

## REMOTE eSIGN® CLOSINGS

Remote eSign® signings are even more impressive and efficient for your borrower! The flexibility of the eSign® module enables you to meet borrowers at a location that is convenient for them. To prepare for your remote signings, take the following steps:



### ENSURE THAT THE NOTARY PERFORMING THE REMOTE SIGNING...

- Has a laptop that meets the hardware, software, and Internet connection requirements necessary to sign a loan electronically.
- Reviews the interactive demonstration available online at [www.esignmortgage.com](http://www.esignmortgage.com).



### ENSURE THAT THE TITLE OR INDEPENDENT ESCROW COMPANY ON THE LOAN TRANSACTION...

- Assigns the loan to the notary.

#### tip ▶

If you are a Title Company responsible for assigning a Third Party Closer, ensure you are logged in to Gemstone as a Stand Alone Closing Agent. Gemstone Administrators will not have access to the Third Party Closing Module, therefore will be unable to assign a loan to a Third Party.

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In order for Closing Agent Administrators to make third party closing assignments, they must edit their own Gemstone account to add a Stand Alone Closing Agent Profile.

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It is unnecessary to actively manage Gemstone logins for Third Parties. When a Third Party Closer creates a login account, they can close any AmTrust loan assigned to them.

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If the Third Party has been assigned to a loan but cannot execute the eSign® closing they can simply reassign the loan to another Third Party Closer in Gemstone.