

Completing an eClose

Quick Guide for Settlement Agents

Once the borrower has requested an eClose, here's what to do next:

1. You will receive an email when the closer generates a closing package.
2. Access closing documents from the link provided.
3. On the day of closing, confirm the borrower(s) have electronically signed eligible documents prior to arriving at the closing table by accessing the link and viewing borrower signing status.
4. If eSign is needed, contact the borrower(s) and request they complete eSigning prior to arriving at the closing table.
5. Download Closing Package to complete the signing by selecting Download Documents on the closing tab.

