

Update the Signature on Your CDAs

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A broker leaves, or you're setting up your first office, and every CDA needs a new name and a new signature on it. It is one settings page per office — and one pass over the documents you've already issued.

Introduction

The signature on a CDA is set per Location, not per account and not per person. That's deliberate: offices under one account can have different managing brokers signing their disbursements. But it does mean a signature change is a job you repeat for each office rather than once at the top.

It also means the signature doesn't follow your user records. Deactivating a departing broker's profile removes their access and leaves their signature on your CDA settings entirely untouched, still signing every document you issue. Changing it is a deliberate edit, and it's worth doing the same week someone leaves.

When to Use This

- Your managing broker left and their name is still signing your disbursements.
- You've just turned the Commission Module on and there's no signature on the CDA at all.
- You added a second office and its CDAs are unsigned.
- The signature image looks boxy, grey, or is pushing the CDA onto a second page.
- You deactivated a broker's profile and expected the CDA to update itself.

1. Make the Signature Image

You need a picture of a signature before you can upload one, and there are two easy routes.

To produce a usable image:

1. Sign a blank sheet of paper and photograph or scan it — or draw or type a signature in a free online signature tool.
2. Crop the image down tightly to the signature itself.
3. Remove the background so the signature sits cleanly on the page rather than in a grey box.

Keep it small and tight. An oversized image is the usual reason a CDA that used to fit on one page suddenly runs onto two.

2. Upload It in the Location's Commission & CDA Settings

Go to Admin / Settings → Manage Locations → the gear beside the Location → Commission & CDA Settings, and find the **CDA Signature** section. Upload the image, update the **CDA Signer's Name** and the signature text to match, and save.

Set up Commission & CDA Settings for each of your offices to decide who gets paid directly, whose signature signs the CDA, and what instructions your title company reads.

See [Commission & CDA Settings](#)

Do the name and the image together. Changing one and not the other produces a CDA signed by one person under another person's printed name, which is exactly the sort of thing a closing agent will stop and query.

3. Repeat It for Every Other Location

Settings are per Location and nothing copies across. If the same broker signs for four offices, that's four passes through the same page — worth knowing before you assume the first one covered it, and worth checking after any change.

4. Rebuild the CDAs You've Already Issued

Everything generated from now on carries the new signer. Documents already sitting on transactions keep the old one until someone runs a full update on them, so decide which open deals actually need rebuilding and work through those.

The close date moved, the sale price changed, or the name on a payable was wrong. Everything you entered is still there — but there's one way to reopen it that leaves you with a CDA, and one that doesn't.

See [Change the Numbers After the CDA Is Generated](#)
