



How to Apply a Loan Officer Signature

Loan application documents are sent electronically and can be eSigned, viewed, saved and printed from the Angel Oak TPO Portal.

This is a step-by-step guide on how to create an account and access these documents on your computer, tablet or cell phone.

Video Tutorial

<https://youtu.be/pJGGrtj6Nr4>

Step 1

First, you will receive an email notification indicating documents are available to view. If you do not receive the email, check the spam folder for it. The email is sent from noreply-MortgageTech@ice.com

Alysse LO Test: *NEW Loan Application Documents



Alysse Prosnick <noreply-MortgageTech@ice.com>
To: Alysse Prosnick

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.



Tue 9/3/2024 12:56 PM

CAUTION: This email originated outside of Angel Oak

Borrower: Alysse LO eSign
Property Address: 123 Any Street
eDisclosure package Sent Date/Time: 2024-09-03 12:55:16

Dear Alysse LO Test,

This email has been sent to notify you that your signature is required on the package sent on 2024-09-03 12:55:16. It is recommended that you sign the documents as soon as possible. The documents cannot be retrieved to the eFolder until both you and the borrowers sign them.

If you have already completed signing, please ignore this email.

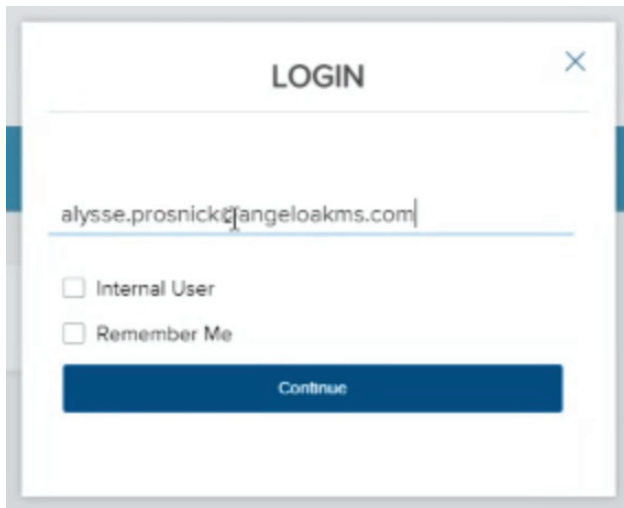
Underwriting - 1003/URLA - Broker
[Click here to sign the documents.](#)

If you experience problems opening the link, copy and paste the URL below into your Web browser.
URL: <https://4297263835.encompassipoconnect.com/#/home/pipeline/70d598f5-1c61-4677-92e2-5b43392aacdc?esignon?packageid=5464f3c1-191f-4141-9aa0-7023d8b721ef>

If you have any questions, please contact your system administrator.

Step 2

You will then be prompted to login to the Angel Oak TPO Portal. If not prompted automatically, you can alternatively login at: <https://connect.angeloakms.com/>



