1. Locate the email from your loan officer titled "We need a few more things from your application."

2. Click the **Click here to visit the website** link. The login page will be displayed.

3. Once logged in, the "Check Loan Status" section will display. Click the link to open the message.

4. When the screen expands, two tabs will display: "My Tasks" and "Loan Status."
Signing eDisclosures

5. Within the “My Tasks” tab, find the list of documents requiring eSignature. Click the eSign button.

6. Click I Agree at the bottom of the page.

7. Enter the provided authorization code and then click Next >.

8. Review the loan documents by clicking NEXT.

9. Click START.

10. Prompts will direct you where to sign.
11. To adopt a signature, select the desired design and click **ADOPT AND SIGN**.

12. The page will scroll to the next required signature line. Click **SIGN**.

13. Once all required signatures are provided, click **FINISH** at the top of the page.

14. Congratulations! Your documents are eSigned.