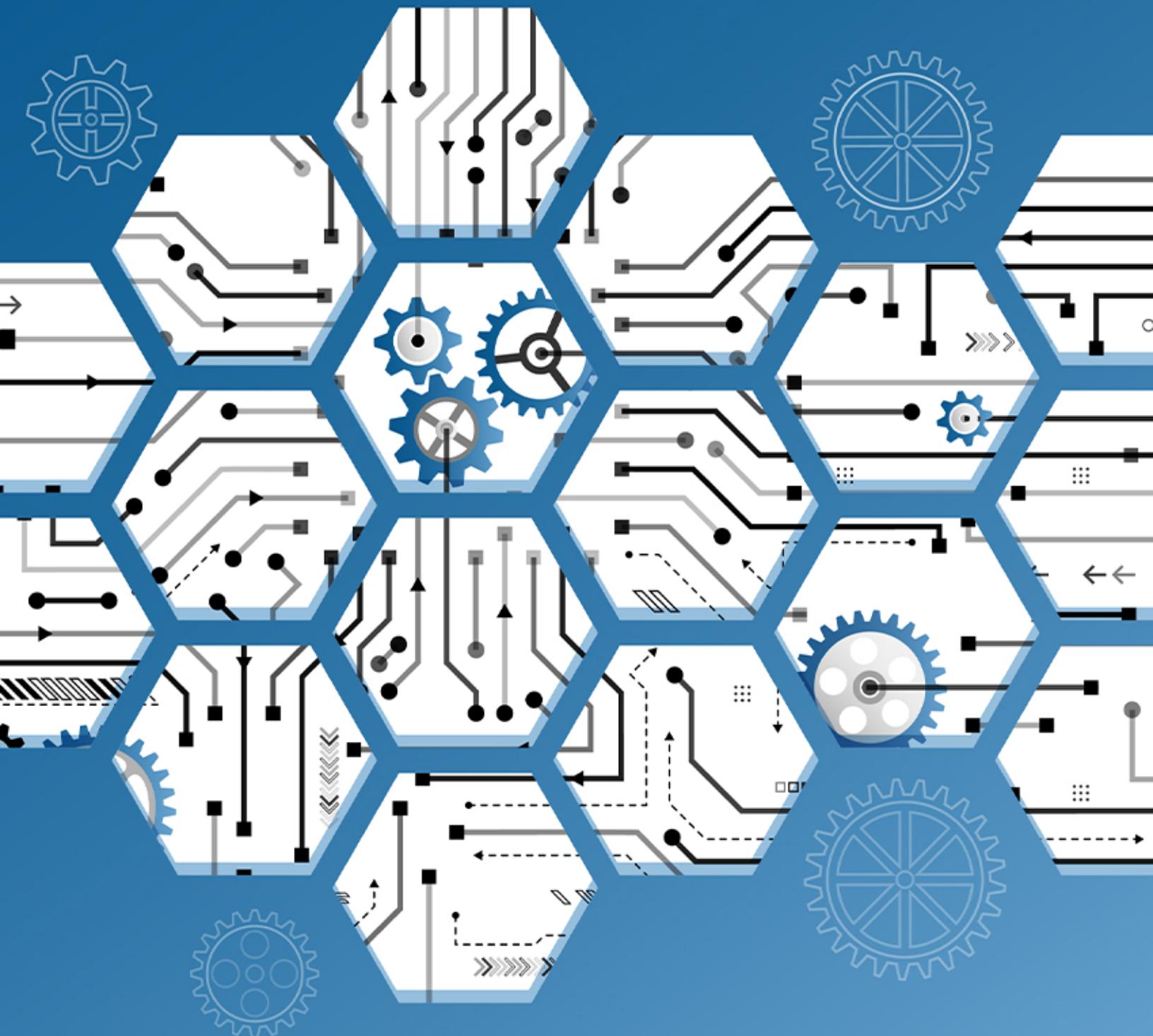


Path POS (Zip)

3.5 Admin Guide



Copyright © 2004-2025 Calyx Technology, Inc., dba Calyx Software. All rights reserved. Information in this publication is subject to change without notice.

Calyx Software makes no representations or warranties with respect to this information and will not guarantee the accuracy and completeness of any information. Users of this information do so with the understanding that Calyx Software is not engaged in the practice of law and does not render legal, accounting, or other professional services. This publication is intended for educational and informational purposes only.

In determining which federal or state forms supplied by Calyx Software should be used in a particular situation, users of this information should consult with their own legal counsel for advice.

Calyx Software makes no representation that it supplies forms for every state. Calyx Software reserves the right to change this information without notice.

The information contained herein is fictional. Borrower names, company names, addresses, social security numbers, and other identifying information are not real and are used only to illustrate the product functionality.

No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior written permission of Calyx Software. Making unauthorized copies of this publication for any purpose other than your own personal use is a violation of United States copyright law.

Calyx Software, Path®, Point®, Point®Central, INK-it, Zip, Zenly, and WebCaster are registered trademarks of Calyx Technology, Inc.

Various other copyrights, trademarks, and service marks used or referenced in this publication are the property of their respective companies and owners.

6475 Camden Avenue, Suite 207
San Jose, CA 95120

Corporate Office: (408) 997-5525
Dedicated Customer Service: (800) 342-2599
Sales: (800) 362-2599

Changes in This Version

The table below shows the changes made to this document for the Zip 3.2 through 3.4 releases.

Version	Sections Impacted	Changes
3.2	Products > Product Introduction and Product Details	Added the Products section and the Product Introduction and Product Details subsections.
	Calculators	Added the Calculators section.
	Settings > Document Template	Added the Grace Period field.
	Borrower Portal > Default Information > Images and Colors	Added an example of the Loan Interview Summary PDF document.
3.3	Borrower Interview > Configuration > Edit Configuration	Added the Loan Term Edit button and Edit Loan Term lightbox.
	Notifications > Email Settings	Added the Alert Loan Originator checkbox.
	Company Site > Company Main	Added Logos.
	VOA Settings > Enabling VOA	Updated FormFree to AccountChek
	Notifications > Edit Emails > Email Signature	Updated the Manage Social Media lightbox.
3.4	Borrower Portal > Banner and Colors	Added Secondary Color
	Company Site > Company Main	Added the Calculate Your Mortgage text color
	Notifications > Edit Reminders	Added more information about the Alert Loan Originator checkbox
	Settings > Document Template	Added the English/Spanish tabs
	Borrower Portal > Default Information	Added the EDIT button and Edit Content lightbox
	Products > Product Introduction	Added the EDIT button and Edit Content lightbox

Changes in This Version

Version	Sections Impacted	Changes
	Borrower Interview > Disclaimer/Authorization/Result	Added the EDIT button and Edit Content lightbox Updated the eConsent section
	Borrower Interview > Terms of Use/Privacy Policy	Added the EDIT button and Edit Content lightbox
	Notifications > Edit Emails	Added the EDIT button and Edit Content lightbox
	Notifications > Edit Reminders	Added the EDIT button and Edit Content lightbox
	Retention Policy	Updated the eDisclosure & Signature section
3.5	Borrower Interview Report	Updated screenshots and the steps for entering the search dates
	Borrower Interview Report > Borrower Interview Report Search	Updated screenshots and added the View button
	Borrower Interview Report > Borrower Interview Resend, View and Excel Download	Updated the Borrower Interview Report > Borrower Interview Resend, View and Excel Download section
	eSign Reports	Updated INKit to eSign and added Download as Excel and Resend buttons
	Document Template	Updated screenshots and added the Category, Type, and Required/Grace Period steps
	VOS Settings	Updated verbiage
	Borrower Statistics > Total Number of Borrower Indicators	Updated screenshots
	Borrower Statistics > Searching Borrower Statistics	Updated screenshots, added Abandonments, Registered borrowers, and Download as Excel bullet points, added Abandonment Summary lightbox,
	Security	Updated screenshot and verbiage, added the Borrower Dashboard and Users tabs bullet points
	Security > Borrower Dashboard Tab	Added Borrower Dashboard Tab section
	Security > Users Tab	Added Users Tab section
	Configuration	Updated screenshot
	Configuration > Edit Configuration	Added steps for Refinance, HELOC, Construction / Land, Personal, Financial, and Document Collection

Changes in This Version

Version	Sections Impacted	Changes
	Loan Originators	Updated screenshot
	Loan Originators > Creating New User Accounts	Updated screenshot
	Loan Originators > Download as Excel	Added the Download as Excel section
	Loan Originators > Editing Loan Officer Zip Landing Site	Added the step to set Default Language
	Edit Emails	Updated screenshot
	Edit Emails > Email Notifications	Updated screenshots, added Signature, added bullet points for the Background Color and insert images
	Edit Emails > Email Notifications > Set Back Email Content to Default	Added more information for the Set Back to Default button
	Edit Emails > Manage Social Media	Changed the Email Signature section to Manage Social Media, added more information and screenshots about this section

Contents

CHANGES IN THIS VERSION	I
CONTENTS	IV
COMPANY SITE	1
COMPANY MAIN	1
SET LOAN ORIGINATORS LIST	11
BORROWER PORTAL	14
DEFAULT INFORMATION	14
<i>Images and Comments</i>	15
BANNER AND COLORS	20
LOAN ORIGINATORS	24
<i>Searching for Loan Officers</i>	25
<i>Deleting Loan Officer Accounts</i>	25
<i>Editing Loan Officer Access Rights</i>	26
<i>Editing Loan Officer Zip Landing Site</i>	29
<i>Creating New User Accounts</i>	32
<i>Download as Excel</i>	36
<i>Forwarding</i>	36
PRODUCTS	38
PRODUCT INTRODUCTION	38
PRODUCT DETAILS	42
CALCULATORS	45
BORROWER INTERVIEW	47
CONFIGURATION	47
<i>Edit Configuration</i>	48
<i>Adding and Selecting Configurations</i>	57
DISCLAIMER/AUTHORIZATIONS/RESULT	58
<i>Disclaimer</i>	58
<i>eConsent</i>	59
<i>Thank You Message (Result)</i>	62
TERMS OF USE/PRIVACY POLICY	63
<i>Terms of Use</i>	63
<i>Privacy Policy</i>	65
RETENTION POLICY	67
DELIVERY	69
NOTIFICATIONS	71
EDIT REMINDERS	71

Contents

EMAIL SETTING	75
EDIT EMAILS	78
<i>Email Notifications</i>	78
Set Back Email Content to Default.....	83
Send Sample Email	83
<i>Manage Social Media</i>	84
REPORTS	87
BORROWER INTERVIEW REPORT	87
<i>Borrower Interview Report Search</i>	87
<i>Borrower Interview Resend, View and Excel Download</i>	91
E SIGN REPORTS.....	93
BORROWER UPLOADED DOCUMENT.....	94
BILLING STATEMENT REPORT	96
BORROWER STATISTICS.....	97
<i>Total Number of Borrower Indicators</i>	98
<i>Searching Borrower Statistics</i>	99
SETTINGS	104
GOOGLE ANALYTICS	104
BORROWER DASHBOARD	104
DOCUMENT TEMPLATE	105
VOA SETTINGS	108
<i>Enabling VOA</i>	108
SECURITY	109
<i>Borrower Dashboard Tab</i>	110
<i>Users Tab</i>	111
PAYMENT MANAGEMENT	113

Company Site

Through the **Company Site** menu, as the administrator, you can configure the design and messages on your company Zip site, which serves as a platform for borrowers to be introduced to your organization and loan officers. Additionally, borrowers can apply for loans and choose specific loan officers to work with via your company Zip site.

Company Main

Via the **Company Main** screen, you can configure the design and layout of the landing page on your company Zip site. This is the place where you choose the images and messages that greet borrowers when they first visit your company Zip landing page.

To set up the landing page of your company Zip site:

1. Select the **Company Main** screen from the **Company Site** menu.

Company Main

Here you can set up your company introduction, company information, and other content that appear on your Zip company main page. If you do not want to enable your Zip company main page, select Off in the Use Company Main section.

Use Company Main

On Off

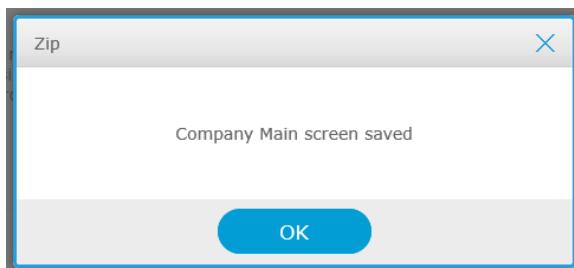
Language Selection

On Off

Company Web Address Setup

2. In the **Use Company Main** section, you can enable or disable your company Zip site by selecting either **On** or **Off**. Selecting **Off** will disable your company Zip site.

- A. If you selected **Off**, scroll down to the bottom and click **Save**. A popup appears confirming that the screen is saved.



- B. Click **OK**.
- C. If you selected **On**, continue to the next step.

Company Site

3. In the **Language Selection** section, you can enable or disable the option for borrowers to switch to the Spanish version of the greeting messages on your company Zip landing page.

NOTE: When this option is enabled, there will be a language selection dropdown menu on your company Zip landing page. When it is disabled, the dropdown menu is gone from the landing page.

4. In the **Company Web Address Setup** section, enter the prefix to the URL of your company Zip site.

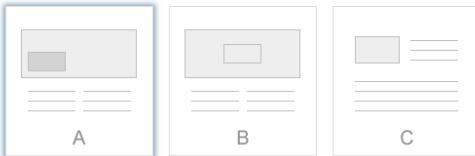
Company Web Address Setup

Zip requires a web address to ensure that potential borrowers can access the company site. The web address automatically assigned by Zip is shown below. You may change the web address prefix in the box below. If you need assistance setting up your web address, please email the Zip setup team.

Company Name .zipforhome-qa.com

Select Type

Select a type to apply the Company Main page.



- After entering the prefix, click the **GO** button to visit the landing page of your company Zip site.

5. In the **Select Type** section, choose the layout of your company Zip landing page.

- Selecting type A: The main image is prominently featured on top of your company Zip landing page. Text is placed at the bottom left of the main image and at the bottom of the page.
- Selecting type B: The main image is prominently featured on top of your company Zip landing page. Text is placed at the center of the main image and at the bottom of the page.
- Selecting type C: The main image is placed on the top left of your company Zip landing page, with the rest of the page featuring text.

6. In the **Select Image** section, select the main image to be featured on your company Zip site.

Select Image

Select an image to apply to the visual area in Company Main page. You can also upload an image from your computer. The optimal size is 1800*500~740 (The optimal size for Type C is 570*350.). The file types supported are: JPEG, JPG, GIF, PNG



NOTE: Zip provides a list of stock images to choose from for your company Zip landing page.

Company Site

- A. Scroll through the stock images to select the right one to be featured.
- B. If you want to feature your own image, click the blank image (**highlighted in red**) in the above image to open your browser's upload lightbox.
 - I. Select the image to be uploaded.
 - II. Click **Open**.
 - III. To delete the uploaded image, click the **X** icon next to the image, located on the top right.

7. In the **Edit Contents** section, you can configure the banner, company information, and messages that appear on your company Zip landing page.

In this example, the page layout is type **A** (selected in step 4).

[Edit Contents](#)

LOGO [EDIT]

Your Trusted Mortgage Experts

Buying a home is about more than interest rates. You need knowledgeable, mortgage professionals who give you the best—consistently. Whether you're a first-time home buyer or looking to refinance an existing loan, our professionally trained staff of Mortgage Advisors is ready to help.

[\[EDIT\]](#) [Apply Now](#)

2021.08.21 Prod Test

212 lex st ALLEN TX 75002

Phone
510-000-0000

Email
bowen_zhao@calyxsoftware.com

NMLS
666666666

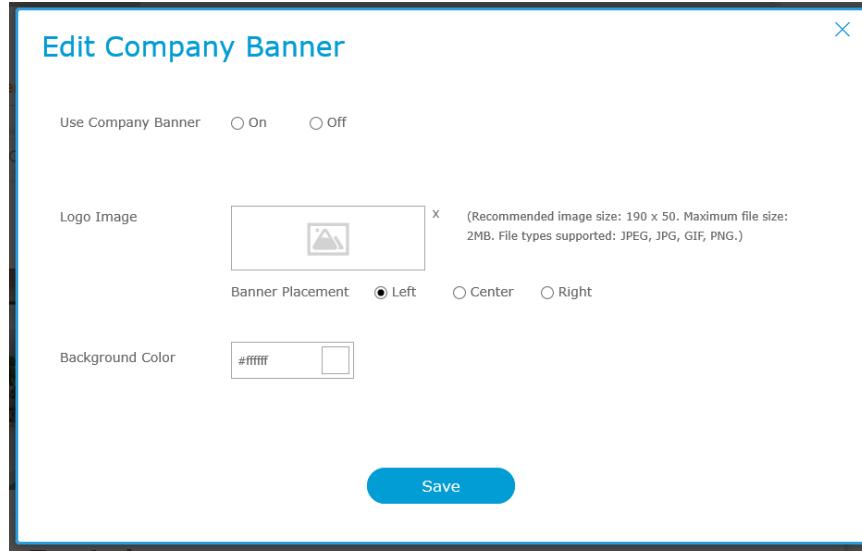
[\[EDIT\]](#)

Purchasing a home?
The home of your dreams is waiting for you. By offering personalized service, we quickly help secure the right home loan for our clients. We make the loan process simple, straightforward, and fast. Our team of knowledgeable originators are on staff and ready to work for you, give us a call today.

Looking to refinance?
If you're considering refinancing your current mortgage, we can help you understand your options. We listen to your specific needs then present personalized mortgage options for you in real-time. Your needs can change, so can your mortgage loan. Let us help.

[\[EDIT\]](#)

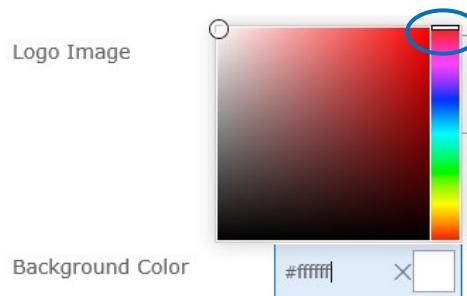
- A. To configure the banner, click the corresponding **EDIT** button (top right), to open the **Edit Company Banner** light box.



- I. Select **On** or **Off** to enable or disable the company banner, which appears at the top of your company Zip landing page.
 - a. If you selected **Off**, click **Save** to exit the light box. If you selected **On**, move to the next step.
- II. To choose a **Logo Image** as the banner, click the blank image to open your browser's upload lightbox.
 - b. Select the image to be uploaded.
 - c. Click **Open**.
 - d. To delete the uploaded image, click the **X** icon next to the image located on the top right.
- III. Choose the placement of the banner by selecting either **Left**, **Center** or **Right**.
- IV. To choose a **Background Color** for the banner:
 - a. Click the corresponding field (**highlighted in red**) in the image below.

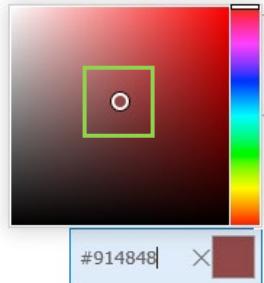


The color selector is enabled.



Company Site

- b. Use the color spectrum bar on the right to select the desired color (**highlighted in blue**) in the image above.
- c. To further tune the color, use the circle (**highlighted in green**) the image below in.



- d. If you know the hex color code of the color you want, enter it in the corresponding field.

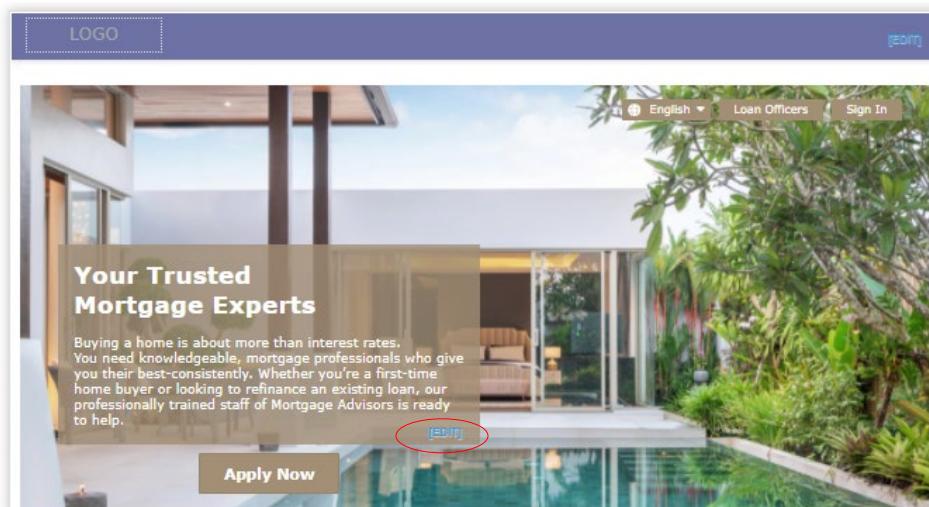


- e. Click out once you have selected the desired color or entered the hex color code.

V. Click **Save** to save and close the **Edit Company Banner** light box.

NOTE: If you did not select a banner image, the banner will just be the background color.

- B. To edit the primary message shown on your company Zip site, click the corresponding **EDIT** button.



The **Edit Comment** lightbox appears.

NOTE: Zip provides a default primary message. If you want to tailor it specifically to your organization, follow the steps below.

Edit Comment

English

Open Sans 11pt **I** A [A](#)

Your Trusted Mortgage Experts

Buying a home is about more than interest rates. You need knowledgeable, mortgage professionals who give you their best-consistently. Whether you're a first-time home buyer or looking to refinance an existing loan, our professionally trained staff of Mortgage Advisors is ready to help.

Spanish

Open Sans 11pt **I** A [A](#)

Comprar una casa es más que tasas de interés.
Necesita profesionales

Background and Button color

Button text color

Calculate Your Mortgage

Save

- I. In the top field enter the message that greets borrowers when they visit your company Zip landing page.
- II. Use the top bar above the field to tailor the design of the message, such as font, size, bold, italics, etc. (highlighted in red) in the image above.
- III. If you want to modify the Spanish message, edit it in the corresponding field below.
- IV. Choose the **Background and Button color** and **Button Text color** for the **Apply Now** button, which is located directly below the primary message on your company Zip landing page.
- V. Choose the text color for **Calculate Your Mortgage**, which is used by borrowers to calculate estimates of their monthly payments on your company Zip landing page.

NOTE: When borrowers click this button, they will immediately be transported to your organization's Zip borrower interview portal to begin the application process.

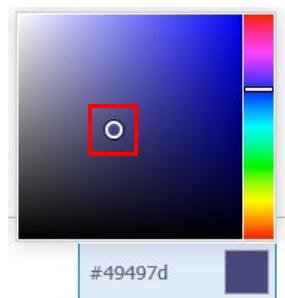
- a. To select the **Button color**, click the corresponding field to enable the color selector (**highlighted in red**) in the below image.



The color selected is enabled.



- b. Use the color spectrum bar on the right to select the desired color (**highlighted in the image above in blue**).
- c. To further tune the color, use the circle (**highlighted in red**) the image below in.



- d. If you know the hex color code of the color you want, enter it in the corresponding field.



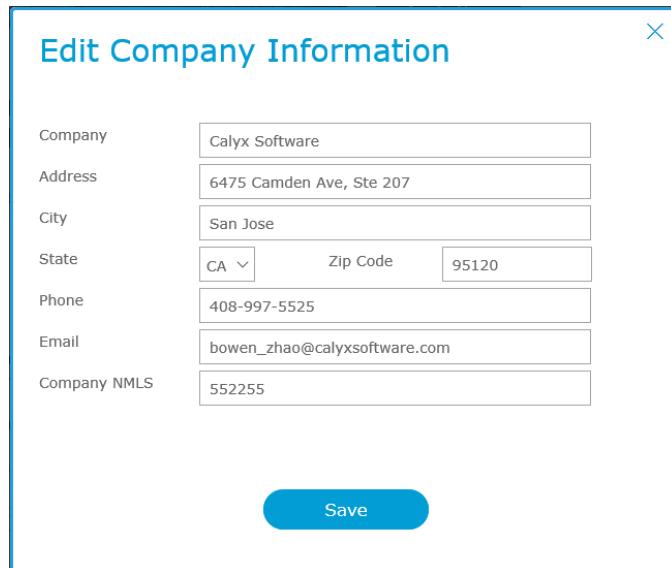
- e. Click out once you have selected the desired color or entered the hex color code.
- f. Repeat the above steps for selecting the **Button Text color**.

VI. Click **Save**.

- C. To edit your organization's company information, click the corresponding **EDIT** button (**highlighted in red**) the image below in.



The **Edit Company Information** lightbox appears.

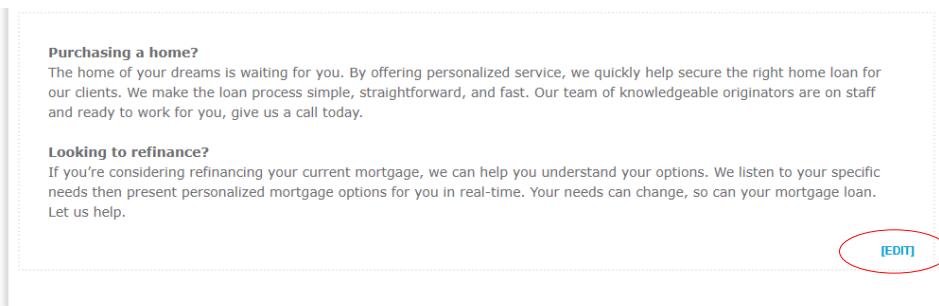


- I. Edit the information in the applicable fields.
- II. Click **Save**.

NOTE: The company information edited here only applies to your company Zip site. For company information that appears on the Zip landing sites of individual loan officers, see **Editing Loan Officer Zip Landing Site**.

- D. To edit the secondary message shown on your company Zip site, click the corresponding **EDIT** button, (highlighted in red) in the image below.

NOTE: Zip provides a default secondary message. If you want to tailor it specifically to your organization, follow the steps below.



The **Edit Company Introduction** lightbox appears.

Type

English

Purchasing a home?
The home of your dreams is waiting for you. By offering personalized service, we quickly help secure the right home loan for our clients. We make the loan process simple, straightforward, and fast. Our team of knowledgeable originators are on staff and ready to work for you, give us a call today.

Looking to refinance?
If you're considering refinancing your current mortgage, we can help you understand your options. We listen to your specific needs then present personalized mortgage options for you in real-time. Your needs can change, so can your mortgage loan. Let us help.

Spanish

¿Comprar una casa?
La casa de tus sueños te está esperando. Siempre hemos ofrecido un servicio personalizado para ayudar a asegurar el préstamo hipotecario adecuado para nuestros clientes. Hacemos que el proceso de préstamo sea simple, directo y rápido. Contamos con los mejores expertos en hipotecas y listos para trabajar para usted, llámenos hoy.

Buscando refinanciar?
Si está considerando refinanciar su hipoteca actual, podemos ayudarlo a comprender sus opciones. Escuchamos sus necesidades específicas y luego le presentamos opciones de hipotecas personalizadas en tiempo real. Sus necesidades pueden cambiar, al igual que su préstamo hipotecario. Permitanos ayudarlo.

Save

- I. Select the layout of the secondary message (**highlighted in red**) the image above in. There are four options for how to display the secondary message.
 - The **plain text** option: The message appears in a conventional manner at the bottom section of the page.
 - The **double column** option: The message is divided into two columns that appears at the bottom section of the page. When this option is selected, the lightbox changes to accommodate the configuration that will appear on your company Zip landing page, as shown below.

