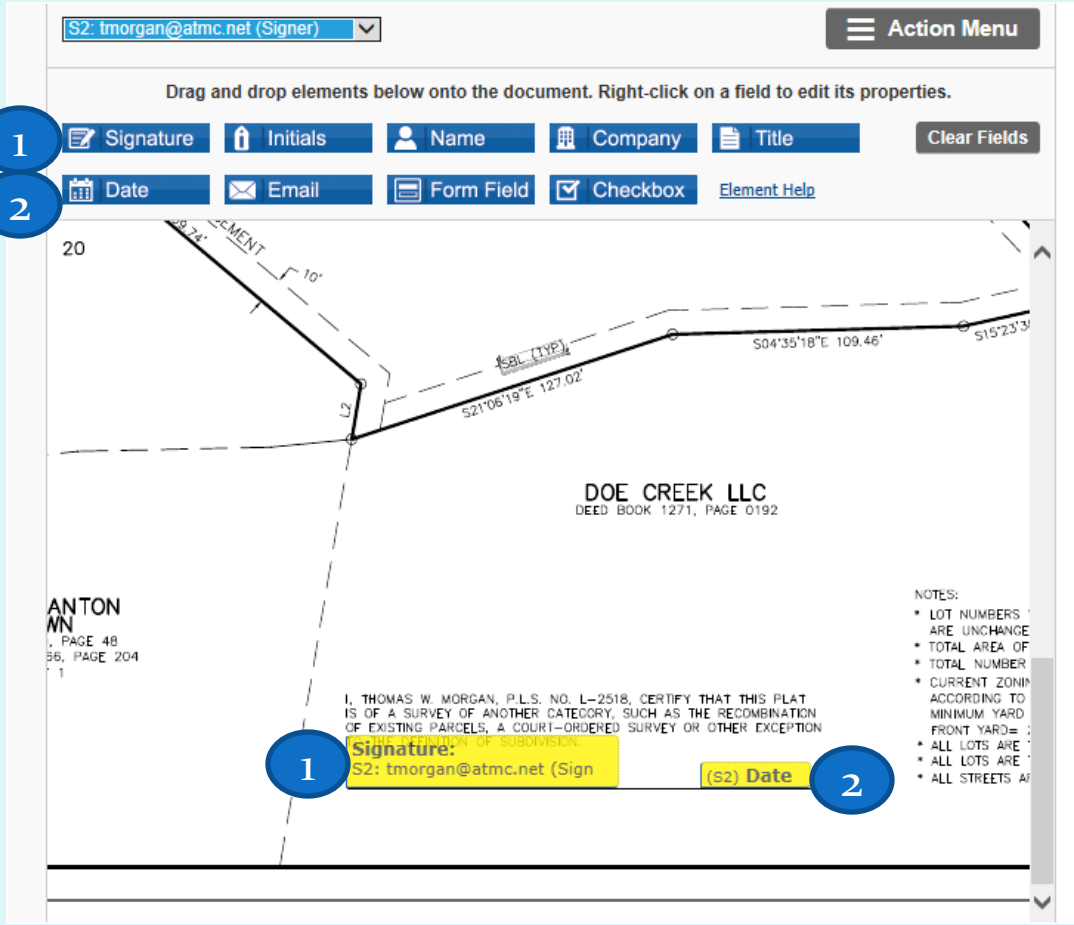
Chose from Drop Down Menu the next name



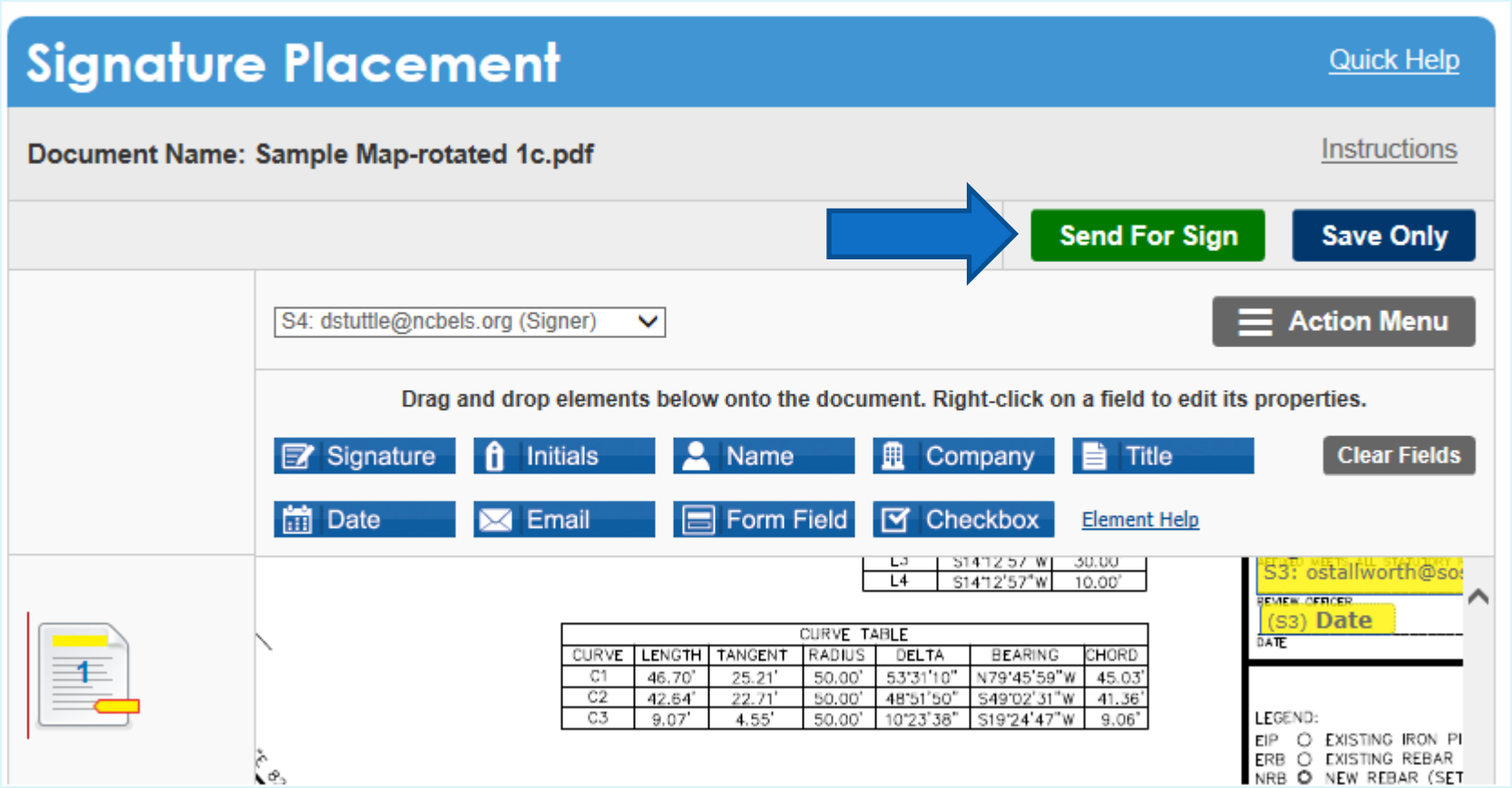
