

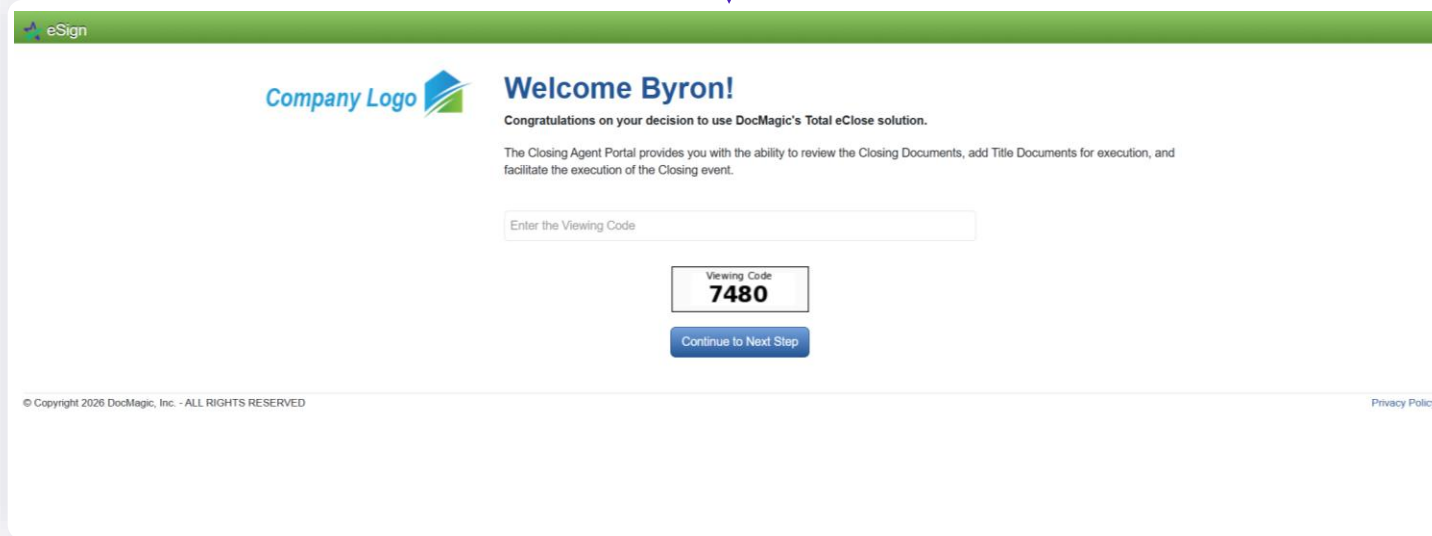
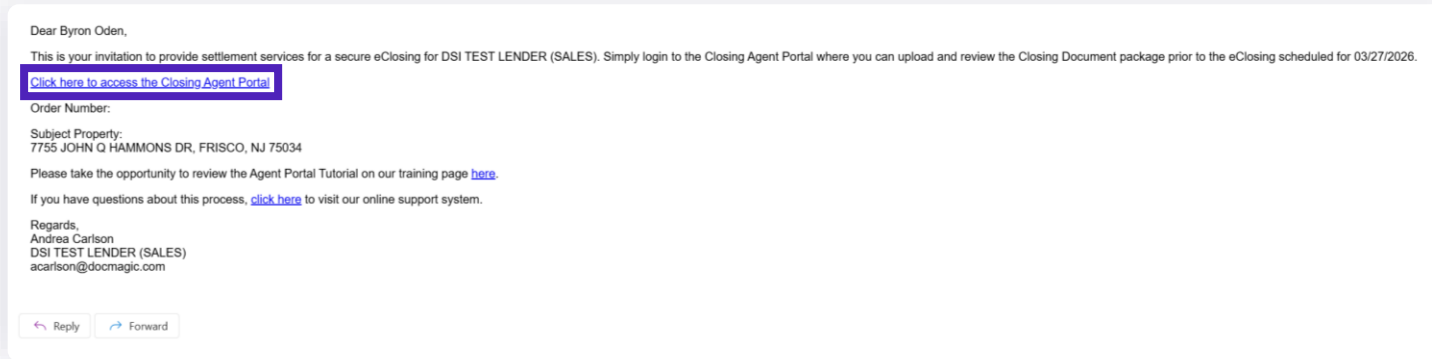
Settlement Agent eClose Console

Uploading Title Docs
Print & Sign Workflow
Notary Assignment

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Settlement Agent Invitation Email & Access



- The Settlement Agent (“You”) will receive an invitation email when the Lender creates the Closing Package.
- This link, along with the email is specific to this particular transaction.
- Enter the Viewing Code and select “Continue to Next Step”.

eClose Console

DocMagic eClose Console (Settlement Agent) Byron

LOAN Loan #: 616022626001
 Primary Borrower: Jane Smith
 Type: EClosing
 Package ID: 1573460
 Worksheet #: 4231 (Version: 2)

LENDER Company: DSI TEST LENDER (SALES)
 Contact: Andrea Carlson
 Email: acarlson@docmagic.com
 Phone: (800) 649-1362

COUNTDOWN TO CLOSING
 DAYS: 2 HOURS: - MINUTES: - SECONDS: -
 Date: Mar 26, 2026 (Thu) Time: TBD [Edit](#)

Ready to Close

Details eJournal Action Log

Signers (2) [Assign Notary](#)

#	Signer Name / Email	Role	Notary Name / Email	Notary Type / Closing Date - Time	KBA / Status	ID Verify / Status	Status	eSign
1	Jane Smith acarlson@docmagic.com	Borrower	Notary_name_placeholde... NOTARY_EMAIL_PLACE...	3/26/2026 - TBD	✉️ ○	📄 ○	● Ready to Sign	Open Signing Room
2	Byron Oden acarlson@docmagic.com	Settlement Agent					● Ready to Sign	Open Signing Room

Documents (28) [+](#) [✎](#) [📄](#) [🔄](#)

#	eSign Enabled	Page(s)	Signer(s)
1	Multistate Fixed Rate Electronic Note	4	1
2	New Jersey Addendum to Residential Mortgage Loan Application	1	1
3	Uniform Residential Loan Application	9	1
4	New Jersey Mortgage (MERS)	19	2
5	General Closing Instructions	2	1
6	Specific Closing Instructions	4	2

Byron [Print Page](#) [Restart Tour](#) [Terms of Use](#) [Help](#) [Sign Out](#)

- Welcome to your Settlement Agent eClose Console!
- Key information can be found across the top of your portal, including Loan and Lender details.
- The Countdown To Closing Clock keeps you on track right up to the moment of closing. The Edit button allows you to edit the closing time for all participants.
- From the Agent Portal, you can find a tutorial just like the one you're reading now. Just click on your name, then "Help".

