

Instructions – How To E-Sign Your Loan Disclosures And Return the Print & Sign Docs


Step 1: You will receive an Email From Foundation Mortgage with the following Subject: [Click Here – Electronic Loan Application Disclosures From Foundation Mortgage](#)

☆ Scott Edwin Jones

[Click Here - Electronic Loan Application Disclosures From Foundation Mortgage](#) - The State and Federal Loan Disclosures for the Smith loan file are available for review/signature

Step 2: Open the Email and click on the text: [Click here to visit the website](#) and access the e-disclosures.

Click Here - Electronic Loan Application Disclosures From Foundation Mortgage Inbox x

 **Scott Edwin Jones** <eFolder@elliemae.com>
to me ▾

The State and Federal Loan Disclosures for the **Smith** loan file are available for review/signature online. Below are instructions to access our secure, password-protected LOAN CENTER to sign your documents.

[Click here to visit the website](#) and access the e-disclosures. At the bottom of this page is a video to guide you through the eSigning process if you are not familiar with it.

Step 3: Log in to your account on our Secure Server.

- You will need the password you created when you originally created the account and consented to receive e-disclosures (Step 3 in the PDF Instructions – How to Consent to Receive E-Disclosures).

Log In

Please log in to check the status of your loan or view messages from your originator. You must have a valid user account to view the status page. Contact your loan officer if you do not have an account.

Email:

Password:

Save this email address.

[Forgot Password?](#)

Step 4: Your Loan Status Center

- In the center of the screen, Under the **Loan Detail** section, click on the text: **Click Here - Electronic Loan Application Disclosures From Foundation Mortgage**
- When you click on this, it will expand to show **Your Name** in blue just below it.
- Click on **Your Name** in blue.
- This will expand again Showing the text: **Documents To Sign**
- About halfway down the expanded area you will see the text: "Documents to Sign" with a blue **Esign** button to the right of it.
- Click on the blue **Esign** button below this to Esign the Electronic Disclosures.
- Note** - You will also see three sets of information documents in the expanded section. These are informational only and do not need to be signed. They will be highlighted in blue text and underlined. You can click on the links if you wish to view them.

The screenshot shows the 'Loan Status Center' for a user named John Smith. The page is divided into several sections:

- Navigation Menu (Left):** Includes links for 'SHORT APPLICATION', 'SPANISH APPLICATION', 'FREE CONSULTATION', 'CHECK LOAN STATUS' (highlighted), and 'ABOUT US'. Below this are sections for 'Apply Now', 'Resources & Tools', 'Learning Center', and 'Company Info'.
- Header:** Features a banner with the text 'If you have dreams we have the solutions.' and an image of a family.
- Loan Detail Section:** Displays loan information: Loan Number, Amount (\$320,000.00), Property Address (123 TBD Drive, Miami Beach, FL 33139), Loan Program (Fixed), Purpose of Loan (Purchase), and Borrower Name (John Smith).
- Documents List:** A table showing documents available for viewing or signing. The first document, 'Click Here - Electronic Loan Application Disclosures From Foundation Mortgage', is highlighted with a red box and has a date of 12/22/2015. Below it is 'Electronic Signature Consent for Loan Documents' with the same date.
- Upload File Section:** Includes a 'File Type' dropdown menu (set to 'Bank Statements'), a 'File Name' input field, and 'Browse' and 'Remove' buttons. An 'Upload File' button is also present.
- Loan Contact Information:** Lists contact details for Scott Edwin Jones, including his address (1680 Michigan Ave Suite 700, Miami Beach, FL 33139), phone number (305) 777-2273, fax number (305) 647-2405, and email (sjones@FoundationMortgage.com).
- Footer:** Contains the Adobe Reader logo and a note: 'NOTE: Documents are delivered using the industry standard Adobe Acrobat format. Adobe Acrobat 6.0 or above is required to view, print, or save documents.'

Loan Number:		Loan Program:	Fixed
Amount:	\$320,000.00	Purpose of Loan:	Purchase
Property Address:	123 TBD Drive Miami Beach, FL 33139	Borrower Name:	John Smith

▼ [Click Here - Electronic Loan Application Disclosures From Foundation Mortgage](#) 

12/22/2015

▼ **John Smith**


Documents to Review (3 docs, 39 pages) 

These documents are for your information only. You do NOT need to sign or return these documents.

 [Credit Score Disclosure Exception for Loans Secured by One to Four Units of Residential Real Property](#)

 [Home Counseling List](#)

 [Your Home Loan Toolkit](#)

Documents to Sign (25 docs, 37 pages) 

These documents require your electronic signature. By eSigning these documents, you avoid the hassle of printing and then faxing the signed documents. To review and eSign the documents:


1. Click the eSign button.
2. When prompted, enter the required password or answer the security questions.
3. Review the documents page by page, and then click the signature points to apply your electronic signature.
4. Once you finish eSigning, the signed documents are automatically sent to your loan originator.

