

How to Submit Your Petition

Step 1: Log in to TransactionDesk

1. Go to your MLS dashboard or directly to <https://portal.spokanerealtors.com/>
 2. Click **TransactionDesk** then **Signings** from your available tools (left sidebar).
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Step 2: Create a New Signing

1. Click the **"Signings"** icon from the main dashboard.
 2. Click the **"+" (Create)** button to start a new signing.
 3. Enter a **Signing Name**.
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Step 3: Add Your Document

1. In the **Signing** section, click **"Add a Document or Form"**.
 2. In the **"Add a Document or Form"** box, click **"Add Document From..."**
 - Choose **"My Computer"** from the drop-down menu
 3. Select the document that needs to be signed and click **"Add to Signing."**
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Step 4: Add Signers (15 People)

1. Click **"Signers"** in the right-sidebar.
 2. Click **"Add Participants"**
 3. For each signer:
 - Enter **Full Name** and **Email Address**.
 - Set **Role** as **"Signer"**.
 - Save the **Signer Details**.
 - Repeat this process until all **15 signers** are added.
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Step 5: Place Signature and Full Name Fields

1. Click the **"Tools"** icon on the right sidebar.
 2. Drag and drop the following for **each signer**:
 - **Sign Here** (for signing)
 - **Full Name Field**
 3. Place the fields on the appropriate lines on your document.
 4. Double-check that each signer is assigned to the correct fields.
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Step 6: Finalize and Send

1. Click the **"Next"**.
2. Click **"Send"** to send out the document to all **15 signers**.