ostallworth@sosnc.gov



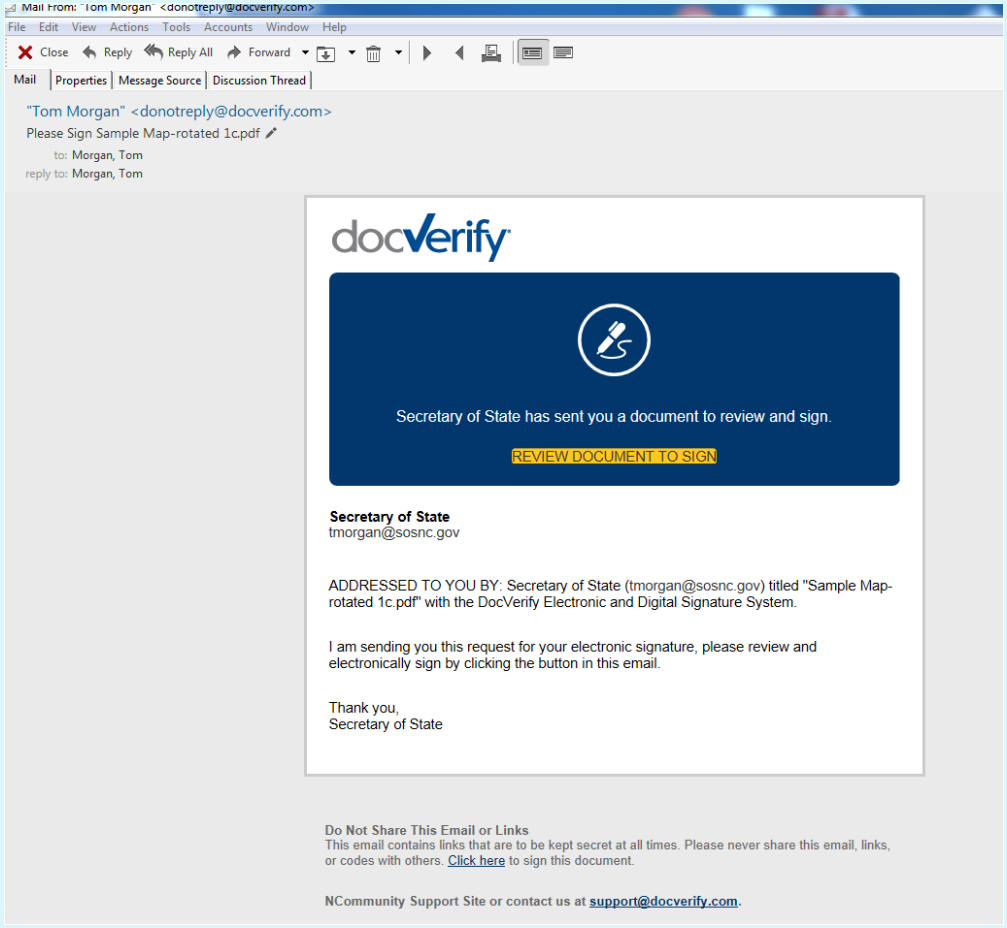
tmorgan@atmc.net



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



