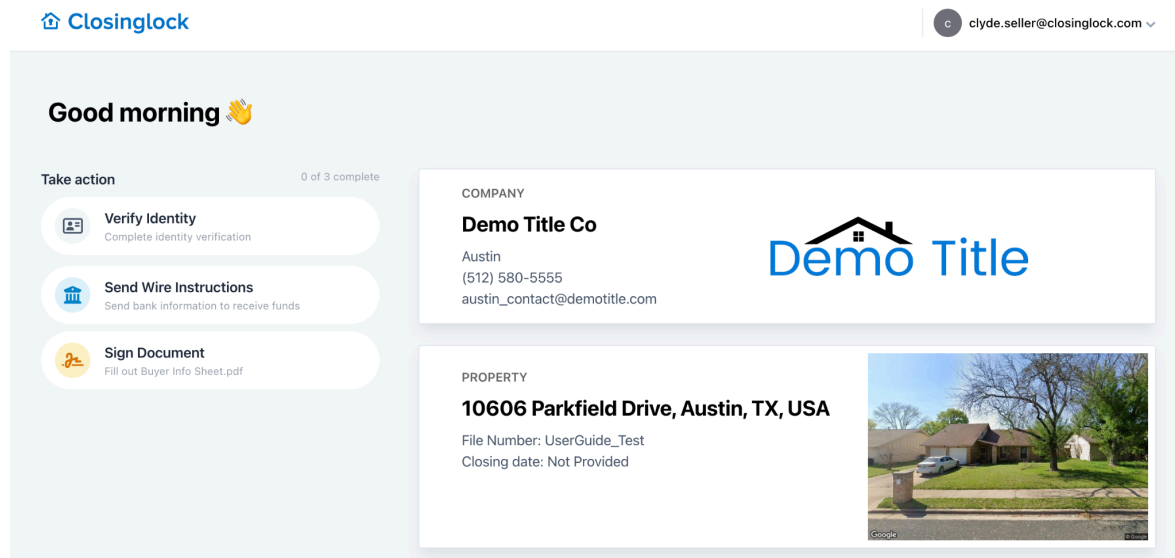


# HOW TO UPLOAD DOCUMENTS AND eSIGN WITH CLOSINGLOCK

## Step 1

Once you are in the Closinglock portal, you see your title company's branch information and property information.. To the left, you will see a task to Sign Document by clicking on the **Sign Document** button..



## Step 2

Once you open that link, type your first and last name, then click **Update**

**Please update your name before proceeding to sign the document**

**Email** john.buyer@closinglock.com

**First Name**

**Last Name**

**Update**

### Step 3

Start filling out the required fields in the document



123 Main Street., Suite 100, Example, TX 78730  
Office: (123) 479-6700 Fax: (123) 375-0774 Email: [demo@closinglock.com](mailto:demo@closinglock.com)

### Buyer Information Sheet FILE No.

Property Address:

Please provide the following information to us as quickly as possible to ensure a satisfying and successful closing experience.

1. Please provide the following information for each buyer (*If buyer is a Business, Trust or Estate, please fill in number 6*):

#### Buyer 1

Marital Status:

Are you a U.S. Citizen? Yes  No

SSN#

Phone #

Email:

Attending closing? Yes  No

#### Buyer 2

Marital Status:

Are you a U.S. Citizen? Yes No

SSN#

Phone #

Email:

## Step 4

Once you e-sign, click **Finish**, then **Confirm** your signature. The document will then securely be returned to the settlement company.

### Confirm Signature



**I understand and accept that electronic signatures and records are just as good as their paper equivalents, and therefore subject to the same legal scrutiny of authenticity that applies to paper documents.**

