



1

REQUIRED UPLOAD DOCS Dealer Install Agreement (.pdf,.jpeg,.png) Driver's License/Gov't issued ID (.pdf,.jpeg,.png	IMPORTANT NOTE: Each loan application requires a copy of the homeowner's ID and the signed customer contract/install agreement to be on file.
DOCUMENT UPLOAD CENTER Click the "Select Files" Button to select one or more files to up SELECT FILES UPLOAD FILES DOCUMENT WORKFLOW ASSIST	load.
STEP 4: Click "SELECT FILES" to locate and add the homeowner's ID and the signed customer contract/install agreement to the application.	
REQUIRED UPLOAD DOCS <u>Dealer Install Agreement (.pdf,_jpeg,_png)</u> <u>Driver's License/Gov't issued ID (.pdf,_jpeg,_png)</u> DOCUMENT UPLOAD CENTER	

Click the "Select Files" Buttor	to select one or more files				
SELECT FILES	UPLOAD FILES		STEP 5: Once you've ch	osen files to	
			add to the loan, selec	t "UPLOAD	
			FILES" to add the documents to		
DOCUMENT WORKFLOW ASSIST		the application	n		
Requested Documents Uploade	ed?	NO			

 \underline{O} PowerPay[®]

DOCUMENT W	ORKFLOW ASSIST	
Requested Docu	ments Uploaded?	YES
JPLOADED DO	CUMENTS	
Include?	File name	Document Type
	Test Doc.png	DRIVERS LICENSE +
2	Test Doc.png.	CO INSTALL AGREEMENT .
NOTES TO DE	EALER	
ROJECT UPD/	ATE	
ROJECT STAT	rus	
toos Fundios?		STEP 1: SEND LOAN ENVELOPE SAVE
		STEP 6: Select SAVE to ensure all information & documentation is saved to the loan.
*NOTES TO D	FALER	STEP 7: Select "SEND LOAN ENVELOPE" and
PRO JECT LIPD	ATE	
ROSECTOPD		confirm to electronically send the loan
		documents to the homeowners.
PROJECT STA	TUS	

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STEP 1: SEND LOAN ENVELOPE

SAVE

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		IMPORTA the custor the loc	NT NO1 ner's en in docu	'E: You can edit nail address for ments here.				
DOCUMENT WORK	(FLOW ASSISTANT							
Uploaded homeowr	er signed Install Contract and DL	[YES			~		
Requested Addition	al Documents Uploaded?		Select			~		
PAC Manually Uploa	aded		Select			~		
Primary Applicant E	mail			RODNE	EYTAYLOR3816@	≱GMAIL.COM		
UPLOADED DOCU	MENTS							
Include?	File name		Docu	ment Type		IMPORTANT NOTE:	The loan will list	
V	Bernice Taylor.pdf		wo	WORK ORDER/INSTALL CONTRACT - SIGNED +		the following documents (ContractDoc & AuditTrail) once the		
	IMG_7593.HEIC		DRI	VERS LICENSE/GOV'T ID +				
	ContractDoc		SEL	ECT A DOCUMENT TYPE \$		homeowner has signed the Loan Envelope. If you see these items, i		
	AuditTrail-834613816		SEL	ECT A DOCUMENT TYPE +				
						the agreement and	work can begin	
NOTES TO DEALER	२						work can begin.	
eSign Process Initia	ted							
eSign email sent to	signer BERNICE TAYLOR (RODNEYRODN	IEY3816@GMAIL.C	COM)		Г			
eSign Process Initia	ted					IMPORTANT NOTE:	This section	
eSign email sent to	signer BERNICE TAYLOR (RODNEYTAYLO	DR3816@GMAIL.C	OM)	+		provides a timeline c	of the e-sign	
signer BERNICE TAYLOR (RODNEYTAYLOR3816@GMAIL.COM) Completes Signing				process; "Signed docs are sent back to LOS" indicates the loan envelope has been fully				
eSign process completed.								
Signed docs are sent back to LOS.								
PROJECT UPDATE								
							cun begin.	
Was the Loan Packa	age Received?		YES			~	J	
						SAVE		



5