



Below is a step by step process on how to e-sign and wet-sign your disclosure package:

1. Please access the portal by clicking on the link, "Click here to view website", sent in the email from Neil Bourdelaise. The subject line of the email is "Application Disclosure Package."
2. You will be taken to our portal where you must enter the house number of the subject property, your first and last name, and a password to create your account.
3. Keep in mind – Your login name will be your email address, and the password will be the one you created (please remember your password!). An activation email will now be sent to you
4. Activation - Click the activation link in the email and login to the portal.
5. See picture below:

Welcome, [Your Name]
Log Out : My Account : Contact Us Help



HOME.



Pre-Qualify
Purchase Pre-Qual

Refinance Inquiry

Resources & Tools
Mortgage Calculators
Mortgage Checklist
Check Loan Status

Company Directory

Disclosures
Company Disclosures

Printer-Friendly

CHECK LOAN STATUS

Borrower Name	Amount	Property Address	Contact Name	Loans
[Your Name]	[Amount]	[Address]	Neil Karl Bourdelaise First Home Mortgage Corporation	Date, . [Date]

1. Make sure you are on the Check Loan Status Tab

2. Click the most recent address listed here to move to the next screen.

6. See picture below:



HOME



- Pre-Qualify
- Purchase Pre-Qual
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Check Loan Status >

Loan Detail

Loan Number: [Loan Number] Loan Program: [Loan Program]
Amount: [Loan Amount] Purpose of Loan:[Loan Purpose]
Property Address : [Address] Borrower Name: [Your Name]

Printer-Friendly

1. Open the Application Disclosure Package tab

My Tasks Loan Status

Application Disclosure Package

01/16/2017

2. Click the eSign button (it will be in green) and sign through the package.

eSign Documents

Please electronically sign the loan documents below. Click the eSign button to start.

[Your name]

eSign

1003- URLA

HUDN.A Addendum to Uniform Residential Loan Application

Loan Estimate

[Show More](#)

Note: You will then be prompted to enter your authorization code. The authorization code is the last 5 digits of your security number

3. Final Step! Click print, print these pages, sign & date them, and email the signed pages to rgarvey@firsthome.com, or upload the signed pages to the portal.

Print, Sign, and Upload Documents

Please print, sign, upload the documents below along with the cover sheets. Click the Upload button to upload the signed documents to the website.

[Your Name]

Print

Upload

Social Security Administration Authorization

Borrower's Certification and Authorization