

# DocMagic E-sign (Initial Disclosure)

Version 3.0 CS - Dated 7/13/2017

Borrower receives email for an 'Initial Disclosure Invitation' from docs@docmagic.com

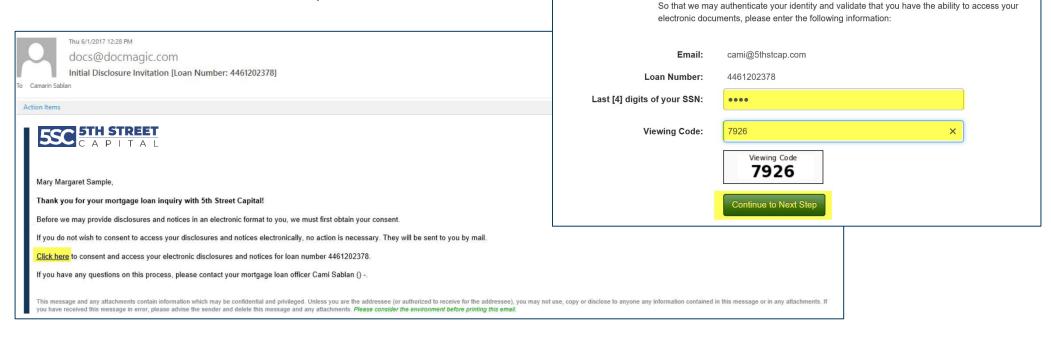
#### Click on link:

- Enter the last 4 of your SSN
- Enter the viewing code
- Click "Continue to Next Step"



Congratulations on your decision to access your documents in an electronic format.

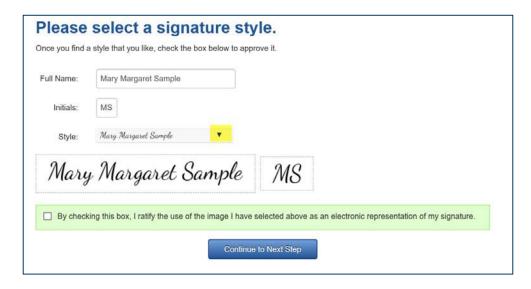
**Welcome Mary!** 

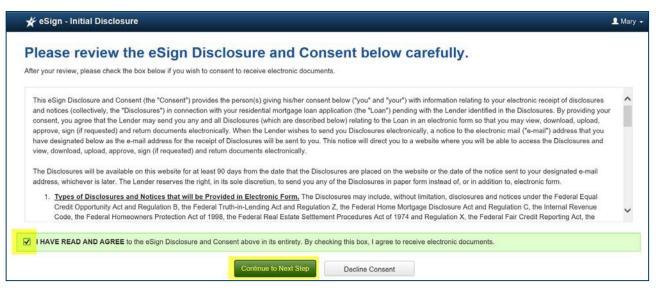


- Check the box and agree to the terms
- Click 'Continue to Next Step'

Select a signature from the dropdown list:

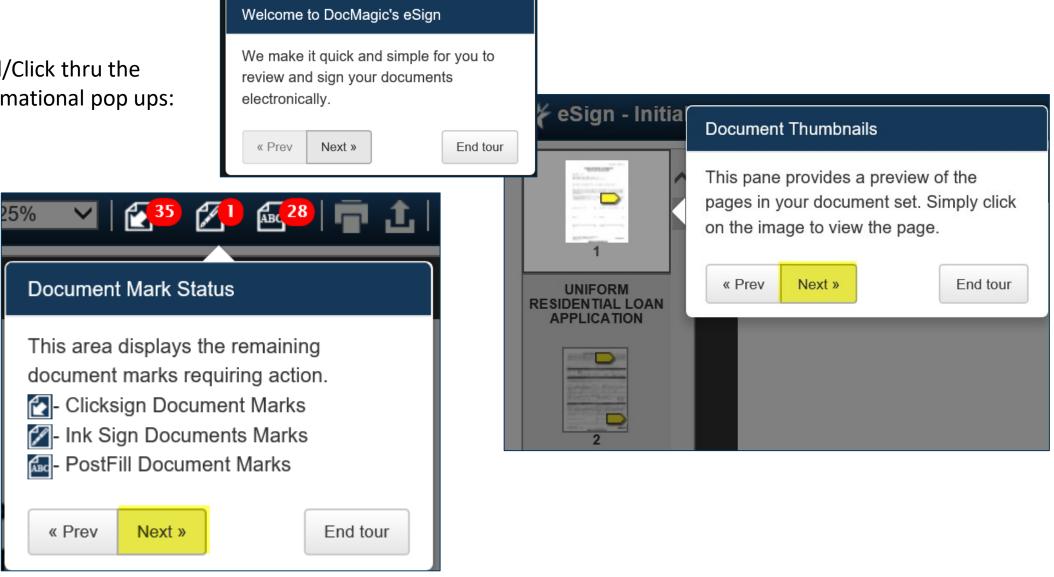
- Check the box
- Click 'Continue to Next Step'