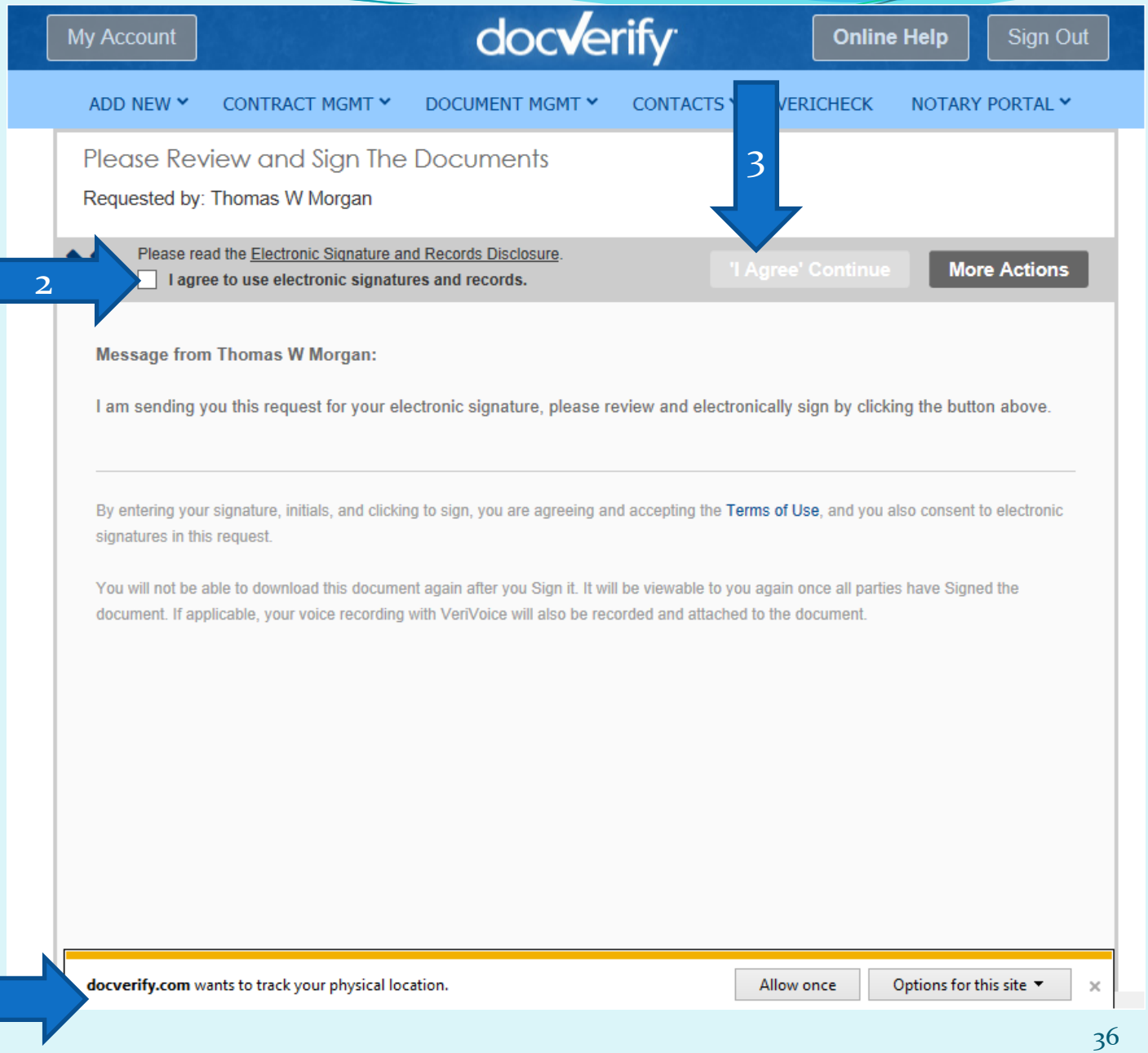
You will receive an email.



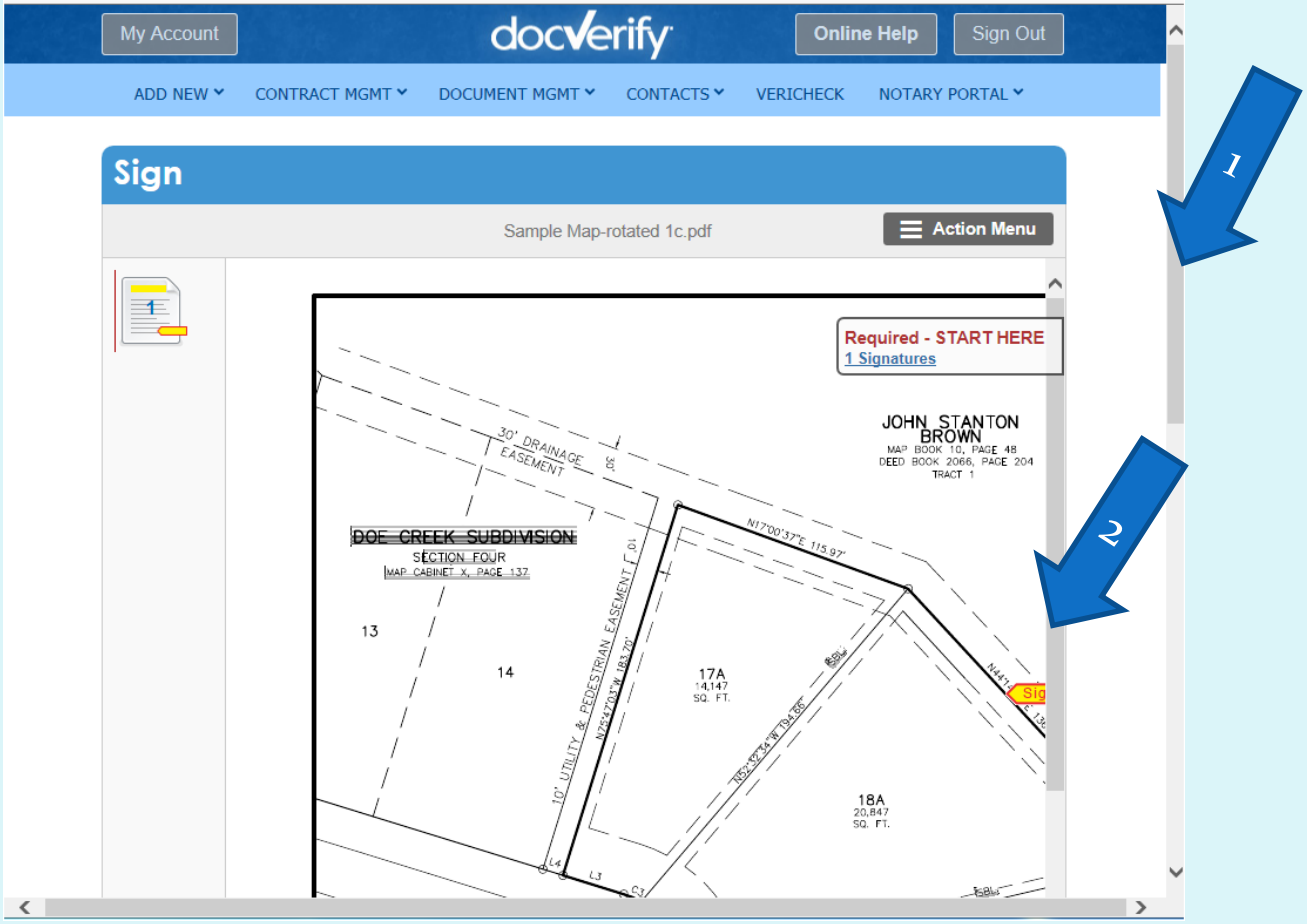
What the E-Signer has to do.