Type

English

Purchasing a home?
The home of your dreams is waiting for you. By offering personalized service, we quickly help secure the right home loan for our clients. We make the loan process simple, straightforward, and fast. Our team of knowledgeable originators are on staff and ready to work for you, give us a call today.

Looking to refinance?
If you're considering refinancing your current mortgage, we can help you understand your options. We listen to...

English

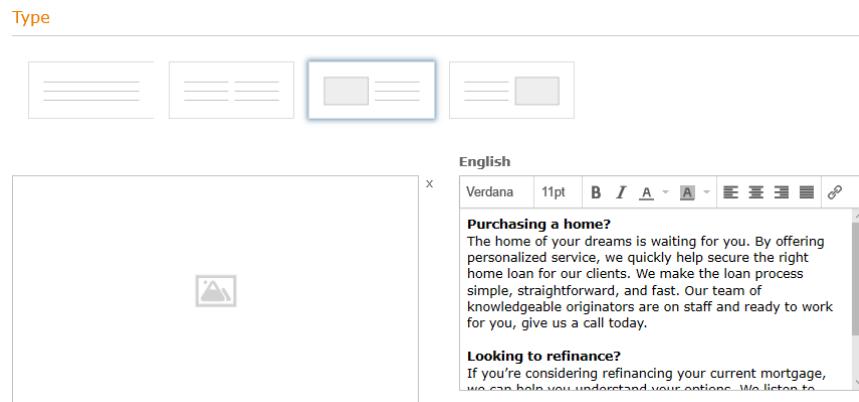
Purchasing a home?
The home of your dreams is waiting for you. By offering personalized service, we quickly help secure the right home loan for our clients. We make the loan process simple, straightforward, and fast. Our team of knowledgeable originators are on staff and ready to work for you, give us a call today.

Looking to refinance?
If you're considering refinancing your current mortgage, we can help you understand your options. We listen to...

Company Site

- The **image text** option: An image is added to the left side of the message, as shown below.

Type



English

Verdana 11pt B I A A - E E E E E E ⚡

Purchasing a home?
The home of your dreams is waiting for you. By offering personalized service, we quickly help secure the right home loan for our clients. We make the loan process simple, straightforward, and fast. Our team of knowledgeable originators are on staff and ready to work for you, give us a call today.

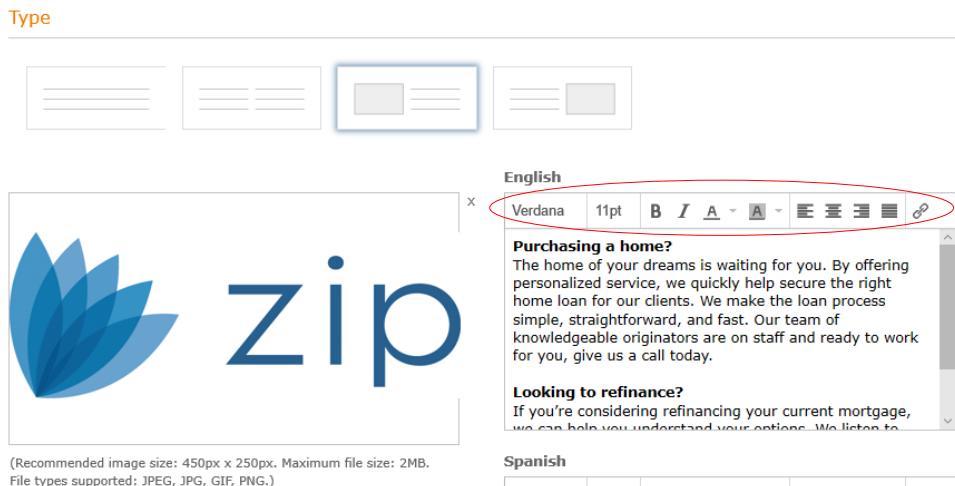
Looking to refinance?
If you're considering refinancing your current mortgage, we can help you understand your options. We listen to...

- The **text image** option: An image is added to the right side of the message.

In the following example, the **image text** option is used.

- I. Click the blank image to open your browser's upload lightbox.
- g. Select the image to be uploaded.
- h. Click **Open**.
- II. In the **English** field, enter or edit the secondary message.
- III. Use the top bar above the field to tailor the design of the message, such as font, size, italic, bold, etc. (highlighted in red) the image below in.

Type



English

Verdana 11pt B I A A - E E E E E E ⚡

Purchasing a home?
The home of your dreams is waiting for you. By offering personalized service, we quickly help secure the right home loan for our clients. We make the loan process simple, straightforward, and fast. Our team of knowledgeable originators are on staff and ready to work for you, give us a call today.

Looking to refinance?
If you're considering refinancing your current mortgage, we can help you understand your options. We listen to...

Spanish

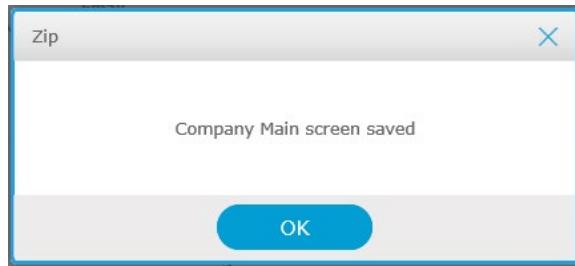
Verdana 11pt B I A A - E E E E E E ⚡

- IV. If you want to edit the Spanish version of the secondary message, edit it in the corresponding field.
- V. Click **Save**.
- E. To add/edit logos, click the **Logos** fields to open your browser's upload lightbox.

Company Site



- I. Select your logo.
- II. Click **Open**.
- III. Repeat the process to upload another logo.
- IV. To delete a logo, click the corresponding X icon.
8. Once you have finished configuring your company Zip landing page, click **Save**.
A popup appears confirming that the screen is saved.



9. Click **OK**.

Set Loan Originators List

Use the **Set Loan Originators List** screen to choose your organization's loan officers to be featured on the Loan Officers page of your company Zip site.

To set the list of loan officers:

1. Select the **Set Loan Originator's List** screen from the **Company Site** menu.
On the left, the **Loan Originators** column lists all the loan officers in your organization. On the right, the **List on Company Main** column lists the loan officers to be featured on the Loan Officers page of your company Zip site.

Set Loan Originators List

You can select and sort the list of loan originators who appear on the company main site.

Set the List on Company Main

Loan Originators

- ★ Bowen C Zhao
- Calos Wong
- Jim Lee
- Bill Ho
- Tim Wu

List on Company Main

- ★ Bowen C Zhao

All >> > < < All

Save

NOTE: A star appears next to the default loan officer, who is assigned loans for which borrowers failed to select a loan officer to work with when they start the application process via your company Zip site.

RELATED: For more information on setting the default loan officer, see **Editing Loan Officer Zip Landing Site**.

2. Select the loan officer(s) to be featured by clicking their row(s) in the **Loan Originators** column. Once a loan officer name is clicked it is highlighted, as shown below.

Loan Originators

- ★ Bowen C Zhao
- Calos Wong
- Jim Lee
- Bill Ho
- Tim Wu

List on Company Main

- ★ Bowen C Zhao

All >> **>** < < All

Save

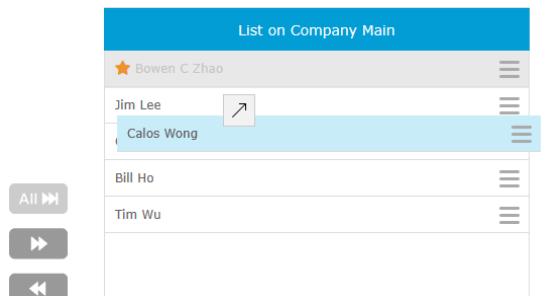
3. Click the right arrow (►) to move the selected loan officer(s) to the **List on Company Main** column, (highlighted in red) in the image above.
4. To remove loan officer(s) from the **List on Company Main** column, click the left arrow (◀).

Company Site

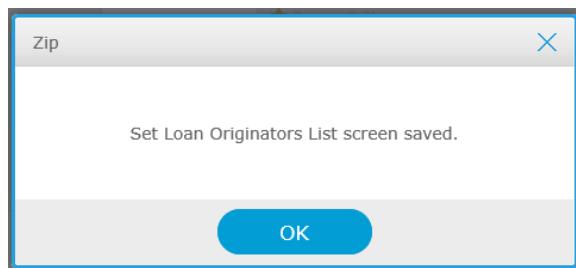
5. To move all loan officers from one list to the other click **All ➤** or **➤ All**.

NOTE: The default loan officer cannot be removed from the **List on Company Main** column.

6. To arrange a loan officer's position in the list with respect to the others, click the row of the loan officer name and drag it to the desired position on the list, as shown below.



7. To sort the list by alphabetical order, click **Sort by Name** above the column.
8. To sort the list by the registration dates of your loan officers on your Zip admin site, click **Sort by registration**.
9. Once you have finished sorting the order, click **Save**.
A popup appears confirming that the screen is saved.



10. Click **OK**.

Borrower Portal

The **Borrower Portal** menu contains the **Default Information, Banner and Colors**, and **Loan Originators** screens.

Via these screens you, as the administrator, can configure the default images, banners, messages, etc. that greet borrowers when they visit your Zip landing site and enter your borrower interview portal, as well as the landing sites and interview portals of the loan officers in your organization. Additionally, you can add loan officers to and delete them from your organization and configure their access rights to the Zip admin site.

Default Information

Through the **Default Information** screen, you can configure the default image, messages, and logos for your organization.

NOTE: Although these are the default image and messages for your organization, the individual loan officers in your organization can set up their unique images and messages on their own Zip landing sites, should you give them read and write access rights, which you can do in **Editing Loan Officer Access Rights**.

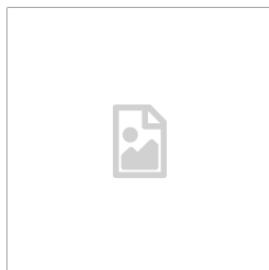
Default Information

Here you can set your company's default profile photo and borrower landing page message.

Image and Comments

Register your company image and introduction message to be displayed on your consumer web portal landing page.
(* Required fields)

Image



- Recommended image size: 230 x 230
- Maximum file size: 2MB
- File types supported: JPEG, JPG, GIF, PNG

[Crop](#) [Delete](#) [Save](#)

Company*

Calyx Software

Company NMLS*

552255

Address*

6475 Camden Ave, Ste 207

City*

San Jose

State*

CA

Zip Code*

95120

Office Phone 

Show the company address at the bottom of the landing page.

Images and Comments

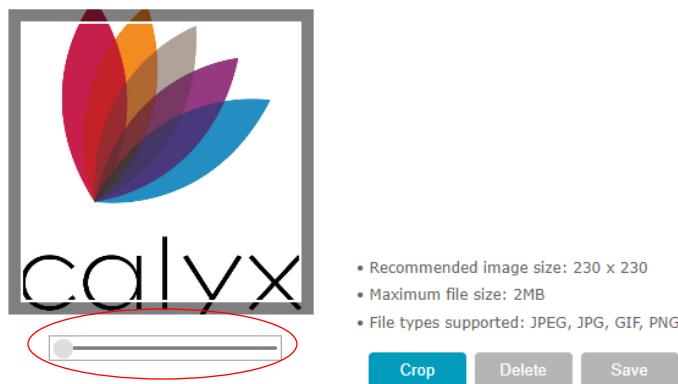
To set up the default images and messages on your Zip landing site:

NOTE: For loan officers who have read and write access to the Zip admin site and who chose different images and messages from the company default, the images and messages on their Zip landing sites will stay the same when you upload a new company default image or enter a new message.

1. Select the **Default Information** screen from the **Borrower Portal** menu.
2. To upload an image, click the **Image** field to open your browser's upload lightbox.



- A. Select the image to be uploaded to your Zip landing site.
- B. Click **Open**.
- C. After the image is uploaded, the **Crop** button becomes enabled and you can adjust the zoom level, using the zoom slider (highlighted in red) in the image below.

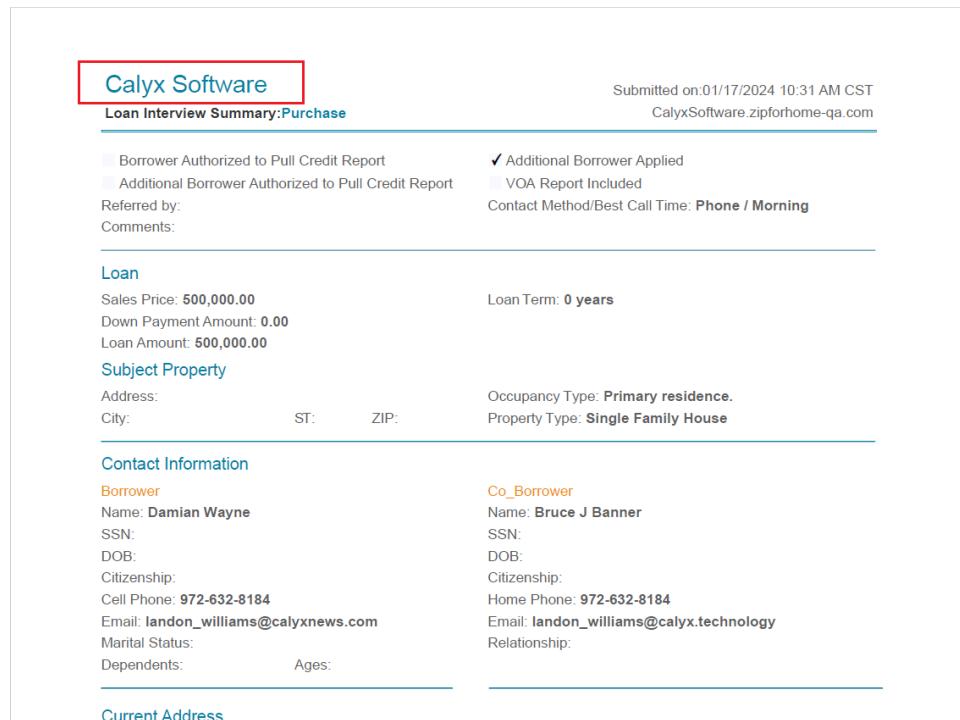


- D. When you have reached the desired level of zoom, click **Crop**.
- E. Click **Save** to save the image and level of zoom.
Lightbox appears to confirm the changes have been saved.
- F. Click **Ok**.
- G. To delete the image, click **Delete**.

3. Enter the **Company** name, **Company NMLS**, **Address** information, and **Office Phone** of your organization.

NOTE: The **Company** name entered here will also appear on top of the Loan Interview Summary PDF document, as shown below. Also, the **Company** name entered here will

appear on all Loan Interview Summary PDF documents for all loan officers in your company, even if they have different company names, which can be configured at **Editing Loan Officer Zip Landing Site**.



Calyx Software
Loan Interview Summary:Purchase

Submitted on 01/17/2024 10:31 AM CST
CalyxSoftware.zipforhome-qa.com

Borrower Authorized to Pull Credit Report
Additional Borrower Authorized to Pull Credit Report
Referred by:
Comments:

✓ Additional Borrower Applied
VOA Report Included
Contact Method/Best Call Time: Phone / Morning

Loan
Sales Price: 500,000.00
Down Payment Amount: 0.00
Loan Amount: 500,000.00
Loan Term: 0 years

Subject Property
Address:
City: ST: ZIP: Occupancy Type: Primary residence.
Property Type: Single Family House

Contact Information
Borrower
Name: Damian Wayne
SSN:
DOB:
Citizenship:
Cell Phone: 972-632-8184
Email: landon_williams@calyxnews.com
Marital Status:
Dependents: Ages:
Co_Borrower
Name: Bruce J Banner
SSN:
DOB:
Citizenship:
Home Phone: 972-632-8184
Email: landon_williams@calyx.technology
Relationship:

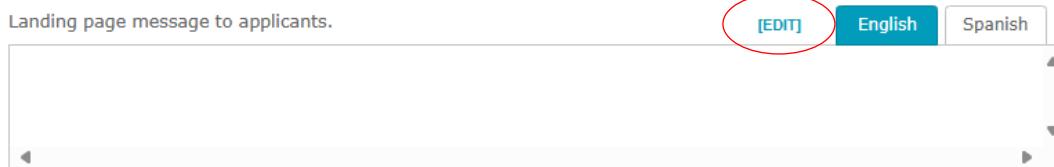
Current Address

4. To display your company's address at the bottom of the landing page, select the corresponding checkbox. Otherwise, deselect the checkbox.

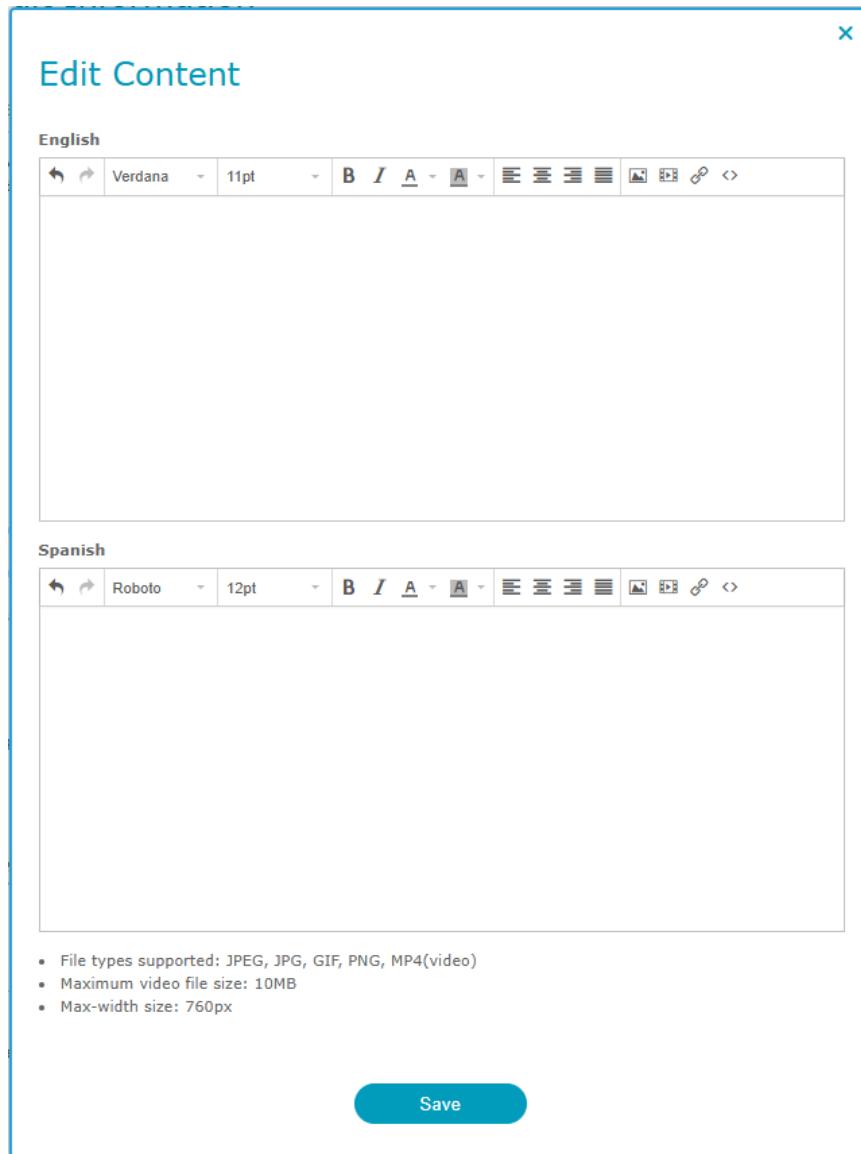
NOTE: Even when this feature is disabled here as the default landing page, it can still be enabled for the individual landing pages for each loan officer, by you or by the loan officers themselves (if they have the necessary access rights).

RELATED: For more information on configuring an individual loan officer's landing page, see **Editing Loan Officer Zip Landing Site**.

5. Select the **EDIT** button corresponding to **Landing page message to applicants**, which opens the **Edit Content** lightbox, where you enter a greetings message to potential borrowers interested in getting a loan from you.



The **Edit Content** lightbox displays both English and Spanish versions of the greetings message.

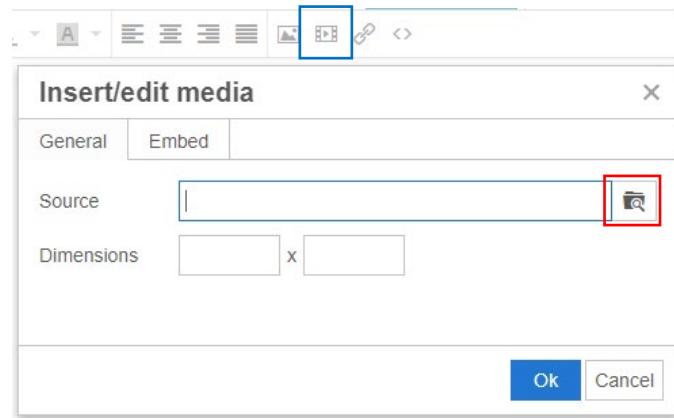


- Enter the message.
- Use the top bar above the field (highlighted in red) to tailor the design of your message, such as font, size, bold, italics, etc.
- To enter an image, click the picture icon (highlighted in green). Your browser's upload lightbox is opened.
 - Select the image to be uploaded.
 - Click **Open**.
 - To adjust the image size, drag the corners of the image until you have reached the desired size.



IV. To delete the uploaded image, right-click on the image and select **Cut**.

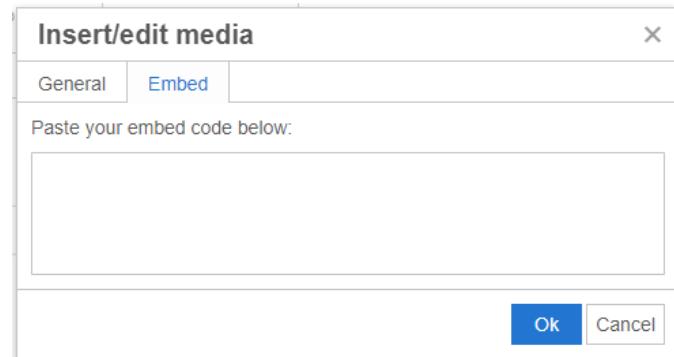
D. To insert a video, click the video icon (highlighted in blue).
The **Insert/edit media** lightbox appears.



I. To insert a video, select the **General** tab and click the folder icon (highlighted in red) of the **Source** field to open your browser's upload lightbox.

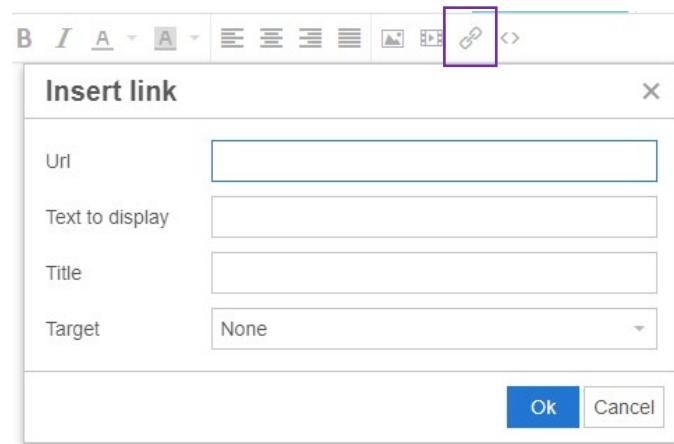
- Select the video to be uploaded.
- Click **Open**.
- Enter the **Dimensions** for video.

II. Alternatively, to embed a video, select the **Embed** tab and enter the embed code.



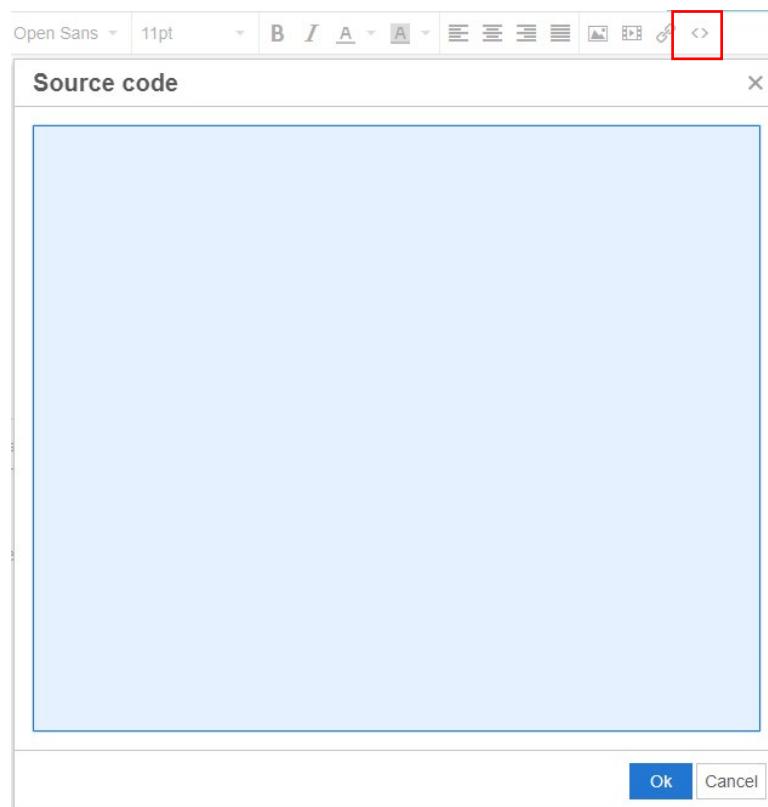
III. Click **Ok**.

E. To insert a link, click the link icon (highlighted in purple).



- I. Enter the **Url**, **Text to display**, and **Title**.
- II. From the **Target** dropdown menu, select whether the link, when clicked, opens in a new window or in the current window.
- III. Click **Ok**.

F. To enter the source code for the greetings message, click the code icon (**highlighted in red**). The **Source Code** lightbox opens.



- I. Enter the source code.
- II. Click **Ok**.

- G. Optionally, enter the Spanish version of your greeting message, and repeat the above steps A through F.
6. To give borrowers the choice of choosing between English and Spanish versions of your greeting message, select the **On** radio button for **Language Selection**.

NOTE: When **On** is selected, there will be a language dropdown menu to select between English and Spanish on your Zip landing site.

 - A. If you do not have a Spanish greeting message, select **Off**.
7. To upload logos to your Zip landing site, click the **Logos** fields to open your browser's upload light box.



- A. Select your logo.
- B. Click **Open**.
- C. Repeat the process to upload another logo.
- D. To delete a logo, click the corresponding X icon.
8. After you have finished setting up your default Zip landing site, click the **Save** button at the bottom of the **Default Information** screen.

A popup appears confirming that the screen is saved.
9. Click **OK**.

Banner and Colors

Use the **Banner and Colors** screen to configure the banner and colors of your Zip landing site.

NOTE: The banner and colors you configure here are NOT editable by individual loan officers. That is, the banner and colors you choose here will be the banner and colors for the Zip landing sites of all loan officers in your organization.

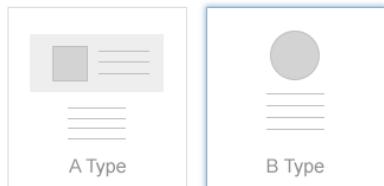
1. In the **Select Type** section, choose how the layout of the landing site regarding text and images.

Banner and Colors

Upload an image to display on your landing page banner and enter messages to greet your borrowers.

Select Type

Select a configuration for the landing page of your borrower interview portal.