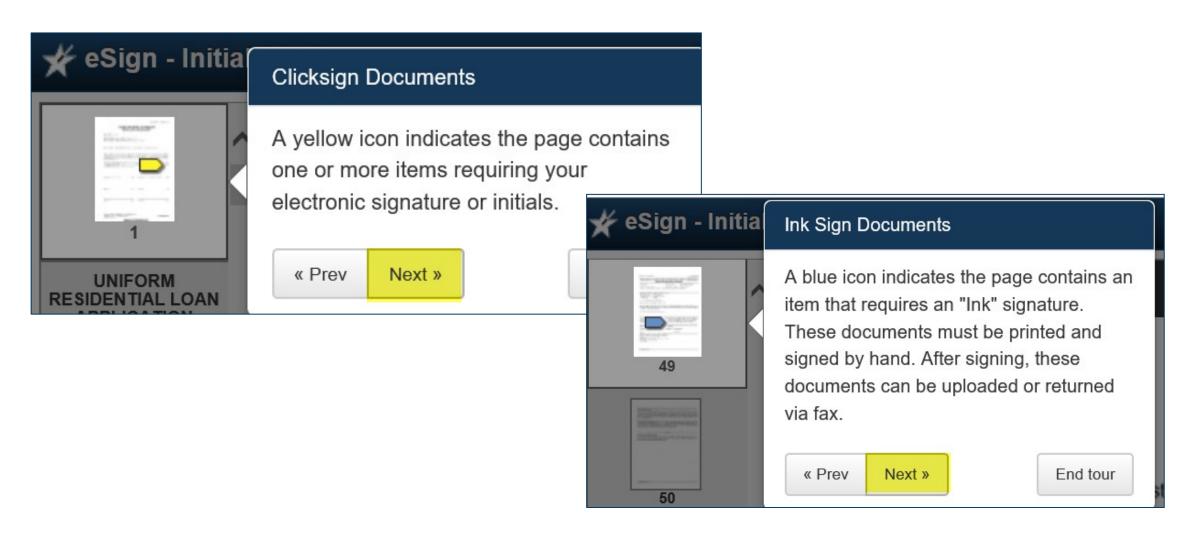




Read/Click thru the informational pop ups:

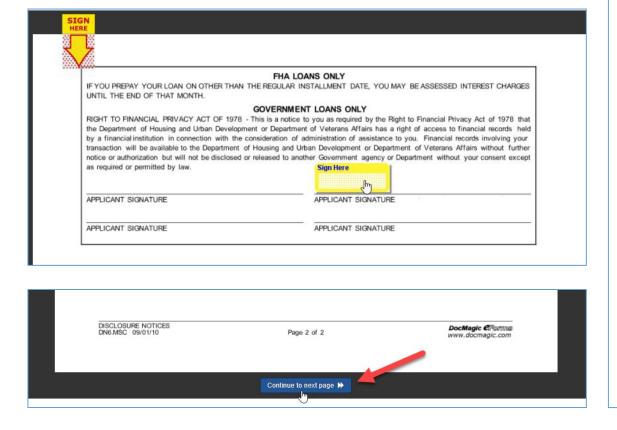


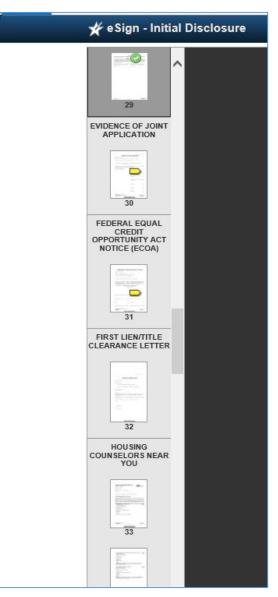
### Please note the difference between "Yellow" and "Blue" Icon requirements:

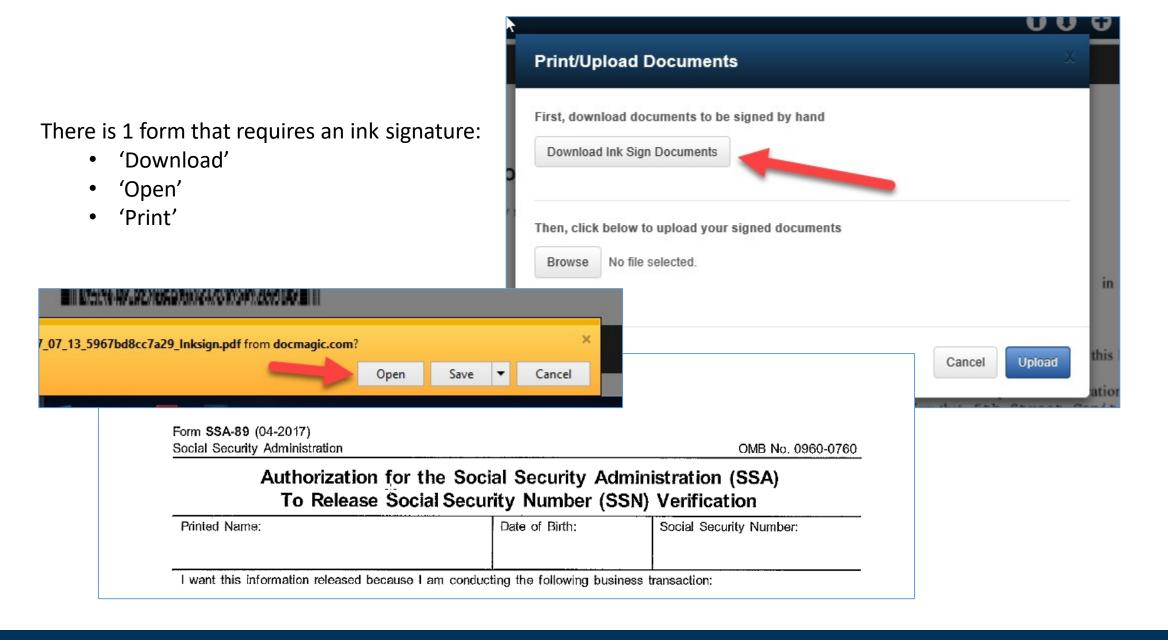


To E-sign the documents, simply click on the highlighted area to insert your signature

Click 'continue to next page' or chose the next page from the bookmarked column on the left

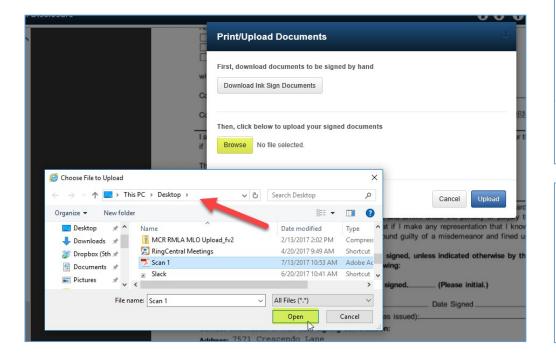


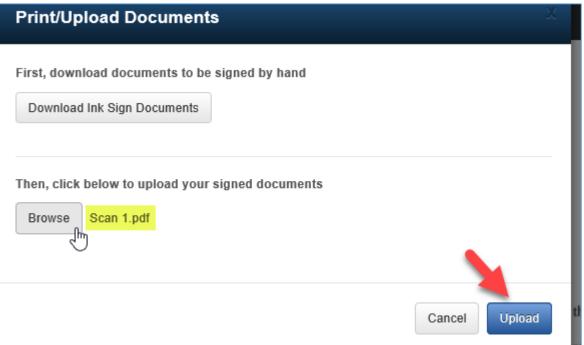




After singing, you will need to <u>scan</u> the document and <u>save</u> it to your computer.

- 'Browse' and find where the doc is saved
- 'Open' the saved doc
- 'Upload' the executed doc
  OR you can fax to the provided #





## RETURN INSTRUCTIONS

### **Document Upload:**

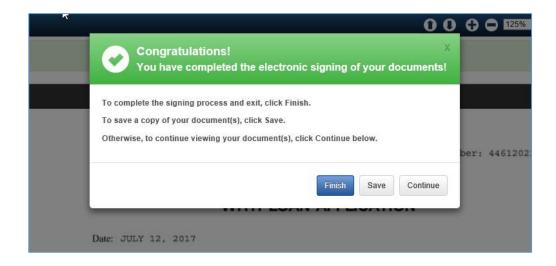
- Scan signed documents to PDF file
- Use Upload link within eSign session and follow on-screen prompts

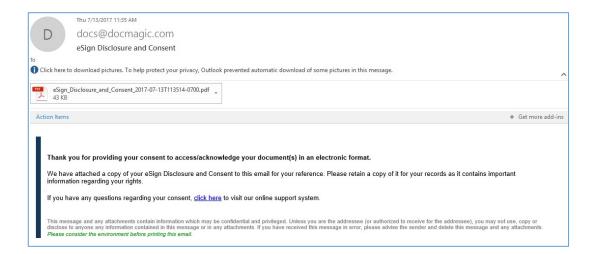
#### Facsimile:

FAX to 1-866-620-1583

### Verify confirmation of completion







**End of Document**