Signers

DocMagic eClose Console (Settlement Agent) Byron

LOAN Loan #: 616022626001
Primary Borrower: Jane Smith
Type: EClosing
Package ID: 1573460
Worksheet #: 4231 (Version: 2)

LENDER Company: DSI TEST LENDER (SALES)
Contact: Andrea Carlson
Email: acarlson@docmagic.com
Phone: (800) 649-1362

COUNTDOWN TO CLOSING
DAYS: 2 HOURS: - MINUTES: - SECONDS: -
Date: Mar 26, 2026 (Thu) Time: TBD

Ready to Close

Details eJournal Action Log

Signers (2)

#	Signer Name / Email	Role
1	Jane Smith acarlson@docmagic.com	Borrower
2	Byron Oden acarlson@docmagic.com	Settlement Agent

Documents (28)

#	eSign Enabled
1	Multistate Fixed Rate Electronic Note
2	New Jersey Addendum to Residential Mortgage L
3	Uniform Residential Loan Application
4	New Jersey Mortgage (MERS)
5	General Closing Instructions
6	Specific Closing Instructions

Participant Details

View, edit, or delete the participant's information below.

First Name: JANE
Last Name: SMITH
Email: acarlson@docmagic.com
Phone Number: (817) 881-2003
Access Code: 3333
Role: Borrower

Cancel Delete Save

Assign Notary

ID	Verify / Status	Status	eSign
		Ready to Sign	Open Signing Room
		Ready to Sign	Open Signing Room

Preview Mode ON

Signer(s)	Completed
1	✓
1	✓
1	✓
2	✓
1	✓
2	✓

- Click on a signer's name to view or edit their information.
- If a borrower does not have a valid social security number, they may review and access their documents with an Access Code.
- Participants can be deleted only if they were added on this screen – shown on the next slide.

Adding Participants

The screenshot displays the DocMagic eClose Console interface. At the top, the header shows 'DocMagic eClose Console (Settlement Agent)' and the user 'Byron'. The main content area is divided into several sections:

- LOAN:** Loan #: 616022626001, Primary Borrower: Jane Smith, Type: EClosing, Package ID: 1573460, Worksheet #: 4231 (Version: 2).
- LENDER:** Company: DSI TEST LENDER (SALES), Contact: Andrea Carlson, Email: acarlson@docmagic.com, Phone: (800) 649-1362.
- COUNTDOWN TO CLOSING:** A timer showing 2 days, 0 hours, 0 minutes, and 0 seconds. Date: Mar 26, 2026 (Thu) Time: TBD.
- Signers (2):** A table with columns for Signer Name / Email and Role. It lists Jane Smith (Borrower) and Byron Oden (Settlement Agent).
- Documents (28):** A list of documents with columns for #, eSign Enabled, and a status column.

The 'Add Participant' dialog box is open in the center, with the following fields:

- First Name:
- Last Name:
- Email:
- Phone Number:
- Access Code:
- Role:

Buttons for 'Cancel' and 'Add' are at the bottom of the dialog.

- Click on the Silhouette Icon to add a participant.
- Fill out every line, then select a role for the participant.
- Click "Add" and they will be saved to the participants list.

Signers (eNotary)

DocMagic eClose Console (Settlement Agent) | Byron

LOAN | Loan #: 616022626001
Primary Borrower: Jane Smith
Type: eClosing
Package ID: 1573460
Worksheet #: 4231 (Version: 2)

LENDER | Company: DSI TEST LENDER (SALES)
Contact: Andrea Carlson
Email: acarlison@docmagic.com
Phone: (800) 649-1362

COUNTDOWN TO CLOSING
DAYS: 2 | HOURS: - | MINUTES: - | SECONDS: -
Date: Mar 26, 2026 (Thu) Time: TBD

Ready to Close

Signers (2)

#	Signer Name / Email	Role	Notary Name / Email	Notary Type / Closing Date - Time	KBA / Status	ID Verify / Status	Status	eSign
1	Jane Smith acarlison@docmagic.com	Borrower	Notary_name_placeholde... NOTARY_EMAIL_PLACE...	3/26/2026 - TBD	✉️	🔍	● Ready to Sign	Open Signing Room
2	Byron Oden acarlison@docmagic.com	Settlement Agent					● Ready to Sign	Open Signing Room

Documents (28) | Preview Mode: ON

#	eSign Enabled	Page(s)	Signer(s)	Completed
1	Multistate Fixed Rate Electronic Note	4	1	✓
2	New Jersey Addendum to Residential Mortgage Loan Application	1	1	✓
3	Uniform Residential Loan Application	9	1	✓
4	New Jersey Mortgage (MERS)	19	2	✓
5	General Closing Instructions	2	1	✓
6	Specific Closing Instructions	4	2	✓

- You will see placeholders for Notary Name and Email until a notary is confirmed for that participant.
- Identity validation techniques like KBA & ID Verify will be enabled if a DocMagic eNotary has been assigned to the request.
- The closing date and time is listed in between. You may click on it to edit the Closing Date and Time for individual borrowers.
- Please note that the highlighted area is only applicable for closing types with eNotary enabled – Hybrid 3 and Total eClose™.