Edit Banner and Colors

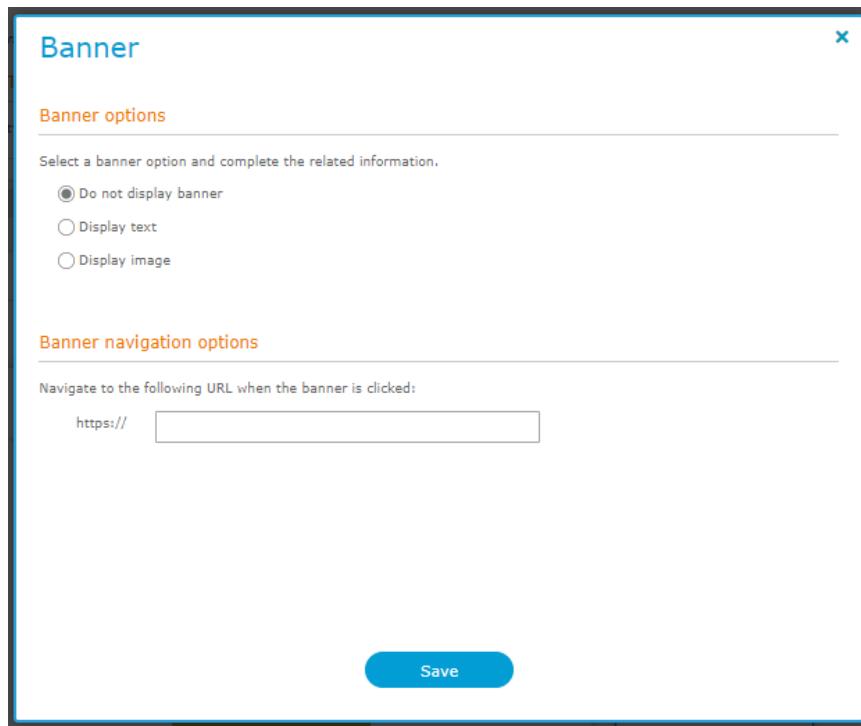
[Set Back to Default](#)

[Edit Banner](#) Main Color [?](#) #0381a2 Secondary Color [?](#) #000000 Background Color [?](#) #ba9b9b Font Open Sans

2. Select the **Main Color**, **Secondary Color**, **Background Color**, and **Font**.

RELATED: For more information on configuring color, text, and font, see **Company Main**.

3. To configure the banner, click **Edit Banner**, to open the **Edit Banner** lightbox.



- A. In the **Banner options** section.

Borrower Portal

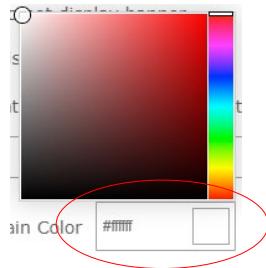
- I. If you do not want to display a banner, select the **Do not display banner** radio button.
- II. To display text as the banner, select the **Display text** radio button. When this option is selected, more fields appear to help tailor your text.

Display text

Enter the text to display on the banner.

Main Color Background Color Font

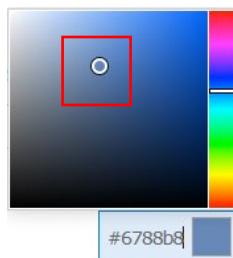
- III. Enter the text.
- IV. Select the **Main color** by clicking the corresponding field, (highlighted in red) in the image below.



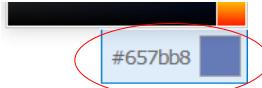
The color selector is enabled.



- V. Use the color spectrum bar on the right to select the desired color, (highlighted in red) in the image above.
- VI. To further tune the color, use the circle, (highlighted in red) in the image below.



- VII. If you know the hex color code of the color you want, enter it in the corresponding field, (highlighted in red) in the image below.



- VIII. Click out once you have selected the desired color or entered the hex color code.
- IX. To select the **Background color**, repeat the same steps for **Text color**.
- X. Select the style of the text from the **Font** dropdown list.



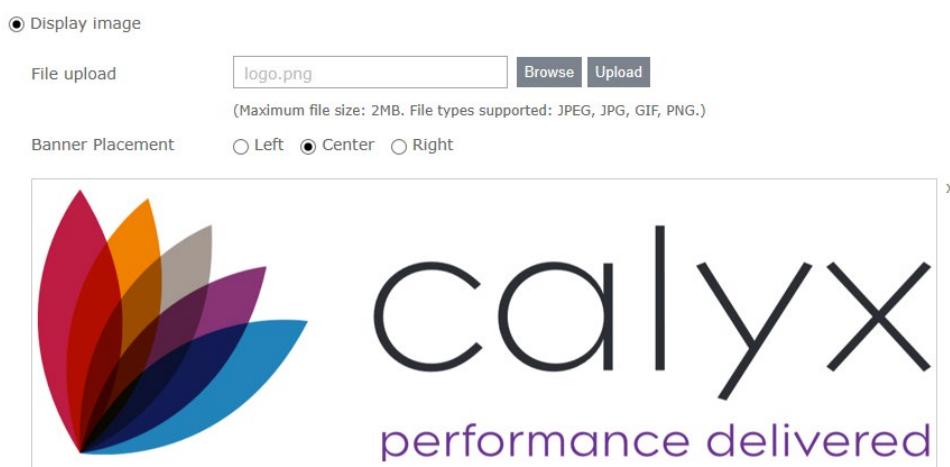
- B. To display an image as the banner, select the **Display image** radio button.
When this option is selected, more fields appear to help tailor your banner.

Display image

File upload
(Maximum file size: 2MB. File types supported: JPEG, JPG, GIF, PNG.)

Banner Placement Left Center Right

- XI. Click **Browse** to open your browser's upload lightbox.
 - a. Select the banner for your Zip landing site.
 - b. Click **Open**.
 - c. Click **Upload**.
The image is displayed.



- XII. Select **Left**, **Center** or **Right** for your logo's **Banner Placement**.

Borrower Portal

XIII. To delete the logo image, click the X icon on the top right corner.

XIV. Click **Save**.

C. Enter the URL in the **Banner navigation options** section.

Banner navigation options

Navigate to the following URL when the banner is clicked:

https://

D. Click **Save**.

4. Click **Preview** to launch your Zip landing site.

Loan Originators

On the **Loan Originators** screen, as the administrator, you can create new user accounts and configure their access rights. Additionally, you can search for and edit the access rights of existing users.

The screen is composed of two sections, **Search** and **Results**.

- Use the **Search** section to locate a specific loan officer in your organization, by name (**Loan Originator** field), email (**Loan Originator Email** field), or the URL of the loan officer's Zip landing site (**Web Address** field).
- The **Results** section lists all the loan officers in your organization by default. When you search for a specific loan officer, by name, email, or web address, the **Results** section will list the loan officer(s) that match your search criteria.

Loan Originators

Search for and change the image, borrower landing page message and web address of a loan originator.

Search

Loan Originator

Choose option

(You can search by first or last name.)

Loan Originator Email

Choose option

Web Address

Choose option

Search

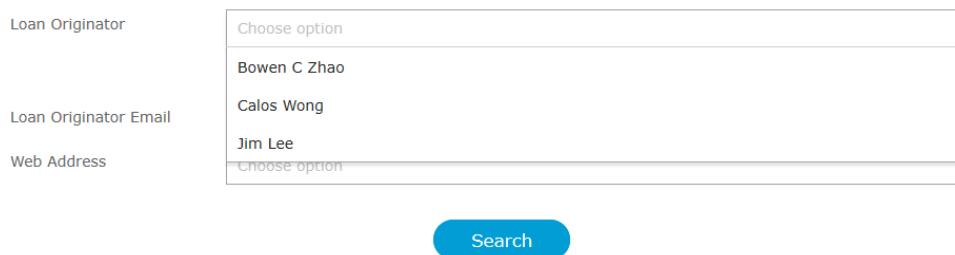
Results

[Download as Excel](#) [New User](#)

Searching for Loan Officers

To search for loan officers in your organization:

1. Select the **Loan Originators** screen from the **Borrower Portal** menu.
2. To search the loan officer by name:
 - A. Enter the loan officer's name in the **Loan Originator** field.
 - B. Or click the **Loan Originator** field.
A dropdown menu appears, listing all the loan officers in your organization.



Loan Originator

Choose option

Bowen C Zhao

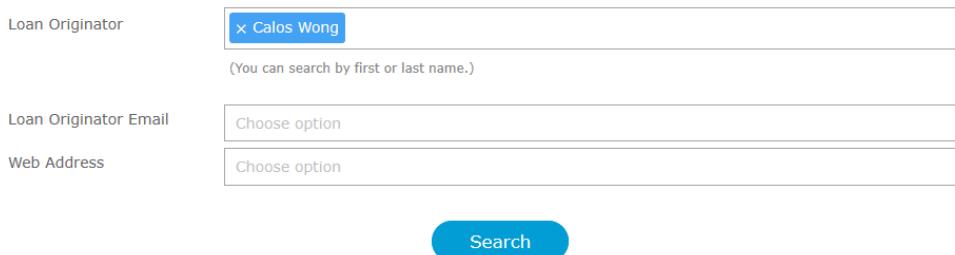
Calos Wong

Jim Lee

Choose option

Search

- C. Click the name of the loan officer you are searching for.
The loan officer's name is populated in the **Loan Originator** field.



Loan Originator

x Calos Wong

(You can search by first or last name.)

Loan Originator Email

Choose option

Web Address

Choose option

Search

- D. Click **Search**.
The loan officer is listed in the **Results** section, along with the website number (**Site #** column), email, web address link.

Loan Originator	Site #	Email	Web Address	Edit Users	Delete
Calos Wong	2232	bowen_zhao@calyxsoftware.com	CalosWong.zipforhome-qa.com		

1

3. The search process for the **Loan Originator Email** and **Web Address** fields are the same as the one described above for the **Loan Originator** field.

Deleting Loan Officer Accounts

To delete a loan officer's account:

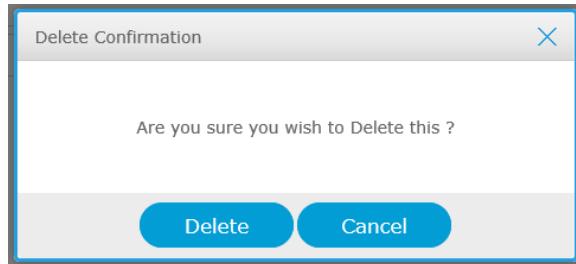
NOTE: For Zenly and NAMB All-In users, you cannot delete loan officers here. For more information on deleting loan officers in Zenly and NAMB All-In, see the *Zenly* and *NAMB All-In User Guides*.

RELATED: For more information on searching for loan officers, see **Searching for Loan Officers**.

Loan Originator	Site #	Email	Web Address	Edit Users	Delete
Calos Wong	2232	bowen_zhao@calyxsoftware.com	CalosWong.zipforhome-qa.com		

1

1. After you have searched and located the loan officer's account, click the delete icon () corresponding to the loan officer whose account is to be deleted, as shown in the image above (highlighted in red).
A popup appears asking you to confirm the decision.



2. Click **Delete**.
The loan officer's account is deleted.

Editing Loan Officer Access Rights

To edit a loan officer's access rights:

NOTE: For Zenly and NAMB All-In users, you cannot edit loan officers here. For more information on editing loan officers in Zenly and NAMB All-In, see the *Zenly* and *NAMB All-In User Guides*.

1. Click the loan officer's corresponding edit icon () in of the **Results** section table, after you have located their account via the **Search** section, (highlighted in red) in the image below.

RELATED: For more information on searching for loan officers, see **Searching for Loan Officers**.

Loan Originator	Site #	Email	Web Address	Edit Users	Delete
Calos Wong	2232	bowen_zhao@calyxsoftware.com	CalosWong.zipforhome-qa.com		

1

The **Edit Users** lightbox appears.

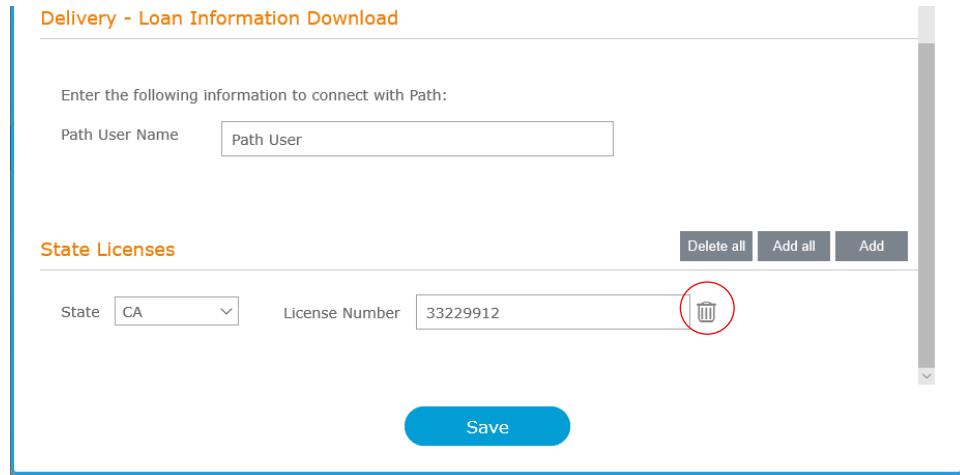
The screenshot shows a user interface for editing loan officer profiles. At the top, a blue header bar contains the text 'Edit Users' and a close button (X). Below the header, there are three main sections: 'Contact', 'Borrower Interview Configuration', and 'Borrower Portal'. The 'Contact' section contains fields for 'Contact' (split into 'First' and 'Last' names), 'Title', 'Email*', 'Cell Phone*', and 'NMLS Number'. The 'Email*' field is marked with a red asterisk, indicating it is a required field. The 'Borrower Interview Configuration' section contains a note about confirming details via a link, followed by two radio button options: 'Config 1: Full Loan App' (selected) and 'Config 2: Partial App 1'. The 'Borrower Portal' section contains a note about selecting access rights, followed by a 'Save' button. A vertical sidebar on the right side of the interface lists 'Contact', 'Borrower Interview Configuration', and 'Borrower Portal' as sections.

2. In the **Contact** section, edit the loan officer's name, title, email, mobile phone and NMLS numbers as applicable.
3. In the **Borrower Interview Configuration** section, select which loan interview configuration should be used for the loan officer's interview portal.

RELATED: For more information on creating different loan interview configurations, see [Adding and Selecting Configurations](#).
4. In the **Borrower Portal** section, select the loan officer's access rights to the Zip admin site or whether to disable the loan officer's borrower interview portal, through the following radio button options.
 - **Disable Site** - Choose this option to disable the loan officer's Zip landing site and interview portal, except for eSign and document request functions.
 - **No Access** - Choose this option to enable the loan officer's Zip landing site and interview portal, and to not give the loan officer access to the Zip admin site.
 - **Read Only/Limited Access** - Choose this option to enable the loan officer's Zip landing site and interview portal, and give the loan officer read-only access to the Zip admin site.
 - **Edit/User Configurable** - Choose this option to enable the loan officer's Zip landing site and interview portal, and to give the loan officer read/write access to the Zip Admin site, which allows the loan officer to configure the image, company information, messages, etc. of their Zip landing site.

5. If applicable, scroll down to the **Delivery – Loan Information Download** section and edit the Path username to connect with the loan officer's Zip interview portal.

NOTE: This section only appears if you use Path as your loan origination system. For Point, Zenly, and NAMB All-In users, this section does not appear.



Delivery – Loan Information Download

Enter the following information to connect with Path:

Path User Name

State Licenses

State	License Number	Actions
CA	33229912	

Save

NOTE: There is only one Path company account (**Path Account ID**) for all Zip interview portals in your organization. However, there can be different Path user accounts (**Path User Name**) connected to different Zip interview portals. In other words, all Zip interview portals are connected to one Path company account, while the Zip interview portals of individual loan officers can be connected to different Path user accounts that belong to the same Path company account.

RELATED: For more information on setting the Path company and user accounts, see **Delivery**.

6. If applicable, edit the loan officer's license information in the **State Licenses** section:
 - To delete a state license, click its corresponding delete icon () (highlighted in red) in the image above.
 - Click the **Delete all** button, to delete all state licenses.
 - Click the **Add** button to add one more state license.



State Licenses

Delete all **Add all** **Add**

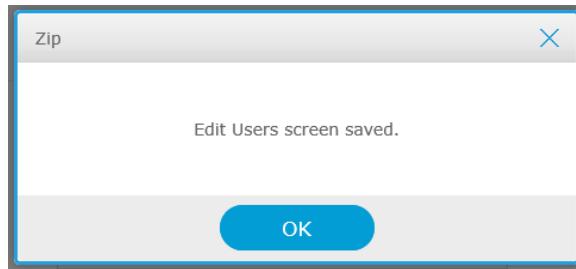
State	License Number	Actions
CA	33229912	
-		

- Select the **State** from the dropdown list.
- Enter the **License Number**.

- If applicable, click the **Add all** button to enable license fields for all 50 states and enter the license number for each state.

Borrower Portal

7. After you have finished editing the loan officer's access rights, click **Save**.
A popup appears confirming that the edited information is saved.



8. Click **OK**.

Editing Loan Officer Zip Landing Site

To edit a loan officer's Zip landing site:

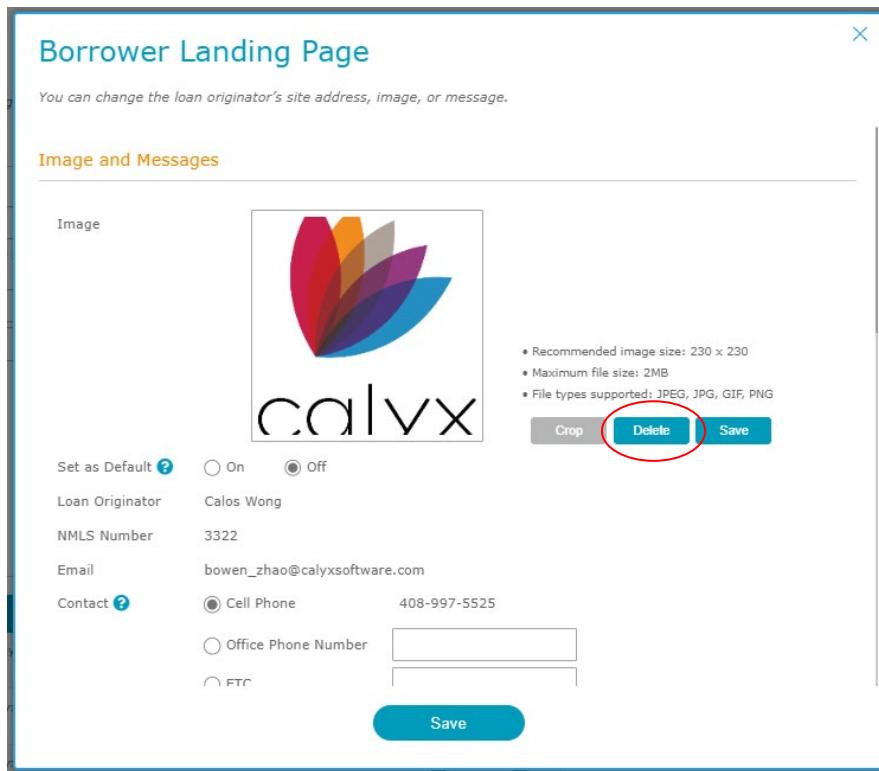
1. Click the name of the loan officer in the **Results** section table, after you have located their account via the **Search** section, highlighted in the image below.

RELATED: For more information on searching for loan officers, see **Searching for Loan Officers**.

Loan Originator	Site #	Email	Web Address	Edit Users	Delete
Calos Wong	2232	bowen_zhao@calyxsoftware.com	CalosWong.zipforhome-qa.com		

1

The **Borrower Landing Page** lightbox appears.



2. In the **Image and Messages** section, edit the image, messages and company information that appears on the loan officer's Zip landing site.
 - A. To delete the image, click the **Delete** button (highlighted in red) in the image above.
 - B. To upload a different image, click the image to open your browser's upload light box.
 - I. Select the image to be uploaded to the loan officer's Zip landing site.
 - II. Click **Open**.
 - III. After the image is uploaded, you can adjust the zoom level, using the zoom slider highlighted in the image below.



- IV. After selecting the desired zoom level, click **Crop**.
- V. Click **Save**.

- C. To set this loan officer as the default loan officer to be assigned to the loan, in the scenario where the borrower fails to select a loan officer to work with when applying for a loan through your company main site, select the **On** radio button corresponding to **Set as Default**, (highlighted in red) shown in the below image.
- D. To edit the company information that appears on the loan officer's Zip landing site, scroll down to the company information fields and edit the applicable fields.

Borrower Landing Page

You can change the loan originator's site address, image, or message.

Set as Default On Off

Loan Originator Calos Wong

NMLS Number 3322

Email bowen_zhao@calyxsoftware.com

Contact Cell Phone 408-997-5525
 Office Phone Number
 ETC

Company* Calyx Software

Company NMLS* 552255

Address* 6475 Camden Ave, Ste 207

City* San Jose

State* CA Zip Code* 95120

Show the company address at the bottom of the landing page

Landing page message to applicants

English Spanish

Save

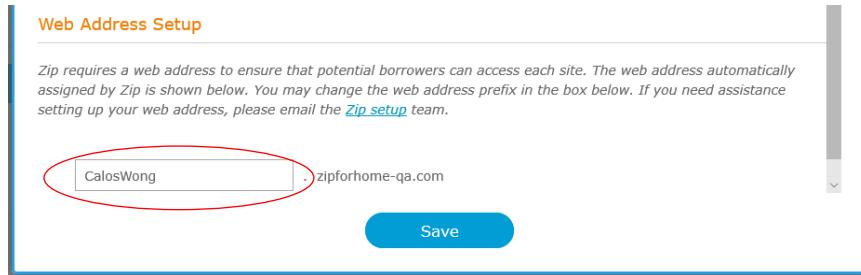
- E. To display your company's address at the bottom of the landing page, select the corresponding checkbox. Otherwise, deselect the checkbox.
- F. To edit the greeting messages (English and Spanish), scroll further down and make the necessary edits.
- G. Set the **Default Language**.

- File types supported: JPEG, JPG, GIF, PNG, MP4(video)
- Maximum video file size: 10MB
- Max-width size: 760px

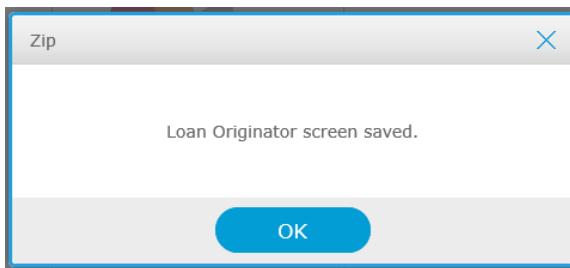
Default Language English Spanish

RELATED: For more information on setting up the greeting messages, see step 4 of **Images and Comments**.

Borrower Portal



3. To edit the web address prefix of the loan officer's Zip landing site, scroll down to the **Web Address Setup** section and enter a new prefix, (highlighted in red) in the image above.
4. After you have finished editing the loan officer's Zip landing site, click **Save**. A popup appears confirming that the edited information is saved.



5. Click **OK**.

Creating New User Accounts

To add more loan officers to your organization:

NOTE: For Zenly and NAMB All-In users, you cannot add new loan officers here. For more information on adding loan officers in Zenly and NAMB All-In, see the *Zenly* and *NAMB All-In User Guides*.

1. Select the **Loan Originators** screen from the **Borrower Portal** menu.

Loan Originators

Search for and change the image, borrower landing page message and web address of a loan originator.

Search

Loan Originator	<input type="text" value="x Bowen C Zhao"/>
	(You can search by first or last name.)
Loan Originator Email	<input type="text" value="Choose option"/>
Web Address	<input type="text" value="Choose option"/>
<input type="button" value="Search"/>	

Results

Loan Originator	Site #	Email	Web Address	User Type	Edit Users	Delete
Bowen C Zhao ★	525	bowen_zhao@calyxsoftware.com	bowenczhao.zipforhome-qa.com	Admin User		

1

2. Click the **New User** button in the **Results** section, (highlighted in red) in the image above. The **New User** lightbox appears.

NOTE: By default, the new loan officer's Zip landing site will be the company default, which you can set up in **Banner and Colors**.

RELATED: To configure the loan officer's Zip landing site to be different than the company default, see **Editing Loan Officer Zip Landing**. And to give the loan officer access rights to configure their own Zip landing site, see **Editing Loan Officer Access Rights**.

New User

Contact (* Required fields)

Contact

First Name* Middle Last Name* Suffix

Title

Email*

Cell Phone*

NMLS Number

Borrower Interview Configuration

You can confirm the details via [Configuration](#).

Config 1: Full Loan App

Config 2: Partial App 1

Borrower Portal

Disable Site

No Access

Read Only/Limited Access

Edit/User Configurable

Save

3. In the **Contact** section, enter the loan officer's name, email, phone number, and NMLS number in the applicable fields.
4. If applicable, in the **Borrower Interview Configuration** section, select which version of the loan interview configuration to use for this loan officer.

RELATED: For more information on configuring different versions of loan interviews, see [Adding and Selecting Configurations](#).
5. In the **Borrower Portal** section, choose the loan officer's access rights to the Zip admin site and whether to disable the loan officer's borrower interview portal, through the following radio button options, as applicable.
 - o **Disable Site** - Choose this option to disable the loan officer's Zip landing site and interview portal, except for eSign and document request functions.
 - o **No Access** - Choose this option to enable the loan officer's Zip landing site and interview portal, and to not give the loan officer access to the Zip admin site.
 - o **Read Only/Limited Access** - Choose this option to enable the loan officer's Zip landing site and interview portal, and give the loan officer read-only access to the Zip admin site.
 - o **Edit/User Configurable** - Choose this option to enable the loan officer's Zip landing site and interview portal, and to give the loan officer read/write access to the Zip Admin site, which allows the loan officer to configure the image, company information, messages, etc. of their Zip landing site.
6. If applicable, scroll down to the **Delivery – Loan Information Download** section and enter the Path username to connect the loan officer's Zip interview portal to Path user account.

NOTE: This section only appears if you use Path as your loan origination system. For Point, Zenly, and NAMB All-In users, this section does not appear.

Delivery - Loan Information Download

Enter the following information to connect with Path:

Path User Name

State Licenses

State	License Number	Actions
CA	33229912	

Save

NOTE: There is only one Path company account (**Path Account ID**) for all Zip interview portals in your organization. However, there can be different Path user accounts (**Path User Name**) connected to different Zip interview portals. In other words, all Zip interview portals are connected to one Path company account, while the Zip interview portals of individual loan officers can be connected to different Path user accounts that belong to the same Path company account.

RELATED: For more information on setting the Path company and user accounts, see **Delivery**.

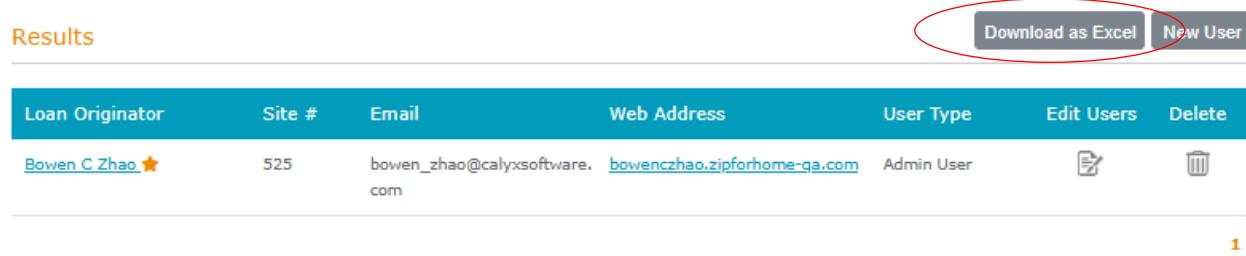
7. Enter the loan officer's license information in the **State Licenses** section:
 - A. Select the **State** from the dropdown list.
 - B. Enter the **License Number**.
 - C. Click the **Add** button to add one more state license.
Additional fields are enabled to select the state and enter the license number.

