

Settlement Agent eClose Console

Uploading Title Docs

Print & Sign Workflow

Notary Assignment

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Settlement Agent Invitation Email & Access

Dear Byron Oden,

This is your invitation to provide settlement services for a secure eClosing for DSI TEST LENDER (SALES). Simply login to the Closing Agent Portal where you can upload and review the Closing Document package prior to the eClosing scheduled for 03/27/2026.

[Click here to access the Closing Agent Portal](#)

Order Number:

Subject Property:
7755 JOHN Q HAMMONS DR, FRISCO, NJ 75034

Please take the opportunity to review the Agent Portal Tutorial on our training page [here](#).

If you have questions about this process, [click here](#) to visit our online support system.

Regards,
Andrea Carlson
DSI TEST LENDER (SALES)
acarlison@docmagic.com

[Reply](#) [Forward](#)



eSign

Company Logo

Welcome Byron!

Congratulations on your decision to use DocMagic's Total eClose solution.

The Closing Agent Portal provides you with the ability to review the Closing Documents, add Title Documents for execution, and facilitate the execution of the Closing event.

Enter the Viewing Code

Viewing Code
7480

[Continue to Next Step](#)

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- 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

Details

eJournal

Action Log

Ready to Close

Signers (2)

Add

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

eSign Documents

Add eSign Docs

View / Edit eTags

Add Scanned Docs

#	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

Signers (2)

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

eSign Documents

#	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

Ready to Close
Assign Notary

Verify / Status
Ready to Sign
Ready to Sign

Signer(s)
Completed

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

- Click on a signer's name to view or edit their information.
 - The participant's role determines which fields can be edited.
 - For example, as shown on screen, a borrower's first name, last name, and role cannot be modified from your Console.
- If a borrower does not have a valid social security number, they may review and access their documents with an Access Code.

Adding Participants

The screenshot displays the DocMagic eClose Console (Settlement Agent) interface. A modal window titled "Add Participant" is open, prompting the user to "Add the participant's information below." The form includes fields for First Name (Witness), Last Name (Test), Email (aland@docmagic.com), Phone Number ((310) 555-5555), Access Code (3333), and Role (Witness). Buttons for "Cancel" and "Add" are at the bottom of the modal.

The background interface shows the following details:

- 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.
- Signers (2):** A table with 2 signers: Jane Smith (Borrower) and Byron Oden (Settlement Agent).
- eSign Documents:** A list of 6 documents: Multistate Fixed Rate Electronic Note, New Jersey Addendum to Residential Mortgage Loan, Uniform Residential Loan Application, New Jersey Mortgage (MERS), General Closing Instructions, and Specific Closing Instructions.
- Ready to Close:** A button labeled "Ready to Close".
- Assign Notary:** A button labeled "Assign Notary".
- Ready to Sign:** Two green status indicators labeled "Ready to Sign" with "Open Signing Room" buttons.
- Preview Mode:** A toggle switch labeled "ON".
- Signer(s) Completed:** A table showing the completion status of each signer.

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

- Click on the Silhouette Icon to add a participant.
- Fill out every line, then select a role for the participant.
- Users will authenticate with the Access Code before they can view or eSign any documents.
- Click "Add" and they will be saved to the Signers list.
- You may add a witness to a package using this method.
- Participants can be deleted only if they were added in this manner.

Witness Placeholders

The screenshot displays the DocMagic eClose Console interface for a Settlement Agent named Byron. The main dashboard includes sections for Loan details (Loan #: 777093020260002, Primary Borrower: John Smith, Type: EClosing, Package ID: 78899120, Worksheet #: 5 (Version: 1)), Lender information (Company: DocMagic Test Lender, Contact: Alan Dai, Email: aland@docmagic.com), and a Countdown to Closing timer. A modal window titled "Participant Details" is open, allowing the user to view, edit, or delete participant information. The modal fields include First Name (Witness), Last Name (Test), Email (aland@docmagic.com), Phone Number ((310) 555-5555), Access Code (3333), and Role (Witness). The modal also features "Cancel", "Delete", and "Save" buttons. In the background, the "Signers (3)" section shows a list of participants: John Smith (Borrower), Byron Oden (Settlement Agent), and Witness Test (Witness). The "eSign Documents" section shows a list of documents: New Jersey Addendum to Residential Mortgage Loan Application, Uniform Residential Loan Application, and Multistate Fixed Rate Note. The "Ready to Close" button is visible, along with an "Assign Notary" button and a table of eSign status for each document.

