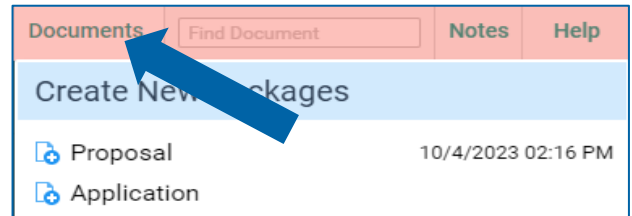


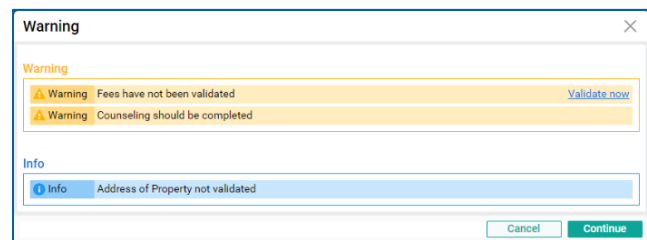
Using Sign Now in Quantum Reverse

1. Complete all required fields for each borrower. When E-signing an application, remember to:
 - Include all phones, addresses, SS #s, and email addresses.
 - Include at least one Alternate Contact
 - Choose at least three products on the Comparison screen (5 Cap, 10 Cap, and Fixed)

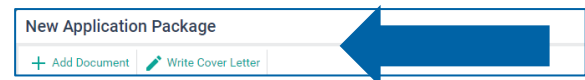
2. Go to **Documents** on Quantum's menu bar and choose **Application**.



3. A **Warning** window may appear. These warning or information alerts should be followed prior to generating the application but you may still click **Continue**.



4. **OPTIONAL:** Before creating the application package, click **Add Documents** when additional disclosures need to be added. A cover letter may also be added and edited by clicking **Write Cover Letter**.



5. Click the **eSign** button and then click the **Continue** button when the eSign window appears.



6. Verify the email addresses are correct. *Only the borrower's email address(s) can be edited here.*

Before sending e-signed docs, BORROWER email addresses **MUST** be entered for each borrower. **Coborrowers should have separate email addresses.** E-signed docs can only be sent to borrowers – originator or other email addresses should never be used.

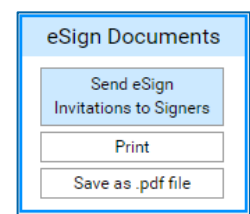
Signers		
Function	Name	Email
Loan Officer	Wholesale Training Test	cbarnes@mutualmortgage.com
Borrower	Test E-Sign	gmail.com

7. Click **Preview Documents**.



8. Click **Send eSign**. You may also print and or save the package as a pdf.

Depending on the state and product a second box may appear to print docs that are not able to be e-signed.



9. Remind your borrower to look out for an email.
Click **Close**.

eSign invitation emails are being sent

You can facilitate the eSigning process by contacting the signers and let them know that they will receive eSign requests by email.

- Borrower, Test E-Sign: 1 email request

Important

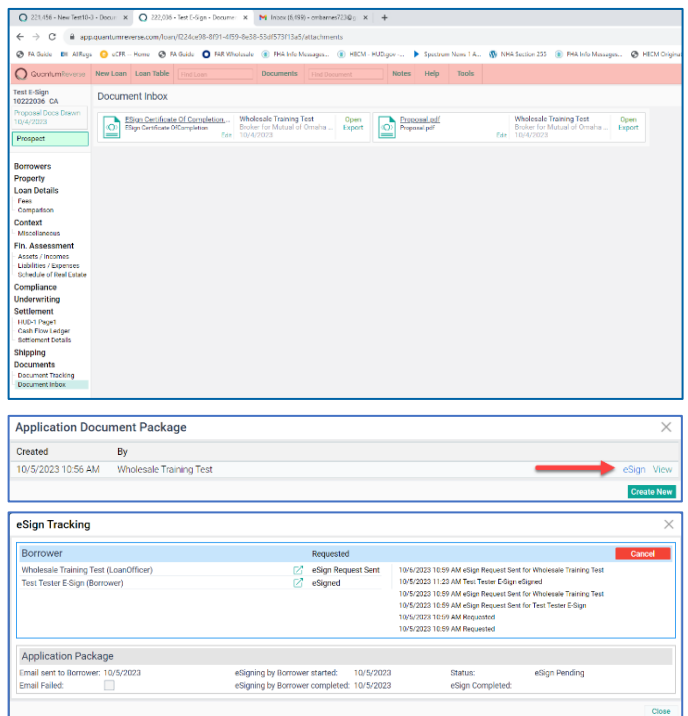
The eSign requests are sent from noreply@reversesign.org
If you would like them to be sent from your email address cmbarne723@gmail.com, you have to contact your technology department and direct them to QuantumReverse's Email Service
Configuration: <https://qr.freshdesk.com/a/solutions/articles/43000606444>

