

# Instructions for electronically signing your eDisclosure Documents

Please follow instructions to the point:

1. You will receive an email with the subject line:

## **Requested eDisclosures**

2. Click on the phrase below in the body of the email:

[Click here to visit the website](#)

This will take you to the log-in portal.

3. At the portal, complete your email address and your previously chosen password and then click on

Login

This will take you to the main website portal.

4. Under **Loan Detail**, click on **Requested eDisclosures** and your name will appear beneath the link.

5. Click on your name and then click on

eSign

6. A new window opens up with the phrase:

**Step1. Welcome (Your Name), please enter the Authorization Code to verify your identity.**

Enter your **Authorization Code** I have provided to you and click

Next >

. This will take you to **Step 2**.

7. **Step 2** is the section for eSigning your Disclosure Forms. Please review page by page and click on the highlighted

area, which will auto-populate your signature. In order to go from page to page, click

Next >

8. After completion, you will receive a confirmation message. Click on

Back to Loan Detail

9. Under the **Requested eDisclosures** section, you need to complete the following task:

Click Print for Documents which need a physical signature

Documents to Print, Sign, and Return (2 docs, 3 pages) ?

Print

Upload

11. A new window opens to show the documents to be printed.

10. After printing and signing them, please scan and upload the documents through the web portal to your loan officer at your earliest opportunity.

**This concludes your eSigning process. Thank you for your cooperation.**