

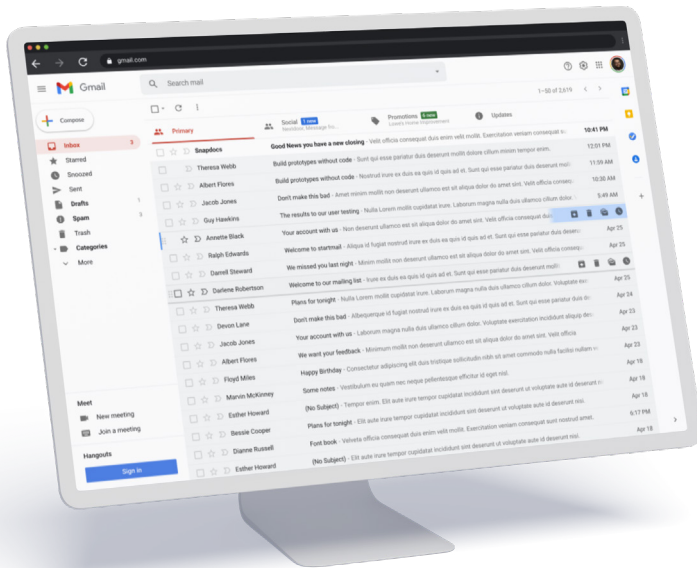


QUICK REFERENCE GUIDE

# Snapdocs Managed RON for Settlement Agents



## Access a new closing in Snapdocs via email



**Good news! You have a new closing to complete**

Hi,

You've just received a full eClosing closing from The Lending Company, powered by Snapdocs. This means many of the closing documents will be eSigned by the consumer and the remaining documents will be signed with a remote online notary (RON) via webcam.

Follow the four easy steps below and you'll enjoy a 20-minute closing!

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

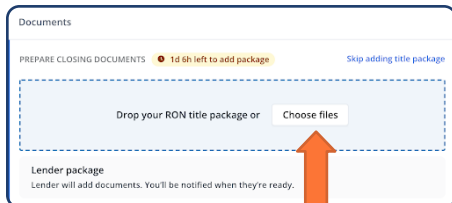
Completing this checklist will ensure you meet The Lending Company's requirements for this closing.

- 1 Add your title documents**  
Begin by uploading your title documents. Your title package will be split into an eSign and Remote Online Notarization (RON) package. The eSign documents will be combined with the lender package and sent to the consumer to complete.
- 2 Set the appointment**  
The date, time, and remote online notary webcam appointment details will automatically be shared with the consumer.
- 3 Ensure eSigning is complete**  
Prior to the webcam appointment, remind the consumer to eSign their non-critical documents. The remaining critical documents will be signed with the notary over webcam.
- 4 Download signed documents**  
All signed documents will be available to you and your lender. Download these documents from Snapdocs so that the closing can be eRecorded.

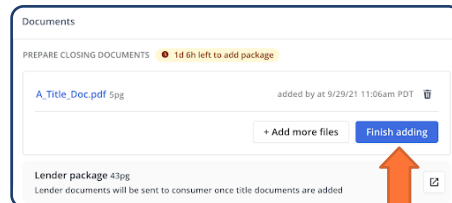
Simple, right? Let's get started.

[Upload title documents & set appointment](#)

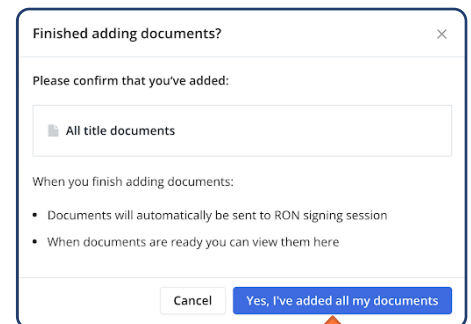
## Upload title documents under the "Prepare Closing Documents" section



1 Click "Choose files"



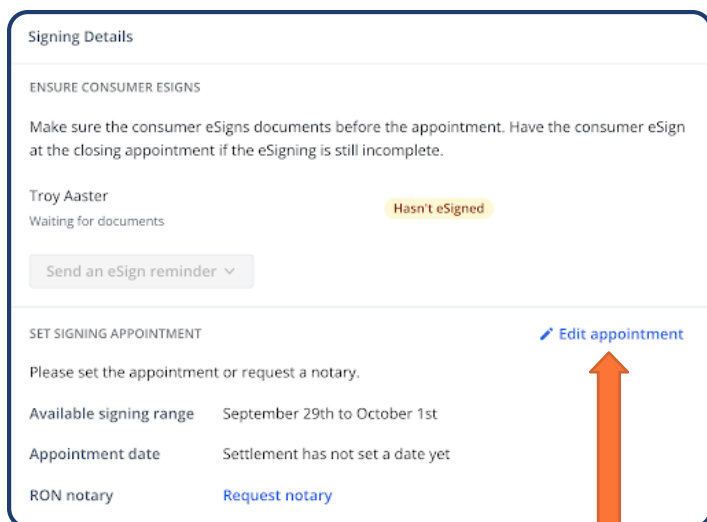
2 Upload and click "Finish Adding"



