

Settlement Agent eClose Console with AutoPrep™

GUIDEBOOK

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Settlement Agent Invitation Email

The Settlement Agent will receive an invitation email when the lender creates the eClose event.

This link, along with the email is specific to this particular transaction.

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Date: To: Si Subje	n: <u>docs@docm</u> : Friday, May ! teve Truitt < <u>st</u> ect: Closing Ag Dear Sally Settl	5, 2023 at truitt@doc gent Invita	12:41 PM magic.com	<u>n</u> >	u <u>m</u> > ty Street, To r	ance, CA 9	0501									
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Agent Login

The Settlement Agent will receive an invitation email and arrive at this verification page.

Company Logo 📂	Welcome Sally! Congratulations on your decision to use DocMagic's Total eClose solution. The Closing Agent Portal provides you with the ability to review the Closing Documents, add Title Documents for execution, and facilitate the execution of the Closing event.
	Enter the Viewing Code Viewing Code 7611 Continue to Next Step
© Copyright 2021 DocMagic, Inc ALL RIGHTS RESERVED	



eClose Console

This is the Settlement Agent's portal where you can check documents, assign signers, and verify the process as you go.

All pertinent loan information is at the top of your screen including borrower and lender info.

	ttlement Agent)					🙆 Sally 🗸
LOAN Loan #: 777-1816630796081 Primary Borrower: Erica Sample Type: EClosing Package ID: 333727 Worksheet #: 1616630796081 (Version	n: 1)	Company: DSI TEST LENDA Contact: Michael Morford Email: mikem@docmagi Phone: (800) 649-1362		-	HOURS MINUTI	-
🕮 Details 🗐 eJournal	Action Log					Ready to Close
Signers (2)						Assign Notary
# Signer Name / Email Role	Notary Name / Email	Notary Type / Closing Date - Time	KBA / Status	ID Verify / Status	Status	eSign
1 Erica Sample erica.sample@example.c Borrower	Notary_name_placeholde NOTARY_EMAIL_PLACE	3/25/2021 - 12:00am	0 *D	P 0	Not Started	Open Signing Room
2 Sally Settlement sally.settlement@exampl Settlement Agent	Unassigned				Ready to Sign	Open Signing Room
Documents (15) 🚦 🖋 🕒 🔒	0				Previe	ew Mode ON
Documents (15) 🚦 🖋 🕒 🖨	<u>a</u>		Page	(5)	Previe Signer(s)	ew Mode ON
	6		Page 9	(5)		
# eSign Enabled	۵				Signer(s)	Completed
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eSign Enabled Uniform Residential Loan Application MERS California Deed of Trust Specific Closing Instructions	۵		9 16 3		Signer(s) 1 2 2	Completed
e Sign Enabled Uniform Residential Loan Application MERS California Deed of Trust Specific Closing Instructions California Hazard Insurance Disclosure	۵		9 16 3 1		Signer(s) 1 2 2 1	Completed



Countdown Clock

The eClosing Countdown Clock keeps you on track right up to the moment of closing.

The Edit button at the bottom right of the Countdown Clock allows you to edit the closing time for all participants.

	ettlement Agent)					🙆 Sally 🗸
LOAN Loan #: 777-1616630796081 Primary Borrower: Erica Sample Type: EClosing Package ID: 333727 Workshet #: 1616630796081 (Versit	Inter the second	Company: DSI TEST LEND Contact: Michael Morford Email: mikem@docmagi Phone: (800) 649-1362		COUNTDOWN TO DAYS Date: Apr 19, 2023 (V	HOURS MINU	
E Details	O Action Log					👑 Ready to Close
Signers (2)						Assign Notary
# Signer Name / Email Role	Notary Name / Email	Notary Type / Closing Date - Time	KBA / Status	ID Verify / Status	Status	eSign
Erica Sample 1 erica.sample@example.c Borrower	Notary_name_placeholde NOTARY_EMAIL_PLACE	3/25/2021 - 12:00am	⊡ # 0	0	Not Started	Open Signing Room
2 Sally Settlement Settlement Agent	Unassigned				Ready to Sign	Open Signing Room
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Help Button

From the Agent Portal, you can find a tutorial just like the one you're reading now. Just click on the name, then Help.

Close Console (Settlement Agent)			🔘 Sally 🔻
LOAN Primary Borrower: Erica Sample Type: Eclosing Package ID: 33727 Worksheet #: 1616530796081 (Version: 1) EIED Details Source ID: 2007 Package ID: 2007 Book ID: 2007 Package ID: 200	DATO	– My Accoun	t s
		Help	
Signers (2) 🚑 # Signer Name / Email Role Notary Name / Email Notary Type / Closing Date - Time	KBA / Status ID Verify / St		-
Signer Hander Eindal Kole Koley Holary Hanner Eindal Closing Date - Time Erica Sample erica sample@example.c Sally Settlement sally settlement Settlement Settlement Settlement Settlement		Sign Out	Open Signing Room
Documents (15) 🖹 🖋 🖻 🖨		Preview	
# eSign Enabled 1 Unform Residential Loan Application	Page(s) 9	Signer(s)	Completed
2 MERS California Deed of Trust	16	2	~
3 Specific Closing Instructions	3	2	· ·
4 California Hazard Insurance Disclosure	1	1	~
5 Hazard Insurance Authorization and Requirements	2	1. E	~
6 Borrower Consent to the Use of Tax Return Information	1	1	× .
Déll			



Signer's Tab

The Signer's area highlights the information of all closing participants.

Close Console (Set	lement Agent)				Sally	•
LOAN Loan #: 777-1616630796061 Primary Borrower: Erica Sample Type: Eclosing Package ID: 333727 Worksheet #: 1616630766081 (Version:	M	Company: DSI TEST LENDE Contact Michael Morford Email: mikem@docmagi Phone: (800) 649-1362		COUNTDOWN TO CLOSI DAYS HOURS 	MINUTES SECONDS	
All Details a eJournal	Action Log				📸 Ready to Close	
Signers (2)					Assign Notary	
# Signer Name / Email Role	Notary Name / Email	Notary Type / Closing Date - Time	KBA / Status	ID Verify / Status	Status e Sign	
1 Erica Sample erica.sample@example.c Borrower	Notary_name_placeholde NOTARY_EMAIL_PLACE	3/25/2021 - 12:00am	0 #D	🕞 🔿 🔹 Not	Started Open Signing Room]
2 Sally Settlement sally.settlement@exampl Settlement Agent	Unassigned			• Rea	ady to Sign Open Signing Room	
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1 Uniform Residential Loan Application			9	1	\checkmark	
2 MERS California Deed of Trust			16	2	\checkmark	
3 Specific Closing Instructions			3	2	\sim	
4 California Hazard Insurance Disclosure			1	1	\checkmark	
5 Hazard Insurance Authorization and Requirements			2	1	\checkmark	
-6 -Borrower Consent to the Use of Tax Return Information			1	1	~	
		DØLL				



Click on the signer's name to view, edit, or delete participant information. Make sure there is an email listed.

🖞 DocMa jic 🛛 eClose Co	nsole (Settlement Agent)	<u> </u>	🙆 Sally 🗸
LOAN Loan #: 777-	Participant Details		SECONDS
Type: Edio Package ID: 2037. Worksheet #: 1616	View, ed	it, or delete the participant's information below.	- Edit
E Detais	First Name:	Erica	Ready to Close
Signers (2)	Last Name:	Sample	Assign Notary e Sign
1 Erica Sample	Email:	erica.sample@example.com	Open Signing Room
2 Sally Settlement sally.settlement@exampl	Phone Number:	()	Open Signing Room
Documents (15) 📑 🖋	Access Code:	0001	ode ON
1 Uniform Residential Loan Application	Role:	Borrower	
2 MERS California Deed of Trust 3 Specific Closing Instructions	[Cancel Delete Save	
4 California Hazard Insurance Disclosur 5 Hazard Insurance Authorization and Reg	uirements	2 1	
6 Borrower Consent to the Use of Tax Retu	m Information	t t	×
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Adding Participants

Click on the Silhouette Icon to add a participant.

