A LENDER'S 4 STEPS TO A

Full eClosing

Powered by **snapdocs** + **Notarize**

1. Check e-Eligibility

Confirm the loan e-eligibility and title readiness for a Full eClosing on Notarize and that your customer is set up for success with the following items:

- Strong internet connection
- Computer (laptop, desktop), iPad, or mobile device with audio/video capabilities

2. Create Full eClosing

Send the transaction to Snapdocs as a full eClosing and include eNote. Make sure to set the closing date range and include the closing documents.

3. Sit Back & Relax

Snapdocs will prepare the full eClosing and RON signing appointment on your behalf.

Your customer will receive two important emails:

1. Review and eSign their documents, including the eNote.
2. Instructions and link to their RON signing appointment on Notarize.

NOTE: Borrower should allow for up to 1 hour to complete their signing appointment.

4. Access Signed Docs

When the closing is complete, all documents are available for you to download in Snapdocs, or if enabled, they will be automatically pushed back into your LOS.

NOTE: For Full eClosings, you will receive two packages back:

1. *A combined package with all documents, which is not tamper sealed.*
2. *Individual documents with an applied tamper-evident seal.*

Check out our quick video: [RON (Remote Online Notarization) walkthrough for borrowers](#)

Snapdocs Support
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Notarize Support
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