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

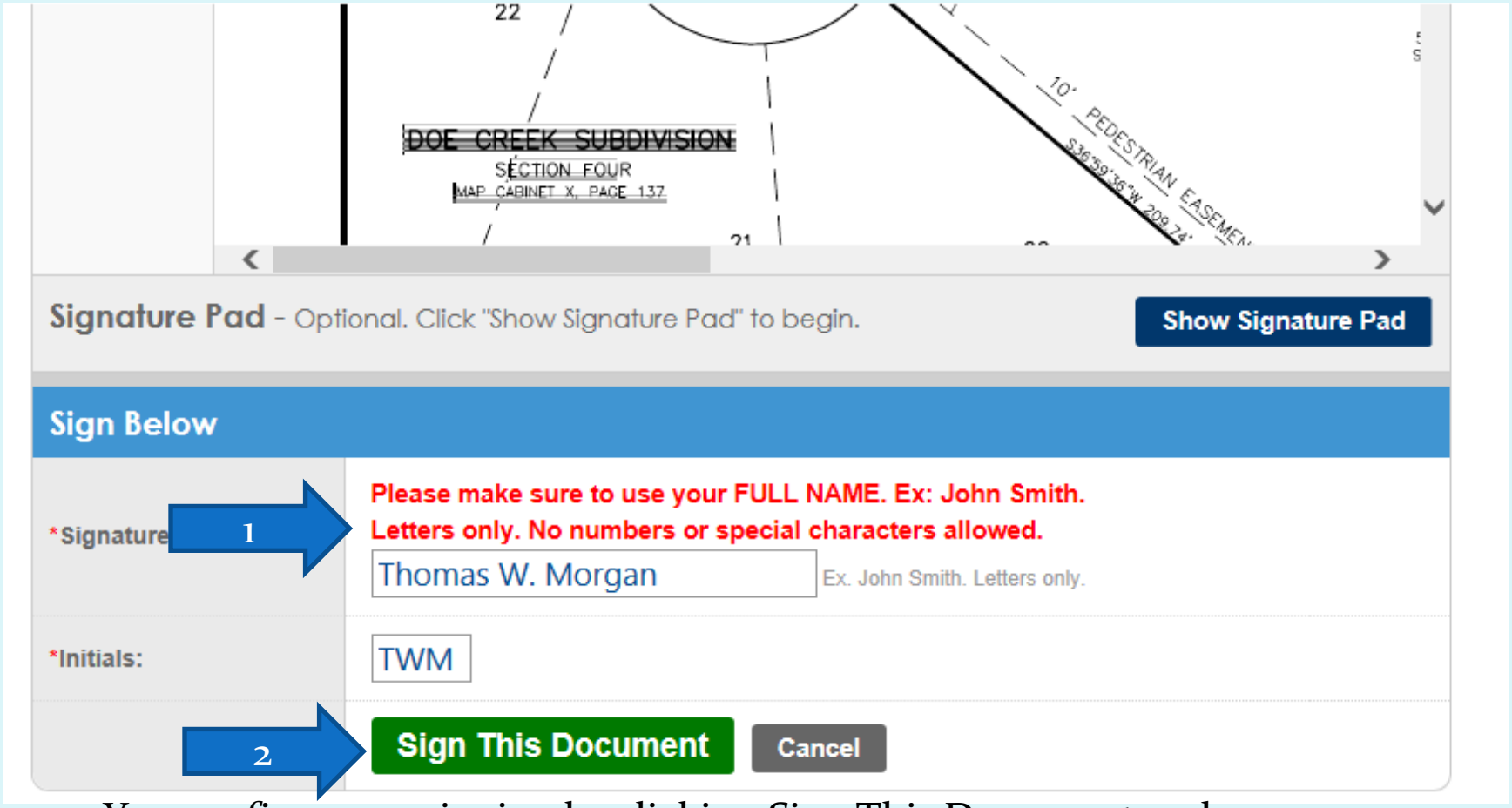
Notice the pop up menu at the bottom of the page. If you allow DocVerify to track your location (IP address, etc), that location will be imbedded in the documents metadata



