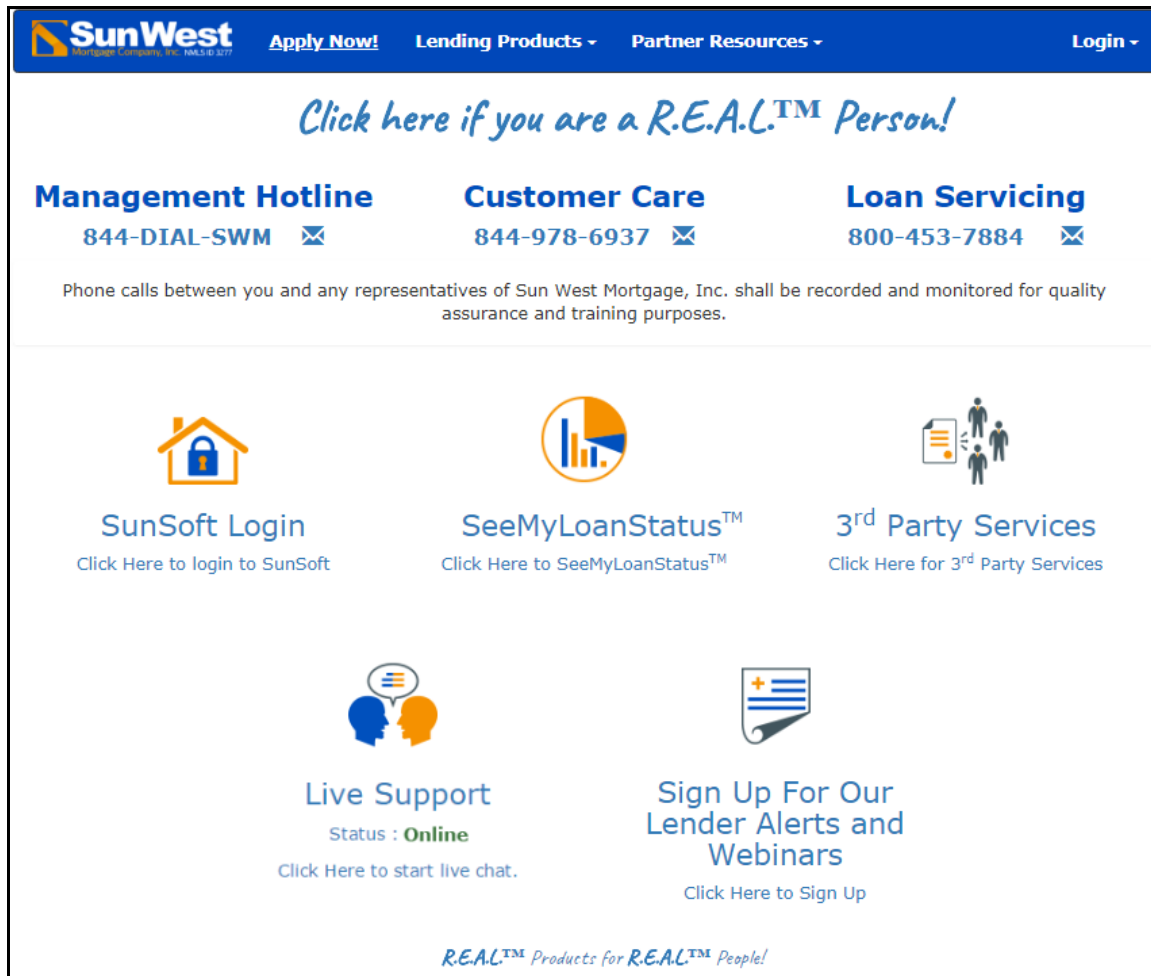


Instructions for Users to Send Signed Closing Package back to Sun West Mortgage Company, Inc.

Follow the below simple steps to send the signed Closing Documents package to Sun West mortgage company from swmc.com website:

- ☞ **Step 1:** Open Internet Explorer browser and go to swmc.com website (Enter URL: www.swmc.com in the address bar of your browser).



