



## User Guide

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DSI Training Department 5/24/2011

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## **The eDisclosure Console**

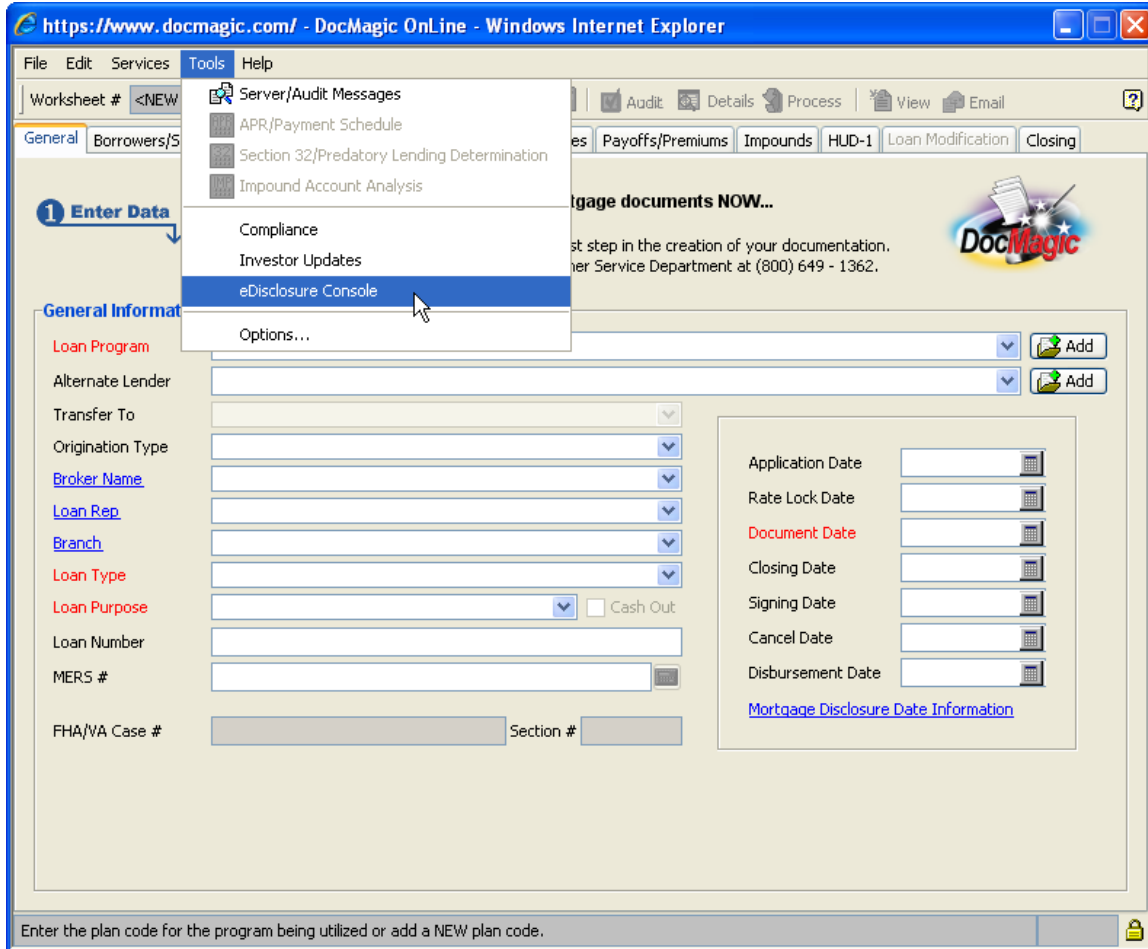
The purpose of this document is to help DocMagic eDisclosure users get the most out of this service by showing how to track and monitor all documents and document packages that are processed with eDisclosure delivery enabled. It is not intended to show you how to generate such transactions, nor is it designed to document the borrower experience. Please consult with your DocMagic System Administrator or Manager for information on how to generate eDisclosure packages and for testing the borrower experience.

The eDisclosure Console is an immediate online status for all your electronic disclosure transactions. The Console will allow you to drill down into any order that was electronically delivered to get the current status, review document packages, re-send invitation emails, access and print ClickSign and InkSign documents, allowing you to manage the entire pipeline of disclosure documents in your organization.

## Accessing the eDisclosure Console

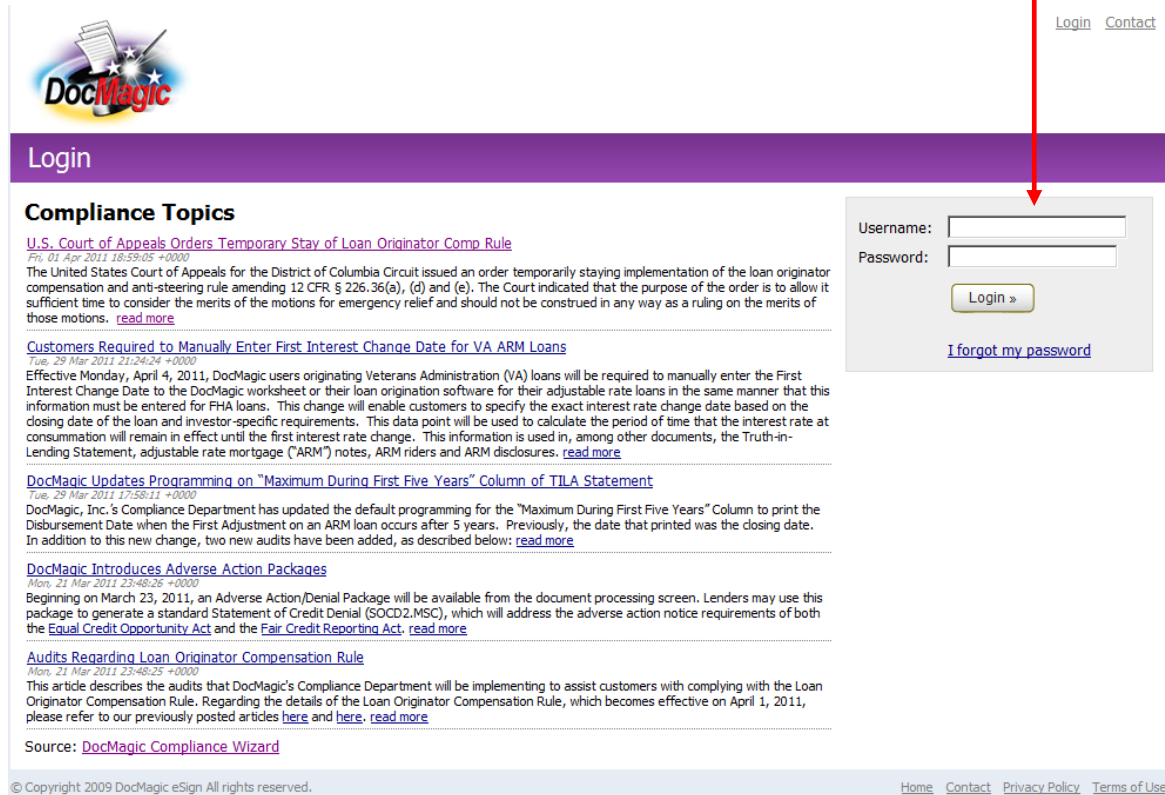
There are two ways to launch the eDisclosure Console.

