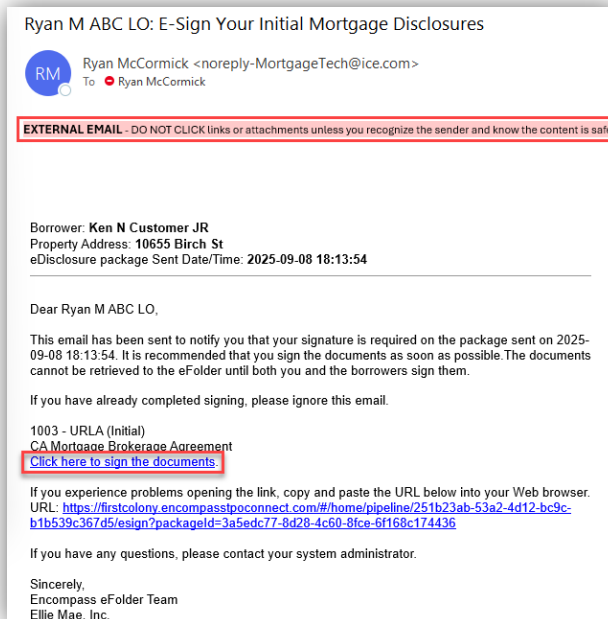


How to E-Sign Initial Disclosures -ICE

The following instructions are how a **Broker** will e-sign their disclosures.

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**.



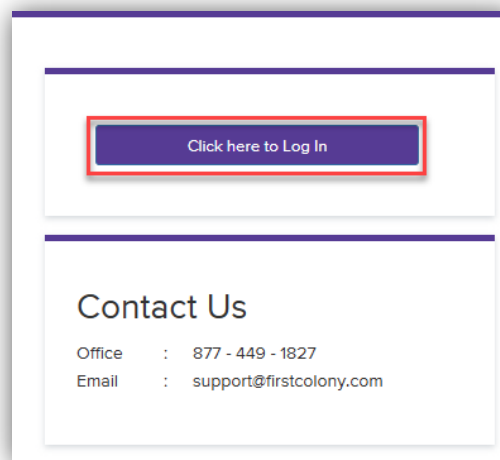
Logging In:

- You will be directed to:

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

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

PLEASE NOTE: This is a SEPARATE login from your CODA portal login.



First Time Sign-on:

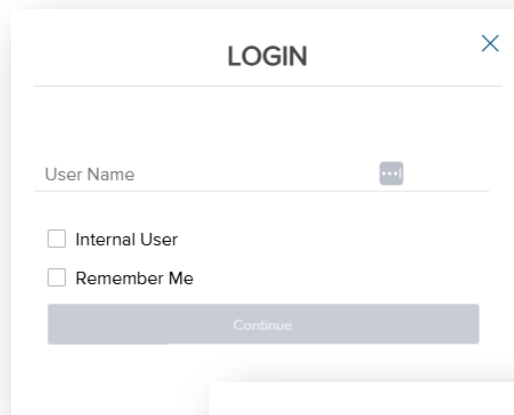
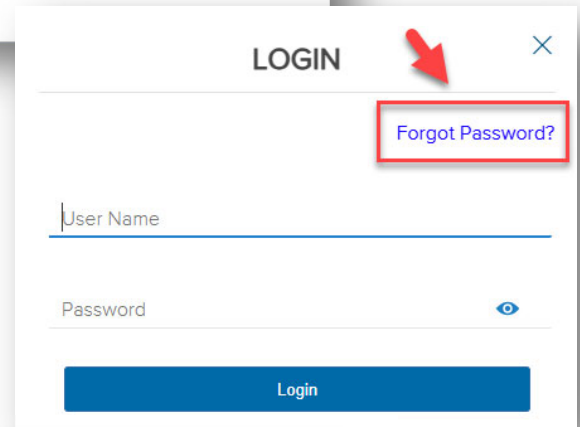
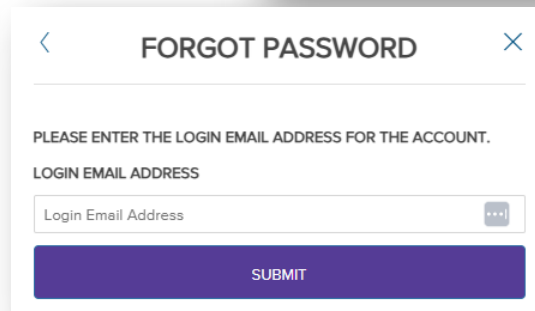
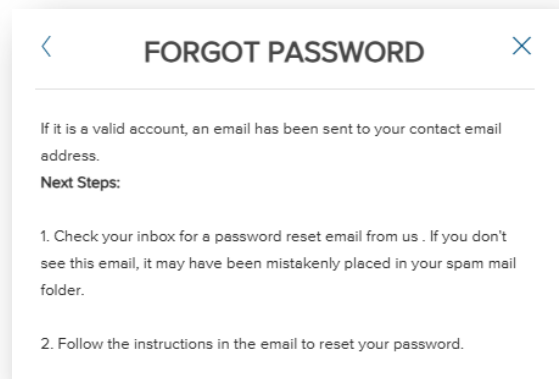
- Type in User Name (**email address**) and click **Continue**.
- Do not click any boxes.