Fill out every line, then select a role for the participant.

<complex-block><complex-block><complex-block></complex-block></complex-block></complex-block>	Close Console	(Settlement Agent)			🔘 Sally 🗸
Image: Image	Primary Borrower: Erica Sample Type: EClosing F ckage ID: 333727	Company: DSITES	ST LENDER (SALES) DAYS	HOURS MI	
1 Fince Sample gerample c 2 Sally Settlement gerample 2 Sally Settlement gerample 2 Sally Settlement gerample 0 per gigung Roon 1 0 per gigung Roon 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		Last Name:			
Image: Second	Erica Sample erica sample@example.c Sally Settlement	Phone Number:		Not Sarted	Open Signing Room
2 MERS California Deed of Trust 16 2 - 3 Specific Closing Instructions 3 2 - 4 California Hazard Insurance Disclosure 1 1 - 5 Hazard Insurance Authorization and Requirements 2 1 - 6 Borrower Consent to the Use of Tax Return Information 1 1 -					
5 Hazard Insurance Authorization and Requirements 2 1 6 Borrower Consent to the Use of Tax Return Information 1 1 1 1	2 MERS California Deed of Trust	Î	16	2	4
	5 Hazard Insurance Authorization and Requirements		2	1	~
	 Borrower Consent to the Use of Tax Return Inform 		1	1	

Click Add and they will be saved to the participants list.



Notary - Signer's Tab

Depending on the Notary provider, identity validation techniques like KBA & ID Verify will be enabled.

A DocMagic eClose Console (Settler	ment Agent)					🙆 Sally 🗸
LOAN Loan #: 777-1616530796081 Primary Borrower: Erica Sample Type: EClosing Package ID: 333727 Worksheet #: 1616630796081 (Version: 1)		Company: DSI TEST LEND Contact: Michael Morford Email: mikem@docmag Phone: (800) 649-1362	ER (SALES) ic.com	COUNTDOWN TO DAYS H Date: Apr 19, 2023 (W	DURS MINUT	-
Ad Details B eJournal D Ad	tion Log					Ready to Close
Signers (2)				7		Assign Notary
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2 Sally Settlement sally.settlement@exampl Settlement Agent U	Inassigned				Ready to Sign	Open Signing Room
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1 Uniform Residential Loan Application			9		1	~
2 MERS California Deed of Trust			16		2	~
3 Specific Closing Instructions			3		2	~
4 California Hazard Insurance Disclosure			1		1	\sim
5 Hazard Insurance Authorization and Requirements			2		1	\checkmark
6 Borrower Consent to the Use of Tax Return Information			1		1	~
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Notary - Signer's Tab

The Notary information is in "place-holder" mode until the notary accepts their invitation.

Close Console (Settlement / gent)			🔘 Sally 🔻
LOAN Loan #: 777-1616630796081 Primary Borrower: Erica Sample Type: EClosing Package ID: 333727 Worksheet #: 1616830796081 (Version: 1)	Company: DSI TEST LENDER (SALES) Contact: Michael Morford Email: mikem@docmagic.com Phone: (800) 649-1362	COUNTDOWN TO CLOSING	NUTES SECONDS n PDT Edit
🛤 Details 💼 eJournal 🤊 Action Log			📸 Ready to Close
Signers (2) 🛃			Assign Notary
# Signer Name / Email Role Notary Name / Email	Notary Type / KBA / Status Closing Date - Time	ID Verify / Status Status	eSign
1 Erica Sample erica.sample@example.c Borrower Notary_name_placeholde NOTARY_EMAIL_PLACE	3/25/2021 - 12:00am	Not Started	Open Signing Room
2 Sally Settlement sally.settlement@exampl Settlement Agent Unassigned		Ready to Signature	Open Signing Room
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1 Uniform Residential Loan Application	9	1	\checkmark
2 MERS California Deed of Trust	16	2	~
3 Specific Closing Instructions	3	2	~
4 California Hazard Insurance Disclosure	1	t	~
5 Hazard Insurance Authorization and Requirements	2	1	~
-6 Borrower Consent to the Use of Tax Return Information	1	1	~
	2.422		



The closing date and time is listed here. You can edit this right in the window, or in the Assign Notary pop-up.

	gent)			🔘 Sally 🗸
LOAN Loan #: 777-1616630796081 LEI Primary Borrower: Erica Sample Type: EClosing Package ID: 333727 Worksheet #: 1616630796081 (Version: 1)	NDER Company: DS TEST LEN Contact: Mis ael Morfor Email: mil m@docma Phone: (80) 649-1362	DER (SALES) DAYS	HOURS MIN - - 9, 2023 (Wed) Time: 12:00am	
E Details Sction Log				📸 Ready to Close
Signers (2)	•			Assign Notary
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	_placeholde 3/25/2021 - 12:00am	10 DP	Not Started	Open Signing Room
2 Sally Settlement 2 sally.settlement@exampl Settlement Agent Unassigned			Ready to Sign	Open Signing Room
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1 Uniform Residential Loan Application		9	1	V
Uniform Residential Loan Application MERS California Deed of Trust		9 16	1 2	* *
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Uniform Residential Loan Application MERS California Deed of Trust Specific Closing Instructions California Hazard Insurance Disclosure		9 16 3 1	1 2 2 1	× × ×



Preview Tab

Preview Mode stays on until Midnight Hawaii time of the closing date. The Lender can disable your ability to toggle preview mode in their settings. As a Settlement Agent, you can sign documents without turning off Preview Mode.

Pyre: Eclosing Package B: 333727 Worksheet #: 16 Package B: 333727 Worksheet #: 16 Package B: 33727 Worksheet #: 16 Package B: 33727 Worksheet #: 16 Package B: 33727 Worksheet #: 16 Package B: 16 Package B: 16 Package B: 16	DocMagic eClose Console (Settlement Agent)			🦉 Sally 🗸
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1 enca sample@example c Boffower NOTARY_EMAIL_PLACE 3/20/20/1 - 1/2/04m Image: Complete c Sign if Room 2 Sally Settlement[sally settlement[@exampl Settlement Agent Unassigned Image: Ready to Sign Sign if Room Documents (15) Image: Ready to Sign Image: Ready to Sign Image: Ready to Sign Preview Mode Image: Ready to Sign Image: Ready to Sign <td># Signer Name / Email Role Notary Name / Email</td> <td>Notary Type / KBA / Status Closing Date - Time</td> <td>ID Verify / Status Status</td> <td>e<mark>n</mark>ign</td>	# Signer Name / Email Role Notary Name / Email	Notary Type / KBA / Status Closing Date - Time	ID Verify / Status Status	e <mark>n</mark> ign
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	2 MERS California Deed of Trust	16	2	~
3 Specific Closing Instructions 3 2	3 Specific Closing Instructions	3	2	~
4 California Hazard Insurance Disclosure 1 1	4 California Hazard Insurance Disclosure	1	1	~
5 Hazard Insurance Authorization and Requirements 2 1	5 Hazard Insurance Authorization and Requirements	2	1	~
-6 Borrowsen of Jax Return Information 1 1				

ATTENTION: <u>NEVER</u> turn off Preview Mode ahead of the closing date. When the clock hits 0, Preview Mode will automatically turn off.



The Documents area includes all the documents to be executed. To view, you can click on the title of the document.

