

Borrower E-Consent and Electronic Disclosure

A Guide for Brokers
January 2016



E-Consent & E-Disclosure



- When REMN Wholesale receives a loan file for submission, a request for the Borrower's E-Consent will be sent to the email address(s) provided by the Broker on the Submission Sheet. As long as the Borrower accepts the E-Consent request, then all disclosures issued by REMN Wholesale will be sent via electronic disclosure.
- If the E-Consent is declined or there is no activity on the request for 48 hours, paper disclosures will be mailed. Borrowers should be advised to review their Spam or Junk folders if they do not receive the email. Please note that the link to accept the E-Consent is only available for 48 hours.
- Without E-Consent, all subsequent re-disclosures, the property valuation and the Closing Disclosure are also required to be mailed and this may impact Borrower wait periods. If the Borrower inadvertently declines or does not accept the E-Consent request within 48 hours, they may ask that another request be sent. The Broker may contact REMN for this new notification to be sent.
- **For files with E-Consent, the Borrower(s) must electronically acknowledge receipt of the Closing Disclosure as soon as possible. The time clock on the 3 specific business day wait period for review of a CD does not begin until the Borrower(s) acknowledges receipt.**

The following is a step-by-step guide to the E-Consent procedure with REMN Wholesale

STEP ONE




The Borrower will receive an email notification from BlitzDocs. The sender on the email will be xms-blitzdocsnotifications@xerox.com. Upon receipt, the Borrower clicks on the link within the email to access the documentation.

Initial Disclosure package for NE0402147, Ellen Denman

xms-blitzdocsnotifications@xerox.com

Sent: Fri 11/20/2015 3:34 PM

To:  Ellen Denman

Dear Ellen,

In connection with your mortgage application with ABC Lending, you are receiving this email as secure means of providing certain documentation related to your mortgage application.

Within this electronic file, you will find the disclosures associated with the subject property of your mortgage loan application.

In order to access your disclosures, please click on the following link:

<https://esign.blitzdocs.net/Default?Key=IR1OnJxvGZw4NgTcsbIQzo1oHrpF9N948NO0fbosL1Y%3d>

Again, we appreciate the opportunity to assist you. If you have specific questions, please contact your mortgage broker referenced above.

Sincerely,

HomeBridge Financial Services, Inc. DBA Real Estate Mortgage Network

Important note! This e-mail (including any attachments) is intended only for use by the named addressee(s). It may contain confidential or privileged information. If the reader of this message is not the intended recipient, you are hereby notified that any review, retransmission, dissemination, distribution or copying of this communication is strictly prohibited under HomeBridge Financial Services, Inc. policies. If you received this e-mail in error, please advise the sender by reply e-mail and then delete this

STEP TWO



After clicking on the link, the Borrower is brought to the Authentication screen. The Borrower is required to enter the last four digits of the Primary Borrower's social security number and clicks "Next" to proceed.

The screenshot shows the REM N WHOLESALE Document Center interface. At the top, there's a header with the REM N WHOLESALE logo and the text "Document Center". Below this is a navigation bar with buttons for "Login", "Overview", "Consent", "Electronic Docs", "Action Items", and "Summary". The "Login" button is highlighted. The main content area has a light blue background and contains the following text: "Before we get started, we will need to verify your identity." followed by "User Name: Ellen Denman (edenman@remn.com)". Below this is a section titled "Authentication Questions" which contains a form field labeled "Last 4 digits of your SSN#?" with the value "1234" entered. A red arrow points to this field. At the bottom of the form, there's a "Next" button with a green arrow icon and a "Cancel" button with a red X icon. A red arrow points to the "Next" button. The footer of the page says "Xerox Mortgage Services".

STEP THREE



The Borrower will create a User Name and Password and then click “Next”. The Borrower should save their User Name and Password so they may review any future E-Disclosures that will be sent by REMN Wholesale throughout the loan process. The green checkmarks on the screen are helpful to the Borrower in setting up the password.

REM N WHOLESALE

Document Center <http://etime.remn.com/1/login/> [Help](#)

Login Overview Consent Electronic Docs Action Items Summary

Please create a password for your account

User Name: Ellen Denman (edenman@remn.com)

Password:

Password (verify):

Password must have a minimum length of 8 characters, include at least one upper case, lower case and a digit or special character.

- Must be at least 8 characters (a mix of alpha, numeric or special characters)
- Must contain at least 1 Uppercase alpha character (A, B, C...Z)
- Must contain at least 1 Lowercase alpha character (a, b, c...z)
- Must contain at least 1 Numeric (0, 1, 2...9) or Special character (#, !,...^)
- Both password fields must match

Next, you will confirm that you can view PDF files

[Next](#) [Cancel](#)

STEP FOUR

The Borrower will be asked to confirm they have the ability to view PDF files by typing the image in the box below and click “Next” to proceed.



