

## Learning & Development

Disclosure E-Sign Check

Revised 06.28.2022

## **Check E-Signs**

Octane maintains all disclosures in one place, so whether it's Initial Disclosures or closing disclosures - you'll find them in the same place.

## 1. Navigate to Packages Tab:

- a. **Click** Documents Screen.
- b. **Click** Packages Tab.
- c. Find Desired Disclosure Package.
- d. Look To see if it says Completed.
  - i. If it doesn't:
    - 1. **Click** Signing verbiage to see which party needs to sign.

## Need help?

- Wholesale Support (855) 399-6242
- Resource Library