





Instructions for electronically signing your **eConsent Agreement**

Please follow instructions to the point:

1. You will receive an email with the subject line:
Requested eConsent
2. Click on the phrase below in the body of the email:
Click here to visit the website
3. This will take you to a website to
Create a New Account
There you will be registering for a temporary online account with us for handling all documents securely.
4. You will need to create the account by completing the form. In the Subject Property Address field, you must enter **only the house number** of the subject property, **not the complete address**. **If the street address visible is TBD, then the street number is TBD**. After completion, click on . You will now receive an email to activate the account.
5. At this time you will receive an email with the subject line:
WebCenter Account Activation Request
6. Click on the phrase below in the body of the email:
Click here to activate this account
7. Enter your previously created password to activate your account and click on .
This will take you to the main website portal.
8. Under **Loan Detail**, click on **Requested eConsent** and your name will appear beneath the link.
9. Click on your name and then click on .
10. After a new window opens up, you will see a document titled **Agree to receive disclosures electronically**. Scroll down to the bottom and if you agree, please click on .
11. You will now see a message which confirms that the eConsent process has been fully completed.
12. You are now ready to proceed with the signing of the **eDisclosure Documents** when alerted by your loan officer.