

# snapdocs for Settlement

Closing with Snapdocs is easy - just follow these simple steps.

## 1 Use the invitation email to access the transaction.

### Your four easy steps to a 20-minute closing

Completing this checklist will ensure you meet The Title Company requirements for this closing.

#### 1 Set the appointment

The date, time, and location of the signing will automatically be sent to the consumer once it is set.

#### 2 Ensure eSigning is complete

Prior to your signing appointment, remind the consumer to eSign. If they haven't eSigned by the time you meet in person, prompt them to eSign at the table.

#### 3 Print the slimmed down closing package

These are the only lender documents you will need to get wet signed at the signing appointment.

#### 4 Scan and upload signed documents

After the signing has taken place, scan and upload the signed documents.

Simple, right? Let's get started.

[Print lender documents](#)

## 2 Update or confirm the details of the signing appointment. Other participants will be notified automatically.

Tasks

### Signing Appointment

Please set the appointment details.

Available signing range June 19th to June 21st  
Appointment date Tue, June 21st 2022  
Appointment time No appointment time  
Signing location No signing location

[Edit appointment](#)

## 3 Verify that the borrower has eSigned their documents, or remind them to do so. If the borrower arrives without completing eSign, provide the QR code from the wet sign cover page to easily eSign their eligible documents.

David Green

(678) 983-8493

wyatt.licht+ffl621@snapdocs.com

#### Notified to review

6 days ago

#### Reviewed closing documents

1/1 Consumers

#### Completed eSigning

1/1 Consumers

#### Completed signing appointment

Not yet

### eSign Status

Make sure the consumer eSigns documents before the appointment. If the consumer needs help, you can [see the consumer view](#).

#### Sally Signer

eNote

Hasn't eSigned

eSign Package

Notified to eSign 6/13/22 10:18am CDT

Hasn't eSigned

[Send an eSign reminder](#)

[Send email reminder](#)

[Send text message reminder](#)

### IMPORTANT: Consumers must eSign

This is a hybrid closing. The consumer will need to eSign certain documents before the lender can fund this loan.

1. Scan this QR code to check if consumers have eSigned OR type in the URL below



<https://shortener.sales-demo0.snpd.io/erY7G9>

## 4 Print the wet sign package.

### Unsigned Documents

Download wet sign documents for the appointment.

#### Wet Sign Package 8pg

Excludes all eSignable documents. Print for wet sign.

[Download this document](#)

#### eSign Package 10pg

Includes documents that the consumer will eSign

[+ Add unsigned document](#)

## 5 SAVE TIME AND MONEY - Upload scanned copies of the executed wet sign package. The transaction is not complete until scanbacks are returned.

### Signed Documents

Upload signed documents, which will be shared directly with your lender.

Drop your signed documents  
or [choose files](#)

#### eSign Package 14pg Signed

eSigned on Jun 21st at 2:52pm CDT

Need some help? Call our support hotline: (833) 762-7362 | Visit our [Help Center](#) | Sign up for a [live training](#).