The screenshot displays the REMN Document Center interface. At the top, the REMN logo and "Document Center" title are visible, along with links for "Other Documents", "Help", and "Sign Out". Below this is a navigation bar with buttons for "Overview", "Login", "Overview" (highlighted), "Consent", "Electronic Docs", "Action Items", and "Summary". The main content area shows a large text box with the instruction "Enter these letters below:" and the letters "DH" inside a red oval. Below this is a PDF viewer toolbar with icons for navigation and zooming. At the bottom, a blue bar contains the text: "In order to verify that you can view PDF files, please enter the two letters in the window above. To verify you have Adobe® Reader® installed ([help](#))." Below this text is a text input field with the label "Enter Letters from Above (letters are not case-sensitive):" and the letters "DH" entered, which is circled in red. A red arrow points from the top right towards this input field. At the bottom right of the blue bar, there are two buttons: "Next" (highlighted with a red oval) and "Cancel" (with a red 'X' icon).

REM N WHOLESALE

Document Center

Overview Login Overview Consent Electronic Docs Action Items Summary

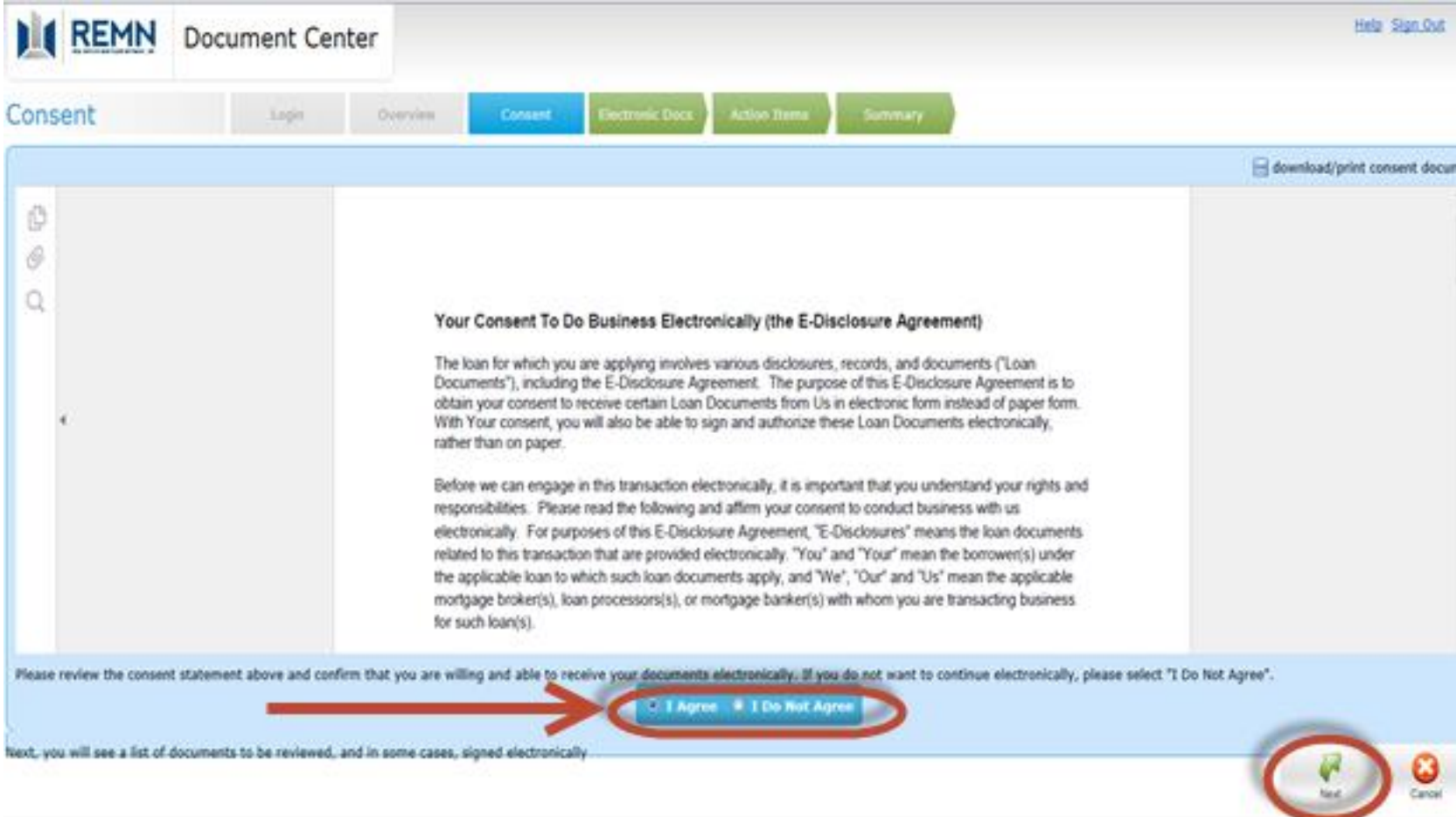
Enter these letters below:
DH

Enter Letters from Above (letters are not case-sensitive): DH

Next Cancel

STEP FIVE

The Borrower will be asked to read the Consent statement and may click “I Agree to continue” or “I Do Not Agree” to decline the E-Consent. Click “Next” to proceed.



