DocuSign Signature Guide
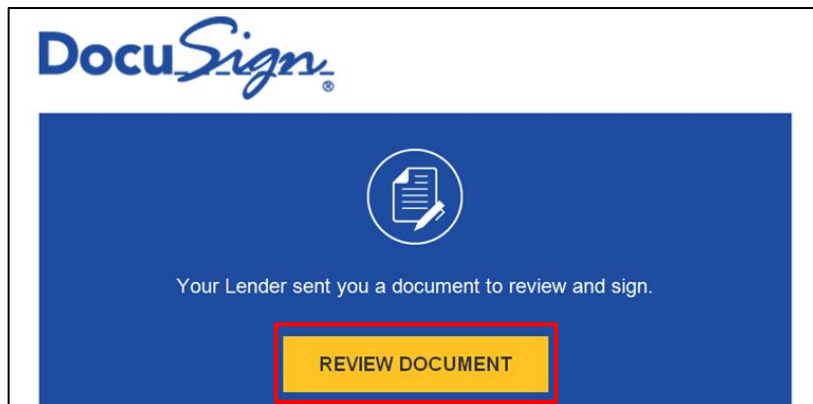## Applicant Edition

1. Your Lender has documents for you to sign! You will receive an email from DocuSign System <dse_na2@docusign.net>
   To start your signing process, select "**REVIEW DOCUMENT**"

   **NOTE**: *if there are two applicants, there will be two separate emails sent for each applicant. Both can be sent to the same email, but* recommend using separate emails:


2. <u>IF</u> your Lender requires an Access Code/Password to review and sign your documents, you should receive your Access Code/Password in a separate email.

3. Enter your Access Code/Password and select Validate.
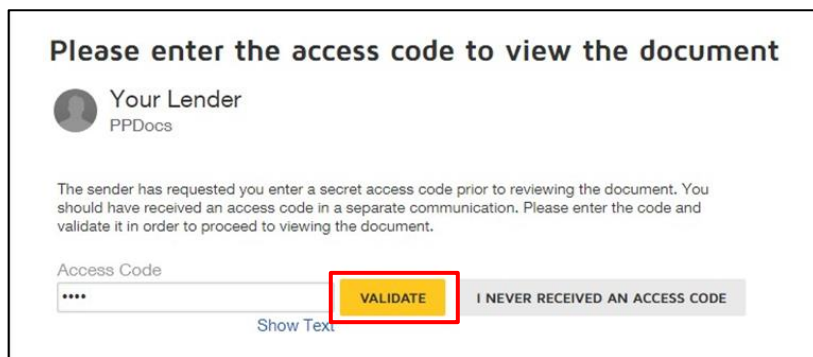
4. By selecting the checkbox on the left, you are agreeing to access and use your documents electronically. Click Continue.

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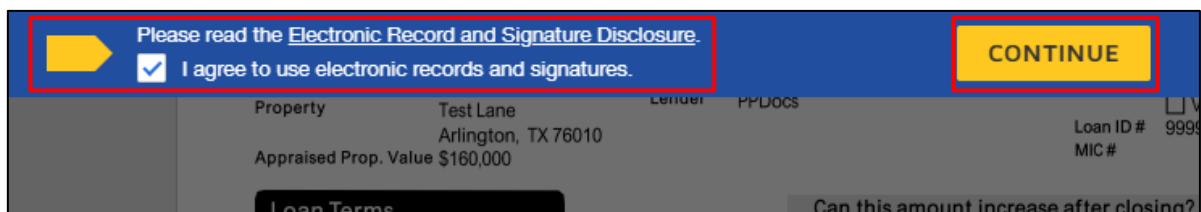
5. Select the **Start** tag and the Document will move to the first **Signature** placeholder. Review documents provided completely before you Finish.
NOTE: Before you select **Finish**, scroll through and review your full document **before or after** your Signature.
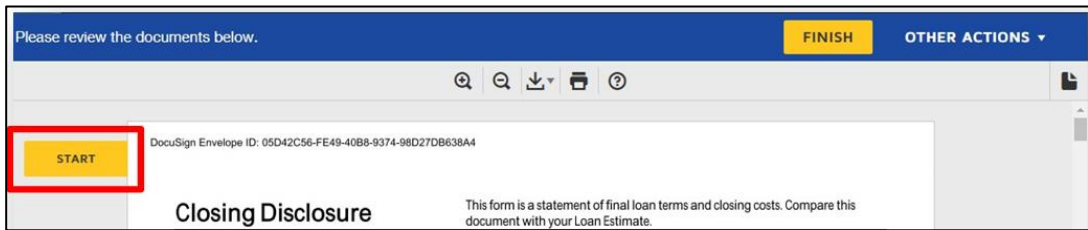

