

# Instructions – How To Consent to Receive E-Disclosures


**Step 1: You will receive an Email From Foundation Mortgage with the following Subject: [Electronic Singature Consent for Loan Documents](#)**

☐ ☆ Scott Edwin Jones

[Electronic Signature Consent for Loan Documents](#) - Documents for the Smith loan application will soon be available for your electronic signature on a

**Step 2: Open the Email and click on the text that says: [Click here to visit the website](#) and consent to receive the documents electrionically.**

Electronic Signature Consent for Loan Documents Inbox x

 Scott Edwin Jones <eFolder@elliemae.com>  
to me ▾

Documents for the **Smith** loan application will soon be available for your electronic signature on a secure, password-protected website. The Website provides convenient 24-hour access to the status and details of the application. Please follow the instructions below to provide consent to receive electronic documents for this loan application.

[Click here to visit the website](#) and consent to receive the documents electronically.

New to eSigning? [Click here to watch a video](#) that walks you through the eSigning process and explains how to use this website to view, sign, and return the requested loan documents.

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If you experience problems opening the link, copy and paste the URL below into your Web browser.  
URL:  
<https://4073615138.mortgage-application.net/myaccount/accountlogin.aspx?tgt=prod&nuid=ea629d18-5779-40c2-960f-de8fbc5894>

**Step 3: Complete the information on this Account Setup Page in order to create a new account and connect to our secure server.**

- You will use this account throughout your loan process to acknowledge and sign various disclosures.
- Enter the numeric portion of the subject property street address
- Enter your First and Last name
- Create a password
  - **\*\*Don't forget to write your password down\*\***
  - You will need this password each time you log into the secure server

**T.** 305.532.3995 **F.** 305.532.3994 **E.** [info@foundationmortgage.net](mailto:info@foundationmortgage.net)  
1680 Michigan Ave. Suite 700, Miami Beach, FL 33139  
[www.foundationmortgage.net](http://www.foundationmortgage.net)

### Create New Account

To help protect your privacy and financial information, first-time users must create a user account before viewing loan documents or status updates. To begin, enter your information below and click **Create New Account**. Once your account is created, you can log in at any time to view loan documents and status updates. If you have any questions, please contact your loan officer.

\* Please verify the following question.

Subject Property Address:   
This must match the address in the loan file

Email:

\* First Name:

\* Last Name:

\* New Password:


\* Re-enter New Password:

The password must contain:  
 Minimum password length is 6.  
 Maximum password length is 20.

\* = Required

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Foundation Mortgage Corporation  
 1680 Michigan Ave Suite 700, Miami Beach, FL 33139  
 Direct: (305) 777-2273  
 Cell: (786) 222-7746  
 Fax: (305) 647-2405  
[sjones@foundationmortgage.net](mailto:sjones@foundationmortgage.net)  
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**Step 4: After you create the account, an email will be sent to you with instructions on how to activate your new account.**

### Create New Account


An email has been sent to you at [jsmith2034263493@gmail.com](mailto:jsmith2034263493@gmail.com).

Next steps:

1. Check your inbox for an email from "eFolder@elliemae.com" with the subject "**WebCenter Account Activation Request**". If you don't see this email, it may have been mistakenly flagged as spam and placed in your junk mail folder.
2. Follow the instructions in the email to activate your account.

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## Step 5: The Email will have the following Subject: **WebCenter Account Activation Request**

□ ☆ Foundation Mortgage Corp.


**WebCenter Account Activation Request** - Activate New Account John Smith is attempting to activate the jsmith2034263493@gmail.com account.

## Step 6: Open the Email and click on the following text to activate the account: [Click here to activate this account.](#)

- You will need the password you created in step 3 to complete this step.

WebCenter Account Activation Request Inbox x

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 **Foundation Mortgage Corporation** <eFolder@elliemae.com>  
to me ▾

**Activate New Account**

John Smith is attempting to activate the [jsmith2034263493@gmail.com](mailto:jsmith2034263493@gmail.com) account.

[Click here to activate this account.](#) The account password is required to complete the activation process.

