



FINANCE *of* AMERICA
— MORTGAGE™ —



SimpleEclose

Hybrid

Agent and Notary User Guide



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SimpliEclose
Hybrid

How it Works

Finance of America Mortgage has partnered with Simplifile to bring a nearly full electronic closing to our borrowers and Settlement Agents. With the SimpliEclose Hybrid offering the borrower will electronically sign the majority of their closing documents in advance of their closing appointment. Then, just a few remaining documents such as the Security Instrument and title documents will be ink signed and notarized as needed on the day of closing.

- Eligible borrowers have the ability to electronically sign the majority of their closing documents in advance of their settlement appointment, making the final signing appointment a fast and simple process.
- Finance of America Mortgage will simultaneously send our SimpliEclose Hybrid Closing package to the Settlement Agent and borrower(s). This typically occurs in advance of the closing date but can occur same day.
- On the day of closing the borrower will attend the signing appointment with the notary and ink sign a few remaining documents including those that require notarization. If our borrower didn't have the opportunity to sign in advance, they can still electronically sign most of the documents on the notary's device at the closing appointment.
- The Settlement Agent will still be required to deliver to the notary any documents of their own or from Finance of America Mortgage that might require an ink signature. The notary will print and bring these to the closing appointment for the borrower to ink sign.
- For all electronically signed documents there is no further action required on the Settlement Agent or notary's part! These are automatically delivered to Finance of America Mortgage through our Simplifile integration. Any ink signature documents can be delivered through the Simplifile system as well or can follow the Settlement Agent/notary's current secure delivery process.



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Receive Notification Email

Simplifile will send you an email from support@Simplifile.com notifying you that there is an eClosing ready.

SEPTEMBER 10, 2020 | 3:35 PM (MDT)

Simplifile

Closing Package Ready for Download - Hybrid IPEN eClosing with eNote

A new closing package is ready for secure eSigning and ink-sign using Simplifile.

Just So You Know...

The borrowers have received a separate email from Docmailer.esign to complete their portion of the eSigning process.

Your Steps...

1. Click [here](#) to access documents that require download for borrower ink signing
2. Click [here](#) to check eSigning status. If not complete at time of signing appointment, have borrower complete. They can access their link from Docmailer.esign from their own device OR forward this email with accessible link to complete on their own device. It is your responsibility to ensure completion prior to closing.
3. Click [here](#) to upload ink signed documents to Simplifile Portal (account required). If an account is not completed, ink signed documents must be securely emailed directly to a Finance of America Mortgage Closer

Simplifile eClose Training

If you have not yet completed a hybrid eClosing using Simplifile click the links below to learn how simple the process is.

Log in to view the eClose Tip Sheet on our Help & Support page: [Help & Support](#)

Video: [E-closing with Simplifile Video](#)

eClose Tip Sheet: [E-closing with Simplifile Tip Sheet](#)

For any help or training contact Simplifile at eclose@simplifile.com or 800.460.5657.

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Our address is 5072 N. 300 W. Provo, UT 84004, USA
[Log in here](#) to manage your notification settings.

Security Questions

After selecting the 'Click here' hyperlink in the email, a new browser will open and prompt you to answer a few security questions.

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Validate Loan Information

Enter loan details to view the loan status and next actions you can take.

Your Email Address Required	Borrower First Name Required
Property State Required	Property Zip Code Required

CONTINUE



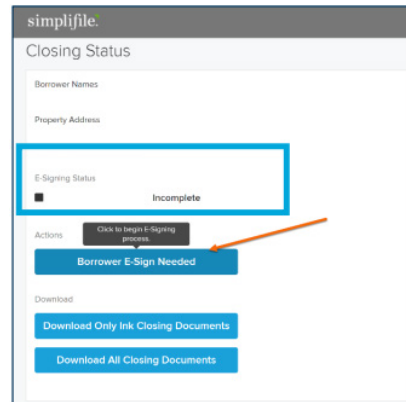
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Download and Print Docs

View, download and print a PDF of wet sign documents.



A Simplifile account is required, but it is free of charge. If you have any questions about the Simplifile secure portal, you can contact Simplifile Support directly at 800.460.5657 or implementationsupport@Simplifile.com