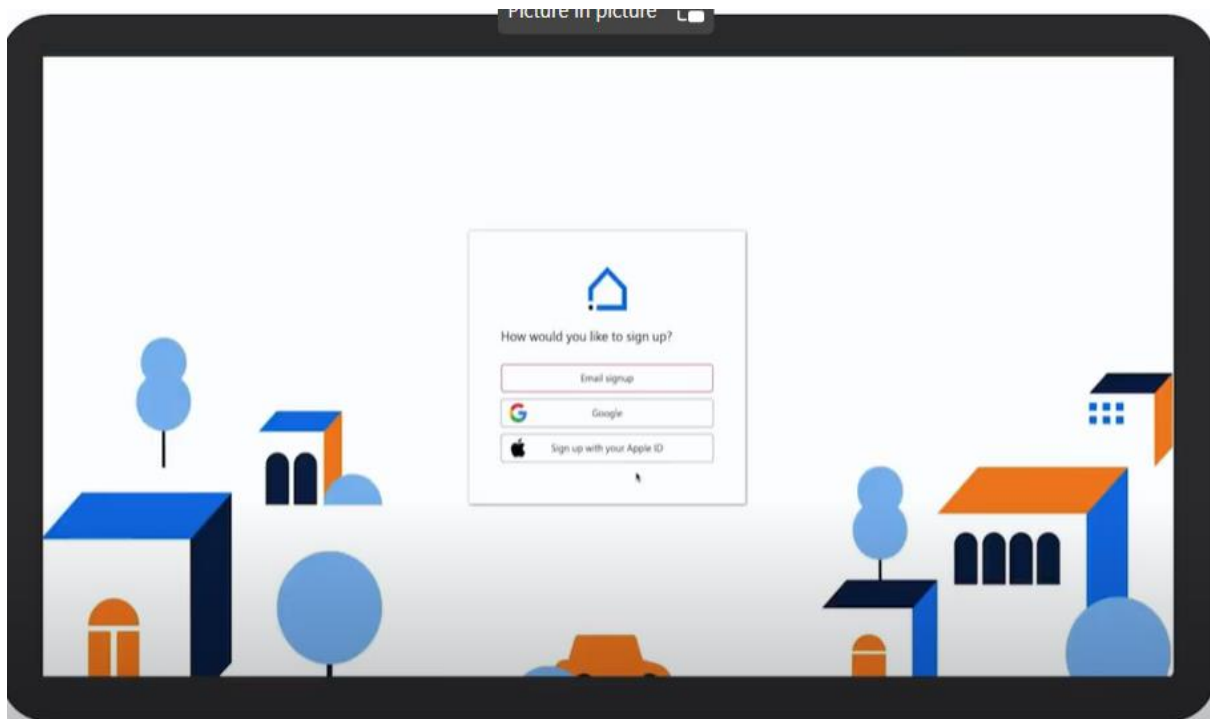


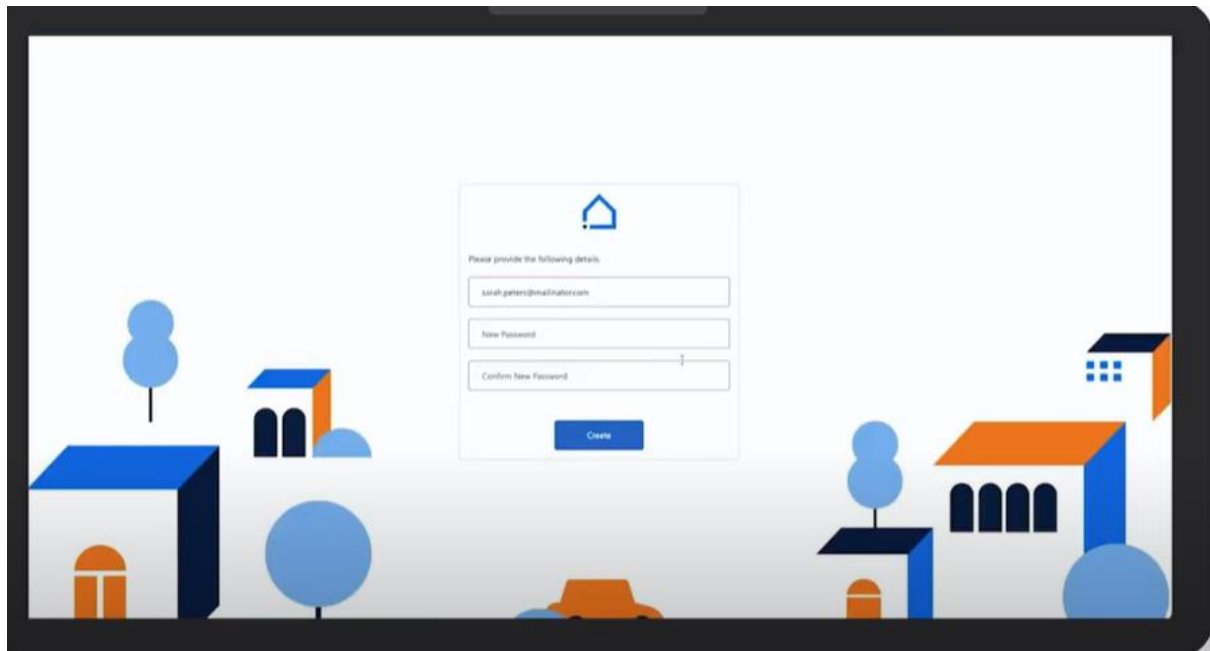
Your Client Portal Instructions:

