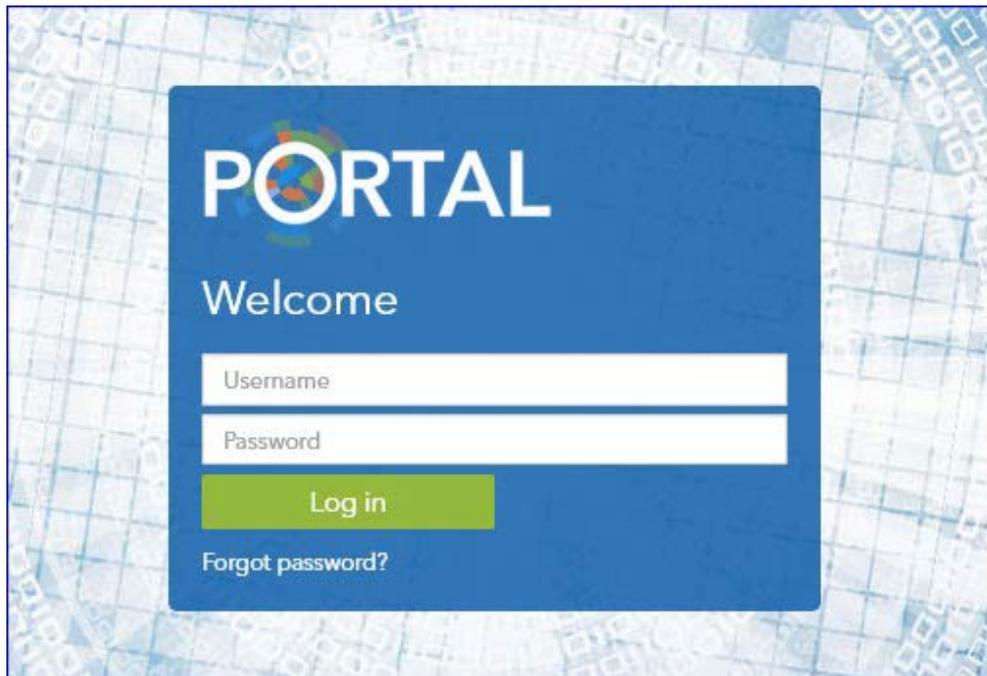


Loan PORTAL New User Set-Up Guide



Setup Instructions for New Users

Step 1

Click on the link included in the e-mail sent from donoreply@libertyreverse.com to set-up your password.

Note: Your assigned username is listed in the e-mail. Please reach out to your administrator if you would like to change your username.

Important: If you click on the link after the stated expiration date, use the **Forgot Password** feature to access the Portal using a verification code.

PHH Mortgage Corporation

Regarding: New Account/Temporary Password

Your username:	jamietest
Reset Password Link:	Click Here to Login
Expires:	Saturday, March 14, 2020 10:04 AM

Note: If you are clicking the link after the expiration date, use the "Forgot Password" feature to access the portal using a verification code.

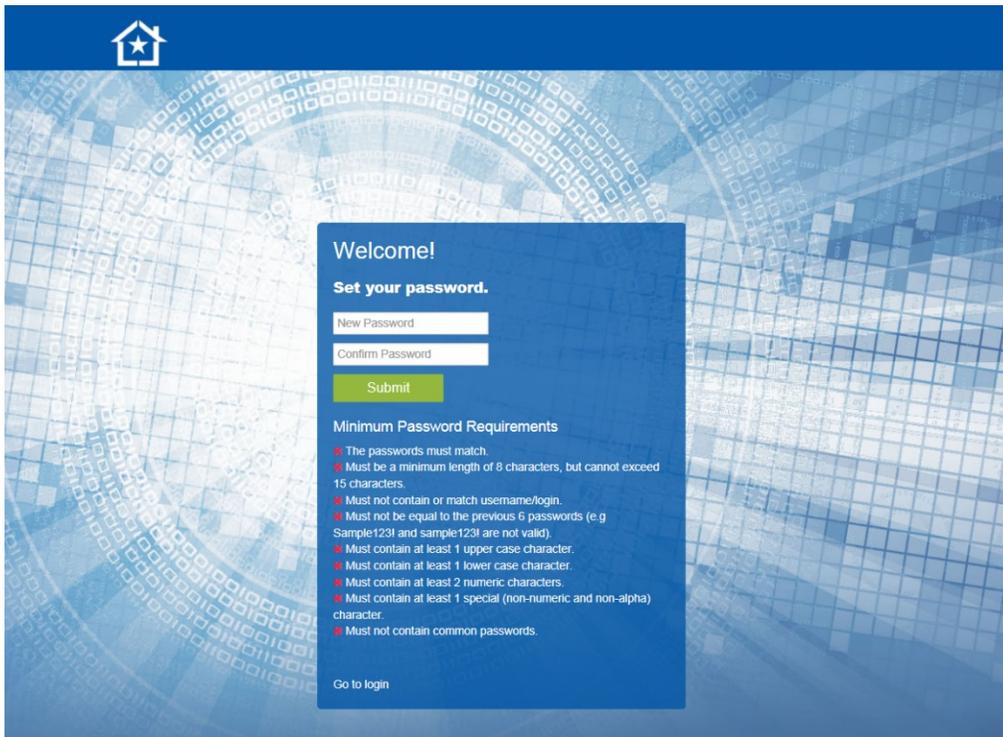
If you received this message in error, please contact our Lender Support team at 866-871-1353.

As this is a system-generated message from an unmonitored sending box, please do not reply to this message.

Step 2

Follow the instructions below to create your own password. When complete, click **Submit**.

Please pay attention to password complexity rules.



Welcome!

Set your password.

New Password

Confirm Password

Submit

Minimum Password Requirements

- ❗ The passwords must match.
- ❗ Must be a minimum length of 8 characters, but cannot exceed 15 characters.
- ❗ Must not contain or match username/login.
- ❗ Must not be equal to the previous 6 passwords (e.g. Sample1231 and sample1231 are not valid).
- ❗ Must contain at least 1 upper case character.
- ❗ Must contain at least 1 lower case character.
- ❗ Must contain at least 2 numeric characters.
- ❗ Must contain at least 1 special (non-numeric and non-alpha) character.
- ❗ Must not contain common passwords.

[Go to login](#)

Step 3

Once your updates have been accepted the new user setup is now complete. You will be brought to your Pipeline screen.

Notification

Warning! Failure to input actual or anticipated FHA Case Assignment date could result in incorrect calculation of MIP, PLF and other fees. If you have questions on how to update the FHA Case Assignment date, for Wholesale please contact Lender Support, for Retail, please contact your team manager.

Quick Search:

Search Pipeline Show Me: Last Activity within 30 days ▼

Portal ID	Borrower Name	State	Application Date	Status	Last Activity Date	Hide
<p>Page 0 of 0 50 loans per page</p> <p style="text-align: right;">No loans to display</p>						