#	Signer Name / Email	Role
1	John Smith aland@docmagic.com	Borrower
2	Byron Oden aland@docmagic.com	Settlement Agent
3	Witness Test aland@docmagic.com	Witness

#	Name	Page(s)	Signer(s)	Completed
1	New Jersey Addendum to Residential Mortgage Loan Application	1	1	✓
2	Uniform Residential Loan Application	8	1	✓
3	Multistate Fixed Rate Note	4	1	✓

- A Witness Placeholder is a temporary participant created when the actual witness is unknown at the time the Closing Package is generated.
- Once a witness has been identified, click the on their name ("Witness Test") and update the witness information.
- All witness fields can be modified, including the first and last name, as per the image shown.

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

Edit

Details eJournal Action Log

Ready to Close

Signers (2) Add

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

eSign Documents

Add eSign Docs View / Edit eTags Add Scanned Docs

All Docs 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

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

DAYS2HOURS-MINUTES-SECONDS

Date: Mar 26, 2026 (Thu) Time: TBD

Details eJournal Action Log Ready to Close

Signers (2) Add 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

eSign Documents Add eSign Docs View / Edit eTags Add Scanned Docs All Docs 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	✓

- 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

DAYS2

HOURS-

MINUTES-

SECONDS-

Date: Mar 26, 2026 (Thu) Time: TBD

Edit

Details

eJournal

Action Log

Ready to Close

Signers (2)

Add

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

eSign Documents

Add eSign Docs

View / Edit eTags

Add Scanned Docs

All Docs

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	✓

- 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 All Docs.

Documents Section

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	✓

InkSign Documents

 Print InkSign Docs

 Upload inkSigned Docs

#	Name	Page(s)	Signer(s)	Completed
1	Multistate Fixed Rate Note	0/4	1	☐ NO
2	New Jersey Mortgage (MERS)	0/18	1	☐ NO
3	Compliance Agreement	0/2	1	☐ NO
4	Occupancy and Financial Status Affidavit	0/3	1	☐ NO
5	Signature Affidavit and AKA Statement	0/2	1	☐ NO

- At the bottom, you will find InkSign 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: acarlson@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) [Add](#) [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					Sign	Open Signing Room

eSign Documents [Add eSign Docs](#) [View](#)

#	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 eSign Docs icon (furthest left icon by eSign 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.



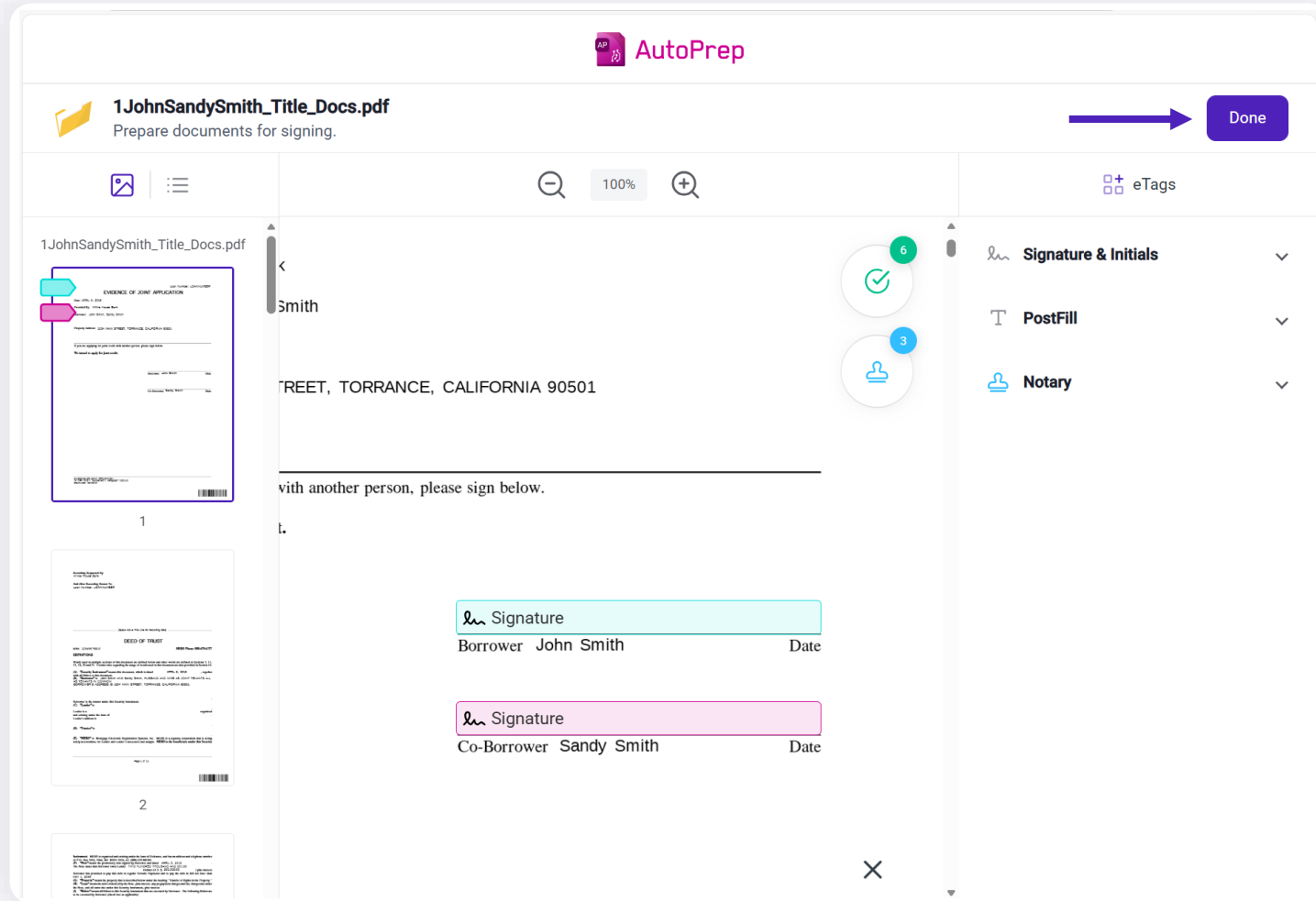
AutoPrep complete!
Ready for your review.

