

Load Order

To upload a new loan to the eClosePlus portal, click on “New Loan Order” from the Transaction List Page

Enter the loan number

New Loan

Please enter the loan number:

Select loan type – New or Change order

Enter borrower(s) name, email, and cell phone number. Please note:

- Each borrower must have a unique email address
- A cell number must be given so that a 2-factor authentication code can be texted to the borrower
- Non-Obligor’s must be entered and check the Non-Obligor box
- To add additional borrowers, click this icon

* Required Information

Request Type

New Order Change Order

Borrower 1

First Name Middle Name * Last Name Email Cell Number

Borrower 2

Non-Obligor

First Name Middle Name Last Name Email Cell Number

Enter the property address

Property Info

Property Address City State Zip Code

Select the Loan Type (Purchase / Refinance) and eClose Type (Express / Complete / RON) from the drop down and enter the Closing and Signing dates

Loan Info

Loan Type	▼	123456987	eClose Type	▼
Closing Date		Signing Date		
Enter a Closing Date		Enter a Signing Date		

Enter all Contact information for Settlement Agent, Closer and Loan Officer along with any applicable notes

Contact Info

* Settlement Agent Email Address	Closer Email	Lender/Loan Officer Email	Lender/Loan Officer Name
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Notes

To upload files, either click, or drag and drop your files here

Document Info

Please Select or drag and drop your file(s): Only .pdf and .docx files are currently accepted.

Drop files here to upload

To submit your order, click *"Upload Order"*

Cancel	Upload Order
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Help

If you have questions or need additional help, click the chat icon on the bottom right of the page to speak with one of our Concierge team members

