

How to E-sign Mortgage Documents

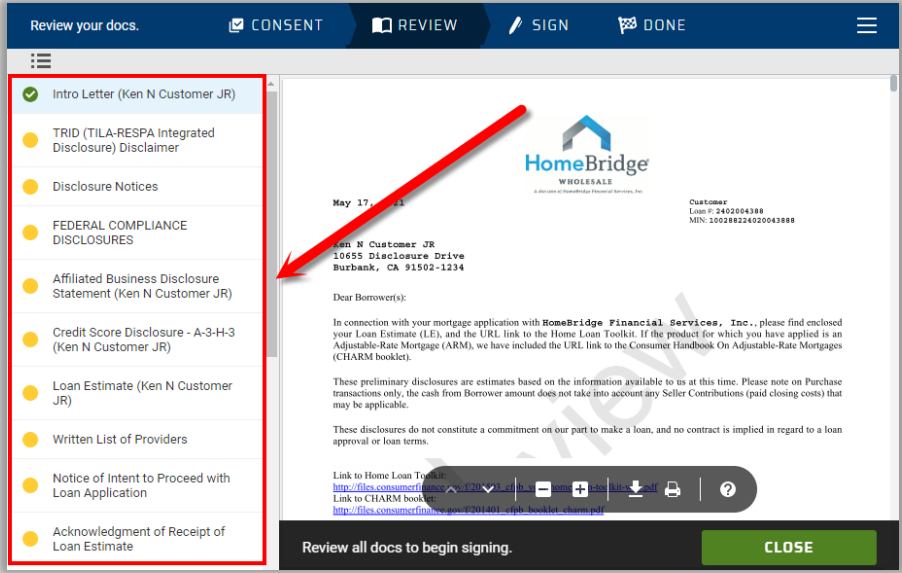
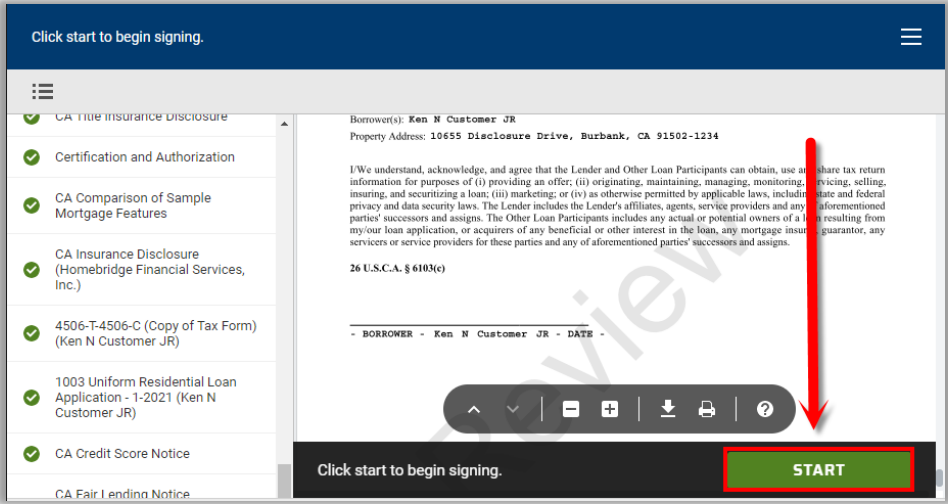