State	License Number	Actions
CA	33229912	
-		

 - D. Click the **Add all** button to enable license fields for all 50 states and enter the license number for each state.
 - E. To delete a state license, click its corresponding delete icon (.
 - F. If applicable, click the **Delete all** button, to delete all state licenses.
8. After you have finished configuring the new loan officer's access rights, click **Save**.
The loan officer is added to the **Results** section table.

Download as Excel

To download the loan officer information as an Excel file, click the **Download as Excel** button.



Loan Originator	Site #	Email	Web Address	User Type	Edit Users	Delete
Bowen C Zhao 	525	bowen_zhao@calyxsoftware.com	bowenczhao.zipforhome-qa.com	Admin User		

1

Forwarding

The forwarding feature allows the emails going to one loan officer to be forwarded to another loan officer. For scenarios such as one loan officer being on vacation and cannot answer emails, the forwarding feature allows another loan officer to receive and answer the emails for the vacationing loan officer.

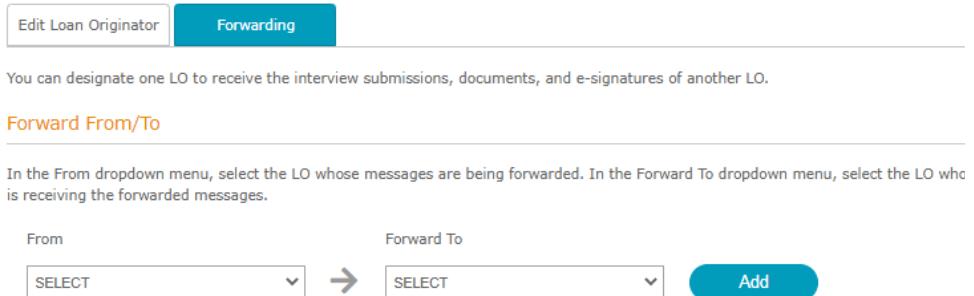
NOTE: This section is only relevant if you use Point as your loan origination system. For Path, Zenly, and NAMB All-In users, this section does not apply.

To set up email forwarding:

1. Select the **Forwarding** tab in the **Loan Originators** screen.

Loan Originators

Search for and change the image, borrower landing page message and web address of a loan originator.



You can designate one LO to receive the interview submissions, documents, and e-signatures of another LO.

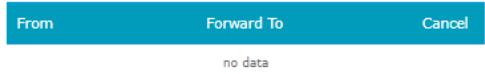
Forward From/To

In the From dropdown menu, select the LO whose messages are being forwarded. In the Forward To dropdown menu, select the LO who is receiving the forwarded messages.

From: → Forward To: **Add**

List

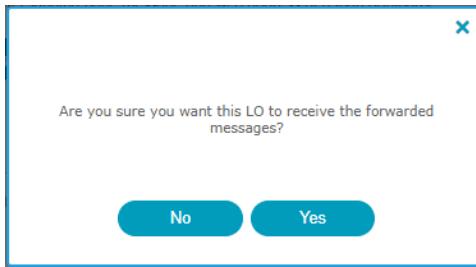
In the table below, the From column lists the LO whose messages are being forwarded. The Forward To column lists the LO who is receiving the forwarded messages. To stop this arrangement, click the (X) icon in the Cancel column.



From	Forward To	Cancel
no data		

2. In the **From** dropdown menu, select the loan officer whose emails will be forwarded.
3. In the **Forward To** dropdown menu, select the loan officer who will receive the forwarded emails.
4. Click **Add**.

A popup appears asking you to confirm your forwarding selections.



5. Click **Yes** to confirm.

Your forwarding selections are listed in the table in the List section.

List

In the table below, the From column lists the LO whose messages are being forwarded. The Forward To column lists the LO who is receiving the forwarded messages. To stop this arrangement, click the (X) icon in the Cancel column.

From	Forward To	Cancel
Calyx Lenders	Carlos Wong	

6. To delete a forwarding selection, click its corresponding (X) icon, as show above (highlighted in red).

Products

Via the **Products** menu, you, as the administrator, can set up loan products, from which borrowers can choose in the Zip borrower portal. This menu is divided into two screens:

- **Product Introduction**
 - Use this screen to provide borrowers with an introduction to your products.
- **Product Details**
 - Use this screen to provide borrowers with details about your products.

Product Introduction

On the **Product Introduction** screen, you, as the administrator, can provide borrowers with an introduction to the loan products offered by your company.

Product Introduction

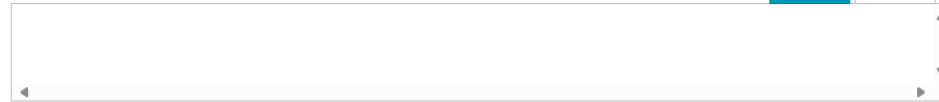
Zip enables you to present and promote your loan products, which you can set up here. Once set up is completed, borrowers will be able to apply for your loan products online.

Use Loan Products

On Off

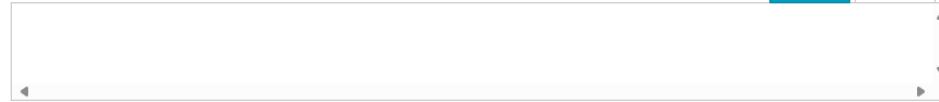
Introduction

[EDIT] English Spanish



Footer

[EDIT] English Spanish



Preview

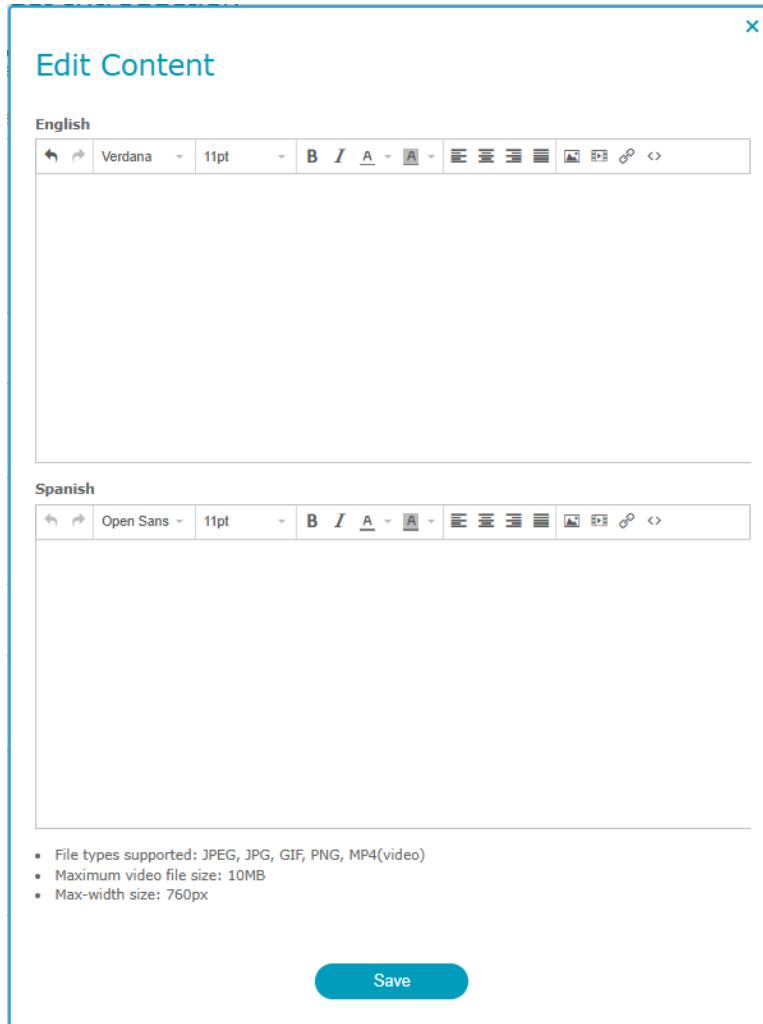
Save

To set up your product introduction:

1. In the **Use Loan Products** section, make sure the **On** is selected if you want to enable this feature.

Products

2. In the **Introduction** section, click the **EDIT** button to open the **Edit Content** lightbox, which displays both English and Spanish versions.



- A. Enter an introduction about your products in English.
- B. Use the top bar above the field (**highlighted in red**) to tailor the design of your message, such as font, size, bold, italics, etc.

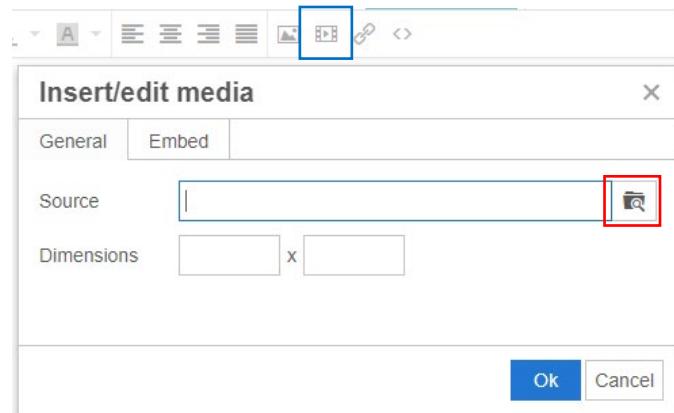


- C. To enter an image, click the picture icon (**highlighted in green**). Your browser's upload lightbox is opened.
 - I. Select the image to be uploaded.
 - II. Click **Open**.
 - III. To adjust the image size, drag the corners of the image until you have reached the desired size.
 - IV. To delete the uploaded image, right-click on the image and select **Cut**.

Products

D. To insert a video, click the video icon (highlighted in blue).

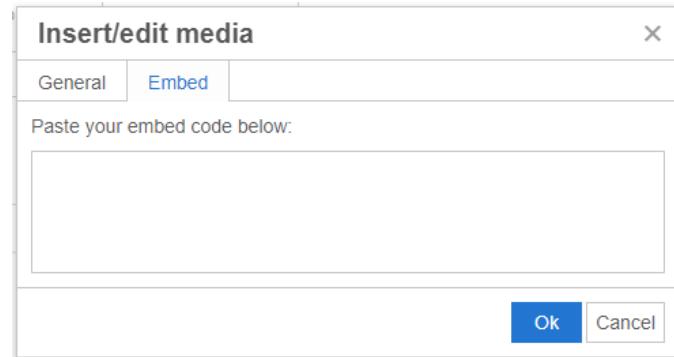
The **Insert/edit media** lightbox appears.



I. To insert a video, select the **General** tab and click the folder icon (highlighted in red) of the **Source** field to open your browser's upload lightbox.

- Select the video to be uploaded.
- Click **Open**.
- Enter the **Dimensions** for video.

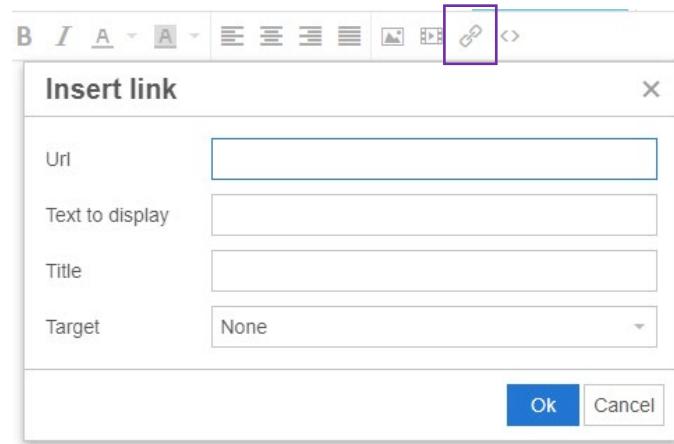
II. Alternatively, to embed a video, select the **Embed** tab and enter the embed code.



III. Click **Ok**.

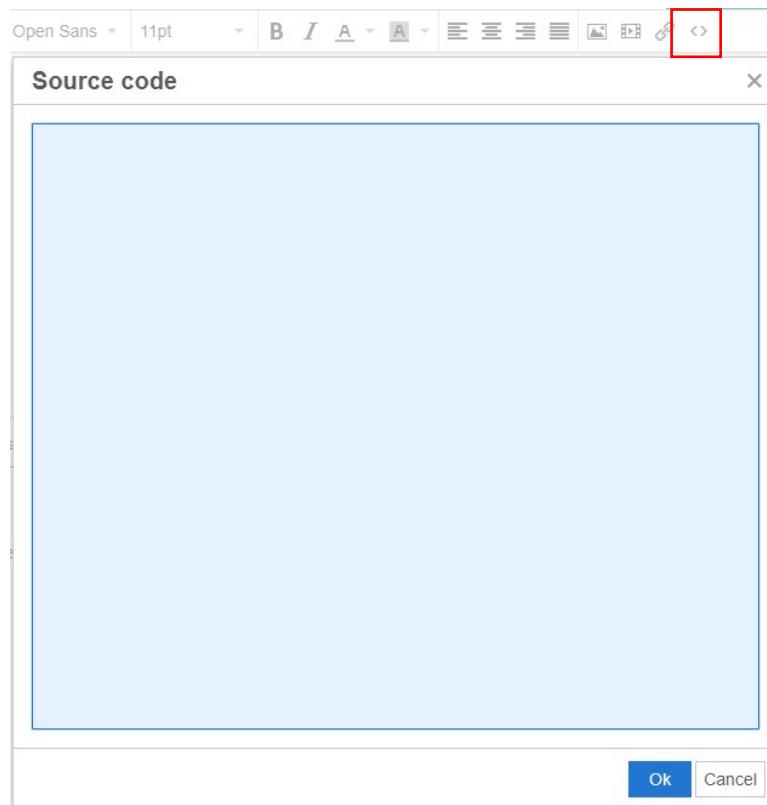
E. To insert a link, click the link icon (highlighted in purple).

Products



- I. Enter the **Url**, **Text to display**, and **Title**.
- II. From the **Target** dropdown menu, select whether the link, when clicked, opens in a new window or in the current window.
- III. Click **Ok**.

F. To enter the source code for the product introduction, click the code icon (**highlighted in red**). The **Source Code** lightbox opens.



- I. Enter the source code.
- II. Click **Ok**.

Products

- G. Optionally, enter the Spanish version of your greeting message, and repeat the above steps A through F.
3. In the **Footer** section, click the **EDIT** button to open the **Edit Content** lightbox and enter additional information about your products, such as your contact information.
 - A. Repeat the above steps for the footer as you did for the production introduction.
4. After setting up your product introduction, click **Save**.
5. To preview how your product is presented to borrowers in the Zip borrower portal, click **Preview**.

Product Details

Via the **Product Details** screen, configure the list of loan products to present to borrowers.

Product Details

Here you set up the list of loan programs to be presented to borrowers. You can:

- Add to your list of loan products (New Loan Product button)
- Modify an existing loan product (click the product's name in the Product column)
- Delete a product
- Copy a product
- Reorder the sequence in which the products are presented to borrowers (click and drag to reorder)

Products List		
	Product	Last Modified
<input type="checkbox"/>	Conventional Loan	2024-01-31 16:18:36
<input type="checkbox"/>	VA Loan	2024-01-31 16:19:18
<input type="checkbox"/>	FHA Loan	2024-01-31 16:19:55
<input type="checkbox"/>	Jumbo Loan	2024-01-31 16:20:16

Preview

1. Click the **New Loan Product** button to open the **Loan Product Information** lightbox.

Loan Product Information

Active Inactive

Product Name English Spanish

Description

File types supported: JPEG, JPG, GIF, PNG, MP4(video)
Maximum video file size: 10MB

Cancel Save

- A. Make sure that **Active** is selected.
 - I. If this product is not currently offered, select **Inactive**.
- B. Enter a **Product Name** and a **Description** for the loan product.
 - I. You can further modify the formatting of your product description and insert images, videos, and links, via the tool bar above the field.
 - II. If so inclined, you can also enter the source code.

RELATED: For more information on configuring text and images, see **Images and Comments**.

- C. Click **Save**.
2. To delete an obsolete product, select its checkbox and click **Delete**.
3. To copy a product, select its checkbox and click **Copy**.
 - A. After a product is copied, you can further modify it into a new product.
4. To preview how your products are presented to borrowers in the Zip borrower portal, click **Preview**, as shown below.

Loan Products

Offering a Variety of Home Loan Options to Dallas, San Antonio, TX & Beyond

Whether you are a first-time homebuyer or already own property in Dallas, San Antonio, Allen, Flower Mound, Frisco, Plano, The Colony, TX or the nearby areas, our certified mortgage broker can help you explore all of your mortgage options.

We offer professional guidance to help you secure a competitive home loan in the Texas market.

Below you will find additional information about some of our available loan options including FHA, conventional loans, jumbo loans, non-conforming loans, and others.

Conventional Loan

If you are financing within the current Fannie Mae and Freddie Mac conforming loan limits, you are applying for what is known as a "conforming loan" or "conventional loan."



VA Loan

The VA loan program is a government-insured mortgage program backed by the Department of Veterans Affairs (VA). The VA insures loans so that it is easier for veterans to qualify to...



FHA Loan

An FHA loan is a mortgage product which is insured by the Federal Housing Administration (FHA). The insurance which the FHA provides for this loan alleviates risk.



Jumbo Loan

If you need to borrow more than the conforming loan limits for Fannie Mae and Freddie Mac, a jumbo loan makes it possible.

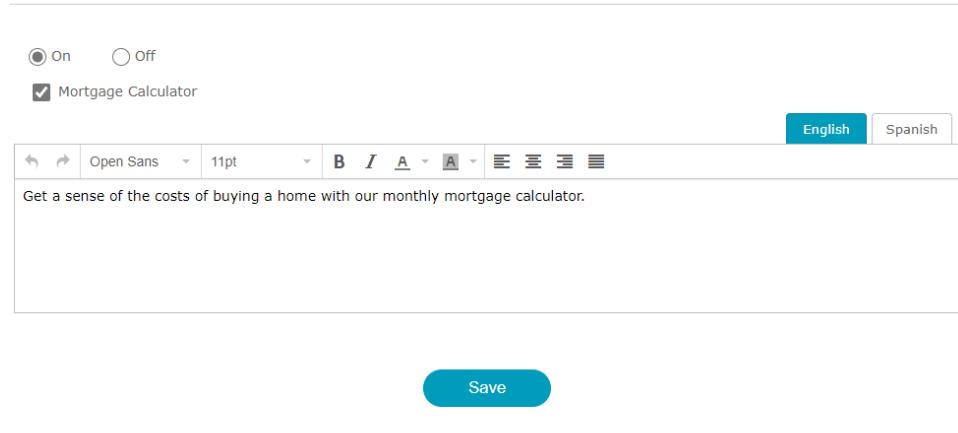


If you're interested in learning more about which mortgage loan option is right for you, call to schedule a free consultation with our certified mortgage broker today

Calculators

On the Calculators screen, you, as the administrator, can enable borrowers, visiting your Zip landing page, to calculate their expected monthly and total payments, by entering the loan amount, interest rate, and term. Additionally, borrowers can further fine tune their calculations by entering tax, insurance, HOA, etc.

Calculators



On Off
 Mortgage Calculator

English Spanish

Open Sans 11pt **B** *I* A ^A

Get a sense of the costs of buying a home with our monthly mortgage calculator.

Save

<https://bowenzhao.zipforhome-ga.com>

1. Make sure that **On** and **Mortgage Calculator** are selected to enable this feature.
2. Enter a message for borrowers, about calculating their mortgage payments.
3. You can further modify the formatting of the message via the tool bar above the field.
4. Click **Save**.
5. To preview how the mortgage calculator is presented to borrowers in your Zip landing page, click the URL link at the bottom of the screen, as shown below.

Calculators

Mortgage Calculator

Get a sense of the costs of buying a home with our monthly mortgage calculator.

Loan Amount
\$ 350,000.00

Interest Rate
7.000 %

Term
30 Years ▾

 Simple

Property Tax
\$ 300.00

Home Insurance
\$ 100.00

HOA Dues
\$ 150.00

Mortgage Insurance
\$ 50.00

Additional Payment Amount
\$

Interest only

Principle & Interest
HOA Dues
Mortgage Insurance

Property Tax
Home Insurance

Monthly Total

Payment Every Month
\$ 2,928.56

 Payment Schedule

Prmt #	Payment	Principal	Interest	MI	Balance
1	\$ 2,328.56	\$ 286.89	\$ 2,041.67	\$ 50.00	\$ 349,713.11
2	\$ 2,328.56	\$ 288.57	\$ 2,039.99	\$ 50.00	\$ 349,424.54
3	\$ 2,328.56	\$ 290.25	\$ 2,038.31	\$ 50.00	\$ 349,134.29
4	\$ 2,328.56	\$ 291.94	\$ 2,036.62	\$ 50.00	\$ 348,842.35
5	\$ 2,328.56	\$ 293.65	\$ 2,034.91	\$ 50.00	\$ 348,548.70
6	\$ 2,328.56	\$ 295.36	\$ 2,033.20	\$ 50.00	\$ 348,253.34
7	\$ 2,328.56	\$ 297.08	\$ 2,031.48	\$ 50.00	\$ 347,956.26
8	\$ 2,328.56	\$ 298.82	\$ 2,029.74	\$ 50.00	\$ 347,657.44
9	\$ 2,328.56	\$ 300.56	\$ 2,028.00	\$ 50.00	\$ 347,356.88
10	\$ 2,328.56	\$ 302.31	\$ 2,026.25	\$ 50.00	\$ 347,054.57
11	\$ 2,328.56	\$ 304.08	\$ 2,024.48	\$ 50.00	\$ 346,750.49
12	\$ 2,328.56	\$ 305.85	\$ 2,022.71	\$ 50.00	\$ 346,444.64
13	\$ 2,328.56	\$ 307.63	\$ 2,020.93	\$ 50.00	\$ 346,137.01
14	\$ 2,328.56	\$ 309.43	\$ 2,019.13	\$ 50.00	\$ 345,827.58
15	\$ 2,328.56	\$ 311.23	\$ 2,017.33	\$ 50.00	\$ 345,516.35

Borrower Interview

Via the **Borrower Interview** menu, as the administrator, you can configure the borrower interview portal, which is the interview process that takes place after applicants click the **Get Started** button on your Zip landing site. How you configure the borrower interview portal will be reflected in each loan officer's borrower interview portal.

NOTE: Loan officers can customize their own Zip landing sites, should you grant those access rights to them (which you can do here, [Editing Loan Officer Access Rights](#)), but they cannot customize their own borrower interview portals.

Configuration

On the **Configuration** screen, you can choose which types of questions to have in the borrower interview portal and which types of take out (for example, demographic and employment questions about the borrower). The grayed-out checkboxes (**Contact** and **Submit**) represent the pages of the borrower interview portal that cannot be taken out. Unchecked boxes are omitted from the interview. For example, if **Refinance** is unchecked, all questions regarding refinancing are taken out of the interview.

Borrower Interview

Configuration

Customize the Zip borrower interview to include the information you want to collect from potential borrowers.

Borrower Interview Configuration

You can create various configurations of the borrower interview and select which configuration to use for which loan officer, via [Loan Originators > Edit Users](#). By clicking the plus button (+) below, you can add as many different configurations as desired.

Select Default Configuration

Edit Configuration

Config 01 +

Detailed Settings

Check the boxes to indicate the information you want to include in your borrower interview.

<input checked="" type="checkbox"/> (All) Menu	Required
<input checked="" type="checkbox"/> Contact	
<input checked="" type="checkbox"/> Custom Question 1 Edit	
<input checked="" type="checkbox"/> Loan and Property	
<input checked="" type="checkbox"/> Street Address	
Loan Purpose	
<input checked="" type="checkbox"/> Purchase	
<input checked="" type="checkbox"/> Loan Term Edit	
<input checked="" type="checkbox"/> Refinance	
<input checked="" type="checkbox"/> Lower Interest rate and payment	
<input checked="" type="checkbox"/> Cash Out	
<input checked="" type="checkbox"/> Pay Off Debt	
<input checked="" type="checkbox"/> Home Improvement	
<input checked="" type="checkbox"/> HELOC	
<input checked="" type="checkbox"/> Cash Out	
<input checked="" type="checkbox"/> Pay Off Debt	
<input checked="" type="checkbox"/> Home Improvement	
<input checked="" type="checkbox"/> Second Mortgage	
<input checked="" type="checkbox"/> Home equity loan	
<input checked="" type="checkbox"/> Home equity line of credit	
<input checked="" type="checkbox"/> Home Improvement	
<input checked="" type="checkbox"/> Construction / Land	
<input checked="" type="checkbox"/> Construction	
<input checked="" type="checkbox"/> Construction - Permanent	
<input checked="" type="checkbox"/> Land	
<input checked="" type="checkbox"/> Renovation	
Personal	
<input checked="" type="checkbox"/> Social Security Number	
<input checked="" type="checkbox"/> Employment	
Financial	
<input checked="" type="checkbox"/> Assets	

Edit Configuration

In the **Edit Configuration** section, the checkboxes represent pages and sections in the borrower interview portal: **Contact**, **Custom Question**, **Loan and Property**, **Personal**, **Financial**, **Declarations**, **Demographic**, and **Submit** (as seen in the image below).

Borrower Interview

Contact Information (* Required fields)

First Name*	Middle Name	Last Name*	Suffix
			- ▾
Email*	Phone*	▼	
		▼	
Preferred Contact Method			
▼			

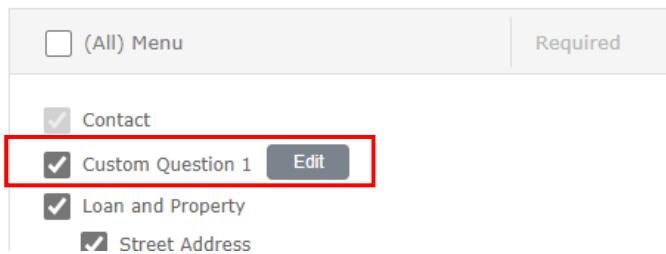
Contact Us

Bowen C Zhao
408-997-5525
bowen_zhao@calyxsoftware.com
Calyx Software

Next

To configure the Zip interview portal:

1. Go to **Borrower Interview > Configuration** screen.
By default, all checkboxes (pages in the borrower interview portal) and sub-checkboxes (sections within the pages) are selected.
2. Choose which pages and sections to include in or leave out of the borrower interview, by selecting or de-selecting their respective checkboxes.
 - A. To insert a page of custom questions in the borrower interview, leave the **Custom Question 1** checkbox selected and click its corresponding **Edit** button.



The **Edit Custom Questions** lightbox is opened.

