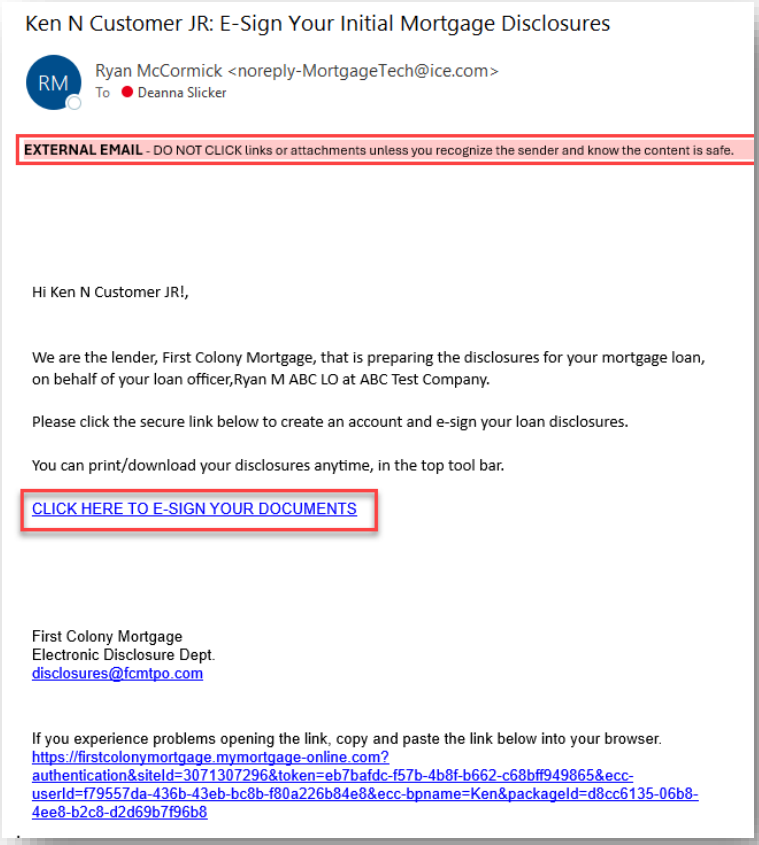
FCMTPO

Borrower Assistance – Initial Disclosures E-Sign Instructions -ICE

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

Login to sign disclosures through ICE:

- The borrower will receive an email from noreply-MortgageTech@ice.com based on the information provided on the loan application.
  NOTE: This may go to junk/spam folders.
- Click on **CLICK HERE TO E-SIGN YOUR DOCUMENTS** within the email**.**


Ken N Customer JR: E-Sign Your Initial Mortgage Disclosures

RM Ryan McCormick <noreply-MortgageTech@ice.com>
To Deanna Slicker

EXTERNAL EMAIL - DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Hi Ken N Customer JR!,

We are the lender, First Colony Mortgage, that is preparing the disclosures for your mortgage loan, on behalf of your loan officer,Ryan M ABC LO at ABC Test Company.

Please click the secure link below to create an account and e-sign your loan disclosures.

You can print/download your disclosures anytime, in the top tool bar.

CLICK HERE TO E-SIGN YOUR DOCUMENTS

First Colony Mortgage
Electronic Disclosure Dept.
disclosures@fcmtpo.com

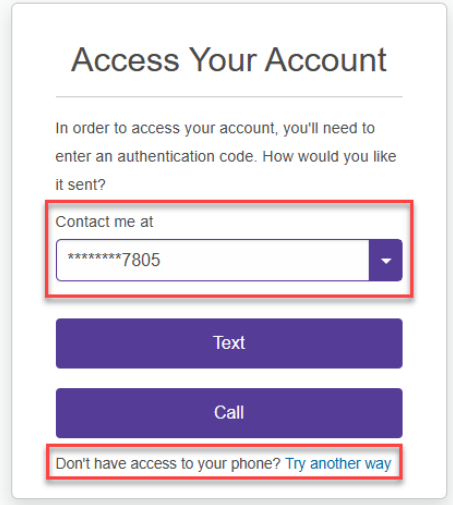
If you experience problems opening the link, copy and paste the link below into your browser.
https://firstcolonymortgage.mymortgage-online.com?authentication&siteId=3071307296&token=eb7bafdc-f57b-4b8f-b662-c68bff949865&ecc-userId=f79557da-436b-43eb-bc8b-f80a226b84e8&ecc-bpname=Ken&packageId=d8cc6135-06b8-4ee8-b2c8-d2d69b7f96b8

