



Personal Loan Officer Website

Loan Officer User Manual

For questions or support email
Support@ileadnow.com

Loan Officer Login Instructions

Login URL

www.yourdomaincom/lo-login

Username = youremail@domain.com (your personal company email)

If you have never logged in, you must first reset your password.

Login

Login here to access your personal website control panel.

Username

Password

[Forget your login?](#)

Input your email address and click Reset Password.

Forgot Password

Enter your email to reset your password.

Email

Check your email. The email will include a temporary password and a link that you must click on to activate the password provided in the email.

To activate your new password, please click on the following link:

<http://www.yourdomain.com/reset-password?!p=ABC123-XXX-xxx-456>

Use the following password to login:

Password: 8khvzw40

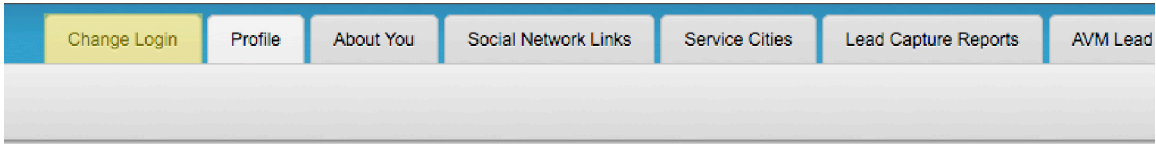
**You MUST click on this link
for your new password to
become active.**

You can change your password after login by clicking on the Change Login Tab.

If you did not request this message, please ignore it.

Thank you,
Webmaster

Once you have logged in, go to the login tab to set a new password.



Change Login

Input new login password

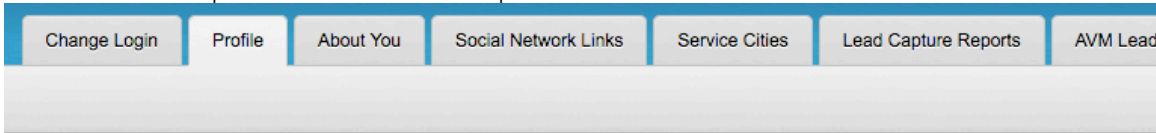
Email

Password

Verify Password

Personal Profile

Please review the profile items below and update as needed.



Profile

Input business contact information on this form

First Name

Last Name

Title

Address ← **Address MUST match the address listed by the branch where you are located**

City

State

Zip

Phone

Fax

Mobile ← **You can leave these blank if you do not wish to share with your customers**

Skype

Mobile Carrier

Link Alias ← **You can change your alias here**

Your Website Link ← **The Link alias above will change your personal website address**

Personal Bio

The website publishes your bio on the home page of your site. The idea behind the bio is to describe your professional career and some personal notes about family, friends and interests. There is a Short Bio and Long Bio. Most will only use the short bio and a professional picture. For those who want to add more detailed information and perhaps a family photo, the long bio is where this information would go. When you add a Long Bio to your website, a “more about me” link is added to the bottom of your Short Bio on the home page.

ALL BIO'S ARE SUBJECT TO COMPLIANCE REVIEW BEFORE PUBLISHING.

Please send your bio's to your compliance officer before posting it.

Change Login	Profile	About You	Social Network Links	Service Cities	Lead Capture Reports	AVM Lead C
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Personal Website Manager

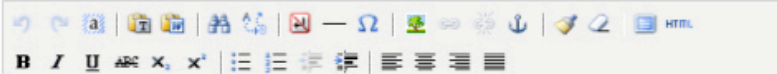
About You

Personal Bio's

These two sections are used to publish your personal information to your website.


A Little About You – Short version

Please provide a brief professional bio. (only two paragraphs)



himself, Eric fully understands your experience as a buyer or homeowner and he can provide first-hand knowledge of just about any scenario you will come across. This helps him relate to his customer's in a way that many other mortgage professionals cannot. The challenges derived from the fact that each person's situation can be unique and that the mortgage industry is constantly evolving is what makes this job a perfect fit for Eric.

Eric was recruited from Wells Fargo in 2011 to manage the Rehoboth Beach Tidewater Mortgage Branch and expand their presence throughout Delaware. He is very excited about the Path: p

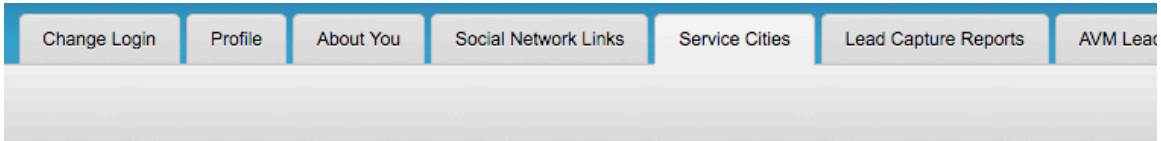


Delete Image

Service Cities

We are working to optimize search engines to find your website in cities where you are marketing your services. Please go to the Service Cities tab and enter zip codes in areas where you wish to find business. Please be sure not to enter zip codes that register to the same city (for instance, Los Angeles has a myriad of zip codes – enter just one.)