6. To sign, click the yellow **Sign Box** to **apply** a signature.
*NOTE: If you Click the **Sign Arrow** tag on the left, it will move to the next signature placeholder **without** leaving a signature.*
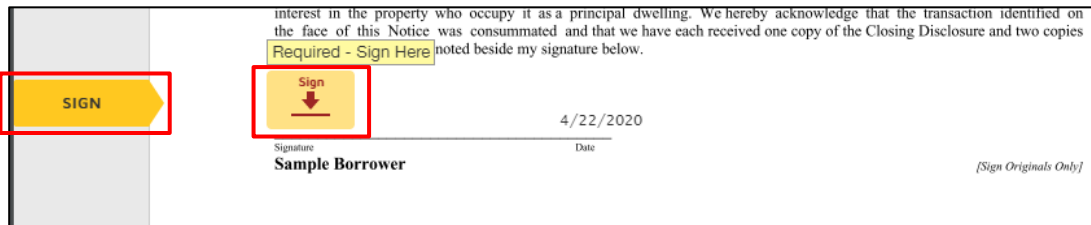
7. To adopt you can simply select "ADOPT AND SIGN" OR, if you'd like, you may also DRAW or UPLOAD your own signature. Those options are available in the "Select Style" section.

8. Each signature line will populate as you are signing until there is no longer a NEXT option.

9. Review the remaining documents and select "FINISH" at the bottom of the documents OR select "FINISH" at the top of the page!

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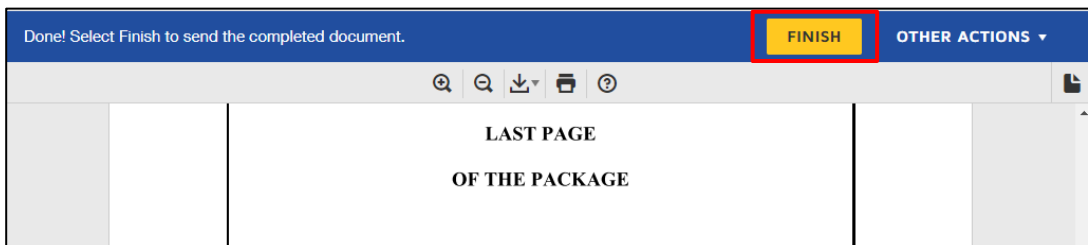
10. Once you've completed this process, DocuSign may ask if you'd like to create an account to **Save a Copy of Your Document**, but this is not necessary! You will be provided a full copy of your documents once all borrowers have signed!
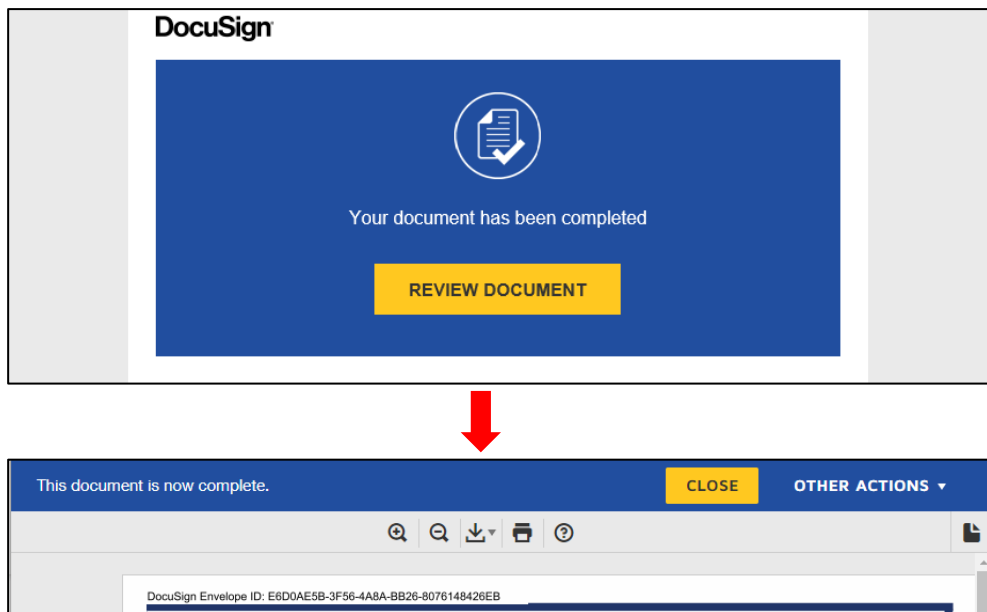You can select "No Thanks"

11. You've completed signing your documents!

12. As mentioned above, once ALL borrowers have electronically signed, each borrowers will receive a "Completed" email allowing access to download/print their full package!

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

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