Access Your Account:

You will need to either enter your phone # to receive a code by

Text or alternatively, you can click receive by email:

- **To receive a text:** confirm the last 4 digits of your phone # in the “Contact Me” box is correct, and click **Text**.
- **To receive an email:** Click **Try another way** listed after *Don’t have access to your phone?*


Access Your Account

In order to access your account, you'll need to enter an authentication code. How would you like it sent?

Contact me at

********7805

Text

Call

Don't have access to your phone? Try another way

NMLS#3112
2100 W. PLEASANT GROVE BLVD.
SUITE 100
PLEASANT GROVE, UT 84062
801-226-7456 | fcmtpo.com

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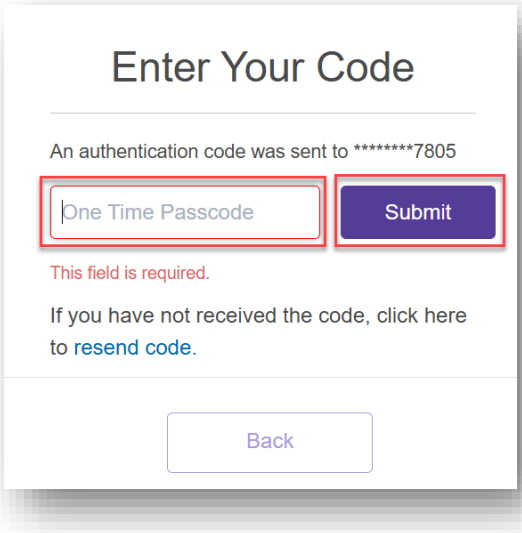
Enter Your Code:
Key in the **passcode** that was sent by text or email in **One Time Passcode** box and click **Submit.**



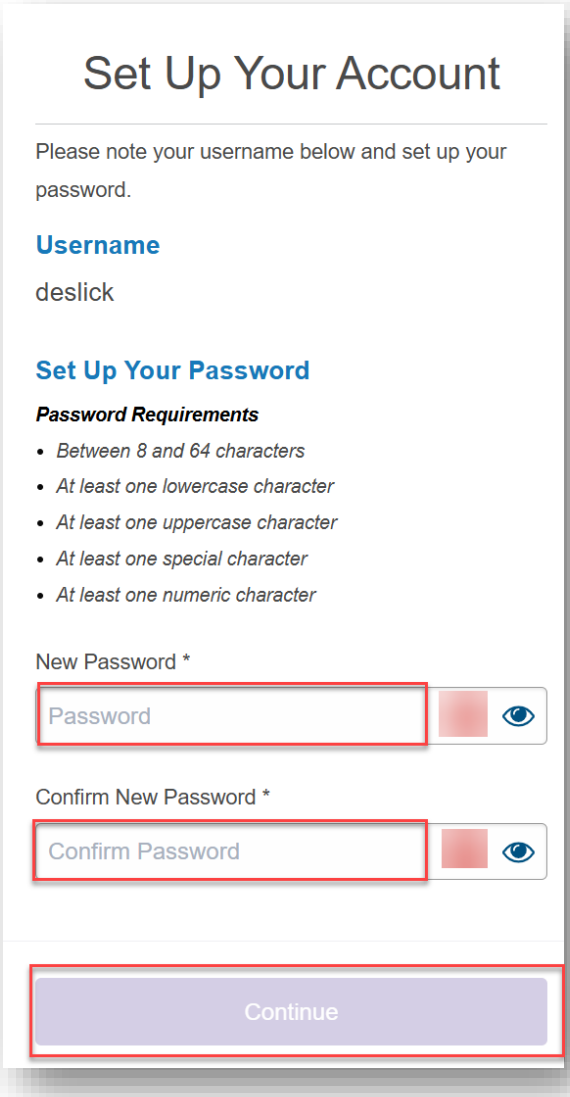
Set Up Your Account:
You will need to set up a password to view your disclosures.

