

# Standard Operating Procedure for TPO LO eSigning the 1003

Step 1: Click eSign



TPO CONTACTS

WELCOME

PIPELINE

ESIGN **1**

ADD NEW LOAN

BROKER TOOLS **▼**

TUR



Microsoft announced on August 17, 2020 that they will sunset support for Internet Explorer 11 (IE 11). We will stop supporting Internet Explorer 11 on August 17, 2020.

Good Afternoon All,

Please note that effective immediately, all mandatory wildfire evacuation orders in California and Colorado have been lifted and the temporary suspense of loan closings in California and Colorado is discontinued.

## Recently Accessed Loans

**2103QB036471**

Borrower, New

\$400,000.00, Conventional, Attached

**2103QB035258**

Borrower, New

\$400,000.00, Conventional, Detached

**1906QB024501**

Boone, Aaron

\$600,000.00, Conventional, Detached

.....

Step 2: Select the Loan



TPO CONTACTS

WELCOME

PIPELINE

ESIGN **1**

ADD NEW LOAN

BROKER TOOLS

## Loans Pending eSign

LOAN NUMBER	BORROWER NAME
2103QB036471	Borrower, New

Step 3: Click on any of the document

TPO CONTACTS    WELCOME    PIPELINE    **ESIGN 1**    ADD NEW LOAN    BROKER TOOLS ▾    TURN TIMES ▾

**New Borrower**  
111, Astoria, NY, 11060  
Test Company

- LOAN SUMMARY
- URLA
- PRODUCT PRICING & LOCK
- LOAN ESTIMATE FEE MANAGEMENT
- DOCUMENTS
- ESIGN**
- CONDITIONS
- DISCLOSURE TRACKING

**LOAN ACTIONS**

- Submit Loan
- Re-Submit Loan

### eSign

STATUS	DOCUMENT NAME
⚠	Cover Letter
⚠	1003 - URLA
⚠	Loan Estimate
⚠	USA Patriot Act Information Disclosure
⚠	Mortgage Fraud is Investigated by the FBI
⚠	Fair Credit Reporting Act
⚠	Fair Lending Notice
⚠	Hazard Insurance Authorization, Requirements and Disclosure
⚠	Notice of Right to Copy of Appraisal (HPML)
⚠	Notice of Right to Copy of Appraisal (EOCA)
⚠	Privacy Policy - No Affiliate No Opt Out Page 1
⚠	Privacy Policy - No Affiliate No Opt Out Page 2
⚠	Credit Authorization
⚠	Notice of Furnishing Negative Information
⚠	FACT Act Disclosure
⚠	Home-Ownership Counseling Acknowledgement
⚠	Home Ownership Counseling Organization List
⚠	Acknowledgement of Receipt of Booklet
⚠	Borrower's Certification & Authorization

Step 4: Click Next and then Start

STATUS	DOCUMENT NAME	ESIGNED BY
	Cover Letter	
	1003 - URLA	
	Loan Estimate	
	USA Patriot Act	
	Mortgage Fraud	
	Fair Credit Rep	
	Fair Lending No	
	Hazard Insuranc	
	Notice of Right t	
	Notice of Right t	
	Privacy Policy - 1	
	Privacy Policy - 1	
	Credit Authorize	
	Notice of Furnis	
	FACT Act Disclo	
	Home-Ownersh	
	Home Ownersh	
	Acknowledgem	
	Borrower's Cert	
	Borrower Conse	
	Borrower's Cert	
	Important Information Undisclosed Debt	

eSign

### Loan Documents

If you are on a mobile browser, please click on Next at the bottom of the screen to view the document.

Please review and act on the documents below.

**NEXT** OTHER

**New Borrower**  
1 rock  
The Bronx, NY 10465

**Re: 2103QB036471**  
111, Astoria, NY 11060

Dear Applicant:

Thank you for selecting Quontic Bank for your home financing needs.

Enclosed are the Loan Estimate and the additional disclosures applicable to your mortgage transaction. If after reviewing these documents you determine that you wish to proceed with your loan application, you need to return to us a signed and dated:

- Acknowledgement of Receipt of Loan Estimate
- Acknowledgement of Intent to Proceed

Step 5: Click Sign

ter

LA

nate

ot Act

Fraud

t Repo

ng No

suranc

Right t

Right t

olicy - f

olicy - f

horize

Furnis

Disclo

nershi

nershi

dgeme

s Cert

Conse

s Certification & Authorization, 2

Information Undisclosed Debt

gment of Receipt of Loan Estimate

eSign

Select the sign field to create and add your signature.

FI

🔍 🔍 ⬇️ 🖨️ ?

### Section 9: Loan Originator Information. To be completed

**Loan Originator Information**

Loan Originator Organization Name Broker Training

Address One Rockefeller Plaza 9th Floor, New York, NY 10020

Loan Originator Organization NMLSR ID# 403503 State License ID# \_\_\_\_\_

Loan Originator Name \_\_\_\_\_

Loan Originator NMLSR ID# 1234567890 State License ID# \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Required - Sign Here

Sign  
↓

Signature \_\_\_\_\_ Date (mm/dd/yyyy) \_\_\_\_\_

**SIGN**

## Step 6: Adopt your signature

LA  
mate  
ot Act  
Fraud  
t Repo  
ing No  
surand  
Right t  
Right t  
olicy - t  
olicy - t  
thorize  
Furnis  
Disclo  
mersh  
mersh  
dgem  
s Cert  
Conse  
s Cert  
Information Undisclosed Debt.

eSign

Select the sign field to create and add your signature

**ADOPT AND SIGN** **OTHER ACTIONS**

### Adopt Your Signature

Confirm your name, initials, and signature.

\* Required

**Full Name\***  **Initials\***

**SELECT STYLE** **DRAW** **UPLOAD**

**PREVIEW** [Change Style](#)

DocuSigned by:  
*Manu Mago*  
0E6E87C70ADD431...

DS  
*MM*

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 - just the same as a pen-and-paper signature or initial.

**ADOPT AND SIGN** **CANCEL**

## Step 7:

Click Finish