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



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

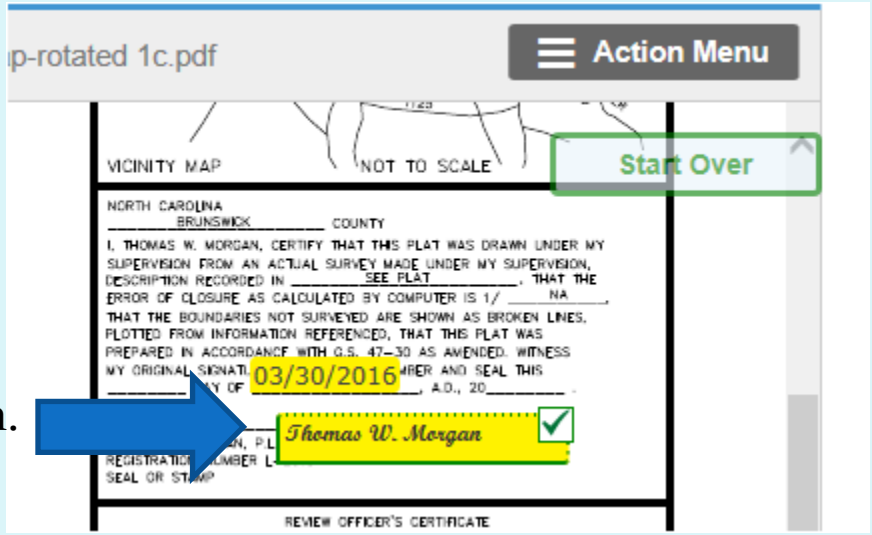


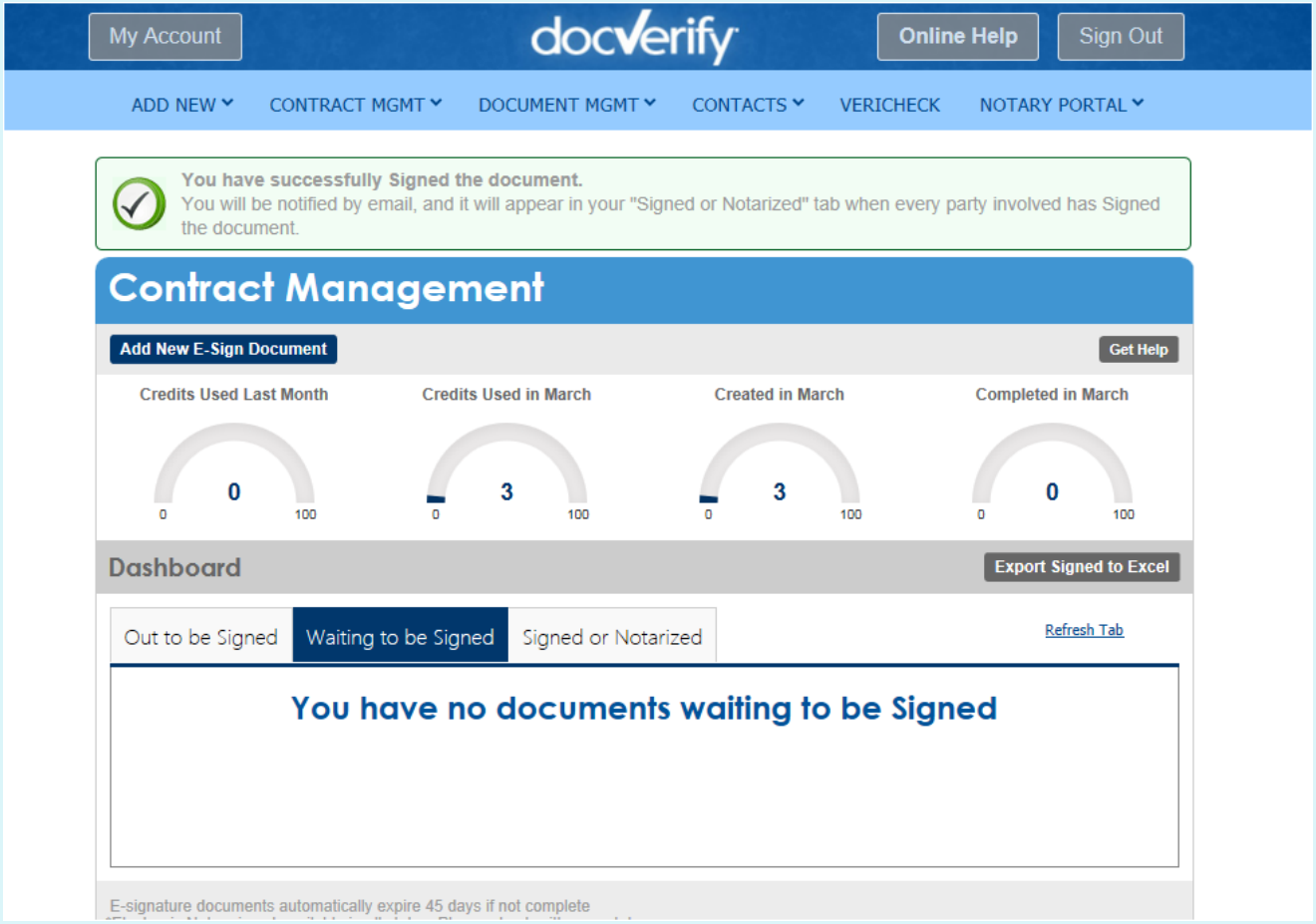
You confirm your signing by clicking Sign This Document and you are done

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.




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
0
3
3
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

Results after signing
Page one of the signed map

docVerify

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 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 [44ABD76F0C33] [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@ncbels.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.

