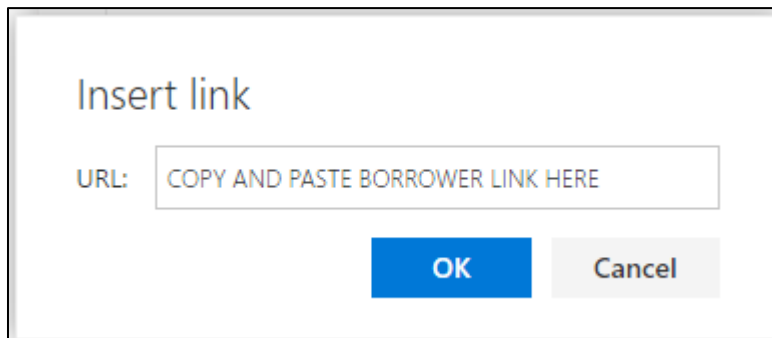**How To Create A Hyperlink**

In your email account you can create a customized hyperlink to your borrower page by following the instructions below.

Open a new email and in the email message type "CLICK HERE TO START YOUR LOAN PROCESS!" and then select all the words you just typed with your mouse to highlight it (you may type any words you'd like your borrower to see to be directed to their borrower page)

Next, you need to "Insert Link" or "Insert Hyperlink" this can be done in a number of different ways depending on your email service. Put your cursor on the highlighted text from above and right click to see if you have the option to "Insert Link" or "Link". If not, look for and click on the Hyperlink Button similar to below:

An "Insert Link" box similar to below will pop up for you to paste your custom borrower link (found in option 2 on the first page of the Loan Originator- Getting Started Guide) as the "URL" and then click "OK".

You are done! You should see the address to your borrower link pop up when you hover your mouse over "CLICK HERE TO START YOUR LOAN PROCESS!" This can be used in your signature on your email, attached to social media sites and/or attached to your Borrower Script.

NOTE: Test by sending yourself an email and clicking on the link. The link will not let you click on it when you are in an email but you can also test it if you right click on the text and click "Open link in new tab or window"