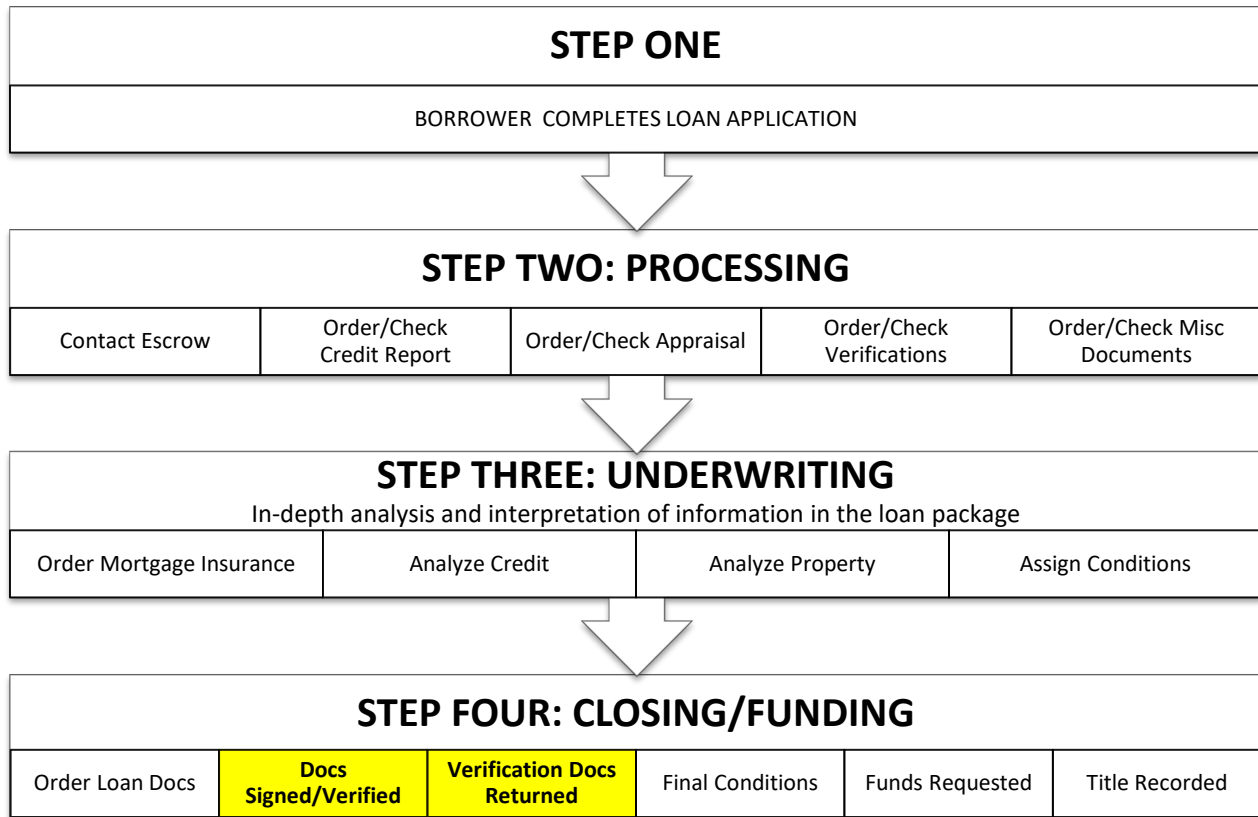




30,000-ft View of TYPICAL LOAN PROCESS (and where the NSA fits in)



After entering into a contract with your hiring company, YOU, the NSA, are responsible to

- 1. CONFIRM** signing appointment with borrowers/signers and follow instructions of hiring company
- 2. RECEIVE** or correctly print loan documents from hiring company; resolve any document issues/questions you have with hiring company before meeting with borrowers
- 3. TRANSPORT** loan docs to signing location safely and on time
- 4. EXECUTE** loan docs with borrowers: verify IDs, make journal entries, explain process, present loan each loan doc to borrowers & state general purpose, indicate where signatures/initials are required, watch borrowers sign; perform necessary notarizations, collect any stipulations; perform QA check before departing
- 5. RETURN** the executed loan documents as instructed by hiring company (scanback/shipping) ASAP; perform any post-signing instructions - such as notifying hiring company when signing is complete & reporting issues. (Remember to send a W-9 & invoice if required to be paid for assignment.)

NOTE: Obviously if NSA is doing a **loan application** signing, the NSA fits in at STEP ONE, and is still communicating and following instructions of hiring company, performing NSA responsibilities, collecting required stipulations from borrowers as instructed, etc.