

## E-Consent and E- Disclosures Process

Category: Loan ConnectDate Established: 2/21/2019Responsible Department: SalesDate of Last Revision: N/A

# Step 1: Borrower(s) will receive an initial Email to setup an Account

PCF Wholesale receives submission package from a mortgage broker, our Loan Setup Department will send initial disclosures to the applicant(s). If the broker has included the email address of the applicant(s), PCF Wholesale will deliver the Electronic Signature Consent form to the borrower allowing us to send Disclosures and Document requests electronically.

The borrower(s) will receive an email with a link to Electronic Signature Consent for Loan Documents

Subject: Immediate Action Requested- E-Consent

Prime Choice Funding Inc. will be sending Documents for the Borrower's loan application soon. Documents will be available for your electronic signature on a secure, password-protected website. The Website provides convenient 24-hour access to the status and details of the application. Please follow the instructions below to provide consent to receive electronic documents for this loan application.

Click here to visit the website and consent to receive the documents electronically.

New to eSigning? <u>Click here to watch a video</u> that walks you through the eSigning process and explains how to use this website to view, sign, and return the requested loan documents.

If you experience problems opening the link, copy and paste the URL below into your Web browser. URL:

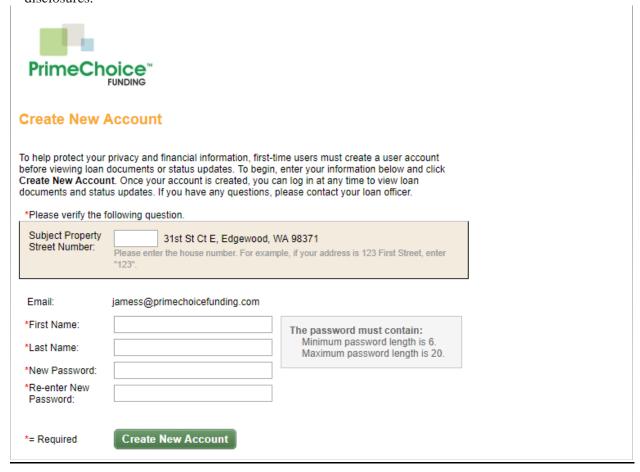
http://www.mypcfloan.com/myaccount/accountlogin.aspx?tgt=prod&nuid=017cf8d0-4a6e-43a7-b96a-cd7d33982c81



After clicking the "Click here to visit the website" link. The Borrower will be prompted to setup an account.

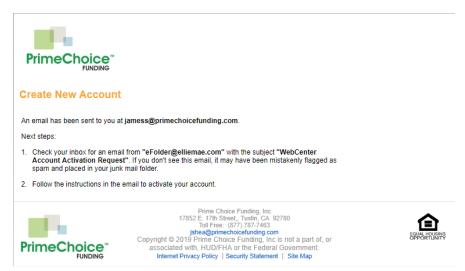
# Step 2: Borrower(s) Creates their Accounts

When the Borrower(s) click the link, they will be prompted to create their account. They will need to know the **street address number** of the subject property (as it shows on the Loan Application). They will also input their First Name, Last Name, create a password, and acknowledge their ability to receive electronic disclosures.





# Step 3: Borrower(s) Activate their Accounts



Once the Borrower(s) have completed their initial setup and clicked the Create New Account button, an Activation Request email will be sent to their email address. They should click the "Activation link" in the email. The link will open a web page to the Activate New Account page which will ask for the borrower to input the password they justcreated.

### **Activate New Account**

James Shea is attempting to activate the <a href="mailto:jamess@primechoicefunding.com">jamess@primechoicefunding.com</a> account.

<u>Click here to activate this account</u>. The account password is required to complete the activation process.

If you experience problems opening the link, copy and paste the URL below into your Web browser.