The screenshot shows the SunWest website homepage. At the top is a blue navigation bar with the SunWest logo, "Apply Now!", "Lending Products", "Partner Resources", and "Login". Below the navigation bar is a central banner with the text "Click here if you are a R.E.A.L.™ Person!". Underneath the banner are three columns of service links: "Management Hotline" (844-DIAL-SWM), "Customer Care" (844-978-6937), and "Loan Servicing" (800-453-7884). A disclaimer states that phone calls are recorded. Below this are six more service links: "SunSoft Login", "SeeMyLoanStatus™", "3rd Party Services", "Live Support" (Status: Online), and "Sign Up For Our Lender Alerts and Webinars". At the bottom of the page is the slogan "R.E.A.L.™ Products for R.E.A.L.™ People!".

Step 2: Click on 'SeeMyLoanStatusTM' link as shown in the screen-shot below:


Management Hotline 844-DIAL-SWM ☒	Customer Care 844-978-6937 ☒	Loan Servicing 800-453-7884 ☒
Phone calls between you and any representatives of Sun West Mortgage, Inc. shall be recorded and monitored for quality assurance and training purposes.		
<p>SunSoft Login Click Here to login to SunSoft</p>	<p>SeeMyLoanStatusTM Click Here to SeeMyLoanStatusTM Formerly, Resolve Conditions Page</p>	<p>3rd Party Services Click Here for 3rd Party Services</p>

Step 3: You will be directed to a 'SeeMyLoanStatus' website as shown below:

You can login through 'Originator Access' which is default login option after accessing the SeeMyLoanStatus page from swmc.com.

The screenshot shows the SeeMyLoanStatus website interface. At the top, there is a navigation bar with the SunWest logo and the SeeMyLoanStatus logo. Below this, a Management Hotline number (844) 342-5796 is displayed. A message states: "Stay up-to-date with progress on your loan. Easy, fast, intelligent! Click on your login option below." There are six login options: Borrower Access, Originator Access, Realtor Access, Closing Agent Access, Appraiser Access, and Other Parties Access. The Originator Login form is highlighted, containing fields for "Your SunSoft User Id.", "Your SunSoft Password", and "Loan Number (Optional)". It also includes a reCAPTCHA "I'm not a robot" checkbox and a "Submit" button. At the bottom, there are four links: "User Guide", "How To Upload Docs?", "What's New?", and "Net Safety Tips".

Enter the Loan Number, your SunSoft User Id and SunSoft Password. Check the 'I'm not a robot' checkbox and clear the captcha, then click on **Submit**.




 **Note:** The loan number can be located from the 'Title Closing Instructions' document as shown in the below screen-shot:

<p>From: SUN WEST MORTGAGE COMPANY, INC. 6131 ORANGETHORPE AVENUE, SUITE 500 BUENA PARK, CA 90620 Phone: (562) 924-7884 Fax: (562) 924-6057</p> <p>To: _____ _____ _____ Phone: _____</p> <p>Attn: _____</p>	<p>Case No. : _____</p> <p>Loan No. : 1181380002-00</p> <p>Title No. : _____</p> <p>Borrower Name(s) : _____</p> <p>Property Address : _____</p>
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Closing Instructions for Title

Title Insurance Requirements:

You are authorized to use funds for the account of the Borrowers and to record all instruments when you comply with the following:

-  **Step 4:** On successful login, you will be redirected to the [SeeMyLoanStatus](#) page of your loan file. You can upload documents from 'Submit Documents' section.
-  **Step 5:** You can upload documents from 'Submit Documents' section. Now select the 'Closing Documents' option from the drop-down list and click on  button as shown below:

Submit Documents

Upload a signed form / loan documentation by selecting the required document type from the list below:

Select a Document Type ▼

Select a Document Type

T/LA Package

Closing Documents

Estimated HUD-1

Credit Card Authorization

Doc Request

Upload

- Step 6: Click on button and select the signed closing package saved on your computer and click on button.



The screenshot shows a web interface for uploading a file. At the top, the word "Upload" is displayed. Below it, there is a section for "File 1" with a "Description:" label. A text input field contains the filename "Closing Pack...ohn Doe.pdf", and a "Choose File" button is positioned to its left. Below the filename, another text input field contains the description "Closing Documents". To the right of the description field is a link that says "Add another file". At the bottom of the form, there are two buttons: "Submit" and "Cancel". Red boxes are drawn around the "Choose File" button and the "Submit" button in the screenshot.

You can upload 5 files at once by clicking on [Add another file](#) link.

This completes the process of sending the signed/executed closing documents to Sun West Mortgage Company, Inc.