



# Borrower eSign Instructions: What to Expect

The borrower will receive an email containing instructions on the signing process and a link taking them directly to the eSign Room.

You will receive this notification, containing:

notifications@idsdoc.com  
to [redacted] <[redacted]>  
Dear Loan Officer

The documents that have been requested for Test Test have been sent. If you would like to review these documents or sign the loan officer portion of the documents click on this link: [https://esign.idsdoc.com/Esign.aspx?id=\[redacted\]&id=\[redacted\]](https://esign.idsdoc.com/Esign.aspx?id=[redacted]&id=[redacted]) and you will be directed to the sign-in page.

You will also be notified when:

- Each borrower associated with the loan consents to receiving the documents electronically and views the documents
- The borrower e-signs the package
- All borrowers have e-consented, viewed and e-signed all applicable documents

Once you receive the final e-mail you can login again (using the link above) to view, print, save or e-mail the signed documents. If you as a Lender have any questions or need help going through this process, please feel free to contact our friendly staff at IDS.

Sincerely,

IDS

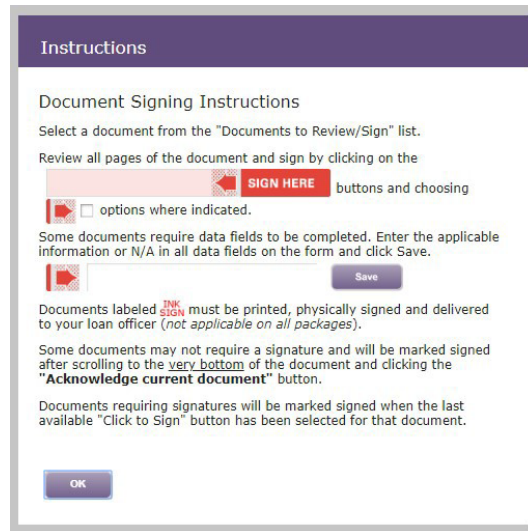
This email message and any attachments are for the sole use of the intended recipient(s) and may contain confidential and/or privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by replying to this email, and destroy all copies of the original message.

Following the link, the borrower is required to verify their personal information as provided on the IDS website, with the following question:

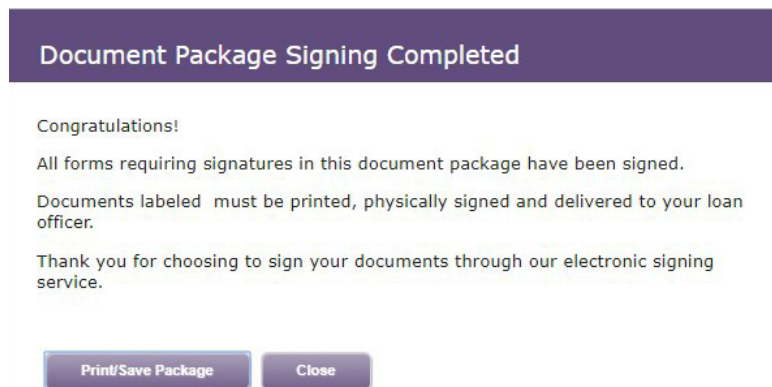
- “What are the last 4 digits of your social security number?”

After the information is verified, the borrower is directed to the “**Electronic Disclosure and Consent Agreement**” form. They are given two options: the borrower must either “**Agree and Continue**” or “**Cancel**”. If they choose to “**Cancel**,” the link is broken and they are unable to electronically sign their documents. When “**Agree and Continue**” is selected, the loan officer receives an e-mail confirming that the borrower has successfully consented to the electronic consent form.

The borrower is directed to instructions on how to appropriately navigate through the eSigning process. This is the same notification the Loan Officer see's if any documents are provided for them.



Once the documents are all signed, the borrower receives a notification informing them that the signing process is over and gives them an option to print or save the package. The borrower is now finished with the document package and can exit the eSign Room.



The package is now officially eSigned and ready to be saved for future records. The Loan Officer will receive a notification per Borrower Completing, and again when all Borrowers have finished, containing a Signed PDF and Certificate in the Notification.

- **NOTE:** Certain Email Notifications are available to be turned off, and the Loan Officer may not receive all of the mentioned Notifications.

There is also a way to view all document packages in the Fulfillment Dashboard, depending on Permissions given. An Administrator will always be able to access these.