

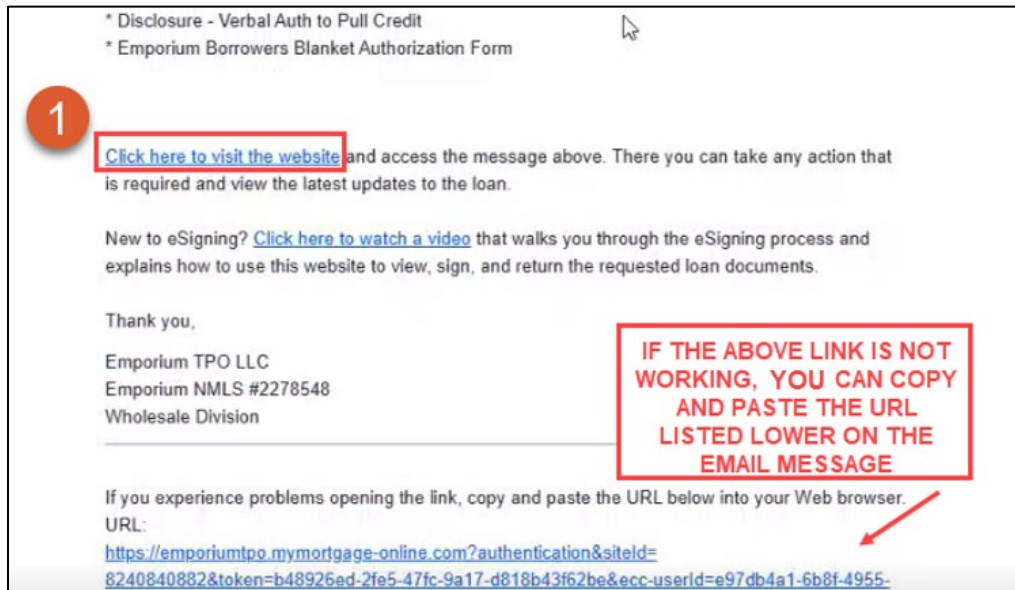
EMPORIUM TPO How to eSign Documents

Throughout the loan process, you may be required to electronically sign several documents. Please refer to this document on how to complete this process. **If you run into any additional questions or issues, please contact your loan officer.**

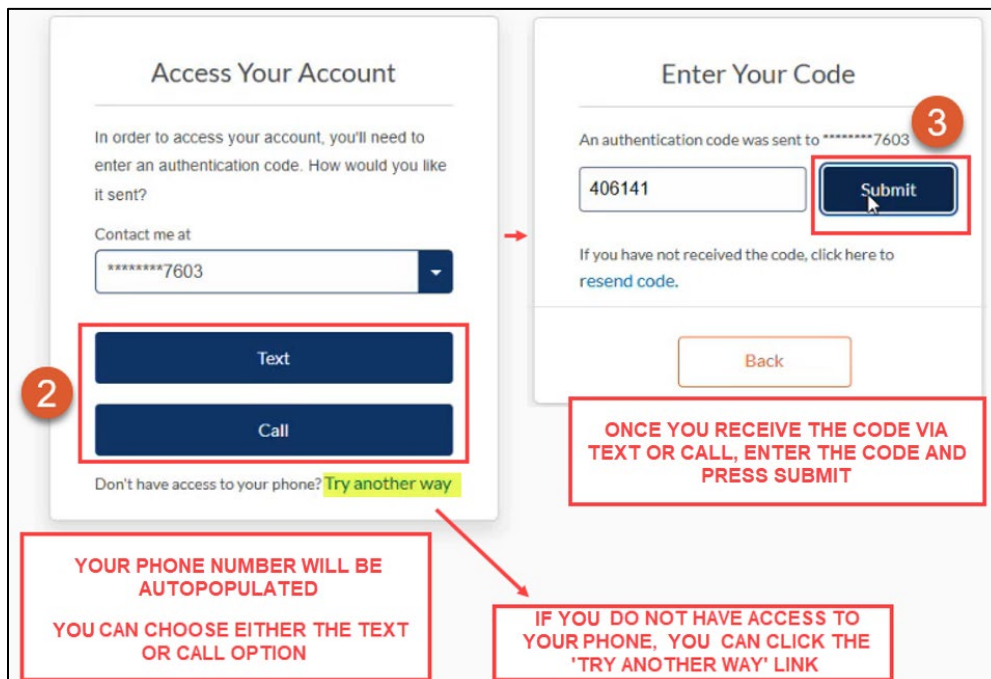
Signing In to the Portal (First Time Users)

You will receive an email sent from your loan officer's email address with a link to visit the eSigning Portal.

1. Click the **'Click here to visit the website'** link within the email. If you are having issues with the link, there is also a URL listed below you can copy and paste to the browser.



2. You will be redirected to the portal to sign the disclosures. On the **Access Your Account** screen, your phone number will be populated. Click either **Text** or **Call** to retrieve the authentication code.
3. Enter the authentication code, then press **Submit**.



