

Alternate Signatures

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Sending on an agent's behalf? Turn on alternate signatures and you can sign the message as them, or send it with no signature at all.

Introduction

Admins send a lot of mail that isn't really from them. The reminder to a buyer, the document request to a title company, the update to a client — those land better coming from the agent whose deal it is.

Alternate signatures give you that choice at send time. With the setting on, composing a message on a transaction adds a signature picker: keep your own, borrow the signature of an agent on that transaction, or send with none at all.

Signing as the agent makes it clear you're writing on their behalf and keeps replies flowing between the agent and their client. Sending with no signature strips the branding entirely, which is the right call when the message should be plain and unadorned.

How It Works

An admin turns the option on for their own messages, and then chooses per message.

Off Until You Turn It On

By default every message carries your own signature. The picker doesn't appear until you turn alternate signatures on under **Your Email Settings** in your profile.

Three Options at Send Time

Once it's on, the **Options** area of a note or email carries a signature menu: your own signature, an agent's signature, or [No Signature].

Only Agents on This Transaction

The menu lists the agents currently added to the transaction you're sending from. If there's no buying agent on the deal, there's no buying agent's signature to pick.

You're Borrowing Their Signature, Not Their Identity

The message carries the signature the agent saved in their own profile. If theirs is out of date, they're the one who updates it. See [Email Signatures](#).

One Signature Per Profile Still Holds

Alternate signatures don't give you a shelf of your own signatures to choose between. Your profile holds one, and the alternates come from the agents on the transaction.

Turn On Alternate Signatures

Enable the signature picker so it appears when you send from a transaction.

Who Can Do This: Admins.

To turn on alternate signatures:

1. Click [Gear] in the upper-right corner, then [My Info].
2. Scroll down to **Your Email Settings**.
3. Check [Enable alternate signatures on my messages].
4. Click [Save Settings].

The next time you compose a note or email on a transaction, a signature menu appears in the **Options** area.

Include an Agent's Signature on a Message

Sign a message with the signature of an agent on the transaction.

Who Can Do This: Admins who have turned on alternate signatures.

To include an agent's signature on a message:

1. Compose your email on the transaction.
2. Click the [Signature] menu in the **Options** area.
3. Select the agent's signature. Only agents currently on the transaction appear.
4. Finish your email and send it.

The message goes out carrying that agent's signature instead of yours.

Send a Message Without a Signature

Leave the sign-off off entirely for a plain, unbranded email.

Who Can Do This: Admins who have turned on alternate signatures.

To send a message without a signature:

1. Compose your email on the transaction.
2. Click the [Signature] menu in the **Options** area.
3. Select [No Signature].
4. Finish your email and send it.

The message arrives with no signature block at the bottom, keeping the reader on the content.
