Electronic Signature Guide: Applicant

Your Lender will email you a package to review and sign the document(s). Click Review Document.

Docu Sign	
Your Lender sent you a document to review and sign.	
REVIEW DOCUMENT	I

This next screen pops up if your lender requires that you have an **Access Code** to review and sign your documents. They should have sent you an **Access Code** in a separate email. However, if you didn't receive an **Access Code**, please contact your lender. Clicking on the "I **Never Received An Access Code**" will void the transaction. Enter your **Access Code** and click **Validate**.

Please ent	er the acc	ess code	e to view the documen	t
From:	our Lender Docs			
	l an access code in a	a separate comm	e prior to reviewing the document. You nunication. Please enter the code and	
should have received validate it in order to	l an access code in a	a separate comm		

By selecting the checkbox on the left, you are agreeing to access and use your documents electronically. Click **Continue**. If you have consented previously to using eSign on the computer or device you are using, it will remember your choice and you may not be prompted.

I agree to use electron	nic records and signatures.				
	nPatterson	5B6197831			
2310 W INTERST	ATE 20 STE 100 • ARLINGTON, TX	76017 Save th	is Loan Estimate to compare v	vith your Closing Disclosu	re.
Loan Es DATE ISSUED APPLICANTS PROPERTY SALE PRICE	2/2/2016 John Doe 123 Street Euless, TX 76039 123 Property Euless, TX 76039 \$119,000	LOAN TYPE LOAN ID #	30 years Purchase 10 Year Interest Only, Fixed ⊠ Conventional □ FHA □ 1234567 (Cloned) ⊠ NO □ YES Before closing, your interest rate unless you lock the interest rate expire on 2/17/2016 5:00 PM C	VA points, and lender credits car All other estimated closing	
Loan Terms	6	Can th	nis amount increase after c	losing?	
Loan Amour	nt \$80,0	00 NO			

Click the **Start** tag and the document will move to the first **Signature** placeholder.

se review the documents	Delow.			OTHER AC	LIIUNS +
		⊕, ⊖, ₽,	. 🖶 🕐)	
START	DocuSign Envelope ID: A9120965-0F2C-466 PeirsonPatters 2310 W INTERSTATE 20 STE 100 + ARL	on	Save th	is Loan Estimate to compare with your Closing Disclosure.	
	Loan Estimate DATE ISSUED APPLICANTS PROPERTY SALE PRICE DATE ISSUED 2/2/2016 John Doe 123 Street Euless, TX 76035 SALE PRICE SALE PRICE		LOAN ID #	Purchase 10 Year Interest Only, Fixed Rate ⊠ Conventional □ FHA □ VA □	
	Loan Terms		Can th	nis amount increase after closing?	
	Loan Amount	\$80,000	NO		
	Interest Rate	4%	NO		
	Monthly Principal & Interest See Projected Payments below for your Estimated Total Monthly Payment	\$263.01	YES	Can go as high as \$485 in year 11 Includes only interest and no principal until year 11 See AP table on page 2 for details	
	Prepayment Penalty		Does NO	the loan have these features?	

If you do wish to sign, click the yellow **Sign** box to apply a signature. If you click the **Sign** arrow tag on the left, it will move to the next signature placeholder without leaving a signature.

SIGN	Confirm Receipt By signing, you are only confirming that you this for sign Signature John Doe	have received this form. You do not have to accept this loan because you have signed or received
	LOAN ESTIMATE	Page 3 of 3 LOAN ID # 1234567

Type your full name into **Full Name** and initials into **Initials**, if they are not already there. The **Preview** section will show your **Full Name** and **Initials** in a Signature format.

	and signature.			
-ull Name			Initials	
John Doe			JD	
Select Style Draw				
PREVIEW				
John Docusigned b John Docusion 1F675B629EB			JD D	Change Style
		d initials will be the electronic rep ng contracts - just the same as a		nd initials for all purposes when I (or nitial.

	initials, and signature.					
ull Name				Initials		
ohn Doe				JD		
elect Style	Draw					
	naw					
REVIEW						
	gned by: ກ					1
John	Voe			31	Change Style	
1F675B	629EB9424					•
y selecting Adopt an	d Sign, I agree that the sig	gnature and initials will be th	e electronic representati	on of my signature	and initials for all purposes	when I (or
				paper signature or		

A menu of the various styles offered will be displayed to your right. The highlighted style in blue is your current Signature style.