The first option is from the **Tools** menu in DocMagic Online, select the **eDisclosure Console** option.



The second option is used by those producing disclosures through a direct interface with their Loan Origination System, where DocMagic Online does not appear to the user. In this scenario, use the URL below and enter your DocMagic user credentials to access the eDisclosure Console. You may bookmark this link for your convenience to quickly access the status of your eDisclosure orders.

<https://www.docmagic.com/esign/login/>



The screenshot shows the DocMagic login page. At the top right, there are links for "Login" and "Contact". Below the DocMagic logo is a purple "Login" header. To the left of the login form is a "Compliance Topics" section with several articles. The login form on the right includes fields for "Username:" and "Password:", a "Login »" button, and a link for "I forgot my password". A red arrow points from the top right towards the login form.

**Compliance Topics**

[U.S. Court of Appeals Orders Temporary Stay of Loan Originator Comp Rule](#)  
*Fri, 01 Apr 2011 18:59:05 +0000*  
The United States Court of Appeals for the District of Columbia Circuit issued an order temporarily staying implementation of the loan originator compensation and anti-steering rule amending 12 CFR § 226.36(a), (d) and (e). The Court indicated that the purpose of the order is to allow it sufficient time to consider the merits of the motions for emergency relief and should not be construed in any way as a ruling on the merits of those motions. [read more](#)

[Customers Required to Manually Enter First Interest Change Date for VA ARM Loans](#)  
*Tue, 29 Mar 2011 21:24:24 +0000*  
Effective Monday, April 4, 2011, DocMagic users originating Veterans Administration (VA) loans will be required to manually enter the First Interest Change Date to the DocMagic worksheet or their loan origination software for their adjustable rate loans in the same manner that this information must be entered for FHA loans. This change will enable customers to specify the exact interest rate change date based on the closing date of the loan and investor-specific requirements. This data point will be used to calculate the period of time that the interest rate at consummation will remain in effect until the first interest rate change. This information is used in, among other documents, the Truth-in-Lending Statement, adjustable rate mortgage ("ARM") notes, ARM riders and ARM disclosures. [read more](#)

[DocMagic Updates Programming on "Maximum During First Five Years" Column of TILA Statement](#)  
*Tue, 29 Mar 2011 17:58:11 +0000*  
DocMagic, Inc.'s Compliance Department has updated the default programming for the "Maximum During First Five Years" Column to print the Disbursement Date when the First Adjustment on an ARM loan occurs after 5 years. Previously, the date that printed was the closing date. In addition to this new change, two new audits have been added, as described below: [read more](#)

[DocMagic Introduces Adverse Action Packages](#)  
*Mon, 21 Mar 2011 23:48:26 +0000*  
Beginning on March 23, 2011, an Adverse Action/Denial Package will be available from the document processing screen. Lenders may use this package to generate a standard Statement of Credit Denial (SOC2.MSC), which will address the adverse action notice requirements of both the [Equal Credit Opportunity Act](#) and the [Fair Credit Reporting Act](#). [read more](#)

[Audits Regarding Loan Originator Compensation Rule](#)  
*Mon, 21 Mar 2011 23:48:25 +0000*  
This article describes the audits that DocMagic's Compliance Department will be implementing to assist customers with complying with the Loan Originator Compensation Rule. Regarding the details of the Loan Originator Compensation Rule, which becomes effective on April 1, 2011, please refer to our previously posted articles [here](#) and [here](#). [read more](#)

Source: [DocMagic Compliance Wizard](#)

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Notice the Compliance Topics to the left of the login fields, these are the most current articles from the DocMagic Compliance Wizard, DocMagic's monthly compliance newsletter.

## eDisclosure Console Active Requests

ABC Mortgage

heidi (heidi@loan-magic.com) | 100HCK (Admin) | Account Contact Help Logout

Only Administrators have access to 'All Users'

eDisclosure Console - heidi kuhn

Active Requests

Total: 124

Loan #	Document Set	Signer	Status	Created	CS	RESPA
20119999333	Loan Application	JOE SAMPLEPURCHASE (+1)	Reviewed	04/04/11 11:34 am	N	
20119999333859085	Interim Disclosure and Notice	BENNY BORROWER (+1)	Signed	04/04/11 11:30 am	Y	
444444444444765	Redisclosure	TONY TESTCASE (+1)	Signed	04/04/11 10:41 am	Y	
20119999333	Pre-Closing Documents	BENNY BORROWER (+1)	Reviewed	04/04/11 10:37 am	N	
201114020202	Predisclosure Documents	Devin Constfatal SAMPLE (+1)	New	03/29/11 1:37 pm	N	
201103011110303030		SSSAMPLE C. SAMPLE (+1)	In Progress	03/29/11	Y	

Active Requests: 124, Pending Consents: 15, Pending Signatures: 106

Search All Requests

Loan #:

Worksheet#:

Name:

Email:

Status:

If you are an Administrator, then 'Admin' appears next to the account number at the top of this Console screen, and you have permission to see all eDisclosure orders for all users in your DocMagic account. As a non-Admin user, you will only have access to your own eDisclosure orders.

