



POINT INSTRUCTIONS

Submission Date _____ Projected Closing Date _____

Originator _____

Phone(_____) _____ Fax (_____) _____

Originator's Email _____

Company _____

Feel free to contact us to go over the procedure if you are unsure of the process.

How do I e-mail my Point files to you?

If you use MS Outlook or Outlook Express:

- From the File menu in any Prospect or Borrower file, click on E-Mail.
- Select Point Data File.
- Select "Send to".
- Input "gina@processthisonline.com" as the email address.
- Enter the borrower's last name in the Subject line.
- Add any additional message that you may wish to include.
- Then just click the "Send" button

If you use a web-based email (yahoo, hotmail, aol, etc.):

- Open your email account and go to the area where you create a new email message.
- Locate the "attach a file" button (or something similar).
- Search for the file you wish to attach. It should be located in this directory on your computer:

c:/pntdata/borrower/

- Click on the file to attach it to your email.
- Send to " gina@processthisonline.com "
- Enter the borrower's last name in the Subject line.
- Add any additional message that you may need to include.
- Then just click the "Send" button.

From Encompass

- Open the loan file.
- Click 'Services'.
- Click on 'Processing Network'.
- Select 'Contract Processing'.
- Click 'Submit'.
- Enter any notes you would like and click 'Submit Loan'.

Fax the signed 1003, Good Faith, Borrower's Certification and Authorization, credit report, pre-qualification or rate lock and completed borrower information sheet form to: (949) 675-0034.

Email gina@processthisonline.com, to confirm receipt of your file if you do not receive a confirmation within 24 hours.

Process This
ProcessThisOnline.Com

Ph: 949.675.0033
Ph: 949.675.0034