A Doc Magic eClose Console (Settlement Agent)	🔕 Sally 🗸
LOAN Loan #: 777-1616530796081 Primary Borrower: Erica Sample Type: EClosing Package ID: 333727 Worksheet #: 1816530796081 (Version: 1)	orford
Details eJournal O Action Log	😤 Ready to Close
Signers (2)	Assign Notary
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Erica Sample Borrower Notary_name_placeholde 3/25/2021 - 12:00a erica sample@example.c Borrower NOTARY_EMAIL_PLACE 3/25/2021 - 12:00a	m 🖙 🔿 🖗 Not Started Open Signing Room
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1 Uniform Residential Loan Application	9 1 🗸
2 MERS California Deed of Trust	16 2 🗸
3 Specific Closing Instructions	3 2 🗸
4 California Hazard Insurance Disclosure	1 1 V
5 Hazard Insurance Authorization and Requirements	z 1. 🗸
-6 Borrower Consent to the Use of Tax Return Information	i i 🗹
Déll	



eSign Enabled lists all the documents enabled for electronic signature in the package.

Close Console (Settlement Agent)			🙆 Sally -
LOAN Loan #: 777-1616630796081 Primary Borrower: Erica Sample Type: EClosing Package ID: 333727 Worksheet #: 1616630756081 (Version: 1)	Company: DSI TEST LENDER (SALES) Contact: Michael Morford Email: mikem@docmagic.com Phone: (800) 649-1362	DAYS HOL Date: Apr 19, 2023 (Wed	JRS MINUTES SECONDS
E Details de Journal O Action Log			📸 Ready to Close
Signers (2) 🔒			Assign Notary
# Signer Name / Email Role Notary Name / Email	Notary Type / KBA / Sta Closing Date - Time	n ID Verify / Status	Status eSign
Erica Sample Borrower Notary_name_placeholde 1 erica.sample@example.c Borrower NOTARY_EMAIL_PLACE	3/25/2021 - 12:00am		Not Started Open Signing Room
2 Sally Settlement sally settlement@exampl Settlement Agent Unassigned			Ready to Sign Open Signing Room
Documents (15) 📑 🖋 🖻 🖨 🕰		Page(s) Sign	Preview Mode ON
1 Uniform Residential Loan Application		9	t V
2 MERS California Deed of Trust		16 :	2
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4 California Hazard Insurance Disclosure		1	í V
5 Hazard Insurance Authorization and Requirements		2	с 🗸
6 Borrower Consent to the Use of Tax Return Information		1	í 🗸
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At the bottom, "Print and Sign" lists all the documents in the package that require a wet signatures from the borrowers.

A DocMagic eClose Console (Settlement Agent)			🙆 Sally 🗸
1 Uniform Residential Loan Application	9	1	
2 MERS California Deed of Trust	16	2	
3 Specific Closing Instructions	3	2	× .
			~
4 California Hazard Insurance Disclosure	1	1	~
5 Hazard Insurance Authorization and Requirements	2	1	~
6 Borrower Consent to the Use of Tax Return Information	1	1	× 6
7 California Fair Lending Notice	1	1	~
8 California Private Mortgage Insurance Notice	2	1	~
9 Closing Disclosure	5	1	V B
10 IVES Request for Transcript of Tax Return	2	1	< 1
11 Initial Amortization Schedule	8	0	~
12 Initial EscNew Account Disclosure Statement	2	1	~
13 PMI Initial Disclosure - Fixed	2	1	~
14 Signature Affidavit and AKA Statement	2	2	~
# Print and Sign	Page(s)	Signer(s)	Completed
1 Multistate Fixed Rate Note	3/3	1	\sim
© Copyright 2021 DocMagic, Inc ALL RIGHTS RESERVED	Home	Contact Priva	ry Policy Terms of Use
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Adding Documents

Click on this document button to add settlement documents to the package.

	e(lose Console (Settlement Agent)				🙆 Sally 🗸
Pa	Loa #: 777-1616630796081 LENDER Tr e: Eclosing kage D: 333727 site #: 1616530796081 (Version: 1)	Company: DSI TEST LENDER (SALES Contact: Michael Morford Email: mikem@docmagic.com Phone: (800) 649-1362	DAYS	WN TO CLOSING	UTES SECONDS POT Edit
Details	eJournal 🤊 Action Log				📸 Ready to Close
Signers (2)					Assign Notary
# Signer Name / Email	Role Notary Name / Email	Notary Type / KBA / Closing Date - Time	Status ID Verify / S	štatus Status	eSign
1 Erica Sample erica.sample@examp	Borrower Notary_name_placeholde NOTARY_EMAIL_PLACE	3/25/2021 - 12:00am	0	Not Started	Open Signing Room
2 Sally Settlement sally.settlement@exa	settlement Agent Unassigned			Ready to Sign	Open Signing Room
Documents (15)				Pre	view Mode ON
# eSign Enabled			Page(s)	Signer(s)	Completed
1 Uniform Residential L	ban Application		9	1	~
2 MERS California Dee	d of Trust		16	2	\checkmark
3 Specific Closing Instr	ictions		3	2	\sim
4 California Hazard Ins	rance Disclosure		1	1	\sim
5 Hazard Insurance Au	horization and Requirements		2	1	\checkmark
-6 Borrower Consent to	he Use of Tax Return Information		1	1	~
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Adding Documents

Click the Browse button to navigate to the document you would like to add to the package.

© Open Open ← → → ↑ ■ > This PC > Desktop Organize → New folder ■ Eikhorn Valley Br Name ■ Fairway Indepen ■ WWN ● OneDrive ● 61G51fC9q >> This PC □ # Adobe Co □ 3 D Objects ⓒ appraisal.g	^ PL_AC_SL1000_jpg	Date modified 8/6/2020 3:06 PM 8/25/2020 9:30 AM	U P Search	ch Desktop			Ready to Close
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		1/13/2020 12:59 PM	Shortcut	2 KB		Not Started	Open Signing Room
🧊 3D Objects 🛛 🛃 appraisal.p		11/17/2017 1:04 PM	Shortcut	1 KB			
		4/22/2019 11:51 A	Adobe Acrobat D	737 KB		Ready to Sign	Open Signing Room
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E Pictures		10/29/2020 7:13 A 9/8/2020 3:49 PM	Shortcut	36 KB 3 KB	Cancel	er(s)	Completed
Midaaa	eSign Demo.pptx	5/7/2019 3:57 PM	Microsoft PowerPo	5.786 KB			
US (C:)		1/30/2020 1:18 PM	Internet Shortcut	1 KB			~
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File name: AZACPRS.TTL	ndf		 ✓ All Files (*. 	*)	19	2	\checkmark
The name. AEACHO.TTE	pui		Open	Cancel	3	2	\sim
4 California Hazard Insuran	ne Disclosure		open	Cancer		1	
						-	
5 Hazard Insurance Authoria	ation and Requirements				2	1	\checkmark
							~
6 Borrower Consent to the U	Jse of Tax Return Information				1	1	Y

Any file you upload to the Documents section will automatically trigger AutoPrep[™]. Please visit our <u>Product Training Page</u> for comprehensive instructions on how to use it.



Settlement Agent Portal – Post AutoPrep™

After going through the document with AutoPrep, you will be returned to the Settlement Agent portal.