Close

10. AFTER THE BORROWER HAS E-SIGNED

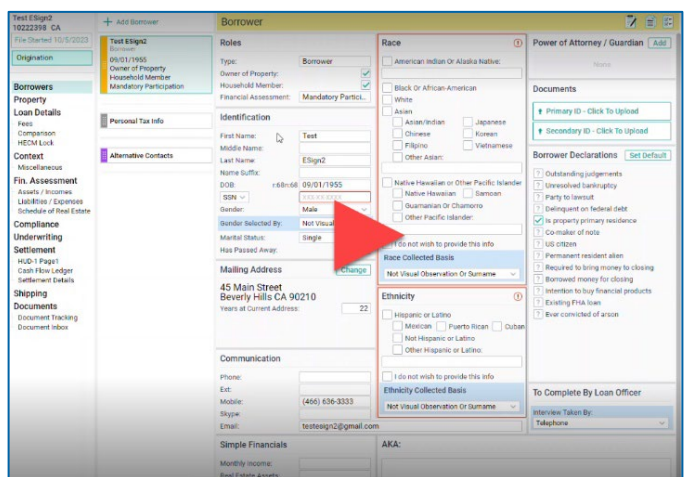
Shortly after the borrower has signed the documents and clicked finish, the package can be viewed in the Document Inbox including the ESign Certificate of Completion.

Users can also view the E-signed package by going to Documents...Application...E-Sign.



The screenshot shows the QuantumReverse application document package interface. It includes a sidebar with navigation options like 'Borrowers', 'Property', 'Loan Details', 'Fin. Assessment', 'Compliance', 'Underwriting', 'Settlement', 'Shipping', and 'Documents'. The main area displays the 'Document Inbox' with a table of documents, including 'Esign Certificate of Completion' and 'Wholesale Training Test'. Below this, there's an 'Application Document Package' section showing the package created on 10/5/2023 at 10:56 AM by 'Wholesale Training Test'. A red arrow points to the 'eSign View' button. The 'eSign Tracking' section shows a table of eSign requests, with a red arrow pointing to the 'eSign' button. The 'Application Package' section shows the package status as 'eSign Pending'.

Watch a live demonstration



The screenshot shows the QuantumReverse borrower information form. It includes a sidebar with navigation options like 'Borrowers', 'Property', 'Loan Details', 'Fin. Assessment', 'Compliance', 'Underwriting', 'Settlement', 'Shipping', and 'Documents'. The main area displays the 'Borrower' form with fields for 'Roles', 'Identification', 'Race', 'Ethnicity', 'Mailing Address', 'Communication', 'Simple Financials', and 'Power of Attorney / Guardian'. A red arrow points to the 'Mailing Address' field, which is highlighted in red.

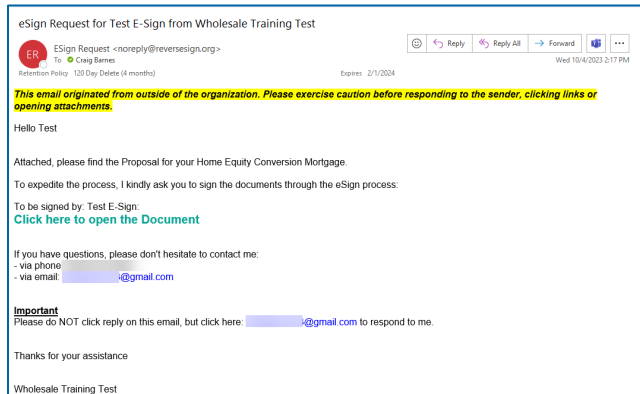
What your borrower sees?

Borrower Email

After you send the ESign request via Quantum, an email is sent to your borrower.

The email may be from E-Sign Request, so inform your borrower to look out for the email!

