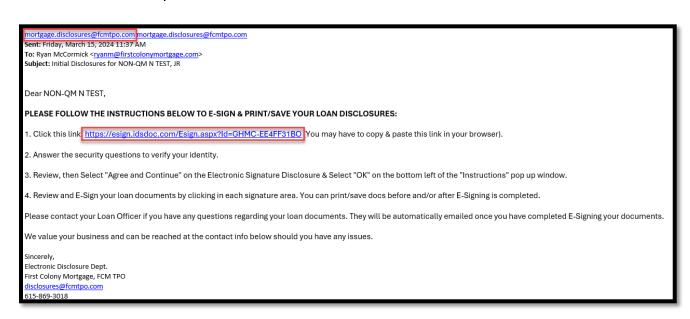


Borrower Assistance - Initial Disclosures E-Sign Instructions

The following instructions are how a Borrower will electronically sign their disclosures through IDS.

Step 1: Log in to sign disclosures through IDS.

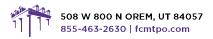
- The borrower will receive an email from mortgage.disclosures@fcmtpo.com based on the information provided on the loan application.
 - Note: This may go to junk/spam email folders.
- Click on the link provided in the email.



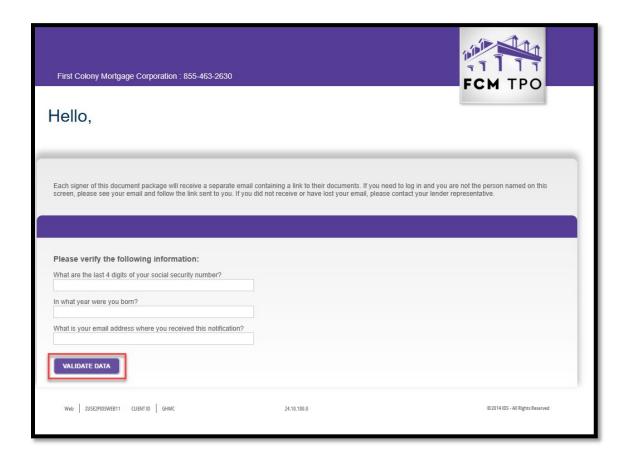
Step 2: Verify security information.

- The borrower will need to answer 3 questions to validate their identity.
- Click on Validate Data.

Note: If the borrower received an error and cannot validate the information, please have them email <u>disclosures@fcmtpo.com</u>.

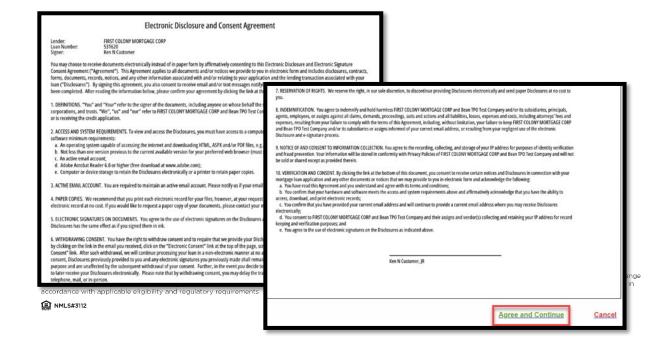






Step 3: Review the information page.

- Once the borrower has logged in, they will be taken to an **Electronic Signature Disclosure & Consent Agreement** page.
- Click on **Agree and Continue** at the bottom of the page.





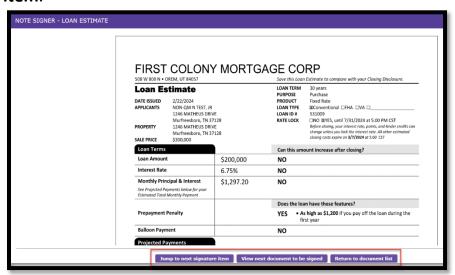
Step 4: Review the Instructions Page.

• After reviewing the instructions click on **OK**.



Step 5: View List of Documents to Review/Sign.

• Review document and click **View next document to be signed** or **Jump to next signature** item.





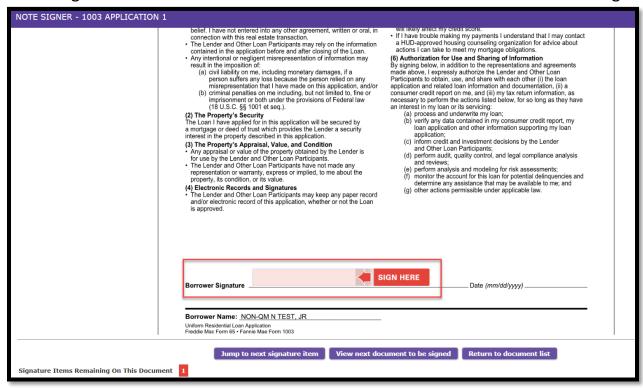


Click Acknowledge current and go to next document to review the next document.



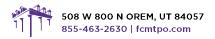
Step 6: Sign/Review the Documents.

• The signature line will be in red. Click on **SIGN HERE** to insert the electronic signature.



Click on View next document to be signed to review/sign the next document.







Note: Some documents will only need to be acknowledged. Review the document and SCrOll to the bottom of the page and click on **Acknowledge current and go to next document.**



Note: Some documents, such as the Attorney and Insurance Preference form, will allow the borrower to select their own attorney and insurance company.

• Type the selections in the box and click on **Save**.

. ,	med by the lender/mortgage broker that ce in connection with this mortgage tra	. ,	ect an insurance agent to furn	ish required
(a) I select (Inst	rance Company's Name):	state		Save

Step 7: Complete signing the package.

- Once all documents have been signed/acknowledged, the borrower will see a notification stating the document package signing has been completed.
- Click on Print/Save Package or Close.

