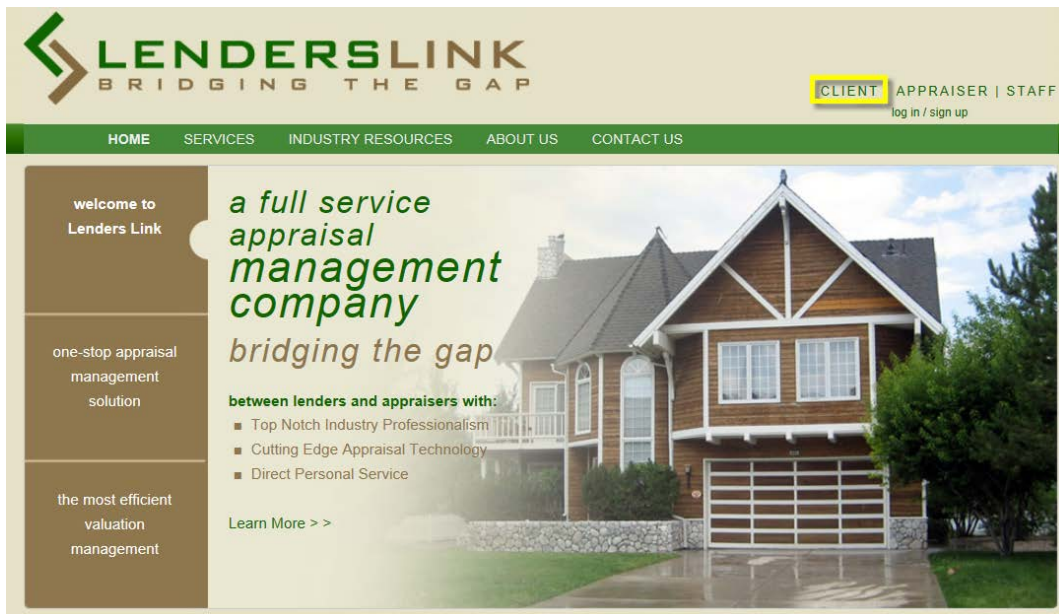




### Royal Pacific Funding - Client Login Instructions

1. Open your web browser and type in [www.lenders-link.com](http://www.lenders-link.com).
2. Click on the **CLIENT** button on the upper right of the screen, highlighted in yellow as seen below.



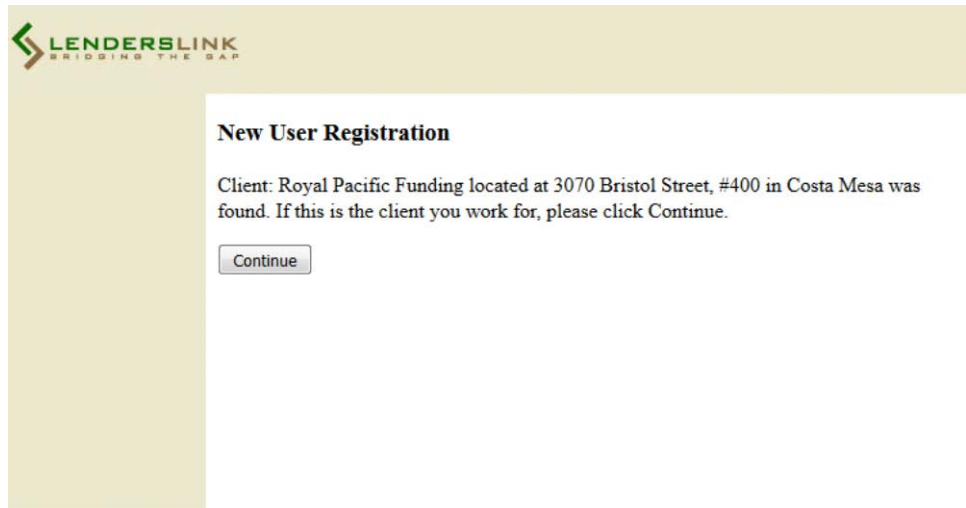
3. From this screen you can login with your username and password by filling out the boxes highlighted in green and clicking *Log In* and continue on to **step 5**.