Close Console (Settlement Agent)		🔘 Sally 🗸
Type: EClosing Package ID: 333727 E	ny: DSI TEST LENDER (SALES) tct: Michael Morford alt: mikem@docmagic.com ne: (800) 649-1362 COUNTDOWN TO CLOSING DAYS HOURS 	-
Action Log		Ready to Close
Signers (2)		
# Signer Name / Email Role Notary Name / Email C	tary Type / osing Date - Time KBA / Status ID Verify / Status Status	eSign
1 Erica Sample Borrower Notary_name_placeholde 3 erica sample@example.c Borrower NOTARY_EMAIL_PLACE 3	5/2021 - 12:00am 🔄 🔿 🕞 🔿 Not Started	Open Signing Room
2 sally Settlement sally settlement@exampl Settlement Agent Unassigned	Ready to Sign	Open Signing Room
	Denti	ew Mode ON
Documents (15) 🖹 🖋 🖻 🖨 🕰	FIGU	SW MODE ON
# eSign Enabled	Page(s) Signer(s)	Completed
1 Uniform Residential Loan Application	9 1	V
2 MERS California Deed of Trust	16 2	~
3 Specific Closing Instructions	3 2	
4 California Hazard Insurance Disclosure	1 1	\sim
5 Hazard Insurance Authorization and Requirements	2 1	~
6 Borrower Consent to the Use of Tax Return Information	1 1	~
	¢IL	

Hit refresh and your newly uploaded document will show in the documents section.

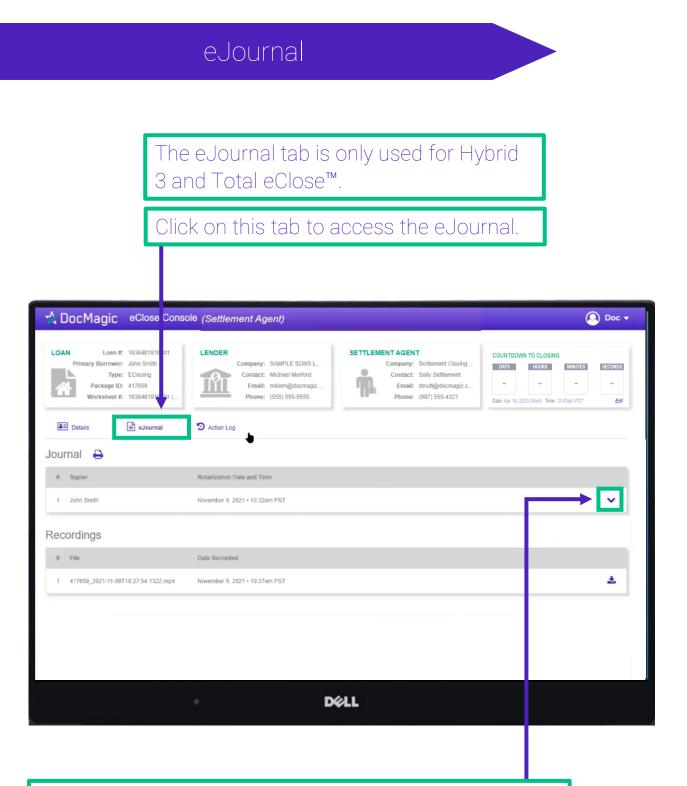


Tagging Documents + Guide

Click on the Pencil Icon to open the Document Editor that allows you to tag documents. *We strongly advise you to click <u>here</u> for the Document Editor guide.*

	📸 DocMa	gic eClos Con	nsole (Settlement Agent)				<u>O</u> Do	oc •
	Primary Bo	Loan #: 1536481 6201 prower: John Sm Type: EClosing kage ID: 417659 sheet #: 1636481 6201 (LENDER Company: SAMPLE Contact: Michael M Email: mikem@d Phone: (555) 555	lorford locmagic	NT AGENT Company: Settlement Cic Contact: Sally Settleme Email: struitt@docma Phone: (987) 555-432	sing DAYS	WIN TO CLOSING HOURS MINUTES SECO 2023 (Wei) Time: 12:00am PDT	NDS
	Details	📄 eJou al	Action Log				替 Start eClosing	g
	Signers (3)							
	# Signer Nam	e / Email Ro		Notary Type / Closing Date - Time	KBA / Status II) Verify / Status	Status e Sign	
	1 John Smith struitt@docm	nagic.com	rrower Doc Magic ron-test@docmagic.com	DocMagic RON 11/9/2021 - 12:00am	0	G* O • 1	lot Started Govin Signing Room	<u> </u>
		tor@mailinat	iginator			• F	teady to Sign Open Signing Room	n
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	Documents	(6)	. ₽ ₽				Preview Mode OF	FF
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Prepar	rm Residential Loan re documents for signi		Q	100% (+)			₽+ eTage	
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Prepar	re documents for signi	ng.	Uniform Resident	ial Loan Application			ن الله Signature & Initials الله الله الله الله الله الله الله الل	
Prepar	re documents for signi	This application is designed by the second s		tial Loan Application	te this form as "Borrower" or "C or assets of a person other than is s spouse or other person who han insidered because the spouse or property is located in a commu	c-Borrower, the Borrowe, s community ther person	کے گئی Signature & Initials	
Prepar	re documents for signi	This application is designed as a problem of the design of	Uniform Resident to be computed by the applicant(s) with the kered information music as barrowld entit the appropria spouser with the used as a basis for loss qualification or spouser with the used as a basis for loss qualification or basis acquired to increde the as a data for loss qualification or basis acquired to increde the as a data for loss qualification or basis acquired to increde the as a data for loss qualification or basis acquired to increde the as a data for loss qualification or basis acquired to increde the as a data for loss qualification or basis acquired to increde the as a data for loss qualification or basis acquired to increde the as a data for loss qualification or basis acquired to increde the as a data for loss qualification or basis acquired to increde the as a data for loss qualification or basis acquired to increde the as a data for loss qualification or basis acquired to increde the as a data for loss qualification or basis acquired to increde the as a data for loss qualification or basis acquired to increde the as a data for loss qualification or basis acquired to increde the as a data for loss qualification or basis acquired to increde the as a data for loss qualification or basis acquired to increde the as a data for loss qualification or basis acquired to increde the as a data for loss qualification or basis acquired to increde the as a data for loss qualification or basis acquired to increde the as a data for loss qualification or basis acquired to increde the as a data for loss qualification or basis acquired to increde the as a data for loss qualification or basis acquired to increde the as a data for loss or basis acquired to increde to inc	tial Loan Application assistance. Application block competent in but chocked with the minimum of the minimum to both chocked with additional multi- table as a basis for repayment of the lu	te this form as "Borrower" or "C or assets of a person other than i s spouse or other person who han nsidered because the spouse or or property is located in a commu oan.	c-Borrower, the Borrowe, s community ther person	♣ Signature & Initials ♣ Signature ★ Signature ★ Initials	
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Click on the down arrow to look at the borrower's journal. Note: the eJournal is **read-only** for the Settlement Agent.



The Action Log is only used for Hybrid 3 and Total eClose^M.

Click here to see the Action Log. This tab shows the actions that everyone involved in the process has taken, and when.

🕻 DocMagic	eClose Console (Settle	em⊨nt Agent)			Sally Sally
Primary Bo	Loan #: 777-1616630796081 rrower: Erica Sample Type: EClosing toge ID: 333727 sheet #: 1616630796081 (Version: 1) eJournal	Action Log	Company: DSI TEST LENDER (SALES) Contact: Michael Morford Email: mikem@docmagic.com Phone: (800) 649-1362	DAYS HOURS DAYS DATE: Apr 18, 2023 (Wed) Time: 1	MINUTES SECONDS
Date & Time (PST) 3/24/21 5:06 PM	User Name System User	IP Address	eSign event created		
3/24/21 5:06 PM	Erica Sample		Invitation sent to erica.sample@example.com		
3/24/21 5:06 PM	Sally Settlement		Invitation sent to sally.settlement@example.com		
3/24/21 5:11 PM	System User		Date: 2021-03-24 17:11:04 InkSign Fax received for do	ocument: 3596363 ()	
3/24/21 5:11 PM	Erica Sample		Multistate Fixed Rate Note signed by Erica Sample		
3/24/21 5:12 PM	Sally Settlement	172.16.1.98	Document AZACPRS.TTL.pdf added to package		
					Add Internal Note To Action Log
		1			
			DØLL		



