



How to Request, E-Sign and View Initial Disclosures -ICE

The following instructions are how a **Broker** will request the initial disclosures package and electronically sign their disclosures.

Submit Request to FCM TPO through FCM FUEL.

- Click on **Loan Estimate** tab on the Loan Tracker.
- When you are ready to request the **Loan Estimate**, click the **Disclosure Actions** button.

Loan # 545395

Status New

Borrower Ken DSCR

Loan Amount \$153,675

Note Rate 7.500%

Product Conv - 30 Year Fixed

LTV 75.00

FICO 750

Purpose Purchase

Address 122 Test Court

DTI 100% / 954.46%

Lock Info 12/23

Channel Broker

AE Ryan McCormick AE Test Act

Support Desk

Lock Desk

< OPEN CONTACT CENTER

EDIT 1003

VIEW DOCS

LOAN ESTIMATE

AUS

APPRaisal

UPLOAD & SUBMIT

UW

CD

Requested: --

All Borrowers Signed: --

Sent: --

LO Signed: --

Request Initial Disclosures

SAVE PROGRESS

EXTEND LOCK

DISCLOSURE ACTIONS

SELECT LE DOC

or Drag/Drop LE Doc

Access the Initial Disclosures Portal.

- Once initial disclosures have been requested, an email is sent to the Loan Officer on loan from noreply-MortgageTech@ice.com titled “E-Sign Your Initial Mortgage Disclosures”.
- Click on **Click here to sign the documents**.

Ryan M ABC LO: E-Sign Your Initial Mortgage Disclosures

RM

Ryan McCormick <noreply-MortgageTech@ice.com>

To Ryan McCormick

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

Borrower: Ken N Customer JR

Property Address: 10655 Birch St

eDisclosure package Sent Date/Time: 2025-09-08 18:13:54

Dear Ryan M ABC LO,

This email has been sent to notify you that your signature is required on the package sent on 2025-09-08 18:13:54. It is recommended that you sign the documents as soon as possible. The documents cannot be retrieved to the eFolder until both you and the borrowers sign them.

If you have already completed signing, please ignore this email.

1003 - URLA (Initial)

CA Mortgage Brokerage Agreement

Click here to sign the documents

If you experience problems opening the link, copy and paste the URL below into your Web browser.

URL: <https://firstcolony.encompasspoconnect.com/#/home/pipeline/251b23ab-53a2-4d12-bc9c-b1b539c367d5/esign?packageId=3a5edc77-8d28-4c60-8fce-6f168c174436>

If you have any questions, please contact your system administrator.

Sincerely,

Encompass eFolder Team

Ellie Mae, Inc.



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801-226-7456 | fcmtpo.com

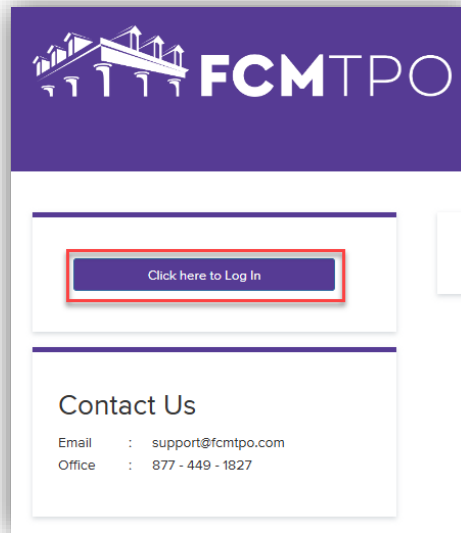
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Logging In:

You will be directed to:

<https://firstcolony.encompasstpoconnect.com/>

Click on **Click here to Log In**.



First Time Sign-on:

Type in User Name (**email address**) and click **Continue**.

Do not click any boxes.

A screenshot of the LOGIN form. It has a title 'LOGIN' and a close button. Below the title, there is a 'User Name' field with a password icon. There are two checkboxes: 'Internal User' and 'Remember Me'. At the bottom, there is a 'Continue' button.

From next pop up, Click **Forgot Password**

NOTE: *If you have already reset your password, type in user name (email address) & password and click Login. Next step is on page 4.*

A screenshot of the LOGIN form. It has a title 'LOGIN' and a close button. Below the title, there is a 'User Name' field and a 'Password' field with a visibility icon. At the bottom, there is a 'Login' button. A red arrow points to a link that says 'Forgot Password?' which is highlighted with a red box.