4. If you do not have a user name and password click link highlighted in pink below (three easy steps).

**NOTE:** If you forgot your username and/or password, select the **Click here** link next to the “Forgot your password?” prompt. Enter your email address in the field provided and click the **Send Info** button. Your login information will automatically be sent to you via email

5. To setup a user click on link [“Click here if you do not have a user name and password”](#)
- a) Type in Client Code: **3070** & Location # **92626** click **“Register”**

b) Click "Continue"



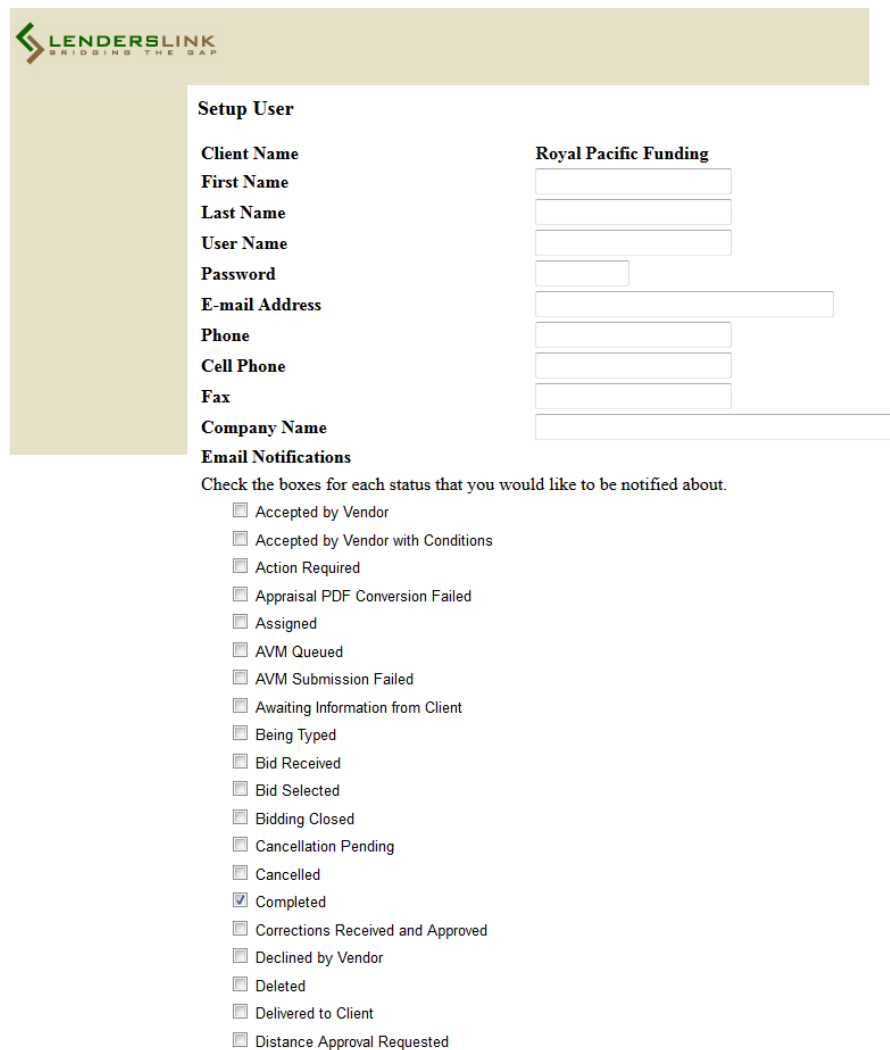
**LENDERSLINK**  
BRIDGING THE GAP

### New User Registration

Client: Royal Pacific Funding located at 3070 Bristol Street, #400 in Costa Mesa was found. If this is the client you work for, please click Continue.

Continue

c) Complete your user information and click on e-mail notification you would like to receive.



