

Initial Disclosures & Closing Packages

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Initial Disclosures



Logging In



The signing experience can also be done using a mobile device. Click <u>here</u> for that guide.



Logging In

Verification boxes include SSN and viewing code. The lender may add property zip code as a third option.

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You must check the eSign Disclosure and Consent box to sign on.

If you get a "login error" message, close the tab and re-open this page from the link in your email.



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Page Features

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Click Signing

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You might be required to click a check box before signing certain documents. In these circumstances, you cannot proceed unless the box is checked.



Keeping Track of Progress

The countdown feature shows how many signatures remain.



When Complete



All applicable checkmarks will be green.



When Complete

You will get this pop-up which allows you to download the completed documents.





Closing Packages



Logging In

You will get an email inviting you to access the signing portal for your set of documents.



The signing experience can also be done using a mobile device. Click <u>here</u> for that guide.



Logging In

Verification boxes include SSN and viewing code. The lender may add property zip code as a third option.

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You must check the eSign Disclosure and Consent box to sign on.

If you get a "login error" message, close the tab and re-open this page from the link in your email.



Stay In The Tab

It's important to note that during the signing experience, all participants are encouraged to not click outside of their web browser tab. Doing so could cause technical glitches – like the one pictured.

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If repeated technical glitches occur, try <u>clearing browser cache</u> or running the experience in an <u>incognito window</u>.



Page Features

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Knowledge Based Authentication (KBA)

Hybrid 3 and Total eClose allow you to participate in Remote Online Notarization (RON).



If RON is enabled, you will receive an invitation email to complete the KBA or Knowledge Based Authentication (KBA). Click here to get started.

Note: Some Notaries may want you to complete the KBA process with them <u>live</u> in the signing window. They will tell you if that's the case.



Knowledge Based Authentication (KBA)

You will be brought to this page, where you are prompted to complete the KBA process before accessing the eClosing Room.



The process involves you answering questions and hitting submit to register answers. Click here to start.



Knowledge Based Authentication (KBA)

You will have to verify your current address as part of the KBA.

Knowledge-Based Authentication (KBA) Assessment
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Copyright © 2022 by DocMagic - ALL RIGHTS RESERVED Use of the website and its contents is governed by our Terms of Use. Copyright © 2022 by DocMagic - ALL RIGHTS RESERVED.



Knowledge Based Authentication (KBA)

If you successfully complete the assessment, you will receive this confirmation.





I.D. Validation via Smart Device



Your identity can also be verified through a Smart Device.

You will receive a text message containing a link to complete the I.D. Verification process.



Knowledge Based Authentication (KBA)

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Keeping Track of Progress

The countdown feature shows how many signatures remain.





When Complete



All applicable checkmarks will be green.



When Complete



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