

**create
finance**

**Customer
Guide:
Using Signable**



How do I 'sign' my Signable?

This is a guide created just for you!

We understand it can be tricky to use new software, with all this technology it's hard to keep up.

You don't have to worry though, just follow this guide and you'll be able to sign the agreements we send to you as part of your application.

Create Finance to the rescue!



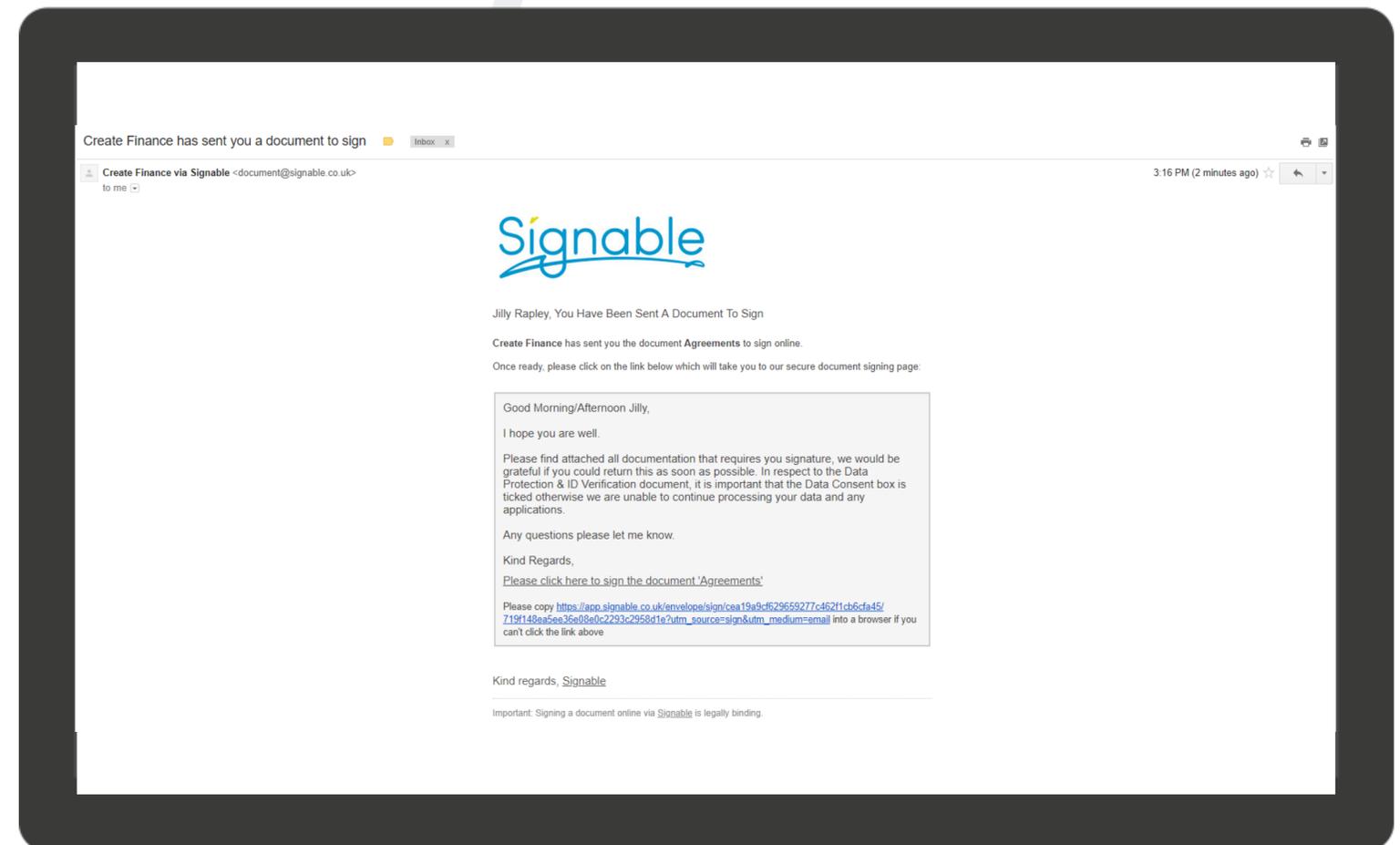
How will I receive my agreements?

To be more efficient and environmentally friendly, Create Finance send their agreements digitally.

Your agreements will come through as an email.

