## 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.
- 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.

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