3 Confirm that you've added all the needed documents by clicking "Yes, I've added all my documents"

## Schedule signing appointment

Must be at least 2 hours after title documents are uploaded to allow for processing. Please keep in mind the appointment time defaults to the timezone of the property address, NOT the signer's location.



Signing Details

ENSURE CONSUMER ESIGNS

Make sure the consumer eSigns documents before the appointment. Have the consumer eSign at the closing appointment if the eSigning is still incomplete.

Troy Aaster  
Waiting for documents Hasn't eSigned

Send an eSign reminder ▾

SET SIGNING APPOINTMENT [Edit appointment](#)

Please set the appointment or request a notary.

Available signing range September 29th to October 1st

Appointment date Settlement has not set a date yet

RON notary [Request notary](#)

### 1 Click "Edit appointment"

No need to "Request notary". A Notarize on-demand notary will be provided when the signer logs in to the closing



SET SIGNING APPOINTMENT Cancel Save changes

Available signing range Sep 29, 2021 Oct 1, 2021

Appointment date Sep 30, 2021 12:00 pm ▾

RON notary [Request notary](#)

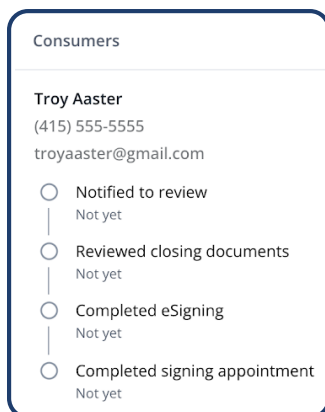
### 2 Add Appointment date and time

### 3 Click "Save changes"

\*Signing appointment information does not need to be entered for a signing to take place. Settlement can set a specific date/time or leave it with the signing range set by the Lender

Note: the utilization of Notarize's On-Demand notaries does not guarantee a notary will be available 24/7. It is recommended to schedule a notary between business hours of 9am-9pm in the signer's respective time zone.

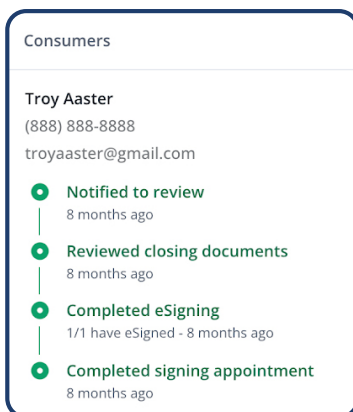
## Track closing and access signed documents



Consumers

Troy Aaster  
(415) 555-5555  
troyaaster@gmail.com

- Notified to review  
Not yet
- Reviewed closing documents  
Not yet
- Completed eSigning  
Not yet
- Completed signing appointment  
Not yet

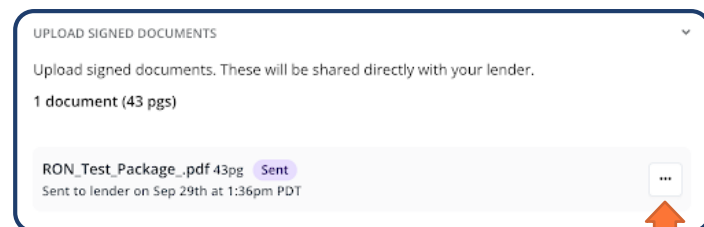


Consumers

Troy Aaster  
(888) 888-8888  
troyaaster@gmail.com

- Notified to review  
8 months ago
- Reviewed closing documents  
8 months ago
- Completed eSigning  
1/1 have eSigned - 8 months ago
- Completed signing appointment  
8 months ago

### 1 View progress log in Snapdocs



UPLOAD SIGNED DOCUMENTS

Upload signed documents. These will be shared directly with your lender.

1 document (43 pgs)

RON\_Test\_Package\_.pdf 43pg Sent

Sent to lender on Sep 29th at 1:36pm PDT

### 2 Once signed, download executed documents from "Signed Documents" section of Snapdocs closing

## Support

Thank you for your time. If you have any questions or require support, please email [support@snapdocs.com](mailto:support@snapdocs.com) or call us at (833) 762-7362.