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



- 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

DocMagic eClose Console (Settlement Agent)

Byron

LOAN

Loan #: 616022626001

Primary Borrower: Jane Smith

Type: EClosing

Package ID: 1573460

Worksheet #: 4231 (Version: 2)

Details

eJournal

Action Log

Signers (2)

#	Signer Name / Email	Role	Notary Name
1	Jane Smith acarison@docmagic.com	Borrower	Notary_name NOTARY_E
2	Byron Oden acarison@docmagic.com	Settlement Agent	

eSign Documents

Add eSign Docs

View / Edit eTags

Add Scanned Docs

All Docs

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	✓
37	1JohnSandySmith_Title_Docs	21	3	✓

- 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 (View / Edit eTags) 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.*
 - Please note that if a witness is involved, they must have at least one signature tag assigned to them or else they will not be able to participate.

DocMagic

15

Ink Sign Options

The screenshot displays the InkSign interface. On the left, a list of documents is shown with two blue arrows pointing from 'Payment Letter to Borrower' and 'Tax Record Info Sheet' to the 'Upload inkSigned Docs' button. The main area shows a preview of the cover sheet with the following text:

IMPORTANT

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

- 1. Print this document**
If you are viewing this on a mobile device, use "share" options to either print it from your device or email it to yourself then print it from a computer.
- 2. Carefully review and sign each document**
- 3. Return the document**
 - a) From the LoanMagic App**
 - Go
 - Navigate to the document that requires an ink signature
 - Press the "Scan" button and follow the onscreen instructions.
 - or -
 - b) From the eSign website**
 - Scan signed documents to PDF file.
 - Use Upload link within eSign session and follow on-screen prompts.
 - or -
 - c) Using a fax machine**
 - FAX to 1-866-620-1583

Loan 616022626001

Pages 30

From Jane Smith, Byron Oden



1576415-3

- Click on the Print InkSign Docs button to download the documents that require ink signatures and notarization marks.
- Once you finish obtaining the required ink marks for a Hybrid Closing Package, upload the signed and scanned documents using the Upload inkSigned Docs 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

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	✓

InkSign Documents

 Print InkSign Docs

 Upload inkSigned Docs

#	Name	Page(s)	Signer(s)	Completed
1	Multistate Fixed Rate Note	4/4	1	✓
2	New Jersey Mortgage (MERS)	18/18	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.

Assign a Notary

The screenshot displays the DocMagic eClose Console interface. A modal window titled "Assign / Notify Notary" is open, overlaying the main console. The modal contains the following sections:

- *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)". The "Remote Online Notary (RON)" option is selected.
- Signers:** A table with the following data:

Name	Email	Role	Phone
JANE SMITH	aland@docmagic.com	Borrower	Home: (817) 881-2003 Mobile: (817) 881-2003
- Request Summary:** A text box stating "1 participants for a RON eClosing for a property in Frisco, NJ."
- *Estimate Closing Date:** 4/9/2026
- *Time:** 12:00 AM
- Location:** America/Los Angeles
- Buttons:** "Cancel" and "Assign Notary".

In the background, the main console shows a "LOAN" summary, a list of "Signers (2)" (Jane Smith and Byron Oden), and a list of "eSign Documents". A blue box highlights the "Assign Notary" button in the background interface.

