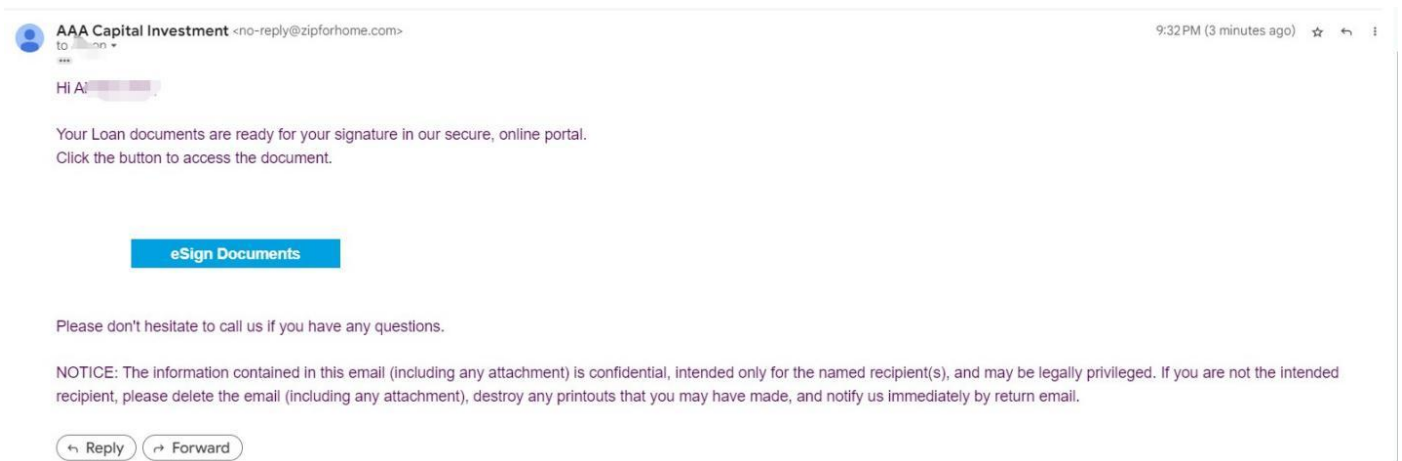# How to Complete the eSign Disclosure

1. You will receive the eSign disclosure from "Zip" *(See picture 1 below)* and you need to open this email which the subject line is **"Loan documents ready for signature"**.