DocVerify ID: 95C3F777-DEB9-4891-AB43-186FF10484EA
www.docverify.com

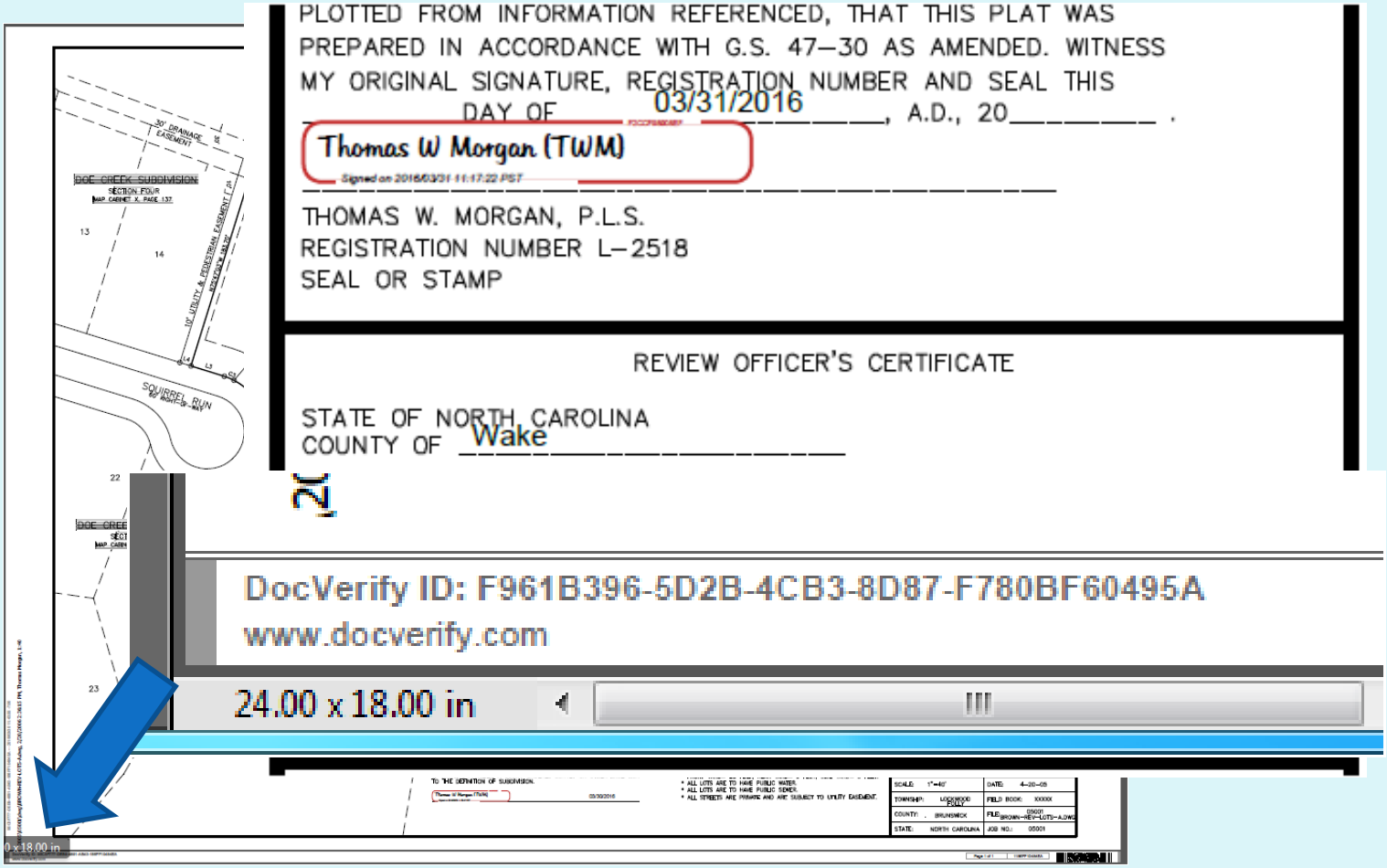
Generated Cover Page 186FF10484EA

DocVerify documents cannot be altered or tampered with in any way once they are protected by DocVerify VenValt System.

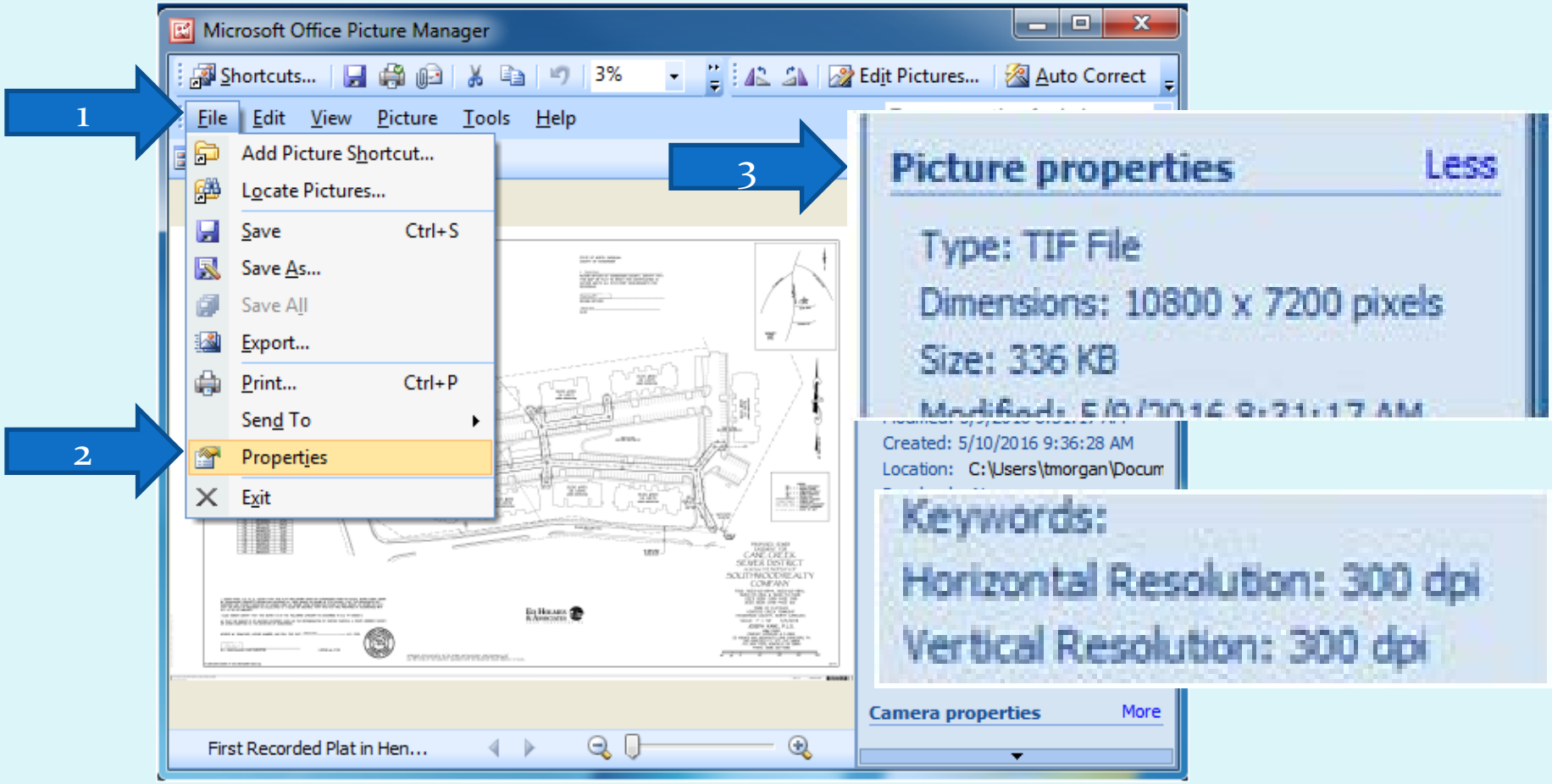
Best viewed with Adobe Reader or Adobe Acrobat.