**[Click HERE to confirm.](#)**

Review Documents

 Confirm

# HOW TO UPLOAD DOCUMENTS AND eSIGN WITH CLOSINGLOCK

## Step 5

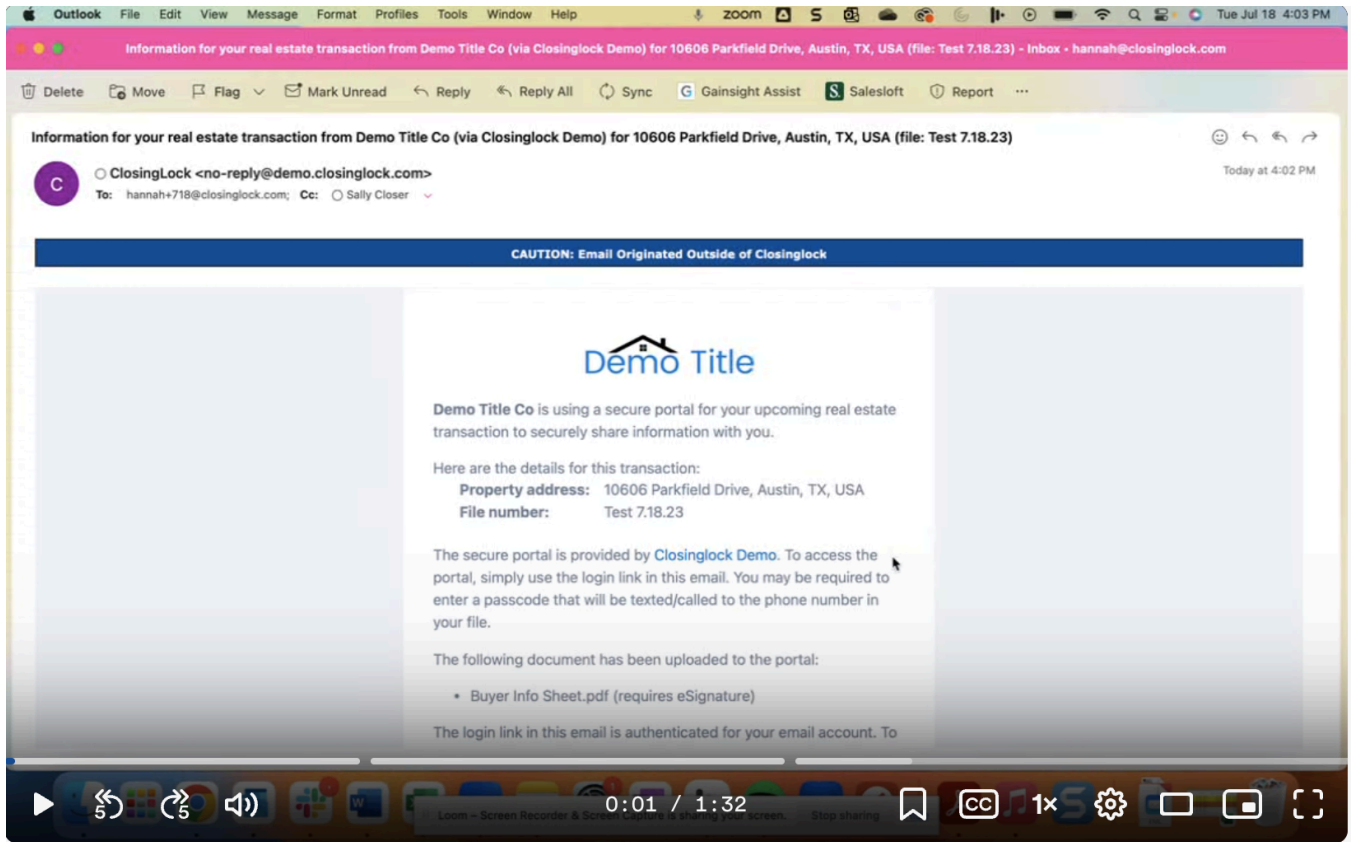
In the Closinglock Portal you will see the status of the document and the date when it was signed. If you need to upload any documents, you will click the blue + Upload Document button. You will then be prompted to select a document from your device. This works well on mobile devices as well, so you can either take a picture or select it straight from your phone. Once uploaded, a notification will be sent to the settlement company.

The screenshot shows the Closinglock portal interface. At the top left is the Closinglock logo. At the top right is the user profile 'clyde.seller@closinglock.com'. The main content area is titled 'Good morning 🙌' and shows '1 of 3 complete' under 'Take action'. The actions are: 'Verify Identity' (Complete Identity verification), 'Send Wire Instructions' (Send bank information to receive funds), and 'Sign Document' (Buyer Info Sheet.pdf). To the right, there are two cards: 'COMPANY' for 'Demo Title Co' (Austin, (512) 580-5555, austin\_contact@demotitle.com) with the Demo Title logo, and 'PROPERTY' for '10606 Parkfield Drive, Austin, TX, USA' (File Number: UserGuide\_Test, Closing date: Not Provided) with a street view image. At the bottom, there is a 'Documents' section with a '+ Upload Document' button and a table with one document: 'Buyer Info Sheet.pdf' with status 'Signed', received on 'Jul 19, 2023', sent/signed on 'Jul 19, 2023', sent by 'Sally Closer', and options '\*\*\*'.

NAME	STATUS	RECEIVED	SENT/SIGNED DATE	SENDER	OPTIONS
Buyer Info Sheet.pdf	Signed	Jul 19, 2023	Jul 19, 2023	Sally Closer	***

## VIDEO TUTORIAL

# HOW TO UPLOAD DOCUMENTS AND eSIGN WITH CLOSINGLOCK



## Signing Documents