

# QUICK REFERENCE for E-signature Process



**Step 1** – Upon bid acceptance you will receive a Bid Acceptance Notification from HUD Homestore (HHS) including detailed instructions on contract submission.

**Step 2** – Deliver the EMD to the listing broker’s office, along with a copy of the buyer’s proof of cash funds, or loan letter, within 2 business days.

**Step 3** - Log in to HHS, view accepted bids, open the Checklist on the right, and VERIFY the information is accurate:

Verify Your Accepted Bids								
Confirmation Number	Property Case	Purchaser Last Name	Purchaser SSN/EIN/ID	Purchaser Type	Net Bid Amount	Verification Status	Bid Accepted Date	Verify Bid
14259120-21168846	491-944015	Johnston	XXX-XX-1357	INV	\$75,200.00	Pending	05/05/2017	Checklist

To verify the Purchaser & BSCA info, you must select and **check mark**, the “Verify” buttons:

**Purchaser(s) Verification**  
If a purchaser has a cell phone, it is required or E-signature may not work.

**Save Purchaser Changes**

Verify Purchaser    Set as primary purchaser    Remove purchaser   **Edit Purchaser**

Date Verified: 04/21/2017

At this time, a copy of the EMD check should be uploaded to the checklist.

**Step 4** – The E-signature Contract Envelope is not instantaneously created. It will be reviewed by RAINe and if no corrections are required the DocuSign Envelope will be sent. If corrections are needed you will be notified via email and given a specified amount of time to submit the correction.

**Step 5** – You will receive an email from DocuSign with a link to the contract package. The Contract Envelope is signed consecutively in the order below:

- 1) Selling Agent Review
  - a. The agent is only required to review. If no changes are needed, select FINISH.
- 2) Broker to sign
- 3) Buyer(s) to sign
- 4) Title Company to sign
- 5) RAINe to sign
- 6) Once fully executed, all parties will receive an email from DocuSign with a link to fully executed contract.