

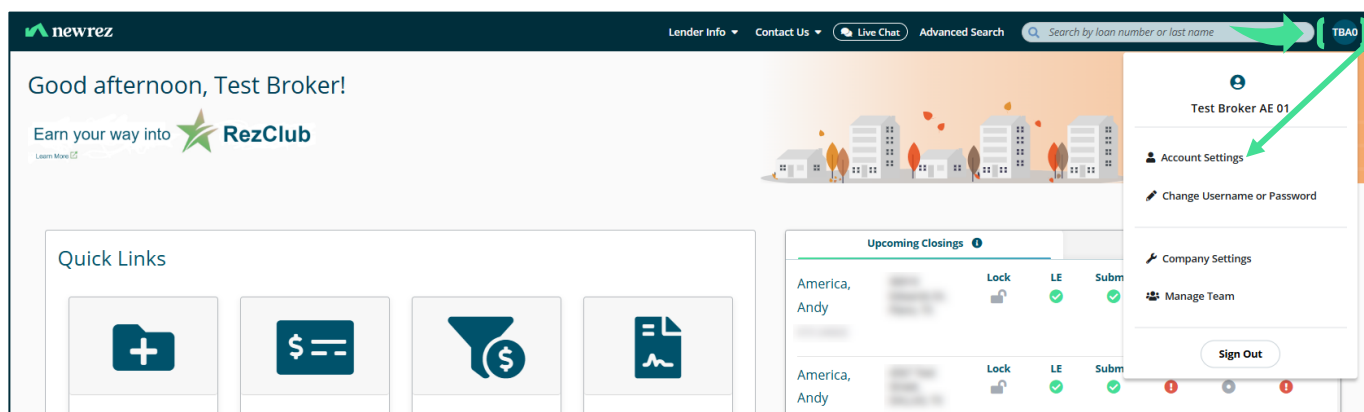
Broker Steps to Complete eSign with OneSpan



The following steps demonstrate the process for a business partner to locate their OneSpan access code and complete the eSign process.

Step

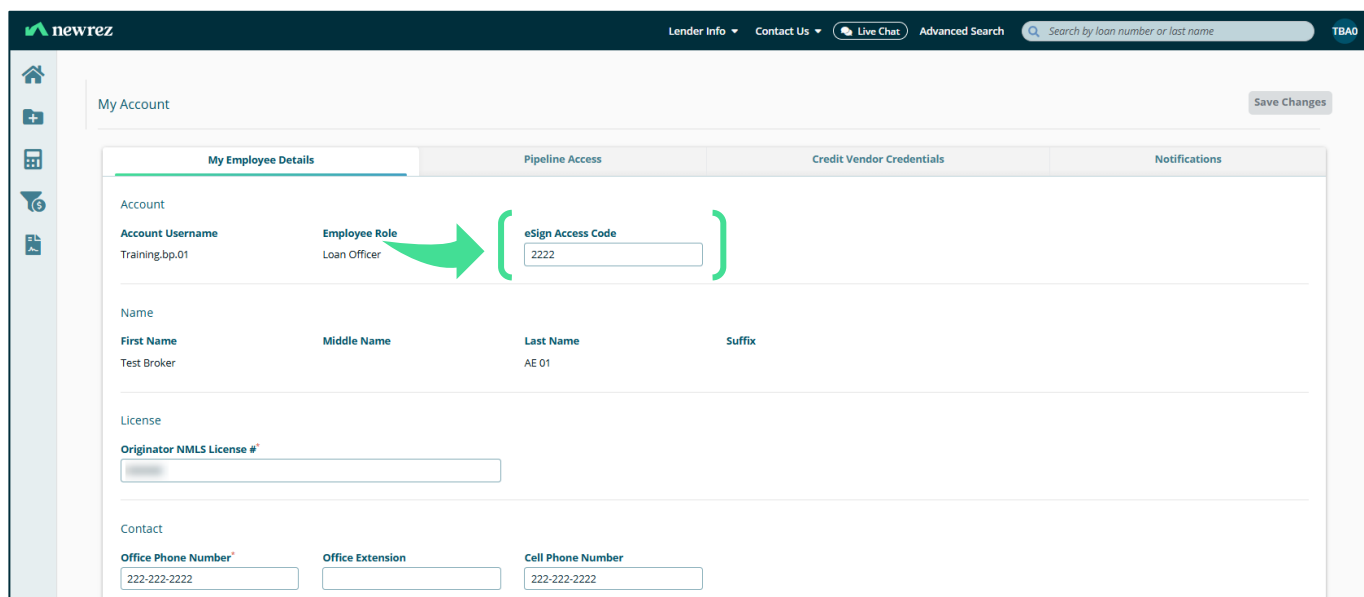
- 1 Access Account Settings from profile icon in top right corner of Blueprint.



Step

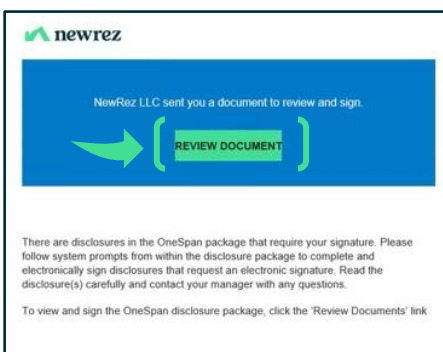
2 Locate eSign Access Code

- Access code is set to the last 4-digits of the office phone number at the time the profile was created. The accuracy of this code depends on the information entered during profile creation.
- Users can update their eSign access code at any time by entering a new code in the **eSign Access Code** field and clicking **Save Changes**.
- Once the eSign Access code is changed, it will only apply to disclosure packages sent after the change was made. The updated access code will not work on previously sent disclosure packages.



