

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 AE Ryan McCormick AE Test Act

Status New	Note Rate 7.500% <input type="checkbox"/>	FICO 750	DTI 100% / 954.46% <input type="checkbox"/>	Support Desk <input checked="" type="checkbox"/>
Borrower Ken DSCR	Product Conv - 30 Year Fixed	Purpose Purchase	Lock Info 12/23 <input type="checkbox"/>	Lock Desk <input checked="" type="checkbox"/>
Loan Amount \$153,675	LTV 75.00 <input type="checkbox"/>	Address 122 Test Court	Channel Broker	OPEN CONTACT CENTER

EDIT 1003 VIEW DOCS

LOAN ESTIMATE

Requested: - All Borrowers Signed: -
Sent: - LO Signed: -

AUS

APPRAISAL

UPLOAD & SUBMIT

UW

CD

Request Initial Disclosures SAVE PROGRESS EXTEND LOCK **DISCLOSURE ACTIONS**

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 an @fcmtpo.com email address titled *“Important Task for your Mortgage Disclosures”*.
- Click on **Click here to sign the documents**.

EasyTest User: Important Task for your Mortgage Disclosures



Taylor Paulista <taylor.paulista@fcmtpo.com>
To deanna.slicker+99@fcmtpo.com

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

Borrower: **Ken N Test JR**
Property Address: **10655 Birch St**
eDisclosure package Sent Date/Time: **2024-11-18 16:11:55**

Dear EasyTest User,

This email has been sent to notify you that your signature is required on the package sent on 2024-11-18 16:11:55. 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.

DSCR 1003 URL A

[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.encompassstoconnect.com/#/home/pipeline/4a4a0bf9-37d6-45e8-b563-fbee15b16c96/esign?packageId=ebcf59c0-7576-43bf-9f4b-bcf96a2637d5>

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

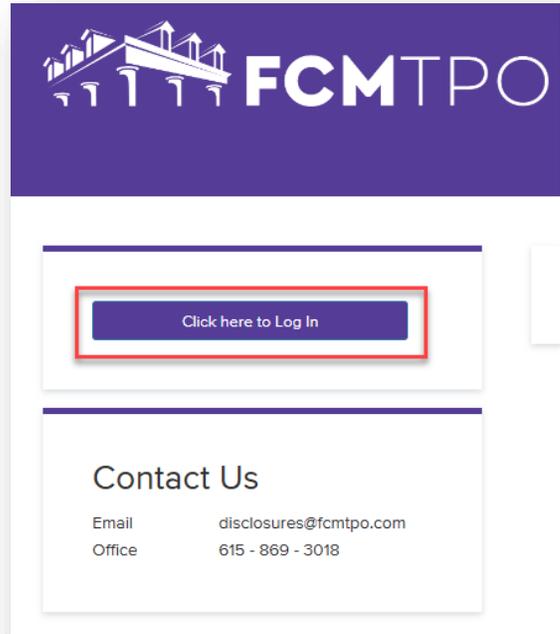
Sincerely,
Encompass eFolder Team
Ellie Mae, Inc.

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.

The image shows a "LOGIN" form with a close button (X) in the top right. It has a "User Name" input field with a masked password icon (••••). Below the input field are two checkboxes: "Internal User" and "Remember Me". At the bottom is a grey "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.*

This is a second view of the "LOGIN" form. A red arrow points to a "Forgot Password?" link in the top right corner, which is enclosed in a red box. The "User Name" and "Password" input fields are visible, along with a blue "Login" button at the bottom.

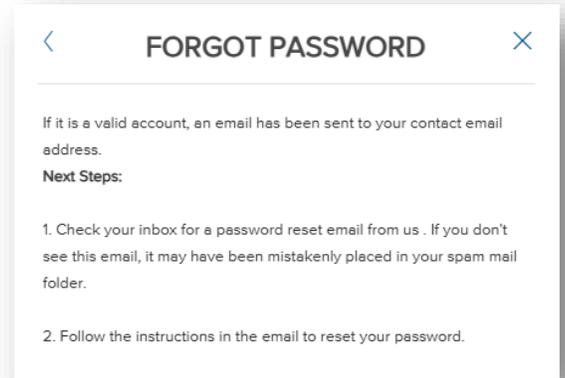
On Forgot Password pop up, type in **Email Address** and click **Submit**.

The image shows a "FORGOT PASSWORD" form with a back arrow and a close button (X). It contains the instruction "PLEASE ENTER THE LOGIN EMAIL ADDRESS FOR THE ACCOUNT." and a "LOGIN EMAIL ADDRESS" label. Below is an input field for the "Login Email Address" with a masked password icon (••••). At the bottom is a purple "SUBMIT" button.

