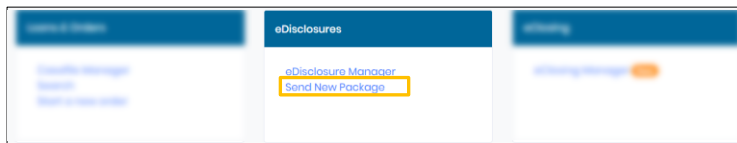


# DocuSign: Adding Signature Lines

(uploading external documents for DocuSign)

1. Upload your documents by logging into PPDocs and in your Account find “Send New Package” under eDisclosures.



2. Upload your completed file (Maximum 3M) – You’ll then be taken to our Electronic Signing set up to add your Loan Number, Subject, borrower name(s), and email address(es).  
\*Passwords are optional\*



1234

SUBJECT  
PPDocs has disclosures ready for your signature

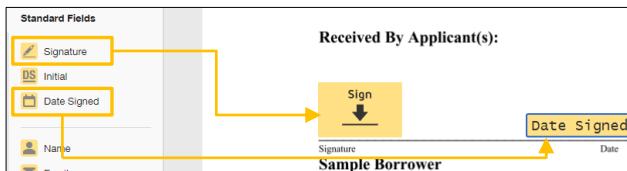
Signers:

Name	Email	Optional Password
1. Sample Borrower	sample@sample.com	

3. Complete your Sender information and “Continue”.

## ADDING YOUR SIGNATURE LINES

4. Go to your first signature line in your document package and on your left side is your legend for click and drop options.
5. Click “Signature” and drop on the line labeled Signature. Don’t forget to add your “Date Signed” in the same way!:



6. Continue this route for each page with a signature line.

- If there is more than one borrower, the drop-down menu on the top left corner will allow you to adjust who you are click and dropping!



- Once you've added all your lines, "Send" your package on the Top Right corner.
- You will receive confirmation upon sending both in your eDisclosure Manager and as well as an email!

<b>Disclosures have been sent</b>				
LOAN #	SIGNERS	SUBMITTED	MODIFIED	STATUS
1234	Sample Borrower [alex@ppdocs.com]	3/20/2020 6:04:46 PM	3/20/2020 6:04:46 PM	● Created

- Now you wait for your borrowers to sign and you will also receive an email once completed by all borrowers.

**Don't hesitate to get with our team on any questions or concerns!**

Here is a table to help you navigate your question appropriately:

Type of inquiries	Email Address
Document preparation questions and status updates on document orders	<a href="mailto:DocPrep@ppdocs.com">DocPrep@ppdocs.com</a>
Questions for fulfillment orders	<a href="mailto:Fulfillment@ppdocs.com">Fulfillment@ppdocs.com</a>
Questions about rescission requirements, federal or state predatory lending test questions, guidance for particular scenarios, or other compliance related questions	<a href="mailto:Compliance@ppdocs.com">Compliance@ppdocs.com</a>
Technical support, bug reporting	<a href="mailto:Support@ppdocs.com">Support@ppdocs.com</a>
Legal specific questions	<a href="mailto:Legal@ppdocs.com">Legal@ppdocs.com</a>
Registering, signing up, pricing quotes	<a href="mailto:CR@ppdocs.com">CR@ppdocs.com</a>