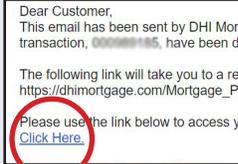


DHI MORTGAGE PORTAL QUICK REFERENCE GUIDE

The following steps will help you get up and running quickly in the DHI Mortgage Portal System. If you have specific questions, please contact your Mortgage Loan Originator or Technical Support at 1-800-905-0939.

1 Follow the link from your Borrower email notification and LOGIN.



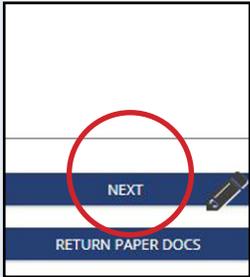
2 REGISTER your account by following the prompts provided on screen.

3 Provide CONSENT to use electronic records by typing the characters seen on screen.

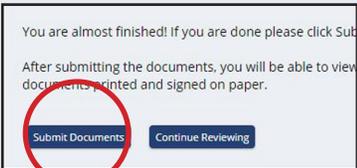


6 Scan wet sign documents and upload to your computer before completing E-sign portion. You may scan and upload at a later time by going to the DOCUMENTS tab at the top of the page and selecting the document you would like to upload.

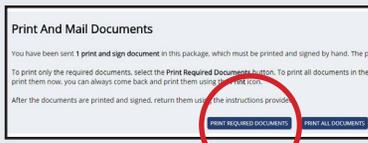
7 In the DOCUMENTS TO SIGN OR REVIEW screen, use the NEXT button to navigate through signing process and follow the prompts on screen.



8 Once signatures are complete, you will receive a prompt to SUBMIT DOCUMENTS.

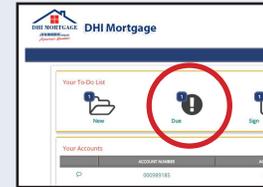


5 You will be given options for signing and delivering your documents. PLEASE READ CAREFULLY.



We SUGGEST that you select **PRINT REQUIRED DOCUMENTS**. This will allow you to download only documents that require a "wet" signature and electronically sign all others.

4 Under Your To-Do List in the Dashboard, Select DUE.



By clicking "I AGREE", you will be sent to your dashboard.

By clicking "I DISAGREE", you will not be given electronic access to your documents.

Contact your Mortgage Loan Originator.

9 Select an option to submit your documents.



10 Complete!

We SUGGEST that you select **UPLOAD**. This will prompt you to select the files you wet signed and scanned for upload.

If you choose **FAX** you will be prompted to print a cover page and required to fax in all documents.

If you choose **MAIL** you will be required to mail in all documents with additional cost for postage and delivery.



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