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

Page 2 of the signed map



Check for paper size in a TIF file



The sheet size is 36 x 24

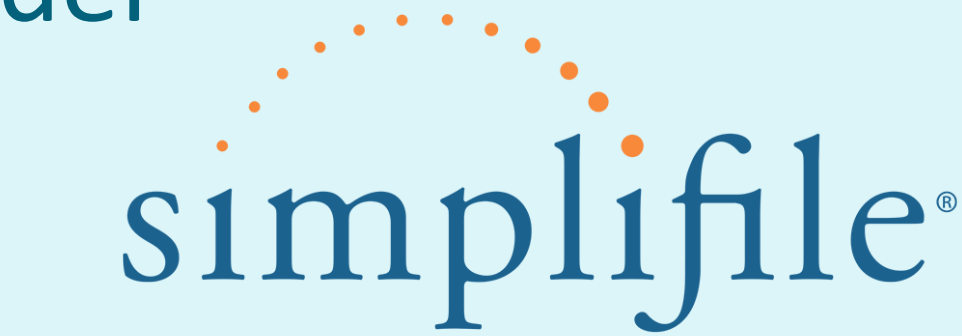
- 10800 pixels ÷ 300 dpi =36 Inches
- 7200 pixels ÷ 300 dpi = 24 Inches

dpi = dots per inch

1 pixel = 1 dot

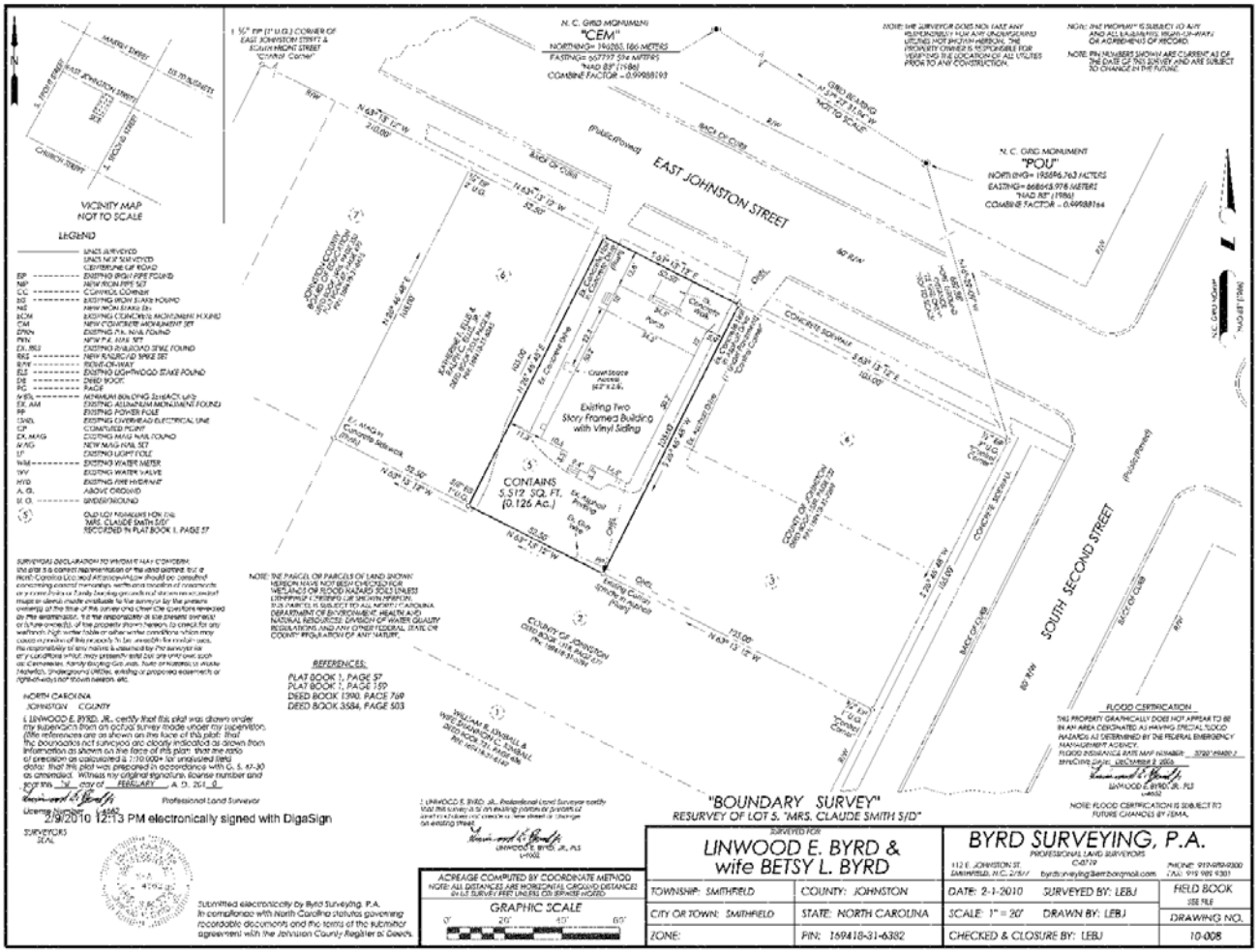
Now we are ready to Send the Plat to the Register of Deeds though an E-Recording vender