To find zip codes for your areas, click on the link provided on the page. Enter as many as you can. Limit is 25. To review your city selections, please check the list on the lower portion of your website's home page.



Service Cities

Service Cities

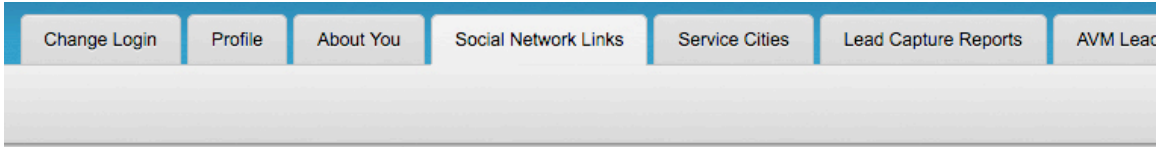
Use this form to input zip codes of the cities in where you are seeking leads. This information is designed to help boost search engine results in your geographic area. To search zip codes in your area, [click here](#).

92024	92022	92612	92705	92629
98027	98111	98008	92399	98074
98053				

REMEMBER: YOU ARE NOT ALLOWED TO SOLICIT BUSINESS IN A STATE WHERE YOU ARE NOT LICENCED. DO NOT ENTER ZIP CODES THAT DO NOT APPLY TO YOUR LICENSE.

Social Networking Tab

The section will publish links to the footer pages of your website. Add full path links to each corresponding fields to add your pages to the footer. Because each LOS service is different, you will need to check with your site administrator about the correct way to add your LOS ID to the form.



Social Network Links

Network Links for LOS and Social Networks

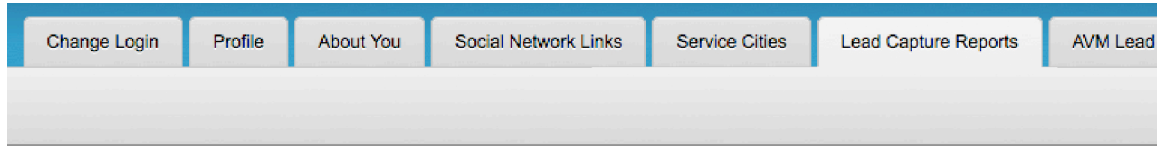
Use this form to create links to your personal profiles.

LOS ID:	<input type="text"/>	← Enter your personal ID to your online loan applications
LinkedIn:	<input type="text"/>	← Update to your personal LinkedIn
Facebook:	<input type="text"/>	← Facebook and Twitter links (subject to Corporate approval)
Twitter:	<input type="text"/>	
Social BC:	<input type="text"/>	
Smart Credit:	<input type="text"/>	← If you do not have this link, please ask marketing to help you get one
Zillow:	<input type="text"/>	
Blog:	<input type="text"/>	Blog Name <input type="text" value="0"/>
2nd Blog	<input type="text"/>	2nd Blog Name <input type="text" value="0"/>

Lead Capture Tabs

Contact and Quote Reports

When customers use the contact me forms and the Quick Quote forms on your website, you will be email a notice in real-time. Your Lead Capture tabs will save a history of all requests sent. Click on the view links to the right of the contact name to see the information sent.

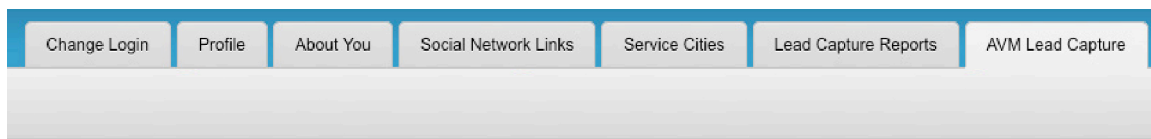


Lead Capture Reports

Date	Client Name	Email	Phone	Action
04/08/2011	Mark Thompson	john.doe@gmail.com	949-842-4155	view delete

AVM Requests

When customer use the Free AVM request, you will be emailed a notification. The customer will be provided instant access to a web page that gives them limited access to the information we obtain. The email notification and your AVM Lead Capture report will give you an extended link that you can send to your website visitor. The extended report has additional comps and neighborhood information. The View link in your personal admin has "for your eyes only" data regarding the liens and homeowner data. Please do not attempt to share this information. The View link is password protected.



AVM Lead Capture

This link is password protected

Date	Client Name	Email	Address	Action
04/15/2011	Mark Thompson	mtbinary@gmail.com	255 CAPELLA DR NW ISSAQUAH, WA 98027	View Extended View delete
04/15/2011	John Doe	john.doe@gmail.com	3245 57TH AVE SW SEATTLE, WA 98116	View Extended View delete

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The extended view link can be shared with your customer