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If you experience problems opening the link, copy and paste the URL below into your Web browser.  
URL:  
<https://4073615138.mortgage-application.net/myaccount/accountsignup.aspx?aid=21174863-7ABE-495D-B80E-3C980D71E9A1>

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**Activate New Account**


Name: John Smith

Email: [jsmith2034263493@gmail.com](mailto:jsmith2034263493@gmail.com)

\* Password:

\* = Required

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## Step 7: You now have access to your individual account within our secure server & can click on the Electronic Consent Form.

- In the center of the screen, Under the **Loan Detail** section, click on the text: **Electronic Signature Consent for Loan Documents**
- When you click on this, it will expand to show **Your Name** in blue just below it.
- Click on **Your Name** in blue.
- This will expand again Showing the text: **Agree to receive disclosures electronically**
- Click on the blue **View** button below this to complete the E-Consent Acknowledgement process.

The screenshot displays a user interface for a mortgage lender's portal. At the top right, it says "Welcome, John Smith" with links for "Log Out", "My Account", "Contact Us", and "Help". A navigation menu on the left includes "HOME", "FULL APPLICATION", "SHORT APPLICATION", "SPANISH APPLICATION", "FREE CONSULTATION", "CHECK LOAN STATUS" (highlighted in red), and "ABOUT US". Below the menu are sections for "Apply Now", "Resources & Tools", "Learning Center", and "Company Info". The main content area features a banner with a family and a house, with the text "If you have dreams ... we have the solutions." Below the banner, there's a "Check Loan Status" link and a "Printer-Friendly" option. The "Loan Detail" section shows: Loan Number, Amount (\$320,000.00), Property Address (123 TBD Drive, Miami Beach, FL 33139), Loan Program (Fixed), Purpose of Loan (Purchase), and Borrower Name (John Smith). A table lists "Electronic Signature Consent for Loan Documents" with a date of 12/22/2015. Below this is an "Upload File" section with a dropdown menu set to "Bank Statements", a "File Name" field, and "Browse" and "Remove" buttons. An "Upload File" button is also present. The "Loan Contact Information" section lists Name, Address (1680 Michigan Ave Suite 700, Miami Beach, FL 33139), Email, Company (Foundation Mortgage Corporation), Phone, and Fax. At the bottom, there's a note about Adobe Acrobat 6.0 or above being required to view documents. A footer contains links for "Full Application", "Short Application", "Spanish Application", "Mortgage Calculators", "Printable Forms", "Free Consultation", and "Mortgage Checklist".

[Check Loan Status >](#)

[Printer-Friendly](#)

## Loan Detail

Loan Number:		Loan Program:	Fixed
Amount:	\$320,000.00	Purpose of Loan:	Purchase
Property Address:	123 TBD Drive Miami Beach, FL 33139	Borrower Name:	John Smith

▼ [Electronic Signature Consent for Loan Documents](#)  12/22/2015

▶ [John Smith](#)

[Check Loan Status >](#)

[Printer-Friendly](#)

## Loan Detail

Loan Number:		Loan Program:	Fixed
Amount:	\$320,000.00	Purpose of Loan:	Purchase
Property Address:	123 TBD Drive Miami Beach, FL 33139	Borrower Name:	John Smith

▼ [Electronic Signature Consent for Loan Documents](#)  12/22/2015

▼ [John Smith](#)

### Agree To Receive Disclosures electronically

These documents require your electronic signature. By eSigning these documents, you avoid the hassle of printing and then faxing the signed documents. To review and eSign the documents:

1. Click the View button next to your name below.
2. Review the documents page by page, and then click "I Agree" or "I Do Not Agree" button.

John Smith

[View](#)

## Step 7: View the E-Consent Disclosure and Click **I Agree** at the bottom of the form.

### **Agree to receive disclosures electronically**

Before we may provide disclosures in an electronic format, we must obtain your consent. Carefully review the agreement, and select the "I Agree" button. This agreement is only for the **receipt** of disclosures, **not for the content** of disclosures themselves.