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

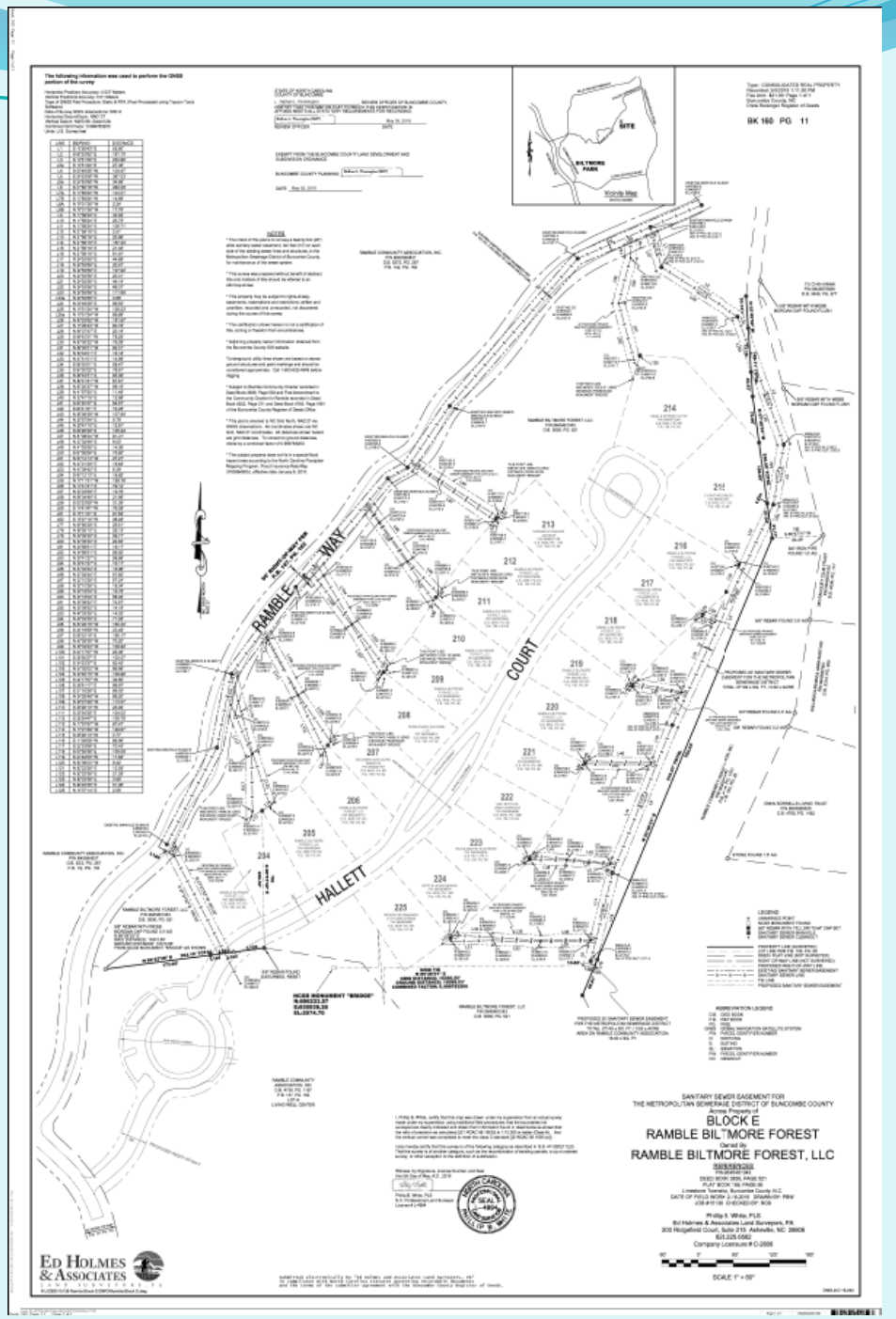


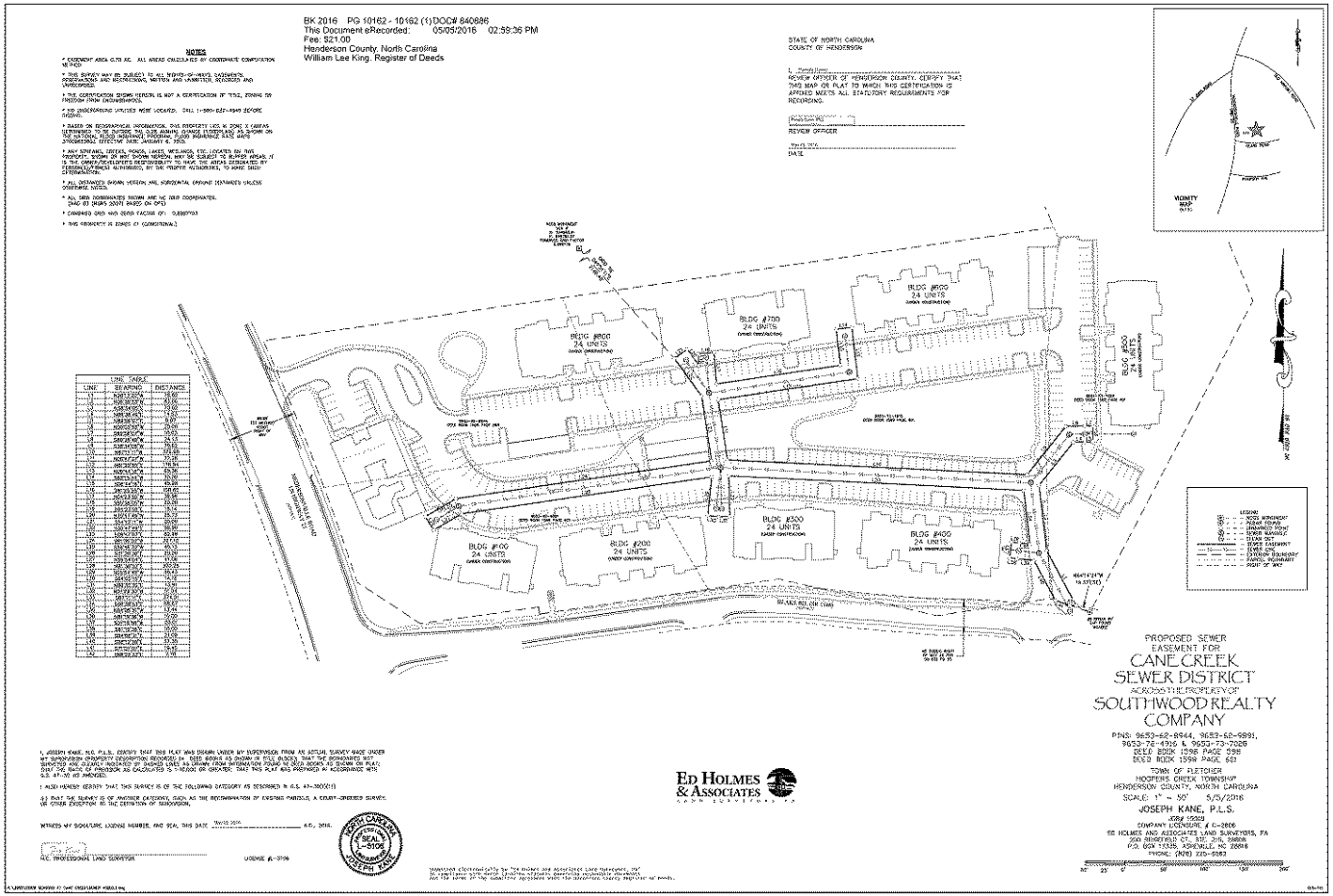
Mark Arrowood
704-460-0062
Marc.arrowood@simplifile.com
www.simplifile.com

Johnston County - 1st E-Plat Recorded: Map Book 74 Page 451



Buncombe County Plat Book 160-PG 11



5/27/2016

Henderson County Plat Book 2016 Page 10162