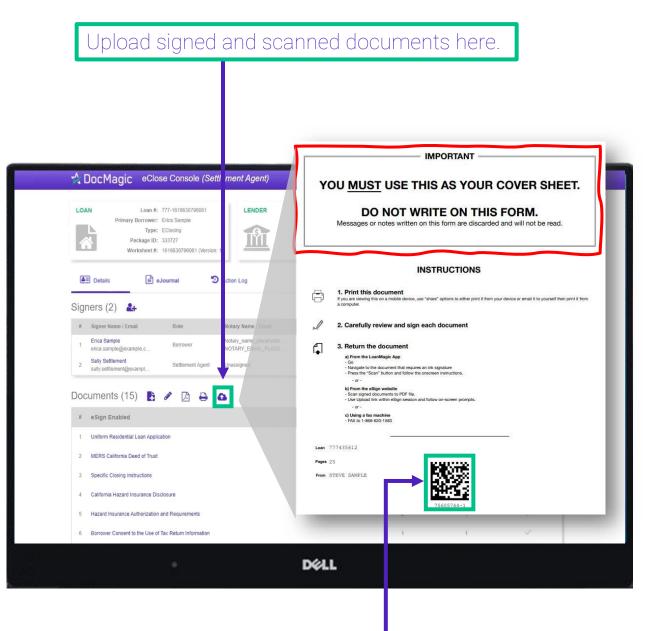
Print/Download Documents

Printer Icon allows you to download documents that require wet signatures.

LOAN Loan #: 777-16166307960 Primary Borrower: Erica Sample Type: Eclosing Package ID: 333727 Worksheet #: 1616630796081 (1	LENDER	Company: DSI TEST LENDE Contact: Michael Morford Email: mikem@docmagic Phone: (800) 649-1362	R (SALES) DAYS	HOURS MINU - - 9, 2023 (Wed) Time: 12:00am P	-
Letails	Action Log				📸 Ready to Close
Signers (2)					Assign Notary
# Signer Name / Email Role Erica Sample erica sample@example.c Borrower	Notary Name / Email Notary_name_placeholde NOTARY_EMAIL_PLACE	Notary Type / Closing Date - Time 3/25/2021 - 12:00am	KBA / Status ID Verify		eSign Open Signing Room
2 Sally Settlement sally.settlement@exampl Settlement A				Ready to Sign	Open Signing Room
Documents (15) 🚦 🖋 🔀 🕯	∂			Prev	iew Mode ON
# eSign Enabled			Page(s)	Signer(s)	Completed
1 Uniform Residential Loan Application			9	1	V
2 MERS California Deed of Trust			16	2	~
3 Specific Closing Instructions			3	2	~
4 California Hazard Insurance Disclosure			1	1	~
5 Hazard Insurance Authorization and Requirements			2	1	~
6 Borrower Consent to the Use of Tax Retur	tion		1	1	×
		DØLL			

24

Wet-sign Options



The QR Code on each page will place the signed documents in the right order in the stack.



Completed wet signed documents will show up at the bottom with a green checkmark.

DocMagic eClose Console (Settlement Agent)			🙆 Sally 🗸
1 Uniform Residential Loan Application	9	1	
2 MERS California Deed of Trust	16	2	~
3 Specific Closing Instructions	3	2	~
4 California Hazard Insurance Disclosure	1	1	~
5 Hazard Insurance Authorization and Requirements	2	1	~
6 Borrower Consent to the Use of Tax Return Information	1	1	· · · · · · · · · · · · · · · · · · ·
7 California Fair Lending Notice	1	1	~
8 California Private Mortgage Insurance Notice	2	1	~
9 Closing Disclosure	5	1	~
10 IVES Request for Transcript of Tax Return	2	1	~
11 Initial Amortization Schedule	8	0	~
12 Initial EscNew Account Disclosure Statement	2	1	~
13 PMI Initial Disclosure - Fixed	2	1	~
14 Signature Affidavit and AKA Statement	2	2	×
# Print and Sign	Page(s)	Signer(s)	Completed
1 Multistate Fixed Rate Note	3/3	1	×
9 Copyright 2021 DocMagic, Inc ALL RIGHTS RESERVED	Home	Contact Privac	y Policy Terms of Use
Dél	1		



Don't Confuse These Two!

As a reminder, this button allows you to upload *new* documents to the package.

🛧 DocMagic 🤘	ose Console (Set	ttlement Agent)					🙆 Sally 🕇
Primary Borrot en Ty en Package	EClosing	LENDER	Company: DSI TEST LENDE Contact: Michael Morford Email: mikem@docmagir Phone: (800) 649-1362	c.com	-	CLOSING HOURS MINUTE 	-
Details	eJournal	2 Action Log				1	Ready to Close
Signers (2)							Assign Notary
# Signer Name / Email	Role	Notary Name / Email	Notary Type / Closing Date - Time	KBA / Status	ID Verify / Status	Status	eSign
Erica Sample erica.sample@example.c	Borrower	Notary_name_placeholde NOTARY_EMAIL_PLACE	3/25/2021 - 12:00am	⊡† O	O •	Not Started	Open Signing Room
2 Sally Settlement sally.settlement@examply	Settlement Agent	Unassigned				Ready to Sign	Open Signing Room
Documents (15)	I 🛆 🖨	<u>م</u>		Page	s) :	Previe Signer(s)	w Mode ON
1 Uniform Residential Loan App	lication	T		9		1	~
2 MERS California Deed of Trus	st			16		2	~
3 Specific Closing Instructions				3		2	\sim
4 California Hazard Insurance E	Disclosure			1		1	~
5 Hazard Insurance Authorizatio	on and Requirements			2		1	~
-6 Borrower Consent to the Use	of Tax Return Information			1		1	~
	÷		DØLL				

This one lets you upload *ink-signed* documents.

NOTE: It is *extremely important* that you do not mix up these two buttons and upload documents to the wrong place.



Click this button to start the process of assigning a notary. A separate window will appear.

LOAN Loan # Primary Borrower	Assign / Notify Notary	TTES CONDS
Type Package ID Worksheet #	*Notary Provider *Notary Provider Select Select Required *Notary Type In Person Remote Online Notary (RON)	
Signers (2) 🐣	Signers	Assign Notary
# Signer Name / Email	Name Email Role Phone	eSign
Erica Sample erica.sample@example.c Sally Settlement sally.settlement@exampl	JOHN SMITH aland@docmagic.com Borrower Home: (502) 767-8509 Mobile: (562) 652-2578 Sign	Open Signing Room Open Signing Room
Documents (16) 📑		Mode ON
# eSign Enabled		Completed
1 Uniform Residential Loan App	1 participants for a In Person eClosing for a property in Sample, NJ.	~
2 MERS California Deed of Trus	*Estimate Closing Date 2/14/2023 *Time 12:00 AM ~ America/Los Angeles	~
3 Specific Closing Instructions		\sim
4 California Hazard Insurance D	Cancel Assign Notary	~
5 Hazard Insurance Authorizatio		~
6 Borrower Consent to the Use of 1	Tax Return Information 1 1	~





For WWN, you must select "In Person" for Notary Type.



Set the closing date and time.

A DocMagic eClose Console (Settlement Agent) 🔘 Sally 🗸 LOAN Loan # Primary Borrowe Assign / Notify Notary X UTES SECONDS Туре _ Package ID: Worksheet #: *Required Edit *Notary Provider *Notary Type In Person Details WWN \sim 😁 Ready to Close Remote Online Notary (RON) Assign Notary Signers (2) Signers # Signer Name / Email eSign Erica Sample Open Signing Room Name Email Role Phone erica.sample@example.c. Sally Settlement JOHN SMITH aland@docmagic.com Borrower Home: (502) 767-8509 Open Signing Room 2 sally.settlement@exampl. Mobile: (562) 652-2578 Mode ON Documents (16) **Request Summary** # eSign Enabled Completed 1 Uniform Residential Loan Appli 1 participants for a In Person eClosing for a property in Sample, NJ. MERS California Deed of Trust *Estimate Closing Date 2/14/2023 *Time 12:00 AM ✓ America/Los Angeles Specific Closing Instructions 4 California Hazard Insurance Di Cancel Assign Notary 5 Hazard Insurance Authorization 6 Borrower Consent to the Use of Tax Return Information DELL

Click "Assign Notary" when done.



