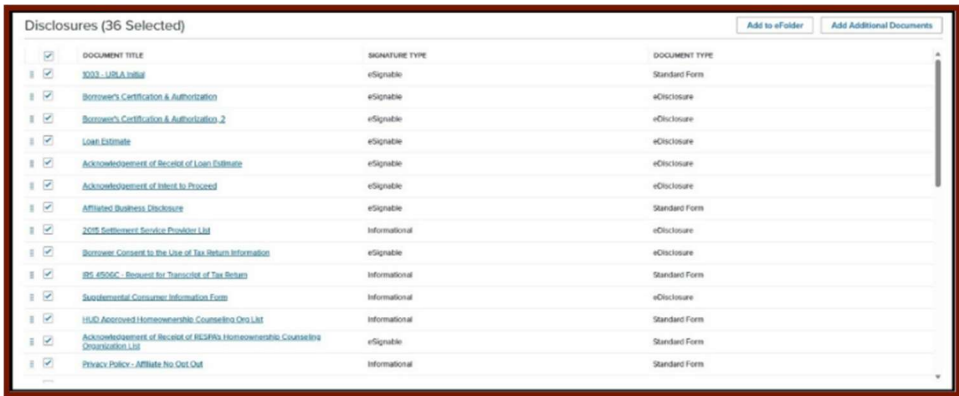
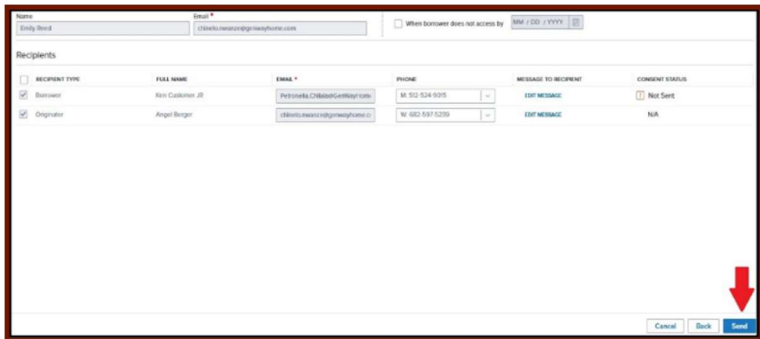


Purpose: This job aid explains how to review the disclosure package, send disclosures, and complete the eSign process in Arena Portal. It outlines how to confirm required documents are included, properly send disclosures, and track and complete borrower and broker signatures.

DESCRIPTION	STEP / ACTION
DISCLOSURE PACKAGE REVIEW	<ol style="list-style-type: none"> 1. Navigate to the Disclosure Package Review screen. 2. Review the disclosure package before sending to ensure all required documents are included, such as 1003 – URLA Initial, Loan Estimate, Intent to Proceed  <ol style="list-style-type: none"> 3. If a required document is missing, this indicates an issue within the URLA application section preventing the document from generating. 4. Do not proceed with disclosure if documents are missing. <ul style="list-style-type: none"> ○ Submit the loan so disclosures can be issued internally. 5. Once all documents are confirmed, click Next in the bottom corner of the screen.
SEND DISCLOSURES	<ol style="list-style-type: none"> 1. Click the Send button in the bottom-right corner of the screen to send the disclosure package. 2. Review the confirmation popup indicating the disclosure package was sent successfully. 3. The system will indicate what documents require signatures and from whom. 

DESCRIPTION	STEP / ACTION
ESIGN PROCESS	<div><div><div><div>1. After disclosures are sent, review the signature status for all borrowers(s) and the broker.</div><div>2. When prompted, choose whether to sign documents now:<ul style="list-style-type: none">Select Yes to proceed immediately to the eSign page.Select No if you are a loan processor; the broker will receive an email to sign later.</div></div></div><div><div><div><div><div><div><div></div><div>Success!</div></div><div>Your package was sent successfully.</div></div><div><div><div>This package includes one or more documents that you must eSign before you can retrieve the borrower-signed documents. As a result, it is recommended that you sign prior to the borrowers.</div><div>Click Yes to eSign your documents now or No to eSign later.</div><div>You can eSign later by using the link in the email sent previously during the package creation which will take you to a secure website where you can eSign</div><div>Originator eSignable Documents:<ul style="list-style-type: none">1003 - URLA Initial</div><div><div>No</div><div>Yes</div></div></div></div></div></div></div><div><div><div><div><div><div><div></div><div>Simplifile</div></div><div><div>Your Simplifile eSign Event is available</div><div><div>Start eSign Session</div><div>Back to Previous Page</div></div><div>By clicking Start eSign Session, you agree to the Privacy Policy and Terms of Service</div></div></div></div></div></div></div><div><div><div><div>3. If signing now:<ul style="list-style-type: none">Complete the eSign process.Click Confirm Submission to submit your signature.</div><div>4. When prompted with the Leave confirmation, select Yes if you are finished signing.</div><div>5. Confirm signature completion on the Send Disclosures screen.</div></div></div></div></div></div>