

## Guide to eSigning Disclosures for Loan Officers

Step 1: Logging into the Portal

- Navigate to the <u>Lender Connect</u> and log in using your credentials.
- When logging in, check for pending documents needing eSign. Look for a red asterisk by the eSign button on the top left of the navigation panel.

## Step 2: Accessing the Document

- Click "eSign" to proceed
- Click on the loan number to access the file pending eSign.

WELCOME	PIPELINE	ADD NEW LOAN	Pricing Engines $\sim$	PRE-SUBMISSION BANK	EXCEPTIONS	DOCUMENTS	COMPANY INFO	COMPANY/BPL LICENSING	ESIGN 1	•
eSign L	oans   1 Lo	an(s)								
LOAN NUMB	er 2	BORR	OWER NAME		LOAN AM	TUNT		PROPERTY ADDRESS		
2405EM057	840	Tester	rson, Rajtest		\$200,000	0.00		123 There Street Valley Vill	age CA 91607	

## Step 3: Reviewing and eSigning

• Within the file, locate and click on the "Review and Esign" option.

		Loan #: Total Loan Am	2405EM057840 Loan Type: Con \$200,000.00 Loan Purpose: No (	ventional Interest Rate Cash-Out Refinance Loan To Valu	6.500% e 20.31% / 20.31%
eSign					
STATUS	DOCUMENT NAME		ESIGNED BY	ES	IGNED DATE
<ul> <li>Group: My eSign (1)</li> </ul>					
ц <u>Л</u>	QC: 1003- URLA-Signed Initial		VIEW DETAILS	Re	view and Esign
<ul> <li>Group: Others' eSign (33)</li> </ul>	)				
4 🛆	Servicing Disclosure - WS		VIEW DETAILS		
4 <u>A</u>	QC: Intent to Proceed Acceptance of LE (LMC)		VIEW DETAILS		
ь <u>А</u>	QC: Good Faith Estimate - CA Added Disc Traditional		VIEW DETAILS		

## Step 4: Initiating DocuSign Process

• Click on "Next" to proceed with the eSigning process.

eŝ	ign 1003 - URLA				>
	Loan Documents				
					Powered by Powered by
	If you are on a mobile browser, please click on Nex	at the bottom of the screen to view the document.			
	Please review and act on the documents be	elow.		NEXT	OTHER ACTIONS
		1a. Personal Information			
		Name (First, Middle, Last, Suffix) Baitest Testerson	Social Security Number 111-11-1111 (or individual Taxpaver identification/Number)		
		Alternate Names – List any names by which you are known or any names under which oredit vaz previously ne excel (Itest Meddle, Last Suffix)	Date of Birth Citizenship (mm/dd/3039) @U.S. Citian 05/07/1957 OPermanent Resident Alien Non-Nermanent Resident Alien		
		Tune of Credit	List Nameir) of Other Borrowaris) Applying for this Long.		

• Click on "Start" to begin reviewing and signing the document.



• Sign the document electronically as required.

eSign 1003 - URLA

Select the sign field to create and add	your si	gnature.
		Q
		Section 9: Loan Originator I Loan Originator Information Loan Originator Organization Name x LMC Mortgage (* Address 4Landmark Square, Stamford, CT 06901 Loan Originator Organization NMLSR ID# 234749 Loan Originator Name Loan Originator NMLSR ID# 333114 Email
SIGN		Signature

• Click on "Finish" to complete the eSigning process.

	Loan #: Total Loan Am	2405EM057840 \$200,000.00	Loan Type: Loan Purpose:	Conventional No Cash-Out Refinance	e Lo	iterest Rate: oan To Value	6.500% 20.31% / 20.31%	Started Wh
cument.						FINISH	OTHER ACT	IONS
	ର୍ଟ 🛧	0 🗗 🔹					_	
Section 5. Loan origin	nator inform	ation. To be comple	eted by your Loan Origina	ator.				
Loan Originator Information Loan Originator Organization Name x LMX Address 4 Landmark Square, Stamford, CT Loan Originator Organization NMLSR ID#	C Mortgage (Wholesale) 06901 234749	State License ID#	eted by your Loan Origin:	ator.				
Loan Originator Information Loan Originator Organization Name <u>x LMR</u> Address <u>4 Landmark</u> Square, Stamford, CT Loan Originator Organization NMLSR ID# Loan Originator Name	C Mortgage (Wholesale) 06901 234749	State License ID#	eted by your Loan Origin:				5	

• After completion, the Loan Officer will see that the document has been successfully eSigned.

Rajtest Testerson 123 There Street, Valley Village, CA, 91607 2TEST_ LMC Mortgage (Wholesale)			Loan #: Total Loan Am	2405EM057840 Lo \$200,000.00 Lo	oan Type: oan Purpose:	Conventional No Cash-Out Refinance	Interest Rate: Loan To Value	6.500% 20.31% / 20.31%	Started Wh
Ξ Loan Summary	eSian								
🗐 URLA 2020 🔿	<ul> <li>STATUS</li> </ul>	DOCUMENT NAME			ESIGNED B	Y	ESIGNE	ED DATE	1
Product Pricing & Lock	4 Ø	QC: 1003- URLA-Signed Initial			VIEW DETAI	LS	05/22/	2024 8:11:50PM	
S Loan Estimate Fee Management	<ul> <li>Group: Others' eSign (33)</li> </ul>	)							
	<b>ኑ</b> <u>^</u>	Servicing Disclosure - WS			VIEW DETAI	lS			

For Internal Verification:

- Navigate to the Disclosure Tracking Screen.
- Verify that all parties, including the Loan Officer, have signed the document.
- Once all necessary parties have signed, retrieve the document for further processing.

etails Reasons eDisclosure	e Tracking			
		View Audit	: Trail	
itatus				
Disclosures Sent	05/22/2024 11:37 AM EDT	View Details		
Package ID	af46693d-c4cc-4509-94d1-	9cc5c4e014f7		
	Borrower	Co-Borrower	Loan Originator	]
Name	Rajtest Testerson		JackieTestL0 Tester	
Email Address	rdandekar+tester@	luxurymor		
Consent when eDisclosure wa	as sent			
Message Viewed	05/22/2024 11:24	PM EDT	05/22/2024 11:09 PM ED	View F
Package Consent Form Acce	pted 05/22/2024 11:24	PM EDT		
Package Consent Form Acce	pted from IP 69.112.178.164			
Package Consent Form Rejec	oted			
Package Consent Form Rejec	cted from IP			
Authenticated	05/22/2024 11:23	PM EDT		
Authenticated from IP Address	s 69.112.178.164			
Document Viewed Date	05/22/2024 11:24	PM EDT		
eSigned Disclosures	05/22/2024 11:25	PM EDT	05/22/2024 11:11 PM ED	T
eSigned Disclosures from IP A	Address 69.112.178.164		98.163.39.2	