

# How to E-sign Mortgage Documents

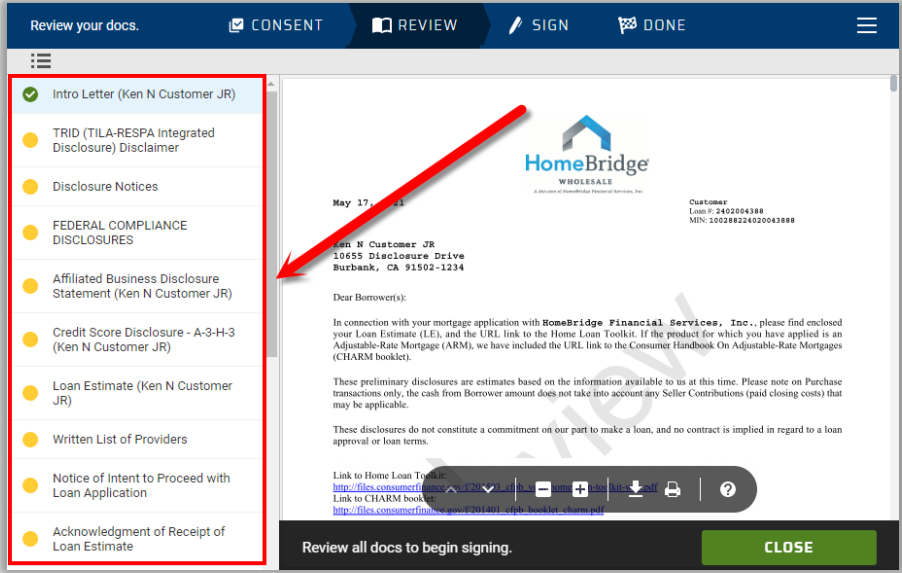
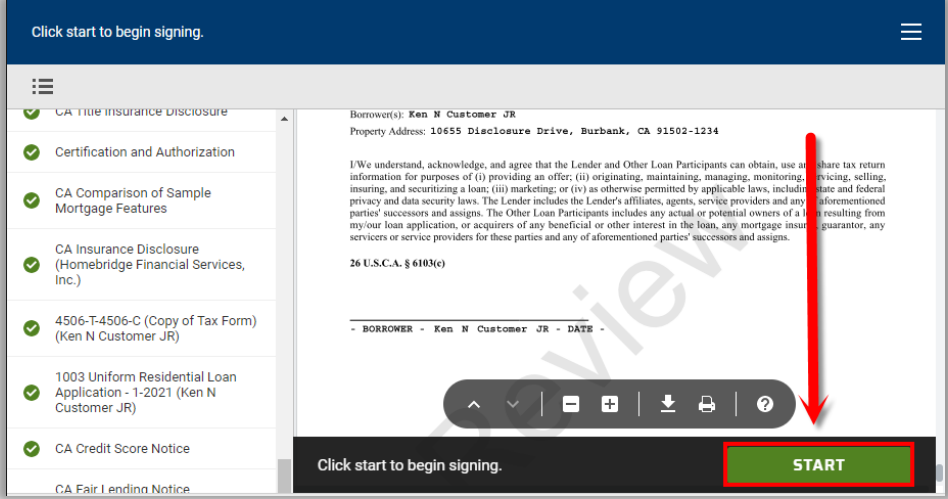