- 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

Name	Email	Role	Phone
JANE SMITH	aland@docmagic.com	Borrower	Home: (817) 881-2003 Mobile: (817) 881-2003

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

- 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

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) [Add](#)

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

eSign Documents
[Add eSign Docs](#)
[View / Edit eTags](#)
[Add Scanned Docs](#)
[All Docs](#)
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	

- 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

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) [Add](#)

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

eSign Documents

[Add eSign Docs](#)
[View / Edit eTags](#)
[Add Scanned Docs](#)

[All Docs](#)

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 NotaryCam 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 Zip

☐ RON Capable **Search**

Select Notary	Name / Email	Client ID	RON Capable	DocMagic Certified
☐	DocMagic Notary ron-test@docmagic.com	2106715	Yes	Yes
☐	Deanne M Lampe dlampe@signyournamehere.com	2104988	Yes	Yes
☐	Richard J Bellwoar rickb1701@aol.com	2105092	Yes	Yes
☐	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

DocMagic eClose

LOAN Loan #: 6160226260
Primary Borrower: Jane Smith
Type: eClosing
Package ID: 1583060
Worksheet #: 4254 (Version 1.0)

Signers (2)

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

eSign Documents

#	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 Zip

☐ RON Capable **Search**

Signers **Notaries**

Select Notary	Name / Email	Client ID	RON Capable	DocMagic Certified
☒	DocMagic Notary ron-test@docmagic.com	2106715	Yes	Yes
☐	Deanne M Lampe dlampe@signyournamehere.com	2104988	Yes	Yes
☐	Richard J Bellwoar rickb1701@aol.com	2105092	Yes	Yes
☐	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

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

LOAN Loan #: 6160226260
Primary Borrower: Jane Smith
Type: eClosing
Package ID: 1583060
Worksheet #: 4254 (Version 1.0)

Signers (2)

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

eSign Documents

#	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 Zip

☒ RON Capable **Search**

Signers **Notaries**

Select Notary	Name / Email	Client ID	RON Capable	DocMagic Certified
☒	DocMagic Notary ron-test@docmagic.com	2106715	Yes	Yes
☐	Theresa Denise Harris notary@strongtowerpreservation.com	2105071	Yes	Yes
☐	James E Heidt james@notary-hero.com	2105268	Yes	Yes
☐	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 **Location** America/Los Angeles

Cancel **Request Notary Services**

Ready to Close

Time: TBD **Edit**

Assign Notary

Status **eSign**

Ready to Sign **Open Signing Room**

Ready to Sign **Open Signing Room**

All Docs **Preview Mode** **ON**

Completed

- 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

1

HOURS

23

MINUTES

58

SECONDS

2

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

Edit

Details

eJournal

Action Log

Start eClosing

Signers (2) Add

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

eSign Documents

Add eSign Docs

View / Edit eTags

Add Scanned Docs

All Docs

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 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

DAYS1HOURS23MINUTES58SECONDS2

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

eSign Documents

Add eSign Docs

View / Edit eTags

Add Scanned Docs

All Docs

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	

- 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 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?

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

Countdown

HOURS: 23 MINUTES: 58 SECONDS: 2
Time: 12:00pm PDT

Signers (2)

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

eSign Documents

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

DocMagic Notary
eSigned: 4/8/2026 - 11:47am

Status

Status	eSign
Not Started	Open Signing Room
Ready to Sign	Open Signing Room

Completed

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

- 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

eSign Documents

Add eSign Docs

View / Edit eTags

Add Scanned Docs

All Docs

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	

- 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.
- Click the All-Docs icon to download a complete, fully signed copy of the package.
- 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

The screenshot displays the DocMagic eClose Console interface for a Settlement Agent. The top navigation bar is purple with the DocMagic logo, the text 'eClose Console (Settlement Agent)', and a user profile icon for 'Byron'. Below the navigation bar, there are three main sections: 'LOAN', 'LENDER', and 'CLOSING COMPLETED'. The 'LOAN' section shows details for Loan # 616022626001, Primary Borrower: Jane Smith, Type: EClosing, Package ID: 1576490, and Worksheet #: 4231 (Version: 8). The 'LENDER' section shows details for Company: DSI TEST LENDER (SALES), Contact: Andrea Carlson, Email: acarlson@docmagic.com, and Phone: (800) 649-1362. The 'CLOSING COMPLETED' section features a green checkmark icon and the text 'Congratulations!'. Below these sections, there are three tabs: 'Details', 'eJournal' (which is highlighted with a red box), and 'Action Log'. The 'eJournal' tab is active, showing a table with the following data:

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

Below the 'eJournal' tab, there is a section titled 'Recordings' with a table containing the following data:

#	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

Add Internal Note To Action Log

- 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.