

# How to Resend Documents in Quantum Job Aid

1. Click on Documents  $\rightarrow$  Application



## 2. Click on eSign



# 3. Click on the icon next to the eSign Status

#### eSign Tracking

Borrower	Requested		Cancel
Jerry Smith (Borrower) QR Support (LoanOfficer)	C <sup>2</sup> eSign Request Sent C <sup>2</sup> eSign Request Sent	3/10/2022 02:10 PM eSign Request Sent for Jerry Smith 3/10/2022 02:10 PM eSign Request Sent for QR Support 3/10/2022 02:10 PM Requested 3/10/2022 02:10 PM Requested	
Application Package			
Email sent to Borrower: 03/10/2022 Email Failed:	eSigning by Borrower started: eSigning by Borrower completed:	Status: eSign Complete	eSign Pending ed:

Close

 $\times$ 

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## 4. Click on "Resend eSign Invitation"

Jerry Smith (Borrower)		$\times$
Status	eSign Request Sent	
Phone: Mobile Phone: Email:	Jerry@testloan.Test	
	Get eSign Hyperlink Resend eSign Invitation Clo	se

Note: You can also click on Get eSign hyperlink and send it directly to the client from your email.

Jerry Smith (Borrower)		$\times$
Status	eSign Request Sent	
Phone:	(555) 555-5555	
Mobile Phone:	(777) 777-7777	
Email:	yuliy101@yahoo.com	
	Get eSign Hyperlink Resend eSign Invitation	
	Clo	se

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