### **Your Consent To Do Business Electronically (the eDisclosure Agreement)**

The loan for which you are applying involves various disclosures, records, and documents ("Loan Documents"), including this eDisclosure Agreement. The purpose of this eDisclosure Agreement is to obtain Your consent to receive certain Loan Documents from Us in electronic form rather than in paper form. With Your consent, You will also be able to sign and authorize these Loan Documents electronically, rather than on paper.

Before We can engage in this transaction electronically, it is important that You understand Your rights and responsibilities. Please read the following and affirm Your consent to conduct business with Us electronically. For purposes of this eDisclosure Agreement, "eDisclosures" means the Loan Documents related to this transaction that are provided electronically, "You" and "Your" mean the borrower(s) under the applicable loan to which such Loan Documents apply, and "We", "Our" and "Us" mean the applicable mortgage broker(s), loan processor(s) or mortgage banker(s) with whom You are transacting business for such loan(s).

#### **YOUR CONSENT**

Your consent to participate in this transaction electronically will apply to all Loan Documents for the applicable loans for which You are applying. If You provide Your consent by clicking the "I agree" button at the bottom of the page, We will conduct this transaction electronically, instead of providing You with the Loan Documents in paper form.

If a document related to Your loan is not available in electronic form, a paper copy will be provided to You free of charge.

Conducting this transaction electronically is an option. If You choose not to accept receipt of eDisclosures, paper Loan Documents will be mailed to You.

If You do not consent to receive these Loan Documents electronically, You will be provided with copies of the Loan Documents in paper form. Additionally:  
You will not be required to pay a fee for receiving paper copies of the Loan Documents.

#### **WITHDRAWAL OF CONSENT**

You have the right to withdraw Your consent at any time. By declining or revoking Your consent to receive eDisclosures, We will provide You with the Loan Documents in paper form.

If You originally consent to receive eDisclosures, but later decide to withdraw Your consent, You can do so by clicking on the "I do not agree" button, or by notifying Us at:

Phone: 305-532-3995

Address: 1680 Michigan Ave Suite 700, Miami Beach, FL 33139

If You originally consent to receive eDisclosures, but later withdraw Your consent:

You will not be required to pay a fee for withdrawing consent and receiving paper copies of the Loan Documents.

#### **OBTAINING PAPER COPIES**

After Your consent is given, You may request from Us paper copies of Your Loan Documents. Please send this request to Us at:

Phone: 305-532-3995

**T.** 305.532.3995 **F.** 305.532.3994 **E.** [info@foundationmortgage.net](mailto:info@foundationmortgage.net)

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[www.foundationmortgage.net](http://www.foundationmortgage.net)

### **SYSTEM REQUIREMENTS**

In order to receive eDisclosures, You must have a computer with Internet access and an Internet email account and address; an Internet browser using 128-bit encryption or higher, Adobe Acrobat 7.0 or higher, SSL encryption and access to a printer or the ability to download information in order to keep copies of Your eDisclosures for Your records.

If the software or hardware requirements change in the future, and You are unable to continue receiving eDisclosures, paper copies of such Loan Documents will be mailed to You once You notify Us that You are no longer able to access the eDisclosures because of the changed requirements. We will use commercially reasonable efforts to notify You before such requirements change. If You choose to withdraw Your consent upon notification of the change, You will be able to do so without penalty.

### **HOW WE CAN REACH YOU**

You must promptly notify Us if there is a change in Your email address or in other information needed to contact You electronically. You can contact Us at:

Phone: 305-532-3995

Address: 1680 Michigan Ave Suite 700, Miami Beach, FL 33139

We will not assume liability for non-receipt of notification of the availability of eDisclosures in the event Your email address on file is invalid; Your email or Internet service provider filters the notification as "spam" or "junk mail"; there is a malfunction in Your computer, browser, Internet service and/or software; or for other reasons beyond Our control.

Please click the "I agree" button at the bottom of the page to consent to do business electronically and to view Loan Documents electronically.

Thank you for reviewing the Electronic Consent Agreement.

You will receive documents for this loan electronically.