

A Signer's 4 Steps to a Full eClosing

Your mortgage lender has partnered with Snapdocs to provide you with a convenient digital closing! Here's what to expect:



1 Check your inbox to eSign

You will receive an email with the subject: **eSign Your Closing Documents** or **Review and eSign Your Closing Documents**.

Click the "Review and eSign Documents" button to access your documents.

2 eSign Eligible Documents

Some documents are eligible to be signed before you meet with a notary.

You'll electronically sign these document in **Snapdocs**. In some cases, you will also eSign your electronic promissory note (eNote).

3 Check your inbox to Attend Signing Appointment

You will receive an email with the subject: **Your Online Signing Begins in 30 Minutes**

Click the "Join the Signing Appointment" button to begin your signing appointment. Make sure to log in 5 minutes before your signing time.

For a successful signing, please have the following:

- Strong internet connection
- Computer (laptop/desktop), iPad, or mobile device with audio/video capabilities
- Government-issued ID
- Up-to-date web browser (Google Chrome is recommended)
- Access to a mobile device with a US phone number (for two-factor authentication)

4 Meet with Your Online Notary

Join the digital meeting room and sign your remaining closing documents. Please allow for up to 1 hour to complete your appointment.

Congratulations! Your full eClosing is complete!



VIDEO WALKTHROUGH

To watch a quick video on the eClosing process, [Click here](#).

Questions?

For questions regarding your documents, please contact your Lender or Title Agent.

Any questions regarding your signing appointment, please contact:

Snapdocs Support | Email: support@snapdocs.com | Phone: (833) 762-7362