- 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.*

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

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.

A screenshot of the first 'LOGIN' screen. It has a title bar with 'LOGIN' and a close button. Below the title bar is a 'User Name' input field with a password icon. Underneath are two checkboxes: 'Internal User' and 'Remember Me'. At the bottom is a grey 'Continue' button.A screenshot of the second 'LOGIN' screen. It has a title bar with 'LOGIN' and a close button. A red arrow points to a red-bordered box containing the text 'Forgot Password?'. Below this are 'User Name' and 'Password' input fields, with a password icon next to the password field. At the bottom is a blue 'Login' button.A screenshot of the 'FORGOT PASSWORD' screen. It has a title bar with 'FORGOT PASSWORD' and a close button. Below the title bar is the text 'PLEASE ENTER THE LOGIN EMAIL ADDRESS FOR THE ACCOUNT.' followed by 'LOGIN EMAIL ADDRESS'. There is a 'Login Email Address' input field with a password icon. At the bottom is a purple 'SUBMIT' button.A screenshot of the 'FORGOT PASSWORD' message screen. It has a title bar with 'FORGOT PASSWORD' and a close button. The main content area contains the text: 'If it is a valid account, an email has been sent to your contact email address.' followed by 'Next Steps:'. Below this are two numbered steps: '1. Check your inbox for a password reset email from us . If you don't see this email, it may have been mistakenly placed in your spam mail folder.' and '2. Follow the instructions in the email to reset your password.'

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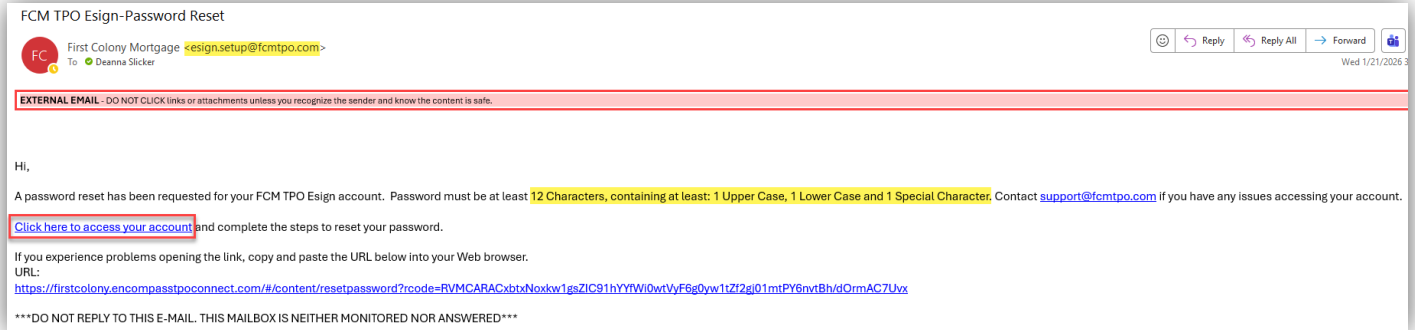
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Password Reset Email

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

If you do not receive an email, contact support@firstcolony.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

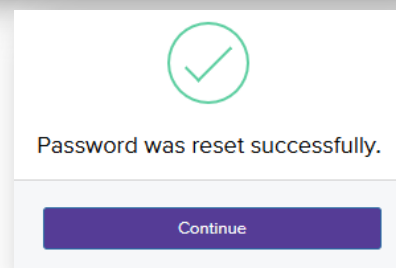
That the password was reset successfully.

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.**

A screenshot of a "Reset Password" form. It has three input fields: "Email", "New Password", and "Re-enter New Password". The "New Password" and "Re-enter New Password" fields have a strength indicator (three dots). A "Reset Password" button is at the bottom right.A screenshot of a "LOGIN" form. It has a "User Name" input field, which is highlighted with a red box. Below it are two checkboxes: "Internal User" and "Remember Me". At the bottom is a "Continue" button, also highlighted with a red box.

