

EXECUTING THE eCLOSING

One of the primary benefits of eSign® is the increased efficiency of the closing process. By enabling borrowers to electronically sign documents and eSign® multiple documents at the same time, closings are streamlined. The result is a happy borrower.

To maximize the efficiency of *your* eSign® closing, follow these steps in the order presented:

✓ EXECUTE ELECTRONIC DOCUMENTS THROUGH THE “eSIGN®” MODULE ON GEMSTONE

- Ensure that the borrower carefully verifies the accuracy of his or her name and address.

tip ▶ Review electronic documents as you would paper documents by simply describing and highlighting key elements of the document. Use a pointer to illustrate key pieces of information on the screen.

✓ COMPLETE THE CLOSING AGENT AFFIRMATION STATEMENT AND SUBMIT ELECTRONIC DOCUMENTS

- A confirmation message will display, indicating that the eSign® transaction has been successfully submitted; the eSign® closing is now complete.
- Click “OK”
- A borrower should never sign a paper version of a document that requires an eSign® signature.
- Currently, any document that requires notarization—such as the mortgage or deed of trust—will continue to be executed with an ink signature. Certain other state- or loan-specific documents may also require an ink signature.

✓ PROVIDE THE BORROWER WITH AN ELECTRONIC COPY OF ALL DOCUMENTS (ELECTRONIC AND PAPER)

- Once all documents have been electronically submitted, the three buttons on the eSign® landing page will display: “Store eDocs,” “Copy eDocs to CD,” and “Print eDocs.”
- Store eDocs allows you to save a non-authoritative copy of the electronically-signed documents to your desktop or flash drive.



- Copy eDocs to a CD allows you to burn a non-authoritative copy of the electronically-signed documents to a CD.



- Print eDocs allows you to print a non-authoritative copy of the electronically-signed documents.



✓ SCAN AND UPLOAD THE REMAINING PAPER DOCUMENTS ON GEMSTONE

- It is not necessary to fax, mail, or overnight any closing document to AmTrust Mortgage. Using Gemstone’s upload function, you can electronically transmit the scanned copy of the ink-signed legal documents. It is important that Closing Agents upload these documents to AmTrust Mortgage within one business day of the closing. No postage, no fees, no worries!