If your Notary Provider is NotaryCam or DocMagic RON, choose Remote Online Notary for Notary Type.

LOAN Primary	Assign / Notify Notary			MINUTES SECONDS
Pi Wo	*Notary Provider NotaryCam	•R •Notary Type O In Person @ Remote Online Notary	1, 2023 (Wed) Time: 12	COam PDT Edit
Signers (2) 💄	Signers			Assign Notary
# Signer Name / Ema	Name Email	Role Phone	s Status	eSign
1 Erica Sample erica.sample@exam	Erica Sample erica.sample@exam	Borrower Home: (800) 649-1362	Not Started	Open Signing Room
2 Sally Settlement sally.settlement@ex			Ready to Sig	In Open Signing Room
Documents (16	Request Summary			Preview Mode ON
# eSign Enabled	1 participants for a RON eClosing for a property in	n Torrance, CA.	Signer(s)	Completed
1 Uniform Residential	*Estimate Closing Date 3/25/2021 *Tim	ne 12:00 AM 🗸 America/Los Angeles	1	$\overline{\mathbf{v}}$
2 MERS California De			2	~
3 Specific Closing Inst	Cancel	Assign Notary	2	~
4 California Hazard In:			1	~
5 Hazard Insurance Auth	orization and Requirements	2	1	~
6 Borrower Consent to th	e Use of Tax Return Information	1	1	~



If you select *NotaryCam* as your Notary Provider, you will only need to set the closing date and time. *NotaryCam services are not available on mobile devices.*

LOAN	Assign / Notify Notary			
Primary Pi Wo	*Notary Provider	*Req *Notary Type O In Person @ Remote Online Notary		MINUTES SECONDS
Signers (2)	Signers			Assign Notary
# Signer Name / Ema	Name Email	Role Phone	s Status	eSign
Erica Sample erica.sample@exam Sally Settlement sally.settlement@ex	Erica Sample erica.sample@exam	Borrower Home: (800) 649-1362	Not Started Ready to Sign	Open Signing Room Open Signing Room
Documents (16	Request Summary	▼	Pre	eview Mode ON
# eSign Enabled	1 participants for a RON eClosing for a property	v in Torrance, CA.	Signer(s)	Completed
1 Uniform Residential	*Estimate Closing Date 3/25/2021 *T	ime 12:00 AM 🗸 America/Los Angeles	1	$\overline{\mathbf{v}}$
2 MERS California De	·		2	~
3 Specific Closing Inst	Cancel	Assign Notary	2	\sim
4 California Hazard In:	_		1	~
	orization and Requirements	2	1	~
6 Borrower Consent to th	e Use of Tax Return Information	1	1	~
	• 	Déil		



Hit Ready to Close when it's time to alert the NotaryCam Notary. To resend a notification, hit Ready to Close again, and *not* Notify.

Close Console (Settl	onionicAgonij					(🕽 Sally 🗸
LOAN Loan #: 777-1616630796081 Primary Borrower: Erica Sample Type: EClosing Package ID: 333727 Worksheet #: 1616630796081 (Version: 1		Company: DSI TEST LENDI Contact: Michael Morford Email: mikem@docmagi Phone: (800) 649-1362		-	CO CLOSING HOURS MINUTE (Wed) Time: 12:00am PD	-
E Details	Action Log				E	Ready to Close
Signers (2)					NotaryCam	Notify
# Signer Name / Email Role	Notary Name / Email	Notary Type / Closing Date - Time	KBA / Status	ID Verify / Status	Status	eSign
1 Erica Sample erica.sample@example.c Borrower	Notary_name_placeholde NOTARY_EMAIL_PLACE	3/25/2021 - 12:00am	⊡ * 0	60	Not Started	Open Signing Room
2 Sally Settlement sally.settlement@exampl Settlement Agent	Unassigned				Ready to Sign	Open Signing Room
Documents (16) 📑 🖋 🖪 🖨	a				Previev	Mode ON
# eSign Enabled			Page(s)		Signer(s)	Completed
1 Uniform Residential Loan Application			9		1	~
2 MERS California Deed of Trust			16		2	~
3 Specific Closing Instructions			3		2	\sim
4 California Hazard Insurance Disclosure			1		1	~
5 Hazard Insurance Authorization and Requirements			2		1	~
			1		1	~
6 Borrower Consent to the Use of Tax Return Information						

Note: NotaryCam is currently only able to process the loan once per package. Please ensure that all documents to be included in the signing ceremony are prepared and uploaded prior to selecting "Ready to Close".



If you select *DocMagic RON* as your Notary Provider, a different window (shown below) will appear.

LOAN Loan #: 777-1 Primary Borrower: Erica Type: EClo: Package ID: 3337;	*Notary Provider DocMagic RON	Notary Type In Person In Person Remote Onlin	ne Notary (RON)	LOSING URS MINUTES SECONDS
Worksheet #: 1616	Search Company Name First Nam	ne Last Name	Client ID TEST	a) Time: 12:00am PDT Edit
Signers (2)	City County	State Zip	RON Capable Search	Assign Notary Status eSign
Erica Sample erica sample@example.c., Saily Settlement saily settlement@exampl Documents (16) # eSign Enabled 1 Unform Residential Loan Application 2 MERS California Deed of Trust	Signers DOCMAGIC NOTARY emily@docmagic.com DOCMAGIC NOTARY eugener@docmagic.com DOCMAGIC NOTARY struit@docmagic.com DOCMAGIC NOTARY otherwide otherwide otherwide OCMAGIC NOTARY eugener@docmagic.com DOCMAGIC NOTARY alexh@docmagic.com	emily@docmagic oom eugener@docmag struitt@docmagic	Yes Yes Yes Yes Yes Yes Yes Yes	ot Started Gran signing Room eady to Sign Signing Room Preview Mode ON) Completed
3 Specific Closing Instructions 4 California Hazard Insurance Disclosure	O DOCMAGIC NOTARY dmitri@docmagic.com	dmitri@docmagic	Yes Yes	
5 Hazard Insurance Authorization and R 6 Borrower Consent to the Use of Tax R	1 participants for a RON eClosin *Estimate Closing Date 12/21/2		America/Les Angeles	

Start by entering your search parameters for a DocMagic Remote Online Notary and hit Search.



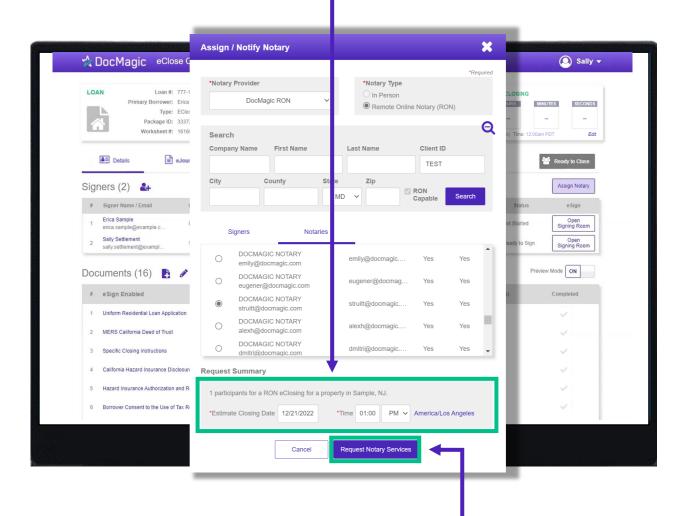
Select your notary from the results that appear by clicking the bubble next to their name.