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

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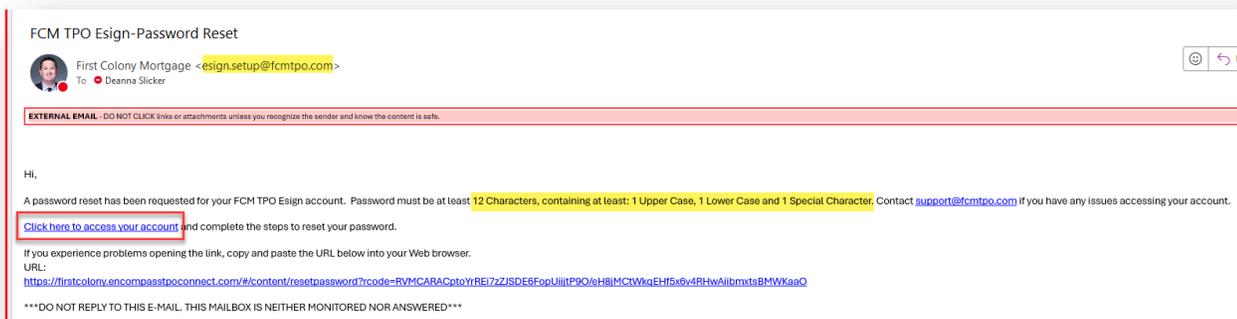
Forgot Password message pops up letting you know an email will be sent to you with password reset information if you have typed in the correct email address.



Password Reset Email

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

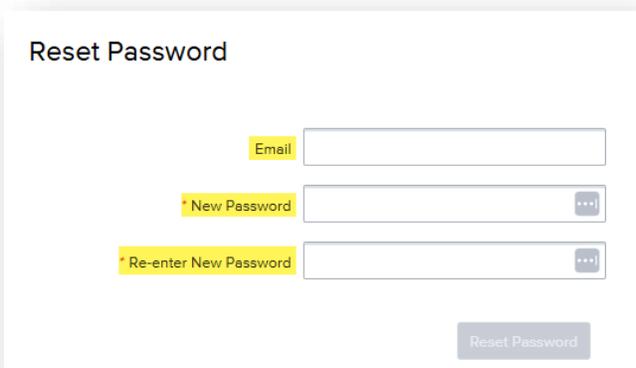
If you do not receive an email, contact support@fcmtpo.com for assistance.



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

Type in Email address, and new password twice,

Then click **Reset Password**.



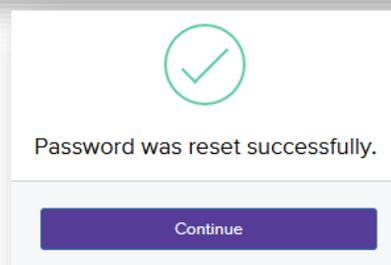
Password Requirements:

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:

Click on **Esign** at top left of screen



Click on **loan**

LOAN NUMBER	BORROWER NAME	LOAN AMOUNT	PROPERTY ADDRESS
1024169094	Customer JR, Ken N	\$300,000.00	10655 Birch St Miami FL 33142

Click on the first Document under the **My eSign** Group (this is the only document you need to e-sign):