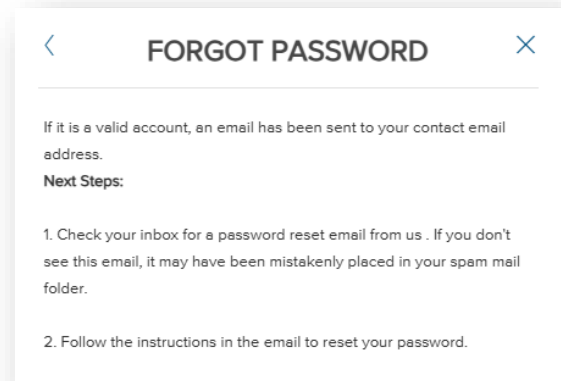
On Forgot Password pop up, type in **Email Address** and click **Submit**.

A screenshot of the FORGOT PASSWORD form. It has a title 'FORGOT PASSWORD' and a close button. Below the title, there is a message: 'PLEASE ENTER THE LOGIN EMAIL ADDRESS FOR THE ACCOUNT.' Below this, there is a 'LOGIN EMAIL ADDRESS' label and a text input field with a password icon. At the bottom, there is a 'SUBMIT' button.

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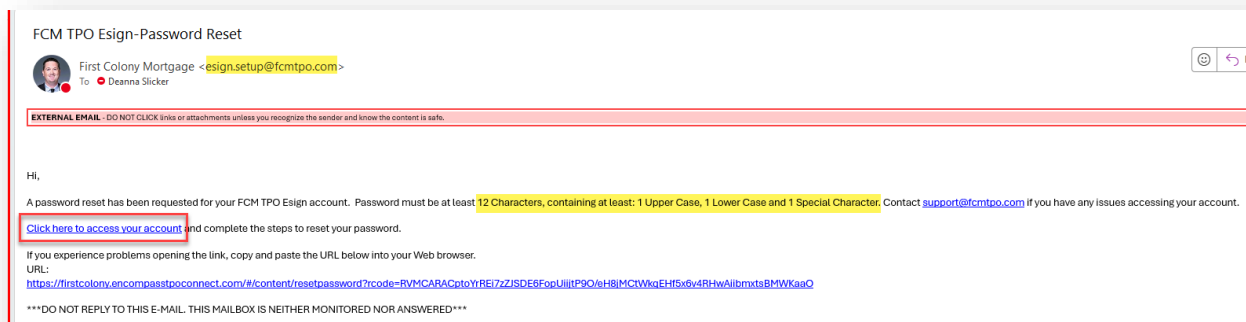
Forgot Password message pops up letting you know an email will be sent to you with password reset information if you have typed in the correct email address.



Password Reset Email

You will receive an email from esign.setup@fcmtpo.com with password reset instructions.

If you do not receive an email, contact support@fcmtpo.com for assistance.



From the email, click on **Click here to access your account.**

Type in Email address, and new password twice,

Then click **Reset Password.**

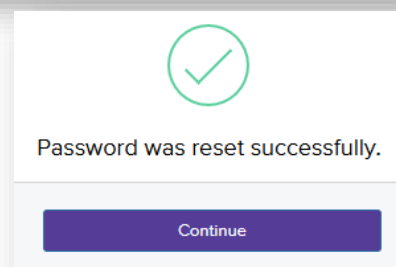
Password Requirements:

12 Characters containing at least:

1 Upper Case, 1 Lower Case, and 1 Special Character

Once your password has been reset, a pop up will appear

That the password was reset successfully.



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You will then be prompted to login.

Type in User Name (**email address**) and click **Continue**.

You are now logged in, and can continue with the e-signing Process. **Please save your ICE password.**

LOGIN

User Name

☐ Internal User

☐ Remember Me

Continue

To e-sign Initial Disclosures:

You will be brought to the Esign screen with loan documents to e-sign. If there are multiple borrowers to e-sign for, the number of applications will be indicated at the top left by Esign in a red circle.

1

Esign 2

Ken Customer
10655 Birch St, Burbank, CA, 91502
ABC Test Company

Loan # 1025175969
DTI - Top 17.853%
LTV 88.235%

Loan Purpose Purchase
Loan Type Conventional
Interest Rate 8.125%

Loan Amount \$ \$300,000.00
FICO -
Cash to Close \$34,747.90

Initial Disclosures

eSign

STATUS	DOCUMENT NAME	ESIGNED BY	ESIGNED DATE
Group: My eSign (42)			
	Anti-Steering Safe Harbor Disclosure	VIEW DETAILS	Review and Esign
	Your Home Loan Toolkit - Esign	VIEW DETAILS	Review and Esign
	CA Voluntary Information for Government Monitoring Purposes	VIEW DETAILS	Review and Esign

3

1. Indicates the number of applications to e-sign

2. Borrower Name of disclosure package to e-sign

3. Click anywhere on the first document to begin the e-signing process (this is the only document you will need to e-sign)

A box will pop up pertaining to **esigning the 1003**.