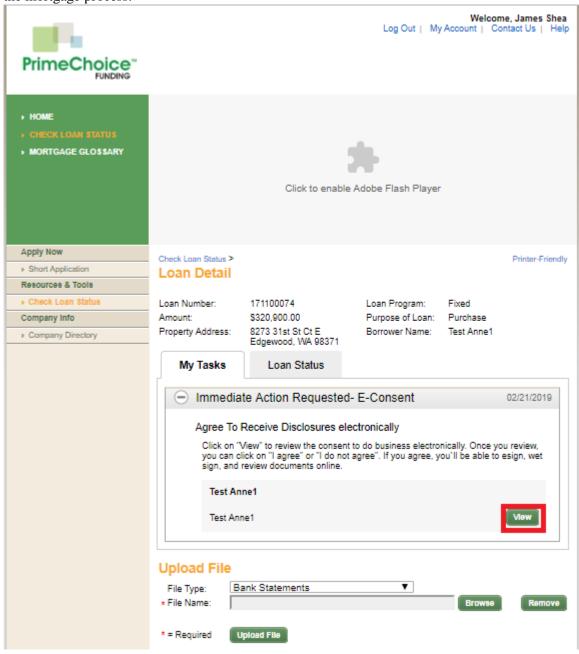
URL:

http://www.mypcfloan.com/myaccount/accountsignup.aspx?aid=036BBE8C-283A-4B64-8061-B2361DE4F281



# Step 4: Borrower(s) agree to Do Business Electronically

Click View button in the Immediate Action Requested E-Consent box. The "Your Consent To Do Business Electronically (the eDisclosure Agreement)" opens. Read through document and then click the agree button at the Disclosure. This will allow the Borrower(s) to receive Disclosures electronically and expedite the mortgage process.





### Your Consent To Do Business Electronically (the eDisclosure Agreement)

The loan for which You are applying involves various disclosures, records, and documents ("Loan Documents"), including this eDisclosure Agreement. The purpose of this eDisclosure Agreement is to obtain Your consent to receive certain Loan Documents from Us in electronic form rather than in paper form. With Your consent, You will also be able to sign and authorize these Loan Documents electronically, rather than on paper.

Before We can engage in this transaction electronically, it is important that You understand Your rights and responsibilities. Please read the following and affirm Your consent to conduct business with Us electronically. For purposes of this eDisclosure Agreement, "eDisclosures" means the Loan Documents related to this transaction that are provided You" and "Your" mean the borrower(s) under the applicable loan to which such Loan Documents apply, and "We", "Our" and "Us" mean the applicable mortgage broker(s), loan processor(s) or mortgage banker(s) with whom You are transacting business for such loan(s).

#### YOUR CONSENT

Your consent to participate in this transaction electronically will apply to all Loan Documents for the applicable loans for which You are applying. If You provide Your consent by clicking the "I agree" button at the bottom of the page, We will conduct this transaction electronically, instead of providing You with the Loan Documents in paper form

If a document related to Your loan is not available in electronic form, a paper copy will be provided to You free of charge. Conducting this transaction electronically is an option. If You choose not to accept receipt of eDisclosures, paper Loan Documents will be mailed to You.

If You do not consent to receive these Loan Documents electronically, or if You subsequently withdraw consent, You will be provided with paper copies of the Loan Documents for which You did not consent to receive electronically. You will not be required to pay a fee for receiving paper copies of the Loan Documents.

#### WITHDRAWAL OF CONSENT

You have the right to withdraw Your consent at any time. By declining or revoking Your consent to receive eDisclosures, We will provide You with the Loan Documents in paper form.

If You originally consent to receive eDisclosures, but later decide to withdraw Your consent, You can do so by clicking on the "I do not agree" button, or by notifying Us at: Address: 17852 E. 17th St. Suite 107, Tustin, CA 92780

If You originally consent to receive eDisclosures, but later withdraw Your consent, You will be provided with paper copies of the Loan Documents for which You did not consent to receive electronically.

After Your consent is given, You may request from Us paper copies of Your Loan Documents. Please send this request to Us at:

Address: 17852 E. 17th St. Suite 107, Tustin, CA 92780

If You request paper copies of the Loan Documents:

You will not be required to pay a fee for receiving paper copies of the Loan Documents.

### SYSTEM REQUIREMENTS

In order to receive eDisclosures, You must have a computer with Internet access and an Internet email account and address; an Internet browser using 128-bit encryption or higher, Adobe Acrobat 7.0 or higher, SSL encryption and access to a printer or the ability to download information in order to keep copies of Your eDisclosures for Your records.

If the software or hardware requirements change in the future, We will notify You of the change. If You choose to withdraw Your consent upon notification of the change, You will be able to do so without penalty. Paper copies of such Loan Documents will be mailed to You if You choose to withdraw Your consent...