Preview Mode

The screenshot displays the DocMagic eClose Console interface for a Settlement Agent. At the top, the user 'Byron' is logged in. The interface is divided into several sections:

- LOAN:** Loan #: 616022626001, Primary Borrower: Jane Smith, Type: EClosing, Package ID: 1573460, Worksheet #: 4231 (Version: 2).
- LENDER:** Company: DSI TEST LENDER (SALES), Contact: Andrea Carlson, Email: acarlison@docmagic.com, Phone: (800) 649-1362.
- COUNTDOWN TO CLOSING:** A digital clock showing 2 days, 0 hours, 0 minutes, and 0 seconds remaining. Date: Mar 26, 2026 (Thu) Time: TBD.
- Navigation:** Details, eJournal, Action Log, and a 'Ready to Close' button.
- Signers (2):** A table listing Jane Smith (Borrower) and Byron Oden (Settlement Agent). Both are 'Ready to Sign'. A red arrow points from the 'Ready to Sign' status to the 'Open Signing Room' button for Byron Oden.
- Documents (28):** A table listing 6 documents, all with 'eSign Enabled' status and 'Completed' status.
- Preview Mode:** A toggle switch labeled 'Preview Mode' is currently set to 'ON'.

#	Signer Name / Email	Role	Notary Name / Email	Notary Type / Closing Date - Time	KBA / Status	ID Verify / Status	Status	eSign
1	Jane Smith acarlison@docmagic.com	Borrower	Notary_name_placeholde... NOTARY_EMAIL_PLACE...	3/26/2026 - TBD			● Ready to Sign	Open Signing Room
2	Byron Oden acarlison@docmagic.com	Settlement Agent					● Ready to Sign	Open Signing Room

#	eSign Enabled	Page(s)	Signer(s)	Completed
1	Multistate Fixed Rate Electronic Note	4	1	✓
2	New Jersey Addendum to Residential Mortgage Loan Application	1	1	✓
3	Uniform Residential Loan Application	9	1	✓
4	New Jersey Mortgage (MERS)	19	2	✓
5	General Closing Instructions	2	1	✓
6	Specific Closing Instructions	4	2	✓

- Preview Mode allows a borrower to view (but not sign) their closing package the moment it generates.
- Preview Mode will automatically switch off on the day of signing, allowing the borrower to access and eSign their documents that do not need to be signed in the presence of a notary.
- You may sign your Settlement Agent documents while Preview Mode is On. Click Open Signing Room, and then Open Signing Room again in the window that appears.
- Please use discretion and do not unintentionally turn off Preview Mode ahead of the closing date. The Lender can revoke your privilege to toggle it.

Documents Section

DocMagic eClose Console (Settlement Agent) Byron

LOAN

Loan #: 616022626001

Primary Borrower: Jane Smith

Type: EClosing

Package ID: 1573460

Worksheet #: 4231 (Version: 2)

LENDER

Company: DSI TEST LENDER (SALES)

Contact: Andrea Carlson

Email: acarlison@docmagic.com

Phone: (800) 649-1362

COUNTDOWN TO CLOSING

DAYS	HOURS	MINUTES	SECONDS
2	-	-	-

Date: Mar 26, 2026 (Thu) Time: TBD [Edit](#)

[Details](#) | [eJournal](#) | [Action Log](#) | [Ready to Close](#)

Signers (2) [Assign Notary](#)

#	Signer Name / Email	Role	Notary Name / Email	Notary Type / Closing Date - Time	KBA / Status	ID Verify / Status	Status	eSign
1	Jane Smith acarlison@docmagic.com	Borrower	Notary_name_placeholde... NOTARY_EMAIL_PLACE...	3/26/2026 - TBD			● Ready to Sign	Open Signing Room
2	Byron Oden acarlison@docmagic.com	Settlement Agent					● Ready to Sign	Open Signing Room

Documents (28) [Add](#) [Edit](#) [PDF](#) [Share](#) Preview Mode

#	eSign Enabled	Page(s)	Signer(s)	Completed
1	Multistate Fixed Rate Electronic Note	4	1	✓
2	New Jersey Addendum to Residential Mortgage Loan Application	1	1	✓
3	Uniform Residential Loan Application	9	1	✓
4	New Jersey Mortgage (MERS)	19	2	✓
5	General Closing Instructions	2	1	✓
6	Specific Closing Instructions	4	2	✓

- The Documents section displays the entire document stack in order.
- eSign Enabled lists all the documents enabled for electronic signature in the package. For a Total eClose package, this will be the only document section.
- Click on any document to download a copy for review. You may download a copy of the entire stack by clicking on the PDF icon.

Documents Section

11	Closing Disclosure	5	1	✓
12	Customer Identification Verification	2	0	✓
13	Federal Equal Credit Opportunity Act Notice (ECOA)	1	1	✓
14	Hardship Letter	1	1	✓
15	Impound Authorization	2	1	✓
16	Initial Escrow Account Disclosure Statement	2	1	✓
17	New Jersey Choice of Insurance Notice	1	1	✓
18	New Jersey Initial Tax Authorization Notice	1	0	✓
19	New Jersey Private Well Testing Act Certification	1	1	✓
20	New Jersey Right to Own Attorney Disclosure	1	1	✓
21	Notice Concerning Furnishing Negative Information	1	1	✓
22	Payment Letter to Borrower	2	1	✓
23	Tax Record Info Sheet	2	1	✓

#	Print and Sign	Page(s)	Signer(s)	Completed
1	Multistate Fixed Rate Note	0/4	1	<input type="checkbox"/> NO
2	New Jersey Mortgage (MERS)	0/19	1	<input type="checkbox"/> NO
3	Compliance Agreement	0/2	1	<input type="checkbox"/> NO
4	Occupancy and Financial Status Affidavit	0/3	1	<input type="checkbox"/> NO
5	Signature Affidavit and AKA Statement	0/2	1	<input type="checkbox"/> NO

- At the bottom, you will find “Print and Sign” documents that require ink signatures from the borrowers for Hybrid Closing Packages.
- You can manually mark each document complete, but we highly recommend going through the print and sign workflow covered later in the guide.

