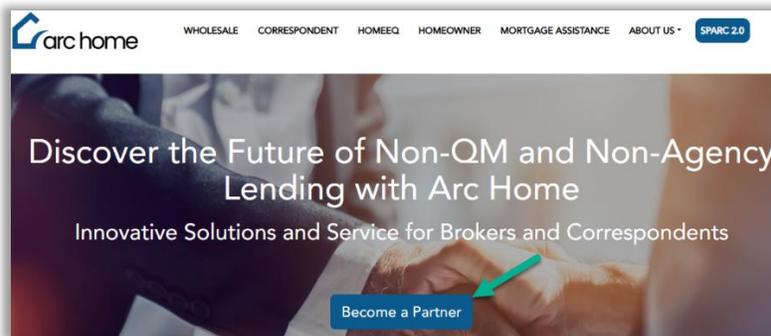


CLIENT APPROVAL GUIDE

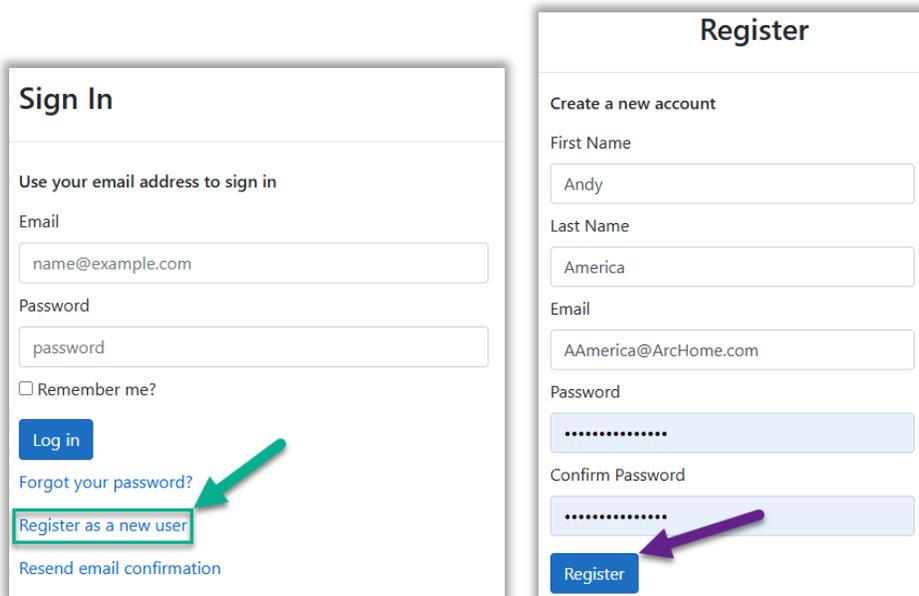
OVERVIEW

This guide is designed to help new clients create a profile and navigate the approval process.

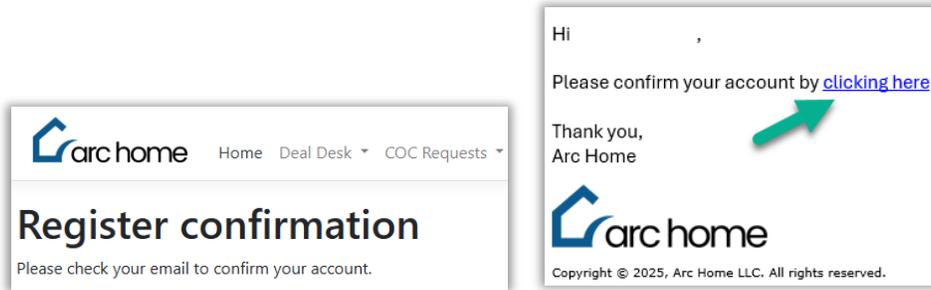
1. Navigate to the Arc Home LLC website: <https://www.archomellc.com/>
2. Click **Become a Partner**



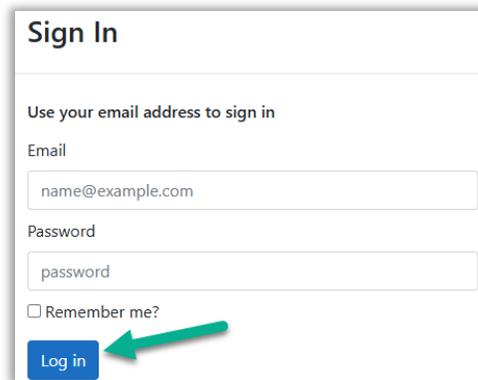
3. The **Sign In** screen will appear, if an account has previously been created enter email and password
 - a. If registering for the first time click **Register as a new user**, complete the form and click **Register**



