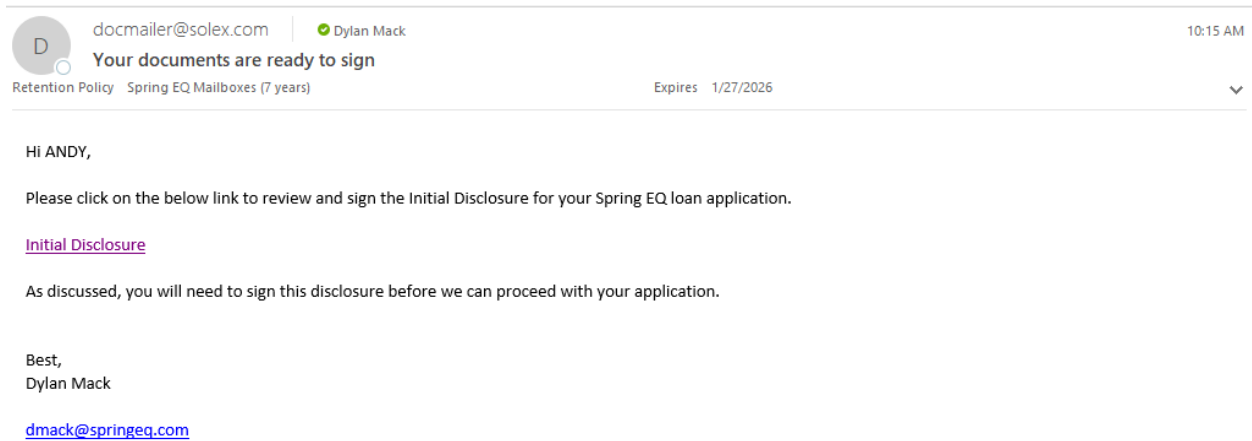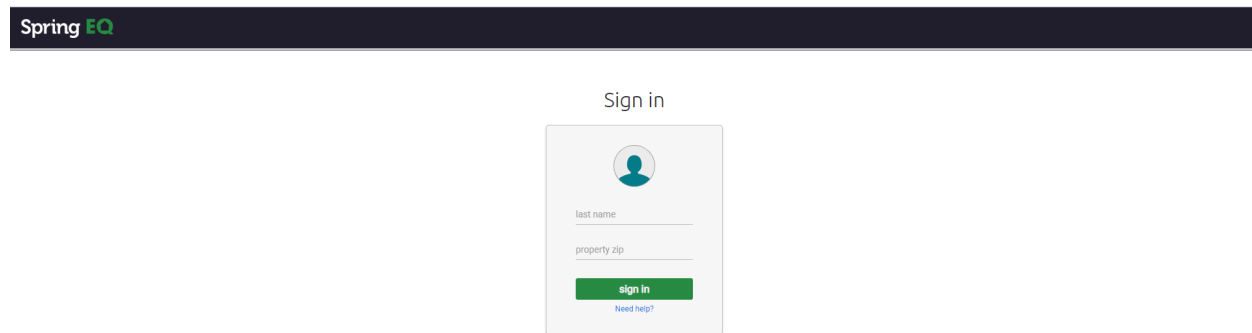# Spring EQ - Borrower E-sign Process
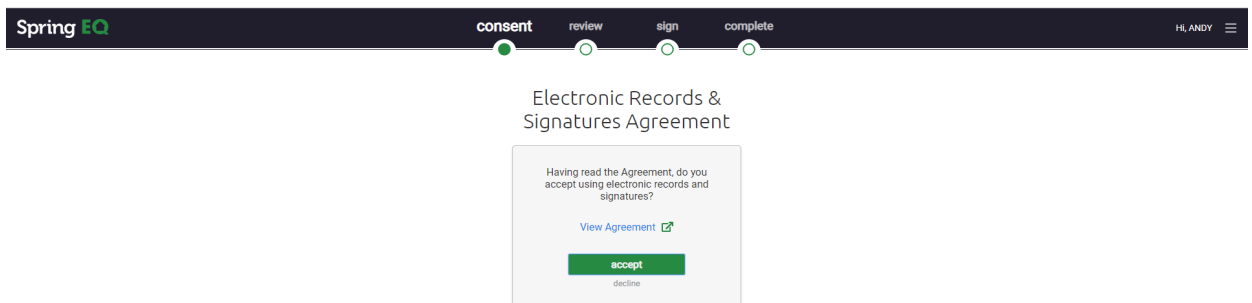
1. Borrower will receive email from docmailer@solex.com, click "*Initial Disclosure*" hyperlink:

2. Borrower will be brought to disclosure website and must enter their last name and subject property zip code:

3. Borrower will "accept" the Electronic Records & Signatures Agreement to give *consent*:

4. Borrower will now be on the *review* screen. All documents highlighted in <mark>yellow</mark> on the left side of the screen must be viewed to complete the review.