### eDelivery Options available:

**eDisclosure** - Borrower receives eDisclosure Invitation Email with hyperlink, authenticates himself or herself, passes a "Reasonable Means Test," Provides Consent to electronic delivery process, and views / saves / prints Initial Disclosures electronically. This is a well-vetted process in production at over 300 lending institutions, and addresses all relevant legislation including RESPA, ESIGN, UETA and TILA. This option is also known as "Presentation Only" mode, since documents are presented to borrowers, but no signatures are solicited.

**eDisclosure with ClickSign** - Borrower receives eDisclosure as above, but can also sign and initial all documents electronically. If the delivery option selected is eDisclosure with ClickSign there will be a "Y" for Yes in the ClickSign (CS) column.

For more information on the ClickSign process, follow this link:

<http://www.docmagic.com/support/faq/clicksign>

**eDisclosure with InkSign** - Borrower receives eDisclosure or eDisclosure with ClickSign as above, but can also generate InkSign lender-defined documents that require a wet signature from the borrower.

For more information on InkSign, follow this link:

<http://www.docmagic.com/compliance/wizard/2011/january-2011/ink-sign>

Note: Only packages and documents with "eDisclosure" or "Borrower Review" enabled at the time of processing are tracked on the eDisclosure Console.

eDisclosure Console - heidi kuhn

Active Requests

All Users All Status Filter

Loan #	Signer	Status	Ver	Created	CS	RESPA
<b>20119999333</b> <small>Document Set</small>	JOE SAMPLEPURCHASE (+1)	Reviewed	1	04/04/11	N	
<small>Loan Application</small>	heidi@docmagic.com	1016		11:34 am		
<b>20119999333859085</b>	BENNY BORROWER (+1)	Signed	1	04/04/11	Y	
<small>Interim Disclosure and Notice</small>	heidi@docmagic.com	1015		11:30 am		
<b>44444444444765</b>	TONY TESTCASE (+1)	Signed	1	04/04/11	Y	
<small>Redisclosure</small>	heidi@docmagic.com	1017		10:41 am		
<b>20119999333</b>	BENNY BORROWER (+1)	Reviewed	1	04/04/11	N	
<small>Pre-Closing Documents</small>	heidi@docmagic.com	1015		10:37 am		
<b>20111402020</b>	Devin Constfatal SAMPLE (+1)	New	2	03/29/11	N	
<small>Pre-Closing Documents</small>	heidi@docmagic.com	20111402020		1:37 pm		
<b>201103011110303030</b>	SSSAMPLE C. SAMPLE (+1)	In Progress	1	03/29/11	Y	
<small>Pre-disclosure Documents</small>	heidi@docmagic.com	1012		11:02 am		
<b>20110301111</b>	SAMPLE C. SAMPLE (+1)	In Progress	1	03/22/11	Y	

Active Requests
Pending Consents
Pending Signatures

124
15
106

Search All Requests

Loan #:

Worksheet#:

Name:

Email:

Status:

### Package Types / Document Sets:

These are the package types currently available for Business to Consumer (B2C) eDelivery, and can invoke with or without ClickSign enabled:

**Predisclosure Documents / Initial Disclosures** – The most common document set utilizing eDisclosure.

**Re-Disclosure** - Customer-defined re-disclosure or pared down disclosure package.

**Pre-Closing** - Customer-defined re-disclosure pared down disclosure package or pre-closing package.

**Processing** - Customer-defined Processing package.

**Loan Application / Point of Sale** - Customer-defined Loan Application package.

**Pre-Qualification** - Customer-defined Pre-Qualification processing package.

**Adverse Action / Denial** – Adverse Action document package.

**Loan Modifications** – Loan Modification document package.

**Interim Disclosure and Notices** – Individual documents, accessible in DocMagic Online via the Services menu, by clicking the Forms option.

## Request Status:

Use your mouse to hover over the **Request Status** symbols to see symbol definitions. Request Status represents action taken by the borrower or user.

The screenshot shows the 'eDisclosure Console - heidi kuhn' interface. Under the 'Active Requests' section, there are 124 requests in total. A table lists several requests with columns for 'Loan #', 'Document Set', and 'Signer Email'. A tooltip titled 'Request Status' is open, showing a legend of symbols used in the table:

Loan #	Document Set	Signer Email
20119999333	Loan Application	JOE SAMPLEPURCHASE (+1) heidi@docmagic.com
20119999333859085		BENNY BORROWER (+1) heidi@docmagic.com
		ONY TESTCASE (+1) heidi@docmagic.com
		ENNY BORROWER (+1) heidi@docmagic.com
		evin Constfatal SAMPLE (+1) heidi@docmagic.com
		SSSAMPLE C. SAMPLE (+1) heidi@docmagic.com
		AMPLE C. SAMPLE (+1) heidi@docmagic.com
		reshGFE SampleGFE heidi@docmagic.com
		evin Constfatal SAMPLE (+1) heidi@docmagic.com
		rlene SampleGFE heidi@loan-magic.com
	Predisclosure Documents	heidi@loan-magic.com
20110308090809TEST	Predisclosure Documents	BARNEY C. SAMPLEDISCLO: heidi@docmagic.com

The 'Request Status' legend includes:

- ★ New
- ✓ Consented
- 📄 Reviewed
- ⚙️ In Progress
- 📝 Signed
- ❌ Declined
- 🖨️ Printed
- ✖️ Cancel

**New** – No action has been taken on this request yet by the borrower.

**Consented** – Borrower consented to receiving the disclosures electronically.

**Reviewed** – Documents have been reviewed electronically. This is the final step for 'presentation only' delivery option. Not applicable for ClickSign packages.

**In Progress** – At least one borrower has consented and not all borrowers have finished the process.

**Signed** – All parties have completed signing. Applicable only to ClickSign packages.

**Declined** – Borrower declined the electronic disclosure delivery process.

**Printed** – User requested Document Systems, Inc. (DSI) to fulfill immediately instead of waiting for auto fulfillment to print and mail the disclosures out at the 48 hour mark.

**Cancel** – The eDisclosure order was cancelled by the User and Document Systems, Inc. will not complete fulfillment. This cannot be undone.

## RESPA Status:

Use your mouse to hover over the **RESPA Status** symbols to see symbol definitions. RESPA Status shows if RESPA has been satisfied, and how disclosures were delivered.

The screenshot displays the eDisclosure Console interface. At the top right, there are summary statistics: Active Requests (23), Pending Consents (5), and Pending Signatures (13). Below this is a search bar for all requests with fields for Loan #, Worksheet #, Name, and Email. The main area contains a table of loan requests with columns for Status, Worksheet #, Ver, Created, CS, and RESPA. A tooltip is shown over the 'Waiting for Read Receipt' icon in the RESPA column of row 24.

