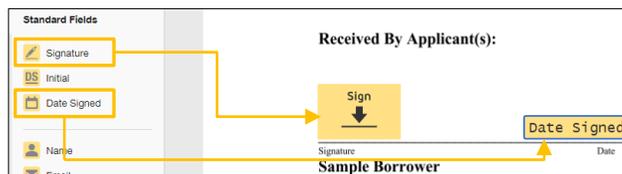


DocuSign: Adding Signature Lines

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



3. Continue this route for each page with a signature line.
4. 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!



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

Disclosures have been sent				
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

7. 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	DocPrep@ppdocs.com
Questions for fulfillment orders	Fulfillment@ppdocs.com
Questions about rescission requirements, federal or state predatory lending test questions, guidance for particular scenarios, or other compliance related questions	Compliance@ppdocs.com
Technical support, bug reporting	Support@ppdocs.com
Legal specific questions	Legal@ppdocs.com
Registering, signing up, pricing quotes	CR@ppdocs.com