



BORROWER E-SIGNING INSTRUCTIONS

Each borrower will receive an email from noreply-mortgagetechnology@ice.com based on the email address provided on the loan application. Click the 'View Your Documents' link.

NOTE: This may go to junk/spam folders so be sure to direct borrowers to check these folders if they are claiming that they have not received the email.

From: xxxxxx xxxxxx <noreply-mortgagetechnology@ice.com>
To: "borrower@gmail.com" <borrower@gmail.com>
Sent: Day, Month 11, 20XX at 09:19:42 AM MST
Subject: Disclosures esigned Confirmation

Important documents need your review - Loan#100026XXXXXXX

Dear Test Borrower,

We're ready for you to access your document package and carefully review all documents.

Please add your electronic signature where indicated.

If you have received these documents already, check again for changes or revisions. You'll have access to your documents for 30 days.

[View Your Documents](#)

Return whenever you like to track your progress, check your to-do items, upload documents, and more.

You can also access your documents at <https://testcu2.mymortgage-online.com?authentication&siteId=4534327803&token=012f5a80-69b49387c91c4&bname=Andy&packageId=2e06ce6f-21c8-479d-ade5-0b49387c91c4>

Sincerely, First Name Last Name,
sender@sender.com

This email is sent from an unmonitored mailbox. Please don't include personal or financial information in any reply.
Ellie Mae is a part of ICE Mortgage Technology, a division of Intercontinental Exchange, Inc.

For first time users, each borrower will receive a username and will be prompted to create a password.

Set Up Your Account

Please note your username below and set up your password.

Username
alicefirstimer2

Set Up Your Password

Password Requirements

- Between 8 and 64 characters
- At least one lowercase character
- At least one uppercase character
- At least one special character
- At least one numeric character

New Password *

Confirm New Password *

Continue

Once a password has been created, the borrower can sign in using the new password.

Log In

Hello Alice.

If you are not **Alice** please do not continue. Check the email you received to make sure you are logging into the appropriate account.

Sign in or create an account to access your disclosures.

Username

Password

Remember me

Log In

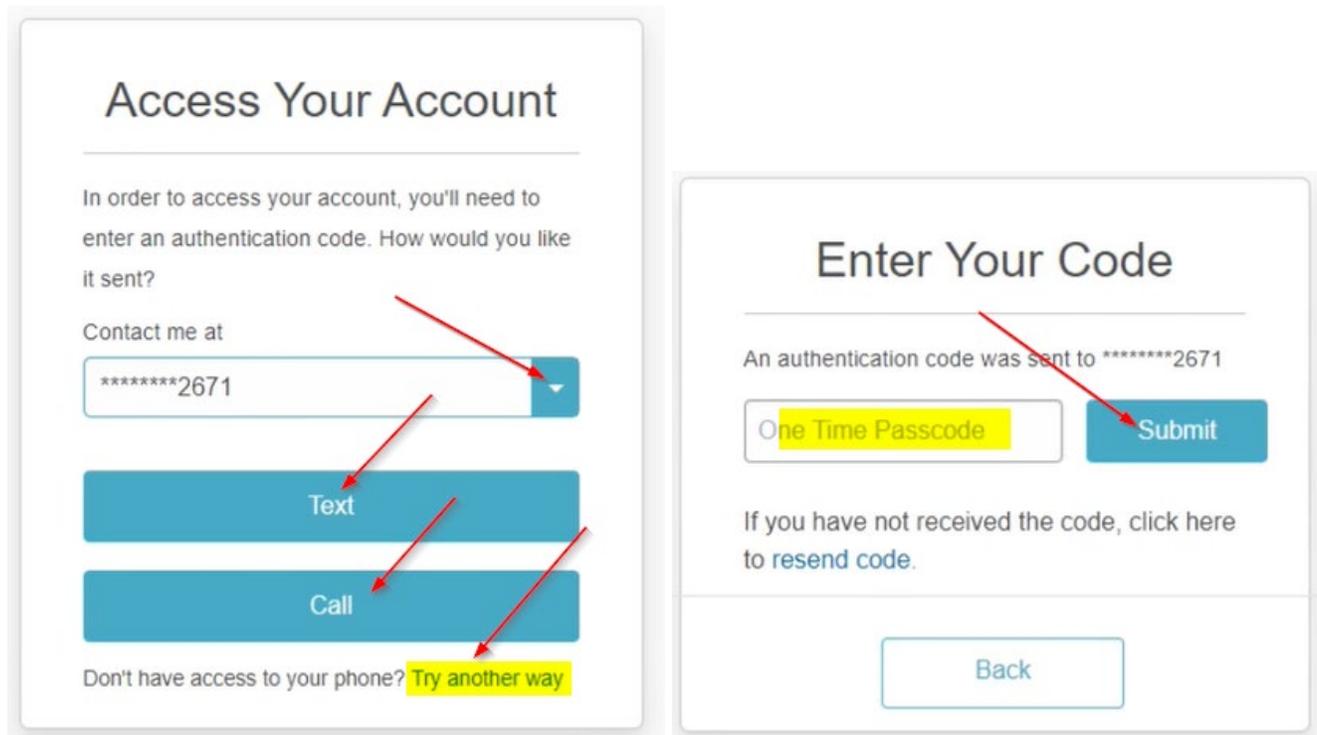
[Forgot your password?](#)