Status	Worksheet#	Ver	Created	CS	RESPA
New	26	1	04/04/11 2:09 pm	N	Waiting for Read Receipt
New	27	1	04/04/11 2:04 pm	N	Not applicable
Reviewed	26	1	04/04/11 1:52 pm	N	Read Receipt Obtained in 48 hours
New	25	2	04/04/11 1:51 pm	N	Waiting for Read Receipt
Signed	24	1	04/04/11 1:35 pm	Y	Read Receipt Obtained in 48 hours
Reviewed	23	1	04/01/11 10:56 am	N	Read Receipt Obtained in 48 hours
Reviewed	22	1	03/25/11 11:02 am	N	Read Receipt Obtained in 48 hours
In Progress	21	1	03/18/11 10:59 am	N	Read Receipt Obtained in 48 hours
Reviewed	20	1	03/11/11 11:15 am	N	Read Receipt Obtained in 48 hours

**RESPA Status**

- Waiting for Read Receipt
- Read Receipt Obtained in 48 hours
- Email Notification Sent to Lender
- DSI delivered
- Not applicable

• 20110110325

**Waiting for Read Receipt** – Electronic consent has not been given by the borrower(s) and less than 48 hours have passed since Version 1 of the initial disclosure package was generated.

**Read Receipt Obtained in 48 Hours** – Borrower(s) gave electronic consent within 48 hours from when disclosures were initially generated, satisfying RESPA electronically.

**Email Notification Sent to Lender** – Borrower(s) did not consent within the first 48 hours. An email has been sent to lender to mail out the initial disclosure package. Only applicable if lender is fulfilling paper packages.

**DSI Delivered** - Borrower(s) has not consented within the first 48 hours. An email has been sent to lender stating DSI fulfilled and posted via USPS paper copies of the initial disclosure package on behalf of the lender. Only applicable if DSI fulfills paper packages.

**Not Applicable** – Typically seen for Pre-Closing, Re-Disclosure and Interim Disclosure and Notice packages, since RESPA does not apply to those packages.

## Searching the eDisclosure Console

The screenshot shows the eDisclosure Console search interface. At the top, there are two tabs: "Active Requests" and "All Requests". Below the tabs is a summary table:

Active Requests	Pending Consents	Pending Signatures
125	15	107

Below the summary table is a search section titled "Search All Requests". It contains several input fields: "Loan #:", "Worksheet#:", "Name:", "Email:", and "Status:". The "Status:" dropdown menu is open, showing options: "All", "New", "Reviewed", "In Progress", "Signed", "Consented", and "Consent Declined".

Callouts with red boxes and arrows point to specific elements:

- A callout box labeled "All Active Requests" points to the "Active Requests" tab.
- A callout box labeled "All active and previously processed disclosure requests" points to the "All Requests" tab.
- A callout box labeled "Searches 'All Requests' not just Active Requests" points to the "Search All Requests" section.

At the bottom left of the search section, there is a "Last 20 View" section with a list of items, including a purple link for "20110301".

# Request View Summary of Details



heidi (heidi@loan-magic.com) | 100HCK (Admin) |

## Request View

Loan #	<b>040404060606111</b>	From	<b>heidi kuhn</b>	Status	<b>Signed (Active)</b>
Primary Name	<b>Arlene Sample</b>		DSI TEST ACCOUNT (HEIDI)	# of documents	<b>25 (76 total pages)</b>
Type	<b>EDisclosure</b>		heidi@loan-magic.com	# of borrowers	<b>1</b>
Account #	<b>100HCK</b>			RESPA Option	<b>Primary</b>
Worksheet #	<b>1029 (Version: 1)</b>			ClickSign	<b>Y (Ink Sign)</b>
Package Id	<b>328348</b>			<a href="#">View PDF</a>	<a href="#">Print Summary</a>

[Print/Mail Now](#)

- Details
- Documents
- Delivery
- Notification
- Versions

### Signers

#	Name Email	Created	Started	Consented	Viewed	Completed	Declined	Links	Signer ID
1	<b>Arlene Sample</b> heidi@docmagic.com	04/06/11 5:39 pm	04/06/11 5:57 pm	04/06/11 5:57 pm	<b>04/06/11 5:58 pm</b>	04/11/11 9:11 am		<a href="#">Send Email Link</a>	489595

### Action Log

Date	Type	User	Note	IP Address
04/06/11 05:39 pm	Create Sigreq	System User		
04/06/11 05:39 pm	Send Invitation	System User	Invitation sent to heidi@docmagic.com [Loan Number: 040404060606111]	
04/06/11 05:56 pm	View Sigreq Login	Arlene Sample	Access code entered	
04/06/11 05:57 pm	View Sigreq Login	Arlene Sample	Access code entered: 2222	
04/06/11 05:57 pm	View Consent	Arlene Sample		
04/06/11 05:57 pm	Consent Checkbox	Arlene Sample		
04/06/11 05:57 pm	Consent Esign	Arlene Sample		
04/06/11 05:57 pm	Email Consent	Arlene Sample	Consent sent to heidi@docmagic.com (E-SIGN Disclosure and Consent [Loan Number: 040404060606111])	
04/06/11 05:57 pm	Note to Sender	Arlene Sample	Consent complete notification sent to heidi@loan-magic.com (Electronic Consent Obtained by Arlene Sample [Loan Number: 040404060606111])	
04/06/11 05:57 pm	Approve Signature	Arlene Sample	Checked approve signature box	
04/06/11 05:57 pm	Generate PDF	System User		
04/06/11 05:58 pm	View Sigreq	Arlene Sample	Disclosure version 1 prepared on April 6, 2011, 5:39 pm PDT displayed	
04/06/11 05:58 pm	Start Esign	Arlene Sample		
04/06/11 05:58 pm	RESPA Satisfied	Arlene Sample	RESPA requirement satisfied	
04/06/11 05:58 pm	Note to Sender	Arlene Sample	RESPA complete notification sent to heidi@loan-magic.com (Initial Disclosures Provided [Loan Number: 040404060606111])	

Most of the order info you need is here

At a glance key reference dates

Detailed Action Log

The **bolded** time and date stamp in the **Viewed** column and the highlighted action in the Action Log above indicate that the RESPA requirement is satisfied.