A DocMagic eClose C	Assign / Notify Notary	×	🙆 Sally 🗸
LOAN Loan #: 777-1 Primary Borrower: Erica Type: EClo: Package ID: 3337.	*Notary Provider DocMagic RON V	*Notary Type In Person ® Remote Online Notary (RON)	CLOSING URS MINUTES SECONDS
Worksheet #: 1616	Search Company Name First Name	Last Name Client ID	d) Time: 12:00am PDT Edit
Signers (2) # Signer Name / Email	City County State	Zip	Assign Notary Status eSign
Erica Sample erica sample@example.c Sally Settlement sally settlement@exampl	Signers Notaries	emily@docmagic Yes Yes	ot Started Open Signing Room Open Signing Room
Documents (16) 📑 🖋	O DOCMAGIC NOTARY eugener@docmagic.com	eugener@docmag Yes Yes	Completed
1 Uniform Residential Loan Application	DOCMAGIC NOTARY struitt@docmagic.com DOCMAGIC NOTARY	struitt@docmagic Yes Yes alexh@docmagic Yes Yes	2 1
2 MERS California Deed of Trust 3 Specific Closing Instructions	alexh@docmagic.com DOCMAGIC NOTARY dmitri@docmagic.com	dmitri@docmagic Yes Yes 🗸	
4 California Hazard Insurance Disclosure	Request Summary		×
5 Hazard Insurance Authorization and R	1 participants for a RON eClosing for a property	/ In Sample, NJ.	~
6 Borrower Consent to the Use of Tax R	*Estimate Closing Date 12/21/2022 *T	ime 01:00 PM V America/Los Angeles	× .

Please note that you can scroll down to see more results.



Scroll down to Request Summary and select your estimated closing date, time (including AM/PM), and time zone.



Click "Request Notary Services" when done.



Ready to Close

Once all the documents have been uploaded and prepared for execution, click on "Ready to Close" to alert the Notary, if a Remote Online Notary is required.

LOAN Loan #: 777-1616630796081 Primary Borrower: Erica Sample Type: EClosing Package ID: 333727 Worksheet #: 1616630796081 (Vers	on: 1)	Company: DSI TEST LENDi Contact: Michael Morford Email: mikem@docmagi Phone: (800) 649-1362		-	O CLOSING HOURS MINUT Wed) Time: 12:00am PE	-
Details eJournal	Action Log					Ready to Close
Signers (2)					NotaryCa	im Notify
# Signer Name / Email Role	Notary Name / Email	Notary Type / Closing Date - Time	KBA / Status	ID Verify / Status	Status	eSign
1 Erica Sample erica.sample@example.c Borrower	Notary_name_placeholde NOTARY_EMAIL_PLACE	3/25/2021 - 12:00am	⊡ * 0	0	Not Started	Open Signing Room
2 Sally Settlement Agent	Unassigned				Ready to Sign	Open
sally.settlement@exampl					 Ready to Sign 	Signing Room
Documents (16) ▮ 🖉 🕞 🖨	- partes -					Signing Room
sally.settlement@exampl	- partes -		Page(s)			
sally settlement@exampl	- partes -		Page(s) 9		Previe	ew Mode ON
sally settlement@exampl	- partes -				Previe Signer(s)	ew Mode ON
sally settlement@exampl Documents (16) 💽 🏈 🖸 🖨 # eSign Enabled 1 Uniform Residential Loan Application	- partes -		9		Previa Signer(s) 1	ew Mode ON
sally settlement@exampl	- partes -		9 16		Previe Signer(s) 1 2	ew Mode ON
sally settlement@exampl	- partes -		9 16 3		Previo Signer(s) 1 2 2	ew Mode ON



If – for whatever reason – you need to assign another notary, click on the "Notify" button, which will activate the selection window.

🛧 Doc	c <mark>Magic</mark> eClo	se Console (Se	ettlement Agent)					🙆 Byron 🗸
	Primary Borrower: Type: Package ID:	EClosing		Company: D TEST LEN Contact: St phen Truitt Email: st uitt@docma Phone: (3 0) 463-905	igic.com	-	TO CLOSING	ES SECONDS - Edit
🚛 Det	tails 📄 eJou	urnal 🏼 🔊 A	action Log					Start eClosing
Signers	s (5)						ffany Roberts ccepted: 1/9/2024 - 10:08a	Notify
# Sign	ner Name / Email	Role	Notary Name / Email	Notary Type / Closing Date - Time	KBA / Status	ID Verify / Status	Status	eSign
	ohen Truitt itt©docmagic.com	Borrower	Tiffany Roberts enotaryoftexas@gmail.com	DocMagic RON 1/9/2024 - 10:00am	⊠* ⊘	[] ⊘	Finished	Open Signing Room
	on Settlement itt@docmagic.com	Settlement Agent					Ready to Sign	Open Signing Room
	ve Truitt itt221@gmail.com	Witness	Tiffany Roberts enotaryoftexas@gmail.com	DocMagic RON 1/9/2024 - 10:00am		G• O	Not Started	Open Signing Room
	ssef Aissa g@docmagic.com	Witness					Ready to Sign	Open Signing Room
	tt Seller tt@seller.com	Seller					Ready to Sign	Open Signing Room
Docum	ients (25) 🚦	e 🖪 🙃					Previ	ew Mode OFF
# eSi	gn Enabled				Page(s)	Si	gner(s)	Completed
1 Free	eze/Close Letter				1		1	~
	tistate Fixed Rate Electronic	c Note			4		1	×
2 Mult								
	orm Residential Loan Appli	cation			8		2	V

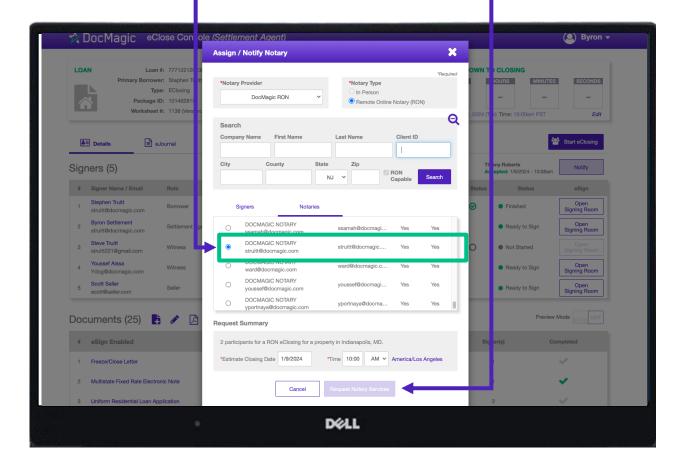


Making sure DocMagic RON is chosen, click on the icon here to reactivate the search parameters.