The screenshot shows the REMN Document Center interface. At the top, there is a header with the REMN logo and the text "Document Center". Below this is a navigation bar with tabs: "Consent", "Electronic Docs", "Action Items", and "Summary". The "Consent" tab is currently selected. The main content area displays the "Your Consent To Do Business Electronically (the E-Disclosure Agreement)". The text explains that the loan involves various disclosures, records, and documents, and that the purpose of the E-Disclosure Agreement is to obtain the borrower's consent to receive certain Loan Documents from the lender in electronic form instead of paper form. It also states that with the borrower's consent, they will be able to sign and authorize these Loan Documents electronically, rather than on paper. Below this, it emphasizes the importance of understanding rights and responsibilities before engaging in the transaction electronically. At the bottom of the consent statement, there is a blue bar with the text: "Please review the consent statement above and confirm that you are willing and able to receive your documents electronically. If you do not want to continue electronically, please select 'I Do Not Agree'." Below this bar are two buttons: "I Agree" and "I Do Not Agree". A red arrow points from the text above to the "I Agree" button. At the bottom right of the page, there are two circular buttons: "Next" and "Cancel".

REMN Document Center

Help Sign Out

Consent Login Overview Consent Electronic Docs Action Items Summary

download/print consent document

Your Consent To Do Business Electronically (the E-Disclosure Agreement)

The loan for which you are applying involves various disclosures, records, and documents ("Loan Documents"), including the E-Disclosure Agreement. The purpose of this E-Disclosure Agreement is to obtain your consent to receive certain Loan Documents from Us in electronic form instead of paper form. With Your consent, you will also be able to sign and authorize these Loan Documents electronically, rather than on paper.

Before we can engage in this transaction electronically, it is important that you understand your rights and responsibilities. Please read the following and affirm your consent to conduct business with us electronically. For purposes of this E-Disclosure Agreement, "E-Disclosures" means the loan documents related to this transaction that are provided electronically. "You" and "Your" mean the borrower(s) under the applicable loan to which such loan documents apply, and "We", "Our" and "Us" mean the applicable mortgage broker(s), loan processors(s), or mortgage banker(s) with whom you are transacting business for such loan(s).

Please review the consent statement above and confirm that you are willing and able to receive your documents electronically. If you do not want to continue electronically, please select "I Do Not Agree".

