

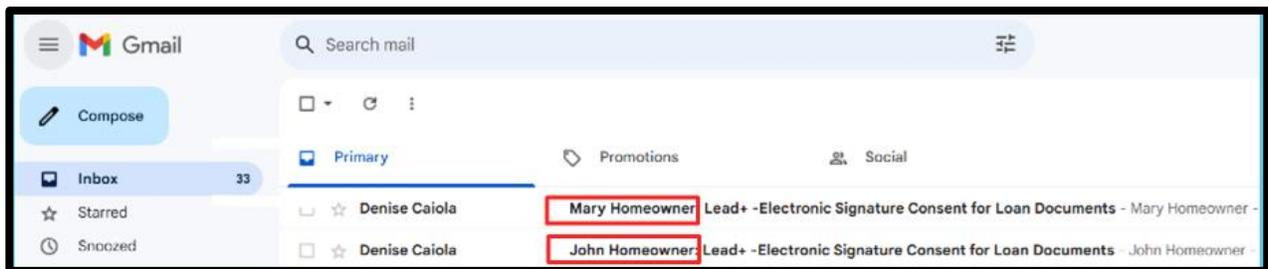
Applicant Portal

Create Account/Electronic Consent/eSigning Disclosures

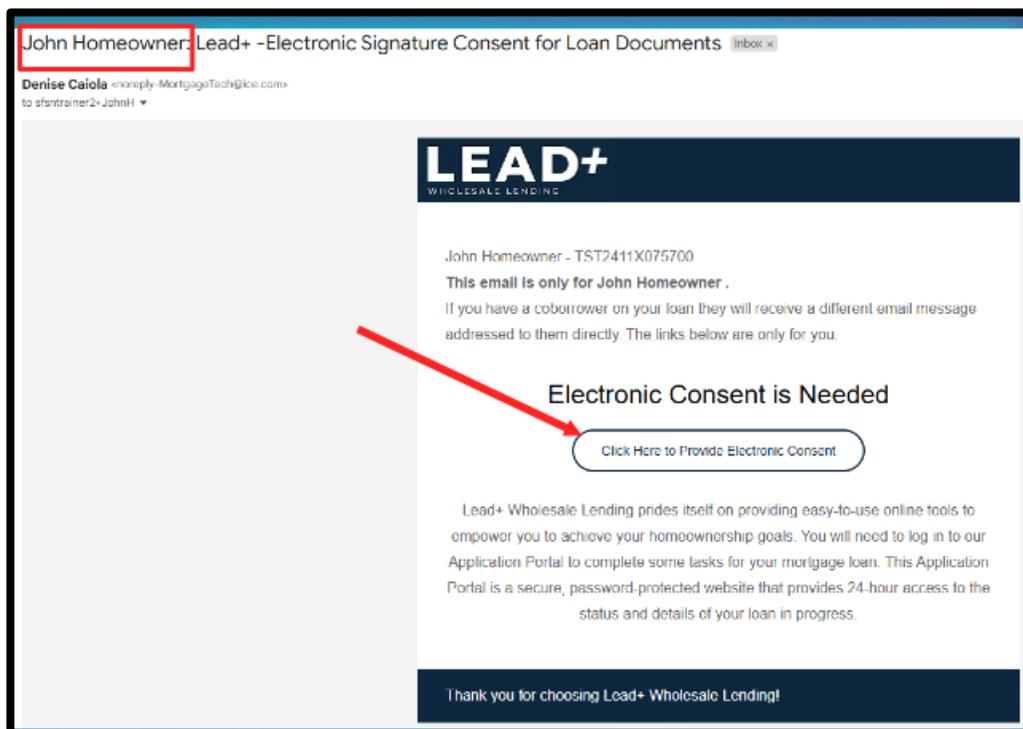
Create Account:

You will receive an email from your Loan Officer

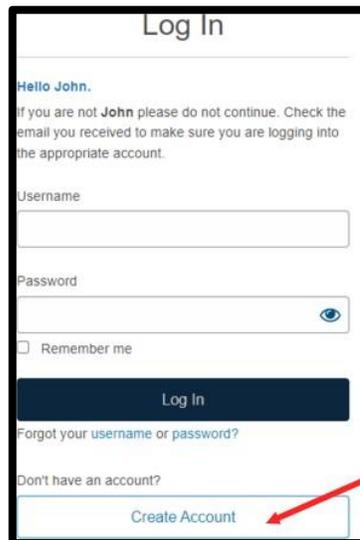
**If application has a co-borrower, each applicant will need to open the email addressed to them*



Confirm the email is addressed to you, open and **Click** the box "Click Here to Review/Sign Documents"



From the Log In screen **click** "Create Account"



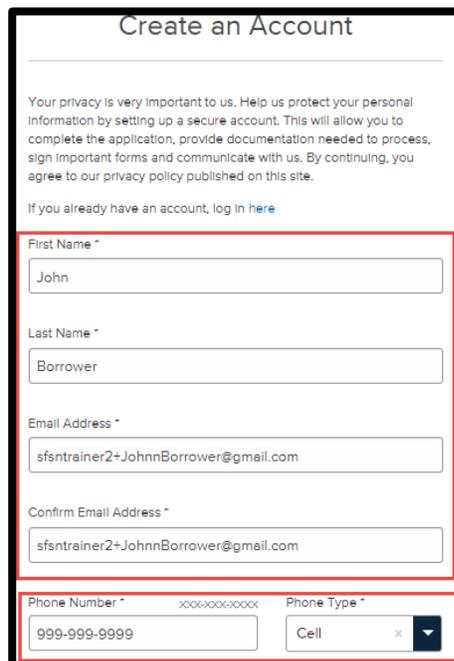
The screenshot shows the 'Log In' page. At the top, it says 'Log In'. Below that, there is a message: 'Hello John. If you are not John please do not continue. Check the email you received to make sure you are logging into the appropriate account.' There are input fields for 'Username' and 'Password'. Below the password field is a 'Remember me' checkbox. A dark blue 'Log In' button is present. Below the button are links for 'Forgot your username or password?' and 'Don't have an account?'. The 'Create Account' link is highlighted with a red arrow.

Enter:

Your first and last name

Email address and confirm your email address

Phone number and **select** "Phone Type" from dropdown



The screenshot shows the 'Create an Account' page. It starts with a privacy notice: 'Your privacy is very important to us. Help us protect your personal information by setting up a secure account. This will allow you to complete the application, provide documentation needed to process, sign important forms and communicate with us. By continuing, you agree to our privacy policy published on this site.' Below this is a link: 'If you already have an account, log in here'. The form fields are: 'First Name *' (John), 'Last Name *' (Borrower), 'Email Address *' (sfsntrainer2+JohnBorrower@gmail.com), 'Confirm Email Address *' (sfsntrainer2+JohnBorrower@gmail.com), 'Phone Number *' (999-999-9999), and 'Phone Type *' (Cell). A red border highlights the input fields.

Create a Username and Password

Check "I'm not a robot"

Click "Create Account"

The screenshot shows a web form for account creation. It features a 'Username' field with the text 'JohnnBorrower'. Below this is a 'Password Requirements' section with a bulleted list: 'Between 8 and 64 characters', 'At least one lowercase character', 'At least one uppercase character', 'At least one special character', and 'At least one numeric character'. There are two password fields: 'Password' and 'Confirm Password', both containing masked characters and eye icons. A green checkmark and the text 'I'm not a robot' are shown next to a reCAPTCHA logo. A dark blue 'Create Account' button and a light blue 'Cancel' button are at the bottom. Red boxes highlight the username and password sections, and red arrows point to the 'I'm not a robot' checkbox and the 'Create Account' button.

Username *

JohnnBorrower

Password Requirements

- Between 8 and 64 characters
- At least one lowercase character
- At least one uppercase character
- At least one special character
- At least one numeric character

Password *

.....

Password requirements met ⓘ

Confirm Password *

.....

✓ I'm not a robot

reCAPTCHA
Privacy * Terms

Create Account

Cancel

Electronic Consent:

From the Log In Screen;

Enter Username & Password

Check "Remember Me" if you prefer

Click "Log In"

*If you have forgotten your Username or Password, click on the specific hyperlink to assist in retrieving the credentials

Log In

Hello John.