Adding Documents

DocMagic eClose Console (Settlement Agent) Byron

LOAN Loan #: 616022626001
Primary Borrower: Jane Smith
Type: EClosing
Package ID: 1573460
Worksheet #: 4231 (Version: 2)

LENDER
Company: DSI TEST LENDER (SALES)
Contact: Andrea Carlson
Email: acarlison@docmagic.com
Phone: (800) 649-1362

COUNTDOWN TO CLOSING
DAYS: 2 HOURS: - MINUTES: - SECONDS: -
Date: Mar 26, 2026 (Thu) Time: TBD [Edit](#)

[Details](#) [eJournal](#) [Action Log](#) [Ready to Close](#)

Signers (2) [Assign Notary](#)

#	Signer Name / Email	Role	Notary Name / Email	Notary Type / Closing Date - Time	KBA / Status	ID Verify / Status	Status	eSign
1	Jane Smith acarlison@docmagic.com	Borrower	Notary_name_placeholde... NOTARY_EMAIL_PLACE...	3/26/2026 - TBD			Ready to Sign	Open Signing Room
2	Byron Oden acarlison@docmagic.com	Settlement Agent					Sign	Open Signing Room

Documents (28) [Add Documents](#) [Edit](#) [Delete](#) [Refresh](#)

#	eSign Enabled	Completed
1	Multistate Fixed Rate Electronic Note	✓
2	New Jersey Addendum to Residential Mortgage Loan Applicat	✓
3	Uniform Residential Loan Application	✓
4	New Jersey Mortgage (MERS)	✓
5	General Closing Instructions	✓
6	Specific Closing Instructions	✓

Upload a new document

Document: 1JohnSandySmith_Title Docs.pdf [Browse](#)

[Cancel](#) [Submit](#)

- Click the Add Documents icon (furthest left icon by Documents) to add your Title Docs to the package.
- Click the “Browse” button and select a file to upload from your computer.
- Hit Submit to confirm your request.



AutoPrep complete!
Ready for your review.

1JohnSandySmith_Title_Docs.pdf	
0 MB • 21 pages	
Assigned signatures	0
Notary Fields	3
Requires Validation	1

Next

- AutoPrep will trigger automatically and start tagging the document. It will detect signature lines and other items that need to be filled out, create document marks and assign them to participants based on the names in the package. For additional information, please visit our [Product Training Page](#).
- Click "Next" to Continue.

Document Editor

The screenshot displays the Document Editor interface for a PDF document titled "1JohnSandySmith_Title_Docs.pdf". The top bar features the "AutoPrep" logo and a "Done" button. The document preview on the left shows a "DEED OF TRUST" form with a signature line. The central document view shows the text "Smith", "TREET, TORRANCE, CALIFORNIA 90501", and "with another person, please sign below." The signature line has two fields: "Borrower John Smith" and "Co-Borrower Sandy Smith", each with a "Signature" and "Date" label. The right-hand sidebar contains editing tools: "Signature & Initials", "PostFill", and "Notary".

- You'll be brought to the Document Editor to add or edit any additional fields that AutoPrep may have missed.
- Click "Done" in the top right to finalize your changes.

Post AutoPrep™ + Tagging Documents

- After going through the document with AutoPrep, you will be returned to the Settlement Agent portal. Your new document should appear at the bottom of the stack (refresh the page if it is not).
- Click on the Pencil icon to open the Document Editor which allows you to view the tags for the entire package. Please note that you may only view the pre-existing tags on DocMagic documents. They will be greyed out, and you will not be able to edit them.

Print/Download & Ink Sign Options

DocMagic eClose Console (Settlement Agent) Byron

LOAN

Loan #: 616022626001

Primary Borrower: Jane Smith

Type: EClosing

Package ID: 1576415

Worksheet #: 4231 (Version: 7)

LENDER

Company: DSI TEST LENDER (SALES)

Contact: Andrea Carlson

Email: acarlson@docmagic.com

Phone: (800) 649-1362

COUNTDOWN TO CLOSING

DAYS	HOURS	MINUTES	SECONDS
1	-	-	-

Date: Mar 30, 2026 (Mon) Time: TBD Edit

[Details](#)
[eJournal](#)
[Action Log](#)

Signers (2)

#	Signer Name / Email	Role	KBA / Status	ID Verify / Status	Status	eSign
1	Jane Smith acarlson@docmagic.com	Borrower			● Ready to Sign	Open Signing Room
2	Byron Oden acarlson@docmagic.com	Settlement Agent			● Ready to Sign	Open Signing Room

Documents (28)
📄
✎
📄
🖨️
☁️
Preview Mode

#	eSign Enabled	Page(s)	Signer(s)	Completed
1	New Jersey Addendum to Residential Mortgage Loan Application	1	1	✓
2	Uniform Residential Loan Application	9	1	✓
3	General Closing Instructions	2	1	✓
4	Specific Closing Instructions	4	2	✓
5	Borrower's Certification, Authorization and Consent	2	1	✓
6	Certificate of Loans to One Borrower	2	1	✓

- The Printer Icon allows you to download documents that require ink signatures for hybrid closing packages. You will not see this icon for Total eClose packages.
- The PDF Icon allows you to download and print *all* the documents.

Ink Sign Options

The screenshot displays the DocMagic eClose Console interface for a Settlement Agent named Byron. The top navigation bar includes the DocMagic logo, the user's name 'Byron', and the role 'Settlement Agent'. The main content area is divided into several sections:

- LOAN Summary:** Loan #: 616022626001, Primary Borrower: Jane Smith, Type: EClosing, Package ID: 1576415, Worksheet #: 4231 (Version: 7).
- Signers (2):** A table listing two signers: Jane Smith (Borrower) and Byron Oden (Settlement Agent). A blue arrow points from the 'Signers' section to the 'Documents' section.
- Documents (28):** A list of documents, including 'New Jersey Addendum to Residential Mortgage Loan Application', 'Uniform Residential Loan Application', 'General Closing Instructions', 'Specific Closing Instructions', 'Borrower's Certification, Authorization and Consent', and 'Certificate of Loans to One Borrower'.
- IMPORTANT Notice:** A large box with the text: 'YOU MUST USE THIS AS YOUR COVER SHEET. DO NOT WRITE ON THIS FORM. Messages or notes written on this form are discarded and will not be read.'
- INSTRUCTIONS:** A section with three numbered steps: 1. Print this document, 2. Carefully review and sign each document, and 3. Return the document. Step 3 includes sub-instructions for using the LoanMagic App, the eSign website, or a fax machine.
- QR Code:** A QR code is displayed at the bottom of the instructions section, with the text '1576415-3' below it.