Each time the borrower logs in, they will need to choose to receive an authentication code via text or phone call. They can also click 'Try another way' to receive an emailed code (sent to the email address on their account). Enter this code to proceed.

If more than one phone number is listed on the loan application for the borrower, they can click the drop down under 'Contact me at' to choose a different phone number for either the text or the phone call. The options available are only for data entered on the loan application for the applicable borrower.

NOTE: all authentication codes expire after 15 minutes.

NOTE: Borrowers cannot share portal accounts to electronically consent or e-sign their disclosures. If borrowers share the same email address, they will receive a separate email addressed to each individual borrower.



Access Your Account

In order to access your account, you'll need to enter an authentication code. How would you like it sent?

Contact me at

*****2671

Text

Call

Don't have access to your phone? [Try another way](#)

Enter Your Code

An authentication code was sent to *****2671

One Time Passcode

Submit

If you have not received the code, click here to [resend code](#).

Back

Once signed in, the borrower will need to read the 'Electronic Consent Agreement', scroll down and select 'Agree' on the bottom right hand side of the page to electronically receive disclosures.

AGREEMENT
By clicking "Agree" you are agreeing to this E-Consent and consenting to the use of electronic records and signatures in connection with the Communications and your use of the Platform, and you are also confirming that:

- you can access and read this E-Consent and you understand this E-Consent;
- you have the hardware and software described above;
- you are able to receive and review electronic records;
- you have an active email account and a cellphone number for SMS messaging, each of which you have disclosed to us;
- you have the ability to access and view PDF files; and
- you acknowledge that electronic signatures and records will be used in place of written documents and handwritten signatures with respect to the electronic Communications and your use of the Platform.

Please click the button at the bottom of the page to consent to do business electronically and to view Loan Documents electronically.

The borrower will then be directed to the Task page to 'Review Documents' and 'e-Sign Documents'. Once the 'Review Documents' is complete, click 'Done'. Once ready to begin the e-signature process, click 'Sign':

UPLOAD **REVIEW & SIGN (2)**

Task Status
Pending | v


Review Documents

- Supplemental Consumer Information ...
- Credit Score Disclosure Exception for...

[VIEW FULL LIST](#)

 Assigned on 03/11/2026, 09:19 AM


e-Sign Documents

- Social Security Administration Authori...
- Notice of Right to Receive Copy of W...

[VIEW FULL LIST](#)

 Assigned on 03/11/2026, 09:19 AM

To continue with the e-signing process, they will need read the Terms, Conditions, & Privacy Policy and click 'Accept':

Terms, Conditions, & Privacy Policy

eSIGN EVENTS TERMS OF SERVICE

EFFECTIVE DATE: These Terms of Service are Effective as of January 29, 2026.

Please read these Terms of Service ("**Terms**") carefully. When you click to accept, you will be confirming you have reviewed, understood, and consented to these Terms.

The following Terms govern your use of the Simplifile product and service known as eSign Events, a platform which may be used to prepare, send, review, execute and retain electronic documents, disclosures, notices and agreements ("**eDocuments**") and to perform in-person electronic notarization ("**IPEN**") and remote online notarization ("**RON**") of such eDocuments ("**eSign Events**"). eSign Events is accessible via www.simplifile.com (the "**Website**"). These Terms relate solely to eSign Events. Please see other terms, conditions and agreements for the proper use and operation of other services offered or accessible on the Website.

You may print or download a copy of these Terms and these Terms will also be available for your review using the Print or Download icons at the top of the Terms and Conditions page. If you do not want to agree to these Terms, do not accept these Terms, exit eSign Events and make no use of eSign Events.

Table of Contents

1. Parties
2. Relation to Other Agreements
3. Updates and Changes
4. Usage License
5. Electronic Communications
6. Telephone and SMS Communications
7. eDocuments and eSign Events Content, Risks

Accept

Decline

'Click to get started' to begin e-signing all disclosures.

