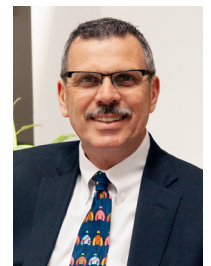


Our Application Portal

ELECTRONIC SIGNATURE INSTRUCTIONS

1. You may create a new account in our application portal with the subject property street number, your first name, last name and a password with at least six characters.
2. You will receive an email to activate the account. Click on the link and add your password. After this step, log in.
3. This brings you to your loan portal where you can e-sign your application, upload documents and print off the wet sign documents.
4. Go to the 'e-sign' button and enter the last four digits of your social security number.
5. Electronically sign where indicated as you read through the documents. Click 'Finish' at the end.
6. After you have completed your electronic signatures, scroll down and click on 'Print' to print off the wet signed documents. They must be signed by hand and uploaded into your portal.
7. After you have completed your electronic signatures and uploaded your wet sign documents, I will receive a notice and take it from there.

**Please contact me if
you have any questions!**



KEITH HOFFMAN

VP of Residential Lending

O: 630-376-0555

M: 630-306-5626

keith.hoffman@dkmortgage.com

www.dkmortgage.com/hoffman

1431 Opus Place, Suite 200 Downers Grove, IL 60515

