



## Broker Assistance - How to Request, E-Sign and View Initial Disclosures

The following instructions are how a Broker will request the initial disclosures package and electronically sign their disclosures.

### Step 1: Submit Request to Guaranty through G Connect.

- Click on **Loan Estimate** tab on the Loan Tracker.

Loan # 512397

Status UW Approved W/Conditions  
 Borrower Test Broker  
 Loan Amount \$255,000

Note Rate 3.875%  
 Product Conv 30  
 Property Value \$340,000

FICO 750  
 Purpose Purchase  
 Address 123 Easy Street

DTI 10.21% / 13.53%  
 Lock Exp Date -  
 Channel Broker

AE Heather Myers  
 LAM Ryan Ponticelli  
 UW Matthew Mattingly  
 Closer Quana Reed  
 CLICK FOR MORE

VIEW 1003  
 VIEW DOCS

LOAN ESTIMATE  
 Requested: 3/2  
 Sent: -  
 Borrower Signed: -  
 LO Signed: -

AUS  
 SUBMIT  
 UW  
 CD

- Complete the **Fees** on the page or upload a **Fee Sheet**.
- Select **Request LE Preview** if you would like a preview of the Loan Estimate.
- Enter the **Application Date**.
- Click on **Submit LE Request**.

**Request a Loan Estimate**

LOCK SUBMIT LE REQUEST

UPLOAD LE DOC  
 or Drag/Drop LE Doc

Request LE Preview  Application Date \* 03/01/2022

If providing fees, please complete fees below or provide a Fee Sheet. If providing title fees, please include a Title Quote for the transaction. If fees are not provided, we will use a standardized fee template.

**Anti-Steering Details**

Option 1: Lowest Rate	Rate _____ %	Origination/Points/Credits _____ \$
Option 2: Lowest Rate Without Negative Features	Rate _____ %	Origination/Points/Credits _____ \$
Option 3: Lowest Origination/Discount Amount	Rate _____ %	Origination/Points/Credits _____ \$
(Optional) Preferred Rate:	Rate _____ %	Origination/Points/Credits _____ \$

Fees: \$5,845.90

A. Origination (\$4,432.40)	Description	Amount	Paid By	Paid To	Affiliate
B. Services You Can't Shop For (\$813.50)	Admin Fee	\$ 995	Borrower	Lender	<input type="checkbox"/>
C. Services You Can Shop For (\$600)	Origination Fee	\$ 0	Borrower	Originator	<input type="checkbox"/>
E. Taxes and Other Government Fees					
F. Prepays	Discount Fee	\$ 0	Lender	Borrower	<input type="checkbox"/>



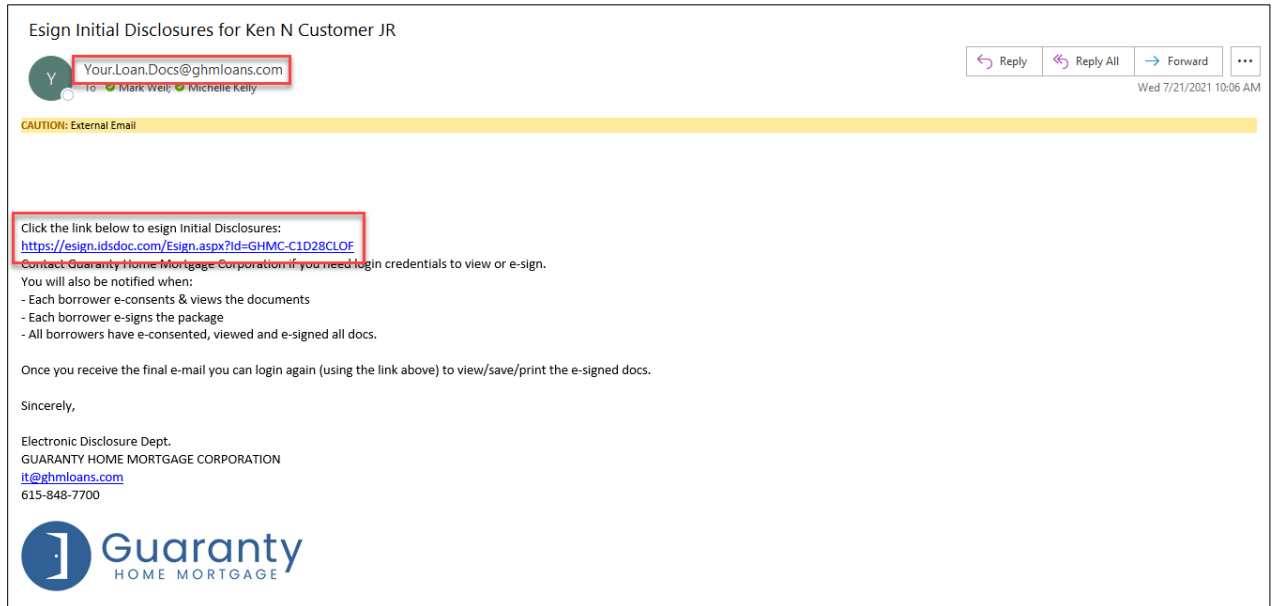
10 Lea Avenue, Suite 800 | Nashville, TN 37210  
 800.467.3032 | ghmc.com