Note: Both the borrower and co-borrower must eSign as needed to complete the process.

Documents to Sign



 1003

 Appraisal Report for Lender's Use Disclosure (Dodd-Frank)

 Borrower's Certification & Authorization

[Show More](#)

Step 5: Enter an Authorization Code to View & E-sign the Electronic Disclosures

- **THE AUTHORIZATION CODE IS THE LAST 4 DIGITS OF YOUR SOCIAL SECURITY NUMBER**
- This step is included to confirm your identity as the signer of the E-disclosures.

Step 1. Welcome John Smith, please enter the authorization code to verify your identity.

Your mortgage originator must provide your personal authorization code to you.

Authorization Code: 

Next >

Cancel

Step 6: View and E-sign your Loan Documents


- You will need to scroll down to the bottom of each page & click on the yellow **Borrower Sign Here** highlight to Esign the appropriate pages
- Click the blue **Next Page>** button to move to the next page after viewing/signing each disclosure.
- When you get to the end of the Disclosures, click the blue **Finish** button.
- **Important: After clicking finish, Be Patient. It will take a few minutes for the signatures to process and the disclosures to save. Do not click refresh or back on your browser. Please wait for this to complete.**
- You can track your progress by following the status bar at the top of each page.

Step 2. Review the documents below and click the signature point to apply your electronic signature.

Read the documents below and click all the signature points before you continue. Your name and today's date will be automatically populated. If you need to print or read the entire document prior to signing, click [Preview All Documents](#).

Viewing 14 of 37 pages  38% complete

FL Statement of Anti-Coercion (Page 1)

Borrower's Signature X	Date	Co-Borrower's Signature X	Date
INFORMATION FOR GOVERNMENT MONITORING PURPOSES			
<p>The following information is requested by the Federal Government for certain types of loans related to a dwelling in order to monitor the lender's compliance with equal credit opportunity, fair housing and home mortgage disclosure laws. You are not required to furnish this information, but are encouraged to do so. The law provides that a lender may not discriminate either on the basis of this information, or on whether you choose to furnish it. If you furnish the information, please provide both ethnicity and race. For race, you may check more than one designation. If you do not furnish ethnicity, race, or sex, under Federal regulations, this lender is required to note the information on the basis of visual observation and surname if you have made this application in person. If you do not wish to furnish the information, please check the box below. (Lender must review the above material to assure that the disclosures satisfy all requirements to which the lender is subject under applicable state law for the particular type of loan applied for.)</p>			
BORROWER <input checked="" type="checkbox"/> I do not wish to furnish this information.		CO-BORROWER <input type="checkbox"/> I do not wish to furnish this information.	
Ethnicity: <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino		Ethnicity: <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	
Race: <input type="checkbox"/> American Indian or Alaska native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White		Race: <input type="checkbox"/> American Indian or Alaska native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White	
Sex: <input type="checkbox"/> Female <input checked="" type="checkbox"/> Male		Sex: <input type="checkbox"/> Female <input type="checkbox"/> Male	
To be Completed by Loan Originator: This information was provided: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> In a face-to-face interview <input type="checkbox"/> In a telephone interview <input type="checkbox"/> By the applicant and submitted by fax or mail <input type="checkbox"/> By the applicant and submitted via e-mail or the Internet 			
Loan Originator's Signature X		Date 12/22/2015	
Loan Originator's Name (print or type) Scott Edwin Jones	Loan Originator Identifier 165106 / State License # - LO5001	Loan Originator's Phone Number (including area code) 305-777-2273	
Loan Origination Company's Name Foundation Mortgage Corporation	Loan Origination Company Identifier 5057 / State License # - MLD1022	Loan Origination Company's Address 1680 Michigan Ave Suite 700 Miami Beach, FL 33139	
John Smith			
Uniform Residential Loan Application Freddie Mac Form 65 7/05 (rev. 6/09) 1003 Page 4 (Letter) -- 04/2011 -- Encompass360®		Page 4 of 5	 Fannie Mae Form 1003 7/05 (rev. 6/09)

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Next Page >

Cancel

Step 6: Click on the blue [Back to Loan Detail](#) Button to Return to the Loan Status Center when complete and you can download a copy of the signed disclosures if you wish to.

Congratulations! You've successfully finished eSigning.

When all required parties have finished eSigning, the final signed disclosures will be returned to the sender.

[Back to Loan Detail](#)