Adopt Your Signature Confirm your name, initials, and signature.	John Dor 1F675B629EB9424	\mathcal{M}
Full Name John Doe Select Style Draw	DocuSigned by: Down Doe 1F675B629EB9424	DS
PREVIEW DocuSigned by: Jolur Doc 1F675B629EB9424	DocuSigned by: John Doe 1F675B629EB9424	<u>J</u> Ds
By selecting Adopt and Sign, I agree that the signature and initials will be the elec my agent) use them on documents, including legally binding contracts - just the s	John Doe 1F675B629EB9424	
ADOPT AND SIGN CANCEL	DocuSigned by:	DS

You also have the option to draw your Signature using your mouse. Select the **Draw** link above the **Preview** box, hold down the mouse and write your Signature in the **Draw Your Signature** box. When you are satisfied, click **Adopt and Sign**. If you are not satisfied, you can click **Clear** on the right hand side of the box and try again.

Full Name	Init	tials
John Doe	JD)
M M M		
0-1414		

When you settle upon a Signature style it will appear in the Signature placeholder. From now on, whenever you click a yellow **Sign** placeholder, this Signature will now be automatically placed.

Confirm Receipt By signing, you are only confir	ning that you have received this form. You do not have to accept this loan beca	use you have signed or received
this Paquisigned by:		,,
1F675B629EB9424	3/22/2016	
Signature John Doe	Dute	
John Doc		

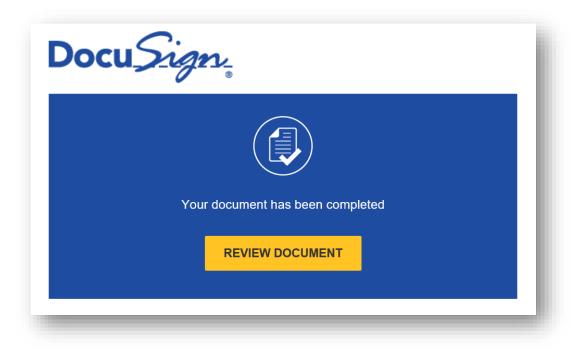
When you reach the bottom of the package there will be two links. **Finish** will complete the signing process and send the package back to the lender. **Other Actions** contains the same options as above: **Finish Later**, **Print & Sign** and **Decline to Sign**.

	DocuSign Envelope ID: A9120965-0F2C-4690-925A-F6409274D99B	[Sign Originals-Only]
Done! Click Finish to sen	d the completed document.	FINISH OTHER ACTIONS -

After you've clicked **Finish**, a window will ask if you want to save a copy of your signed documents. **Separate PDF's** gives you two files: **Separate PDFS** will give you two files, **Summary** and **Package**. **Summary** contains the details of the transaction, **Package** contains the signed document(s). **Combined PDF** will only give you the signed document(s).

Save a Copy of Your Docume	COMBINED PDFC
Sign up for a FREE DocuSign account today and s	ign all your documents electronically.
Eməil applicantname1@gmail.com	Electronically sign any document.
Password	Get signatures from others.
Confirm Password	Sign on the go with DocuSign Mobile!
By clicking SIGN UP, you agree to DocuSign Terms and Conditions $\overline{L}^{\rm A}_{\rm c}$	
SIGN UP NO THANKS	

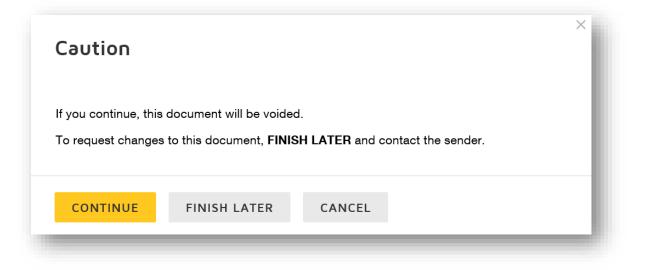
DocuSign[®] will email you and the lender that the signing process is complete.



The Other Actions tab also contains options such as Finish Later, Print & Sign and Decline to Sign.

	OTHER ACTIONS
FINISH LATER	PRINT & SIGN
Save the document in its current state and finish the signing process at a later time.	Print the document and sign in ink. Then either scan and upload or fax back the document.
DECLINE TO SIGN	
Notify the sender that you refuse to sign the document.	
Help & Support 🖸	About DocuSign
View History	View Certificate (PDF)
View Electronic Record and Signature Disclosure	

If you do **Decline to Sign** the document, the entire transaction will be voided and your lender will be notified. Selecting "Finish Later" does not void the document(s).



When you click **Continue** to decline signing, the next pop-up window will request to provide a reason. It is not required, but is recommended. You can continue by clicking **Decline To Sign.**

Decline to Sign	×
Please provide a reason for declining:	
	^
	~
500 characters remaining	
DECLINE TO SIGN CANCEL	

You will see a confirmation that you have declined.

YOUR ENVELOPE HAS BEEN DECLINED	1
You have successfully declined the envelope.	I
CLOSE	I
	J

DocuSign[®] will also send an email notifying you and the lender.

