

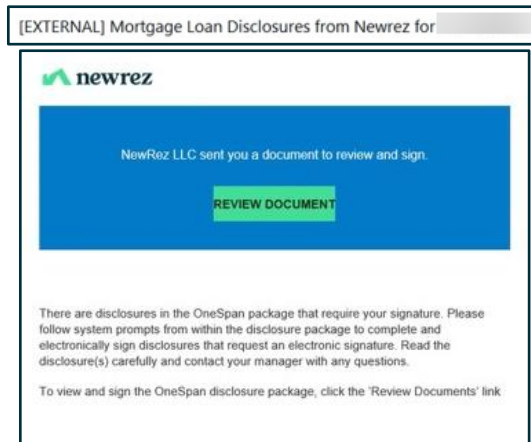


Broker Steps to Complete eSign with OneSpan

The following steps demonstrate the process for a Loan Officer to complete the eSign process.

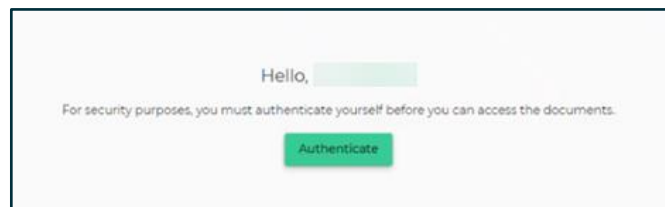
Step

- 1 Upon receiving OneSpan Sign email, select 'Review Document' button



- 2 Select 'Authenticate' and enter Access Code then select 'Login'

Loan Officer access code has been defaulted to the last 4 digits of their work phone number





Signer login

Please answer the security question(s) below.

Access Code

Login

Step

3 Attest to Electronic Record and Signature Disclosure and select 'Accept'

Read & accept this document 1 Page(s)

I have read and agree to the terms of the eSign Disclosure Document.

Accept

4 Select 'Next'

This will take Loan Officer to only the documents that they need to sign

By signing below, you acknowledge that you have read and agree to the terms of this Agreement and received a copy before you paid any fee listed in this Agreement.

  _____

Representative Signature Date

5 Select 'Sign'





By signing below, you acknowledge that you have read and agree to the terms of this Agreement and received a copy before you paid any fee listed in this Agreement.

  _____

Representative Signature Date



Step

6 Upon completing all required signatures, 'Done' button will appear. Select 'Confirm' when finished

Tracker at the top of the screen will show all docs have been signed

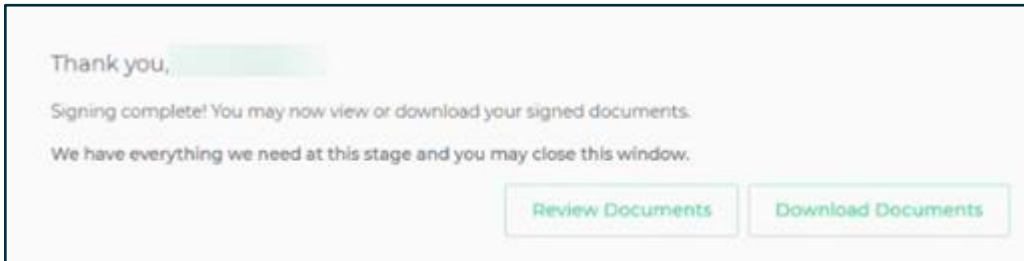
7 4506 C document will appear for LO review, then select 'Finished'

No signature required on 4506 C document



Step

8 Screen will populate confirming signing is complete





Record of Revisions

| Update Date | Updated By | Revision Type | Summary of Changes |
|-------------|--------------|---------------|---------------------|
| 7/18/24 | Casey Bruins | Created | |
| 10/7/24 | Casey Bruins | Update | Adoption of OneSpan |