Your email should look like this (right). Once you have received your email click

‘Please click here to sign the document ‘Agreements’

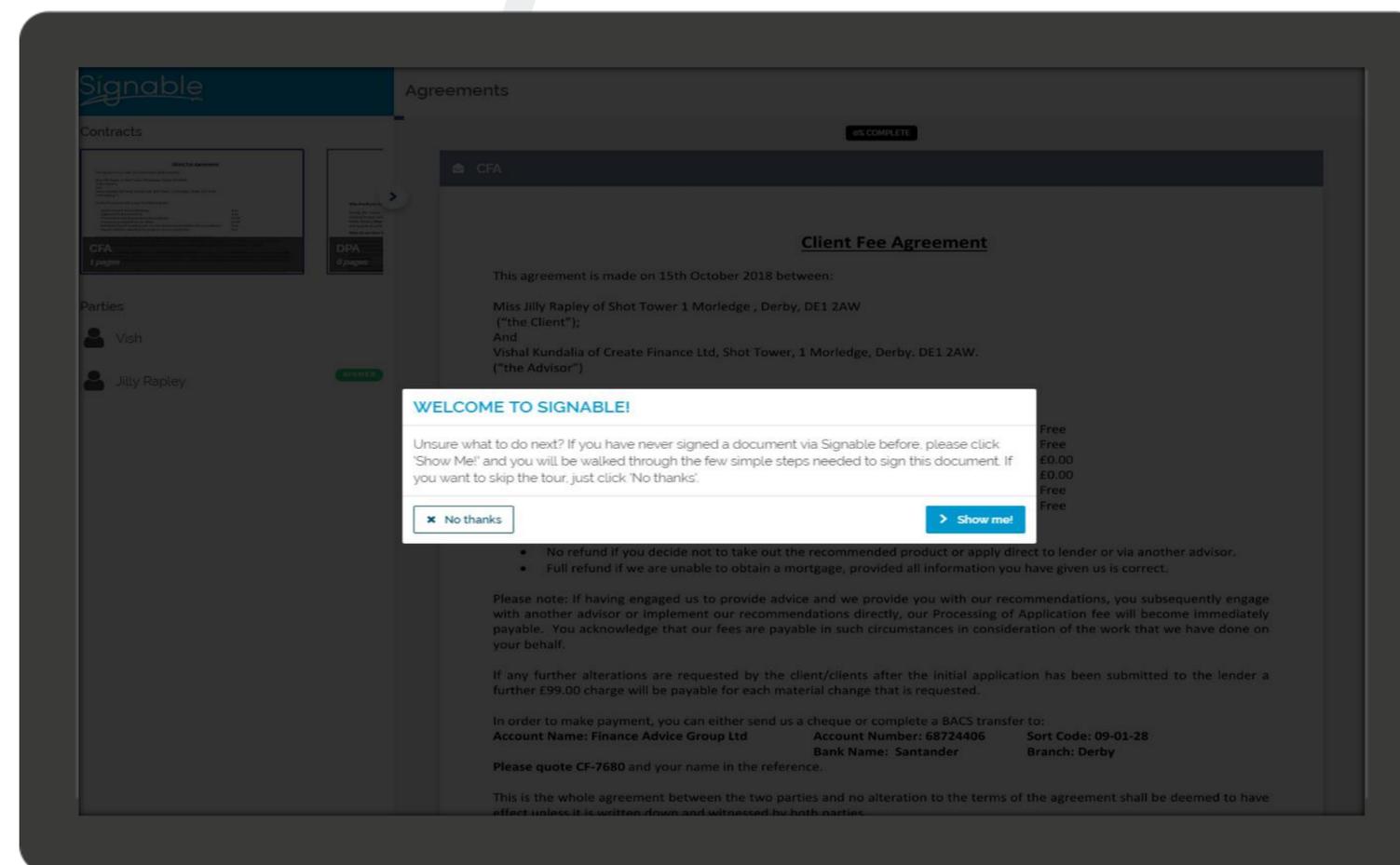


Now What?

After you click on that link a new tab should automatically appear on your screen which looks like this (right).

You have two options. You can either click 'Show Me!' This will show you how to use signable, but with this amazing guide created for you why would you do that?

Click 'No thanks' instead!