Top section of the **Request View** details summary screen:

The screenshot shows the 'Request View' interface. At the top, a green header reads 'Request View'. Below it, a summary card displays loan details: Loan # 20110301111, Primary Name SAMPLE C. SAMPLE, Type EDisclosure, Account # 100HCK, Worksheet # 1035 (Version: 1), and Package Id 330971. It also shows the sender 'heidi kuhn' and the status 'In Progress (Active)' with 38 documents and 2 borrowers. The RESPA Option is set to 'Primary' and ClickSign is 'Y (Ink Sign)'. Action links include 'View PDF', 'Print Summary', and 'Print/Mail Now'. Below this is a 'Signers' table with columns for Name, Created, Started, Consented, Viewed, Completed, Declined, Links, and Signer ID. Two signers are listed: SAMPLE C. SAMPLE and SAMANTHA COBORR SAMPLE. Callout boxes provide instructions: 'The RESPA Option section reflects the chosen trigger that indicates when RESPA has been satisfied', 'Use this Print/Mail Now link to request DocMagic to print and deliver the eDisclosures by mail prior to expiration', 'View Disclosure set through PDF', 'Print this Summary of action details', 'Use this Send Email link to re-send the eDisclosure Invitation', and 'Use Link to bring up the eDisclosure authentication screen for borrowers to consent and review documents from your in-office computer'.

For a date to appear in the **Completed** column, each Borrower must have either viewed the eDisclosure documents (for Presentation Only mode) or have viewed and completely signed the eDisclosures (reflecting either InkSign, ClickSign or both, depending on which options were enabled at the time of processing).

**RESPA Option:**

The RESPA Option selected reflects the account selected trigger that indicates RESPA has been satisfied.

**Options:**

**Primary** – once the primary borrower has accessed the eDisclosures, RESPA is consider satisfied

**All** – all borrowers are required to access the eDisclosures before RESPA is consider satisfied

**Any** – any one borrower that has accessed the edisclosures, will satisfy RESPA

If RESPA is satisfied electronically, DocMagic will neither fulfill the paper disclosures nor notify the sender to mail paper disclosures, as RESPA is already satisfied.

**Please contact DocMagic's Customer Service team to change this RESPA trigger.**

## Print/Mail Now:

From the same Details tab/Request View screen, in the top right corner there is a **Print/Mail Now** option.

Status	<b>In Progress (Active)</b>
# of documents	<b>16</b> (61 total pages)
# of borrowers	<b>1</b>
RESPA Option	<b>Primary</b>
ClickSign	<b>Y (Ink Sign)</b>
<a href="#">View PDF</a>	<a href="#">Print Summary</a>

[Print/Mail Now](#)

When the **Print/Mail Now** is clicked a warning window pops up with the following message:

362      RESPA Option      **Primary**  
ClickSign      **Y (Ink S**  
 [View PDF](#)      [Print Summa](#)

**Print/Mail Now**

By clicking the Print/Mail button,  
this package will be sent to the print request queue.

Electronic version will become view only.

[Print/Mail](#)      [Cancel](#)

Please note the above pop up is different from the one below. (When status is NOT “New”):

ahara      Status      **Consented (Active)**  
magic.com      # of documents      **27** (72 total pages)  
1362      # of borrowers      **2**  
      RESPA Option      **Primary**  
      ClickSign      **Y (Ink Sign)**  
      [View PDF](#)      [Print Summary](#)      [Reset PD](#)

**Print/Mail Now**

By clicking the Print/Mail button,  
this package will be sent to the print request queue.

Consent has already been obtained for  
this loan, and RESPA has been satisfied.  
Are you sure you want to print and mail?

[Print/Mail](#)      [Cancel](#)

Status	<b>Printed (Inactive)</b>
# of documents	<b>27</b> (72 total pages)
# of borrowers	<b>2</b>
RESPA Option	<b>Primary</b>
ClickSign	<b>Y (Ink Sign)</b>

If details screen is refreshed, the status will be updated to Printed (Inactive).

## Send Email / Link:

Clicking on **Send Email** will resend the the eDisclosure Invitation to that borrower.

Notification: Re-sent the eDisclosure Invitation to the borrower.

### Request View

- Notification **eDisclosure Invitation [Loan Number: 2010111104040808] (2)** sent to **heidi@docmagic.com**

Loan #	<b>2010111104040808</b>	From	<b>heidi kuhn</b>	Status	<b>Signed (Active)</b>
Primary Name	<b>JOE M. GRANDSAMPLE</b>		DSI TEST ACCOUNT (HEIDI)	# of documents	<b>33 (90 total pages)</b>
Type	<b>EDisclosure</b>		heidi@loan-magic.com	# of borrowers	<b>2</b>
Account #	<b>100HCK</b>			RESPA Option	<b>Primary</b>
Worksheet #	<b>1033 (Version: 2)</b>			ClickSign	<b>Y (Ink Sign)</b>
Package Id	<b>329581</b>			<a href="#">View PDF</a>	<a href="#">Print Summary</a>

[Print/Mail Now](#)

Details Documents Delivery Notification Versions

#### Signers

#	Name Email	Created	Started	Consented	Viewed	Completed	Declined	Links	Signer ID
1	<b>JOE M. GRANDSAMPLE</b> heidi@docmagic.com	04/08/11 12:22 pm	04/08/11 12:23 pm	04/08/11 12:23 pm	<b>04/08/11</b> <b>12:23 pm</b>	04/08/11 5:27 pm		<a href="#">Send Email</a> <a href="#">Link</a>	491497

Clicking on **Link** for each borrower will instantly produce the eDisclosure Invitation, in case borrowers are available face to face and you would like them to access the disclosures from your computer.

#### Signers

#	Name Email	Created	Started	Consented	Viewed	Completed	Declined	Links	Signer ID
1	<b>SSSSAMPLE C. SAMPLE</b> heidi@docmagic.com	03/29/11 11:02 am	03/29/11 11:11 am	03/29/11 11:12 am	<b>03/29/11</b> <b>11:15 am</b>			<a href="#">Send Email</a> <a href="#">Link</a>	479982
2	<b>SAMANTHA COBORR SAMPLE</b> heidi@loan-magic.com	03/29/11 11:02 am						<a href="#">Send Email</a> <a href="#">Link</a>	479983

Welcome Samantha Coborr!