5 Easy steps to creating your portal and accessing your mortgage application.

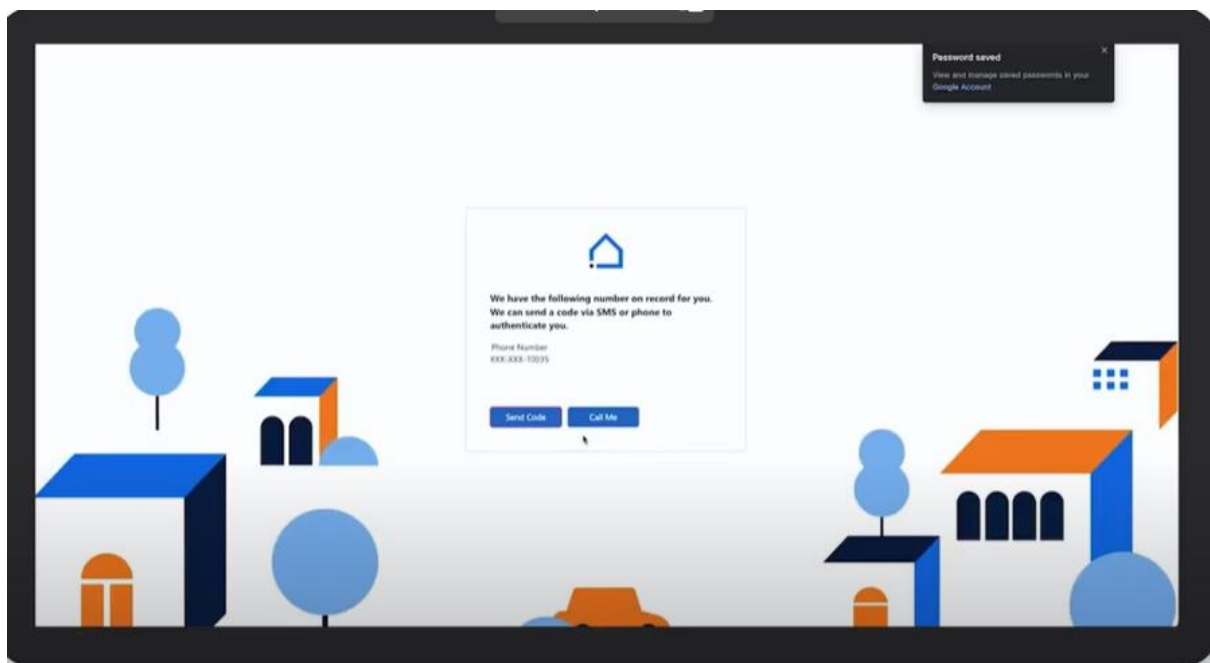
1. You will receive an invite from one of our team. Once you have received this email invite, simply click the link contained within which will direct you to your portal homepage.