Edit Custom Questions

Menu Title: Custom Question 1 English Spanish

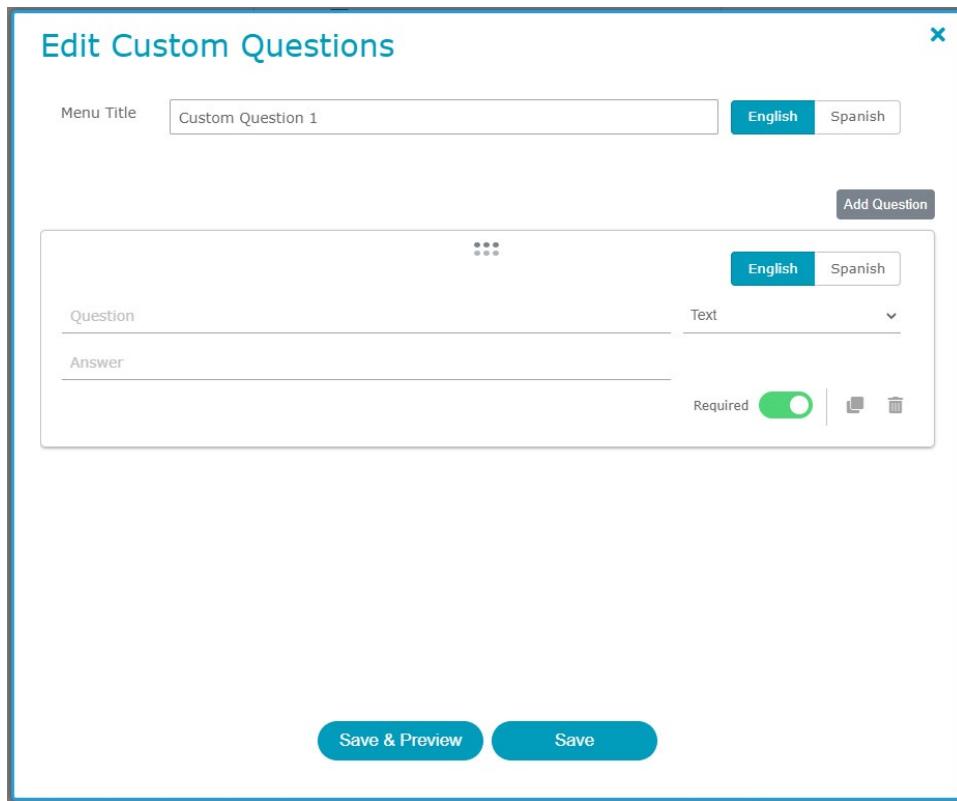
Add Question

Question: Text

Answer

Required:

Save & Preview Save



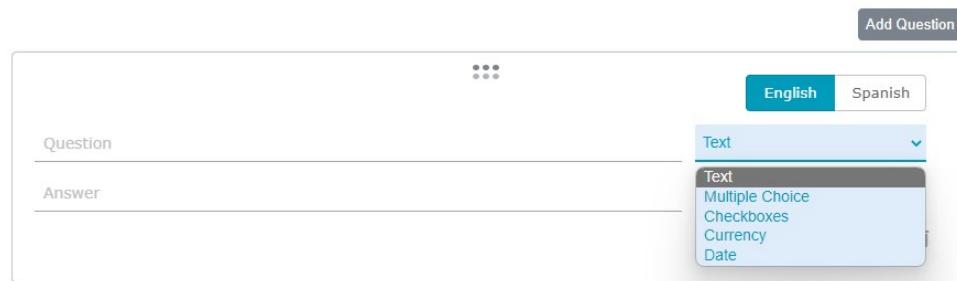
- I. In the **Menu Title** field, delete *Custom Question 1* and enter your preferred name for the custom question page.
 - a. If you have a Spanish version, select the **Spanish** tab and enter it in the **Menu Title** field.
- II. In the first section, select the format of the first question.

Add Question

Question: Text

Answer

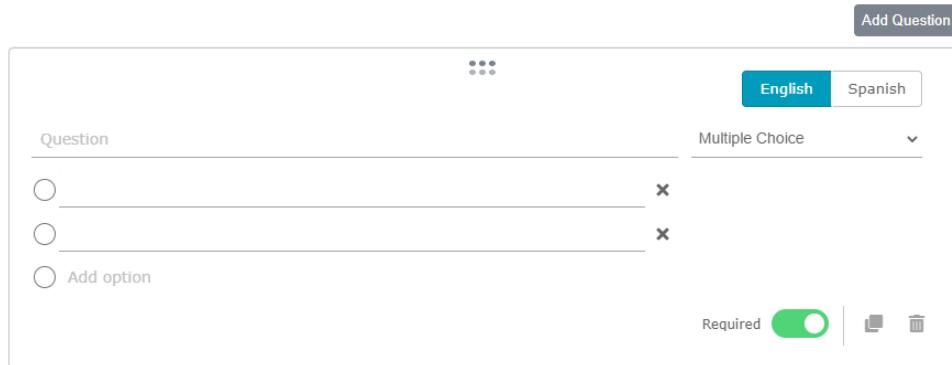
Text
Multiple Choice
Checkboxes
Currency
Date



NOTE: Depending on your selection, the answer/option field(s) for the question will change to match the format. Additionally, selecting **Multiple Choice** or **Checkboxes** requires you to enter options for these questions.

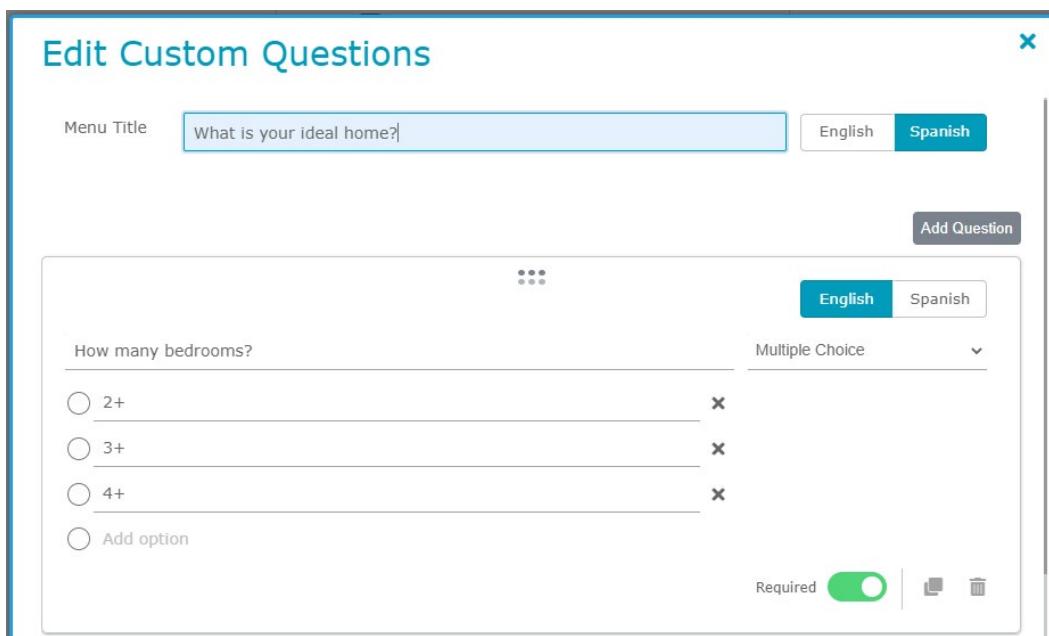
For example, the multiple-choice question format will enable multiple options for the borrower to select, as shown below.

Borrower Interview



The screenshot shows a 'Multiple Choice' question setup. The 'Question' field contains the text 'Multiple Choice'. The 'Language' tabs are 'English' (selected) and 'Spanish'. Below the question, there are three radio button options: '2+', '3+', and '4+'. Each option has a text input field to its right and a delete 'X' icon to its far right. A 'Required' toggle switch is turned on. At the bottom right are icons for copy (pencil), delete (trash), and edit (pencil).

III. Enter the first question after selecting the question format.
Shown below is an example of a multiple-choice format with three options entered, for the borrower to choose from



The screenshot shows the 'Edit Custom Questions' interface with a question titled 'What is your ideal home?'. The 'Language' tabs are 'English' (selected) and 'Spanish'. Below the question, there is a 'Multiple Choice' section for 'How many bedrooms?'. It contains three radio button options: '2+', '3+', and '4+', each with a text input field and a delete 'X' icon. A 'Required' toggle switch is turned on. At the bottom right are icons for copy (pencil), delete (trash), and edit (pencil).

IV. To add more questions, click the **Add Question** button. You can add up to 20 questions.

V. To duplicate a question, click the copy icon ().

VI. To delete a question, click the delete icon ().

a. Once is clicked, two more icons appear, asking you to confirm (✓) or cancel (✗) your decision to delete the question.



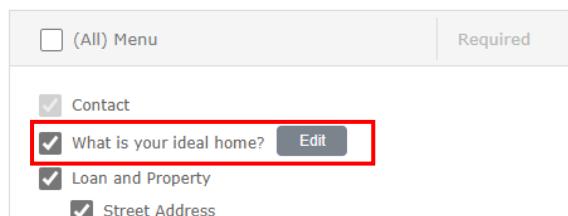
The screenshot shows the 'Edit Custom Questions' interface with a question titled 'How many bedrooms?'. The 'Language' tabs are 'English' (selected) and 'Spanish'. Below the question, there is a 'Text' section for 'Answer'. A 'Required' toggle switch is turned on. At the bottom right are two icons: a checkmark (✓) and a cross (✗), both enclosed in a red box.

b. Select ✓ to confirm the deletion of the question.

Borrower Interview

c. Select  to cancel the deletion of the question.

- VII. To move the position of a question, click the question box and drag it to the desired position.
- VIII. To set a question as required or not required, switch the **Required** toggle between on or off. If the **Required** toggle is on, it means the question will have an asterisk (*), indicating that it is required.
- IX. Click **Save** to save the questions; or click **Save & Preview** to save the questions and preview what they will look like in the borrower interview.
After the **Edit Custom Questions** lightbox is closed, **Custom Question 1** is changed to the custom question you entered. In the example below, it has been replaced by **What is your ideal home?**



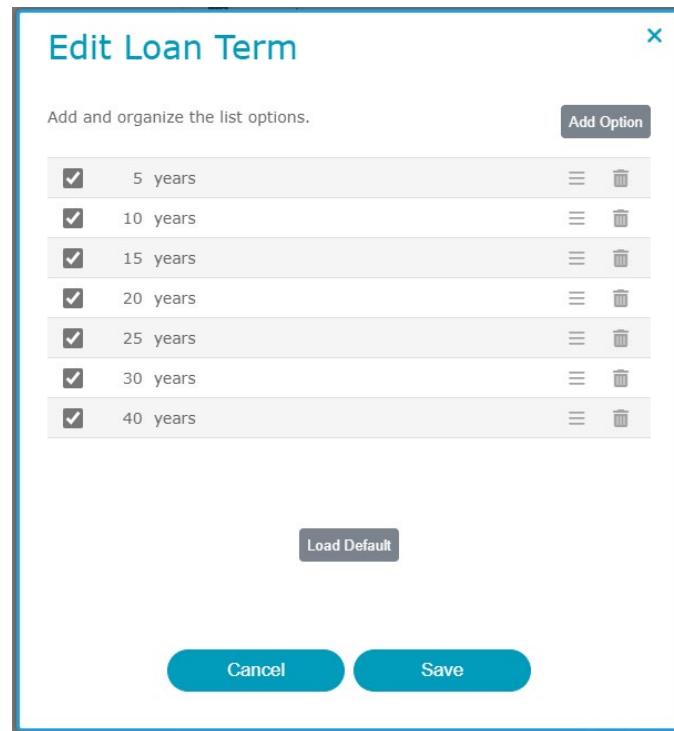
The screenshot shows a list of questions in a lightbox. At the top, there is a checkbox labeled '(All) Menu' and a 'Required' toggle switch. Below these are four questions, each with a checkbox and an 'Edit' button. The question 'What is your ideal home?' has its checkbox checked and is highlighted with a red box around the entire row. The other three questions are 'Contact', 'Loan and Property', and 'Street Address', all with checked checkboxes.

- B. In the **Loan Purpose** section, you can further configure the loan terms offered by your company.



The screenshot shows a list of loan purpose options in a lightbox. At the top, it says 'Loan Purpose'. Below are four options: 'Purchase', 'Loan Term', and 'Refinance', each with a checked checkbox and an 'Edit' button. The 'Loan Term' option is highlighted with a red box around the entire row.

- I. Click the **Edit** button to open the **Edit Loan Term** lightbox.



- II. The default terms are 5, 10, 15 years all the way up to 40 years, at 5-year increments.
- III. Select or de-select each term to your preference.
- IV. Click and drag the move icon (≡) to position the terms to your preference.
- V. To add more terms, click **Add Option** and enter the new term, as shown below.

Edit Loan Term

Add and organize the list options.

		<input type="button" value="Add Option"/>
<input checked="" type="checkbox"/>	5 years	<input type="button" value="☰"/> <input type="button" value="Delete"/>
<input checked="" type="checkbox"/>	10 years	<input type="button" value="☰"/> <input type="button" value="Delete"/>
<input checked="" type="checkbox"/>	15 years	<input type="button" value="☰"/> <input type="button" value="Delete"/>
<input checked="" type="checkbox"/>	20 years	<input type="button" value="☰"/> <input type="button" value="Delete"/>
<input checked="" type="checkbox"/>	25 years	<input type="button" value="☰"/> <input type="button" value="Delete"/>
<input checked="" type="checkbox"/>	30 years	<input type="button" value="☰"/> <input type="button" value="Delete"/>
<input checked="" type="checkbox"/>	40 years	<input type="button" value="☰"/> <input type="button" value="Delete"/>
<input checked="" type="checkbox"/>	_____ years	<input type="button" value="☰"/> <input type="button" value="Delete"/>

VI. To delete a term, click the corresponding delete icon (>Delete).

VII. To set the terms back to default, click **Loan Default**.

C. Select the applicable checkboxes for **Refinance**.

- Refinance
 - Lower Interest rate and payment
 - Cash Out
 - Pay Off Debt
 - Home Improvement

D. Select the applicable checkboxes for **HELOC**.

- HELOC
 - Cash Out
 - Pay Off Debt
 - Home Improvement

E. Select the applicable checkboxes for **Second Mortgage**.

- Second Mortgage
 - Home equity loan
 - Home equity line of credit
 - Home Improvement

F. Select the applicable checkboxes for **Construction / Land**.

Borrower Interview

- Construction / Land
 - Construction
 - Construction - Permanent
 - Land
 - Renovation

G. Select the applicable checkboxes for **Personal**.

- If the **Employment** checkbox is deselected, the question about the borrower having dependents will be left out of the interview.

- Personal
 - Social Security Number
 - Employment

H. Select the applicable checkboxes for **Financial**.

- Financial
 - Assets
 - Real Estate Owned

- For **Declarations** and **Demographics**, switching on (or leaving on) the toggle makes all declarations questions required as shown below (highlighted in red). This means that all questions on the **Declarations** page of the interview will have asterisks (*), indicating that they are required.



- With the toggle switched off, the declarations questions still remain in the interview, but they will not be required, as shown below.



- To remove the declarations questions, de-select the checkbox, as shown below (highlighted in red).



- To insert a second custom question, select the checkbox and click the **Edit** button.

- Custom Question 2 Edit

Borrower Interview

K. Select the **Document Collection** checkbox, to display the page where borrowers are asked to upload their documents.

A screenshot of a configuration interface. It shows two checkboxes: 'Submit' (unchecked) and 'Document Collection' (checked). The 'Document Collection' checkbox is highlighted with a blue border.

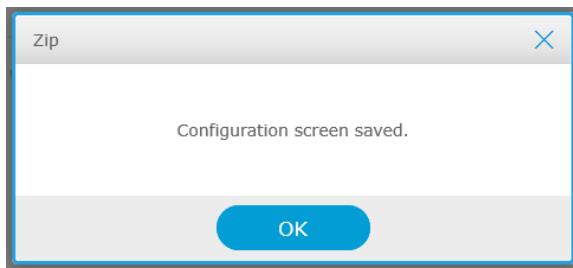
3. At the bottom of the screen, select how the loan interview should be completed when there is an additional borrower. Choose to have the main borrower (the one who is completing the loan on behalf of the co-borrower) complete the loan interview on behalf of the additional borrower (co-borrower) or to have the additional borrower complete their portion of the loan interview by themselves, through invitation link via email.

A screenshot of a configuration interface. It shows a 'Document Collection' checkbox (checked) and a 'Save' button.

When the loan has an additional borrower,

- Collect the co-borrower's information in the same interview, on behalf of the co-borrower.
- Send a separate interview notification to the co-borrower to be completed by them. In this case, both borrowers would need to complete their separate interviews, for the loan to be delivered to your LOS.

4. Click **Save**.
A popup appears confirming that the screen is saved.



5. Click **OK**.
The de-selected pages and sections are disabled in the borrower interview portal.

NOTE: If your Zip account is integrated with Path, you can find the borrower interview in the **Document** activity, as shown in the below image.

Borrower Interview

The screenshot shows the 'Document Details' section with a 'Document' field containing 'Loan Summary' (highlighted with a red box). Other fields include 'Borrower' (Testing Custom Questions), 'Category', 'Type', 'Description' (from Zip), 'Status' (Uploaded from Zip), 'Date and Time' (05/19/2023 6:10:15 PM), 'Document Date', 'Due Date', 'By', 'Sent To', 'Conditions' (Description), and 'Checklist' (Description). Below this is a table for 'Active', 'Version', 'Reviewed', 'Review Date/Time', 'Expiration Date', and 'Comments'. The 'Active' row is selected. The 'Document Image View' section shows a preview of a 'Loan Interview Summary' document with fields like 'Submitted on 05/19/2023 06:10 PM CST' and 'JoeBolanos.zipforhome-qa.com'.

Adding and Selecting Configurations

You can also add and select different configurations of loan interviews.

After you have created different configurations, different loan officers in your organization can choose different configurations of loan interviews, via the **Edit Users** lightbox on the **Loan Originators** screen, see **Editing Loan Officer Access Rights**.

Edit Configuration

The 'Edit Configuration' screen shows a radio button for 'Config 1: Full Loan App' (highlighted with a red box) and a blue plus icon with a red circle around it.

1. Click the add icon to add **Config 2** field.

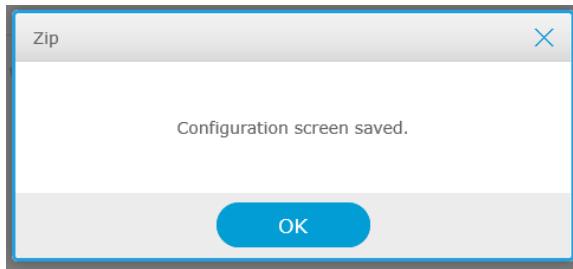
Edit Configuration

The 'Edit Configuration' screen shows 'Config 1: Full Loan App' and 'Config 2:' (highlighted with a red box) with a blue plus icon.

2. Enter a name for the new configuration.
3. Select and deselect the pages and sections to leave in or leave out of the borrower interview portal.
4. Click **Save**.

A popup appears confirming that the screen is saved.

Borrower Interview



5. Click **OK**.

The new configuration has been added to the **Select Default Configuration** dropdown menu.

Borrower Interview Configuration

You can create various configurations of the borrower interview and select which configuration to use. Go to [Loan Originators > Edit Users](#). By clicking the plus button (+) below, you can add as many configurations as you need.

Select Default Configuration: Full Loan App

Full Loan App
Configuration 1

6. Select the appropriate configuration as the default loan application.

7. To add more configurations, repeat the above steps.

Disclaimer/Authorizations/Result

On the **Disclaimer/Authorizations/Result** screen, you can compose the disclaimer and thank you messages that appear before and after borrowers submit their applications in your organization's Zip borrower interview portal.

Disclaimer

To enter the disclaimer message to borrowers before they submit their applications:

1. Select the **Disclaimer/Authorizations/Result** screen from the **Borrower Interview** menu.

Disclaimer/Authorizations/Result

Customize the messages that display before and after the borrower interview is submitted.

Disclaimer

[EDIT] English Spanish

By submitting your information, you agree to our Terms of Use and Security and Privacy Policies. You also expressly consent to being contacted by a representative of our company to complete this information.

2. Select the **EDIT** button to open the **Edit Content** lightbox, which displays both English and Spanish versions.

Borrower Interview

Edit Content

English

By submitting your information, you agree to our Terms of Use and Security and Privacy Policies. You also expressly consent to being contacted by a representative of our company to complete this information.

Spanish

Al enviar su información, acepta nuestros Términos de uso y nuestra Política de seguridad y privacidad. También acepta expresamente que un representante de nuestra empresa y / o nuestros socios comerciales se comuniquen con usted para completar este proceso de solicitud.

Save

- A. Enter the disclaimer message.
- B. Use the top bar above the field to tailor the design of your message, such as font, size, bold, italics, etc.
- C. Optionally, enter the Spanish version of the disclaimer.
- D. After you have finished crafting the disclaimer message, click the **Save** button, to close the lightbox.

3. To preview the disclaimer message, click the **Disclaimer Preview** button at the bottom.
A new page opens showing the disclaimer message.

eConsent

To enter/modify the eConsent message:

1. Select **On** to display the eConsent message in the borrower interview.
 - o If the borrower does not give consent during the interview, the eConsent message will be displayed in the borrower dashboard if there are pending or requested documents.
 - o If the borrower gives consent during the interview, the eConsent message will not be displayed in the borrower dashboard.
2. Selecting **Off** will not display it in the interview.

Borrower Interview

- When the eConsent message is not displayed during the interview, it will still be displayed in the borrower dashboard if there are pending or requested documents.
- When you select **Off** you will not be able to choose which version of the eConsent message (**Calyx Standard** or **Custom**) will be displayed in the borrower dashboard.

The screenshot shows the 'eConsent' configuration page. It includes the following sections:

- Display eConsent:** A note stating: "Select On if you want to receive an eConsent from borrowers during the interview. Note: Borrowers who create a dashboard account will have the ability to give and withdraw consent while in their account, regardless of the eConsent being On or not for the interview." Below is a radio button for "On" (selected) and "Off".
- Display eConsent screen:** A dropdown menu showing "Disabled" (selected).
- Use:** A radio button for "Calyx Standard" (selected) and "Custom".
- Acknowledgement:** A large text block containing federal disclosure requirements. It includes a "Statement of electronic disclosure" at the bottom.
- Language:** Buttons for "English" (selected) and "Spanish".

3. Select which part of the interview to display the eConsent page.

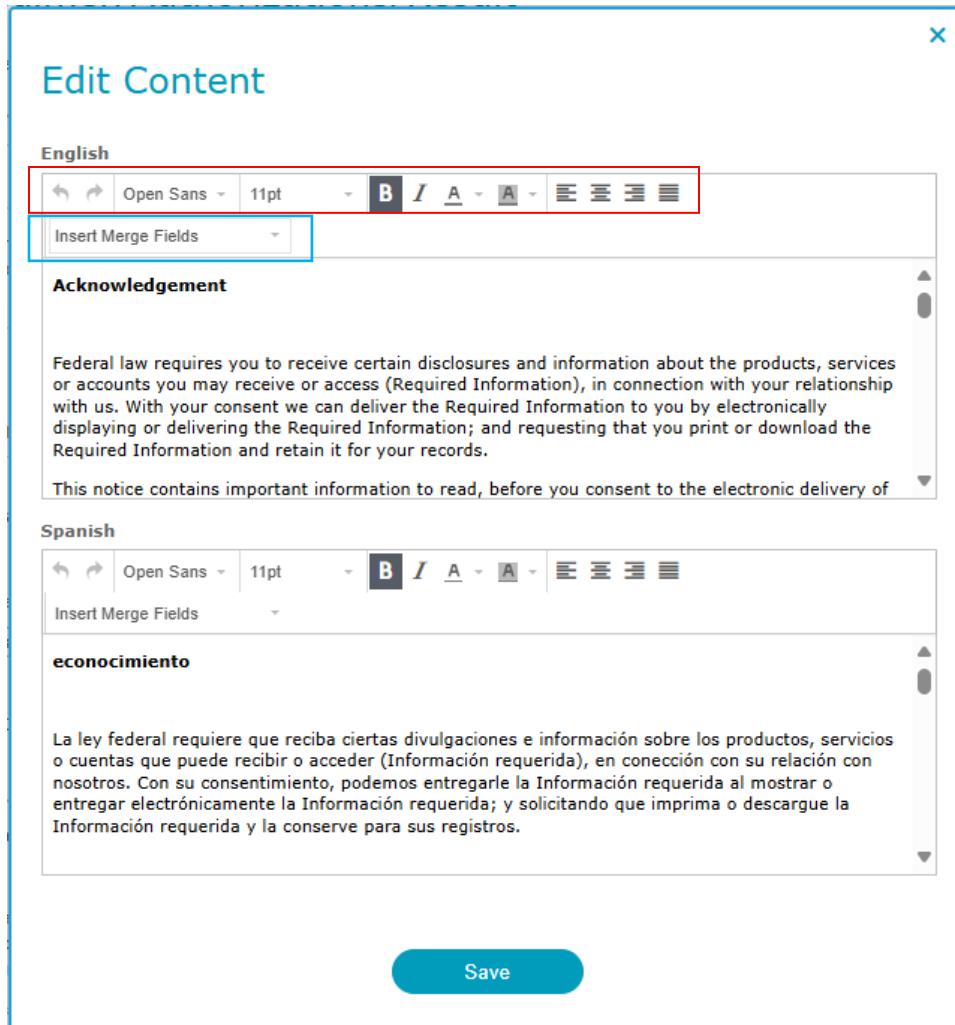
The screenshot shows a dropdown menu titled "Choose which part of the interview to display the eConsent screen." The options are:

- Disabled (selected)
- Start
- Standard
- End

- Select **Start** to display towards the start of the interview after borrowers have entered their contact information.
- Select **End** to display towards the end of the interview before borrowers submit.
- Select **Disabled** to not display (same result as step 2 above). But you are still able to select which version of the eConsent message (**Calyx Standard** or **Custom**) to be displayed in the borrower dashboard. And you are still able to customize the eConsent message.

4. For the content of the eConsent message, select:

- Calyx Standard**, which is the default message we provide.
- Custom**, which you can customize to your standards and needs.
- When you choose to customize the eConsent message, click the **EDIT** button to open the **Edit Content** lightbox, which displays both English and Spanish versions.



The screenshot shows a 'Edit Content' dialog box with two tabs: 'English' and 'Spanish'. The 'English' tab is active, displaying the following text:

Acknowledgement

Federal law requires you to receive certain disclosures and information about the products, services or accounts you may receive or access (Required Information), in connection with your relationship with us. With your consent we can deliver the Required Information to you by electronically displaying or delivering the Required Information; and requesting that you print or download the Required Information and retain it for your records.

This notice contains important information to read, before you consent to the electronic delivery of

The 'Spanish' tab is also visible, showing the text:

econocimiento

La ley federal requiere que reciba ciertas divulgaciones e información sobre los productos, servicios o cuentas que puede recibir o acceder (Información requerida), en conexión con su relación con nosotros. Con su consentimiento, podemos entregarle la Información requerida al mostrar o entregar electrónicamente la Información requerida; y solicitando que imprima o descargue la Información requerida y la conserve para sus registros.

A 'Save' button is located at the bottom of the dialog box.

- I. Enter/edit the content of the message.
- II. Use the top bar above the field (highlighted in red) to tailor the design of your message, such as font, size, bold, italics, etc., in the image above.
- III. To insert merge fields into the message, select from the **Insert Merge Fields** dropdown field, (highlighted in blue) the image above.

NOTE: Merge fields are used to autofill common elements within messages, such as the borrower's name, your organization's name, the loan officer's name, etc. For example, when the {Borrower_Name} tag is placed at the beginning of the message here, the borrower's name will also be placed at the corresponding position at the beginning of the message displayed on the eConsent page of the borrower interview. The merge field is inserted wherever your text cursor is placed within the message.

- IV. Place the text cursor at the desired place within the message to insert the merge field.
- V. Select the merge field option from the dropdown menu.
- VI. Optionally, enter/edit the Spanish version of the eConsent message.