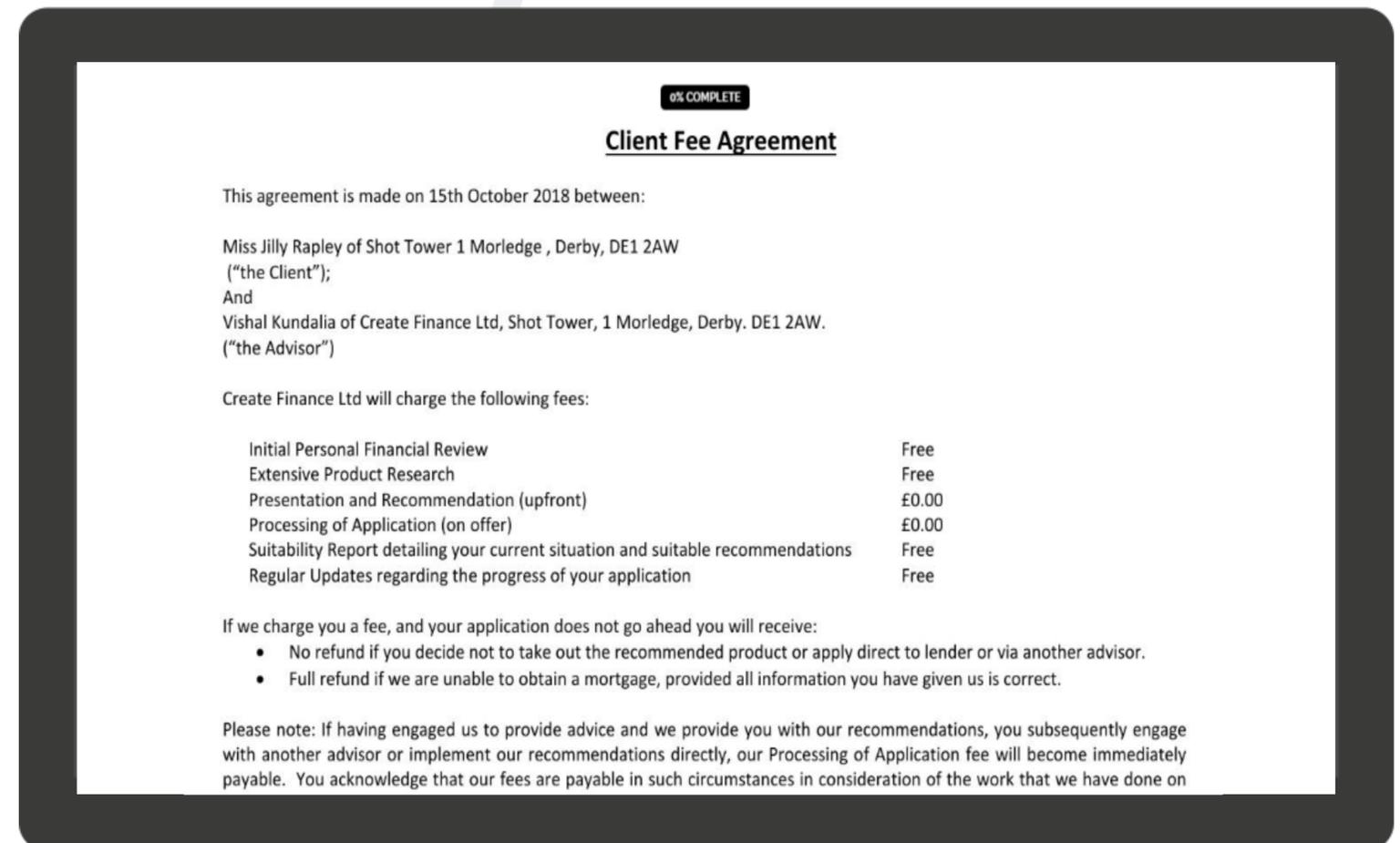
How your agreements should look.

Your agreement should look like this (right).

It is important that you ensure all your personal details on your agreements are correct.

All agreements should show your full name including your middle name and your full address.

If you have a joint application and live at two separate addresses, both your addresses should show.



First Steps.

The boxes shown on your agreements are fields which must be completed by yourself.

To complete these click on each one. When you click on the green box next to 'Client Signature' a bar at the bottom should appear.

In this box you have options to Draw, Type or Upload your signature.

The easiest thing would be to Type your signature. When you do this it will generate one for you.

Once you have completed your signature, just click 'Confirm' found in the bottom right corner.

The parties hereby signify their agreement to the above terms:

Client Signature:	<input type="text"/>	Name:	Miss Jilly Rapley	Date:	<input type="text"/>
Client Signature:	<input type="text"/>	Name:		Date:	
Advisor Signature:		Name:	Vishal Kundalia	Date:	15/10/2018

On behalf of Create Finance Ltd

SOLICITORS UNDERTAKING FOR MORTGAGE TRANSACTIONS ONLY

In accordance with our Clients instructions we hereby agree to pay the sum specified in the above Agreement on legal completion of the mortgage/loan to Create Finance Ltd provided such funds come into the hands and that the net proceeds of the transaction are sufficient to do so. For the purposes of this undertaking "sufficient" means having first discharged (i) all matters on all relevant Registers necessary to **! PRESS TAB OR CLICK CONFIRM TO CONTINUE** the new Lender as First Mortgagees and (ii) all costs, fees and expenses necessary to perfect the new Lender's title.