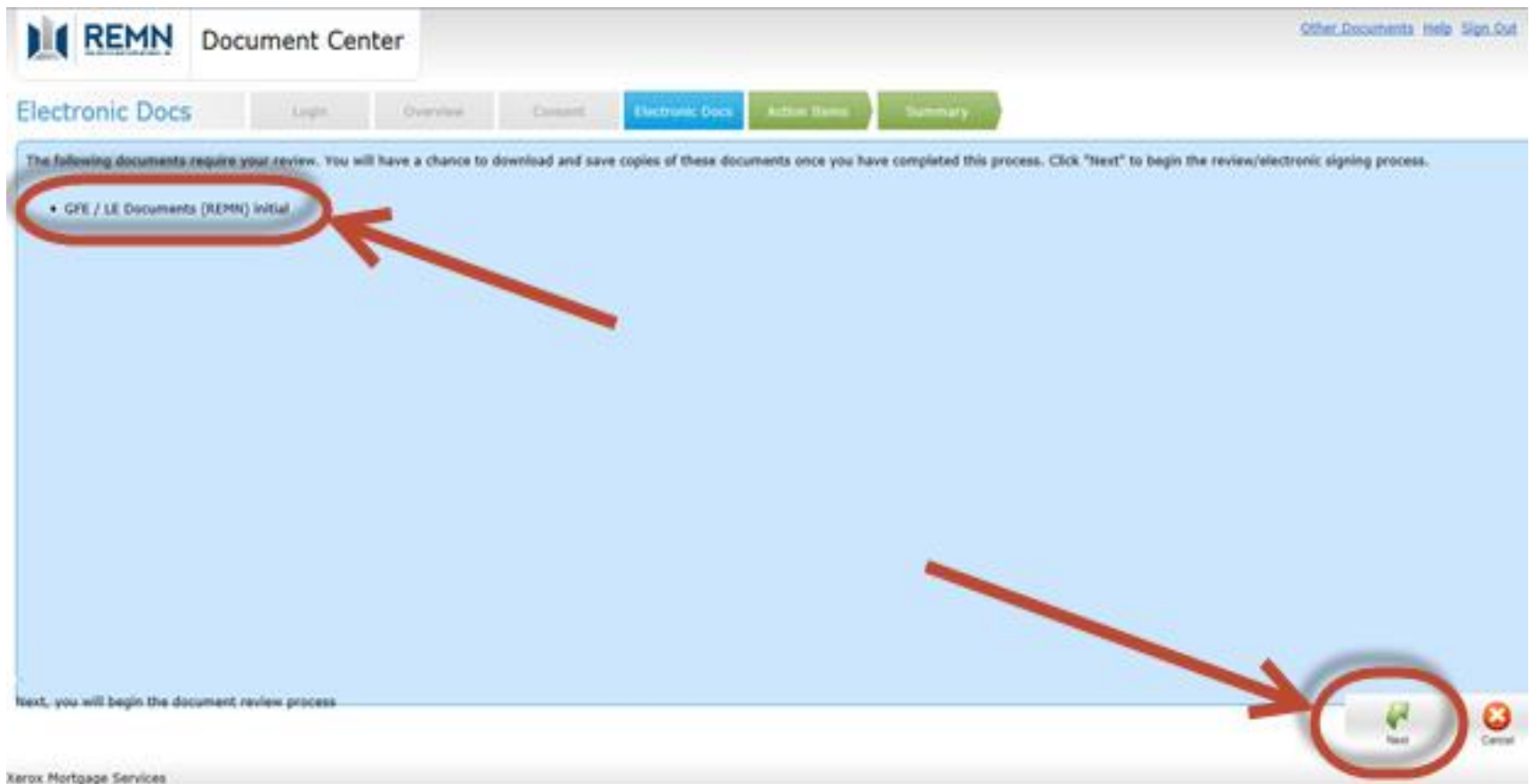
☐ I Agree ☐ I Do Not Agree

Next, you will see a list of documents to be reviewed, and in some cases, signed electronically.

Next Cancel

STEP SIX

A list of documents to be reviewed will be listed on the Electronic Docs screen. Once the Borrower reviews the list, they then click “Next” to proceed.



STEP SEVEN



The Borrower will review the documents received and will confirm that they were able to review by checking the box “I confirm that I was able to re view the document”. They will then click “Next” to proceed.

The screenshot shows the REM N Document Center interface. At the top, there's a header with the REM N logo and "Document Center" text. Below this is a navigation bar with tabs: "Electronic Docs", "Login", "Overview", "Consent", "Electronic Docs" (highlighted), "Action Items", and "Summary". The main content area displays a letter addressed to the Borrower(s), detailing the mortgage application and the enclosed documents (Loan Estimate, URL link to the Home Loan Toolkit, and Consumer Handbook On Adjustable-Rate Mortgages). At the bottom of the letter, there's a confirmation checkbox labeled "I confirm that I was able to review the document". A red arrow points from the "0 of 1 documents completed" status to this checkbox. Another red arrow points from the checkbox to a "Next" button, which is also circled in red. A "Cancel" button is visible next to the "Next" button. The footer of the page reads "Kerix Mortgage Services".

STEP EIGHT



A pop-up screen will be received to confirm the successful review completion of documents. The Borrower may then click “OK” to continue to the Summary page where documents can be viewed and or downloaded. The Borrower can choose to “Sign Out” when finished.

Congratulations, you have completed this transaction. A listing of the documents is provided on the summary screen, and you can download the documents by clicking the link next to them. You can always return to the summary page by clicking on the link provided in the original email invitation.

OK

The screenshot shows the REM N WHOLESALE Document Center interface. At the top, there's a header with the REM N WHOLESALE logo and the text "Document Center". To the right of the header, there are links for "Other Documents" and "Sign Out", with "Sign Out" circled in red. Below the header, there's a navigation bar with tabs: "Summary", "Login", "Overview", "Consent", "Electronic Docs", "Action Items", and "Summary" (highlighted in blue). The main content area is titled "Electronic Documents" and contains a table with two columns: "Document" and "Status". The table lists two documents, both titled "GFE / LE Documents (REM N) Initial", with a status of "Reviewed" and "Acknowledged" respectively. At the bottom left, there's a small text "Xerox Mortgage Services".

HELP



Should the Borrower choose the “HELP” button in the top right hand corner of the page as shown below, the following message will be displayed.



For questions about your loan process please contact your Broker at the number supplied in your email correspondence. For technical issues using the system contact BlitzDocs support at 877-200-8700[®]. Or by email at xms-blitzdocsupport@xerox.com

Thank you for your business!

Please feel free to contact your Account Executive or the REM N Wholesale Help Desk if you have any questions.