**LENDERSLINK**  
BRIDGING THE GAP

### Setup User

|                       |                       |
|-----------------------|-----------------------|
| <b>Client Name</b>    | Royal Pacific Funding |
| <b>First Name</b>     | <input type="text"/>  |
| <b>Last Name</b>      | <input type="text"/>  |
| <b>User Name</b>      | <input type="text"/>  |
| <b>Password</b>       | <input type="text"/>  |
| <b>E-mail Address</b> | <input type="text"/>  |
| <b>Phone</b>          | <input type="text"/>  |
| <b>Cell Phone</b>     | <input type="text"/>  |
| <b>Fax</b>            | <input type="text"/>  |
| <b>Company Name</b>   | <input type="text"/>  |

### Email Notifications

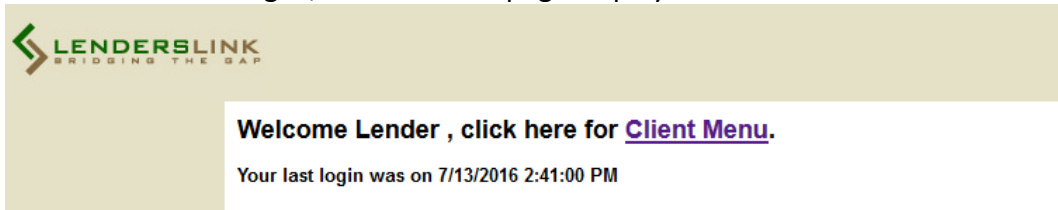
Check the boxes for each status that you would like to be notified about.

- Accepted by Vendor
- Accepted by Vendor with Conditions
- Action Required
- Appraisal PDF Conversion Failed
- Assigned
- AVM Queued
- AVM Submission Failed
- Awaiting Information from Client
- Being Typed
- Bid Received
- Bid Selected
- Bidding Closed
- Cancellation Pending
- Cancelled
- Completed
- Corrections Received and Approved
- Declined by Vendor
- Deleted
- Delivered to Client
- Distance Approval Requested

- Findings
- UCDP Findings Failed
  - UCDP Findings Passed
  - UCDP Readiness Check Failed
  - UCDP Readiness Check Passed
  - Unaccepted
  - Unassigned
  - Value Appeal
  - Waiting for Acceptance
  - Waiting for Payment

Finish

6. After a successful log in, a “Welcome” page displays.



- At the Welcome page, click the [Client Menu](#) link to enter the program.
- This opens the main menu and lists all current open orders. From this screen you can track all your completed orders place an order and/or update current orders.

| file #                     | Loan # | Borrower      | Address                                | Status                       | Date Assigned | Email Msgs              |
|----------------------------|--------|---------------|--|------------------------------|---------------|-------------------------|
| <a href="#">111-100123</a> | 456    | Test Borrower | 123 Main St, Downey CA 12345           | Accepted by Vendor           | 12/30/2012    | <a href="#">7 msgs</a>  |
| <a href="#">111-100125</a> | 654    | Test Borrower | 456 1st Street, Carmel CA 45678        | Assigned                     | 1/4/2013      | <a href="#">8 msgs</a>  |
| <a href="#">111-100127</a> | 456    | borrower test | 987 4th ST, Los Angeles CA 98745       | Waiting for Acceptance       | 1/9/2013      | <a href="#">3 msgs</a>  |
| <a href="#">111-100129</a> | 654    | Test Name     | 852 3rd Avenue, San Francisco CA 96321 | Request for Revision Addenda | 1/8/2013      | <a href="#">11 msgs</a> |
| <a href="#">111-100131</a> | 456    | Test Borrower | 12 East Street, Fresno CA 45214        | Assigned                     | 12/28/2012    | <a href="#">3 msgs</a>  |
| <a href="#">111-100133</a> | 654    | Test Borrower | 45 Beach Street, Santa Rosa CA 65412   | Unassigned                   | 1/3/2013      |                         |
| <a href="#">111-100135</a> | 456    | Test          | 100 Disney Way, Anaheim CA 87452       | Waiting for Acceptance       | 12/21/2012    | <a href="#">6 msgs</a>  |
| <a href="#">111-100137</a> | 654    | test          | 8700 Third Place, Stockton CA 45214    | Assigned                     | 12/28/2012    | <a href="#">1 msgs</a>  |
| <a href="#">111-100139</a> | 456    | Test          | 85 West Street, Stockton CA 12365      | Pending CC Approval          | 1/15/2013     | <a href="#">1 msgs</a>  |
| <a href="#">111-100141</a> | 654    | Test Borrower | 1 World Way, Santa Barbara CA 65412    | Accepted by Vendor           | 1/9/2013      |                         |
| <a href="#">111-100143</a> | 456    | Borrower      | 8500 Main Street, Santa Maria CA 63254 | Assigned                     | 12/29/2012    | <a href="#">8 msgs</a>  |
| <a href="#">111-100145</a> | 654    | borrower test | 753 La Jolla, San Diego CA 12345       | Assigned                     | 1/8/2013      | <a href="#">7 msgs</a>  |