Password Requirements:

8 Characters or more containing at least:

- 1 Upper Case
- 1 Lower Case
- 1 Special Character
- 1 Numeric Character

Type in **new password**, and again in the **confirm new password** box and click **Continue**.



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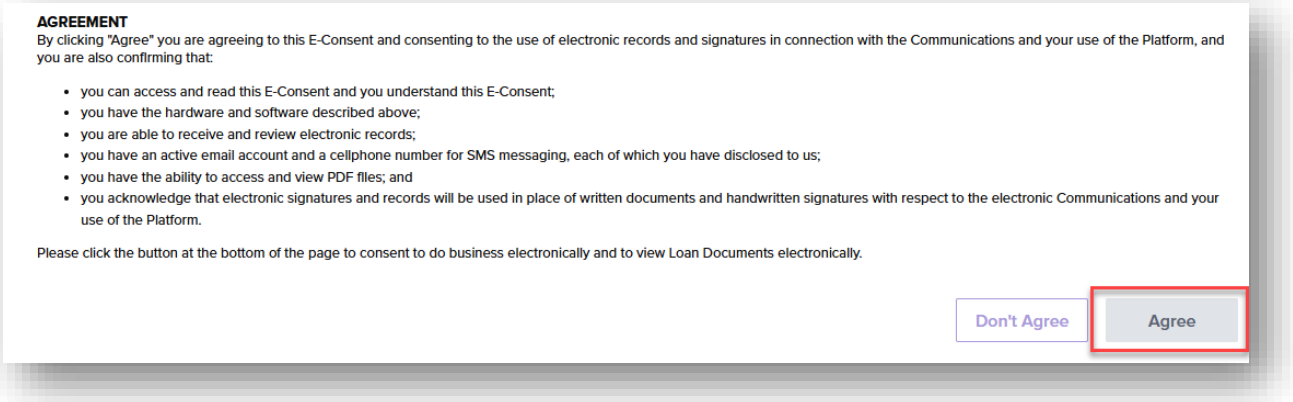
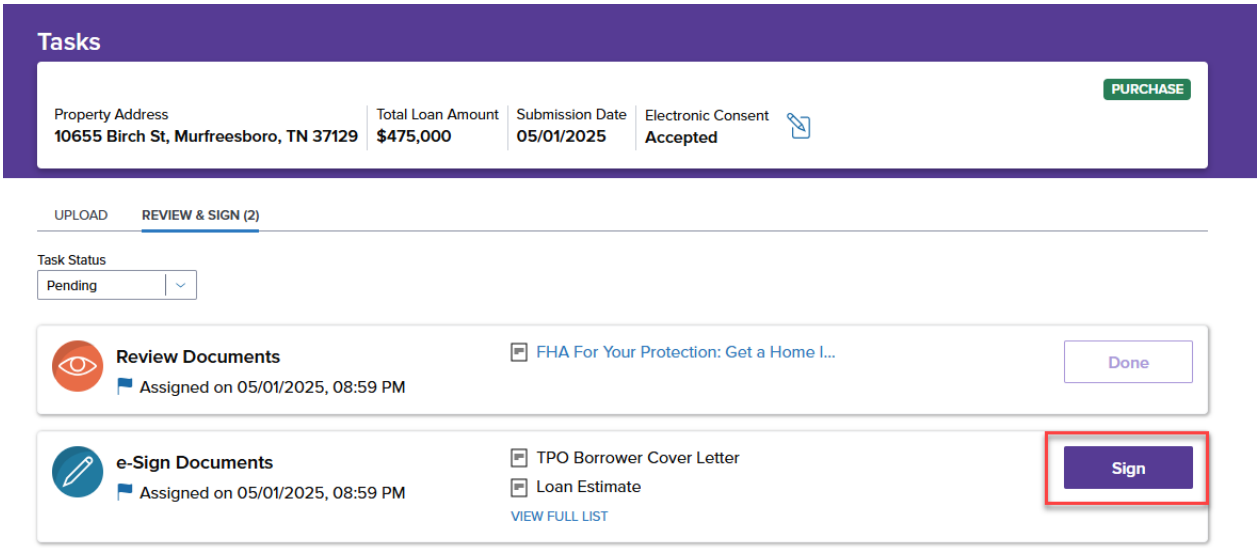
Electronic Consent Agreement