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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. Indicates the number of applications to e-sign – **click on Esign**
2. **Click on Borrower's Name** to start the signing process

First Colony
WHOLESALE
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Esign 1

Esign | 1 Loan(s)

LOAN NUMBER	BORROWER NAME	LOAN AMOUNT	PROPERTY ADDRESS
10000216246	Freddie, Andy	\$188,000.00	4321 Cul de Sac Street FITZGERALD GA 31750

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

eSign

STATUS	DOCUMENT NAME	ESIGNED BY	ESIGNED DATE
Group: My eSign (3)			
	USDA 3555-21 Request for SF Loan Guaranty	VIEW DETAILS	Review and Esign
	GA Fee Disclosure	VIEW DETAILS	Review and Esign
	1003 - URLA (Initial)	VIEW DETAILS	Review and Esign
Group: Others' eSign (2)			
	USDA 3555-21 Request for SF Loan Guaranty	VIEW DETAILS	06/26/2026 3:52:02PM
	GA Fee Disclosure	VIEW DETAILS	06/26/2026 3:51:50PM

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](#)



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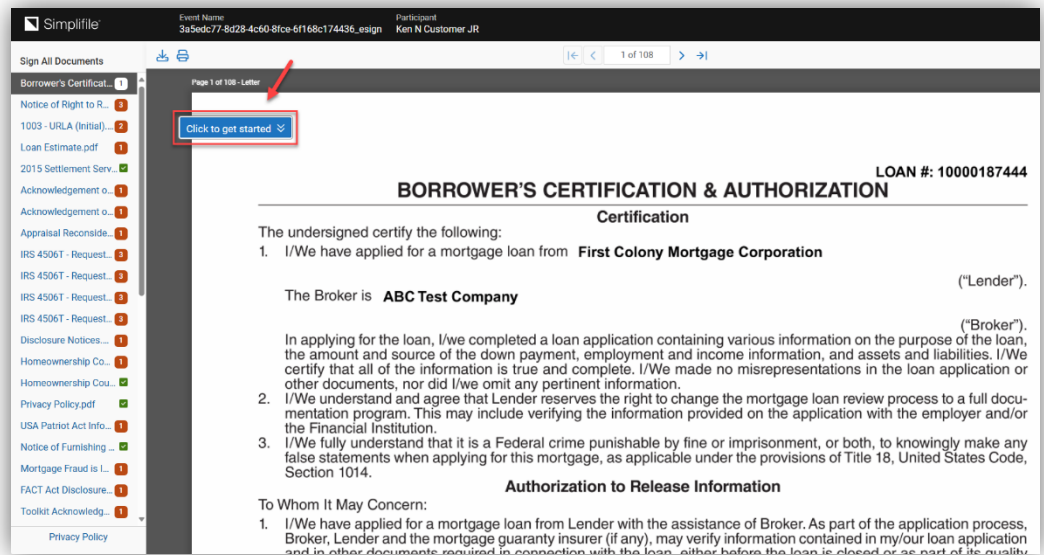


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Click **Start** button

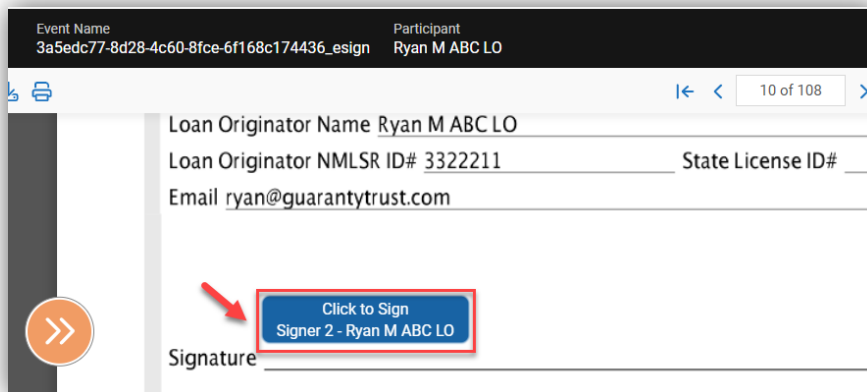
Sign All Documents

Click on **Click to get started**



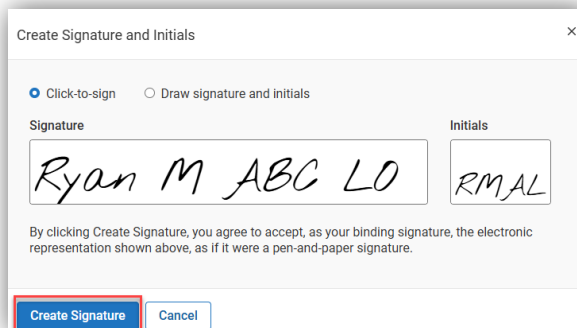
Click on **Click to Sign**

This applies the e-signature to the document location.



Create Signature and Initials

Click **Create Signature**



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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



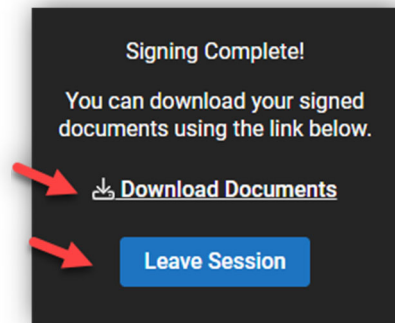
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Signing Complete

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@firstcolony.com.

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



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