Page 1 of 65 - Letter

Click to get started 

Form **SSA-89** (05-2025)
Discontinue Prior Editions
Social Security Administration

0

Authorization for the Social Security Administration (SS

As they read through the documents, an orange indicator on the left will show what they need to sign, initial, or complete. For example, the below has field for # of days, initials and signature:

This consent is valid only for one-time use. This consent is valid only for 90 days from the date signed, unless indicated otherwise by the individual named above. If you wish to change this timeframe, fill in the following:

This consent is valid for days from the date signed. (Please initial.)

Signature: Date Signed: _____

Relationship (if not the individual to whom the SSN was issued): _____

Once all e-signs/inputs are complete, click 'Submit Signed Documents':

5 Retention/revocation **You have completed signing of all documents. Click to submit documents.**

isn't checked, the IRS will automatically revoke all prior tax information authorizations on file unless you check this box and **attach a copy** of the tax information authorization(s) that you want to retain

To revoke a tax information authorization(s) without submitting a new authorization, see the line 5 instructions.

If signed by a corporate officer, partner, guardian, partnership representative (or designee), executor, receiver, administrator, trustee, or individual other than the taxpayer, I certify that I have the legal authority to execute this form with respect to the tax matters and tax periods shown on line 3 above.

▶ IF NOT COMPLETED, SIGNED, AND DATED, THIS TAX INFORMATION AUTHORIZATION WILL BE REJECTED.

▶ DON'T SIGN THIS FORM IF IT IS BLANK OR INCOMPLETE.

Signature: *Andy America*
Date: _____

Andy America
Print Name _____ Title (if applicable) _____

[Submit Signed Documents](#)

The borrower will be redirected to a screen where they can download the documents for their records and they can click 'Leave Session' to exit out of the signing portal.

Signing Complete!

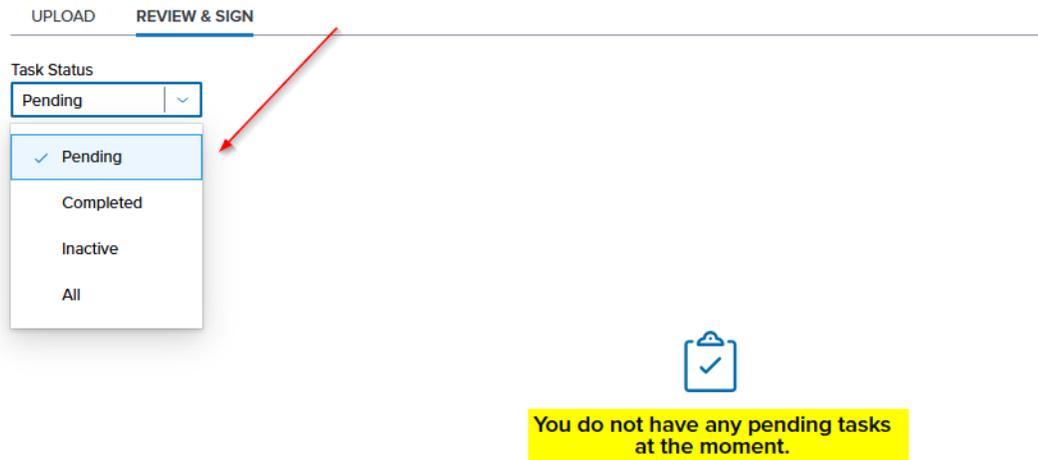
You can download your signed documents using the link below.

[Download Documents](#)

[Leave Session](#)

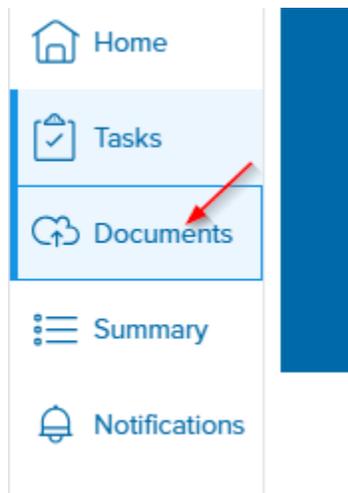
Once all required disclosures have been e-signed, they will no longer see any Tasks in Pending Status:

The borrower can choose between Pending, Completed, Inactive, and All to access, view, and download all outstanding or prior signed packages.



NOTE: there is no functionality for uploading documents available in the Correspondent e-signing portal. This is intentional as LoanLock Prime is not the lender and does not manage the borrower-lender relationship.

Borrowers will supply all documents directly to their lenders who will then upload through the Client Portal only.



Questions regarding logging in, the e-signature process, or disclosure data should be directed to your Account Executive and/or Account Manager.