If you are not **John** please do not continue. Check the email you received to make sure you are logging into the appropriate account.

Username
JohnBorrower

Password
.....

Remember me

Log In

[Forgot your username or password?](#)

Don't have an account?

Create Account

To access your account you will need an authentication code.

Select How you would like to receive the authentication code, either “Text” or “Call”

Enter The authentication code

Click “Submit”

Access Your Account

In order to access your account, you'll need to enter an authentication code. How would you like it sent?

Contact me at

*****4444

Text

Call

Enter Your Code

An authentication code was sent to *****3296

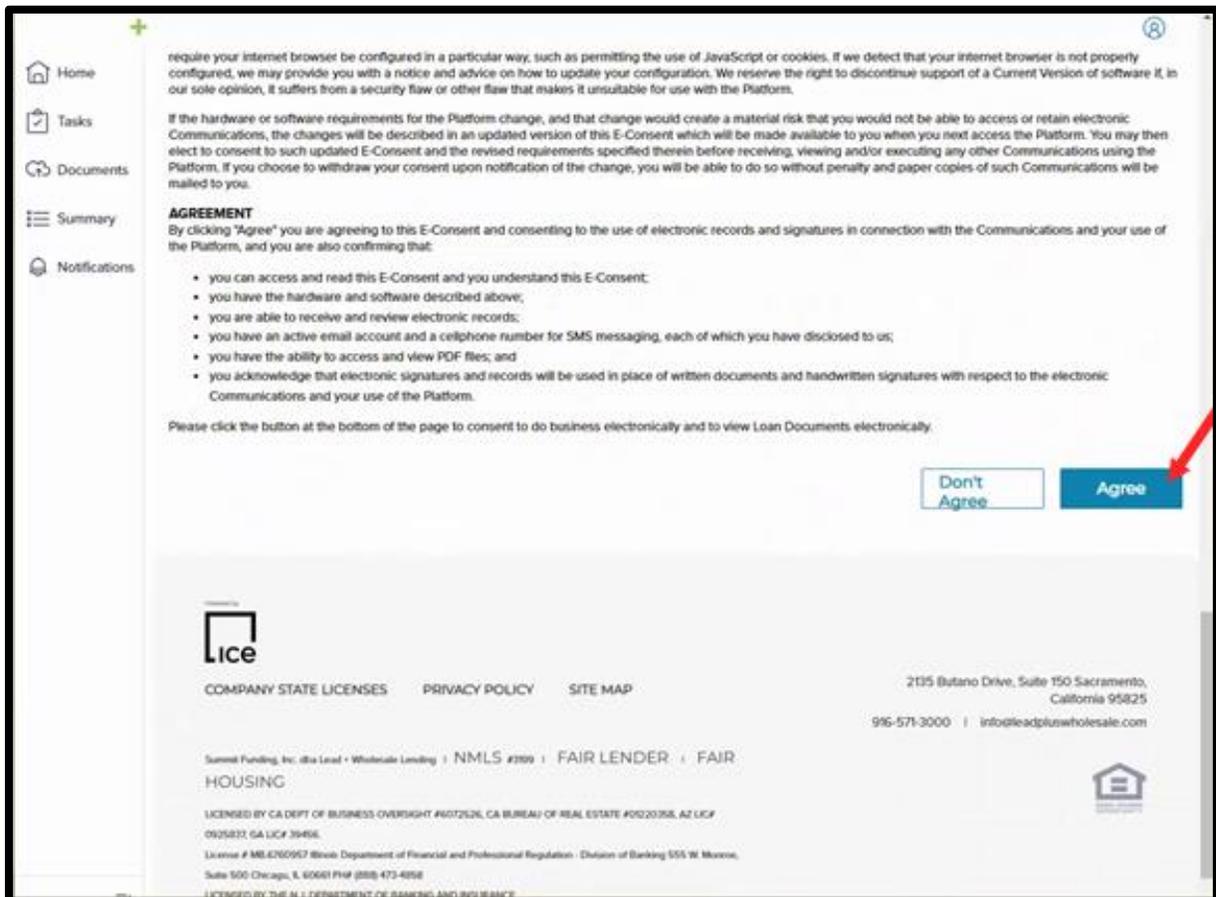
699858 Submit

If you have not received the code, click here to [resend code](#).