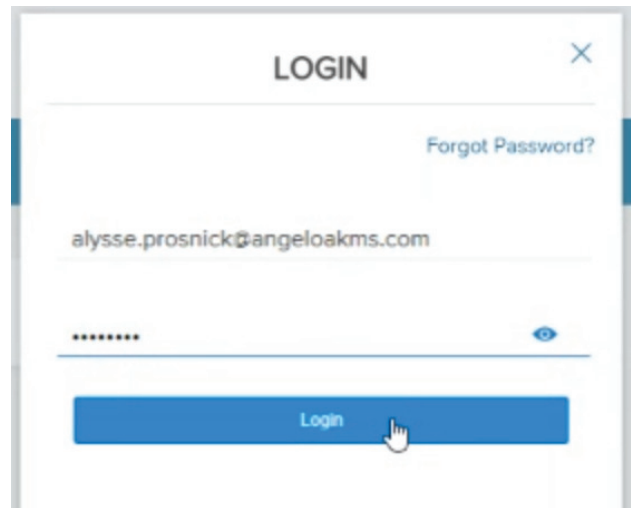
LOGIN

alysse.prosnick@angeloakms.com

Internal User

Remember Me

Continue



LOGIN

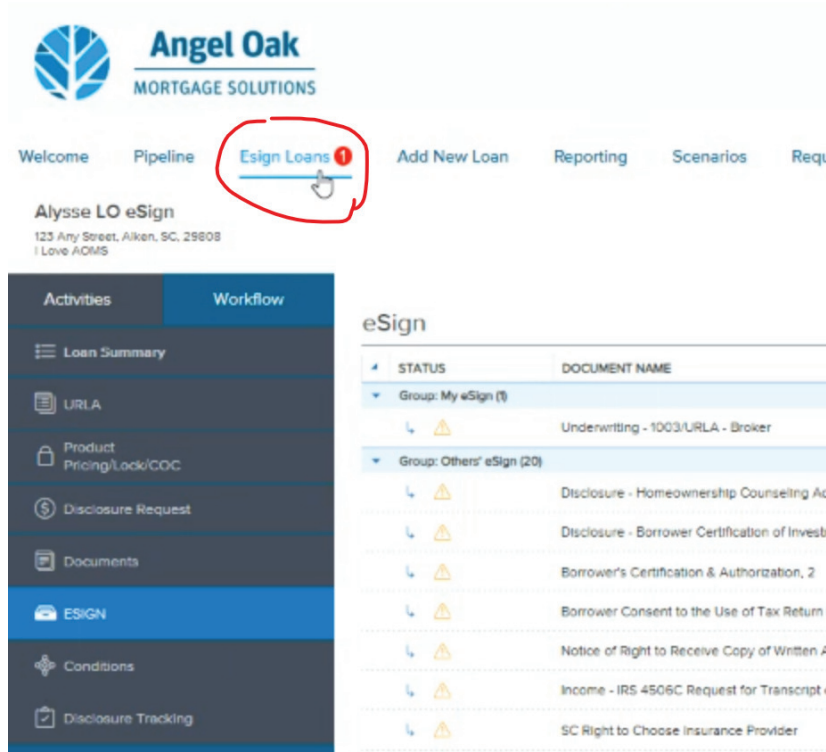
Forgot Password?

alysse.prosnick@angeloakms.com

Login

Step 3

You'll be directed to the esign portion of the loan. If not, you can simply click on the Esign Loans tab. You'll see the loan documents that require signature.



Angel Oak MORTGAGE SOLUTIONS

Welcome Pipeline **Esign Loans** Add New Loan Reporting Scenarios Reque

Alysse LO eSign
123 Any Street, Aiken, SC, 29808
I Love ADMS

Activities Workflow

- Loan Summary
- URLA
- Product Pricing/Lock/COC
- Disclosure Request
- Documents
- ESIGN**
- Conditions
- Disclosure Tracking

eSign

STATUS	DOCUMENT NAME
Group: My eSign (1)	
Underwriting - 1003/URLA - Broker	
Group: Others' eSign (20)	
Disclosure - Homeownership Counseling Ac	
Disclosure - Borrower Certification of Invest	
Borrower's Certification & Authorization, 2	
Borrower Consent to the Use of Tax Return	
Notice of Right to Receive Copy of Written A	
Income - IRS 4506C Request for Transcript	
SC Right to Choose Insurance Provider	

Step 4

Next you will click the view details of the document that needs to be completed.

The screenshot shows a web application interface for loan management. At the top, there is a navigation bar with links: Welcome, Pipeline, Esign Loans (with a red notification icon), Add New Loan, Reporting, Scenarios, Request Disclosures, Marketing Portal, Training, and Contact Us. Below the navigation, the user's profile is displayed: Alysse LO eSign, 123 Any Street, Aiken, SC, 29808, I Love AGMS. To the right, loan details are shown: Loan #: 802409122789, Total Loan Am...: \$200,000.00, Loan Type: Conventional, Loan Purpose: No Cash-Out Refinance, Interest Rate: Loan To Valu. A sidebar on the left contains a menu with options: Loan Summary, URLA, Product Pricing/Loan/COC, Disclosure Request, Documents, ESIGN (highlighted in blue), Conditions, and Disclosure Tracking. The main content area is titled 'eSign' and displays a table of documents. A tooltip is visible over the table, showing columns for STATUS, RECIPIENT, and DATE/TIME OR EMAIL. The 'VIEW DETAILS' button for the first document is circled in red.

STATUS	RECIPIENT	DATE/TIME OR EMAIL
	Alysse LO eSign	alysse.prosnick@angelock.ms.com
	Alysse LO Test	alysse.prosnick@angelock.ms.com

STATUS	DOCUMENT NAME	ACTION
Group: My eSign (1)		
	Underwriting - 1003/URLA - Broker	VIEW DETAILS
Group: Others' eSign (20)		
	Disclosure - Homeownership Counseling Acknowledgment	VIEW DETAILS
	Disclosure - Borrower Certification of Investment Purpose	VIEW DETAILS
	Borrower's Certification & Authorization, 2	VIEW DETAILS
	Borrower Consent to the Use of Tax Return Information	VIEW DETAILS
	Notice of Right to Receive Copy of Written Appraisal/Valuation	VIEW DETAILS
	Income - IRS 4506C Request for Transcript of Tax Return	VIEW DETAILS
	SC Right to Choose Insurance Provider	VIEW DETAILS