A DocMagic eClose Consol	e (Settlement Agent) Assign / Notify Notary	Byron 🗸
LOAN Loan #: 777122120230 Primary Borrower: Stephen Truitt Type: EClosing Package ID: 101462815 Worksheet #: 1138 (Venion:	*Notary Provider *Notary Type In Person DocMagic RON Remote Online Notary (RON)	WN TO CLOSING HOURS MINUTES SECONDS HOURS MINUTES SECONDS HOURS MINUTES Edit
Details 📄 eJournal	Signers Notaries Company Name First Name Last Name Client ID	Start eClosing
Signers (5)	City County State Zip RON Board Search	Tiffany Roberts Accepted: 1/9/2024 - 10:08am Notify
# Signer Name / Email Role		atatus Status eSign
1 Stephen Truitt Borrower struitt@docmagic.com	Signers Notaries	Finished Open Signing Room
2 Byron Settlement struitt@docmagic.com Settlement Ager	Name Email Role Phone	Ready to Sign Signing Room
3 Steve Truitt 3 struitt221@gmail.com Witness	STEPHEN TRUITT struitt@docmagic.com Borrower Home: (310) 555-1212 Mobile: (310) 463-9056	Open Signing Room
4 Youssef Aissa Witness	Steve Truitt struitt221@gmail.com Witness	Ready to Sign Open Signing Room
5 Scott Seller Seller	Request Summary	Ready to Sign Open Signing Room
Documents (25) 🚦 🖋 🖪	2 participants for a RON eClosing for a property in Indianapolis, MD. *Estimate Closing Date 1/9/2024 *Time 10:00 AM × America/Los Angeles	Preview Mode
# eSign Enabled		Signer(s) Completed
1 Freeze/Close Letter	Cancel Notify	1 🗸
2 Multistate Fixed Rate Electronic Note	4	s 🗸 🗸
3 Uniform Residential Loan Application	8	2



Choose the new Notary, making sure to double check the date and time. Then hit "Request Notary Services."





Confirm that you want to switch Notaries, and the new Notary will be notified by email.

	ocMagic ^{eC}		Settlemen	n Ayeniy							🕒 Byron 👻
	Primary Borrow Typ Package I	 #: 777122120230001 er: Stephen Truitt e: EClosing D: 101462815 #: 1138 (Version: 1) 			Contact: Email:	DSI TEST LENDE Stephen Truitt struitt@docmagic (310) 463-9056		DAYS	DWN TO CLO HOURS 2024 (Tue) Time	MINUT	ES SECONDS
	_		-1	Confirm No	tary Assignm	ent	×				
_	ers (5)	Journal	Action og	You are ab	out to assign a r Tiffany Robert		replace		Tiffany Rol Accepted:	oerts 1/9/2024 - 10:08a	Start eClosing
#	Signer Name / Email	Role	Not y N	Γ	Cancel	Continue		ID Vor8 /:	Status	Status	eSign
	Stephen Truitt struitt@docmagic.com	Borrower	Tiffa y Ro enot ryof.	onusegnumeerin	11 07 L 0 L 1	10.00411		(P)	9 • Fi	nished	Open Signing Room
	Byron Settlement struitt@docmagic.com	Settlement Agent							• R	eady to Sign	Open Signing Room
2	Steve Truitt struitt221@gmail.com	Witness	Tiffany Rol enotaryoft	berts exas@gmail.com	DocMagic 1/9/2024 -		⊡ * O	(N O C	ot Started	Open Signing Room
4	Youssef Aissa Ydog@docmagic.com	Witness							• R	eady to Sign	Open Signing Room
5	Scott Seller scott@seller.com	Seller							• R	eady to Sign	Open Signing Room
Doci	uments (25) 🚦	/	2							Previ	ew Mode
#	eSign Enabled						Page(s)		Signer(s)		Completed
1	Freeze/Close Letter						1		1		
2	Multistate Fixed Rate Electro	nic Note					4		1		×
0	Heifere Desidential Less Ar	elisation	_	_			0		0		



Preview Mode will turn off automatically when the Clock hits Zero and signing begins. To be safe, check that Preview Mode is off the day of signing.

A DocMagic eClose Console (Settlement Ager	lt)		🙆 Sally 🗸
LOAN Loan #: 777-161630796081 Primary Borrower: Erica Sample Type: EClosing Package ID: 333727 Worksheet #: 1616630796081 (Version: 1)	Company: DSI TEST LENDER (SALES) Contact: Michael Morford Email: mikem@docmagic.com Phone: (800) 649-1362	DAVS HOURS M Date: Apr 19, 2023 (Wed) Time: 12:00a	NUTES SECONDS m PDT Edit
🚑 Details 📄 eJournal 🄊 Action Log			📸 Ready to Close
Signers (2) 🛃		Nota	ryCam Notify
# Signer Name / Email Role Notary Name / E	mail Notary Type / KBA / Statu Closing Date - Time	ID Verify / Status Status	eSign
1 Erica Sample Borrower Notary_name_pia erica.sample@example.c Borrower NOTARY_EMAIL		🕞 🔿 🔹 Not Started	Open Signing Room
2 Sally Settlement sally.settlement@exampl Settlement Agent Unassigned		Ready to Sign	Open Signing Room
Documents (16) 📑 🖋 🖻 🖨 🗛			review Mode off
# eSign Enabled	Pa	ge(s) Signer(s)	Completed
1 Uniform Residential Loan Application		9 1	$\overline{\mathbf{v}}$
2 MERS California Deed of Trust		16 2	~
3 Specific Closing Instructions		3 2	~
4 California Hazard Insurance Disclosure		1 1	~
5 Hazard Insurance Authorization and Requirements		2 1	~
		1 1	~
6 Borrower Consent to the Use of Tax Return Information			



Your Turn to Sign

The Settlement Agent can eSign by clicking on the Open Signing Room Button.

LOAN Loan #: 777-1616630796081 Primary Borrower: Erica Sample Type: EClosing Package (D: 333727 Workshet #: 1616630796051 (Versio	Den: 1)	Company: DSI TEST LENDE Contact: Michael Morford Email: mikem@docmagi Phone: (800) 649-1362		COUNTDOWN T DAYS Date: Apr 19, 2023	HOURS	MINUTES SECONDS Dam PDT Edit
	Action Log				Not	Ready to Close
Signers (2) # Signer Name / Email Role	Notary Name / Email	Notary Type / Closing Date - Time	KBA / Status	ID Verify / Status	Statu	eSign
1 Erica Sample erica.sample@example.c Borrower	Notary_name_placeholde NOTARY_EMAIL_PLACE	3/25/2021 - 12:00am	⊡ * 0	P 0	Finished	Open Signing Room
2 Sally Settlement Agent	Unassigned					Open
sally.settlement@exampl	onessigned				Ready to	Signing Room
2 sally settlement@exampt Settlement Agent Documents (16)					Ready to	Preview Mode ON
sally.settlement@exampl			Page(s)		 Ready to Signer(s) 	Signing Room
sally settlement@exampl			Page(s) 9			Signing Room Preview Mode ON
sally settlement@exampl					Signer(s)	Signing Room Preview Mode ON Completed
sally settlement@exampl			9		Signer(s) 1	Signing Room Preview Mode ON Completed
sally settlement@exampl			9 16		Signer(s) 1 2	Signing Room Preview Mode ON Completed
sally settlement@exampl			9 16 3		Signer(s) 1 2 2	Signing Room Preview Mode ON Completed



When all signed documents have been uploaded and all signatures, fields and Notary stamps have been collected, the Settlement Agent will see a fully completed column on the Right.

Documents (16) 🖪 🖨 🙆			Preview Mode OF
# eSign Enabled	Page(s)	Signer(s)	Completed
1 Uniform Residential Loan Application	9	1	~
2 MERS California Deed of Trust	16	2	~
3 Specific Closing Instructions	3	2	~
4 California Hazard Insurance Disclosure	1	1	~
5 Hazard Insurance Authorization and Requirements	2	1	× .
6 Borrower Consent to the Use of Tax Return Information	1	1	~
7 California Fair Lending Notice	1	1	~
8 California Private Mortgage Insurance Notice	2	1	~
9 Ctosing Disclosure	5	1	~
10 IVES Request for Transcript of Tax Return	2	ा	~
11 Initial Amortization Schedule	8	0	~
12 Initial EscNew Account Disclosure Statement	2	1	~
13 PMI Initial Disclosure - Fixed	2	1	~
14 Signature Affidavit and AKA Statement	2	2	~
15 AZACPRS TTL pdf	2	2	~
# Print and Sign	Page(s)	Signer(s)	Completed