Scroll to bottom of page and click **Agree.**



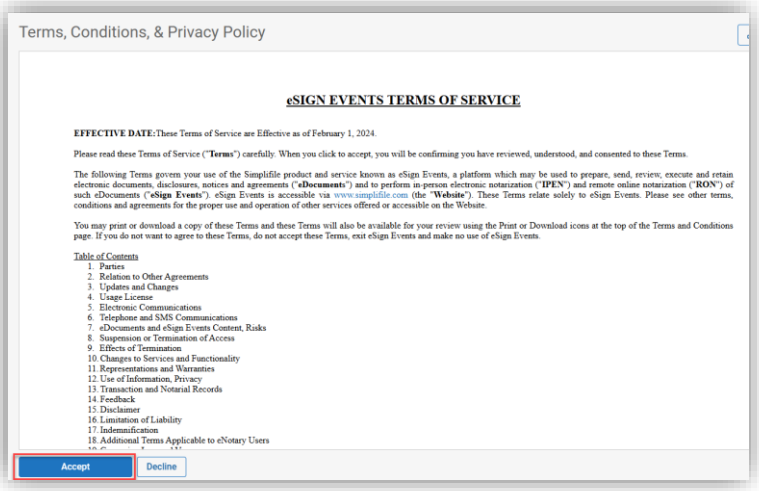
Tasks

Click the **Sign** button



Terms, Conditions, & Privacy Policy

Click **Accept**



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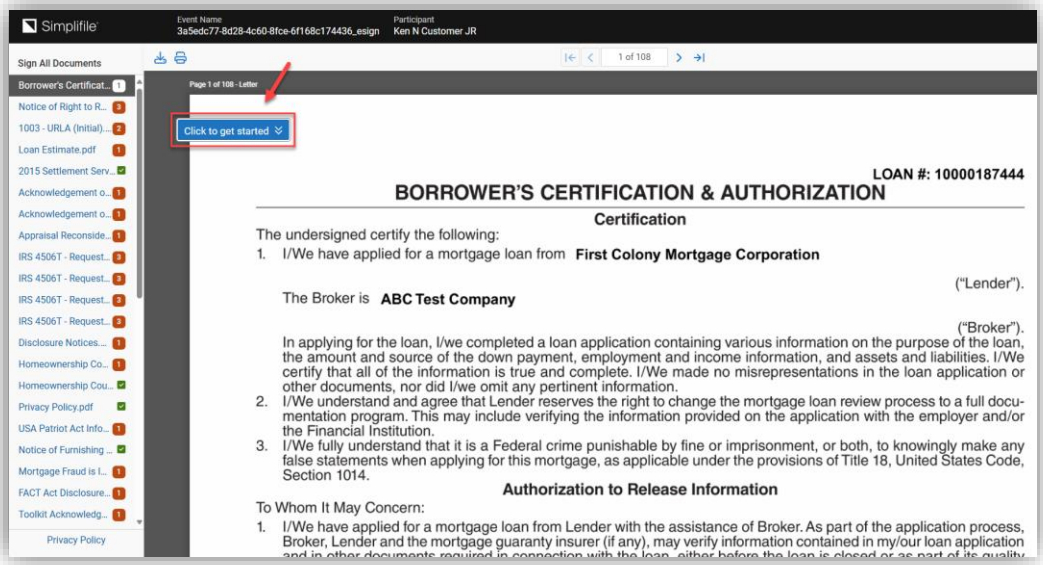
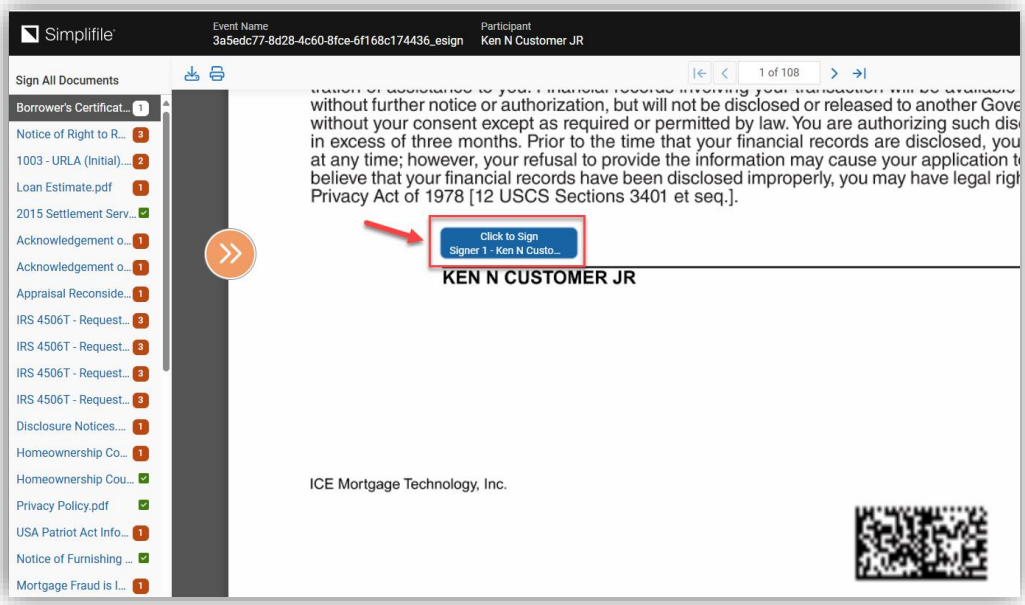
Sign All Documents