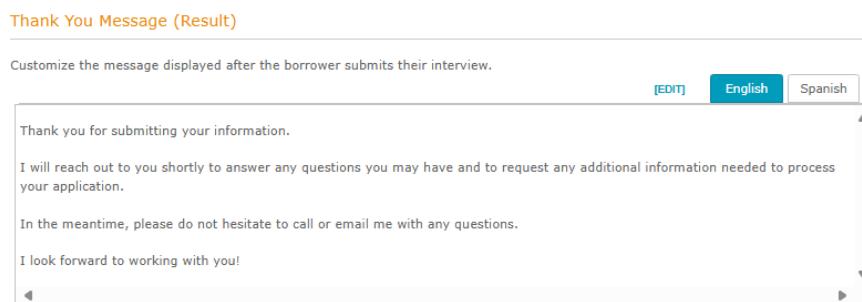
Borrower Interview

- D. After you have finished entering/modifying the eConsent message, click the **Save** button to close the lightbox.
A popup appears confirming that the information entered is saved.
5. To preview the eConsent message, click the **eConsent Preview** button at the bottom.
A new page opens showing the disclaimer message.

Thank You Message (Result)

To enter the thank you message after borrowers have submitted their applications.

1. Select the **Disclaimer/Authorization/Result** screen from the **Borrower Interview** menu.

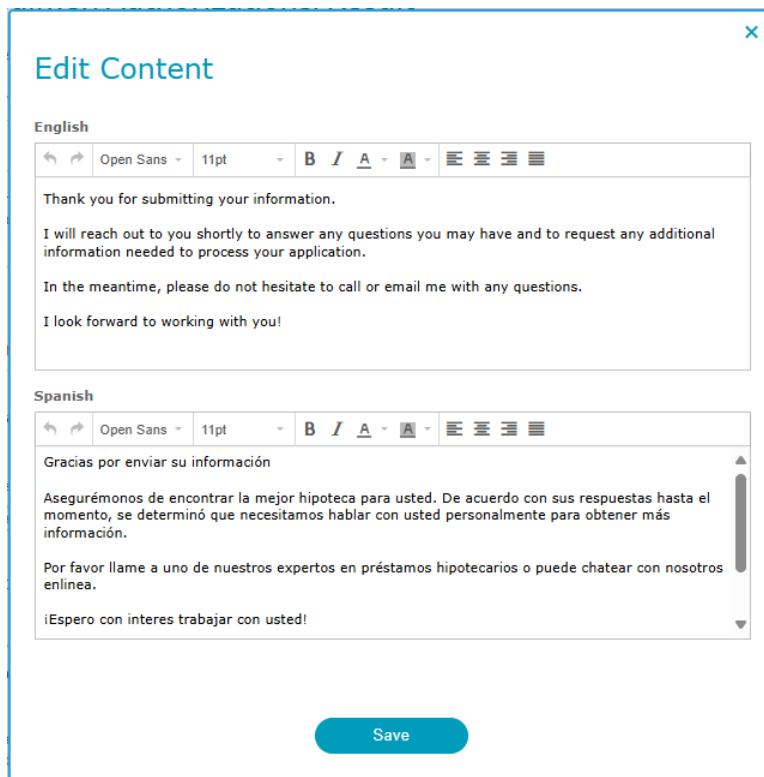


Customize the message displayed after the borrower submits their interview.

EDIT English Spanish

Thank you for submitting your information.
I will reach out to you shortly to answer any questions you may have and to request any additional information needed to process your application.
In the meantime, please do not hesitate to call or email me with any questions.
I look forward to working with you!

2. To enter/edit the thank you message, select the **EDIT** button to open the **Edit Content** lightbox which displays both English and Spanish versions.



English

Open Sans 11pt B I A A A A

Thank you for submitting your information.
I will reach out to you shortly to answer any questions you may have and to request any additional information needed to process your application.
In the meantime, please do not hesitate to call or email me with any questions.
I look forward to working with you!

Spanish

Open Sans 11pt B I A A A A

Gracias por enviar su información
Asegúremos de encontrar la mejor hipoteca para usted. De acuerdo con sus respuestas hasta el momento, se determinó que necesitamos hablar con usted personalmente para obtener más información.
Por favor llame a uno de nuestros expertos en préstamos hipotecarios o puede chatear con nosotros en linea.
¡Espero con interés trabajar con usted!

Save

- E. Enter the thank you message.

Borrower Interview

F. Use the top bar above the field to tailor the design of your message, such as font, size, bold, italics, etc.



G. Optionally, enter the Spanish version of the message.

H. After you have finished crafting the thank you message, click the **Save** button, to close the lightbox.

3. To preview the disclaimer message, click the **Result Preview** button at the bottom.
A new page opens showing the disclaimer message.

4. Enter the English and, if applicable, Spanish versions of the thank you message.

5. Use the top bar above each field to tailor the design of your message, such as font, size, bold, italics, etc., (highlighted in red) in the above image.

6. After you have finished crafting the thank you message, click the **Save** button at the bottom.
A popup appears confirming that the information entered is saved.

7. Click **OK**.

8. To preview the thank you message, click **Result Preview**.
A new page opens showing the thank you message.

Terms of Use/Privacy Policy

On the **Terms of Use/Privacy Policy** screen, you can compose the terms of use and privacy policy that are shown to borrowers before they submit their applications, and to which they must agree.

Terms of Use

To enter/edit the terms of use:

1. Select the **Terms of Use/Privacy Policy** screen from the **Borrower Interview** menu.

Terms of Use/Privacy Policy

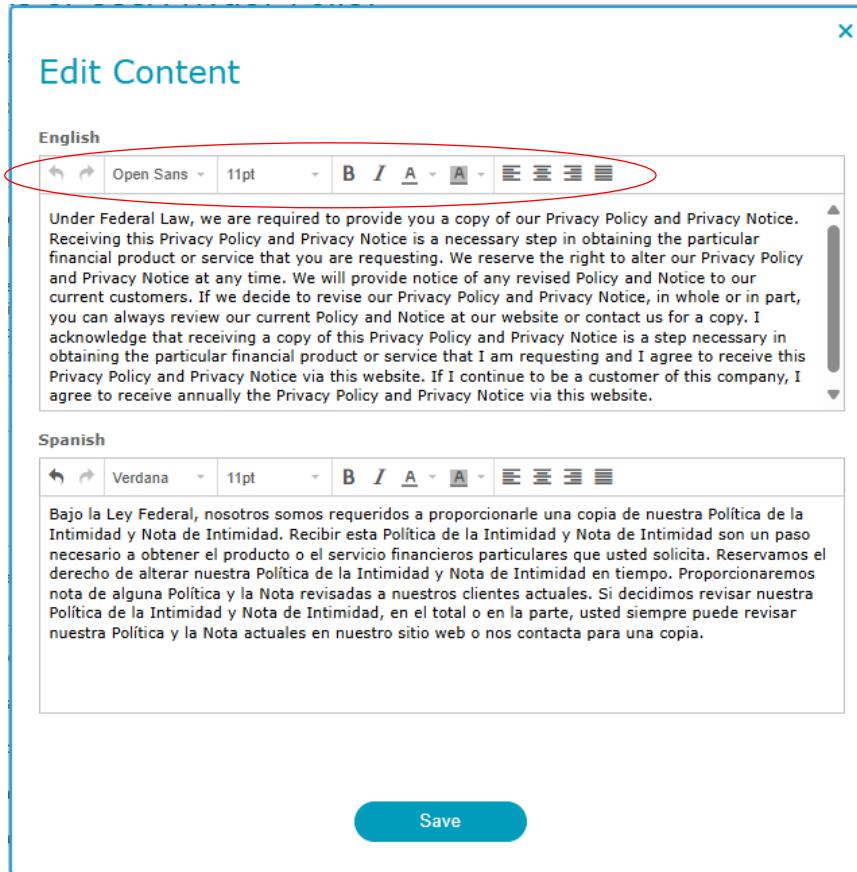
Customize the Terms of Use and the Privacy Policy the borrower must agree to before submitting their interview.

Terms of Use

Under Federal Law, we are required to provide you a copy of our Privacy Policy and Privacy Notice. Receiving this Privacy Policy and Privacy Notice is a necessary step in obtaining the particular financial product or service that you are requesting. We reserve the right to alter our Privacy Policy and Privacy Notice at any time. We will provide notice of any revised Policy and Notice to our current customers. If we decide to revise our Privacy Policy and Privacy Notice, in whole or in part, you can always review our current Policy and Notice at our website or contact us for a copy. I acknowledge that receiving a copy of this Privacy Policy and Privacy Notice is a step necessary in obtaining the particular financial product or service that I am requesting and I agree to receive this Privacy Policy and Privacy Notice via this website. If I continue to be a customer of this company, I agree to receive annually the Privacy Policy and Privacy Notice via this website.

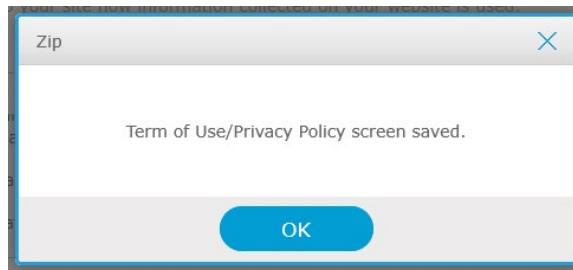
Borrower Interview

2. Click the **EDIT** button to open the **Edit Content** lightbox, which displays both the English and Spanish versions of the terms of use.



- A. Enter/edit the terms of use.
- B. Use the top bar above each field to tailor the design of your terms of use, such as font size, bold, italics, etc., (highlighted in red) in the above image.
- C. Optionally, enter/edit the Spanish version.
- D. Click **Save** to close the lightbox.

3. After you have entered the terms of use, click the **Save** button at the bottom. A popup appears confirming that the information entered is saved.



4. Click **OK**.

Borrower Interview

5. To preview the terms of use, click the **Terms of Use Preview** button at the bottom.
A new page opens showing the terms of use.

Privacy Policy

To enter/edit the privacy policy:

1. Select the **Terms of Use/Privacy Policy** screen from the **Borrower Interview** menu.

Privacy Policy

Customize the Privacy Policy to inform visitors to your site how information collected on your website is used.

[EDIT] English Spanish

I acknowledge that receiving a copy of this Privacy Policy and Privacy Notice is a step necessary in obtaining the particular financial product or service that I am requesting and I agree to receive this Privacy Policy and Privacy Notice via this website. If I continue to be a customer of this company, I agree to receive annually the Privacy Policy and Privacy Notice via this website.

1. We collect nonpublic personal information about you from the following sources:

- Information we receive from you on Information or other forms;
- Information about your transactions with us, our affiliates, or others; and
- Information we receive from a consumer reporting agency.

2. Click the **EDIT** button to open the **Edit Content** lightbox, which displays both the English and Spanish versions of the privacy policy.

Edit Content

English

[EDIT] English Spanish

I acknowledge that receiving a copy of this Privacy Policy and Privacy Notice is a step necessary in obtaining the particular financial product or service that I am requesting and I agree to receive this Privacy Policy and Privacy Notice via this website. If I continue to be a customer of this company, I agree to receive annually the Privacy Policy and Privacy Notice via this website.

1. We collect nonpublic personal information about you from the following sources:

- Information we receive from you on Information or other forms;
- Information about your transactions with us, our affiliates, or others; and

Spanish

[EDIT] English Spanish

Reconozco que eso recibiendo una copia de esta Política de la Intimidad y Nota de Intimidad es un paso necesario en obtener el producto o el servicio financieros particulares que solicito y concuerdo en recibir esta Política de la Intimidad y Nota de Intimidad vía este sitio web. Si continúo ser un cliente de esta compañía, yo concuerdo en recibir anualmente la Política de Intimidad y Nota de Intimidad vía este sitio web.

1. Recopilamos información personal no pública sobre usted de las siguientes fuentes:

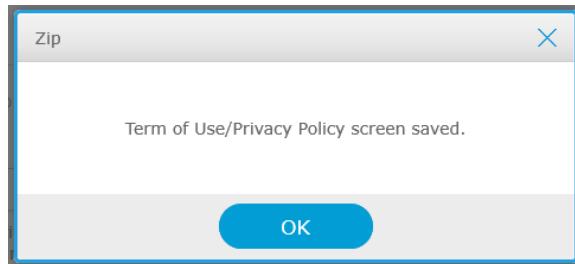
- Información que recibimos de usted en aplicaciones u otros formularios;
- Información sobre sus transacciones con nosotros, nuestros afiliados u otros;

Save

Borrower Interview

- E. Enter/edit the privacy policy.
- F. Use the top bar above each field to tailor the design of the privacy policy, such as font size, bold, italics, etc., (highlighted in red) in the above image.
- G. Optionally, enter/edit the Spanish version.
- H. Click **Save** to close the lightbox.

3. After you have finished entering the privacy policy, click the **Save** button at the bottom. A popup appears confirming that the information entered is saved.



4. Click **OK**.
5. To preview the privacy policy, click **Privacy Policy Preview**.
A new page opens showing the privacy policy.

Retention Policy

On the **Retention Policy** screen, as the administrator, you can determine how long your organization retains borrower information before it is deleted.

Retention Policy

Zip is configured to automatically delete loan documents after 365 days.

Use this screen to customize these settings for your company.

Document retention time is based on the policy in place at the time Zip received the document. Deleted documents cannot be retrieved.

Loan Information

Retain loan Information for days (Retention period must be between 1 and 365 days.)

eDisclosure & eSignature

The E-Sign Act requires a financial institution to maintain electronic records accurately reflecting the information contained in applicable contracts, notices or disclosures and that they remain accessible to all persons who are legally entitled to access for the period required by law in a form that is capable of being accurately reproduced for later reference. See Section 101(d).

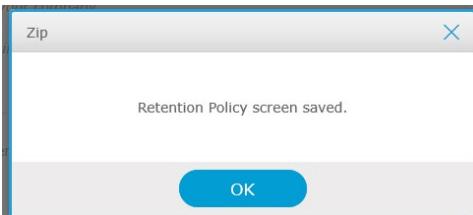
If your borrower creates a dashboard account, their eConsent acceptance will follow the retention period set here for each loan file unless or until withdrawn. If a dashboard account is not created, the borrower will need to consent for each request of electronic activity.

Retain electronic disclosures, eConsent and electronically signed documents for days (minimum 90 days.)

Save

To set the retention policy for your organization:

1. Select the **Retention Policy** menu.
2. In the **Loan Information** section, enter the number of days before loan information is deleted, (**highlighted in red**) in the image below. The retention period starts when the loan is submitted. The minimum is 1 day, and the maximum is 365 days.
3. In the **eDisclosure & eSignature** section, enter the number of days before electronic disclosures and electronically signed documents are deleted, (**highlighted in red**) in the image below. The retention date starts when the electronic document is submitted. The minimum is 90 days, and the maximum is 365 days.
4. After setting the retention policy, click **Save**.
A popup appears confirming that the information entered is saved.



Retention Policy

5. Click **OK**.

Delivery

If you use Path as your loan origination system, as the administrator you can connect your Zip and Path accounts with each other via the **Delivery** screen, which will automatically import to your Path account all loan applications that are submitted through your organization's Zip borrower interview portals.

NOTE: This section is only relevant if you use Path as your loan origination system. For Point, Zenly, and NAMB All-In users, this section does not apply.

Delivery

Download loan information directly to your LOS with the integrated Zip interface. Data transferred between Zip and your LOS.

Loan Information Download

Specify the Loan Origination System you will use to receive loan information.

Complete the following information to connect with Path:

Path Account ID

Path User Name

Save

[View Site](#)

To set up the connection between your Zip and Path accounts:

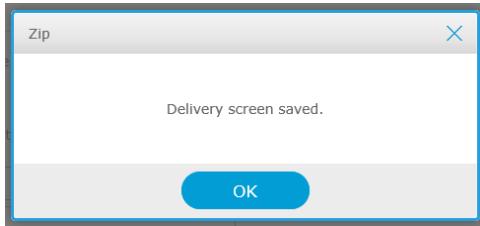
1. Select the **Delivery** menu.
2. Enter the **Path Account ID** and **Path User Name** to be connected to Zip.

NOTE: There is only one Path company account (**Path Account ID**) for all Zip interview portals in your organization. However, there can be different Path user accounts (**Path User Name**) connected to different Zip interview portals. In other words, all Zip interview portals are connected to one Path company account, while the Zip interview portals of individual loan officers can be connected to different Path user accounts that belong to the same Path company account.

Delivery

RELATED: For more information on setting the Path user account connection for a loan officer or giving a loan officer access right to set their own Path user account connection, see **Editing Loan Officer Access Rights**.

3. Click **Save**.
A popup appears confirming that the information entered is saved.



4. Click **OK**.

Notifications

Use the **Notifications** menu to set up your organization's email addresses and notification emails and texts.

Edit Reminders

Use the **Edit Reminders** screen to set up reminder emails and texts that are sent to borrowers who have not completed their loan interview, or any other unfinished task, such as document or eSign requests.

Edit Reminders

Select Loan Originator

[Copy Setting ▶](#)

On Off

Select Reminder Methods Email Text

First Reminder day(s) before due date at

Reminder Frequency

Save

[\[EDIT\]](#) English Spanish

Subject: Document Due Date Coming Up!

Body:

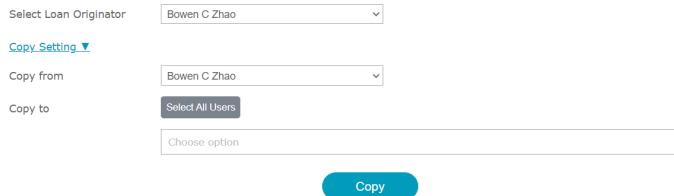
```
Hi {Borrower_Name},  
  
I am {LO_Name} from {Company_Name}. In order to continue your loan process, we need you to provide the following outstanding document(s) listed below, which is due very soon. Please log in to your borrower account via the below link.
```

To set up reminder emails and texts:

1. From the **Select Loan Originator** dropdown menu at the top of the screen, select the loan officer in your organization for whom to configure reminder emails and texts.
2. Optionally, to copy the reminder email and text settings from one loan officer to others, click **Copy Setting**.
More fields are enabled for you to indicate which loan officer's settings are copied from and which are copied to.

Notifications

Edit Reminders



Select Loan Originator: Bowen C Zhao

Copy Setting ▾

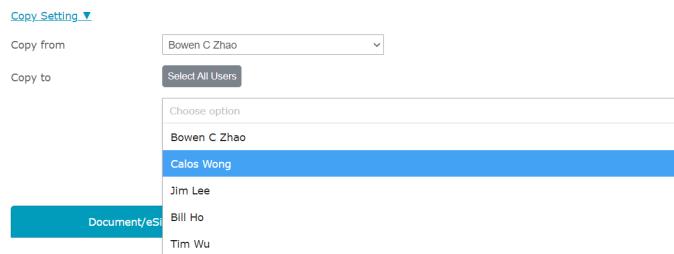
Copy from: Bowen C Zhao

Copy to: Select All Users

Choose option

Copy

- A. In the **Copy From** dropdown menu, select the loan officer whose settings are to be copied to others.
- B. Click in the blank field below to display the list of loan officers in your organization.



Copy Setting ▾

Copy from: Bowen C Zhao

Copy to: Select All Users

Choose option

Bowen C Zhao

Carlos Wong

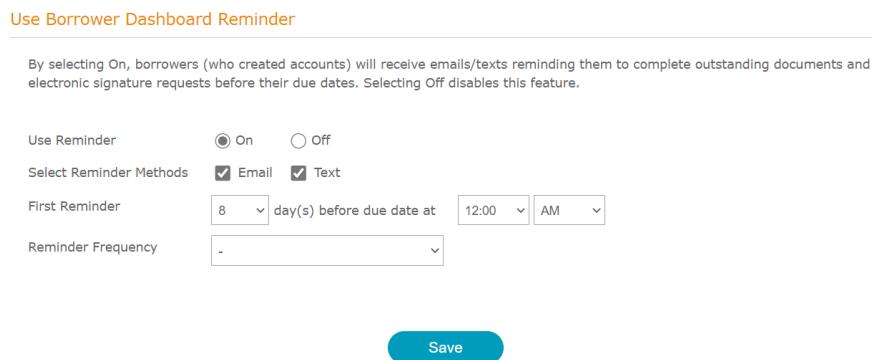
Jim Lee

Bill Ho

Tim Wu

Document/eSign

- C. Select the loan officer(s) who will receive the copied settings, then click out of the field.
- D. Click **Copy**.
3. To configure the reminder email and text for document and eSign requests, select the **Document/eSign Request Reminder** tab.
In this example, **Document/eSign Request Reminder** is used.
4. In the **Use Borrower Dashboard Reminder** section, configure the method, time, and frequency of the reminder emails and texts.



Use Borrower Dashboard Reminder

By selecting On, borrowers (who created accounts) will receive emails/texts reminding them to complete outstanding documents and electronic signature requests before their due dates. Selecting Off disables this feature.

Use Reminder: On Off

Select Reminder Methods: Email Text

First Reminder: 8 day(s) before due date at 12:00 AM

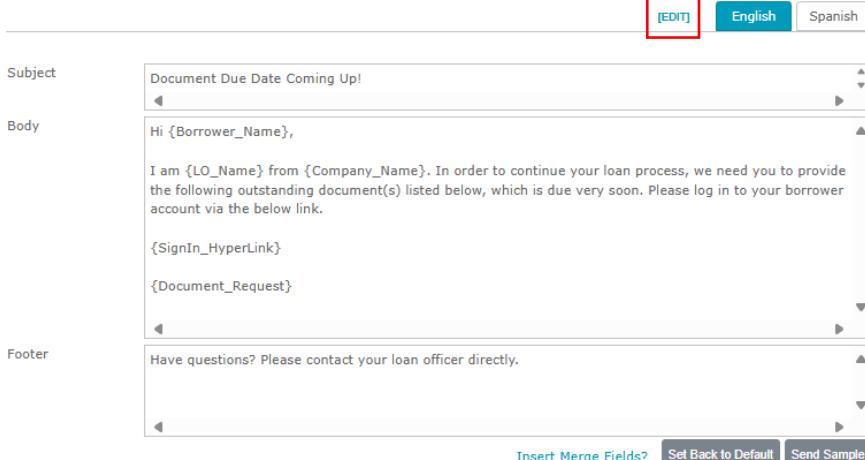
Reminder Frequency: -

Save

- A. For **Use Reminder**, select **On**.
The default setting is **Off**.
- B. For **Select Reminder Methods**, select **Email** or **Text** or both.
- C. For **First Reminder**, select when the reminder is sent (how many days before the due date) and what time of the day.
- D. For **Reminder Frequency**, select how often the reminder is sent.

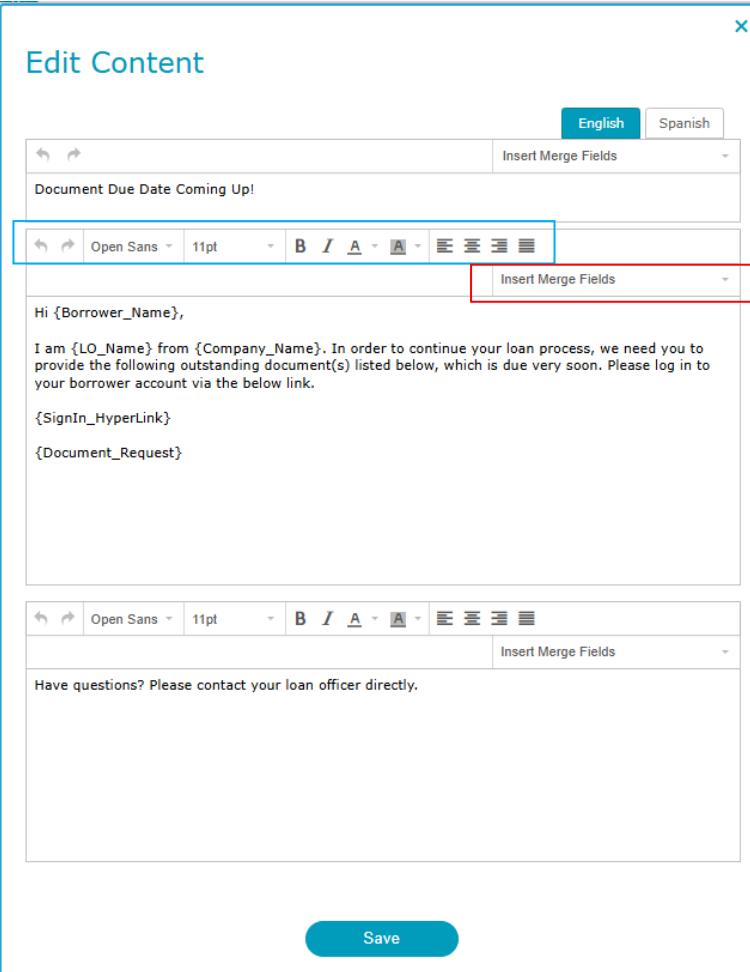
Notifications

5. To enter/edit the content in the **Subject**, **Body**, and **Footer** fields, select the **EDIT** button to open the **Edit Content** lightbox.



The screenshot shows the Notifications interface with the 'Edit Content' button highlighted by a red box. The interface includes fields for Subject, Body, and Footer, each with a rich text editor. The Body field contains a message to a borrower with merge fields and links. The Footer field contains a contact message. Buttons at the bottom include 'Insert Merge Fields', 'Set Back to Default', and 'Send Sample'.

A default email is provided, with the subject, body, and footer. You can choose to use the default email or modify it to your liking.



The screenshot shows the 'Edit Content' lightbox. It features a title 'Edit Content' and a toolbar with 'English' and 'Spanish' buttons, font selection, and a 'Save' button. The lightbox contains three main sections: Subject, Body, and Footer, each with a rich text editor. The Body section is currently active, showing a message to a borrower with merge fields and links. The Footer section contains a contact message. Buttons at the bottom of the lightbox include 'Insert Merge Fields', 'Set Back to Default', and 'Send Sample'.

Notifications

- A. To enter or modify the English version of the reminder email, select the **English** tab.
In this example, English is used.
- B. Enter/edit the subject, body, and footer of the reminder email.
 - I. After entering/editing the subject, use the top bar to tailor the design of the email, such as font, size, bold, italics, etc., (highlighted in blue) the image above.
 - II. To insert a merge field into the body and footer, select from the **Insert Merge Fields** dropdown, (highlighted in red) the image above.

NOTE: As Zip provides a default template for each email type, these templates have bracketed tags (merge fields) that autofill common elements within emails, such as the borrower's name, your organization's name, the loan officer's name, etc. For example, when the {Borrower_Name} tag is placed at the beginning of the email template, the borrower's name will also be placed at the corresponding position at the beginning of the email. The merge field is inserted wherever your text cursor is placed within the **Body** and **Footer** of the email.

- III. Place the text cursor at the desired place within the body and/or footer the to insert the merge field.
- IV. Select the merge field option from the dropdown menu.
- C. To enter or edit the Spanish version of the reminder email, select the **Spanish** tab.
- D. After you have entered/edited the subject, body, and footer of the reminder email to your liking, click **Save**, to close the lightbox.

6. To send a sample email as a test, click the **Send Sample** button.
The **Send Sample Email** lightbox is opened.

- I. Enter the email address where the sample email is sent in the **Send To** field.
- II. Click **Send**.

7. To set the email content back to the default setting, click **Set Back to Default**.

8. In the **Text Notification** section, enter or edit the reminder text.

Text Notifications

English Spanish

Message

Hi {Borrower_Name}, This is {LO_Name} ({LO_Email}). Outstanding documents are due very soon. These documents are crucial to the loan process. Please log in here. {Zip_Borrower_Dashboard_Login_URL}. Should you have any questions, do not hesitate to call us. {LO_Phone_Number}.