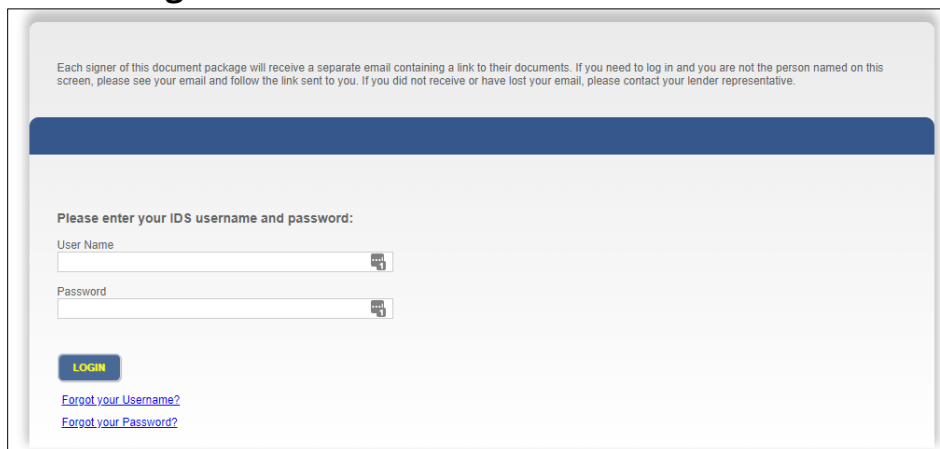
## Step 2: Access the IDS website.

- The Broker will receive an email from [mortgage.disclosures@ghmc.com](mailto:mortgage.disclosures@ghmc.com).  
*Note: This may go to junk/spam email folders.*
- Click on the link provided in the email.



## Step 3: Log in to the IDS website.

- Enter the **IDS** username and password.  
*Note: This username and password will be different from the G Connect credentials.*  
*For assistance with Login information please contact the Support Department at [support@ghmc.com](mailto:support@ghmc.com).*
- Click on **Login**.



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800.467.3032 | [ghmc.com](http://ghmc.com)



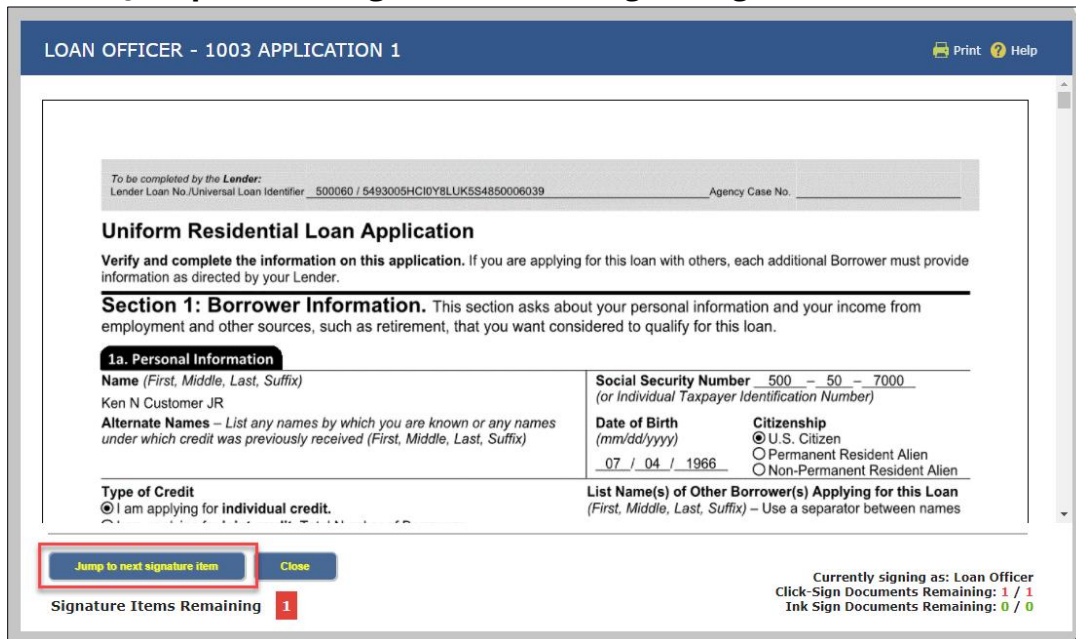
### Step 4: Review the Instructions Page.

- After reviewing the instructions click on **OK**.