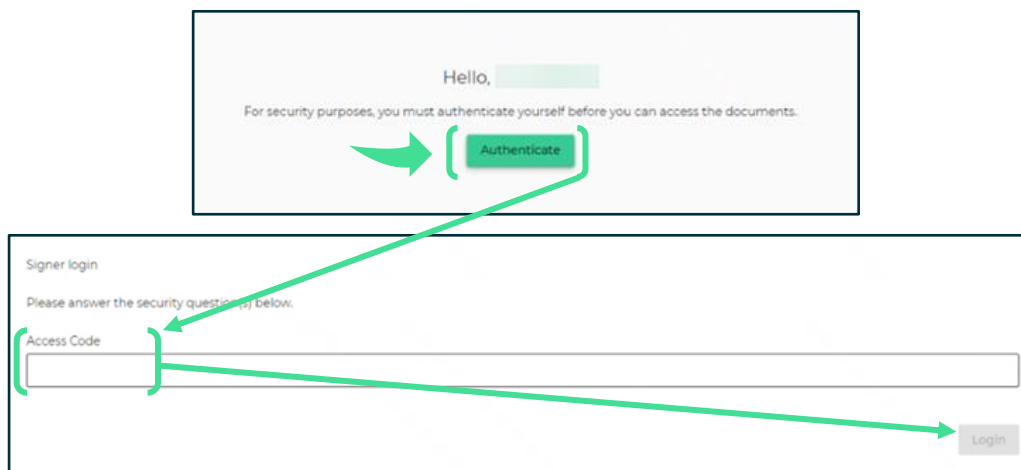
3 Open OneSpan email and select 'Review Document'

[EXTERNAL] Mortgage Loan Disclosures from Newrez for [REDACTED]



Step

- 4 Click 'Authenticate' and enter Access code. Then click 'Login'.
 - Users have 6 attempts to enter the password before being locked out.



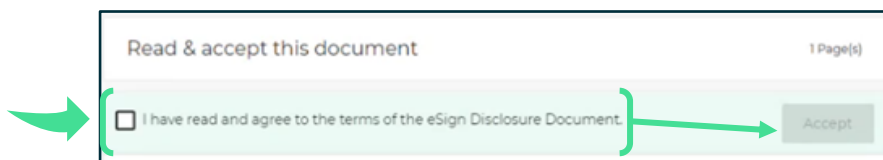
Signer login

Please answer the security question(s) below.

Access Code

Login

- 5 Attest to Electronic Record and Signature Disclosure and select 'Accept'.



Read & accept this document 1 Page(s)

☐ I have read and agree to the terms of the eSign Disclosure Document.

Accept

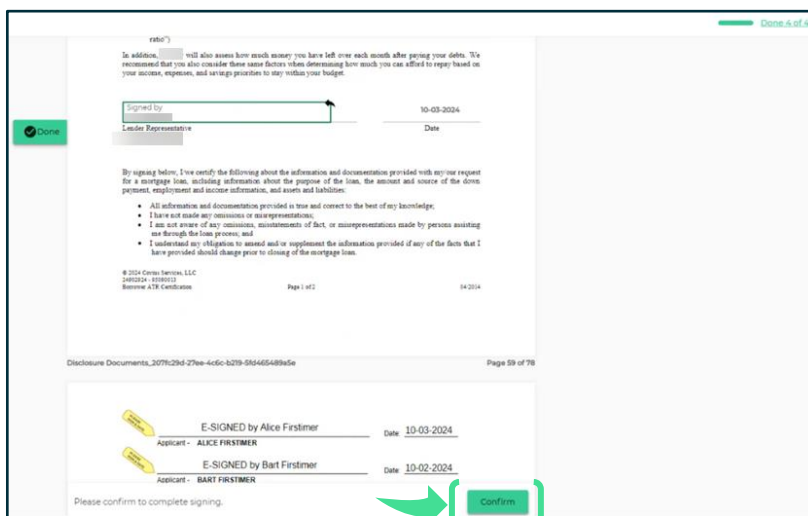
Step

- 6 Select 'Next' and click 'Sign' for all required signature fields.



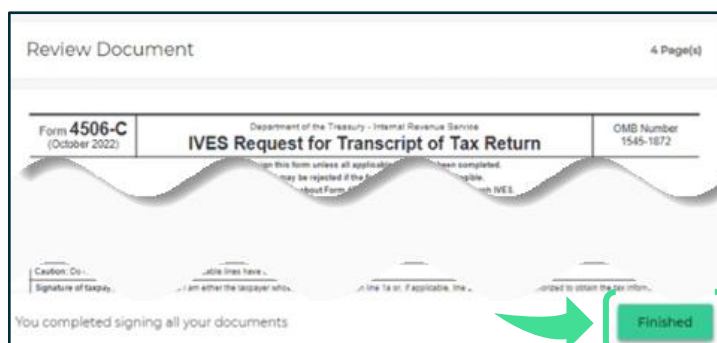
- 7 Click 'Confirm' when finished signing.

- A **Done** icon will appear in the left margin when all required signatures have been captured.



- 8 Click 'Finished' on 4506C document.

- No signatures are required from the business partner on the 4506C.



Step

- 9 Confirmation screen will populate once signing is complete.

Thank you, [REDACTED]

Signing complete! You may now view or download your signed documents.

We have everything we need at this stage and you may close this window.

[Review Documents](#)[Download Documents](#)