Congratulations on your decision to access your documents in an electronic format.

So that we may authenticate your identity and validate that you have the ability to access your electronic documents, please enter the following information:

Your Email Address:	<b>heidi@loan-magic.com</b>
Your Loan Number:	<b>201103011110303030</b>
<b>1</b> Enter the last [4] digits of your SSN:	<input type="text"/>
<b>2</b> Enter the Viewing Code displayed below:	<input type="text"/>

VIEWING CODE  
**2764**

[Continue to Next Step »](#)

## Request View Summary Documents and Delivery screens

This view lists each document in the disclosure package, how many signature marks are required and how many signers per document.

### Request View

Loan #	<b>2011041911</b>	From	<b>heidi kuhn</b>	Status	<b>Consented (Active)</b>
Primary Name	<b>SAMPLE C. SAMPLE</b>		DSI TEST ACCOUNT (HEIDI)	# of documents	<b>36 (90 total pages)</b>
Type	<b>EDisclosure</b>		heidi@loan-magic.com	# of borrowers	<b>2</b>
Account #	<b>100HCK</b>			RESPA Option	<b>Primary</b>
Worksheet #	<b>1045 (Version: 2)</b>			ClickSign	<b>Y (Ink Sign)</b>
Package Id	<b>338430</b>			<a href="#">View PDF</a>	<a href="#">Print Summary</a>

[Print/Mail Now](#)

Details	<b>Documents</b>	Delivery	Notification	Versions
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#### Documents

Document Name	Page(s)	Mark(s)	Signer(s)
1 GOOD FAITH ESTIMATE	3	0	0
2 ANSWERS TO THE MOST FREQUENTLY ASKED QUESTIONS	1	0	0
3 FEDERAL TRUTH-IN-LENDING DISCLOSURE STATEMENT	1	2	2
4 FHA LOAN UNDERWRITING AND TRANSMITTAL SUMMARY	2	0	0
5 UNIFORM RESIDENTIAL LOAN APPLICATION ADDENDUM TO HUD/VA APPLICATION	4	10	2
6 ITEMIZATION OF AMOUNT FINANCED	1	2	2
7 BORROWERS CERTIFICATION AND AUTHORIZATION	1	1	1
8 BORROWERS CERTIFICATION AND AUTHORIZATION	1	1	1
9 EVIDENCE OF JOINT APPLICATION	1	2	2
10 4506T - REQUEST FOR TRANSCRIPT OF TAX RETURN	2	1	1
11 4506T - REQUEST FOR TRANSCRIPT OF TAX RETURN	2	1	1
12 ACKNOWLEDGMENT OF RECEIPT OF GOOD FAITH ESTIMATE	1	2	2
13 ACKNOWLEDGMENT OF RIGHT TO ISSUE REVISED GFE	1	2	2
14 ADDENDUM TO LOAN APPLICATION	1	1	1
15 ADDENDUM TO LOAN APPLICATION	1	1	1
16 APPRAISAL DISCLOSURE	1	2	2
17 AUTOMATED VALUATION MODEL NOTICE	2	2	2
18 CALIFORNIA ACKNOWLEDGEMENT OF RECEIPT GOOD FAITH	1	2	2
19 CALIFORNIA CONSUMER CREDIT SCORE DISCLOSURE	2	2	1

**Delivery Date** indicates the final execution of the eDisclosure process by all borrowers. An email was sent back to the Sender with a link to the borrower's executed documents, whether they were reviewed, ClickSigned or InkSigned, or a combination thereof.

### Request View

Loan #	<b>2010111104040808</b>	From	<b>heidi kuhn</b>	Status	<b>Signed (Active)</b>
Primary Name	<b>JOE M. GRANDSAMPLE</b>		DSI TEST ACCOUNT (HEIDI)	# of documents	<b>33 (90 total pages)</b>
Type	<b>EDisclosure</b>		heidi@loan-magic.com	# of borrowers	<b>2</b>
Account #	<b>100HCK</b>			RESPA Option	<b>Primary</b>
Worksheet #	<b>1033 (Version: 2)</b>			ClickSign	<b>Y (Ink Sign)</b>
Package Id	<b>329581</b>			<a href="#">View PDF</a>	<a href="#">Print Summary</a>

[Print/Mail Now](#)


Details	Documents	<b>Delivery</b>	Notification	Versions
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#### Delivery

Type	Status	Name	Email	Destination	Reference #	Deliver Date
1 Email	0	heidi kuhn	heidi@loan-magic.com			<b>04/08/11 5:27 pm</b>



## Notifications / Versions

The sender can set up the **Notification** emails to be sent to a third party, in addition to the original sender themselves. For example: The Loan Officer orders the eDisclosures and wants the Processor to be notified that the eDisclosures were sent to the borrower and be notified as the borrower goes through the eDisclosure process similar to the Sender’s notifications.


Details	Documents	Delivery	Notification	Versions
 <b>Notification</b>				
<i>Type</i>		<i>Email</i>		
1	Report delivered	heidi@docmagic.com		146399

All Versions for a particular worksheet number are listed on the **Versions** screen. The date each version was created along with whether the eDisclosure package is still Active and available.

### Request View

Loan #	<b>2011041911</b>	From	<b>heidi kuhn</b>	Status	<b>Consented (Active)</b>
Primary Name	<b>SAMPLE C. SAMPLE</b>		DSI TEST ACCOUNT (HEIDI)	# of documents	<b>36 (90 total pages)</b>
Type	<b>EDisclosure</b>		heidi@loan-magic.com	# of borrowers	<b>2</b>
Account #	<b>100HCK</b>			RESPA Option	<b>Primary</b>
Worksheet #	<b>1045 (Version: 2)</b>			ClickSign	<b>Y (Ink Sign)</b>
Package Id	<b>338430</b>			 <a href="#">View PDF</a>	 <a href="#">Print Summary</a>

[Print/Mail Now](#)

Details	Documents	Delivery	Notification	Versions
 <b>Versions</b>				
<i>Package Type</i>	<i>Version</i>	<i>Package ID</i>	<i>Create Date</i>	<i>Active</i>
1	Predisclosure Documents	338394	2011-04-22 16:13:32	N
2	Predisclosure Documents	338430	2011-04-22 17:11:29	Y

DocMagic stores all versions and transactional details of all eDisclosure packages for 90 days.