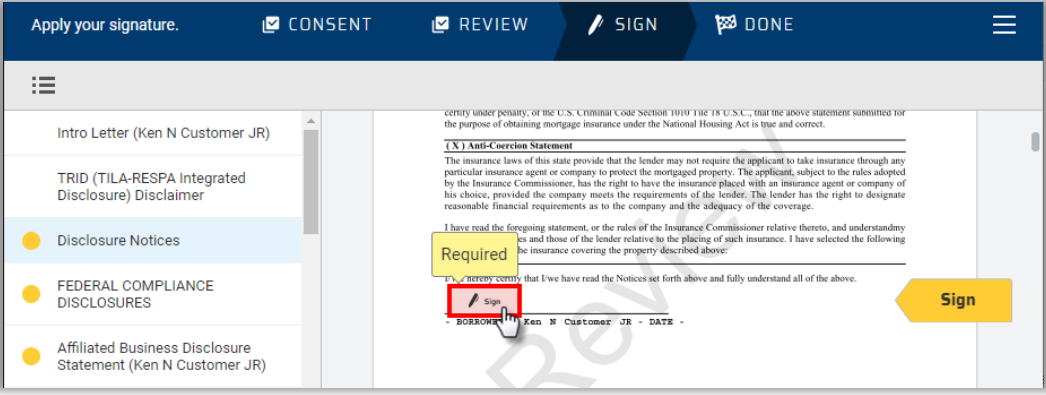
Step	Action
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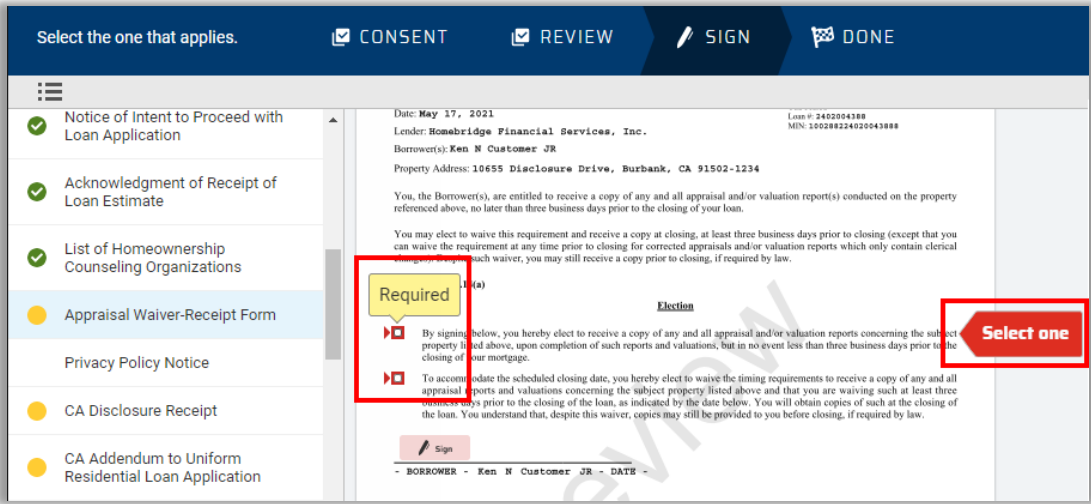
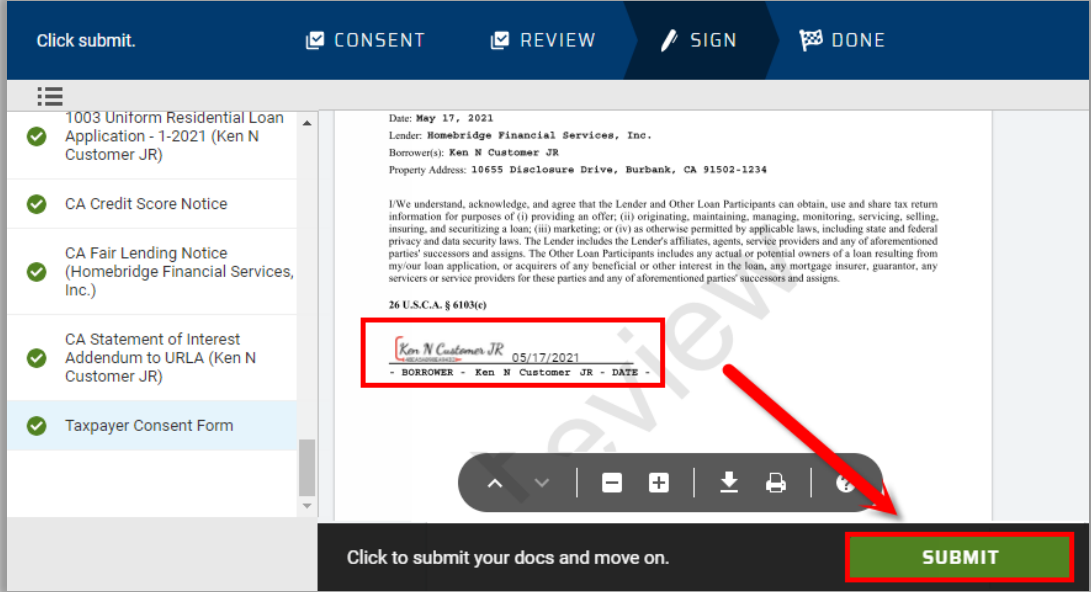
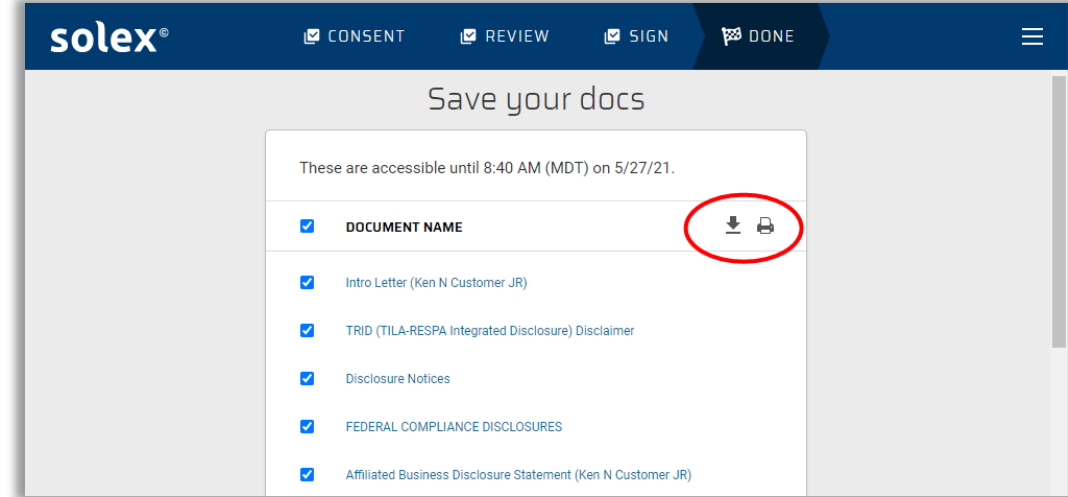
1	<ul style="list-style-type: none"> You will receive an email from docmailer@solex.com. <ul style="list-style-type: none"> – Subject: Electronic Document Request [loan number] [Borrower Name]. Click Doc Link to begin. <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>From: docmailer@solex.com <docmailer@solex.com> Sent: Monday, May 17, 2021 10:40 AM To: k.customer@email.com Subject: Electronic Document Request: 2402004388 Ken N Customer JR</p> <p>Broker Name: Barry Broker Inc.</p> <p>Dear Ken N Customer JR,</p> <p>In connection with the mortgage application for 10655 Disclosure Drive, you are receiving this email as a secure means of providing certain documentation for this loan. Within this electronic file, you will find the disclosures associated with the subject property of the mortgage loan application.</p> <p>In order to access disclosures, please click on the following link: Doc Link</p> <p>**Note: Your disclosure link will expire in TEN (10) calendar days**</p> <p>We appreciate the opportunity to assist you. If you have specific questions, please contact your mortgage broker referenced above.</p> <p>Sincerely, Homebridge Financial Services, Inc.</p> </div> <p>Notes:</p> <ul style="list-style-type: none"> The link will expire in 10 days. You will receive a email reminder to E-sign your documents if the Doc Link is not accessed in 48 hr.