IMPORTANT NOTICE: This document is confidential and is intended for use by mortgage brokers or third-party originators doing business with Emporium TPO. If you are not the intended recipient, you are not authorized to use, download, copy or otherwise use the materials contained herein.

4. You will be prompted to create a password. Enter the new password and press **Continue**.

Set Up Your Account

Please note your username below and set up your password.

Username
disclosuretestfile

Set Up Your Password

Password Requirements

- Between 8 and 64 characters
- At least one lowercase character
- At least one uppercase character
- At least one special character
- At least one numeric character

New Password *
Password

Confirm New Password *
Confirm Password

Continue 4

Signing In to the Portal (Returning Users)

1. Click this link to log in to the online portal: [Emporium TPO Borrower eSign Portal](#)
2. Your **username** is usually your **first and last name without any spaces**. *Example: johndoe*
 - a. **If your username is not working, contact your loan officer for assistance.**

EMPORIUMTPO

Log In

Username
[Input Field]

Password
[Input Field]

Remember me

Log In

[Forgot Username?](#) [Forgot Password?](#)

How to eSign Documents

1. Once you are signed in, click the **Tasks** button on the left navigation bar.
2. Any document(s) that must be eSigned will be listed. Click **Sign**.
 - a. There may be instances where there are multiple disclosures that must be signed. If this is the case, please sign the oldest to newest. The date of each document will be listed above the Sign button.

EMPORIUM TPO

Home | **Tasks** | Documents | Summary | Notifications

Tasks

PURCHASE

Property Address: 456 Test Ln, Katy, TX 77493 | Total Loan Amount: \$262,500 | Submission Date: 05/05/2025 | Electronic Consent: Accepted | Loan Officer: Kei Zorrilla

UPLOAD | REVIEW & SIGN (2)

Task Status: Pending

e-Sign Documents

- 1003 Initial
- Borrower's Certification & Authorizati...
- [VIEW FULL LIST](#)

Assigned on 05/06/2025, 10:32 AM

Sign

e-Sign Documents

- 1003 Initial
- Borrower's Certification & Authorizati...
- [VIEW FULL LIST](#)

Assigned on 05/05/2025, 04:51 PM

Sign

3. Complete the e-signing process by following the prompt on the screen. To start the esigning process, click the **Start** button. Once completed, click the **Finish** button.

Review and complete

3

Start

CLICK THE START BUTTON TO START THE ESIGN PROCESS

To be completed by the Lender:
Lender Loan No./Universal Loan Identifier 2505008759/984500F6E6940CCB6A60250500875977 Agency Case No. _____

Uniform Residential Loan Application

Verify and complete the information on this application. If you are applying for this loan with others, each additional Borrower must provide information as directed by your Lender.

Section 1: Borrower Information. This section asks about your personal information and your income from employment and other sources, such as retirement, that you want considered to qualify for this loan.

1a. Personal Information

Name (First, Middle, Last, Suffix) _____ Social Security Number 479-47-6330
(or Individual Taxpayer Identification Number)

Disclosure TestFile _____

Alternate Names - List any names by which you are known or any names under which credit was previously received (First, Middle, Last, Suffix) _____

Date of Birth (mm/dd/yyyy) 09/17/1977 Citizenship
 U.S. Citizen
 Permanent Resident alien

Review and complete

Finish

ONCE YOU REACH THE END, CLICK THE FINISH BUTTON

Property Address: 456 Test Ln, Katy, TX 77493
Lender/Broker: Emporium TPO LLC
License #: None
NMLS #: 2278548

Loan Originator
License #: No
NMLS #: 2645116

4. Once **completed**, the documents will **no longer be listed** as **Pending** under **Task Status**. If you would like to review the signed disclosures, you can select Completed from the drop-down menu to review.

The screenshot displays the EMPORIUM TPO interface. At the top, the 'Tasks' section shows loan details: Property Address (456 Test Ln, Katy, TX 77493), Total Loan Amount (\$262,500), Submission Date (05/05/2025), Electronic Consent (Accepted), and Loan Officer (Kei Zorrilla). A 'PURCHASE' button is visible. A success notification in the top right corner states: 'Success: Document has been signed successfully. View your task in the "Completed".' Below the task details, there are tabs for 'UPLOAD' and 'REVIEW & SIGN (1)'. A 'Task Status' dropdown menu is open, showing options: Pending (checked), Completed, Inactive, and All. A red box highlights the 'Completed' option with the text: 'ONCE THE DISCLOSURES HAVE BEEN ESIGNED, THEY WILL NO LONGER BE LISTED IN 'PENDING' IF YOU WOULD LIKE TO REVIEW THE SIGNED DISCLOSURES, YOU CAN SELECT 'COMPLETED' FROM THE 'TASK STATUS' DROPDOWN'. Below the dropdown, a document titled 'Borrower's Certification & Authorizati...' is shown with a 'VIEW FULL LIST' link and an assignment timestamp of 'Assigned on 05/05/2025, 04:51 PM'. A 'Sign' button is at the bottom.