## Cancel Request

The **Cancel Request** link will completely cancel the eDisclosure order. At that point, the borrower will not be able to access the disclosures through their eDisclosure Invitation and the disclosures will not be fulfilled by Document Systems, Inc. The eDisclosure order will be removed from the Active Request list and moved to the All Requests list. If the user needs to re-disclose or regenerate the disclosures for that same borrower, the user will need to generate a new order and worksheet number.

Adding an **Internal Note** will appear in the Action Log in the request view.

04/22/11    Generate PDF    System User

04:28 pm

04/22/11    Complete Esign    System User

04:28 pm

04/22/11    Internal Note    heidi kuhn    Called borrower back to go over GFE.

04:38 pm

Disclosure reviewed by borrower, we are good to proceed.

Add Internal Note

Cancel Request

## Exporting the data to an Excel worksheet

Dashboard - heidi kuhn

**Active Requests** All Users  All Status  Filter 

Total: 30

Loan # Document Set	Signer Email	Status	Ver	Created	RESPA
<b>20090821092121</b> Pre-Closing Documents	JOE PURCH SAMPLE (+1) heidi@docmagic.com	In Progress	1	09/10/09 10:42 am	
<b>2009090909</b> Predisclosure Documents	JOEREFI SAMPLE (+1) heidi@docmagic.com	In Progress	1	09/10/09 9:20 am	

Excel report generated by clicking on the Excel symbol, with all filters applied.

sigreqCSVfile.php [Read-Only]

	A	B	C	D	E	F	G	H	I	J	K	L
	Loan #	Document Set	WS #	Signer	Email	Signature Count	Status	Version	Created Date	Created Time	RESPA	Package ID
2	2.0091E+13	Pre-Closing Document	230	JOE PURCH SAMPL	heidi@docma	2	In Progress	1	9/10/2009	10:42 AM	N/A	18388
3	2009090909	Predisclosure Docum	228	JOEREFI SAMPLE	heidi@docma	2	In Progress	1	9/10/2009	9:20 AM	Consented	18347
4	2.0091E+13	Predisclosure Docum	227	JOE PURCH SAMPL	heidi@docma	2	Consented	1	9/9/2009	5:44 PM	Consented	18287
5	2.0091E+13	Predisclosure Docum	226	JOE PURCH SAMPL	heidi@docma	2	New	2	9/9/2009	5:42 PM	DSI Printed	18286
6	2.0091E+13	Predisclosure Docum	225	JOE PURCH SAMPL	heidi@docma	2	Signed	1	9/9/2009	5:26 PM	Consented	18281
7	2.0091E+13	Predisclosure Docum	224	JOE PURCH SAMPL	heidi@docma	2	New	1	9/9/2009	4:39 PM	DSI Printed	18275
8	2.0091E+13	Predisclosure Docum	222	JOE PURCH SAMPL	heidi@docma	2	In Progress	1	9/9/2009	4:25 PM	Consented	18268
9	2008080725	Predisclosure Docum	221	JOE Purch SAMPL	heidi@docma	2	New	1	9/9/2009	4:20 PM	DSI Printed	18264
10	6.302E+10	Predisclosure Docum	217	TAMMY LOAN SAN	heidi@docma	2	New	1	9/8/2009	12:33 PM	DSI Printed	17855
11	2.0091E+13	Predisclosure Docum	216	JOE PURCH SAMPL	heidi@docma	2	New	1	9/3/2009	10:57 AM	DSI Printed	17134
12	2.0091E+12	Predisclosure Docum	201	STEVE PURCH SAN	heidi@docma	2	In Progress	1	8/27/2009	10:58 AM	Consented	15667
13	6.302E+10	Pre-Closing Docum	197	TAMMY LOAN SAN	heidi@docma	2	New	1	8/24/2009	6:17 PM	N/A	15144

## Account Administration for eDisclosures

If you are an Account Administrator for your DocMagic account, you have the ability to set email notification preferences that will affect all users on the DocMagic Account. Once you log in to the DocMagic Console, just click on the **Account** link at the top of the screen.

The screenshot shows the top navigation bar of the ABC Mortgage eDisclosure Console. The user is logged in as heidi (heidi@loan-magic.com) | 100HCK (Admin). The **Account** link is highlighted with a red box. Other links include Contact, Help, and Logout. Below the navigation bar, the page title is "eDisclosure Console - heidi kuhn". There are tabs for "Active Requests" and "All Requests". A summary table shows 126 Active Requests, 18 Pending Consents, and 109 Pending Signatures. Below the table, there are filters for "All Users" and "All Status", and a "Filter" button.

The next screen that appears is the Account Settings screen. Just click on the **Change Group Preference** link below to view or modify the eDisclosure notification settings.

The screenshot shows the Account Settings screen of the ABC Mortgage eDisclosure Console. The user is logged in as heidi (heidi@loan-magic.com) | 100HCK (Admin). The page title is "Account Settings". Under the "Personal Information" section, the following details are displayed: Name: heidi kuhn, Email: heidi@loan-magic.com, Company: DSI TEST ACCOUNT (HEIDI), and Acct#: 100HCK. A link labeled "Change Group Preference" is visible below the personal information section. The right sidebar shows tabs for "Active Requests" and "All Requests".

Once in the Group Preferences of the Account Settings, you can modify notification preference time lines and select which email notifications you want sent to sender and the event notification party (designated third party), during the eDisclosure process.



## Account Settings

### Group Information

Company: **DSI TEST ACCOUNT (HEIDI)**  
 Acct#: **100HCK**

### Notification Preferences

Borrower Reminder Time:

Sender Reminder Time:

Expiration Time:

### Notification Email Preferences

Check the emails you want to receive.

