


# Four Easy Steps to start your application:

**1 CREATE YOUR ACCOUNT**

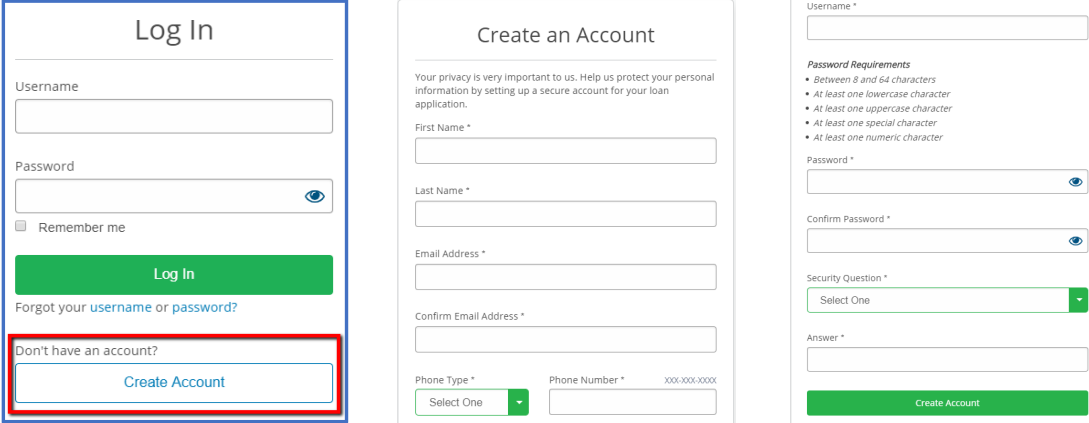
From your Loan Officer page choose the Apply Securely Online button and Continue:



The image shows two buttons: a dark teal button with the text "Apply Securely Online" and a lock icon, and a green button with the text "CONTINUE".


**2 CREATE ACCOUNT**

Select Create Account on the Log In page and fill out all the required information:



The screenshot shows two side-by-side forms. The left form is titled "Log In" and has fields for "Username" and "Password", a "Remember me" checkbox, a "Log In" button, and a "Create Account" link. The right form is titled "Create an Account" and has fields for "First Name", "Last Name", "Email Address", "Confirm Email Address", "Phone Type", and "Phone Number". It also includes "Password Requirements" and a "Create Account" button.

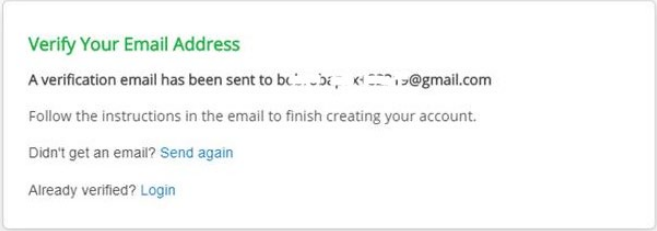
Then Select Create Account:



A green button with the text "Create Account".

**3 VERIFY YOUR EMAIL**

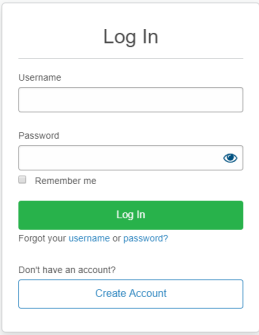
You will be sent a verification email to the email address you provided in Step 2:



The screenshot shows a message titled "Verify Your Email Address" with the text: "A verification email has been sent to bc...@gmail.com. Follow the instructions in the email to finish creating your account. Didn't get an email? Send again. Already verified? Login".

**4 LOGIN TO THE PORTAL AND START YOUR APPLICATION**

Login with the USERNAME you created in Step 2 and Start your Application:



The screenshot shows the "Log In" form with fields for "Username" and "Password", a "Remember me" checkbox, a "Log In" button, and a "Create Account" link.