5. The navigation pane on the left side will be green when review is complete. Click "Continue":

6. The borrower will be brought to the *sign* screen. All documents requiring a signature are marked in yellow in the navigation pane on the left-hand side of the screen.
   a. You will see a yellow sign flag where signatures are required
   b. Borrower will need to click in the red box to apply the signature
   c. As the borrower signs they will be automatically brought to the next document
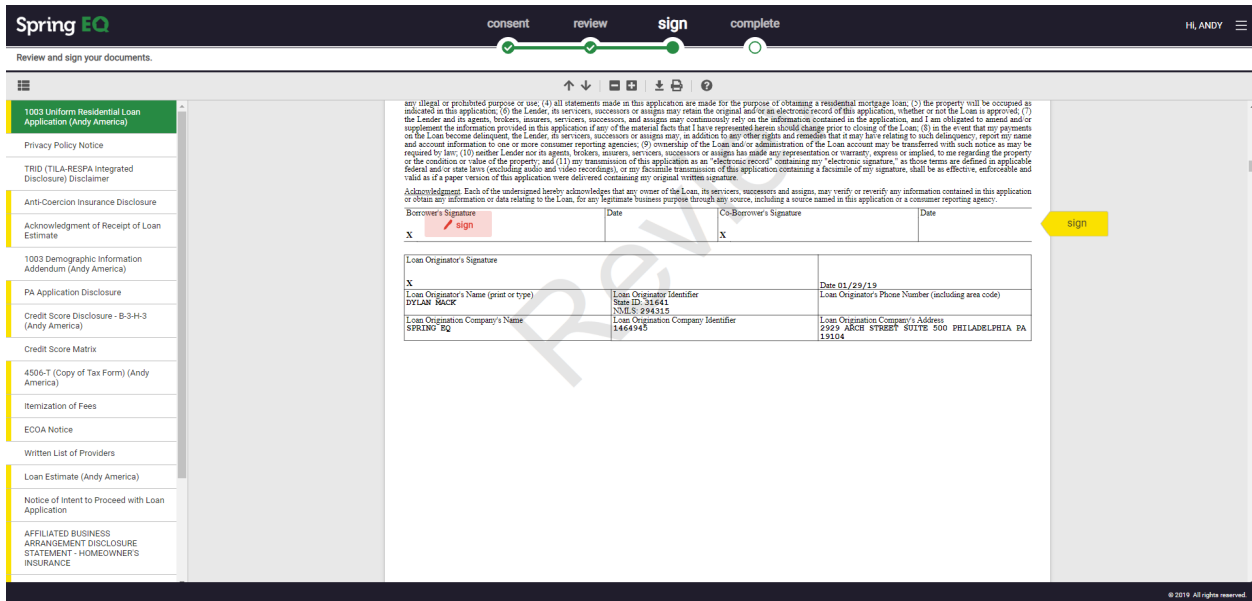
*Please note - some documents such as the "credit inquiry form" may require the borrower to select a radio button and input an explanation.

7. Once all documents have been reviewed and all disclosures are signed, click the "submit" button will appear in the lower right-hand corner of the screen.
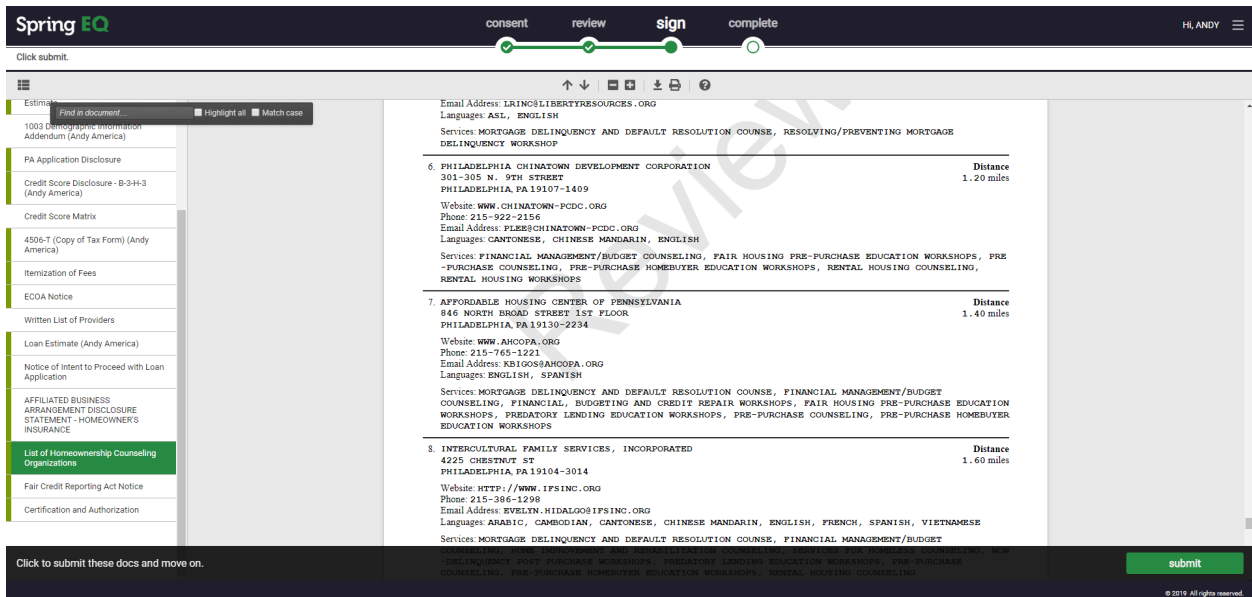
8. Borrower will now be brought to the Document List screen where they will have the option to view, download, or print all or selected documents from the disclosures package.

9. Please have the borrower click "Sign Out" to ensure that the documents are returned to Spring EQ with no issue.

Congratulations! Your borrower has completed the Spring EQ E-sign Process!