#### HOW WE CAN REACH YOU

You must promptly notify Us if there is a change in Your email address or in other information needed to contact You electronically. You can contact Us at:

Address: 17852 E. 17th St. Suite 107, Tustin, CA 92780

We will not assume liability for non-receipt of notification of the availability of eDisclosures in the event Your email address on file is invalid; Your email or Internet service provider filters the notification as "spam" or "junk mail"; there is a malfunction in Your computer, browser, Internet service and/or software; or for other reasons beyond Our control.

Please click the "I agree" button at the bottom of the page to consent to do business electronically and to view Loan Documents electronically

I Agree I Do Not Agree



# **Step 5: E-Disclosures**

All Disclosures or re-disclosures the Borrower(s) receive during the Loan Process can be found for electronic signing in this portal. The process is the same as detailed above except that the Applicant just needs to provide their password to view the disclosures.

When E-Disclosures are sent, the Borrower(s) will receive an e-mail. Borrower(s) click the "Click here to visit the website" link in the middle of the page.





Wed 11/8/2017 8:47 AM

# James Shea <eFolder@elliemae.com>

### **Electronic Loan Document Request**



James Shea

The Doe 2 loan application is available to view on my website. It is a secure, password-protected website that provides 24-hour access to the status and details of the application. You can also view, sign, and return required documents. Please follow the instructions below.

Please review the following documents (no need to return):

- \* Loans Where Credit Score is Not Available
- \* Your Home Loan Toolkit

Please sign and return the following documents:

- Borrower's Certification & Authorization
- \* 2015 Settlement Service Provider List
- \* 2015 Settlement Service Provider List
- \* Acknowledgement of Intent to Proceed
- \* Acknowledgement of Receipt of Loan Estimate
- \* Home-Ownership Counseling Acknowledgement
- \* Homeownership Counseling Organization List
- \* Privacy Policy
- \* Social Security Administration Authorization
- \* Notice of Right to Receive Copy of Written Appraisal/Valuation
- \* Notice of Furnishing Negative Information
- \* Mortgage Fraud is Investigated by the FBI
- \* Fair Credit Reporting Act
- \* Equal Credit Opportunity Act Notice
- \* USA Patriot Act Information Disclosure
- \* CA Addendum to Residential Mortgage Loan Application Notice of Separate Credit/Account
- \* CA Hazard Insurance Authorization, Requirements and Disclosure
- \* CA Loan Impound Disclosure and Waiver
- \* CA Machine Copies Notice
- \* CA Notice to Home Loan Applicant
- \* CA Privacy Policy Disclosure
- \* CA Statement of Interest Addendum to Residential Mortgage Loan Application
- \* CA The Housing Financial Discrimination Act of 1977 Fair Lending Notice
- \* CA Voluntary Information for Government Monitoring Purposes
- \* Loan Estimate (Alternate)
- \* 1003 Application
- \* IRS 4506T Request for Transcript of Tax Return

Click here to visit the website and access the message above. There you can take any action that is required and view the latest updates to the loan.

New to eSigning? Click here to watch a video that walks you through the eSigning process and explains how to use this website to view, sign, and return the requested loan documents.

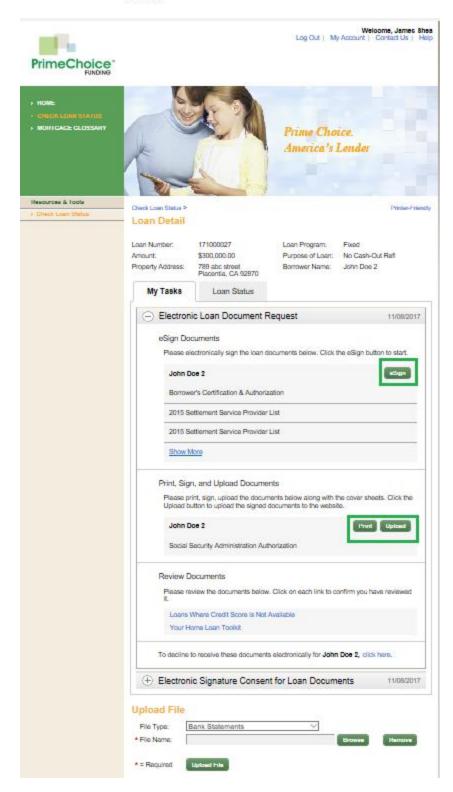
If you experience problems opening the link, copy and paste the URL below into your Web

URL:

https://2085816345.mortgage-application.net/myaccount/account/ogin.aspx? tgt=prod&uid=14ad4db4-c332-4ec7-87f6-edfedeaff7b7

Once the Borrower(s) sign into the Portal as they had done in Section 4, they will see the Disclosures. They can then click the e-sign button.