Back

To agree to electronic consent, **read and review** the Electronic Consent Agreement

Scroll down to bottom and **select** "Agree."



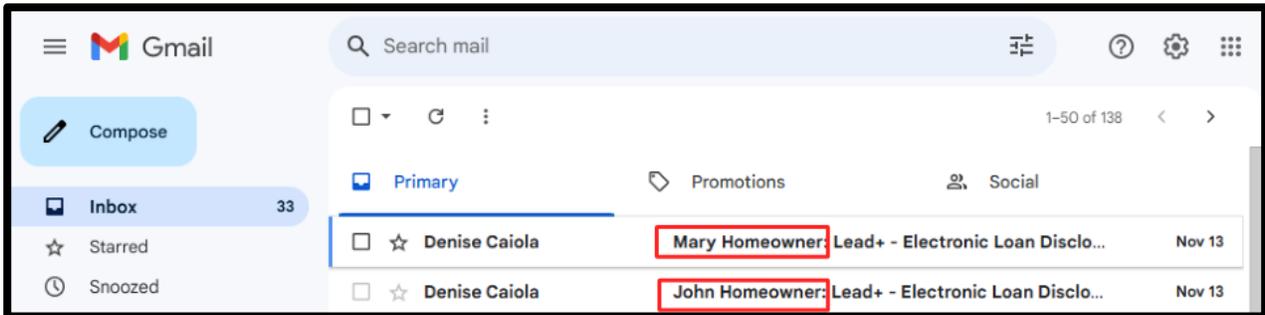


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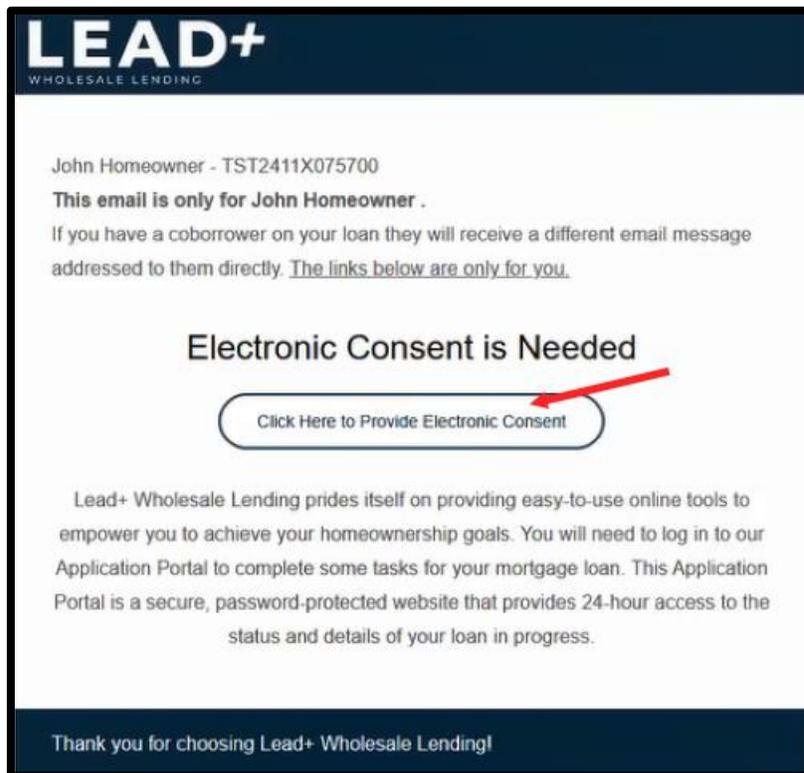


eSigning Disclosures:

The borrower and co-borrower will each receive an email from the Loan Officer (or their team)



Click the “Click Here to Review/Sign Documents” button



11/26/24

Enter your login and password

Click "Log in"

Log In

Hello John.