- Once you finish obtaining the ink signatures and notarization marks for a Hybrid Closing Package, upload the signed and scanned documents using the cloud-arrow icon.
- You must include the cover page and upload it first. The QR Code on each page will place the signed documents in the right order in the stack.

Ink Sign Options

DocMagic eClose Console (Settlement Agent)		Byron		
15	Impound Authorization	2	1	✓
16	Initial Escrow Account Disclosure Statement	2	1	✓
17	New Jersey Choice of Insurance Notice	1	1	✓
18	New Jersey Initial Tax Authorization Notice	1	0	✓
19	New Jersey Private Well Testing Act Certification	1	1	✓
20	New Jersey Right to Own Attorney Disclosure	1	1	✓
21	Notice Concerning Furnishing Negative Information	1	1	✓
22	Payment Letter to Borrower	2	1	✓
23	Tax Record Info Sheet	2	1	✓

#	Print and Sign	Page(s)	Signer(s)	Completed
1	Multistate Fixed Rate Note	4/4	1	✓
2	New Jersey Mortgage (MERS)	19/19	1	✓
3	Compliance Agreement	2/2	1	✓
4	Occupancy and Financial Status Affidavit	3/3	1	✓
5	Signature Affidavit and AKA Statement	2/2	1	✓

- If the system recognizes the uploaded document, it will show up in the Print and Sign section at the bottom with a green checkmark. Unrecognized uploads will be identified and separated.

Don't Confuse These Two!

DocMagic eClose Console (Settlement Agent) Byron

LOAN

Loan #: 616022626001

Primary Borrower: Jane Smith

Type: EClosing

Package ID: 1576415

Worksheet #: 4231 (Version: 7)

LENDER

Company: DSI TEST LENDER (SALES)

Contact: Andrea Carlson

Email: acarlson@docmagic.com

Phone: (800) 649-1362

COUNTDOWN TO CLOSING

DAYS	HOURS	MINUTES	SECONDS
1	-	-	-

Date: Mar 30, 2026 (Mon) Time: TBD Edit

[Details](#) [eJournal](#) [Action Log](#)

Signers (2)

#	Signer Name / Email	Role	KBA / Status	ID Verify / Status	Status	eSign
1	Jane Smith acarlson@docmagic.com	Borrower			● Ready to Sign	Open Signing Room
2	Byron Oden acarlson@docmagic.com	Settlement Agent			● Ready to Sign	Open Signing Room

Documents (28) [+](#) [-](#) [📄](#) [✍️](#) [🖨️](#) [📁](#) [📤](#) Preview Mode

#	eSign Enabled	Page(s)	Signer(s)	Completed
1	New Jersey Addendum to Residential Mortgage Loan Application	1	1	✓
2	Uniform Residential Loan Application	9	1	✓
3	General Closing Instructions	2	1	✓
4	Specific Closing Instructions	4	2	✓
5	Borrower's Certification, Authorization and Consent	2	1	✓
6	Certificate of Loans to One Borrower	2	1	✓

- As a reminder, the Plus Sign Document button allows you to upload **new** documents to the package via AutoPrep. This is how you will upload your Title Docs.
- The Upload Arrow icon lets you upload ink-signed documents.
- NOTE: It is extremely important that you do not mix up these two buttons and upload documents to the wrong place.

Assign a Notary

The screenshot shows the DocMagic eClose Console interface. A modal window titled "Assign / Notify Notary" is open, allowing a user to assign a notary to a closing. The modal contains the following elements:

- Notary Provider:** A dropdown menu with "Select" as the current option. A blue arrow points to this dropdown.
- Notary Type:** Radio buttons for "In-Person Electronic" and "Remote Online Notary (RON)".
- Signers:** A table listing participants for the closing.
- Request Summary:** A section providing details about the closing, including the closing date and time.
- Buttons:** "Cancel" and "Assign Notary" buttons at the bottom of the modal.

In the background, the main console shows a closing in progress. A blue box highlights the "Assign Notary" button in the "Ready to Close" section.

#	Signer Name / Email	Role	Phone
1	Jane Smith aland@docmagic.com	Borrower	Home: (817) 881-2003 Mobile: (817) 881-2003
2	Byron Oden aland@docmagic.com		

Request Summary

1 participants for a RON eClosing for a property in Frisco, NJ.

*Estimate Closing Date: 4/9/2026 *Time: 12:00 AM America/Los Angeles

- Click the "Assign Notary" to start the process of assigning a notary and a separate window will appear.
- Please note that this is only applicable for closing types with eNotary enabled – Hybrid 3 and Total eClose™. You will not see the Assign Notary button otherwise.
- Start by selecting your Notary Provider – DocMagic or NotaryCam.

Assign a Notary

DocMagic eClose Console (Settlement Agent) Byron

Assign / Notify Notary

*Notary Provider: NotaryCam

*Notary Type: In-Person Electronic Remote Online Notary (RON)

Signers

#	Signer Name / Email	Role	Phone
1	Jane Smith aland@docmagic.com	Borrower	Home: (817) 881-2003 Mobile: (817) 881-2003
2	Byron Oden aland@docmagic.com		

Request Summary

1 participants for a RON eClosing for a property in Frisco, NJ.

*Estimate Closing Date: 4/9/2026 *Time: 12:00 AM America/Los Angeles

Cancel Assign Notary

- If you select NotaryCam, you will need to select Remote Online Notary (RON) for the Notary Type – although you can technically put in a request for an In-Person Electronic Notarization, NotaryCam will not support it.
- Please note: NotaryCam must be added as a user with eSign permission under the Lender's account for NotaryCam to receive your requests. If this has not been done, the request cannot be processed.
- Enter the Estimated Closing Date and Time, then click "Assign Notary" when done.