### Step 5: Sign the Documents.

- Scroll down to review the document.
- Click on **Jump to next signature item** to go to signature line of document.



- The signature line will be in red. Click on **SIGN HERE** to insert the electronic signature.

LOAN OFFICER - 1003 APPLICATION 1 Print Help

**Section 9: Loan Originator Information.** To be completed by your **Loan Originator.**

**Loan Originator Information**

Loan Originator Organization Name Test Correspondent Company

Address 10 Lea Ave Suite 800, Nashville, TN 37210

Loan Originator Organization NMLSR ID# 444444 State License ID# 12345678

Loan Originator Name Michelle Testcorr

Loan Originator NMLSR ID# 123456 State License ID# 123333

Email michelle.kelly@ghmioans.com Phone ( 615 ) 907 - 2666

Signature SIGN HERE Date (mm/dd/yyyy) 07/21/2021

Jump to next signature item Close

Signature Items Remaining 1

Currently signing as: Loan Officer  
 Click-Sign Documents Remaining: 1 / 1  
 Ink Sign Documents Remaining: 0 / 0

### Step 6: Complete signing the package.

- Once all documents have been signed/acknowledged the Broker will see a notification stating the document package signing has been completed.
- Click on **Print/Save Package** or **Close**.

## Document Package Signing Completed

Congratulations!

All forms requiring signatures in this document package have been signed.

Remember, if there were any documents labeled INK SIGN, they must be printed, physically signed and delivered to your loan officer.

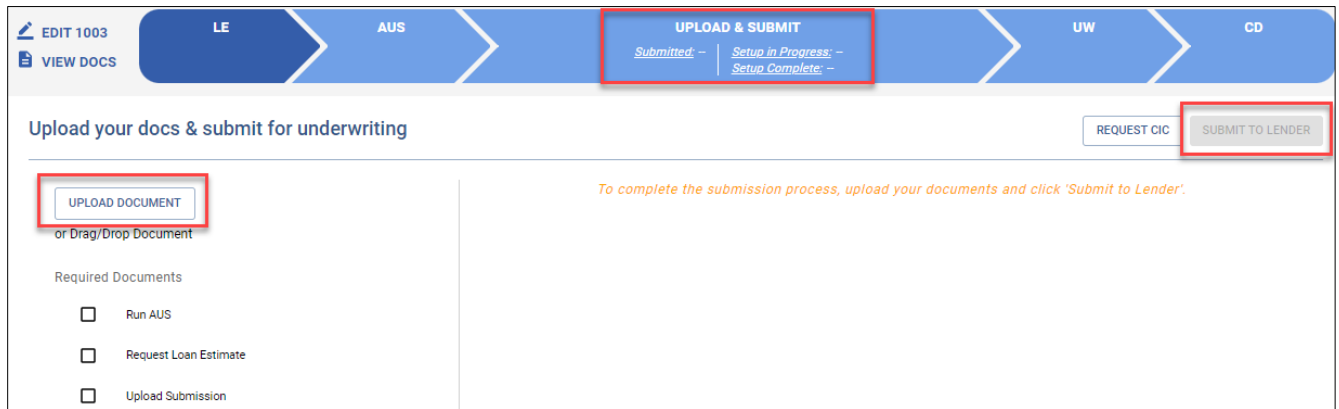
Thank you for choosing to sign your documents through our electronic signing service.

Print/Save Package
Close



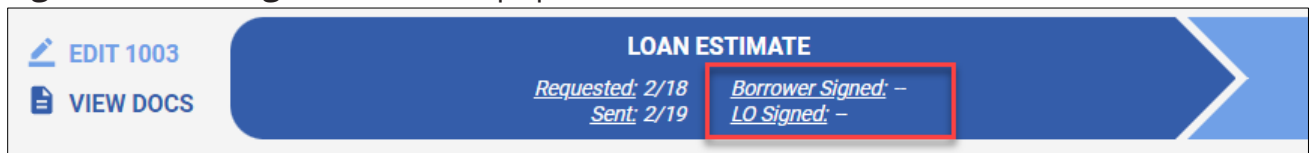
### Step 7: Upload Remainder of Loan Package.

- The remainder of the loan package will need to be uploaded into G Connect.
  - From within the loan, click on the **Upload and Submit** tab on the Loan Tracker.
  - Click on **Upload Document** or drag and drop the documents into the screen.
  - Click on **Submit to Lender**.



### Step 8: Viewing the Status of the Signing Process

- To view the status of the Signing Process, click on the **Loan Estimate** tab on the tracker.
- Once the Borrower and Loan Originator sign all the documents, the **Borrower Signed** and **LO Signed** dates will populate in the tracker.



Should you have any questions during this process, you can contact the Initial Docs Dept at 615-869-3000 or [disclosures@ghmc.com](mailto:disclosures@ghmc.com).