Click on **Click to get started**



Click on **Click to Sign**

This applies the e-signature to the document location.



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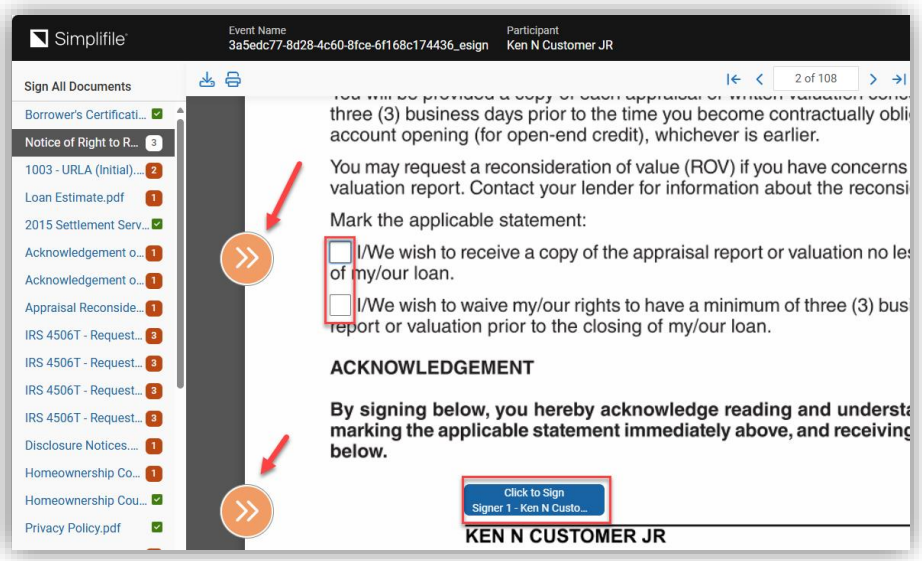
Create Signature and Initials

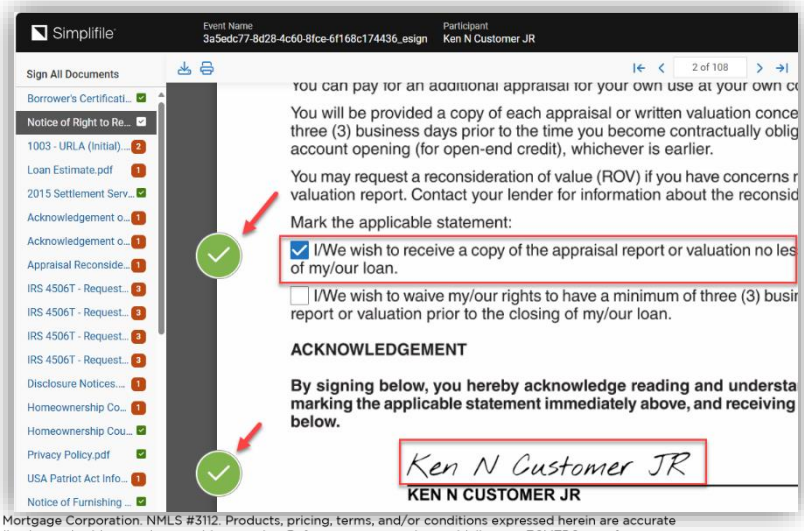
Click **Create Signature**

The Orange arrows will indicate each location you need to sign, and/or click checkboxes.



