

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).

4 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!

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