

Broker Steps to Complete eSign with OneSpan

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

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

Step



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

Hello,	
For security purposes, you must authenticate yourself before you can access the documents	ŝ.
Authenticate	





Business: Sales | Revision Date: 7/18/2024

Signer login	
Please answer the security question(s) below.	
Access Code	

Step

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

Select 'Next'

4

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



5 Select 'Sign'











Step

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

					Done.6
	rabo")				
	In addition. will also assess how much m recommend that you also consider these same fact your income, expenses, and savings priorities to st	oney you have left over each mo ors when determining how much sy within your budget.	onth after paying your debts. W you can afford to repay based o	6 6	
	Signed by	•	10-03-2024		
Done	Lender Representative		Date		
	By signing below, I we certify the following about for a mortgage loan, including information about payment, employment and income information, and	the information and documentat t the purpose of the loan, the i d assets and liabilities:	ion provided with my/our reque mount and source of the dow	st S	
	 All information and documentation provide the not made any omnisions or misregy I have not made any omnisions, minute many of any other of any omnisions, minute materiagh the ioan process; and I understand may obligation to amend any have provided should change prior to cloped the state provided should change prior to cloped any prior to cloped any	fed is true and correct to the best esentations; tements of fact, or missepresent (or supplement the information) sing of the mortgage loan.	of my knowledge; ations made by persons assistin provided if any of the facts that	e I	
	© 2024 Centus Henricki, LLC 2402024 - 6200013 Bernane ATR Centification	Page 1 of 2	14/20		
Disclos	ure Documents_2077ic29d-27ee-4c6c-b219-51d46544	9a5e		Page 59 of 78	
	E-SIGNED by Alice	Firstimer	10-03-2024		
	Applicant - ALICE FIRSTIMER	Firstimer	10.02.2024		
	Applicant - BART FIRSTIMER	<u> </u>	Unite 10-06-2064		
Diea	se confirm to complete signing.			Confirm	

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

No signature required on 4506 C document

(October 2022)	IVES Request for Transcript of Tax Ret	UTN OMB Number 1545-1872
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	And and a second s	and an international and an international and an
Signature of taxples	, i am either the taxpayer whos in the fact, if applicable, line ,	-orded to obtain the tax inform.

Page | 4



Step



Thank you,		
Signing complete! You may now view or dow	nload your signed documents.	
We have everything we need at this stage a	nd you may close this window.	





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

