

EllieMae for the Borrower

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1. Once you have Disclosed the Borrower will receive an email from you requesting the eConsent/ Disclosures be signed.

● Nicholas George Apostolakis ★ Nations Lending - Electronic Signature Consent for Loan Documents Hello JOHN HOMEOWNER, Documents for your loan application ...

● Nations Lending - Electronic Signature Consent for Loan Documents

EllieMae ● **Nicholas George Apostolakis** <noreply@elliemae.com>
To: jhomeowner123@yahoo.com

Hello JOHN HOMEOWNER,

Documents for your loan application will soon be available for your electronic signature. Prior to receiving your documents, you must consent to doing business electronically. Below are instructions to help you navigate through the online portal to provide eConsent.

Login/Create Account

[Click here to login or create an account to access your borrower portal \(link\).](#)

If you've already created an account, use your user name and password to login, then enter the 4-digit authorization code (last 4 digits of your social security number) to access the portal.

If you haven't established an account, go to the link above, then click the **Create Account** button. Complete the required fields, then click **Create Account**. You'll receive an email from Ellie Mae with a link to verify your email address. **Note the link will expire after 1 hour.**

Providing eConsent

Inside the portal, you'll be prompted to review and accept consent to view or sign documents electronically. Click the **Review Electronic Consent** button to view the agreement, then click **Accept** at the bottom. Consent must be given by both you and the co-borrower (if applicable).

2. Once they are in the email the Borrower will need to click on the link below.

Hello JOHN HOMEOWNER,

Documents for your loan application will soon be available for your electronic signature. Prior to receiving your documents, you must consent to doing business electronically. Below are instructions to help you navigate through the online portal to provide eConsent.

Login/Create Account

[Click here to login or create an account to access your borrower portal \(link\).](#)

3. The Borrower will **FIRST** need to Create their account.

The image shows a login form with the following elements:

- Log In** (Title)
- Username** (Label) with an empty text input field.
- Password** (Label) with a text input field and a blue eye icon for toggling visibility.
- Remember me** (Checkbox)
- Log In** (Blue button)
- [Forgot your username or password?](#) (Link)
- [Don't have an account?](#) (Link)
- Create Account** (Button, circled in blue)

4. Once the Borrower clicks on the **Create Account** button, they will be taken to a screen that they will fill in the information needed. Please tell the borrower they **MUST** remember their Username and Password because they will return to the site to sign other disclosures through the processing of their loan. Also, tell them the **Code** that will be used is the last 4 digits of their Soc Sec Numbers.

Create an Account

Your privacy is very important to us. Help us protect your personal information by setting up a secure account for your loan application.

First Name *

Last Name *

Email Address *

Confirm Email Address *

Phone Type * Phone Number * XXX-XXX-XXXX

Cell X 333-222-1212

Username *

Create Account

Cancel

5. Once the account is created, they will be asked to Verify their email address.

Verify Your Email Address

A verification email has been sent to jhomeowner123@yahoo.com

Follow the instructions in the email to finish creating your account.

Didn't get an email? [Send again](#)

Already verified? [Login](#)

Email example

Online Loan Application ★ **Verify your email address. You are one step away.** Hi John Homeowner, Y

Verify your email address. You are one step away.

Online Loan Application <noreply@ellie.com>
To: jhomeowner123@yahoo.com

Hi John Homeowner,

You are one step away from completing your account creation. Please verify your email address by clicking on the link below. The link will expire in 1 hour(s).

<https://corporateoh.mymortgage-online.com/verifyemail&siteId=9601134879&verificationCode=b4e9c5aa76aaba64075ab5975feb54aae2e51db6e700be20f4b773d3a78fa>

