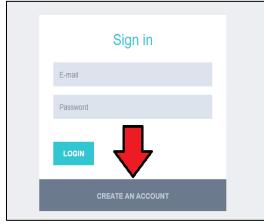
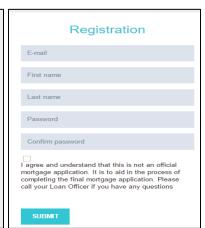
BORROWER GETTING STARTED GUIDE

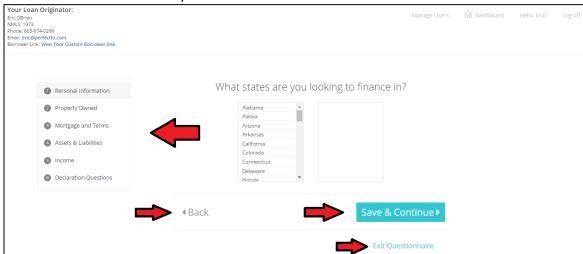
USER INSTRUCTIONS

Once you click on your link, your browser will open to the "Sign In" page. As a first time user, you will click "Create an account" and complete the "Registration" page. Once you click "Submit" on your registration page, you will be sent to your questionnaire.



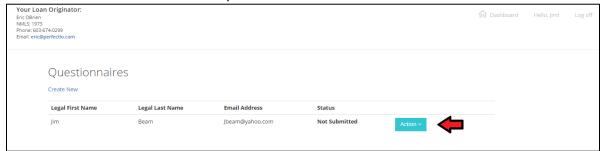


Within the questionnaire, the section on the left hand side of the screen is highlighted to show
where you are at in the process. You can click the "Back" button to return to the previous
question or click "Save & Continue" to move to the next question. At any time, you can click
"Exit Questionnaire" and return to your dashboard. NOTE: All your information will be saved
from the last screen that you clicked "Save & Continue"



- Your information will be saved after each question you answer, so don't worry about running out of battery, dropping wifi signal, closing the window on accident, or logging out and returning later- EVERYTHING IS SAVED. If you are Logged Off the system, follow the steps below to pick up where you left off:
 - 1. Click the link I sent you

- 2. Sign in using your email and password from when you registered your account (or click forgot password)
- 3. Click the "Action" button on your dashboard



- 4. You have the following options under "Action"
 - Edit Contact Info: Clicking here allows you to edit your contact information.
 - Beginning: Clicking here will bring you to the beginning the questionnaire.
 - **Resume**: Clicking here will bring you to the last question that you saved within the questionnaire.
 - **Submit Questionnaire to Loan Originator**: Clicking here gives you the option to submit the questionnaire to me
 - **Document Checklist**: Clicking here allows you to save, view or print your checklist of documents that will need to be sent to me



Once you submit the questionnaire, you will see the confirmation screen below and have the
option to view or print the checklist of documents that will be needed based on your answers
by clicking "Download Checklist". This checklist is also saved and available on your dashboard
under the "Action" button as described above.