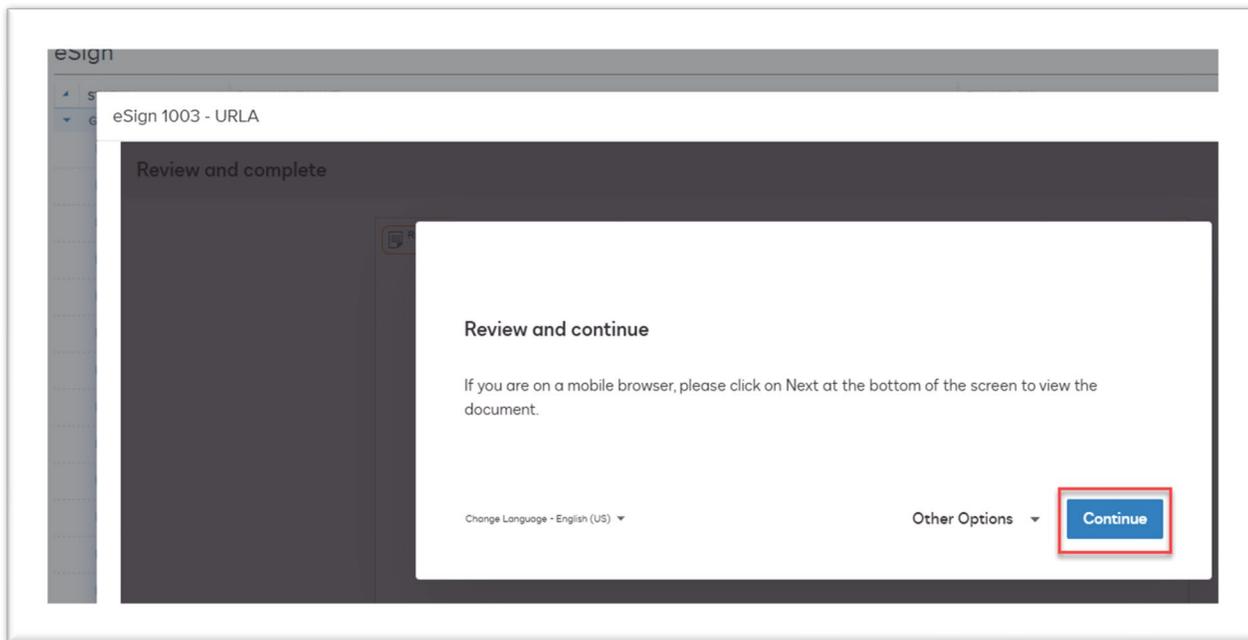
STATUS	DOCUMENT NAME	ESIGNED BY	ESIGNED DATE
	TPO Borrower Cert and Auth	VIEW DETAILS	Review and Esign
	RDA 3555-21 Request for SF Loan Guaranty	VIEW DETAILS	Review and Esign
	NO NEW DEBT DISCLOSURE	VIEW DETAILS	Review and Esign
	CA 3rd Party Request for NOD/Sale	VIEW DETAILS	Review and Esign
	CA Title Insurance Notice	VIEW DETAILS	Review and Esign



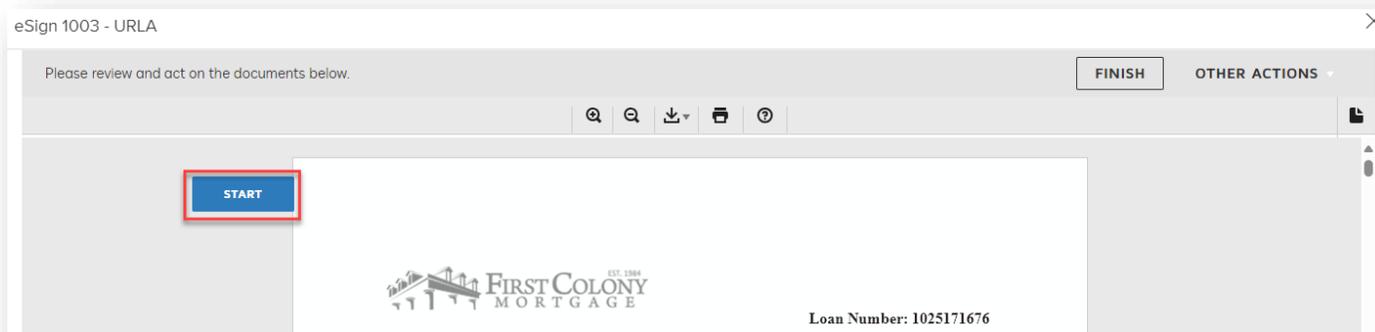
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A box will pop up pertaining to **Review and continue**. Click **Continue**.



Click **Start** button



Adding Signature:

It will take you to the signature line. Click the **Sign icon**



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eSign 1003 - URLA

Select the sign field to create and add your signature. **FINISH** OTHER ACTIONS

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Section 9: Loan Originator Information - To be completed by your Loan Originator.

Loan Originator Information

Loan Originator Organization Name Easy Home Loans, LLC
 Address 3722 SW 154 Ct, Miami, FL 33185
 Loan Originator Organization NMLS ID# 2125202 State License ID# MBR4159
 Loan Originator Name EasyTest User
 Loan Originator NMLS ID# 9999 State License ID# 1234
 Email deanna.wooten@hmc.com Phone 615-631-7805

Required - Sign Here

Signature Sign Date (mm/dd/yyyy) 11/19/2024 11/19/2024 10:58:20 PST

SIGN ➔

Click **Adopt and Sign** button

Adopt Your Signature ✕

Confirm your name, initials, and signature.