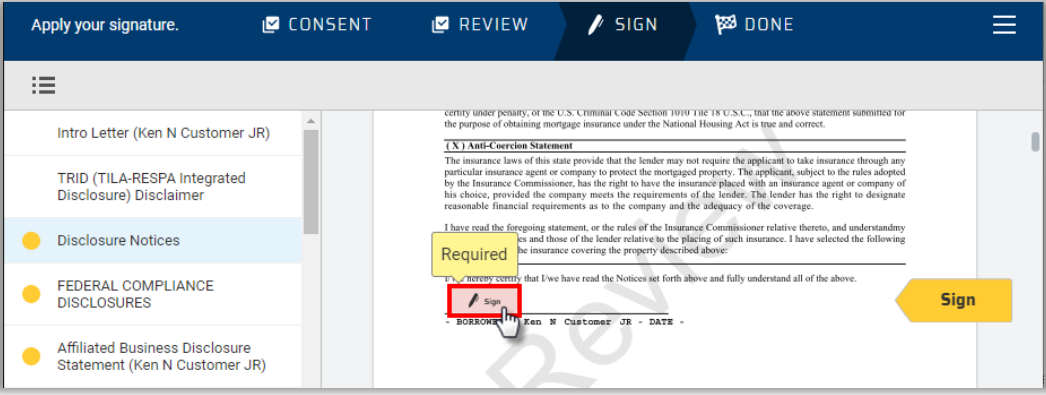
Step	Action
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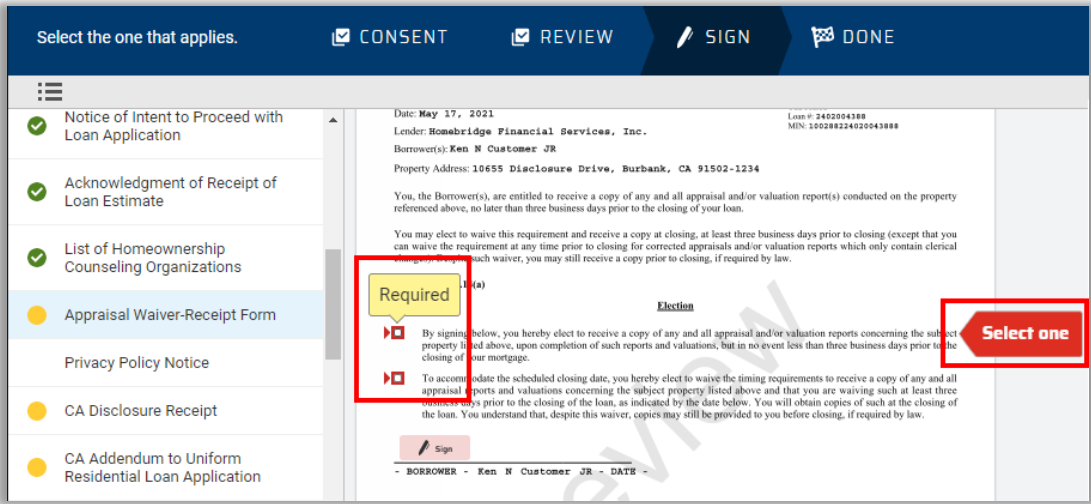
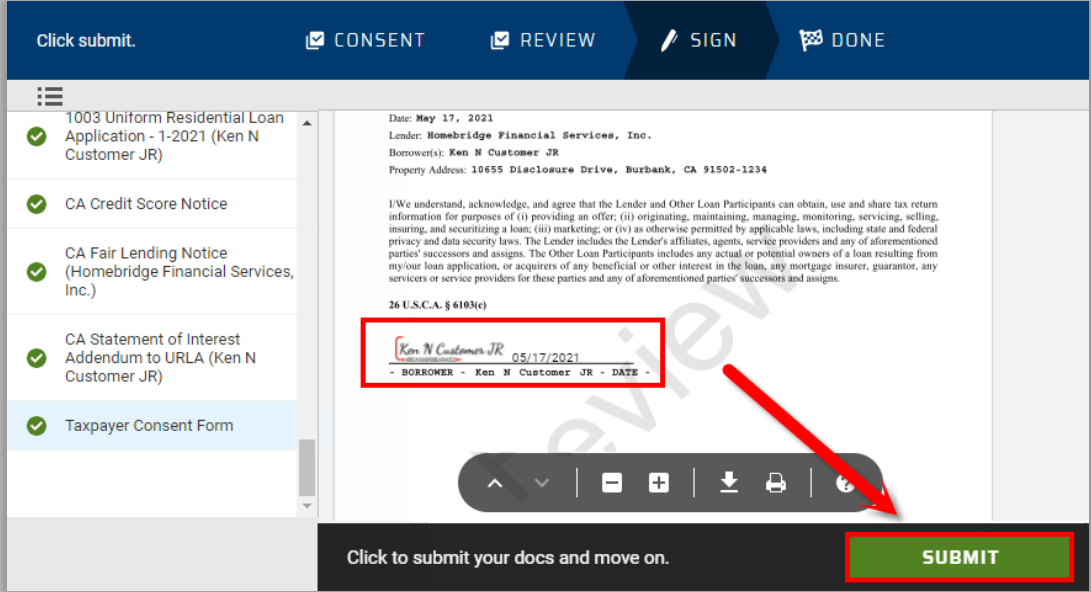
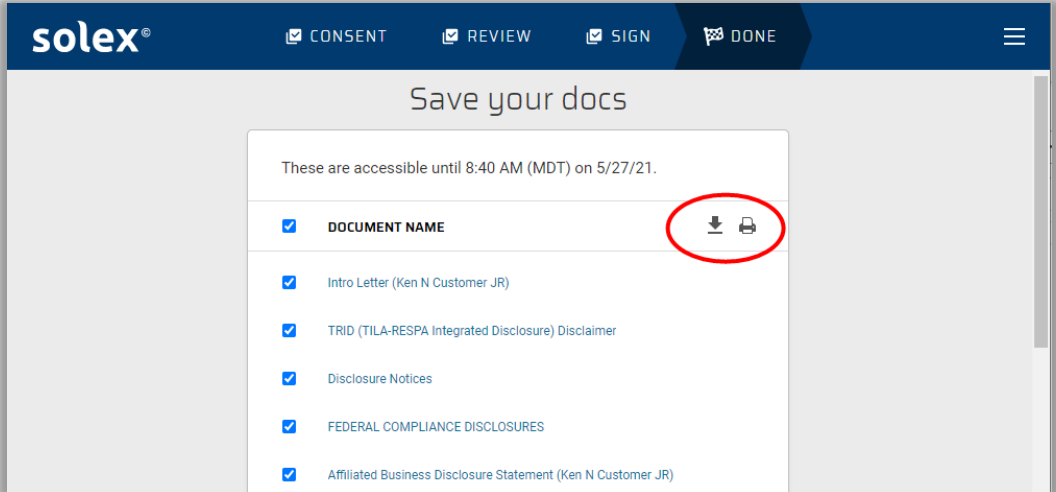
1	<ul style="list-style-type: none"> <li>You will receive an email from docmailer@solex.com.                             <ul style="list-style-type: none"> <li>– Subject: <b>Electronic Document Request [loan number] [Borrower Name]</b>.</li> </ul> </li> <li>Click <a href="#">Doc Link</a> to begin.</li> </ul> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p><b>From:</b> docmailer@solex.com &lt;docmailer@solex.com&gt;  <b>Sent:</b> Monday, May 17, 2021 10:40 AM  <b>To:</b> k.customer@email.com  <b>Subject:</b> Electronic Document Request: 2402004388 Ken N Customer JR</p> <p>Broker Name: Barry Broker Inc.</p> <p>Dear Ken N Customer JR,</p> <p>In connection with the mortgage application for 10655 Disclosure Drive, you are receiving this email as a secure means of providing certain documentation for this loan. Within this electronic file, you will find the disclosures associated with the subject property of the mortgage loan application.</p> <p>In order to access disclosures, please click on the following link: <a href="#">Doc Link</a></p> <p><b>**Note: Your disclosure link will expire in TEN (10) calendar days**</b></p> <p>We appreciate the opportunity to assist you. If you have specific questions, please contact your mortgage broker referenced above.</p> <p>Sincerely, Homebridge Financial Services, Inc.</p> </div> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>The link will expire in 10 days.</li> <li>You will receive a email reminder to E-sign your documents if the Doc Link is not accessed in 48 hr.</li> </ul>