Emails to Sender:	Description:
<input checked="" type="checkbox"/> Process Confirmation	Initial Notification that package was successfully generated and eDisclosure delivered to borrower(s)
<input checked="" type="checkbox"/> Log 1	Action Log - Sent 24 hours after package creation
<input checked="" type="checkbox"/> Log 2	Action Log - Sent 48 hours after package creation
<input checked="" type="checkbox"/> Reminder	Reminder if Borrower has not viewed PreDisclosures
<input checked="" type="checkbox"/> Consent Complete	Borrower has provided positive Consent to electronic delivery process
<input checked="" type="checkbox"/> Review Complete	All borrowers have reviewed documents - Presentation Only mode
<input checked="" type="checkbox"/> Sign Complete	All borrowers have signed documents - ClickSign mode
<input checked="" type="checkbox"/> Consent Declined	Borrower has declined Consent to electronic delivery process
<input checked="" type="checkbox"/> Consent Withdrawn	Borrower has withdrawn Consent to electronic delivery process
<input checked="" type="checkbox"/> PreDisclosures Provided	Proof that RESPA has been satisfied – Initial Disclosures provided electronically to all specified Borrowers.
<input checked="" type="checkbox"/> Print Queue	Consent not obtained in 48 hours - DSI will fulfill
<input checked="" type="checkbox"/> Lender to Print	Consent not obtained in 48 hours - Lender must fulfill
<input checked="" type="checkbox"/> Document Mailed	Proof that docs were physically mailed - w/ time and date stamp
<input checked="" type="checkbox"/> Completed Electronic Delivery	Document link gets emailed back to sender after all parties have signed or reviewed documents
<input checked="" type="checkbox"/> Comments	Borrower sends comments to document sender
<input checked="" type="checkbox"/> Change of email address	Borrower changes email address of record

Emails to Notification Party:	Description:
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### Notification Preferences Timelines:

**Borrower Reminder Time:** Once the eDisclosures have been ordered, a timeframe can be scheduled from that moment for the Borrower(s) to receive a reminder email to view their electronic disclosures through the eDisclosure invitation before they expire electronically.

**Sender Reminder Time:** The Sender will be reminded that the Borrower has not accessed their disclosures through the eDisclosure invitation at this interval, set from when the eDisclosure order was created.

**Expiration Time:** The eDisclosure Invitation will expire at 48 hours or less from the time the order was created. Once expired, Document Systems Inc. (DSI) will notify the Sender that DSI will print and mail the disclosures out the next business to ensure compliance, unless other arrangements on the DocMagic account have been made.

### Notification Preferences

Borrower Reminder Time:	<input type="text" value="24 hours"/>
Sender Reminder Time:	<input type="text" value="24 hours"/>
Expiration Time:	<input type="text" value="48 hours"/>

Make sure to always **Save Changes**, located at the bottom of the screen, when you have made any modifications in the Account Settings screen.



## Notification Email Preferences:

The email preference section already marks most emails to go out as a default. Check or uncheck the email notifications you want sent to the Sender / User creating the eDisclosure order.

### Notification Email Preferences

Check the emails you want to receive.

Emails to Sender:	Description:
<input checked="" type="checkbox"/> Process Confirmation	Initial Notification that package was successfully generated and eDisclosure delivered to borrower(s)
<input checked="" type="checkbox"/> Log 1	Action Log - Sent 24 hours after package creation
<input checked="" type="checkbox"/> Log 2	Action Log - Sent 48 hours after package creation
<input checked="" type="checkbox"/> Reminder	Reminder if Borrower has not viewed PreDisclosures
<input checked="" type="checkbox"/> Consent Complete	Borrower has provided positive Consent to electronic delivery process
<input checked="" type="checkbox"/> Review Complete	All borrowers have reviewed documents - Presentation Only mode
<input checked="" type="checkbox"/> Sign Complete	All borrowers have signed documents - ClickSign mode
<input checked="" type="checkbox"/> Consent Declined	Borrower has declined Consent to electronic delivery process
<input checked="" type="checkbox"/> Consent Withdrawn	Borrower has withdrawn Consent to electronic delivery process
<input checked="" type="checkbox"/> PreDisclosures Provided	Proof that RESPA has been satisfied – Initial Disclosures provided electronically to all specified Borrowers.
<input checked="" type="checkbox"/> Print Queue	Consent not obtained in 48 hours - DSI will fulfill
<input checked="" type="checkbox"/> Lender to Print	Consent not obtained in 48 hours - Lender must fulfill
<input checked="" type="checkbox"/> Document Mailed	Proof that docs were physically mailed - w/ time and date stamp
<input checked="" type="checkbox"/> Completed Electronic Delivery	Document link gets emailed back to sender after all parties have signed or reviewed documents
<input checked="" type="checkbox"/> Comments	Borrower sends comments to document sender
<input checked="" type="checkbox"/> Change of email address	Borrower changes email address of record

Check or uncheck the email notifications you want sent to the Notification Party designated by the Sender of the eDisclosure order.

Emails to Notification Party:	Description:
<input checked="" type="checkbox"/> Process Confirmation	Summarized version of Sender-facing version
<input checked="" type="checkbox"/> Log 1	Action Log - Sent 24 hours after package creation
<input checked="" type="checkbox"/> Log 2	Action Log - Sent 48 hours after package creation
<input checked="" type="checkbox"/> Reminder	Reminder if Borrower has not viewed PreDisclosures
<input checked="" type="checkbox"/> Consent Complete	Borrower has provided positive Consent to electronic delivery process
<input checked="" type="checkbox"/> Review Complete	All borrowers have reviewed documents - Presentation Only mode
<input checked="" type="checkbox"/> Sign Complete	All borrowers have signed documents - ClickSign mode
<input checked="" type="checkbox"/> Consent Declined	Borrower has declined Consent to electronic delivery process
<input checked="" type="checkbox"/> Consent Withdrawn	Borrower has withdrawn Consent to electronic delivery process
<input checked="" type="checkbox"/> PreDisclosures Provided	Proof that RESPA has been satisfied – Initial Disclosures provided electronically to all specified Borrowers.
<input checked="" type="checkbox"/> Print Queue	Consent not obtained in 48 hours - DSI will fulfill
<input checked="" type="checkbox"/> Lender to Print	Consent not obtained in 48 hours - Lender must fulfill
<input checked="" type="checkbox"/> Document Mailed	Proof that docs were physically mailed - w/ time and date stamp
<input type="checkbox"/> Completed Electronic Delivery	Document link gets emailed back to sender after all parties have signed or reviewed documents
<input checked="" type="checkbox"/> Comments	Borrower sends comments to document sender
<input checked="" type="checkbox"/> Change of email address	Borrower changes email address of record

[Your Account Detail](#)

Make sure to always **Save Changes** when you have made any modifications in the Account Settings screen. You may also click **Set to Default**, to reset the settings to the standard DocMagic defaults. The **Your Account Detail** link takes you back to the previous screen.