If you are not **John** please do not continue. Check the email you received to make sure you are logging into the appropriate account.

Username

JohnBorrower

Password

.....

Remember me

Log In

[Forgot your username or password?](#)

Don't have an account?

[Create Account](#)

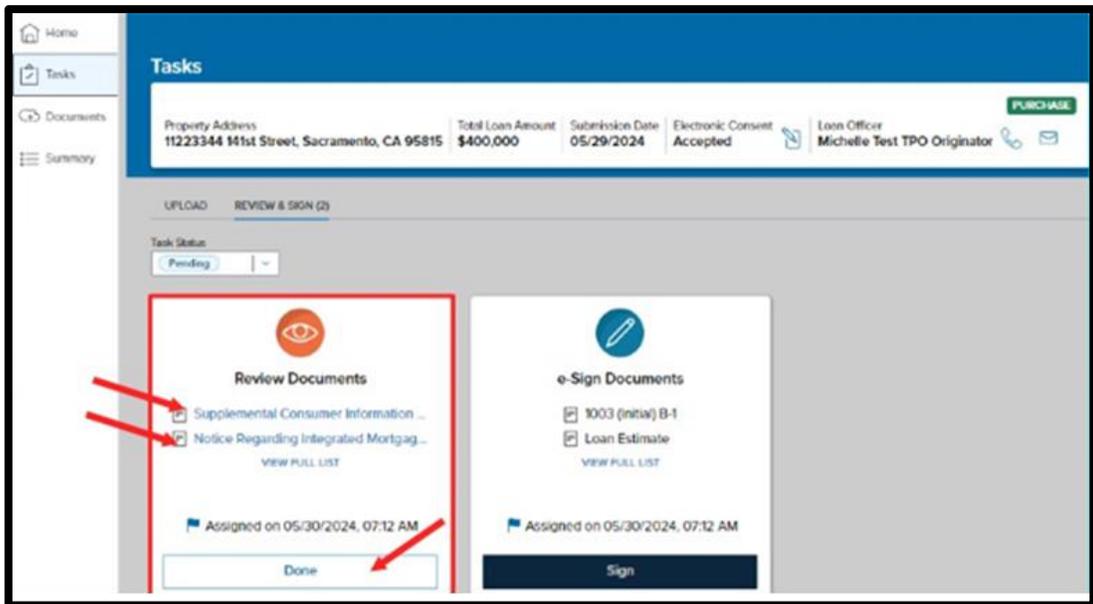
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There will be two tiles present, one “Review Documents” and the other “e-Sign Documents”

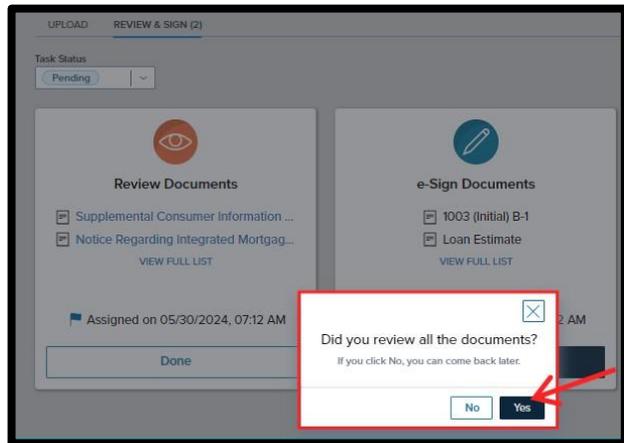
“Review Documents”

Click the hyperlink for each document to open and review (do this for all documents).