Click **Start eSign Session**.

eSign 1003 - URLA

Simplifile

Your Simplifile eSign Event is available

Start eSign Session Back to Previous Page

By clicking Start eSign Session, you agree to the [Privacy Policy](#) and [Terms of Service](#)

Click **Start** button



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Sign All Documents

Click on **Click to get started**

Event Name: 3a5edc77-8d28-4c60-8fce-6f168c174436_esign
Participant: Ken N Customer JR

Sign All Documents

Page 1 of 108 - Letter

Click to get started

BORROWER'S CERTIFICATION & AUTHORIZATION LOAN #: 10000187444

Certification

The undersigned certify the following:

- I/We have applied for a mortgage loan from **First Colony Mortgage Corporation** ("Lender").

The Broker is **ABC Test Company** ("Broker").

In applying for the loan, I/we completed a loan application containing various information on the purpose of the loan, the amount and source of the down payment, employment and income information, and assets and liabilities. I/We certify that all of the information is true and complete. I/We made no misrepresentations in the loan application or other documents, nor did I/we omit any pertinent information.

- I/We understand and agree that Lender reserves the right to change the mortgage loan review process to a full documentation program. This may include verifying the information provided on the application with the employer and/or the Financial Institution.
- I/We fully understand that it is a Federal crime punishable by fine or imprisonment, or both, to knowingly make any false statements when applying for this mortgage, as applicable under the provisions of Title 18, United States Code, Section 1014.

Authorization to Release Information

To Whom It May Concern:

- I/We have applied for a mortgage loan from Lender with the assistance of Broker. As part of the application process, Broker, Lender and the mortgage guaranty insurer (if any), may verify information contained in my/our loan application and in other documents required in connection with the loan, either before the loan is closed or as part of its quality

Click on **Click to Sign**

This applies the e-signature to the document location.

Event Name: 3a5edc77-8d28-4c60-8fce-6f168c174436_esign
Participant: Ryan M ABC LO

10 of 108

Loan Originator Name Ryan M ABC LO

Loan Originator NMLSR ID# 3322211 State License ID# _____

Email ryan@guarantytrust.com

Click to Sign
Signer 2 - Ryan M ABC LO

Signature _____

Create Signature and Initials

Click **Create Signature**

Create Signature and Initials

☒ Click-to-sign ☐ Draw signature and initials

Signature: Ryan M ABC LO Initials: RMAL

By clicking Create Signature, you agree to accept, as your binding signature, the electronic representation shown above, as if it were a pen-and-paper signature.

Create Signature Cancel



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The Orange arrows will indicate each location you need to sign

Event Name
3a5edc77-8d28-4c60-8fce-6f168c174436_esign

Participant
Ryan M ABC LO

Sign All Documents

By signing below, the mortgage broker certifies that complies with California Law.

ORIGINATOR: ABC TEST COMPANY

Click to Sign
Signer 2 - Ryan M ABC LO

BY: RYAN M ABC LO

LOAN ORIGINATOR
TITLE

NMLS NO: 3322211

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

Event Name
3a5edc77-8d28-4c60-8fce-6f168c174436_esign

Participant
Ryan M ABC LO

78 of 108

You have completed signing of all documents. Click to submit documents.

Submit Signed Documents

ORIGINATOR: ABC TEST COMPANY

BY: Ryan M ABC LO

RYAN M ABC LO

LOAN ORIGINATOR
TITLE

NMLS NO: 3322211

Confirm Submission

Click the **Confirm Submission** button.

Submit Signed Documents

By clicking "Confirm Submission" below, you are indicating that you have reviewed the documents in their entirety.

Confirm Submission Cancel



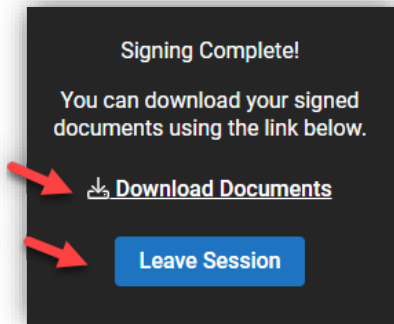
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Signing Complete

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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