Step 5

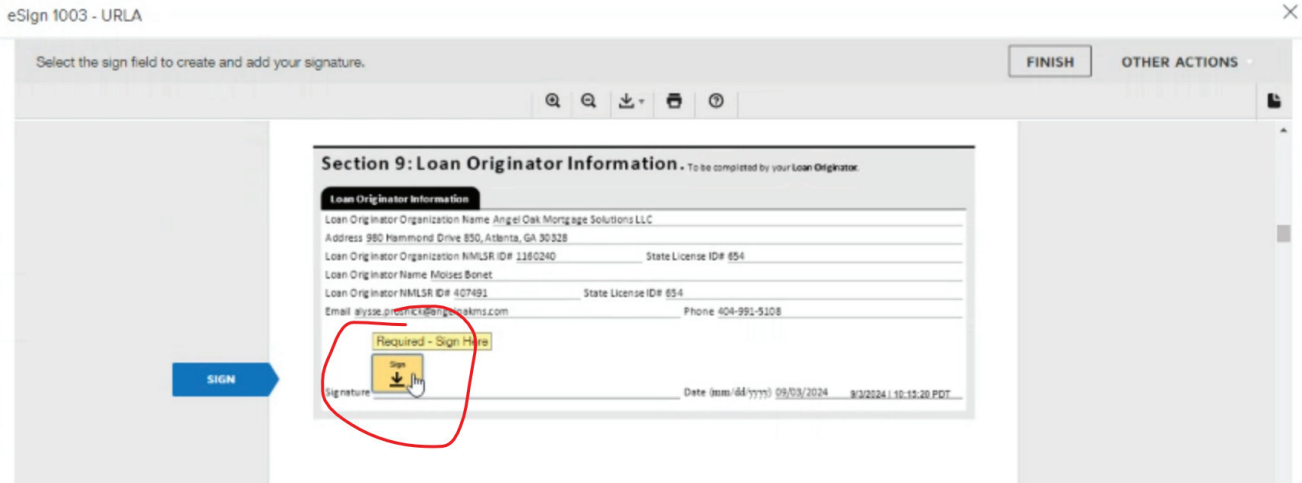
Our system is integrated with docusign. You'll click next, followed by Start.

The screenshot shows a DocuSign document review interface. At the top, it says 'eSign 1003 - URLA' and 'Loan Documents'. Below this, there is a message: 'If you are on a mobile browser, please click on Next at the bottom of the screen to view the document.' The main content area displays a document titled 'Please review and act on the documents below.' with a 'NEXT' button circled in red. To the right of the 'NEXT' button is a link for 'OTHER ACTIONS'. Below the document preview, there is a form with various fields for personal information, including Name, Social Security Number, Date of Birth, Citizenship, and Marital Status.

The screenshot shows the same DocuSign document review interface, but now the 'START' button is circled in red. The document preview shows the title 'Uniform Residential Loan Application' and the section 'Section 1: Borrower Information'. The form fields are the same as in the previous screenshot, but the 'NEXT' button is no longer visible.

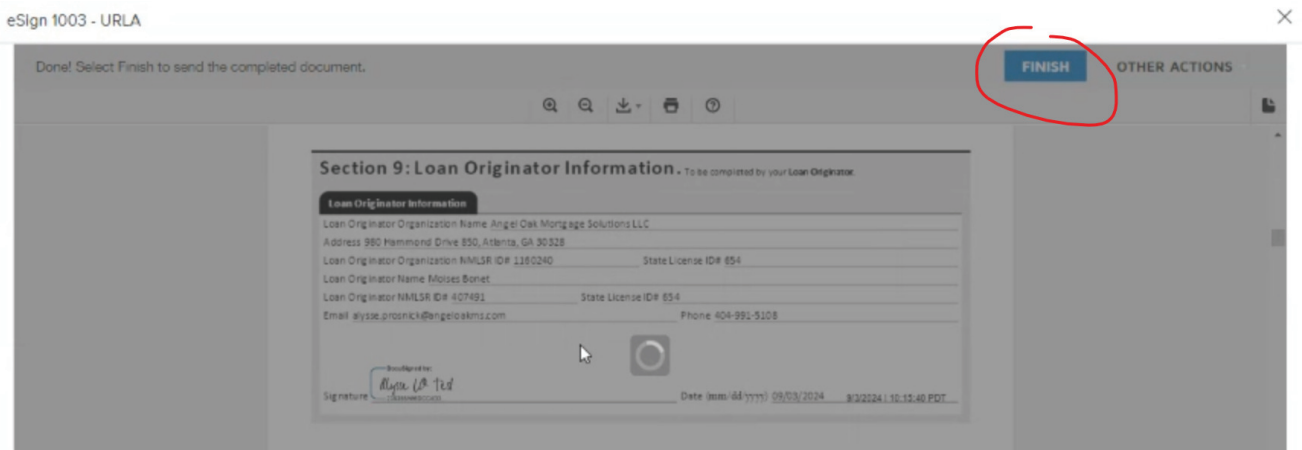
Step 6

Esign, click yellow tab to apply your esignature.



Step 7

Once all esignatures have been applied you'll click finish.



Congratulations on completing the eSign process!



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