## How to Submit a Request

Use the following procedure to submit a request.

1. Click the Main tab at the top of the page. The main menu displays along the left edge of the page.
2. From the Main menu, click the **Place an Order** button. This opens the Request page.

### **Lenders Link Inc Order Form** [Import Fannie Mae Order](#)

Fields marked with an \* are required

#### Ref Info

|                |                      |                         |                          |
|----------------|----------------------|-------------------------|--------------------------|
| Loan # / Ref # | <input type="text"/> | Custom Field            | <input type="text"/>     |
| Case #         | <input type="text"/> | Requires UAD Compliance | <input type="checkbox"/> |

#### Client Info

|             |   |  |  |
|-------------|---|--|--|
| Client      | Royal Pacific Funding<br>3070 Bristol Street, #400<br>Costa Mesa CA 92626 |  |  |
| Client User | Welcome Lender  |  |  |
| Processor   | No User Selected ▼  |  |  |
| Processor 2 | No User Selected ▼  |  |  |
| Ordered By  | Welcome Lender  | Email:                                     | <input type="text" value="mark@lenders-link.com"/> |
| Date Needed | <input type="text"/>  | Date must be entered in MM/DD/YYYY format. |  |
| Lender      | <input type="text"/>  |  |  |

#### Borrower Info

|                   |   |   |             |                      |
|-------------------|---|---|-------------|----------------------|
| Name              | <input type="text"/>  | * | Co-Borrower | <input type="text"/> |
| Mailing Address   | <input type="text"/>  |   |             |                      |
| Mailing Address 2 | <input type="text"/>  |   |             |                      |
| Mailing City      | <input type="text"/>  |   |             |                      |
| Mailing State     | <input type="text"/>  |   |             |                      |
| Mailing Zip       | <input type="text"/>  |   |             |                      |
| Borrower Email(s) | <input type="text"/> Use commas to separate multiple recipients |   |             |                      |

#### Subject Property Info

|                  |                      |   |
|------------------|----------------------|---|
| Property Address | <input type="text"/> | * |
| Address 2        | <input type="text"/> |   |
| City             | <input type="text"/> | * |
| State            | <input type="text"/> | * |
| Zip              | <input type="text"/> | * |

[Standardize Address](#)

|        |                      |
|--------|----------------------|
| County | <input type="text"/> |
|--------|----------------------|

### Assignment Info

Property Type

Report Type  \*

Report Type 2

Report Type 3

Report Type 4

Report Type 5

FHA


Intended Use  \*

Loan Type

Occupancy

Sale Price

Loan Amount

Settlement Date   Date must be entered in MM/DD/YYYY format.

### Billing Info

Payment Method

Full Name

Billing Address

Billing Address 2

Billing City

Billing State

Billing Zip

Credit Card Type

Number  Please enter Credit Card # without any dashes or spaces, for example 1234123412341234, thank you.

Expiration  /

Panel/CVV Code

### Property Access / Contact Info

|             |                      |
|-------------|----------------------|
| Name        | <input type="text"/> |
| Home Phone  | <input type="text"/> |
| Work Phone  | <input type="text"/> |
| Other Phone | <input type="text"/> |
| Email       | <input type="text"/> |

### Extra Info

Notes / Special Instructions

\*\*\* To confirm and send order please click [Save]. \*\*\*

Use the Print Order button at the bottom of the next page to print a copy of the request for your records.