After all documents have been reviewed, **Click** “Done”



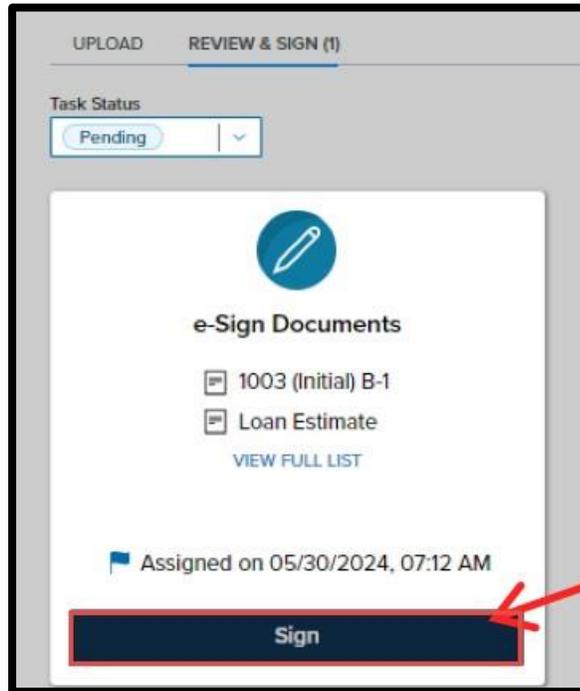
A pop up will ask if you have reviewed all the documents, **select Yes**”



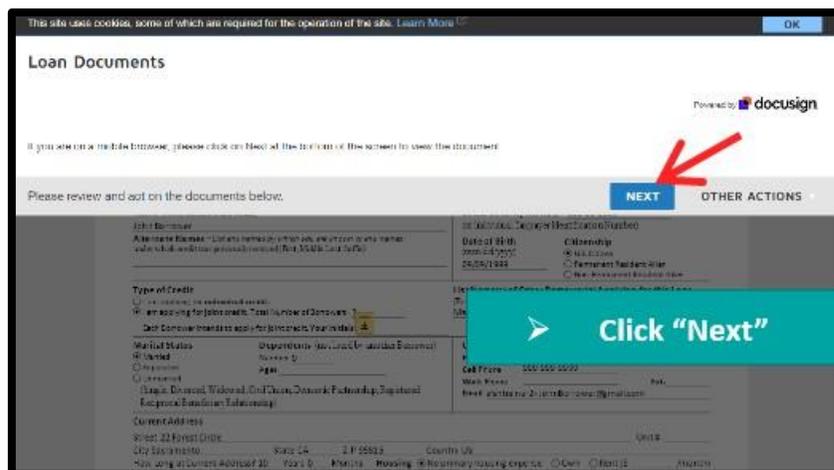
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“e-Sign Documents”

Click “Sign” button to open the disclosure package



Click “Next”



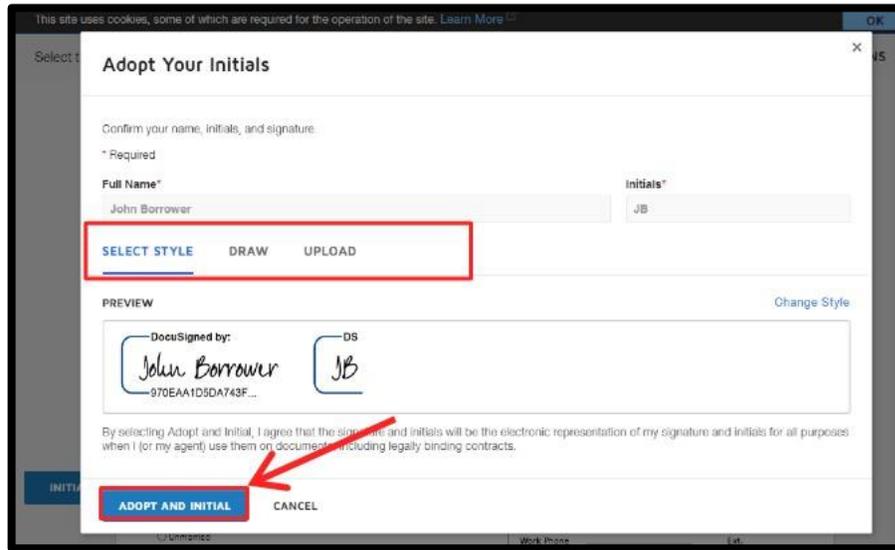
Click "Start"

The screenshot shows the top portion of the 'Uniform Residential Loan Application' form. A blue button labeled 'START' is highlighted with a red box, and a red arrow points to it from the left. The form header includes the text 'To be completed by the Lender:' followed by 'Lender Loan No./Universal Loan Identifier TST2405X954680/' and 'Agency Case No.'. Below this is the title 'Uniform Residential Loan Application' and a sub-section header 'Section 1: Borrower Information.' with a brief description of the section's purpose.

