

## **Hybrid eClose Job Aid**

Settlement Agent

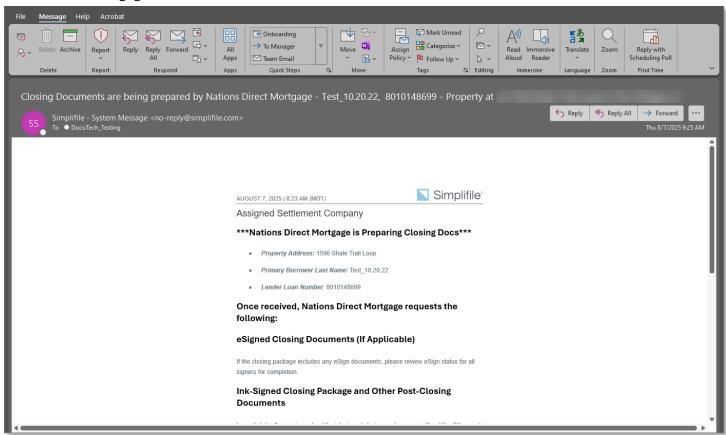
#### **Purpose**

A hybrid eClose is a mortgage closing process that combines both electronic and traditional (paper) signing methods. In a hybrid eClose, most of the closing documents are signed electronically, while a few key documents—such as the promissory note or deed of trust—are signed with wet ink, typically in person.

This approach offers greater convenience, reduces paperwork, and shortens the closing timeline, while still meeting legal and lender requirements for certain document types.

### Notification to Settlement Agent

When the eClose process is being used for a loan with Nations Direct Mortgage, you will receive an email with the Borrowers Name, Loan Number and Property Address informing you that Closing Documents are being prepared by Nations Direct Mortgage.

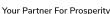


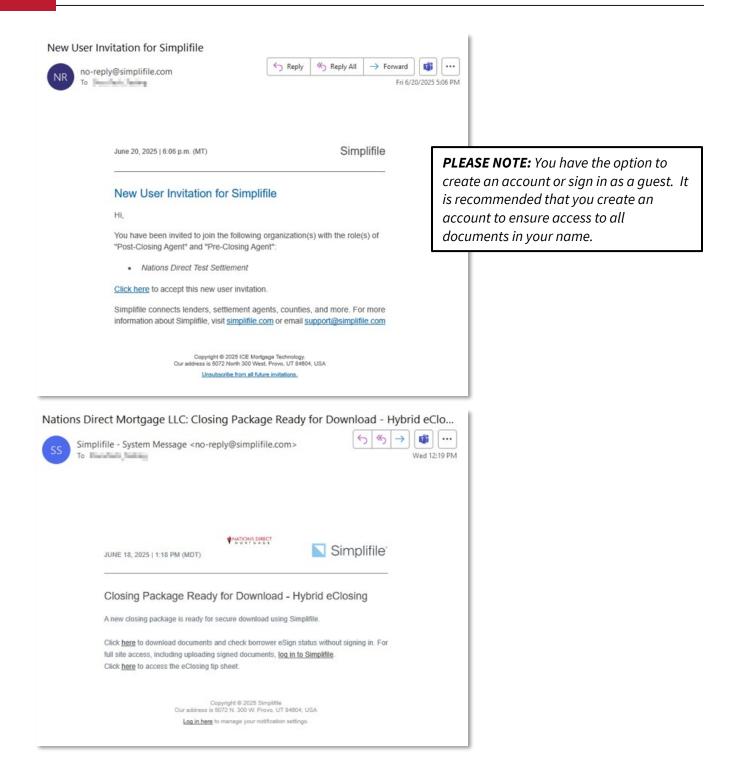
If you are not currently signed up for Simplifile, you will need to create an account before accessing the closing documents. You will receive 2 emails simultaneously, one is a new user invitation, and the other is noting the closing documents are ready for download via Simplifile.



# **Hybrid eClose Job Aid**

Settlement Agent









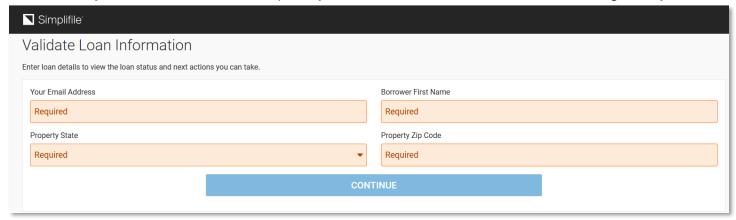
Your Partner For Prosperity

### Actions within the Simplifile Portal

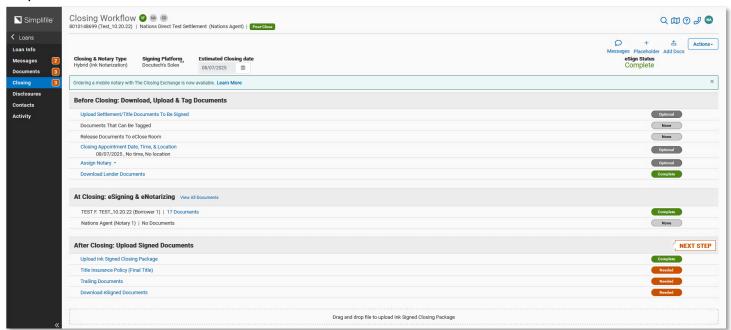
Within the Simplifile Portal, you will be able to download documents for printing, view the status of the eSigned documents, and upload wet signed documents to be provided for Funding.

#### Validate Loan Information

When you log into Simplifile, you will be required to validate the loan information before accessing the closing documents. If you have an account with Simplifile, you will also see other loans that have been assigned to you.



#### Simplifile Loan Menu



# Simplifile Help & Support

Need Help - Log in to view the Agent Tip Sheet on our Help & Support page: <u>Help & Support</u>. For immediate help contact Simplifile using live chat, email <u>support@simplifile.com</u>, or call us at 800.460.5657.