

## Introduction

We maintain a web portal through which we are able to publish documents and key loan status updates for you to view, print or save safely and securely. You will receive email notification when documents or status updates for your loan are published. The status updates are sent at the following points during the life of the loan:

1. Loan Application Submitted into Process
2. Approved
3. Clear to Close
4. Loan Closed

When you receive your first email notification, you must complete the one-time account set up and activation process so you can access our secure web portal throughout the mortgage loan process to view/save/print documents and loan status updates.

## Creating Your Account

1. The email will contain a hyperlink to take you to the secure website so you can create your account.

[Click here to access your application](#) and review the documents.

Click on the link  
to launch the  
web site.

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If you experience problems opening the link, copy and paste the URL below into your Web browser.

URL:

[https://9276561825.secure-loancenter.com/myaccount/accountlogin.aspx?  
tgt=prod&uid=f945cad1-0509-4747-ba72-96bcb6a72224](https://9276561825.secure-loancenter.com/myaccount/accountlogin.aspx?tgt=prod&uid=f945cad1-0509-4747-ba72-96bcb6a72224)

By clicking the link above, you consent to receive loan documents and do business electronically.

2. Enter the house or unit number of the property being financed.

### Create New Account

To help protect your privacy and financial information, first-time users must create a user account before viewing loan documents or status updates. To begin, enter your information below and click **Create New Account**. Once your account is created, you can log in at any time to view loan documents and status updates. If you have any questions, please contact your loan officer.

\* Please verify the following question.

Subject Property Address:  Presentation Way  
This must match the address in the loan file

Email:

\* First Name:

\* Last Name:

\* New Password:  Six characters minimum

\* Re-enter New Password:

\* Accept Electronic Documents:  acknowledge the ability and intent to receive documents electronically through this site

\* = Required

- Enter your first & last name and a password of your choice.
- Check the electronic document acknowledgement box.
- Click Create New

3. A confirmation screen will display and an activation email will be sent to you.

### Create New Account

An email has been sent to you at [happycustomerii@yahoo.com](mailto:happycustomerii@yahoo.com).

Next steps:

1. Check your inbox for an email from "eFolder@elliemae.com" with the subject "**WebCenter Account Activation Request**". If you don't see this email, it may have been mistakenly flagged as spam and placed in your junk mail folder.
2. Follow the instructions in the email to activate your account.

4. Open the Activation email and click on the link and log into the Loan Center.

### WebCenter Account Activation Request

From: WILLIAM RAVEIS MORTGAGE LLC <eFolder@elliemae.com> [Add to Contacts](#)  
To: happycustomerii@yahoo.com

#### Activate New Account

Happy Customer II is attempting to activate the [happycustomerii@yahoo.com](mailto:happycustomerii@yahoo.com) account.

[Click here to activate this account](#) The account password is required to complete the activation process.

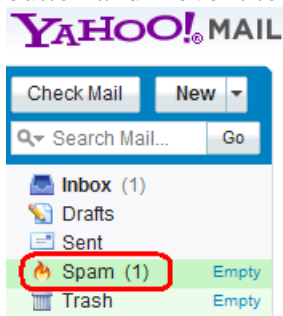
If you experience problems opening the link, copy and paste the URL below into your Web browser.

URL:

<https://6193235937.secure-loancenter.com/myaccount/accountsignup.aspx?aid=EFABE281-A115-49CA-82D4-C30EFD43581C>

NOTE: if you do not receive the activation email within a couple of minutes, check the spam folder in your email to see if it was routed there rather than into the Inbox.

For example, if it is a Yahoo account the spam folder can be found on the left side of the screen. If the activation email is there, click on it and click the Not Spam button, then click the Move button and move it to the Inbox.



5. Enter your password and click the Activate New Account button to log in.

### Activate New Account

Name: Happy Customer II  
Email: happycustomerii@yahoo.com  
\* Password:

\* = Required

6. When documents are published to you, click on the View Documents button.

### Loan Detail

Loan Number: 000000146      Loan Program:  
Amount:      Purpose of Loan:  
Property Address: 22 Presentation Way      Borrower Name: Happy Customer  
Westford, MA 01886

Message	Message Type	Date
<a href="#">Application Documents</a>	Doc. Sent	05/27/2010
<p>Please click on the link below to create your account to access our secure web portal where I have posted your application and disclosures for your mortgage loan application for the property located at 22 Presentation Way.</p> <p>Please view, print, sign and return the documents to me as soon as possible so I can get your loan into process.</p> <p>Regards, jf</p>		



9. UPLOAD Documents – through the web portal you have the ability to safely and securely browse and upload documents saved on your computer directly into our system.
  - a. Select the document from the list OR choose Other and type in a description.
  - b. Click the Browse button, navigate to where you have the document saved and click Open
  - c. Click the Upload File button

### Upload File


File Type:  

\* File Name:

\* = Required

You will see a success message.

### Upload File

File Type:  

\* File Name:

\* = Required

Repeat the process for as many documents as you have to upload.

### NOTE

**Supported** file types that can be uploaded are as follows:

Adobe PDF v7.0 or higher

.DOC  
.GIF  
.TIF  
.JPG  
.TXT

**Unsupported** file types that can NOT be uploaded are as follows:

.DOCX  
.PUB  
.ZIP  
.XLS  
.XLSX  
.BMP  
.EFX [eFax files saved in native eFax format]