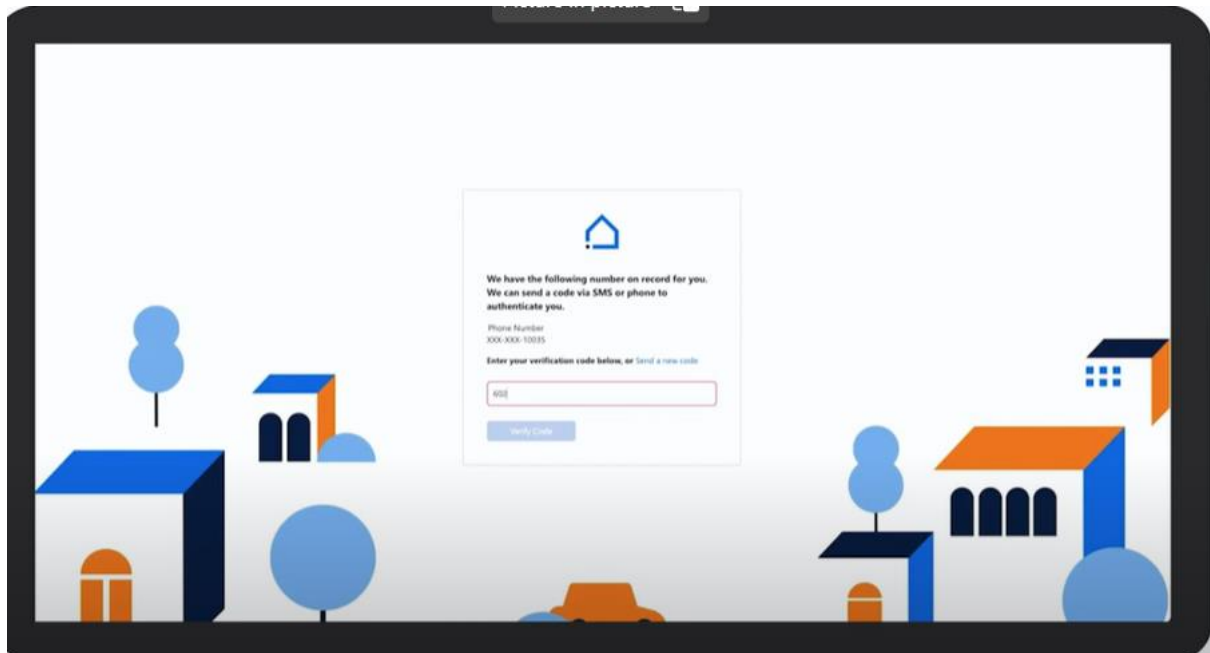
2. Here you will create your account with the email you provided us with. You will also set your password at this point.



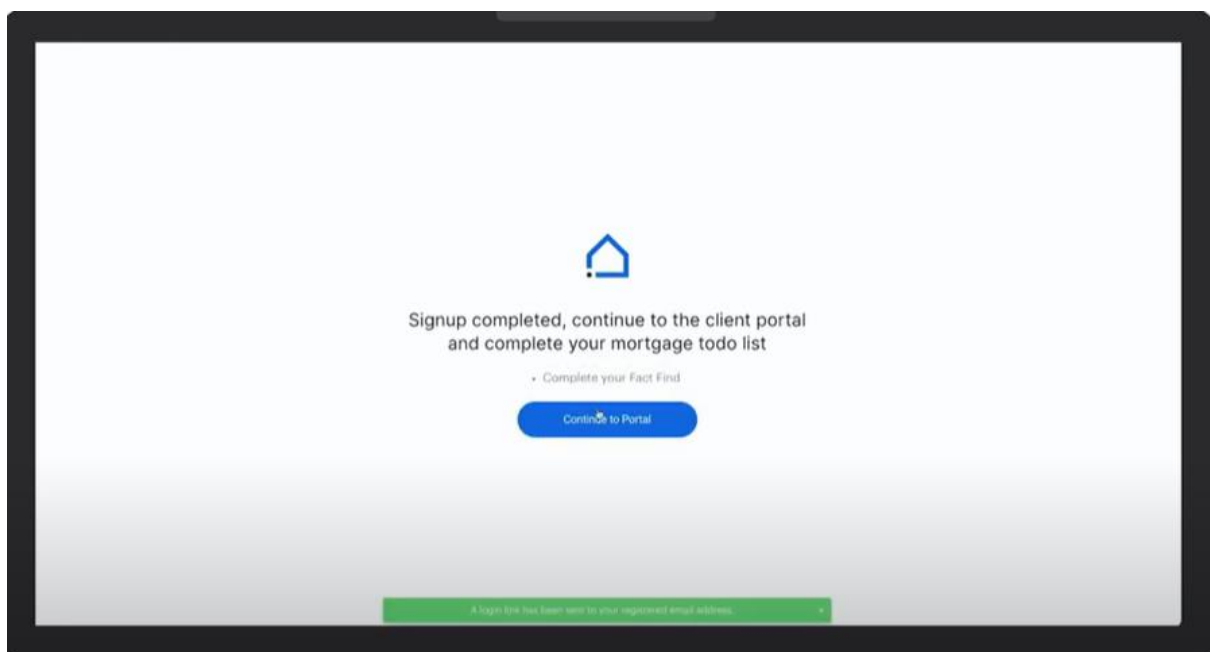
3. Here you will create your account with the email you provided us with. You will also set your password at this point.