Borrower(s) will be prompted with a series of security questions taken from their Loan Application. Please answer them and click the "Next button.

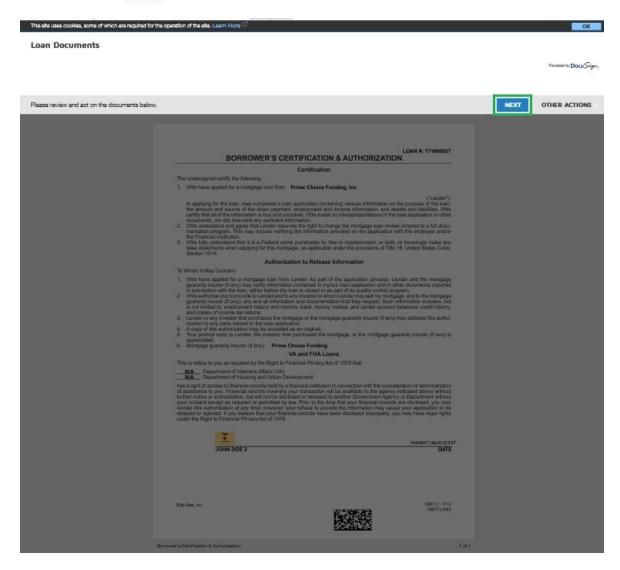


eSign Disclosures	1 Verify Identity
Step 1. Answer the questions below to verify your identity.	
You must provide at least four correct answers out of the five questions below.	
2. Please type in your Email address.  3. Please type in the Zip code of your current employer.	
4. How many years have you been employed at your current job?	
○5	
07	
○9	
O11	
5. What is the purpose of loan?	
O Purchase	
Re-fi (Cash-Out Refi and No Cash-Out Refi)	
Re-fi (Cash-Out Refi and No Cash-Out Refi) Construction (Construction and Construction - Perm)	

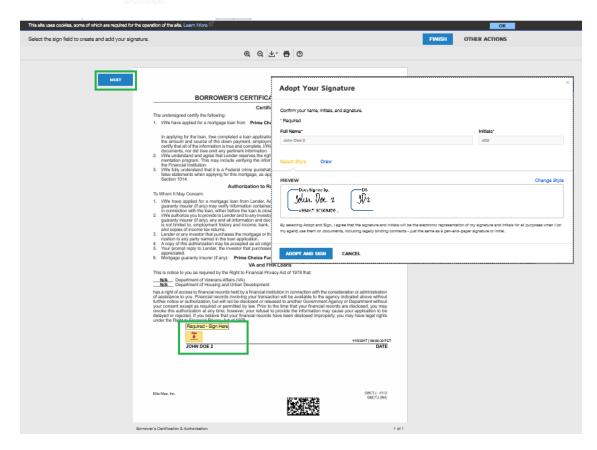
Each Disclosure page requiring ESign will open. Click "Next Button", then Click on each yellow "Sign Here" tab (This will automatically add your e-signature). The first time you Click on sign button, you will be prompted to ADOPT and SIGN. Click the "ADOPT AND SIGN button", then click next to go to the next document. Repeat this process for each page.

NOTE: If there is no Yellow "Sign Here" tab on a page, it does not require e-signing. Click the "Next Page" button.









# **Step 6: Document Wet Sign and Upload Process**

Document which cannot be e-signed can still be done through the portal. On the home screen there is a Print, Sign, and Upload Documents section. Borrower(s) can click the "Print button" to print out the wet sign documents. Once documents are signed, the Borrower(s) and scan them to their computer and click the "Upload button" A pop up screen will allow the Borrower(s) to browse to the files on their computer, and upload into the portal.