Add your signature *** REQUIRED FIELD**

Draw signature Type signature Upload signature

JRapley

Filling out your required fields.

Your signature should upload once you click 'confirm'.

After this you must fill out which day you signed your agreements.

Click on the blue box next to 'Date:' again, a bar should appear at the bottom of the page.

This will show as a calendar instead, locate the current date and select it, the date should then show next to the calendar, once this happens click 'Confirm'.

SOLICITORS UNDERTAKING FOR MORTGAGE TRANSACTIONS ONLY

In accordance with our Clients instructions we hereby agree to pay the sum specified in the above Agreement on legal completion of the mortgage/loan to Create Finance Limited. PRESS TAB OR CLICK CONFIRM TO CONTINUE

Add your date * REQUIRED FIELD ✕

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

22 Oct 2018

✓ Confirm

How should my agreement look like now?

After you have completed the required fields for your agreement it should look like this.

Now click on 'Next Document' to sign your other agreements!

Please note without completing all required fields you will not be able to proceed.

erect unless it is written down and witnessed by both parties.

The parties hereby signify their agreement to the above terms:

Client Signature: 	Name: Miss Jilly Rapley	Date: 22 Oct 2018
Client Signature: _____	Name: _____	Date: _____
Advisor Signature: 	Name: Vishal Kundalia	Date: 15/10/2018
On behalf of Create Finance Ltd		

SOLICITORS UNDERTAKING FOR MORTGAGE TRANSACTIONS ONLY

In accordance with our Clients instructions we hereby agree to pay the sum specified in the above Agreement on legal completion of the mortgage/loan to Create Finance Ltd provided such funds come into the hands and that the net proceeds of the transaction are sufficient to do so. For the purposes of this undertaking "sufficient" means having first discharged (i) all matters on all relevant Registers necessary to secure the proper registration of the new Lender as First Mortgagees and (ii) all costs, fees and expenses necessary to perfect the new Lender's title.

Client Signature: 	Print Name: Miss Jilly Rapley	Date: 22 Oct 2018
Client Signature: _____	Print Name: _____	Date: _____
Advisor Signature: 	Print Name: Vishal Kundalia	Date: 15/10/2018
On behalf of Create Finance Ltd		



Is this legal? | I have a question? | 7 item(s) to complete | **Next Document**

My DPA Agreement.