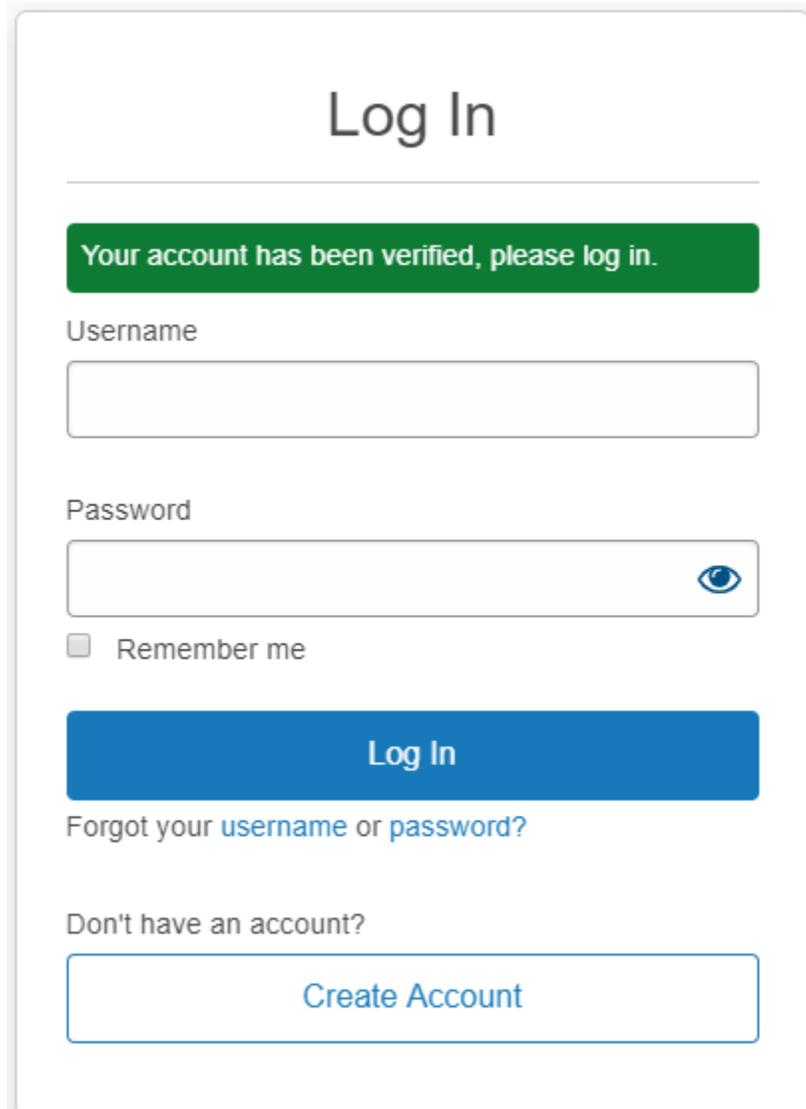
If clicking the link above does not work, copy and paste the link into a new tab or browser window.

Your username(s) are jhome and the website to access is <https://corporateoh.mymortgage-online.com/>.

If you did not make this change or you believe an unauthorized person has accessed your account, please contact your loan officer.

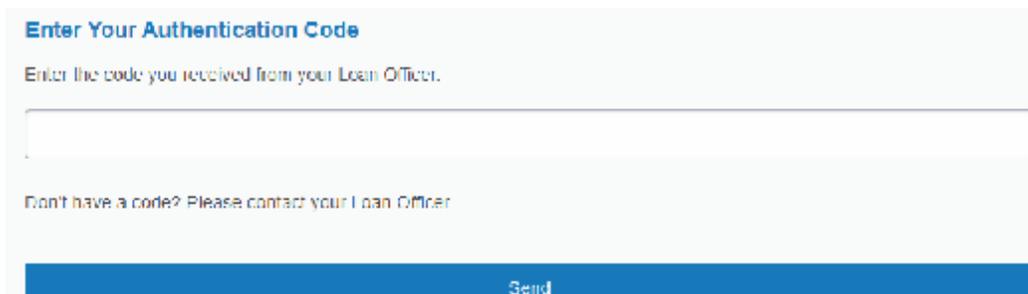
Sincerely,

6. Upon verifying the email address the **Log In** box will appear and they can log in.



The screenshot shows a 'Log In' form. At the top, the text 'Log In' is centered. Below it is a green banner with the message 'Your account has been verified, please log in.' Underneath the banner are two input fields: 'Username' and 'Password'. The 'Password' field has a blue eye icon on the right side. Below the password field is a checkbox labeled 'Remember me'. A blue 'Log In' button is positioned below the checkbox. Under the button is the text 'Forgot your username or password?'. At the bottom, there is a link 'Don't have an account?' and a blue 'Create Account' button.

7. After they log in, they will be asked for an **Authentication Code** which should be the last 4 digits of their Soc Sec Number.



The screenshot shows an 'Enter Your Authentication Code' form. The title 'Enter Your Authentication Code' is in blue. Below the title is the instruction 'Enter the code you received from your Loan Officer.' There is a large white input field for the code. Below the input field is the text 'Don't have a code? Please contact your Loan Officer'. At the bottom, there is a blue 'Send' button.

8. Once in the account the Borrower will see the Tasks to complete in order to eSign the specific disclosures.

