thrivent

Thrivent Credit Union

How to receive and sign documents electronically

- 1. Once the initial disclosure package is generated, you will receive an email which will contain a unique link that will take you to the secure loan document portal. Each borrower will receive a separate email, including a unique link to access the loan documents.
 - A Secure "Access Code" will be required to sign the documents, which will be a combination of first name + last name + last four digits of SSN. Please make note of this access code.
 - For example: If the borrowers name is Robert Smith and his SSN is 999-99-8888. His access code would be: RobertSmith8888.
- 2. Once you receive the email, click and open the email.
- 3. When the email opens, there will be a gold box link labeled "Access Documents," along with instruction on how to log in to view and sign the disclosures. (See below screen example.)

4.	Click	on	"Access	Documents.	"
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Thrivent Credit Union	Thrivent Federal Credit Union				
ACCESS DOCUME	NTS				
Dear Alice Firstimer,					
Please click on the yellow Access Documents button above for your mortgage loan 16171 to view and sign your documents.					
When you access your documents, you will be required to provide your secure Access Code. The Access Code will be your 'First Name + Last Name + Last Four Digits of your SSN' (no spaces).					
For example:					
Borrower Name: Robert Smith Social Security Number: 999-99-8888 Access code: RobertSmith8888 (no spaces)					
Providing the correct Access Code will confirm your you access to the documents.	identity for the lender and allow				

 5. Please enter in the access code and click "Validate." A secure access code will be required to sign the documents. Your access code will always be your first name + last name + last four digits of SSN.

Please enter the access code to view the document Thrivent Federal Credit Union Thrivent Federal Credit Union The sender has requested you enter a secret access code prior to reviewing the document. You should have received an access code in a separate communication. Please enter the code and validate it in order to proceed to viewing the document. Access Code ValidAte ValidA

- 6. After you have validated your access code, you will need to agree to use electronic records and signature.
- 7. Click on the link to read the "Electronic Record and Signature Disclosure."
- 8. Check the box to agree and then click "Continue."
- Use the scroll bar to read and review your documents. When ready to sign, click on the "Start" button and you will be taken to each location in the document where you are required to sign.



Please Review & Act on These Documents

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 A pop-up will appear and you will have the option to print/save a copy of the documents for your records. (You will also receive an email with a copy of the signed disclosures.) Click "Continue" to close the pop-up.