* Required

Full Name* **Initials***

SELECT STYLE DRAW UPLOAD

PREVIEW Change Style

Signed by:  Initial 

D9C423BC593F4D9...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts.

ADOPT AND SIGN CANCEL

Click **Finish** button

eSign 1003 - URLA

Done! Select Finish to send the completed document. **FINISH** OTHER ACTIONS

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Section 9: Loan Originator Information - To be completed by your Loan Originator.

Loan Originator Information

Loan Originator Organization Name Easy Home Loans, LLC
 Address 3722 SW 154 Ct, Miami, FL 33185
 Loan Originator Organization NMLS ID# 2125202 State License ID# MBR4159
 Loan Originator Name EasyTest User
 Loan Originator NMLS ID# 9999 State License ID# 1234
 Email deanna.wooten@hmc.com Phone 615-631-7805

Required - Signature Applied

Signature  Date (mm/dd/yyyy) 11/19/2024 11/19/2024 10:58:20 PST

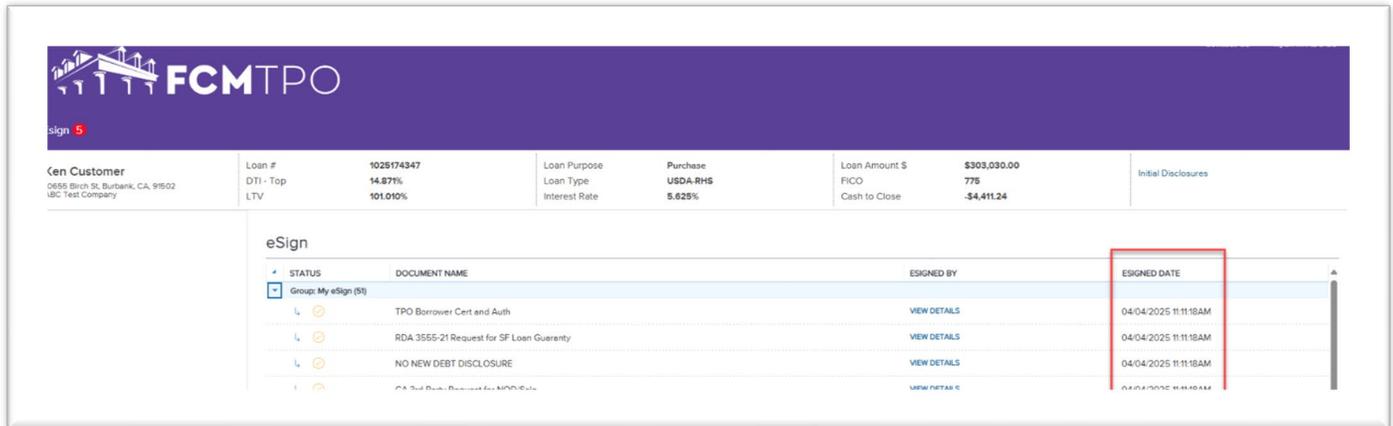


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It will bring you back to the main screen. To see the signed disclosures and E-SIGNED DATE on screen, click the **Refresh** button  at the top of your Internet Browser.

Date and Time will be reflected under **ESIGNED DATE**.



The screenshot displays the FCMTPO eSign interface. At the top, there is a purple header with the FCMTPO logo and a 'Sign 5' indicator. Below the header, there are several sections: 'Gen Customer' with address information, 'Loan #' with DTI and LTV percentages, 'Loan Purpose' and 'Purchase' details, 'Loan Amount \$' with FICO and Cash to Close values, and 'Initial Disclosures'. The main section is titled 'eSign' and contains a table with columns for 'STATUS', 'DOCUMENT NAME', 'ESIGNED BY', and 'ESIGNED DATE'. The 'ESIGNED DATE' column is highlighted with a red box. The table lists three documents: 'TPO Borrower Cert and Auth', 'RDA 3555-21 Request for SF Loan Guaranty', and 'NO NEW DEBT DISCLOSURE', all signed on 04/04/2025 11:11:18AM.

STATUS	DOCUMENT NAME	ESIGNED BY	ESIGNED DATE
Group: My eSign (5)			
📄	TPO Borrower Cert and Auth	VIEW DETAILS	04/04/2025 11:11:18AM
📄	RDA 3555-21 Request for SF Loan Guaranty	VIEW DETAILS	04/04/2025 11:11:18AM
📄	NO NEW DEBT DISCLOSURE	VIEW DETAILS	04/04/2025 11:11:18AM
📄	CA Stat Book Request for NPO Etc.	VIEW DETAILS	04/04/2025 11:11:18AM

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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