



Electronic Signature Requirements

PRMG has specific requirements for allowing electronic signatures, and it varies based on origination channel. PRMG will allow loans in which upfront/early disclosures are signed using an electronic signature provided the loan is in compliance with all applicable state and federal guidelines, as well as all PRMG requirements outlined within this document. Additionally, PRMG will not allow loans in which closing documents are signed electronically. PRMG will not accept an e-signature that is in voice or audio format only. **Final underwriting documents are allowed using eSigning with Adobe Reader.**

An electronic signature is any legally recognized electronic means that indicates that a person adopts the contents of an electronic message. An electronic signature can be by typed text, an image, a holographic signature, or a digital signature.

State and federal regulatory framework has been created via the state-based Uniform Electronic Transaction Act (UETA) and the Federal Electronic Signatures in Global and National Commerce Act (ESIGN) that will enable electronic transactions, including electronic signatures.

Both UETA and ESIGN have established requirements for the permissible use of electronic signatures. UETA and ESIGN are designed so that a signature, contract, or other record related to the transaction may not be denied validity or enforceability because it is an electronic format.

The use of electronic signature technology is subject to eligibility requirements and approval. Information is subject to change without notice.

Initial Disclosures

Wholesale/Correspondent

- Allowed on all products except USDA with use of approved vendors (see following approved vendor list).

Additional requirements:

Excluded Documents

- All USDA/Rural Housing documents
- Social Security Administration forms must have an original signature
- Please note, that for 203K product locked prior to 10/1/14, e-signed disclosures are allowed, but must be ink signed by the borrower at time of closing (locks on or after 10/1/14 can follow the standard policy outlined in this document)

Documentation Requirements

- Loans with electronic signatures on upfront/early disclosures must be documented with electronic signature(s) containing watermarks, serial numbers, and/or transaction log, and be from an approved PRMG Vendor

Tax Transcripts (4506T)

- Tax Transcripts (4506Ts) can contain electronic signatures and must be compliant with the Internal Revenue Services' Income Verification Express Service (IVES) requirements and any vendors used to order 4506Ts must be registered and approved by the IRS

Retail

- Once rolled out to retail branch, allowed on all products except USDA with use of Doc Magic as e-sign vendor as offered by Doc Magic
 - Please see Resource Center for Ink Signed Document set, which contain forms that require a live signature
 - Please note, that for 203K product locked prior to 10/1/14, e-signed disclosures are allowed, but must be ink signed by the borrower at time of closing (locks on or after 10/1/14 can follow the standard policy outlined in this document)

Excluded Documents

- All USDA/Rural Housing documents
- Social Security Administration forms must have an original signature
- Please note, that for 203K product locked prior to 10/1/14, e-signed disclosures are allowed, but must be ink signed by the borrower at time of closing (locks on or after 10/1/14 can follow the standard policy outlined in this document)

Documentation Requirements

- Loans with electronic signatures on upfront/early disclosures must be documented with electronic signature(s) containing watermarks, serial numbers, and/or transaction log, and be from Doc Magic

Tax Transcripts (4506T)

- Tax Transcripts (4506Ts) can contain electronic signatures and must be compliant with the Internal Revenue Services' Income Verification Express Service (IVES) requirements and any vendors used to order 4506Ts must be registered and approved by the IRS

Closing Loan Documents *(Includes letters of explanations)*

Wholesale/Correspondent/Retail

- Not allowed
-

Final Underwriting Documents

(92700A, Loan Transmittal, 1008, Conditional Commitment, VA Loan Analysis, VA 1802A, etc.)

Wholesale/Correspondent/Retail

- Allowed using eSigning with Adobe Reader (instructions available for this process available in the Resource Center.)
- Only final **underwriting** documents can be electronically signed. All other closing loan documents must be wet signed.

Third Party Documents

(Purchase Contract, Appraisal, etc.)