Click the first yellow box to "Initial"

This screenshot shows the '1a. Personal Information' section of the form. A yellow box highlights a label 'Required - Initial Here' with a red arrow pointing to it. The form contains several input fields: 'Name (First, Middle, Last, Suffix)' with the value 'John Borrower', 'Social Security Number' with '999-99-9999', 'Date of Birth' with '09/09/1999', and 'Citizenship' with 'U.S. Citizen' selected. There are also radio buttons for 'Type of Credit' (individual vs. joint) and a section for 'List Name(s) of Other Borrower(s) Applying for this Loan'.

Select/draw signature and click "Adopt and Initial"

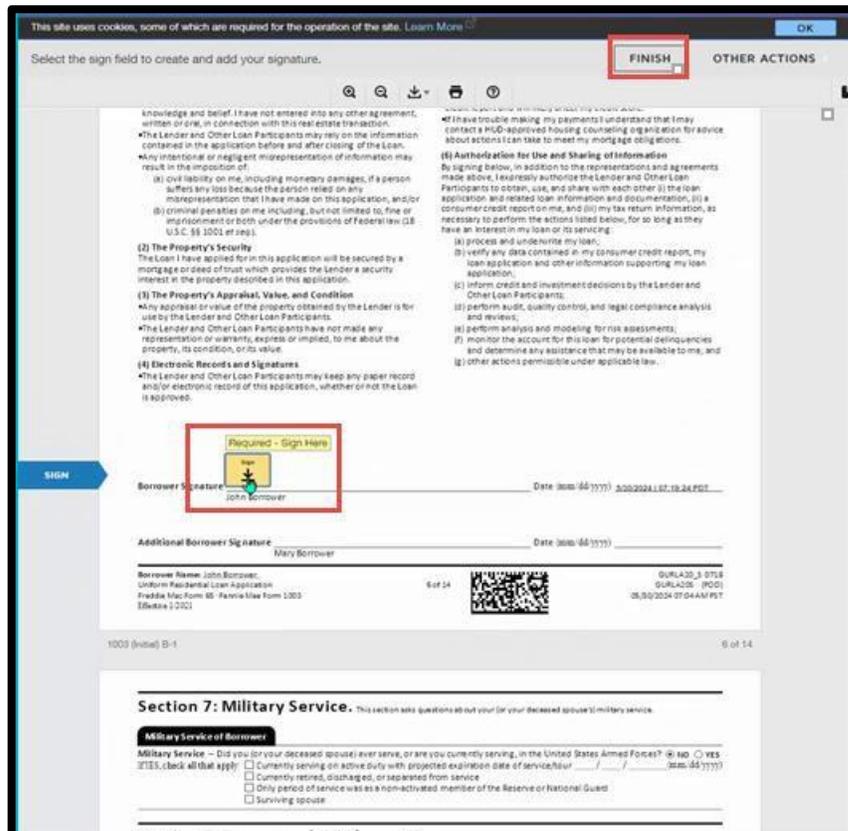


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Scroll through and **sign/initial** by **clicking** on the yellow boxes throughout the disclosure package

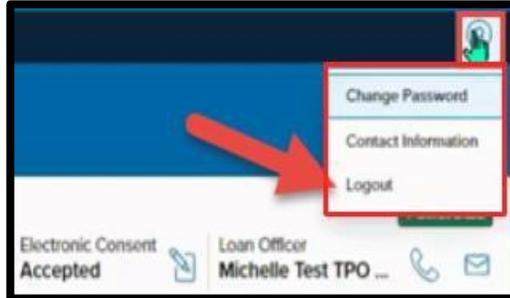
*Some documents require additional information/input

When complete, **click** "Finish"



Log Out;

Click the silhouette in top right corner and **select** "Logout"



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