

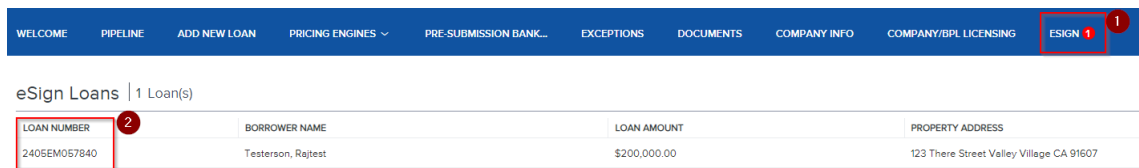
Guide to eSigning Disclosures for Loan Officers

Step 1: Logging into the Portal

- Navigate to the [Lender Connect](#) 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

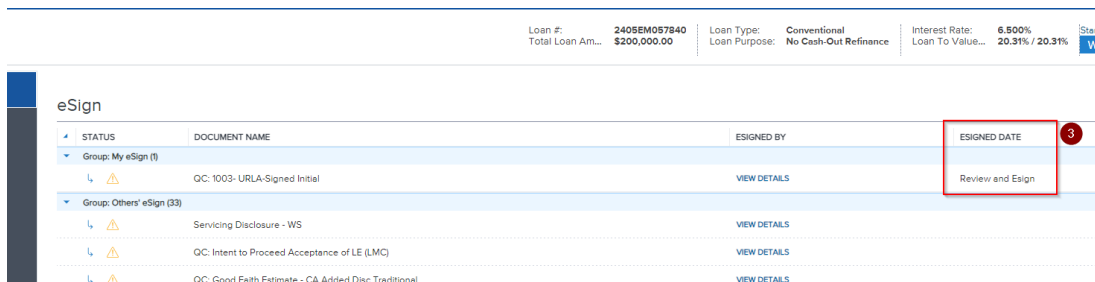
- Click "eSign" to proceed
- Click on the loan number to access the file pending eSign.



LOAN NUMBER	BORROWER NAME	LOAN AMOUNT	PROPERTY ADDRESS
Z405EM057840	Testerson, Rajest	\$200,000.00	123 There Street Valley Village CA 91607

Step 3: Reviewing and eSigning

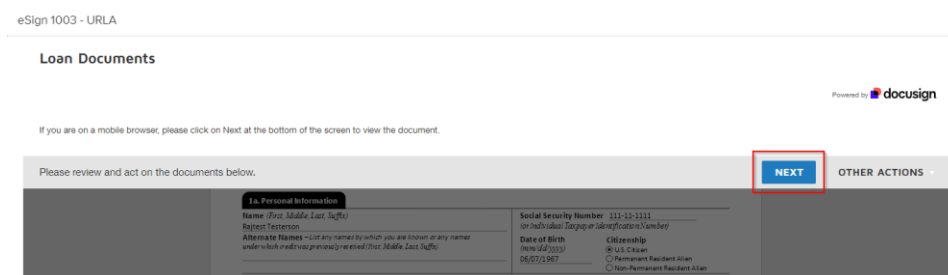
- Within the file, locate and click on the "Review and Esign" option.



STATUS	DOCUMENT NAME	ESIGNED BY	ESIGNED DATE
Group: My eSign (1)			
QC: 1003 - URLA-Signed Initial		VIEW DETAILS	Review and Esign
Group: Others' eSign (3)			
QC: 1003 - URLA-Signed Initial		VIEW DETAILS	
QC: Intent to Proceed Acceptance of LE (LMC)		VIEW DETAILS	
QC: Good Faith Estimate - CA Added Disc Traditional		VIEW DETAILS	

Step 4: Initiating DocuSign Process

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



Please review and act on the documents below.

NEXT OTHER ACTIONS

1. Personal Information

Name (First, Middle, Last, Suffix)
Rajest Testerson

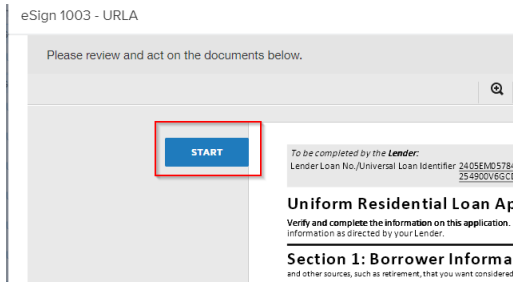
Alternate Names (List any names by which you are known or any names under which you've previously received First, Middle, Last Suffix)

Social Security Number 111-11-1111
(or Individual Taxpayer Identification Number)