Set Back to Default Send Sample

Save

Notifications

- A. To enter or edit the English version of the reminder text, select the **English** tab.
In this example, English is used.
 - I. In the **Message** field, enter or edit the reminder text message.
 - II. To insert a merge field into the text message, select from the **Insert Merge Fields** dropdown field.
- B. To enter or edit the Spanish version of the reminder text, select the **Spanish** tab.
- C. After you have made the reminder text to your liking, click **Save**.
- D. To send a sample text as a text, click **Send Sample**.
The **Send Sample Text Message** lightbox appears.
 - I. Enter the number to which the sample message is sent, in the **Sent To** field.
 - II. Click **Send**.
- E. To set the reminder text back to the default settings, click **Set Back to Default**.

9. To configure the reminder email and text for completing the loan interview, select **Incomplete Loan Interview Reminder** tab, and repeat the above steps 4 through 6.

- A. Optionally, select the **Alert Loan Originator** checkbox, to notify the LO about the borrower's incomplete loan interview.

Document/eSign Request Reminder **Incomplete Loan Interview Reminder**

Use Loan Interview Reminder

By selecting On, borrowers (who have not completed the interview) will receive emails/texts reminding them to complete their loan interviews. Selecting Off disables this feature. The borrower will have needed to select Save and Continue Later, created a Borrower Dashboard account, and (if selecting Text Reminders) Opted In to receive SMS messages. Use Alert Loan Originator checkbox to notify Loan Originator(s) via a single email of incomplete interviews.

Use Reminder On Off Alert Loan Originator

Select Reminder Methods Email Text

First Reminder day(s) after an unfinished interview at

Reminder Frequency

NOTE: When **Alert Loan Originator** is checked, the LO receives only one email reminder about the borrower's incomplete loan interview, even when **Use Reminder** is **On** and **Reminder Frequency** is set to multiple times.

Additionally, you can select **Off** for **Use Reminder** and check the **Alert Loan Originator** box. In this scenario, only the LO would receive the reminder and the borrower would not.

Email Setting

On the **Email Setting** screen, as the administrator, you can set up your primary email address, additional email addresses and whether to receive emails that are sent to your organization's loan officers.

To set up your email addresses:

Notifications

1. Select the **Email Setting** screen.
2. Select the **Email Address** tab.
 - A. In the **Primary Email Address** section, enter your primary email address, where you will receive an email whenever a borrower submits a loan through your Zip interview portal.

Email Setting

The screenshot shows the 'Email Setting' screen with two tabs: 'Email Address' (selected) and 'Email Preference'.
Primary Email Address: A text input field contains 'bowen_zhao@calyxsoftware.com'.
Additional Email Addresses: A text input field labeled 'Email 1' has a red circle highlighting a blue plus icon to its right. A 'Save' button is located below the input fields.

- B. Optional, in the **Additional Email Addresses** section, enter additional email(s) to receive notifications when loans are submitted.
 - I. Click the add icon to add more emails address fields (up to 4), (highlighted in red) in the image above.
3. Select the **Email Preference** tab.

Notifications

Receive LO Notification Emails

Select On and enter your email address, if you wanted to be cc'd on all the notification emails that are sent to the loan originators in your company.

On off

Email

Receive Notification Email with Borrower Contact Information

Select On if you want to receive a notification email containing the contact information of a potential borrower when the borrower agrees to share their contact information during the borrower interview. The borrower does not need to complete the interview before you receive their contact information.

On off

Time Zone Configuration for eSign Timestamp

Via the dropdown menu below, select the time zone that is used to timestamp when the requested documents are signed by borrowers.

- A. In the **Receive LO Notification Emails** section, you can choose whether to receive an email notification whenever a loan is submitted through the Zip interview portal of your organization's loan officer(s).

NOTE: By default, this feature is not enabled.

- I. Select the **On** radio button to enable this feature,
 - II. Enter email address to receive notification emails when loans are submitted through your organization's various borrower interview portals.
- B. Select whether you want to receive a notification email when a borrower agrees to share their contact information.
- C. In the **Time Zone Configuration for eSign Timestamp** section, select the time zone that will be used to timestamp the electronic signatures signed by borrowers.

4. After you have set up the email addresses, click **Save**.
A popup confirms that the information entered is saved.
5. Click **OK**.

Edit Emails

Zip provides default notification emails that are sent to borrowers after they have submitted loan through Zip. On the **Edit Emails** screen, as the administrator, you can tailor these notification emails to the needs and wants of your organization.

Email Notifications

In the **Email Notifications** section, as the administrator, you can customize notification emails that are sent to borrowers, requesting electronic signatures, documents, interviews, and VOA (verification of assets).

1. Select the **Edit Emails** screen.

Notifications

Edit Emails

Select Loan Originator

Bowen C Zhao

Email Notifications

Customize the notification emails that are sent to the borrower when you need a document from the borrower or to send a confirmation email to the borrower. Areas to customize are the email's subject, introduction, and footer, where it is recommended that you include your contact information so that it is convenient for the borrower to reach you, should they have questions that need to be answered.

[Copy Setting ▶](#)

Thank You Email

[EDIT]

English

Spanish

Customize the thank you email sent to the borrower when they submit an interview. As a convenience to the borrower, we recommend you include your contact information and any other information you want them to know.

Subject

Loan information received

Body

We are reviewing your information and will reach out to you shortly with the next steps.

Want to be ahead of the game?

While you may have entered asset information or given us permission to do automated account lookup and importing, we may need more information to process your loan.

{Document_List}

Click the link below to check your loan status as well as upload important documents needed to process your loan.

{SignIn_HyperLink}

Feel free to contact me with any questions you may have and I look forward to speaking soon.

Thank you.

Footer

James Baldwin{Borrower_Name}

[Insert Merge Fields?](#)

[Set Back to Default](#)

[Send Sample](#)

2. At the top of the screen select which loan officer whose email is to be configured, from the **Select Loan Originator** dropdown menu.
3. Optionally, to copy the reminder email and text settings from one loan officer to others, click [Copy Setting](#).
More fields are enabled for you to indicate which loan officer's settings are copied from and which are copied to.

Notifications

Edit Reminders

Select Loan Originator

[Copy Setting ▾](#)

Copy from

Copy to

[Copy](#)

- A. In the **Copy From** dropdown menu, select the loan officer whose settings are to be copied to others.
- B. Click in the blank field below to display the list of loan officers in your organization.

[Copy Setting ▾](#)

Copy from

Copy to

Bowen C Zhao
Calos Wong
Jim Lee
Bill Ho
Tim Wu

[Document/Si](#)

- C. Select the loan officer(s) who will receive the copied settings, then click out of the field.
- D. Click **Copy**.

4. Select which type of notification email to modify from the dropdown menu.

Thank You Email is used as an example.

[Thank You Email](#) [\[EDIT\]](#) [English](#) [Spanish](#)

Thank You Email

eSign Request (borrowers without accounts)
Document Request (borrowers without accounts)
Loan Interview Request
Loan Interview Request to Co-borrower
VOA Request
Document/eSign Request (borrowers with accounts)
Account Creation Confirmation Email (borrowers with accounts)
Document Delivery

5. Click the **EDIT** button to open the **Edit Content** lightbox.

Edit Content

Subject English Spanish

Loan information received

Body Background Color

Open Sans 11pt B I A A  

Want to be ahead of the game?
While you may have entered asset information or given us permission to do automated account lookup and importing, we may need more information to process your loan.

{Document_List}

Click the link below to check your loan status as well as upload important documents needed to process your loan.

{SignIn_HyperLink}

Feel free to contact me with any questions you may have and I look forward to speaking soon.
Thank you.

A. Enter/edit the **Subject**, **Body**, **Footer**, and **Signature**.

- You can choose the **Background Color** for the **Body**, **Footer**, and **Signature**.

Signature Background Color

Verdana 11pt B I A A  

Insert Merge Fields

- You can also insert images in the **Body**, **Footer**, and **Signature**.

Signature Background Color

Verdana 11pt B I A A  

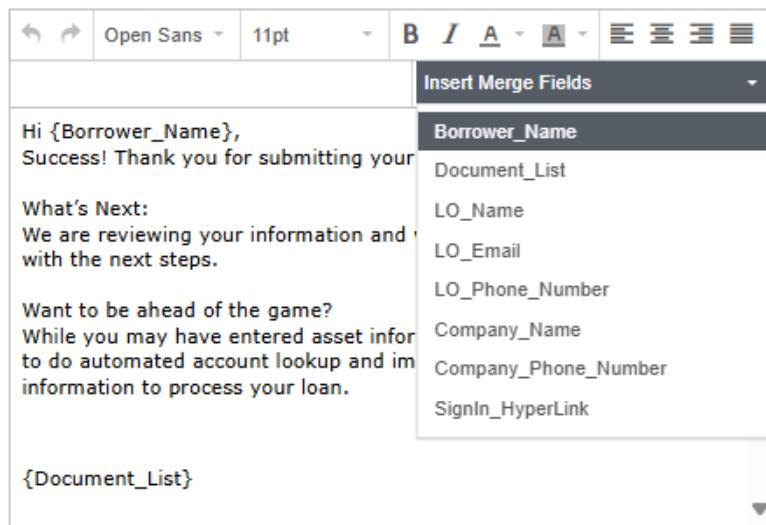
Insert Merge Field Insert image

B. Use the top bar of the email body and footer to tailor the design, such as font, size, bold, italics, etc.

Notifications

C. To insert a merge field into the subject, body, and footer, select from the **Insert Merge Fields** dropdown field.

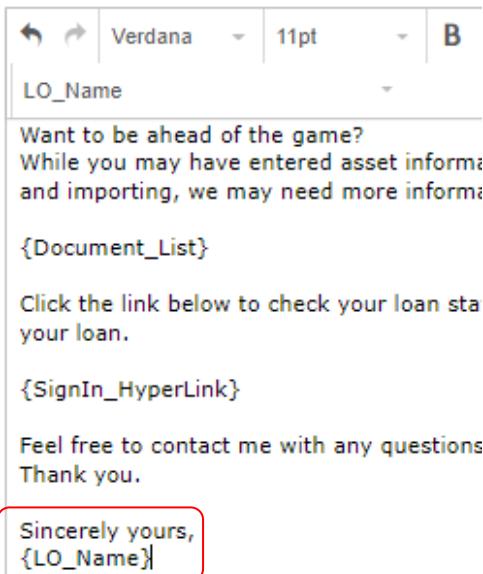
NOTE: As Zip provides a default template for each email type, these templates have bracketed tags (merge fields) that autofill common elements within emails, such as the borrower's name, your organization's name, the loan officer's name, etc. For example, when the {Borrower_Name} tag is placed at the beginning of the email template, the borrower's name will also be placed at the corresponding position at the beginning of the email. The merge field is inserted wherever your text cursor is placed.



D. Place the text cursor at the desired place to insert the merge field.

E. Select the merge field option.

In this example {LO_Name} is placed after "Sincerely yours."

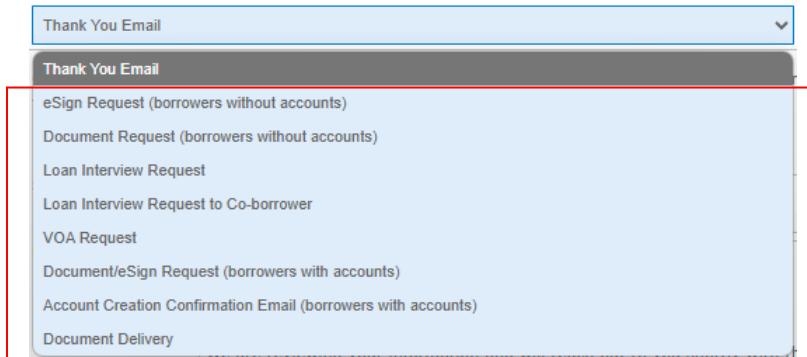


F. If applicable, click the **Spanish** tab and enter/edit the Spanish version.

G. Click **Save** to close the lightbox.

Notifications

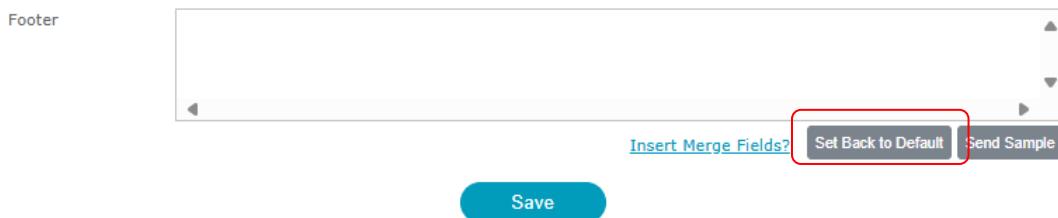
6. Repeat the above steps for the rest of the notification emails.



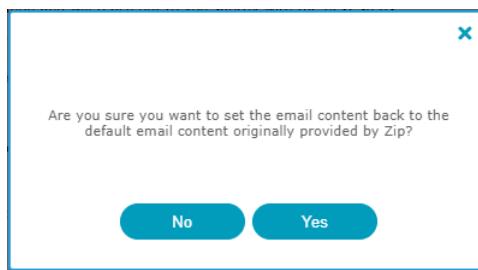
7. After you have finished customizing the notification emails to your liking, click the **Save** button at the bottom.
8. Click **OK**.

Set Back Email Content to Default

1. If you want to set the **Subject**, **Body**, and **Footer** of the email back to their default settings, click the **Set Back to Default** button, (highlighted in red) in the image below.



- The **Set Back to Default** button defaults the signature information to a template provided by Zip, which will display the logo and information of the loan officer, who is selected from the **Select Loan Originator** dropdown menu at the top of the **Edit Emails** screen.
- A popup asks you to confirm the decision to set the email back to the default settings.

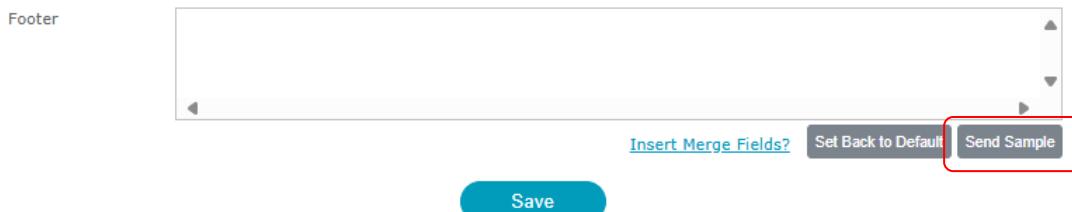


2. Click **Yes**.

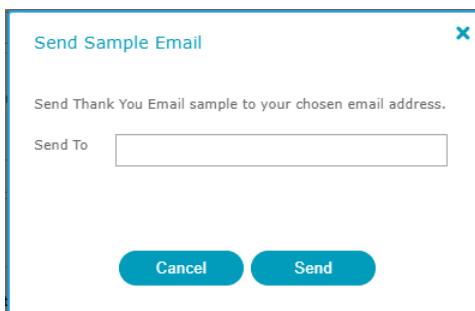
Send Sample Email

1. If you want to send a test email, click the **Send Sample** button, (highlighted in red) in the image below.

Notifications



A popup appears asking you to confirm the sending of the test email.



2. If the field is not already populated, enter or edit the email address in the **Send To** field.
3. Click **Send**.

Manage Social Media

Manage Social Media

Set up your social media information for use in emails and signatures.

(maximum of 5)

<input checked="" type="checkbox"/>		Facebook.com
<input type="checkbox"/>		YouTube
<input type="checkbox"/>		X
<input type="checkbox"/>		LinkedIn
<input type="checkbox"/>		Instagram
<input type="checkbox"/>		Reddit
<input type="checkbox"/>		Vimeo
<input type="checkbox"/>		Tumblr
<input type="checkbox"/>		WhatsApp
<input type="checkbox"/>		Flickr
<input type="checkbox"/>		Snapchat
<input type="checkbox"/>		Telegram
<input type="checkbox"/>		TikTok

Notifications

The social media URLs and logos entered here will be used as merge fields that can be inserted into the **Body**, **Footer**, and **Signature** of the email.

As shown below, after the URL for Facebook is entered and saved (ensure to select the corresponding checkbox), the merge fields for the URL and logo are displayed in the **Zip Email Merge Fields** lightbox, opened by the **Insert Merge Fields?** Link.

Select Loan Originator

Email Notifications

Customize the notification email to the borrower. Areas your contact information so

[Copy Setting ▶](#)

Thank You Email

Customize the thank you you include your contact

Subject

Body

Footer

Signature

Zip Email Merge Fields

Merge Field	Description	Insert
Banner_Logo	Banner image	Body, Footer, Signature
Banner_Logo_HyperLink_TextOnly	Banner image hyperlink	Body, Footer, Signature
Borrower_Name	Borrower's first and last name	Subject, Body, Footer, Signature
Comment	Used only for VOA request	Body, Footer, Signature
Company_Address	Company address	Body, Footer, Signature
Company_Name	Company name	Subject, Body, Footer, Signature
Company_NMLS_Number	Company NMLS number	Body, Footer, Signature
Company_Phone_Number	Company phone number	Body, Footer, Signature
Document_List	List of documents updated from the borrower	Body, Footer, Signature
Document_Request	List of requested documents from the sender	Body, Footer, Signature
Get_Started_HyperLink	Get Started	Body, Footer, Signature
Get_Started_HyperLink_TextOnly	Text only "Get Started" link	Body, Footer, Signature
Landing_Page_HyperLink	Loan officer website address	Body, Footer, Signature
LO_Name	Loan officer name	Subject, Body, Footer, Signature
LO_Email	Loan officer's email address	Body, Footer, Signature
LO_Phone_Number	Loan officer's cell phone number	Body, Footer, Signature
Profile_Image	Loan officer's profile image	Body, Footer, Signature
Sender_Name	Sender name (for example, underwriter)	Subject, Body, Footer, Signature
SignIn_HyperLink	Sign In	Body, Footer, Signature
SignIn_HyperLink_TextOnly	Text only "Sign In" link	Body, Footer, Signature
FaceBook_Logo_HyperLink	Facebook logo	Body, Footer, Signature
FaceBook_HyperLink_TextOnly	Text only "Facebook" link	Body, Footer, Signature

Close

Save

Manage Social Media

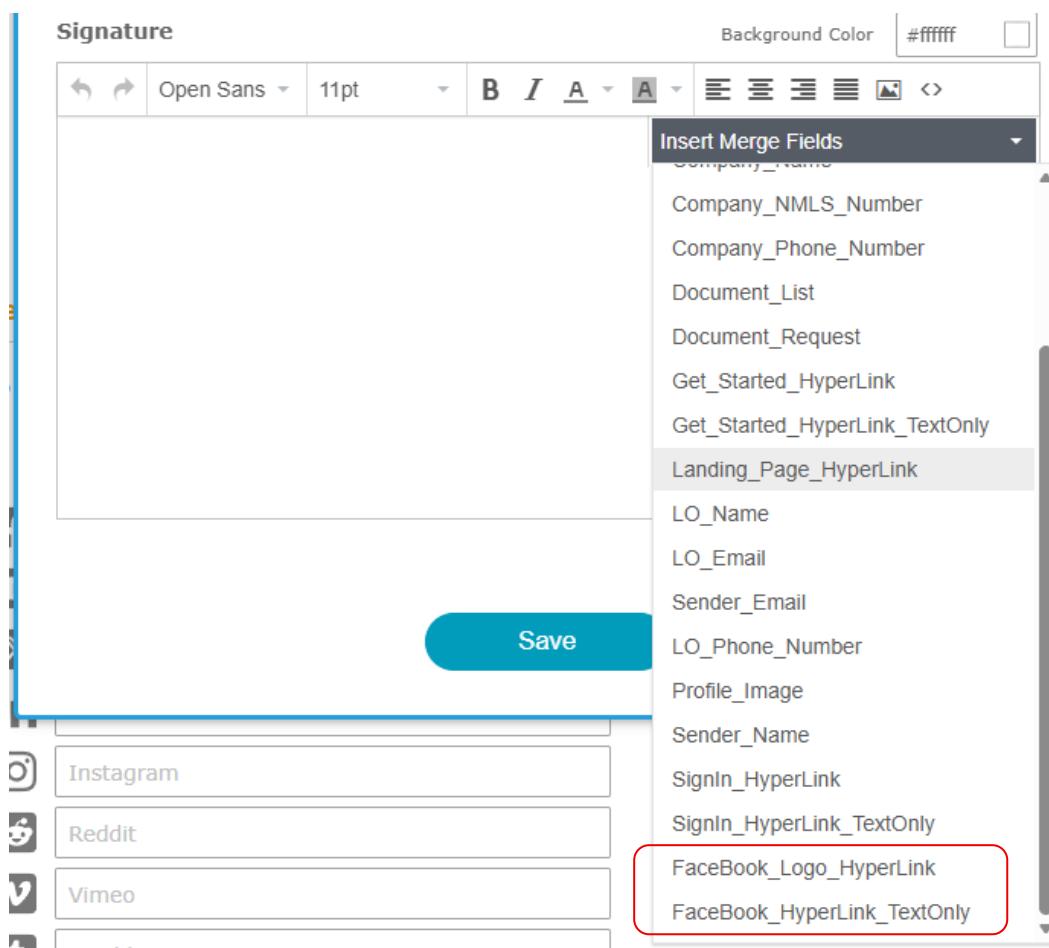
Set up your social media information for use in emails and signatures.



Facebook.com

(maximum of 5)

The URL and logo can now be selected from the **Insert Merge Fields** dropdown in the **Edit Content** lightbox, for the email's **Body**, **Footer**, and **Signature**.



Reports

Via the **Reports** menu, as the administrator, you can run various reports and view statistics that gauge your organization's loan activity.

Borrower Interview Report

On the **Borrower Interview Report** screen, you can search for loan interviews by loan officer, borrower email, or date.

Borrower Interview Report

The Borrower Interview Report provides a list of interviews that were submitted between the specified dates.

Search for Borrower Interview Report

Loan Originator Name	<input type="text" value="Choose option"/> (You can search by first or last name.)
Borrower Email	<input type="text" value="Choose option"/>
Loans originated date	<input type="text"/> and <input type="text"/>

Search

Results

[Download as Excel](#)

Borrower Interview Report Search

To search for borrower interviews.

1. Select the **Borrower Interview Report** screen from the **Reports** Menu.
2. To search by loan officer name:
 - A. Enter the name in the **Loan Originator Name** field.
 - B. Or click the field to enable a list of the loan officers in your organization.

Search for Borrower Interview Report

Loan Originator Name	<input type="text" value="Choose option"/>
	Bill Ho
Borrower Email	Bowen C Zhao
Loans originated date	Calos Wong
	Jim Lee
	Tim Wu

Search

C. Click the name of the loan officer.
The loan officer's name is populated in the field.

Search for Borrower Interview Report

Loan Originator Name	<input type="text" value="x Bowen C Zhao"/>
	(You can search by first or last name.)
Borrower Email	<input type="text" value="Choose option"/>
Loans originated date	<input type="text"/> and <input type="text"/>

Search

D. Enter the start and end dates to narrow the search, if applicable.
E. To enter more loan officers in the search, repeat the above steps.
F. Click the **Search** button.
The **Results** section table shows the loan interviews submitted through the loan officer's borrower interview portal.

Reports

Search for Borrower Interview Report

Loan Originator Name

(You can search by first or last name.)

Borrower Email

Loans originated date and

Search

Results

[Download as Excel](#)

Click Resend to re-import the application.

Date	Borrower Name	Borrower Contact	Loan Originator	Screen Share	Submission	Resend	Summary
12/16/2025 11:36:13	Shibani Bagga	shibani.bagga@calyxsoftware... 140-899-9999	Bowen C Zhao	No	Yes	Resend	view
12/16/2025 11:36:13	Shibani Bagga	shibani.bagga@calyxsoftware... 140-899-9999	Bowen C Zhao	No	Yes	Resend	view
12/16/2025 07:58:12	Bowen Zhao	bowen_zhao@calyxsoftware.co... 151-020-3654	Bowen C Zhao	No	Yes	Resend	view

1

3. To search by borrower email:

- Enter the borrower email in the **Borrower Email** field.
- Or click the field to enable the list of borrower emails that were used to submitted loans through your Zip organization.

Borrower Email

Loans originated date

bowen_zhao@calyxsoftware.com

erik@eriksonson.com

shibani.bagga@calyxsoftware.com

zhaobowen1985@hotmail.com

- Click the borrower email.
The field is populated with the borrower email.

Reports

Borrower Email

Loans originated date and

Search

- D. Enter the start and end dates to narrow the search, if applicable.
- E. To enter more borrower emails in the search, repeat the above steps.
- F. Click **Search**.

The **Results** section table shows the loan interviews submitted with the borrower email.

Search for Borrower Interview Report

Loan Originator Name
(You can search by first or last name.)

Borrower Email

Loans originated date and

Search

Results

[Download as Excel](#)

Click Resend to re-import the application.

Date	Borrower Name	Borrower Contact	Loan Originator	Screen Share	Submission	Resend	Summary
12/16/2022 5 07:58:12	Bowen Zhao	bowen_zhao@calyxsoftware.co... 151-020-3654	Bowen C Zhao	No	Yes	Resend	view

1

4. To search by date:

- A. Enter the start and end dates (month/date/year - month/date/year).
- B. Or click the field to enable the dropdown calendar.

Reports

Loans originated date and

< January, 2026 >

SU	MO	TU	WE	TH	FR	SA
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Search

Results

Click Resend to re-import the application.

C. Select the start and end dates.

D. Click **Search**.

The **Results** section table lists the borrower interviews that were submitted between the search dates.

Search for Borrower Interview Report

Loan Originator Name Choose option
(You can search by first or last name.)

Borrower Email Choose option

Loans originated date 01/02/2025 and 01/31/2026

Search

Results

[Download as Excel](#)

Click Resend to re-import the application.

Date	Borrower Name	Borrower Contact	Loan Originator	Screen Share	Submission	Resend	Summary
12/16/2025 11:36:13	Shibani Bagga	shibani.bagga@calyxsoftware... 140-899-9999	Bowen C Zhao	No	Yes	Resend	view
12/16/2025 11:36:13	Shibani Bagga	shibani.bagga@calyxsoftware... 140-899-9999	Bowen C Zhao	No	Yes	Resend	view
12/16/2025 07:58:12	Bowen Zhao	bowen_zhao@calyxsoftware.co... 151-020-3654	Bowen C Zhao	No	Yes	Resend	view

1

Borrower Interview Resend, View and Excel Download

1. To resend the email to borrowers notifying them that they have submitted their loan applications, click **Resend** in the **Results** section table.

Reports

RELATED: For more information on searching for borrower interviews, see **Borrower Interview Report Search**.

Results								Download as Excel
Date	Borrower Name	Borrower Contact	Loan Originator	Screen Share	Submission	Resend	Summary	
12/16/2021 5 11:36:13	Shibani Bagga	shibani.bagga@calyxsoftware... 140-899-9999	Bowen C Zhao	No	Yes	Resend	view	1
12/16/2021 5 11:36:13	Shibani Bagga	shibani.bagga@calyxsoftware... 140-899-9999	Bowen C Zhao	No	Yes	Resend	view	
12/16/2021 5 07:58:12	Bowen Zhao	bowen_zhao@calyxsoftware.co... 151-020-3654	Bowen C Zhao	No	Yes	Resend	view	

2. To view the summary of the borrower interview, click **View**, which opens the lightbox showing the loan summary.

Borrower Interview Report

The Borrower

Your Loan Summary: Purchase

Search

Referred By: eConsent Agreement

Contact Method/Best Call Time: Phone / Morning

Comments: Purchase contract:

Loan

Sales Price: 750,000.00

Loan Term: 15 years

Down Payment Amount: 450,000.00

Subject Property

Address: ST: ZIP: City: Occupancy Type: Primary residence.