Each arrow will turn green once you have performed the task it requires and it will take you to the next orange arrow.

Repeat until all locations have been signed.



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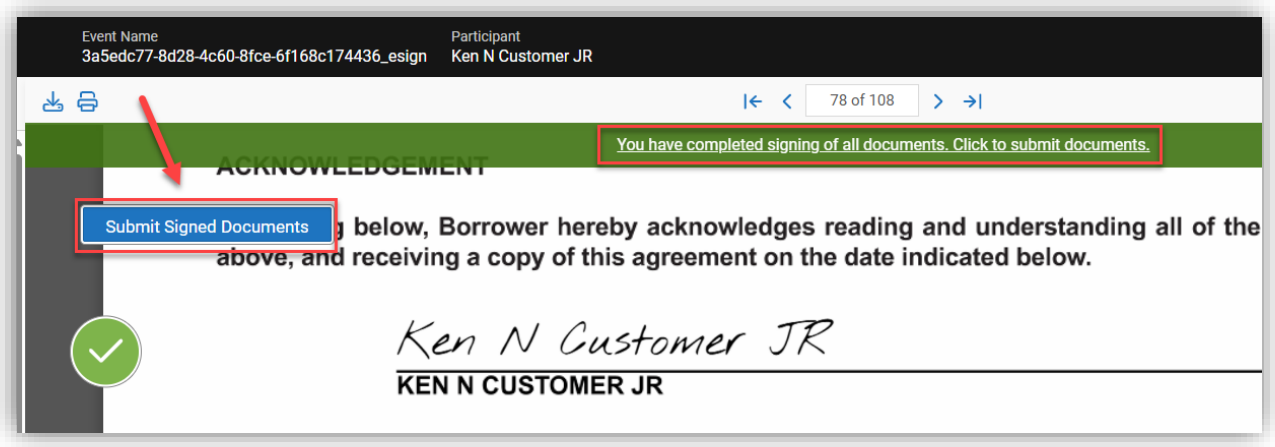
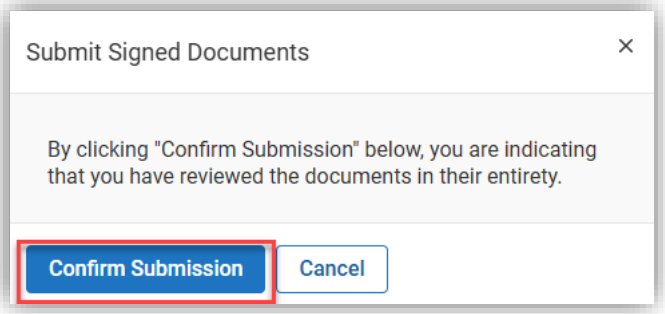
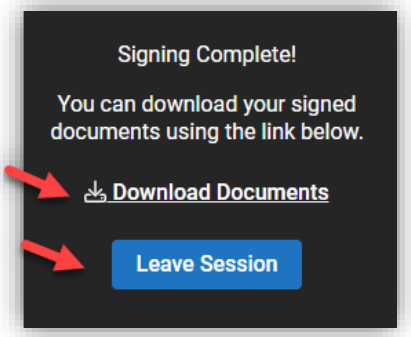
You have completed signing of all documents.
Click the blue **Submit Signed Documents** button.



Confirm Submission
Click the **Confirm Submission** button.



Signing Complete
Click **Download Documents** if you'd like to download the e-signed package.
Otherwise, click **Leave Session**.



Questions regarding **logging in or the e-sign process** should be sent to support@fcmtpo.com.

Questions regarding the **disclosure data** should be sent to disclosures@fcmtpo.com.

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