Date of Birth 06/07/1987

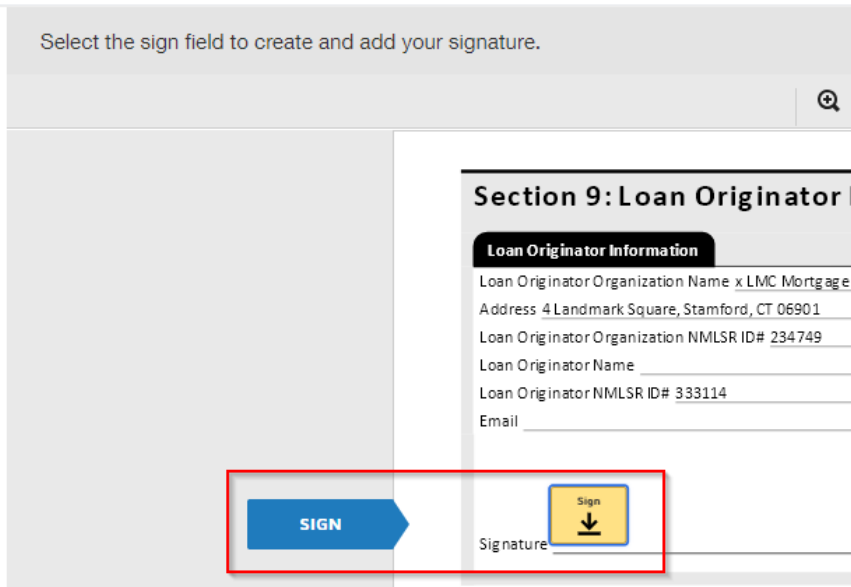
Citizenship
 U.S. Citizen
 Permanent Resident Alien
 Non-Permanent Resident Alien

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

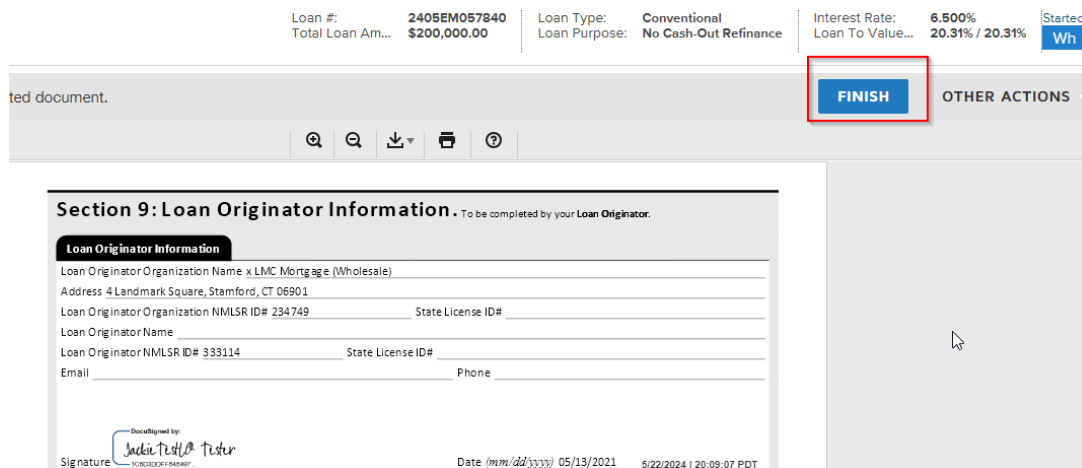


- Sign the document electronically as required.

eSign 1003 - URLA



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



Step 5: Confirmation of eSigning

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

Rajtest Testerson
 123 There Street, Valley Village, CA, 91607
 zTEST_LMC Mortgage (Wholesale)

Loan #: 240SEM057840
 Total Loan Am... \$200,000.00

Loan Type: Conventional
 Loan Purpose: No Cash-Out Refinance

Interest Rate: 6.500%
 Loan To Value... 20.31% / 20.31%

Started Wh

Loan Summary
 URLA 2020
 Product Pricing & Lock
 Loan Estimate Fee Management

eSign

STATUS	DOCUMENT NAME	SIGNED BY	SIGNED DATE
	QC: 1003-URLA-Signed Initial		05/22/2024 8:11:50PM
VIEW DETAILS			
Group: Others' eSign (33)			
	Servicing Disclosure - WS		
VIEW DETAILS			

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.

Disclosure Details

[Details](#) [Reasons](#) [eDisclosure Tracking](#)

[View Audit Trail](#)

Status			
eDisclosures Sent	05/22/2024 11:37 AM EDT		View Details
ePackage ID	af46693d-c4cc-4509-94d1-9cc5c4e014f7		
Name	Borrower	Co-Borrower	Loan Originator
Email Address	Rajtest Testerson		JackieTestLO Tester
Consent when eDisclosure was sent	rdandekar+tester@luxurymor		
Message Viewed	05/22/2024 11:24 PM EDT		05/22/2024 11:09 PM EDT View Form
Package Consent Form Accepted	05/22/2024 11:24 PM EDT		
Package Consent Form Accepted from IP	69.112.178.164		
Package Consent Form Rejected			
Package Consent Form Rejected from IP			
Authenticated	05/22/2024 11:23 PM EDT		
Authenticated from IP Address	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 EDT
eSigned Disclosures from IP Address	69.112.178.164		98.163.39.2