Wholesale/Correspondent/Retail

- Allowed with any e-sign document vendor except on USDA products.
- Not allowed on USDA products

Approved Vendors for Wholesale/Correspondent Initial Disclosures

Approved Vendor	Contact Information
Accenture (fka Mortgage Cadence)	John Detwiler, Sales contact Phone: 729-389-4640 Email: john.j.detwiler@accenture.com
Adobe® EchoSign®	Mangesh Bhandarkar, Director Product Management Phone: 408-536-4504 E-mail: mangesh@adobe.com
a la mode, inc.®	Phone: 800-252-6633 E-mail: info@alamode.com
CIC®	Christian Wright, Director Mortgage Solutions Phone: 916-797-7611 Email: cwright@cic.com
CSi	Reid Smeda Phone: 619-965-9215 Email: rsmeda@compliancesystems.com
Cogent Road	Raj Ramasway, Chief Information Officer Phone: 858-750-1710 Email: Raj@cogentroad.com
Digital Delivery, Inc.	Phone: 972-720-3322 Website: www.digitaldeliveryinc.com
DocMagic, Inc.	Tim M. Anderson Director of eServices Phone: 800-649-1362 ext 6370 E-mail: tim@docmagic.com

Document Express, Inc.	Michael Chaney Phone: 800-476-3627 Email: Michael@documentexpressinc.com Website: www.documentexpressinc.com
DocuPrep	Ed F. Wallace, Jr. Ph.D. Chief Integration Officer Phone: 801-574-2919 E-mail: ewallace@docuprep.com
DocuSign®	Paul Cloutier, Enterprise Account Manager Phone: 650-843-9925 E-mail: paul.cloutier@docusign.com
DocutechTM	Mitch Fransen, VP Investor Relations Phone: 800-497-3584 ext 59710 E-mail: mitchellf@docutechcorp.com Website: http://www.docutechcorp.com
eLynx, uSign, Swiftview, or INBOX	Michael Pelfrey, Vice President of Sales Phone: 916-261-1705 Email: mp@elynx.com
eOriginal®	Jim Tebay, VP Business Development Phone: 410-625-5147
Encomia	Andy Dubinsky Phone: 713-623-4366 Email: info@encomia.com Website: www.encomia.com
Ellie Mae® Encompass	Troy Coggiola Director, Product Management Phone: 925-227-7021 E-mail: troy.coggiola@elliemae.com
Fiserv	eLending Sales Department Phone: 800-872-7882 Email: getsolution@fiserv.com
Integrated Media Management (IMM)	Steve LaCarter, VP Business Development Phone: 800-836-4750 ext 191 Email: stewel@immonline.com
International Document Services (IDS)	Mark Mackey Phone: 800-554-1872 x133 E-mail: mark@idsdoc.com
Mortgage Builder	Brian Abbott Mortgage Builder Software, Inc Direct: 404-271-8941 Email: brian.abbott@mortgagebuilder.com
MRG Document Technologies	Christina Jenkins, Attorney and Director of Customer Service Phone: 214-220-6403 Email: cjenkins@midrid.com
National Credit-reporting System, Inc. (NCS)	Curt Knuth, EVP 800-582-7066 Ext 112 Email: cknuth@ncstrv.com

SigniaDocs	Harry Gardner Email: hgardner@signdocs.com Website: www.signiadocs.com
Silanis' Approvel [®]	Michael Laurie, VP Strategic Development Silanis Technology Phone: 888-745-2647 ext 1116 Email: michael.laurie@silanis.com
Sutisoft [®]	Tim Stainken, Vice President, Sales Phone: 650-969-7884 ext 411 Email: tstainken@sutisoft.com
Wave eSignSystems	Kelly Purcell Phone: 602-615-8092 Email: kpurcell@esignsystems.com
Wolters Kluwer	Phone: 614-855-8529 Email: mike.twigg@wolterskluwer.com
Xerox Blitzdocs [®]	Bryan W. Young, Vice President, Business Development Phone: 678-460-2483 Email: bryan.young@xerox.com