Assign a Notary

DocMagic eClose Console (Settlement Agent) Byron

LOAN

Loan #: 616022626002

Primary Borrower: Jane Smith

Type: eClosing

Package ID: 1582269

Worksheet #: 4248 (Version: 1)

LENDER

Company: DSI TEST LENDER (SALES)

Contact: Alan Dai

Email: aland@docmagic.com

Phone: (800) 649-1362

COUNTDOWN TO CLOSING

DAYS	HOURS	MINUTES	SECONDS
1	7	21	9

Date: Apr 9, 2026 Time: 12:00am PDT [Edit](#)

[Details](#)
[eJournal](#)
[Action Log](#)
➔
[Ready to Close](#)

Signers (2) [NotaryCam](#) [Notify](#)

#	Signer Name / Email	Role	Notary Name / Email	Notary Type / Closing Date - Time	KBA / Status	ID Verify / Status	Status	eSign
1	Jane Smith aland@docmagic.com	Borrower	Notary_name_placeholde... NOTARY_EMAIL_PLACE...	NotaryCam Remote Online Notary (RON) 4/9/2026 - 12:00am			● Ready to Sign	Open Signing Room
2	Byron Oden aland@docmagic.com	Settlement Agent					● Ready to Sign	Open Signing Room

Documents (27) [Preview Mode](#)

#	eSign Enabled	Page(s)	Signer(s)	Completed
1	Multistate Fixed Rate Electronic Note	4	1	✓
2	New Jersey Addendum to Residential Mortgage Loan Application	1	1	✓
3	Uniform Residential Loan Application	9	1	✓
4	New Jersey Mortgage (MERS)	19	2	✓
5	General Closing Instructions	2	1	✓

- If you select NotaryCam as your Notary Provider, please pay close attention to the following items:
- Hit "Ready to Close" when you want NotaryCam to launch the eClose session.
- Ensure that the package is finalized prior to clicking "Ready to Close" – you may not make changes after clicking it.
- A notification will be sent to NotaryCam indicating that one of their notaries is needed for a DocMagic transaction.
- Once a notary accepts a request, the borrower(s) will get an email with a link to join the eClose room.

Assign a Notary

DocMagic eClose Console (Settlement Agent) Byron

LOAN

Loan #: 616022626002

Primary Borrower: Jane Smith

Type: EClosing

Package ID: 1582269

Worksheet #: 4248 (Version: 1)

LENDER

Company: DSI TEST LENDER (SALES)

Contact: Alan Dai

Email: aland@docmagic.com

Phone: (800) 649-1362

COUNTDOWN TO CLOSING

DAYS	HOURS	MINUTES	SECONDS
1	7	21	9

Date: Apr 9, 2026 Time: 12:00am PDT [Edit](#)

[Details](#)
[eJournal](#)
[Action Log](#)
[Ready to Close](#)

Signers (2) [NotaryCam](#) [Notify](#)

#	Signer Name / Email	Role	Notary Name / Email	Notary Type / Closing Date - Time	KBA / Status	ID Verify / Status	Status	eSign
1	Jane Smith aland@docmagic.com	Borrower	Notary_name_placeholde... NOTARY_EMAIL_PLACE...	NotaryCam Remote Online Notary (RON) 4/9/2026 - 12:00am			● Ready to Sign	Open Signing Room
2	Byron Oden aland@docmagic.com	Settlement Agent					● Ready to Sign	Open Signing Room

Documents (27) [Preview Mode](#)

#	eSign Enabled	Page(s)	Signer(s)	Completed
1	Multistate Fixed Rate Electronic Note	4	1	✓
2	New Jersey Addendum to Residential Mortgage Loan Application	1	1	✓
3	Uniform Residential Loan Application	9	1	✓
4	New Jersey Mortgage (MERS)	19	2	✓
5	General Closing Instructions	2	1	✓

- If you do not click the Ready to Close button, the request will not go out to NotaryCam and the package will not be notarized.
- If the previously mentioned email to the borrowers does not arrive in a timely manner, you may resend the notification to Notary by re-clicking "Ready to Close" and not Notify.
- The Notify button will be used to change the Notary provider (switching it to DocMagic RON). It will not send any notifications to NotaryCam.

Assign a Notary

Assign / Notify Notary

*Notary Provider: DocMagic

*Notary Type: In-Person Electronic, Remote Online Notary (RON)

Search

Company Name, First Name, Last Name, Client ID

City, County, State (NJ), Zip

RON Capable **Search**

Select Notary	Name / Email	Client ID	RON Capable	DocMagic Certified
<input type="radio"/>	DocMagic Notary ron-test@docmagic.com	2106715	Yes	Yes
<input type="radio"/>	Deanne M Lampe dlampe@signyournamehere.com	2104988	Yes	Yes
<input type="radio"/>	Richard J Bellwoar rickb1701@aol.com	2105092	Yes	Yes
<input type="radio"/>	Theresa Denise Harris notary@strongtowerpreservation....	2105071	Yes	Yes

Request Summary

1 participants for a In Person eClosing for a property in Frisco, NJ.

*Estimate Closing Date: 4/10/2026 *Time: 12:00 AM America/Los Angeles

Street Address, Unit, City, State, Zip

Cancel **Request Notary Services**

- If you select DocMagic RON as your Notary Provider, a different window (shown here) will appear.
- If you are requesting an In-Person Electronic Notarization, your search results may appear right away.
- Select your notary from the results or change your parameters and search again. Please note that you can scroll down to see more results.