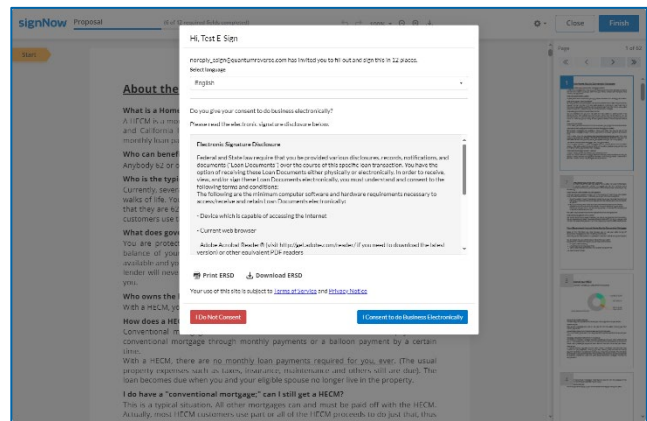
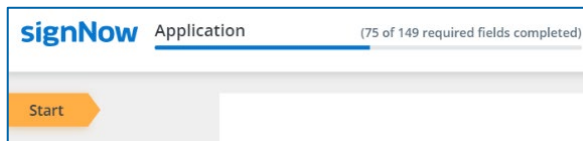
The borrower simply clicks on the link in the body of the email. The originator's email and phone number are also included in the body of the email.



Borrower Consent

The borrower must click **I Consent to do Business Electronically** to continue.

After the window closes, they click **Start**.



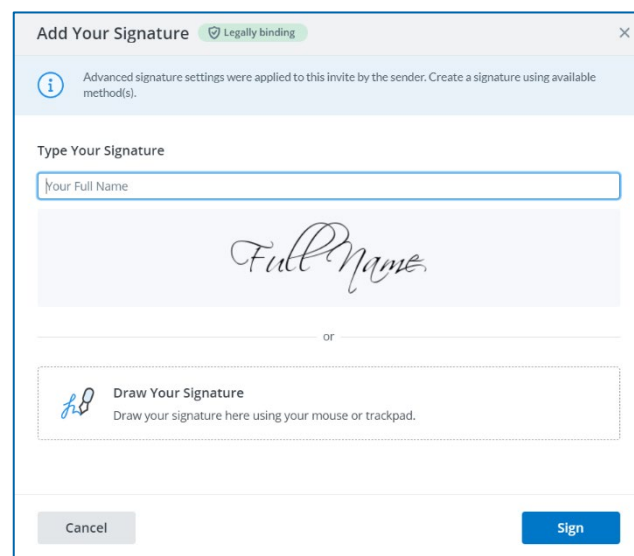
Begin Signing

If the Signature Field appears, click the **Signature Field** and see Add a Signature below.



Add a Signature

When the window appears (it will appear for both co-borrowers), click the box and enter their full name (as it appears on the application docs) and click **Sign**.

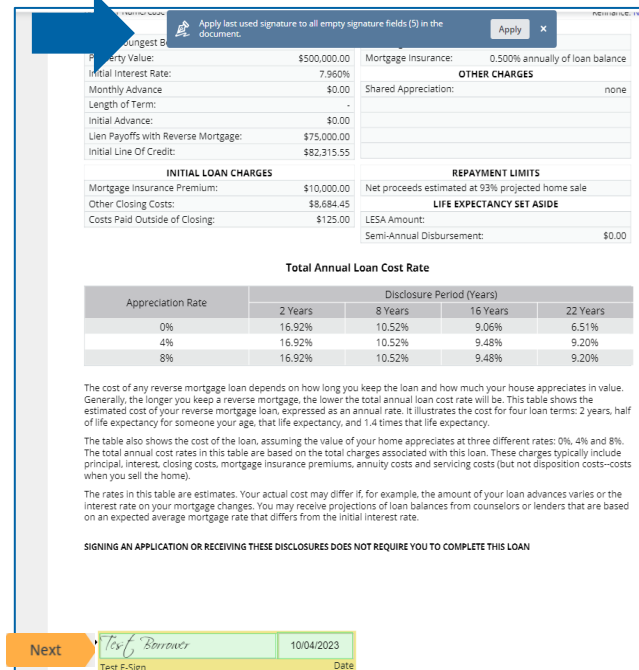


Review and Sign All Documents

Borrowers can use the **Next** button to sign the document and move to the next doc to review and sign.

To sign all documents at once, click **Apply** at the top of the page.

When all docs are signed, click the **Finish** button at the top of the screen (it may also appear as a green bar at the bottom, either can be clicked)



Other Fields

In some circumstances, there may be radio buttons or checkboxes that must be selected. In that case, borrowers must click **View Fields** and follow the prompts. After the required field(s) are completed the Finish button will reappear.

Some Required Fields Must be Addressed

Please complete all required fields before finishing. The following fields must be addressed:

- 1 required fields were left empty

Click **View Fields** to complete these fields starting from the beginning of the document

[View Fields](#)

[Close](#)

Save or Print a Copy

Borrowers should print or save their docs by clicking **Get My Document Copy**.



You've filled out and signed the document

The sender will be notified and receive the signed Application document.

[Get My Document Copy](#)

Watch a Live Demonstration