Results

Click Resend

Date

12/16/2021
5 11:36:13

12/16/2021
5 11:36:13

12/16/2021
5 07:58:12

Personal Information

SSN: XXX-XX-5555

Citizenship: US Citizen

DOB: 01/17/1945

Marital Status: Married

Current Address

Address: 1489 Main ave Basement 1481

Country: United States

City: Newark

Status: Rent

ST: CA ZIP: 94560

Monthly Payment: 5,220.00

3. To download the borrower interviews in an Excel file, click **Download as Excel**.

eSign Reports

If you use Path or Point as your loan origination system, via the **eSign Reports** screen, you can search for electronic signature documents that were sent out to borrowers.

NOTE: This screen is only available to you if you use Path or Point as your loan origination system. For Zenly and NAMB All-In users, this screen is not available.

To search for eSign documents:

1. Select the **eSign Reports** screen from the **Reports** menu.
2. To search by loan officer name:
 - A. Enter the name in the **Loan Originator Name** field.
 - B. Or click the field to enable a list of the loan officers in your organization.
 - C. Click the name of the loan officer.
The loan officer's name is populated in the field.
 - D. To enter more loan officers in the search, repeat the above steps.
 - E. Click the **Search** button.
The **Results** section table lists results of the search.
3. To search by borrower email:
 - A. Enter the borrower email in the **Borrower Email** field.
 - B. Or click the field to enable the list of borrower emails to which eSign documents were sent.
 - C. Click the borrower email.
The field is populated with the borrower email.
 - D. To enter more borrower emails in the search, repeat the above steps.
 - E. Click **Search**.
The **Results** section table lists the search results.
4. To search by date:
 - A. Enter the start and end dates (month/date/year - month/date/year) in the **E-signature requests sent date** field.
 - B. Or click the field to enable the dropdown calendar.
 - C. Select the start and end dates.
 - D. Click **Search**.
The **Results** section table lists the search results.
5. Click **Download as Excel** to download the results of the report in Excel format.
6. Click **Resend** to send again the completed eSign reports and borrower uploaded documents (such as eSign documents) to the LOS, in case the LOS did not receive them in the first place.

Borrower Uploaded Document

On the **Borrower Uploaded Document** screen, you can search for borrower uploaded documents, such as government issued IDs, bank statements, pay stubs, etc.

To search for borrower uploaded documents:

1. Select the **Borrower Uploaded Document** screen under the **Reports** menu.
2. Search by loan officer:
 - A. Enter the loan officer name in the **Loan Originator Name** field.
 - B. Or click the field to enable the dropdown list of the loan officers in your organization.

Borrower Uploaded Document

A list of borrower uploaded documents is provided based on the specified search date range.

Search

Loan Originator Name	<input type="text" value="Choose option"/>
	Bill Ho
	Bowen C Zhao
	Calos Wong
	Jim Lee
	Tim Wu

Search

- C. Click the name of the loan officer.
The loan officer's name is populated in the field.
- D. To enter more loan officers in the search, repeat the above steps.
- E. Click **Search**.
The **Results** section shows the loan officer and the borrower uploaded document(s).

Reports

Borrower Uploaded Document

A list of borrower uploaded documents is provided based on the specified search date range.

Search

Loan Originator Name
(You can search by first or last name.)

Borrower Email

Document requests sent date and

Search

Results

Date	Borrower Email	Package Name	Loan Originator
03/24/2020 15:22:53	surviveorextinct@yahoo.com	Goverment-issued ID	Bowen C Zhao

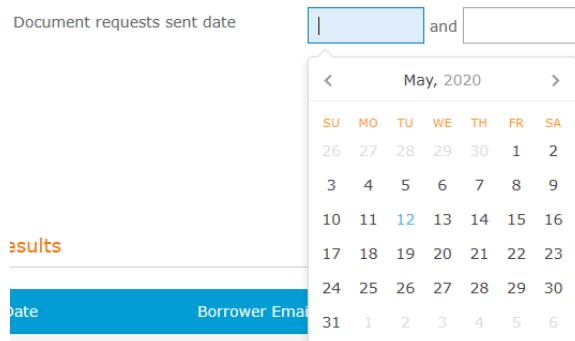
1

- F. To view or download the document, click the document name, highlighted in the image above.
A new tab or window opens, displaying the selected document.
3. To search by borrower email:

 - A. Enter the borrower email in the **Borrower Email** field.
 - B. Or click the field to enable the dropdown list of borrower emails that were used to submit loans to your organization (all borrower interview portals).
 - C. Click the borrower email to populate it in the **Borrower Email** field.
 - D. To enter more borrower emails in the search, repeat the above steps.
 - E. Click **Search**.
The **Results** section shows the borrower uploaded document(s) affiliated with the borrower email(s).
 - F. To view or download the document, click the document name.
A new tab or window opens, displaying the selected document.
4. To search by date:

 - A. Enter the start and end dates in the corresponding fields.
 - B. Or click the fields to enable the calendar dropdown.

Reports



- C. Select the start and end dates.
- D. Click **Search**.
The borrower document(s) uploaded between the specified dates are shown in the **Results** section.
- E. To view or download the document, click the document name.
A new tab or window opens, displaying the selected document.

Billing Statement Report

On the **Billing Statement Report** screen, you can search for billing statements by month or by loan officer.

To search for billing statements:

1. Select the **Billing Statement Report** screen from the **Reports** menu.

Billing Statement Report

The Billing Statement Report displays a detailed list of borrower interviews submitted and INK-it requests sent, as well as a summary of the total number and fees for the selected month.

- Regarding the eSign billing portion of a loan interview, if the eSign was done within 6 months from the billing date, there is no billing.
- If the first loan submission is done within the first 30 days of the first order, it is free.

Billing Statement Report

Billing Statement Next Month's Projected Statement

Month of Statement

10/2022

Search

Results

2. Select the **Billing Statement** radio button.
 - A. Select which month's billing statement from the **Month of Statement** dropdown menu.
 - B. Click **Search**.
The statement is displayed in the Results section.

Reports

Billing Statement Report

Billing Statement Next Month's Projected Statement

Month of Statement

Results

Billing Cycle Information		Start Date	End Date
Online Submission		08/01/2022	08/31/2022
INK-it		08/01/2022	08/31/2022

Type	Unit Cost	Number	Total
Online Submission	\$3.00	0	\$0.00
INK-it	\$3.00	0	\$0.00
Total Amount			\$0.00

NOTE: For Zenly and NAMB All-In users, the **INK-it** row is replaced by the **Monthly Fee** row in the **Results** section table.

3. Select **Next Month's Projected Statement**, to see the projected statement of the next month.

Borrower Statistics

On the **Borrower Statistics** screen, you can view the loan submission statistics for your organization.

Borrower Statistics

Here you can review the statistics for borrower activity, including the number of submission attempts (successful and failed), successful submissions, abandonments after submission and registered borrowers.

Total Number of Borrower Registered

Registered borrowers	Registered borrowers
Numbers	<u>3</u>

Loan Submission Report

Loan Originator Name
(You can search by first or last name.)

Date between and

Results

Total Number of Borrower Indicators

The **Registered borrowers** table shows:

- The number of borrowers who submitted loans and registered accounts to see their loan progression in the **Registered borrowers** column.

Total Number of Borrowers Registered

Registered borrowers	Registered borrowers
Numbers	<u>2</u>

- Click the number to open the **Registered Borrowers** lightbox, as shown in the image above. The lightbox is shown in the image below.

Reports

Borrower Email	Registration Date	Loan Submission Date	eConsent Status	Loan Originator
erik@eriksonson.com	04/25/2023		Withdrawn	Bowen C Zhao
bowen_zhao@calyxsoftware.com	11/10/2022	12/16/2025	Withdrawn	Bowen C Zhao

Searching Borrower Statistics

In the **Loan Submission Report** section, you can search borrower statistics by loan officer or date.

1. Select the **Borrower Statistics** screen from the **Reports** menu.
2. To search by loan officer:
 - A. Enter the loan officer name in the **Loan Originator Name** field.
 - B. Or click the field to enable the dropdown list of the loan officers in your organization.

Loan Submission Report

Loan Originator Name: Choose option

Bill Ho

Bowen C Zhao

Calos Wong

Jim Lee

Tim Wu

Results

- C. Click the loan officer's name.
The loan officer is populated in the field.
- D. To enter more loan officers in the search, repeat the above steps.
- E. Click **Search**.
The loan officer's statistics are shown in the **Results** section.

Reports

Loan Submission Report

Loan Originator Name (You can search by first or last name.)

Date between and

Search

Results [Download as Excel](#)

Loan Submissions	Get Started	Abandonments	Submissions
Numbers	1	1	0
Rate(%)	100%	100%	0%

Registered borrowers	Registered borrowers
Numbers	0

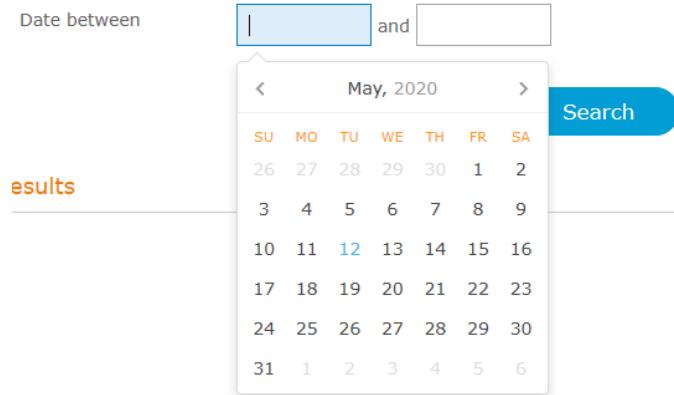
- The **Get Started** column shows the number of loans submitted (successful and abandoned) via your organization (all borrower interview portals).
- The **Abandonments** column shows the number of loans that were abandoned by borrowers.
 - You can click the number in the **Abandonments** column, to open up the **Abandonment Summary** lightbox, which is covered in the below numbered step.
- The **Submission** column shows number of successful loan submissions.
- The **Registered borrowers** column shows the number of borrowers that have registered accounts.

F. Click **Download as Excel** to download the borrower stats.

3. To search by date:

- Enter the start and end dates in the **Date between** fields.
- Or click the field to enable the calendar dropdown.

Reports



C. Select the start and end dates.

D. Click **Search**.

The loan statistics during the period are shown in the **Results** section.

Loan Submission Report

Loan Originator Name
(You can search by first or last name.)

Date between and

Search

Results

[Download as Excel](#)

Loan Submissions	Get Started	Abandonments	Submissions
Numbers	16	11	5
Rate(%)	100%	68.8%	31.3%

Registered borrowers	Registered borrowers
Numbers	2

E. Click the number in the **Abandonments** column, to open the **Abandonment Summary** lightbox.

Abandonment Summary

Use this summary to see the average sections prospective borrowers abandon the interview ranging from Most Often to Least Often based on your Search criteria.

[Summary](#) [Detailed](#)

Summary	Most Often	Average	Least Often
Section Last Visited	Custom Question 1	Personal	Contact
Rate(%) Page Left	27.27%	27.27%	9.09%

- The **Summary** tab is displayed by default, displaying the **Most Often**, **Average**, and **Least Often** visited parts of the borrower interview.
- Click the **Detailed** tab, to see a more detailed breakdown of abandoned interviews, such as the loan officer, **Start Date**, **Status**, and **Last Visited** times of the borrower interviews.

Abandonment Summary

Use the detailed summary to view specific information about abandoned interviews that match your search criteria. This section shows the loan originator the interview was started with, the start date, whether the interview was saved for later, the point at which the prospective borrower exited, and - if contact information was provided - their name and email address.

[Summary](#) [Detailed](#)

Loan Originator Name	Start Date	Status	Last Visited	Borrower Information
Bowen Zhao	12/15/2025 2:10 PM	Pending	Personal	
Bowen Zhao	4/2/2024 1:28 PM	Pending	Loan and Property	
Bowen Zhao	5/15/2023 4:11 PM	Pending	Loan and Property	
Bowen Zhao	4/25/2023 4:47 PM	SAVED	Custom Question 1	
Bowen Zhao	4/25/2023 1:47 PM	Pending	Custom Question 1	
Bowen Zhao	4/25/2023 1:38 PM	SAVED	Custom Question 1	
Bowen Zhao	4/25/2023 10:17 AM	Pending	Submit	
Bowen Zhao	4/25/2023 10:17 AM	Pending	Contact	
Bowen Zhao	4/24/2023 1:42 PM	Pending	Personal	
Bowen Zhao	4/24/2023 1:32 PM	Pending	Personal	

Reports

- F. Click the number of **Registered Borrowers** table, to open the corresponding lightbox with more information, where you can the data on registered borrowers in Excel format via the **Download as Excel** button.
- G. Click **Download as Excel** to download the borrower stats.

Settings

Via the **Settings** menu, as the administrator, you can configure the settings for document collection and VOA (verification of asset) during the interview process in the Zip borrower interview portal.

Google Analytics

From the **Google Analytics** screen, you can register your Google Analytics ID to track the pattern of how borrowers are using your Zip borrower portal.

Google Analytics

Register your Google Analytics ID to track the pattern of how borrowers are using your Zip borrower portal.

Register your Google Analytics ID

Please register the measurement ID created by [Google Analytics](#). Firefox blocks tracking from Google Analytics. Therefore, data cannot be collected from borrowers using Firefox.

Select Loan Originator

Use Google Analytics On Off

Measurement ID*

Save

1. From the **Select Loan Originator** dropdown, select the Zip borrower portal of the loan officer.
2. For **Use Google Analytics**, select **On**.
3. To disable this feature, select **Off**.
4. Enter your Google Analytics ID in the **Measurement ID** field.
5. Click **Save**.

Borrower Dashboard

Use the Borrower Dashboard screen to configure the dashboard that borrowers will see after they have signed into their accounts. This is only for borrowers who have created accounts.

Settings

Borrower Dashboard

Via the borrower dashboard, borrowers (who created accounts) can view loan statuses and complete outstanding documents.

Use Borrower Dashboard Reminder

By selecting On, borrowers (who created accounts) will receive emails/texts reminding them to complete outstanding documents and electronic signature requests before their due dates. Selecting Off disables this feature. You can edit the content of the email here [Email > Edit Emails](#).

On Off

Select reminder methods

Email

Text

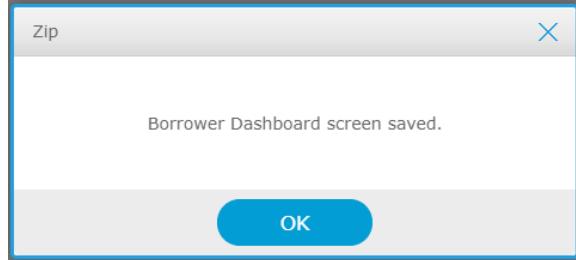
Select when reminder is sent before due date

8 day(s) before

Save

1. Select **On** or **Off** to decide whether to send notifications to borrowers who have outstanding documents to send or sign.
2. If you decided to send notifications by selecting **On**, select **Email** or **Text** or both as method(s) of reminding borrowers.
3. From the dropdown list, select how many days in advance to send notifications to borrowers.
4. Click **Save**.

A popup opens to confirm the screen is saved.



5. Click **OK**.

Document Template

If you use Path or Point as your loan origination system, via the **Document Template** screen, you can set the list of documents to collect from borrowers during the interview process in the Zip interview portal, such as bank statements, government IDs, etc.

Settings

NOTE: This screen is enabled if your Zip account is integrated with one of these loan origination systems: Path, Point, and Zenly.

To set the documents to be collected:

1. Go to **Settings** > **Document Template**.

Document Template

Set the document collection that you want to receive from borrower during Loan Interview.

Document List

[Add New Document](#) [Delete](#)

In the fields below, enter the documents to be received from the borrower.

- Required: Enable the Required toggle if this document must be requested during the interview.
- Grace Period: If the borrower fails to submit the required document, enter the number of days for the grace period, during which the document request will be displayed under To-Do, in the borrower dashboard.

The form consists of several input fields and buttons. At the top right are tabs for 'English' (selected) and 'Spanish'. Below that is a checkbox for '1. Document Name' with an input field. A 'Note' input field is below it. Under 'Category' and 'Type', there are dropdown menus set to 'Uncategorized'. A 'Required' toggle switch is followed by a 'Grace Period' input field containing '7 Day(s)'. A 'Save' button is at the bottom.

<input type="checkbox"/> 1. Document Name	<input type="text"/>
Note	<input type="text"/>
Category	Uncategorized
Type	Uncategorized
Required	<input type="checkbox"/> Grace Period <input type="text" value="7"/> Day(s)

Save

2. In the **1. Document Name** field, enter the name of the document to be collected.
 - For example: Government-issued ID
3. In the **Note** field, enter more information about the type of document.
 - For example: Driver's License, Passport, etc.
4. If applicable, enter/select the **Category** and **Type** of the document.
 - For Path users, the categories and types selected here correspond to the ones in Path. And when the loan is imported into Path, the categories and types will be retained.
5. If applicable, select the **Required** toggle and enter the **Grace Period**.
6. Optionally, to enter the Spanish version, select the **Spanish** tab and repeat the above steps 2 through 4.
7. To set this document request as required or not required, switch the **Required** toggle between on or off.

Settings

- If the borrower skips uploading the required document, the document request will be listed in the *To Do* list on the borrower dashboard of the borrower's Zip account.

8. Enter a **Grace Period**, during which the borrower can still complete the document request.

9. To add a condition to the document, click the **Add Conditions** button.
The **Conditions** lightbox appears.

Conditions

Select All

<input type="checkbox"/> Applying For	<input type="checkbox"/> Serve Armed Forces	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Coborrower	<input type="checkbox"/> Self Employed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Loan Purpose	<input type="checkbox"/> Receive Any Gifts or Grants	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Purchase	<input type="checkbox"/> VOA Report	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Refinance	<input type="checkbox"/> Other Monthly Expenses		
<input type="checkbox"/> Lower Interest rate	<input type="checkbox"/> Alimony		
<input type="checkbox"/> Cash Out	<input type="checkbox"/> Child Support		
<input type="checkbox"/> Pay Off Debt	<input type="checkbox"/> Separate Maintenance		
<input type="checkbox"/> Home Improvement	<input type="checkbox"/> Job Related Expenses		
<input type="checkbox"/> HELOC	<input type="checkbox"/> Other		
<input type="checkbox"/> Cash Out	<input type="checkbox"/> Citizenship		
<input type="checkbox"/> Pay Off Debt	<input type="checkbox"/> US Citizen		
<input type="checkbox"/> Home Improvement	<input type="checkbox"/> Permanent Resident Alien		
<input type="checkbox"/> Second Mortgage	<input type="checkbox"/> Non-Permanent Resident Alien		
<input type="checkbox"/> Home Equity loan	<input type="checkbox"/> Marital Status		
<input type="checkbox"/> Home Equity line of credit	<input type="checkbox"/> Married		
<input type="checkbox"/> Home Improvement	<input type="checkbox"/> Separated		
<input type="checkbox"/> Construction	<input type="checkbox"/> Unmarried		
<input type="checkbox"/> Construction - Permanent			
<input type="checkbox"/> Land			
<input type="checkbox"/> Construction			
<input type="checkbox"/> Renovation			
		<input type="checkbox"/> Other Income	
		<input type="checkbox"/> Alimony	
		<input type="checkbox"/> Automobile Allowance	
		<input type="checkbox"/> Boarder Income	
		<input type="checkbox"/> Capital Gains	
		<input type="checkbox"/> Child Support	
		<input type="checkbox"/> Disability	
		<input type="checkbox"/> Foster Care	
		<input type="checkbox"/> Housing or Parsonage	
		<input type="checkbox"/> Interest and Dividends	
		<input type="checkbox"/> Mortgage Credit Certificate	
		<input type="checkbox"/> Mortgage Differential Payments	
		<input type="checkbox"/> Notes Receivable	
		<input type="checkbox"/> Public Assistance	
		<input type="checkbox"/> Retirement	
		<input type="checkbox"/> Royalty Payments	
		<input type="checkbox"/> Separate Maintenance	
		<input type="checkbox"/> Social Security	
		<input type="checkbox"/> Trust	
		<input type="checkbox"/> Unemployment Benefits	
		<input type="checkbox"/> VA Compensation	
		<input type="checkbox"/> Other	

OK

A. Select the checkbox of the condition to be added.

B. To select all checkboxes for a section, switch on its corresponding toggle.

C. To select all checkboxes, switch on the **Select All** toggle.

D. Click **OK**.

10. To add more requested documents, click the **Add New Document** button, as shown below (highlighted in red).

Settings

Document List

In the fields below, enter the documents to be received from the borrower.

<input type="checkbox"/> 1. Document Name	Government-issued ID
Note	Driver's License, ID Card, Passport.

Add Conditions

Save

11. Continue this process to add more document requests.
12. After adding all your requested documents, click **Save**.
A popup appears confirming that the information entered is saved.
13. Click **OK**.

VOA Settings

On the **VOA Settings** screen, you can choose whether to enable the asset verification feature. And if you use Path or Point as your loan origination system, you can choose to use your own AccountChek account if you have one.

Enabling VOA

To turn VOA settings on or off:

1. Select the **VOA Settings** screen from the **Settings** menu.

VOA Settings

Here AccountChek® by Informative Research (AccountChek) account holders can enable the VOA(verification of asset) feature in the borrower interview portal. When enabled, borrowers can enter their bank account login credentials in the VOA section of the borrower interview portal, which will automatically generate VOA reports that verify their financial assets.

Use Verification of Asset Report

Enter your AccountChek account credentials to receive the complete VOA report. To create an account or receive assistance with your AccountChek User ID and Password, click [here](#).

On Off

Company AccountChek Account

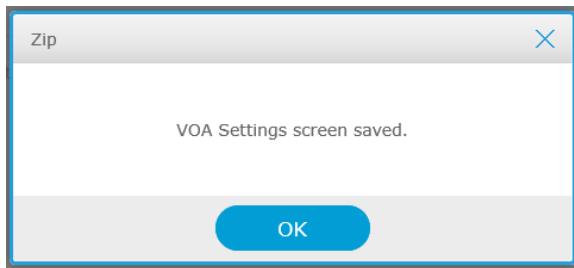
User ID

Password

Save

Settings

2. To enable or disable the verification of asset feature, select the **On** or **Off** radio buttons, respectively.
3. Enter your organization's AccountChek login credentials.
4. Click **Save**.
A popup confirms the screen is saved.



5. Click **OK**.

Security

Use the **Security** screen to decide whether borrowers and users (such as loan officers) will need to use 2-factor authentication when they log in to the borrower dashboard. The method of delivering the 6-digit security code is via email or mobile text message.

- Select the **Borrower Dashboard** tab to set the password requirements for borrowers who have created accounts.
- Select the **Users** tab to set the password requirements for users (such as loan officers). This tab is not applicable to Zenly users.

Settings

Security



Use 2-Factor Login Authentication

By selecting On, borrowers (who created accounts) must enter the 6-digit security code (received via email or text) when logging in.

On Off

Password Parameters

Set password parameters for the borrower portal.

Password must be a minimum length of characters with a maximum of 20.

- The minimum amount of characters must be at least 8.
- Passwords must contain at least one capital and lowercase letter, number and special character such as \$&%?. [i](#)
- Password cannot match one used within the last 4 resets or the last 90 days.

Password Expiration Rules

Set forgot password reset link expiration for the borrower portal:

Password reset link expires after minutes.

Set password expiration timeline for borrower portal (set in 30 day increments):

Password expires after days.

On Off

Save

Borrower Dashboard Tab

To configure password security for borrowers who have created accounts:

1. Select the **Borrower Dashboard** tab.
2. To configure 2-factor authentication:
 - o By default, 2-factor authentication is enabled. To disable this feature, select **Off**.

Settings



Use 2-Factor Login Authentication

By selecting **On**, borrowers (who created accounts) must enter the 6-digit security code (received via email or text) when logging in.

On **Off**

3. To configure password parameters:

- Specify the minimum and maximum number of characters for the password.

Password Parameters

Set password parameters for the borrower portal.

Password must be a minimum length of characters with a maximum of 20.

- The minimum amount of characters must be at least 8.
- Passwords must contain at least one capital and lowercase letter, number and special character such as \$&%?.
- Password cannot match one used within the last 4 resets or the last 90 days.

4. To set when the password expires:

- Select the number of days after which the password expires.
- Select **On** or **Off**, to enable or disable the password expiration rule.

Password Expiration Rules

Set forgot password reset link expiration for the borrower portal:

Password reset link expires after minutes.

Set password expiration timeline for borrower portal (set in 30 day increments):

Password expires after days.

On **Off**

5. Click **Save**.

Popup opens to confirm changes are saved.

6. Click **OK**.

Users Tab

To configure password security for users (such as loan officers):

- Select the **Users** tab.
- To configure 2-factor authentication:
 - By default, 2-factor authentication is enabled. To disable this feature, select **Off**.

Use 2-Factor Login Authentication

By selecting On, Users must enter the 6-digit security code (received via email or text) when logging in.

On Off

3. To configure password parameters:

- Specify the minimum and maximum number of characters for the password.

Password Parameters

Set password parameters for the admin site.

Password must be a minimum length of characters with a maximum of 20.

- The minimum amount of characters must be at least 8.
- Passwords must contain at least one capital and lowercase letter, number and special character such as \$&%?. [i](#)
- Password cannot match one used within the last 4 resets or the last 90 days.

4. To set when the password expires:

- Select the number of days after which the password expires.

Password Expiration Rules

Set forgot password reset link expiration for the admin site:

Password reset link expires after minutes.

Set password expiration timeline for admin site (set in 30 day increments):

Password expires after days.

5. Click **Save**.

Popup opens to confirm changes are saved.

6. Click **OK**.

Payment Management

On the **Payment Management** screen, as the administrator, you can set up the payment method for your company Zip account.

NOTE: This section only applies to users of Point, Zenly, and NAMB All-In. Path users do not see this screen.

To set up the payment method for Zip:

1. Select the **Payment Management** screen.

Payment Management

Zip and the eSignature Transaction fees are automatically charged to the credit card or ACH you provided during account setup.

You can update the credit card information on file below. All information is transmitted over a secure connection to ensure the confidentiality of your information.

Payment Management

Select your payment method and enter your contact information and payment information for billing purposes. (* Required fields)

Select payment method*

Please Choose

2. Select the payment method from the dropdown list.

- o When **Credit Card** is selected, the corresponding fields are enabled.

Payment Management

Select your payment method and enter your contact information and payment information for billing purposes. (* Required fields)

Select payment method*

Credit Card

Credit Card Type*

Please Select One

Number*

Expiration Date*

Month ▾ Year ▾

Cardholder Name*

Exactly as it appears on the credit card

Card Security Code*

?

Billing Address*

City*

State*

- ▾ Zip Code* ▾

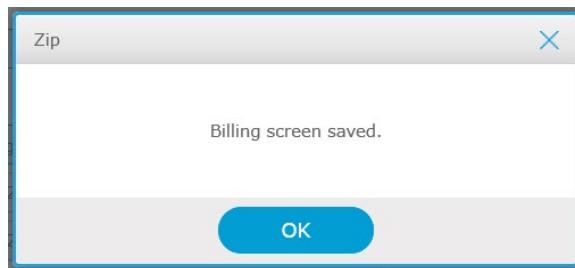
Save

- I. Complete the required fields (indicated by *).

Payment Management

II. Click **Save**.

A popup appears confirming the screen is saved.



III. Click **OK**.

- When **ACH** is selected, the corresponding fields are enabled.

Payment Management

Select your payment method and enter your contact information and payment information for billing purposes. (* Required fields)

Select payment method*

ACH

Account Type*

Please Select One

Routing Number*

Account Number*

Account Holder Name*

Billing Address*

City*

State*

-

Zip Code*

Save

I. Complete the required fields (indicated by *).

II. Click **Save**.

A popup appears confirming the screen is saved.

III. Click **OK**.