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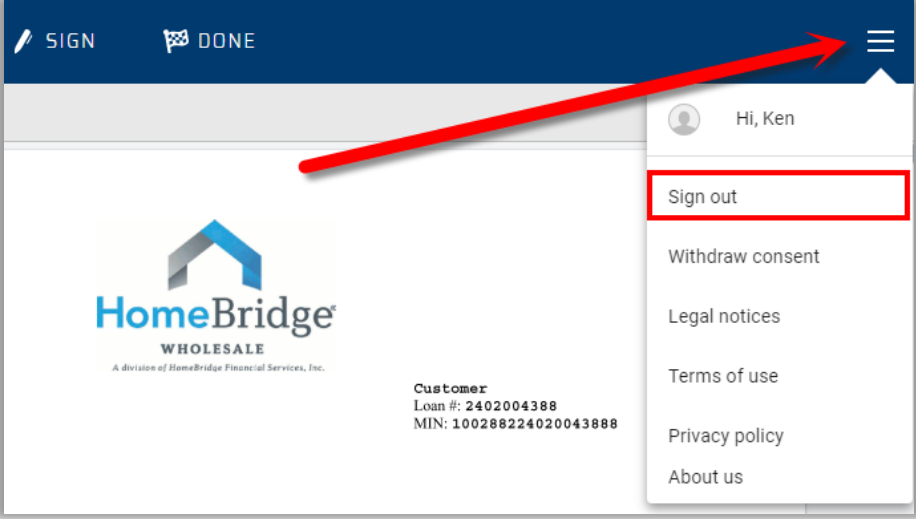
2	<p>A Solex window will appear. Enter the last 4 digits of your SSN and click <b>SIGN IN</b>.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> </div>
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3	<p>A Consent window will open. Review the <b>Electronic Records and Signatures Agreement</b>.</p> <ul style="list-style-type: none"> <li>Click <b>ACCEPT</b> to receive and sign your documents electronically and continue with these instructions.</li> <li>Click <b>DECLINE</b> to receive your documents via USPS.</li> </ul> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> </div>
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**Note:** You will receive an email confirming your choice of disclosure method.

Step	Action
4	<p>Scroll to review all documents and begin signing.</p>  <p><b>Note:</b> ✓ indicates the document has been reviewed.</p>
5	<p>After reviewing the documents, click <b>Start</b> to begin signing.</p>  <p><b>Note:</b> You may download or print from the Adobe floating toolbar at any point, but you must click the Submit button to complete the signing process.</p> 
6	<p>Click the <b>Sign</b> buttons to electronically sign and date where indicated.</p>  <p><b>Note:</b> ✓ indicates the document has been signed.</p>

Step	Action
7	<p>Click the <b>check box</b> when indicated.</p> 
8	<p>Upon completion, click <b>SUBMIT</b> to send your signed documents.</p> 
9	<p>Click the icons to <b>save</b> or <b>print</b> your signed mortgage documents. Click <b>SIGN OUT</b> to end the session.</p> 

Step	Action
10	<p>Click the  at the top right of your screen and select <b>Sign out</b>.</p> 
11	<p>Thank for electronically completing your documents.</p> 