**Order Form fields are:**

### **Reference Information**

#### **Loan #**

- This field is used to enter the lender loan number. This field is optional.

#### **Case #**

- This field is used to enter the office case number. This field is optional.

### **Client Info**

#### **Client**

- This allows you to see your client by name and. This is required selection on all order forms.

#### **Processor**

- This is the primary client contact person that will receive status notifications and the uploaded appraisal file. This selection is optional.

#### **Processor2**

- This is the additional client contact person that will receive status notifications and uploaded appraisal file. This selection is optional.

#### **Ordered By**

- This field tracks who ordered the appraisal. This field is needed only if the client users are not utilized. This field is optional.

**Client 2**

- This list allows you to select a second client, if necessary, by name and address based on the available client types. This selection is optional. Please note that no notifications are sent to client users of Client 2.

**Lender**

- This allows you to enter a Lender's name, if applicable.

**Borrower and Subject Property Info****Name**

- This is the borrower contact name. This field is required on all order forms.

**Property Address**

- This is the address of the property to appraise. This field is required on all order forms.

**City**

- This is the city location of the property to appraise. This field is required on all order forms.

**State**

- This is the state location of the property to appraise. This field is required on all order forms.

**Zip**

- This is the ZIP code location of the property to appraise. This field is optional.

**County**

- This is the county location of the property to appraise. This field is optional.

**Legal Description**

- Legal Description of the property. This field is optional.

**Borrower Email**

- Borrower's email address. Files can be forwarded to them. This field is optional.

**Assignment Info****Property Type**

- This list allows the selection of a property type. This is a required selection. Below are the available property types:
  - Condo
  - Coop
  - Farm
  - Manufactured
  - Mobile Home
  - Multi (2)
  - Multi (3)



- Multi (4)
- Multi-Family
- Other
- Prefab
- PUD
- SFR
- Townhouse

### **Report Type**

- This list allows the selection of the primary appraisal report needed for this order. This is required field when adding a new order..

### **Report Type 2**

- This list allows the selection of an additional appraisal report needed for this order. This selection is optional.

### **Report Type 3**

- This list allows the selection of an additional appraisal report needed for this order. This selection is optional.

### **Report Type 4**

- This list allows the selection of an additional appraisal report needed for this order. This selection is optional.

### **Report Type 5**

- This dropdown allows the selection of an additional appraisal report needed for this order. This selection is optional.

### **FHA**

- This list indicates whether the order is an FHA appraisal. This selection is optional and defaults to NO.

### **Intended Use**

- Dropdown describes how the appraisal will be used. This selection is optional.

### **Loan Type**

- Select the type of loan for this property. This selection is optional.

### **Occupancy**

- Indicates who occupies the property.

### **Settlement Date**

- Specifies the date of closing of escrow.

### **Billing Info**

## **Payment Method**

- This list indicates how the client will pay for the appraisal. This is a required selection.

## **Property Access / Contact Info**

### **Name**

- Specifies the name of the person or persons to contact to gain access to the property.

### **Home Phone**

- Specifies the home phone of the person or persons to contact to gain access to the property.

### **Work Phone**

- Specifies the work phone of the person or persons to contact to gain access to the property.

### **Other/Mobile Phone**

- Specifies the alternative phone of the person or persons to contact to gain access to the property.

### **Email**

- Specifies an email address for the property contact.
- You may also click the IMPORT FANNIE MAE link at the top of the screen to import an already completed Fannie Mae for directly into the order form.
- When you are done completing the form, click the **Save** button at the bottom of the page.
- This displays a confirmation page, where you can make sure the order is correct. On this page you can click **Print Order** by clicking the button, **Upload Files** by clicking the corresponding **Click Here**
- If you need to make changes to any information, click on your browser's **Back** button to return to the previous form page, make the changes, and click the **Save** button again.