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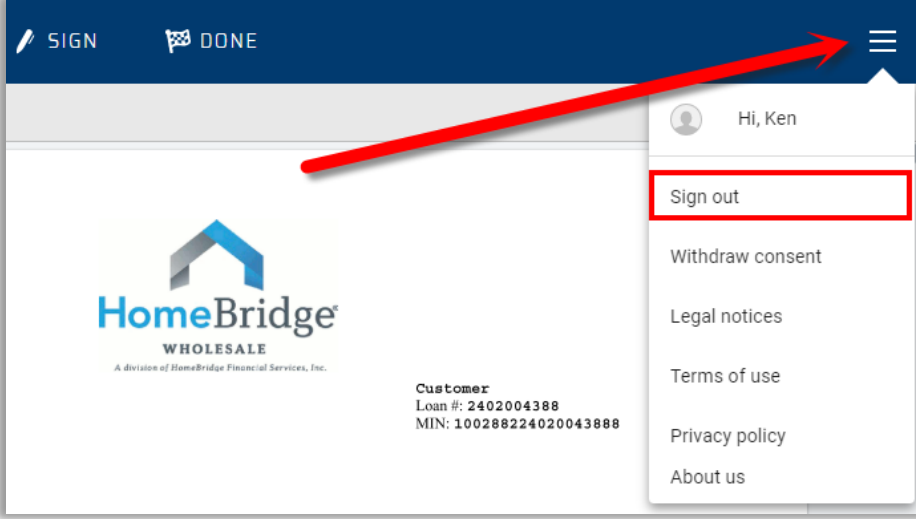
2	<p>A Solex window will appear. Enter the last 4 digits of your SSN and click SIGN IN.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> </div>
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3	<p>A Consent window will open. Review the Electronic Records and Signatures Agreement.</p> <ul style="list-style-type: none"> Click ACCEPT to receive and sign your documents electronically and continue with these instructions. Click DECLINE to receive your documents via USPS. <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> </div>
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Note: You will receive an email confirming your choice of disclosure method.

Step	Action
4	<p>Scroll to review all documents and begin signing.</p>  <p>Note: ✓ indicates the document has been reviewed.</p>
5	<p>After reviewing the documents, click Start to begin signing.</p>  <p>Note: You may download or print from the Adobe floating toolbar at any point, but you must click the Submit button to complete the signing process.</p> 
6	<p>Click the Sign buttons to electronically sign and date where indicated.</p>  <p>Note: ✓ indicates the document has been signed.</p>

Step	Action
7	<p>Click the check box when indicated.</p> 
8	<p>Upon completion, click SUBMIT to send your signed documents.</p> 
9	<p>Click the icons to save or print your signed mortgage documents. Click SIGN OUT to end the session.</p> 

Step	Action
10	<p>Click the  at the top right of your screen and select Sign out.</p> 
11	<p>Thank for electronically completing your documents.</p> 