

ATGO Video Conferencing

Powered by

zoom



Quick Reference Guide

1

SCHEDULE YOUR VIDEO CONFERENCE

Visit Conference.atgf.com

Complete all fields, click **Schedule Zoom Meeting** to submit. If representing a seller, and you would like ATG to tag seller documents for e-signature, submit them to DocuSign@atgf.com.

2

RECEIVE EMAIL INVITATIONS

Click Link at Meeting Time

You and your attendees receive an email from the ATG GO Video Conference Center. Click **Accept** so the meeting notice appears on your calendar. Click the calendar invitation link at the scheduled meeting time to attend your private Zoom meeting.

3

CONNECT TO YOUR MEETING

Use Computer, Tablet, or Phone

At meeting time, click the link in the email invite (or on your calendar) to connect to the Zoom meeting. If using a tablet or phone, download the [Zoom Cloud](#) app for easy connectivity.

4

SHARE YOUR SCREEN

Documents for Electronic Signature:
ATG will send DocuSign-tagged seller or lender closing package to review and execute with your client. Open the DocuSign package, share your screen in the Zoom meeting, and execute documents with your client in real time.

Documents to be Notarized:
Refer to our [April 2020 ATG Underwriting Guidelines](#).

5

STAY CLOSE, CONNECTED, AND SAFE

Benefits of ATG Video Conferencing

- ✓ Instantly Schedule Private Meetings
- ✓ E-sign Closing Documents
- ✓ Consult with Clients in Real Time
- ✓ Attend from Anywhere

ATGO

Conference.atgf.com