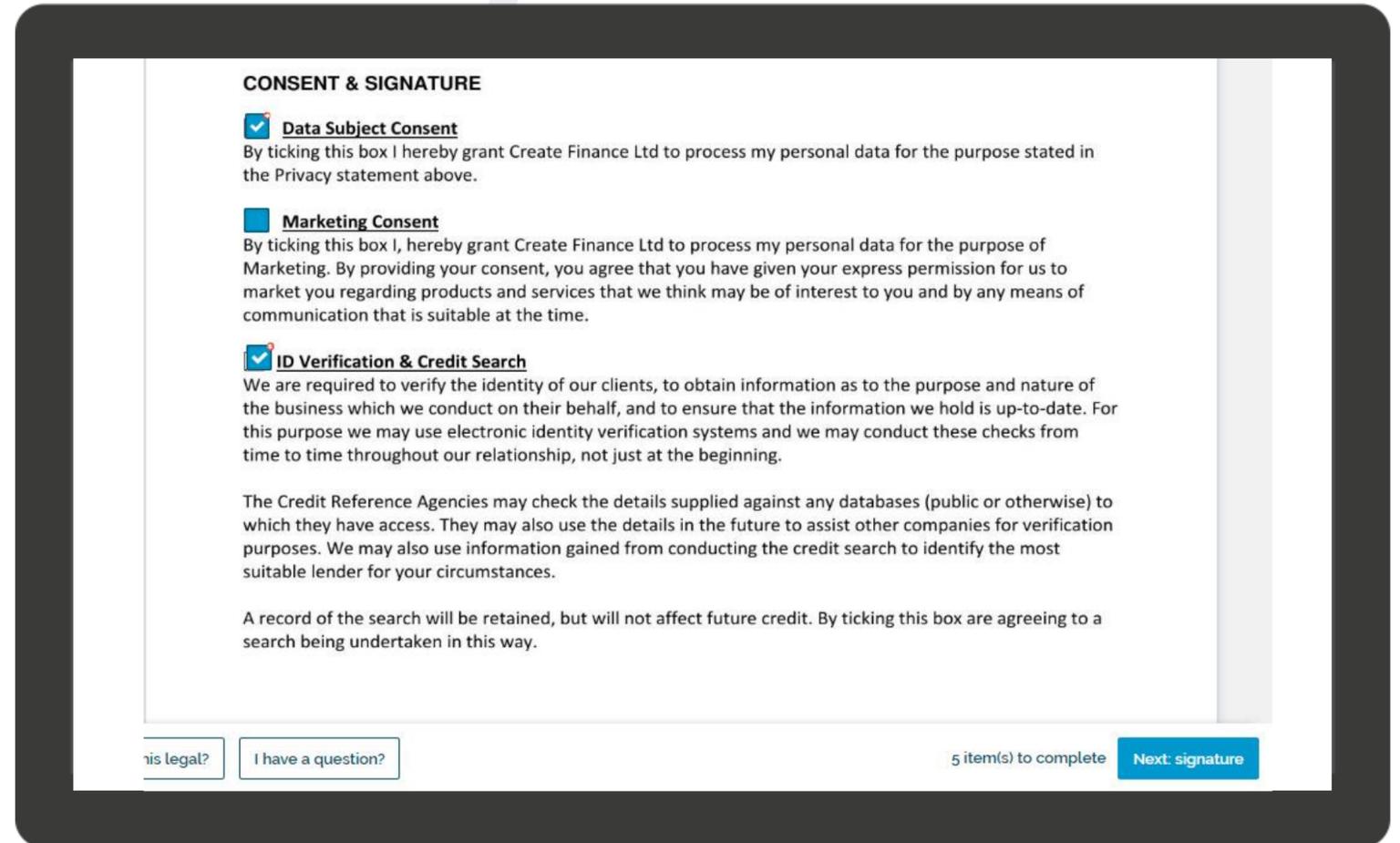
Your DPA agreement confirms how Create Finance will use your personal information.

Without signing this document and the required fields your application will not proceed any further.

The required fields have a red asterisk next to the box.

Simply click the required boxes and tick them, the other boxes are not required however you can still tick them if you wish.

Below will show more fields which you completed previously.



CONSENT & SIGNATURE

Data Subject Consent
By ticking this box I hereby grant Create Finance Ltd to process my personal data for the purpose stated in the Privacy statement above.

Marketing Consent
By ticking this box I, hereby grant Create Finance Ltd to process my personal data for the purpose of Marketing. By providing your consent, you agree that you have given your express permission for us to market you regarding products and services that we think may be of interest to you and by any means of communication that is suitable at the time.

ID Verification & Credit Search
We are required to verify the identity of our clients, to obtain information as to the purpose and nature of the business which we conduct on their behalf, and to ensure that the information we hold is up-to-date. For this purpose we may use electronic identity verification systems and we may conduct these checks from time to time throughout our relationship, not just at the beginning.

The Credit Reference Agencies may check the details supplied against any databases (public or otherwise) to which they have access. They may also use the details in the future to assist other companies for verification purposes. We may also use information gained from conducting the credit search to identify the most suitable lender for your circumstances.

A record of the search will be retained, but will not affect future credit. By ticking this box are agreeing to a search being undertaken in this way.

[is legal?](#) [I have a question?](#) 5 item(s) to complete [Next: signature](#)

Fee Waiver Agreement.

A Fee Waiver Agreement is sent out when you are taking protection as well as completing your mortgage with Create Finance.

Your name must be typed in -like the other boxes just click on the grey box and type your name in.

After you have done this confirm and Submit your agreements!

Client Signature: Print Name: Date:

Client Signature: _____ Print Name: _____ Date: _____

Advisor Signature: Print Name: Date:

On behalf of Create Finance Ltd

THIS AGREEMENT DOES NOT AFFECT ANY STATUTORY OR OTHER RIGHT TO CANCEL ANY TERM ASSURANCE, CRITICAL ILLNESS, INCOME PROTECTION OR PRIVATE MEDICAL INSURANCE POLICY ARRANGED.

! PRESS TAB OR CLICK CONFIRM TO CONTINUE

Add your text * REQUIRED FIELD ✕

Submit Document

And Finally.

When you have submitted your agreements this screen should show and an email will be sent to let you know you have completed them.

Your email will show your completed agreements.

Please download your completed agreements to ensure you have a copy of what you have agreed to and can refer back to them.

If you have any further questions please speak to the team dealing with your case or ring the office and we will help as much as we can!

Happy Signing!

