**(Private Label Name Here) Enhancements Scheduled for**

**Friday Morning, November 8th, 2019**

**New Order Acceptance Option, Commercial Engagement Terms,**

**Profile Expansion and More**

Starting Friday morning, November 8th, 2019, a new version of (private label name here) will be available to you. This release includes added flexibility to order acceptance options, ability to upload signed engagement letters for commercial properties, Profile updates to allow your clients to find you faster, and more.

**Expedite Accepting New Orders with Conditions**

Now when you are accepting a new order in the system, an improved feature is available-**ACCEPT WITH CONDITIONS**. Utilizing this feature will take you directly to the acceptance screen with the fees and date required sections already in an editable mode. No longer will you have to select the Edit button in either section to enter your conditions! Once you have entered your conditions, the acceptance process remains the same. Please note, this new feature will only be available for those orders placed by your clients that allow conditional acceptance.

**How to use this feature:**

Within the property information tab of a new order, select **ACCEPT WITH CONDITIONS**. You will be directed to the acceptance screen with the fee and date required sections already in edit mode. The acceptance process remains the same. Enter your desired fee and/or date required, and select the **Accept** button at the bottom of the screen. Continued verification of the conditions will still be required.

**New Ability to Upload Signed Engagement Terms for Commercial Properties**

The days of returning the signed engagement terms to your clients outside the system are gone! This will allow you to keep all the documents required with the order in one place. Once you have been awarded the winning bid on a commercial order, you can upload your client’s signed engagement letter at any time after you have accepted the order.

**How to use this feature:**

From the Communications tab, a new button is available-**UPLOAD SIGNED TERMS**. Click this button to upload the signed engagement letter as provided by your client. You can select the green **Engagement Terms** button or drag the file to the indicated location. Once the file has been uploaded, select the **SAVE** button at the bottom of the screen. This document will be delivered back through the system directly to your client, and you will know the document has been submitted successfully when you are routed back to the Communications Log. At any stage of the order process, pre- or post-delivery, you can upload the signed terms.

**Better Identify Yourself with Unique System ID**

In the system, every user is provided with a unique **System ID**. This ID is a quicker way for lenders to accurately find you in the system. Providing the **System ID** associated with your account is also helpful when working with customer service, and when inquiring about payment remittance.

**How to Find the System ID**

Once you access your account, select the person icon in the upper left-hand side of the screen, and choose **My Profile.** Located under the Vacation Dates feature, you will see your **System ID**. Reference this additional tool of identification to narrow down the search parameters for account verification systemwide.