



# Loan Officers eSigning in Snapdocs

# eSigning Documents for Loan Officers

*This feature gives you the ability to eSign key documents within Snapdocs that require your signature.*

## When will I be able to esign?

- You will receive an email notification to eSign closing documents as soon as the eSigning window opens for the borrower.
- Click on the button to log in and eSign any time between the esign window opening and the point at which both the borrower(s) complete esigning and the signing appointment is marked as complete. Watch this [short video tutorial](#) for a walkthrough.
- You will be automatically opted out of esigning if you have not eSigned by this point. Docs will be sent back to Encompass and you will need to sign the documents outside of Snapdocs.

Document	Signing Location(s)
1003/URLA	Section 9 - Signature & Date
VA Form 26-1802a (HUD/VA Addendum to Uniform Residential Loan Application)	Bottom of Page 1 - Signature & Date
HUD Addendum to Uniform Residential Loan Application	Part V - Signature & Date




# Email Notification Example

From Snapdocs <no-reply@snapdocs.com> Show headers ▾

Subject **Review and eSign - Green closing**

To Adam Agent <adamagent@agent123.com>

HTML Plain text Source



Hello Adam,

Use the button below to log in to Snapdocs and eSign your documents before the consumer signing appointment on 6/3/22 - TBD.

[Log in](#)

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# FAQ

## **When will the LO be able to esign?**

- The LO will receive an email notification to eSign closing documents as soon as the eSigning window opens for the borrower.
- They can eSign any time between the esign window opening and the point at which both the borrower(s) complete esigning and the signing appointment is marked as complete.
- They will be automatically opted out of esigning if they have not eSigned by this point. Docs will be sent back to your LOS and they will need to sign the documents outside of Snapdocs.

## **Will an LO ever be automatically opted out of eSigning?**

Yes, if any of the following happens:

- If the borrower(s) complete esigning and Signing Appointment are complete
- If LO is removed from the closing
- If LO name is changed on the closing

**Can the LOs share an email address/Snapdocs login?** Each LO will need to have their own email address and log-in within Snapdocs as we use the name registered to that user to tag the eSign documents.



# FAQ

**When will Snapdocs annotate docs for the LO to esign?** If all of the following are true, we will annotate for the LO signer:

- An LO is sent during closing creation (or added to the closing before docs begin processing)
- The document package contains at least one of the supported documents above

**Who can send esign reminders to the LO?** Any lender user with access to the closing that is not the LO is able to send eSign reminders to the LO.

**Will automatic esign reminders be sent to the LO?** Yes, once all borrowers have completed eSigning, an automated email reminder will be sent to the LO.

**Who can opt the LO out of esigning?** Any lender user with access to the closing that is not the LO is able to manually opt the LO out of eSigning

**What if multiple LOs are added to the closing?** The one added to the closing first will be used as the one esigning.

**What if the wrong LO is added to the closing as the eSigner? Is there any way to correct that?** Yes. To remedy this you can:

- Update LO's name/email before documents finish processing OR
- Cancel the original closing and create a new one with the correct LO / send a full redraw