Picture 1

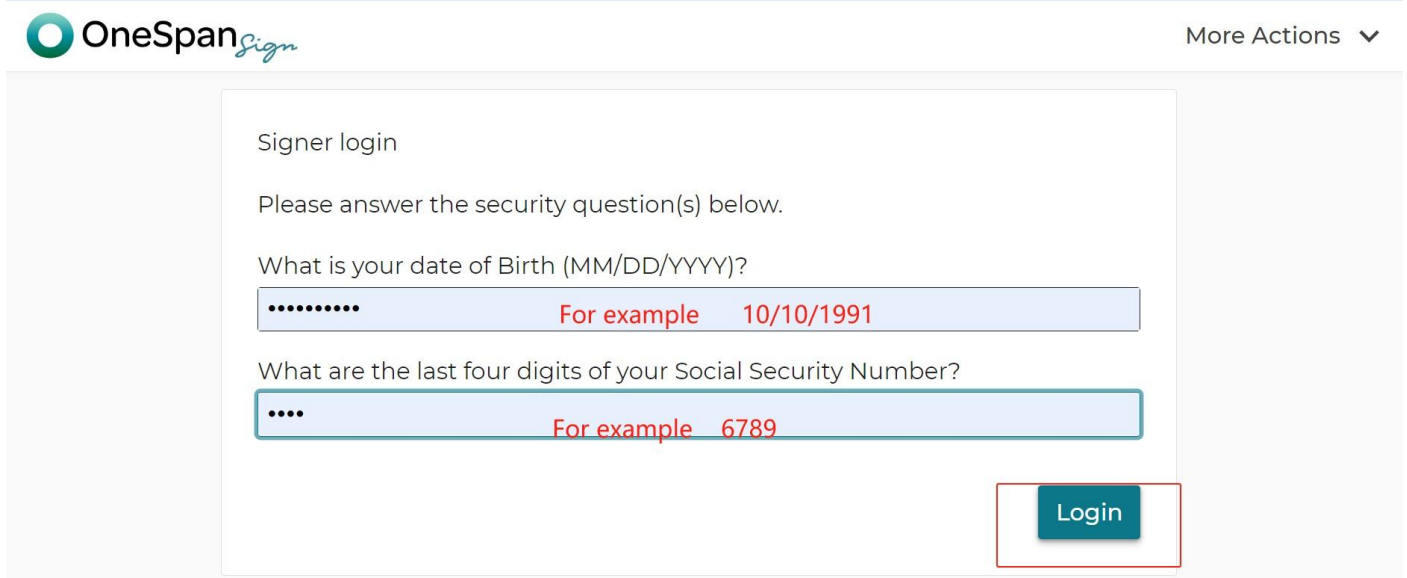2. Open this email, click the **"eSign Documents"** and then click "Sign" like below. *(See picture 2 & 3 below)*
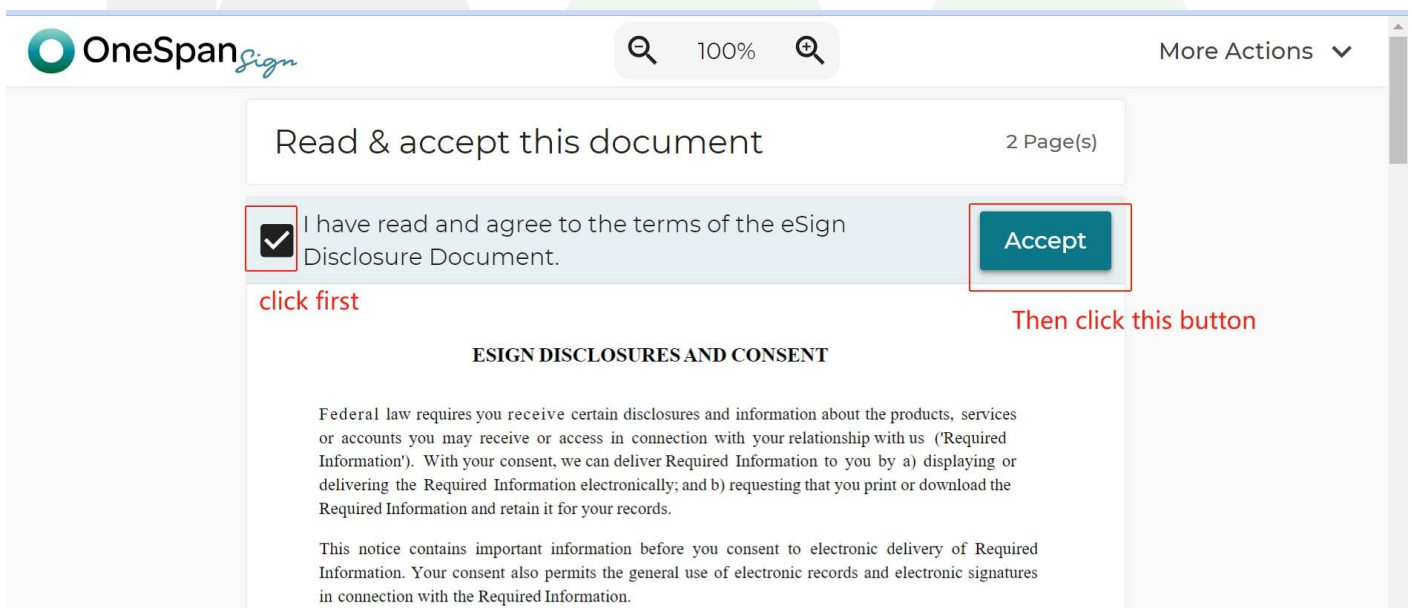

Picture 2

Picture 3

3. When you see the below screen, please input the DOB and SSN with correct format. Then click the button **"LOGIN"** at bottom of the right corner. *(See picture 4 below)*

**DOB must be input with format MM/DD/YYYY. Otherwise you will fail to login to sign the Disclosure.

Picture 4

4. Below are normal procedures to sign the whole disclosures. *(See picture 5 below)*

Picture 5

5. Then click the **"NEXT"** button. The box where you need to sign will appear on the right. Click **"SIGN"**, and continue with the process. Each time you click **"NEXT"**, a new box that requires your signature will appear. Continue clicking and signing to complete all the disclosures. *(See picture 6 & 7 below)*