Assign a Notary

LOAN Loan #: 6160226260
Primary Borrower: Jane Smith
Type: EClosing
Package ID: 1583060
Worksheet #: 4254 (Version)

Signers (2)

#	Signer Name / Email	Role
1	Jane Smith aland@docmagic.com	Borrower
2	Byron Oden aland@docmagic.com	Settlement Agent

Documents (27)

#	eSign Enabled
1	Multistate Fixed Rate Electronic Note
2	New Jersey Addendum to Residential Mortgage
3	Uniform Residential Loan Application
4	New Jersey Mortgage (MERS)
5	General Closing Instructions

Assign / Notify Notary

*Notary Provider: DocMagic

*Notary Type: In-Person Electronic
 Remote Online Notary (RON)

Search

Company Name: _____ First Name: _____ Last Name: _____ Client ID: _____

City: _____ County: _____ State: NJ Zip: _____ RON Capable **Search**

Notaries

Select Notary	Name / Email	Client ID	RON Capable	DocMagic Certified
<input checked="" type="radio"/>	DocMagic Notary ron-test@docmagic.com	2106715	Yes	Yes
<input type="radio"/>	Deanne M Lampe dlampe@signyournamehere.com	2104988	Yes	Yes
<input type="radio"/>	Richard J Bellwoar rickb1701@aol.com	2105092	Yes	Yes
<input type="radio"/>	Theresa Denise Harris notary@strongtowerpreservation.com	2105071	Yes	Yes

Request Summary

1 participants for a In Person eClosing for a property in Frisco, NJ.

*Estimate Closing Date: 4/10/2026 *Time: 12:00 AM America/Los Angeles

Street Address: 123 MAIN ST Unit: 2
City: LOS ANGELES State: CA Zip: 90210

Ready to Close **Assign Notary**

Status: Ready to Sign **Open Signing Room**

Preview Mode: ON

Completed

Cancel **Request Notary Services**

- Scroll down to Request Summary and select your estimated closing date, time (including AM/PM), and time zone.
- For In-Person Electronic Notarizations, you have the option to enter the address where the transaction will take place. A copy will be sent to the notary.
- Click, "Request Notary Services" to send.

Assign a Notary

Assign / Notify Notary

***Notary Provider**
DocMagic

***Notary Type** *Required
 In-Person Electronic
 Remote Online Notary (RON)

Search

Company Name First Name Last Name Client ID

City County State Zip

RON Capable **Search**

Select Notary	Name / Email	Client ID	RON Capable	DocMagic Certified
<input checked="" type="radio"/>	DocMagic Notary ron-test@docmagic.com	2106715	Yes	Yes
<input type="radio"/>	Theresa Denise Harris notary@strongtowerpreservation....	2105071	Yes	Yes
<input type="radio"/>	James E Heidt james@notary-hero.com	2105268	Yes	Yes
<input type="radio"/>	Thomas M Zucchetti tzucchetti@aol.com	45691	Yes	Yes

Request Summary

1 participants for a RON eClosing for a property in Frisco, NJ.

*Estimate Closing Date: 4/10/2026 *Time: 12:00 PM America/Los Angeles

Cancel **Request Notary Services**

- If you are requesting a DocMagic Remote Online Notary (RON), you will need to enter your search parameters first.
- Click Search and select your notary from the results. Remember you may scroll down for more options.
- Enter your Estimate Closing Date and Time, then click Request Notary Services.

Ready to Close

DocMagic eClose Console (Settlement Agent)
Byron ▾

LOAN

Loan #: 616022626003

Primary Borrower: Jane Smith

Type: eClosing

Package ID: 1583060

Worksheet #: 4254 (Version: 1)

LENDER

Company: DSI TEST LENDER (SALES)

Contact: Alan Dai

Email: aland@docmagic.com

Phone: (800) 649-1362

COUNTDOWN TO CLOSING

DAYS	HOURS	MINUTES	SECONDS
1	23	58	2

Date: Apr 10, 2026 Time: 12:00pm PDT [Edit](#)

[Details](#)
[eJournal](#)
[Action Log](#)
Start eClosing

Signers (2) Docmagic Notary Accepted: 4/8/2026 - 11:47am [Notify](#)

#	Signer Name / Email	Role	Notary Name / Email	Notary Type / Closing Date - Time	KBA / Status	ID Verify / Status	Status	eSign
1	Jane Smith aland@docmagic.com	Borrower	Docmagic Notary ron-test@docmagic.com	DocMagic Remote Online Notary (RON) 4/10/2026 - 12:00pm	○	○	● Not Started	Open Signing Room
2	Byron Oden aland@docmagic.com	Settlement Agent					● Ready to Sign	Open Signing Room

Documents (27) Preview Mode OFF

#	eSign Enabled	Page(s)	Signer(s)	Completed
1	Multistate Fixed Rate Electronic Note	4	1	✓
2	New Jersey Addendum to Residential Mortgage Loan Application	1	1	✓
3	Uniform Residential Loan Application	9	1	✓
4	New Jersey Mortgage (MERS)	19	2	✓
5	General Closing Instructions	2	1	✓

- If a DocMagic RON has accepted the request, you have the option of clicking Start eClosing to begin the session. The Notary and the borrower will receive email notifications that the eClose is happening.
- Please note that your presence and involvement is not required for the RON transaction, only optional. The DocMagic RON can start and complete the session on their own.

Ready to Close

DocMagic eClose Console (Settlement Agent) Byron ▾

LOAN

Loan #: 616022626003

Primary Borrower: Jane Smith

Type: eClosing

Package ID: 1583060

Worksheet #: 4254 (Version: 1)

LENDER

Company: DSI TEST LENDER (SALES)

Contact: Alan Dai

Email: aland@docmagic.com

Phone: (800) 649-1362

COUNTDOWN TO CLOSING

DAYS	HOURS	MINUTES	SECONDS
1	23	58	2

Date: Apr 10, 2026 Time: 12:00pm PDT Edit

Details
eJournal
Action Log
Start eClosing

Signers (2) Docmagic Notary Accepted: 4/8/2026 - 11:47am Notify

#	Signer Name / Email	Role	Notary Name / Email	Notary Type / Closing Date - Time	KBA / Status	ID Verify / Status	Status	eSign
1	Jane Smith aland@docmagic.com	Borrower	Docmagic Notary ron-test@docmagic.com	DocMagic Remote Online Notary (RON) 4/10/2026 - 12:00pm			● Not Started	Open Signing Room
2	Byron Oden aland@docmagic.com	Settlement Agent					● Ready to Sign	Open Signing Room

Documents (27) Preview Mode OFF

#	eSign Enabled	Page(s)	Signer(s)	Completed
1	Multistate Fixed Rate Electronic Note	4	1	✓
2	New Jersey Addendum to Residential Mortgage Loan Application	1	1	✓
3	Uniform Residential Loan Application	9	1	✓
4	New Jersey Mortgage (MERS)	19	2	✓
5	General Closing Instructions	2	1	✓

- If – for whatever reason – you need to assign another notary, click on the “Notify” button, which will activate the selection window.
- Please note that DocMagic notaries have exactly two hours to respond to your request before it times out. Feel free to re-assign the closing to another notary before the two-hour mark.