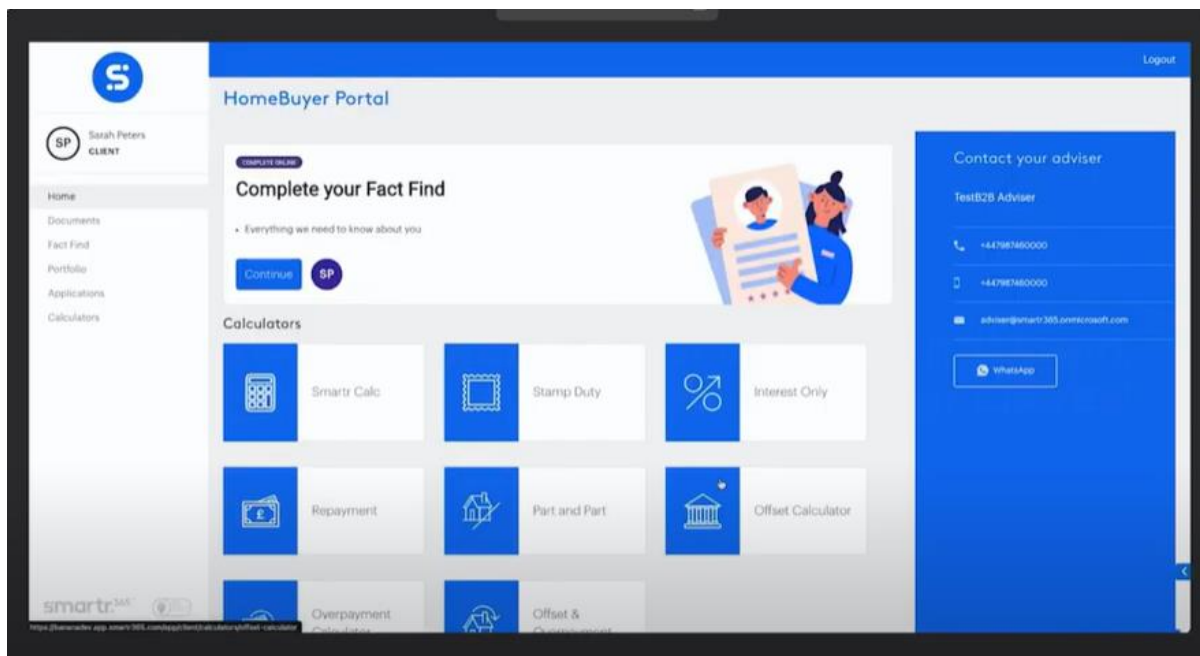
4. To provide an added layer of security we use two factor authentication. When logging in you can either have a code text to your phone or you can have a short, automated call to your mobile.



5. At this point you will need to input the code you have received.



You have created your portal account and can now access this at any time, from any device or from using our “Homebuyer App” which can be downloaded via the Google Play Store or Apple Store



When first logging in you will be taken to your portal home page. The first task assigned will be to complete your fact find – any outstanding tasks will be loaded here waiting for you to complete.

Down the left hand side you can also see a menu page for if you need to re navigate back at any point.

The documents menu will allow you to upload the required documentation for our team to review so we can begin your mortgage application.