Picture 6

Picture 7

6. Please make sure to sign both boxes, as both require your signature. *(See picture 8 below)*

Picture 8

7. When you complete all the signatures, you'll see the screen below. Double-check the number in the upper right corner; it's only correct if the two numbers are the same. If they are not, find out which signature is missing and check the box to complete it. *(See picture 9 below)*
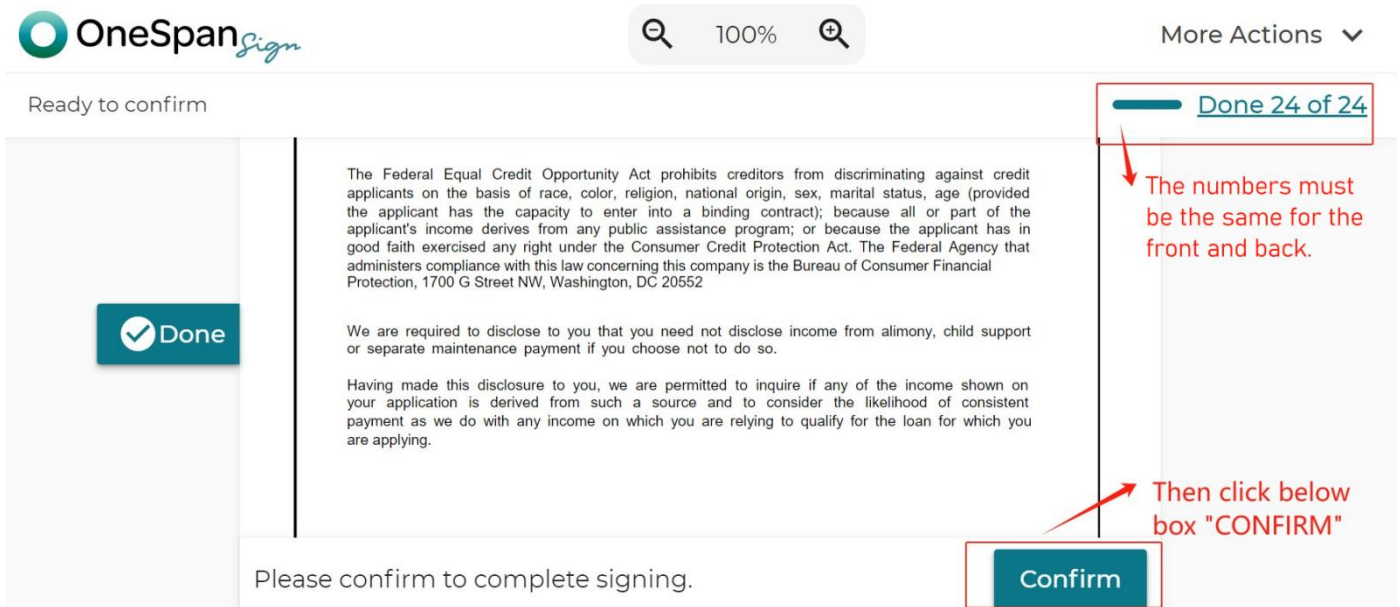
Picture 9

8. Finally, after you click **"CONFIRM"**, you'll see the screen below, and the borrower will have successfully completed the entire disclosure process. *(See picture 10 below)*

Picture 10

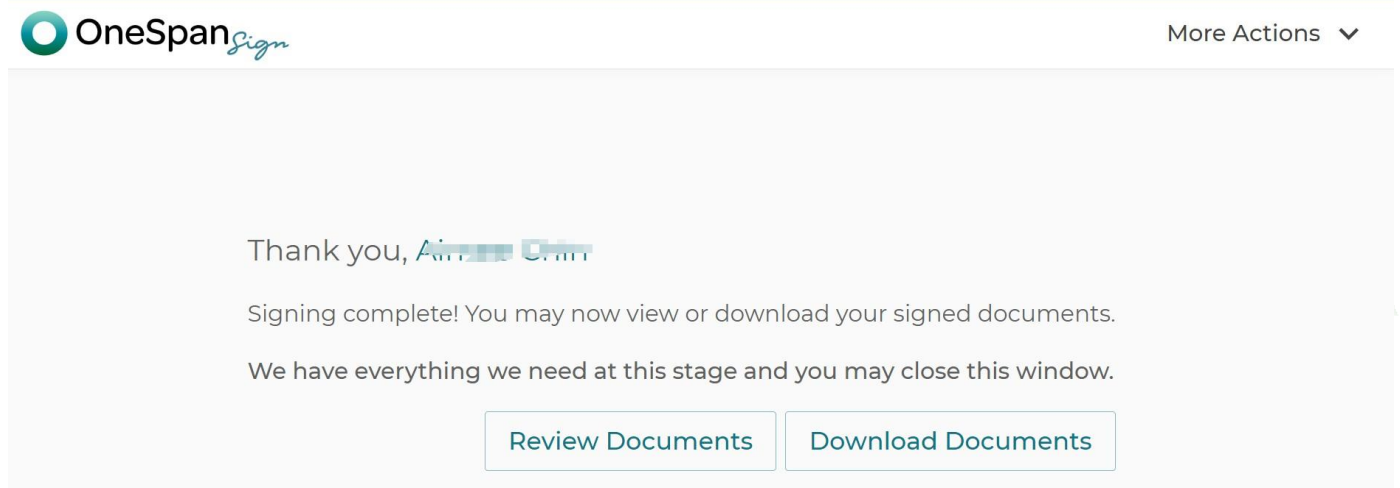9. Once all borrowers and the Mortgage Loan Officers have completed the signatures, the borrower will receive a second email with the subject line '{eSignature Document Package is Completed}'. This email is for notification purposes only, and no further action is required. After that, we can retrieve the signed documents. *(See picture 11 & 12 below)*

| ☐ ☆ ➤ | **AAA Capital I...** 2 | **eSignature Document Package is Completed** - Hello A... All part... | **10:05 PM** |
| ☐ ☆ ➤ | **AAA Capital In...** 2 | **Loan documents ready for signature** - Hi A...e Chin, Your Loan documents ... | 9:32 PM |

Picture 11

AAA Capital Investment <no-reply@zipforhome.com>
to ...

10:05 PM (5 minutes ago)   ☆   ↩   ⋮

Hello ...

All parties have completed the eSignature Test1 package. To view, download or print the completed document click below.

Download Documents

↩ Reply   ↱ Forward

Picture 12