Switching Notaries

DocMagic eClose

Loan #: 616022626
Primary Borrower: Jane Smith
Type: eClosing
Package ID: 1583060
Worksheet #: 4254 (Vers

Assign / Notify Notary

*Notary Provider: DocMagic
*Notary Type: In-Person Electronic Remote Online Notary (RON)

Search

Company Name First Name Last Name Client ID
City County State Zip

Confirm Notary Assignment

You are about to assign a new notary and replace Docmagic Notary, proceed?

Select Notary	Name	DocMagic Certified
<input checked="" type="radio"/>	Doc Magic Notary	Yes
<input type="radio"/>	Ther... notary@strongtowerpreservation....	Yes
<input type="radio"/>	James E Heidt james@notary-hero.com	Yes
<input type="radio"/>	Keith Antonio Bush bushnotary@gmail.com	Yes

Request Summary

1 participants for a RON eClosing for a property in Frisco, NJ.

*Estimate Closing Date: 4/10/2026 *Time: 12:15 PM America/Los Angeles

Buttons: Cancel, Request Notary Services

- If you are choosing another DocMagic RON and don't see your search parameters, click on the magnifying glass to expand them.
- Choose the new Notary, making sure to double check the date and time. Then hit "Request Notary Services."
- Confirm that you want to switch Notaries, and the new Notary will be notified by email.

Closing Completed

DocMagic eClose Console (Settlement Agent) Byron

LOAN

Loan #: 616022626001

Primary Borrower: Jane Smith

Type: eClosing

Package ID: 1576490

Worksheet #: 4231 (Version: 8)

LENDER

Company: DSI TEST LENDER (SALES)

Contact: Andrea Carlson

Email: acarlson@docmagic.com

Phone: (800) 649-1362

CLOSING COMPLETED

Congratulations!

[Details](#) [eJournal](#) [Action Log](#) [Start eClosing](#)

Signers (2) Docmagic Notary Accepted: 3/31/2026 - 9:54am [Notify](#)

#	Signer Name / Email	Role	Notary Name / Email	Notary Type / Closing Date - Time	KBA / Status	ID Verify / Status	Status	eSign
1	Jane Smith acarlson@docmagic.com	Borrower	Docmagic Notary ron-test@docmagic.com	DocMagic Remote Online Notary (RON) 3/31/2026 - 2:00pm			Finished	Open Signing Room
2	Byron Oden acarlson@docmagic.com	Settlement Agent					Signing - Complete	Open Signing Room

Documents (28) [Preview Mode](#) OFF

#	eSign Enabled	Page(s)	Signer(s)	Completed
1	Multistate Fixed Rate Electronic Note	4	1	
2	New Jersey Addendum to Residential Mortgage Loan Application	1	1	
3	Uniform Residential Loan Application	9	1	
4	New Jersey Mortgage (MERS)	19	2	
5	General Closing Instructions	2	1	

- When the package has been fully signed, all documents will have a green check mark, and a Congratulations message will appear in the top right.
- Don't see a Congratulations? Check if you signed *your* documents.
- Please note that you will only have access to this portal for 90 days via the link in your invitation email.

Closing Completed

DocMagic eClose Console (Settlement Agent) Byron

LOAN Loan #: 616022626001
Primary Borrower: Jane Smith
Type: EClosing
Package ID: 1576490
Worksheet #: 4231 (Version: 8)

LENDER Company: DSI TEST LENDER (SALES)
Contact: Andrea Carlson
Email: acarlson@docmagic.com
Phone: (800) 649-1362

CLOSING COMPLETED
Congratulations!

Details **eJournal** Action Log

Journal

#	Signer	Notarization Date and Time	
1	Jane Smith	March 31, 2026 • 3:13pm PDT	

Recordings

#	File	Date Recorded	
1	1576490_2026-03-31T22_09_53_442Z.mp4	March 31, 2026 • 3:09pm PDT	

- The eJournal tab is only used for Hybrid 3 and Total eClose™.
- You will find an eJournal entry for each signer – click on the down arrow to expand. If the notary entered in Notarial service fees, you would also see those here.
- You may not edit the eJournal, but you do have the option to print.
- If there was a RON transaction involved, you may download the recording(s) here.

Closing Completed

DocMagic eClose Console (Settlement Agent) Byron

LOAN Loan #: 616022626001
Primary Borrower: Jane Smith
Type: eClosing
Package ID: 1576490
Worksheet #: 4231 (Version: 8)

LENDER Company: DSI TEST LENDER (SALES)
Contact: Andrea Carlson
Email: acarlson@docmagic.com
Phone: (800) 649-1362

CLOSING COMPLETED
Congratulations!

Details | eJournal | **Action Log**

Date & Time (PST)	User Name	IP Address	Description
3/30/26 4:31 PM	System User		eSign event created and expires on 03/31/2026
3/30/26 4:31 PM	System User		Preview Mode enabled until 03/31/2026
3/30/26 4:31 PM	Jane Smith		Invitation sent to acarlson@docmagic.com
3/30/26 4:31 PM	Byron Oden		Invitation sent to acarlson@docmagic.com
3/31/26 3:01 AM	System User		Preview Mode was disabled
3/31/26 9:52 AM	Docmagic Notary		The request for eNotary services has been sent to Notary.
3/31/26 9:54 AM	System User		DocMagic Notary has accepted the invitation to be notary
3/31/26 12:48 PM	Byron Oden		Consented to DocMagic eSign

- The Action Log is a date and time stamped audit log of every event that has taken place within this document package.
- You may manually add an entry at the bottom.