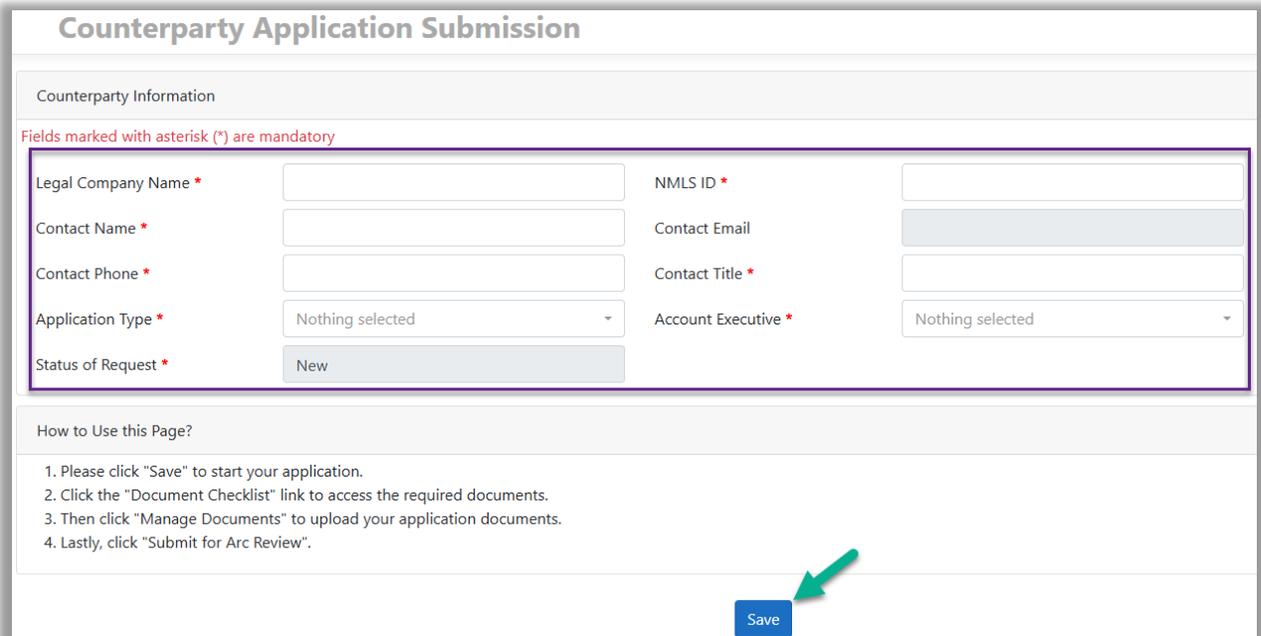
4. A confirmation note will appear, open the automated email and click [clicking here](#) to authenticate your email address



5. Enter your email and password then click [Log in](#)



6. Complete all fields marked with a **red asterisk *** then click [Save](#)



- Once saved, at the bottom of the screen a navigation bar will appear, click **Document Checklist** to see the specific items that must be attached to the application



- Click the individual **Blue Links** to download each template or click **Download Templates** in the bottom right corner to download all at once (checklist will be based on selected application type)

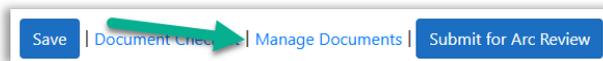
Counterparty Application Document Checklist

Please download the document templates listed below, then use the 'Manage Documents' link to upload the completed documents.
 To download and save all available document templates, click Download Templates or to download and save an individual document template:
 1. Right-click (control-click) on the document template name
 2. Choose "Save Link As"
 3. Choose the folder location on your computer to save the file

Application Type	IsRequired	TemplateDownloadLink	Instructions
Broker Only	Y	Broker Application	Must be completed and signed
Broker Only	N	AIR (Appraiser Independence Requirements) Compliance Plan, if applicable	In accordance with FNMA guidelines
Broker Only	Y	IRS W9 Form	Current Version
Broker Only	Y	Broker Agreement	Must be completed and signed
Broker Only	Y	Broker Compensation Selection Form	
Broker Only	Y	Quality Control Plan	If no written plan exists, please summarize any quality control measures that you have in place.
Broker Only	Y	Owner Resumes/Bios	Bios acceptable
Broker Only	Y	Corporate Resolution	All authorized signers for the company
Broker Only	Y	Balance Sheet and P&L/Income Statement	No more than 6 months aged
Broker Only	Y	AML Policy	Please provide copy of AML policy or LOX describing how compliance with FINCEN's requirements are managed.
Broker Only	N	Arc Home TPP Approval Form	Only applicable if using TPP at Arc Home
Broker Only	N	OFR 494-13	Only applicable if using Florida individual TPP at Arc Home

[Download Templates](#) | [Close](#)

- Once the templates and other required documents are complete, click **Manage Documents** to begin associating the documents to the appropriate document type



- All document types will be visible, they can be filtered from the **drop-down** menu, to add a document click the **Pencil**, clicking the **Trash Can** will remove attached document(s)

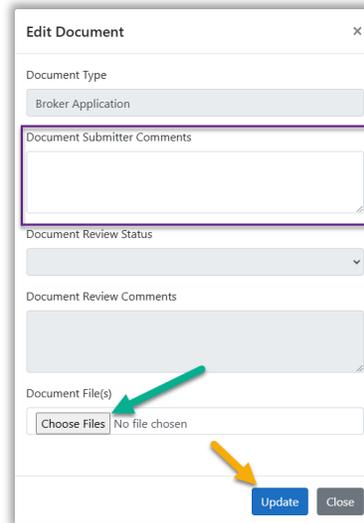
Manage Documents

Document Type: [Filter](#) | [Back to full List](#)

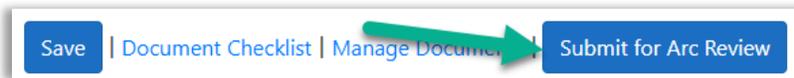
Document Count: 12

Document Type	Document File Name	Document Submitter Comments	Document Review Status	Document Review Comments	Document Uploaded By	Document Uploaded Date	Is Required	
Broker Application							Y	 
AIR (Appraiser Independence Requirements) Compliance Plan, if applicable							N	

10. A new window will appear, enter any **comments** for the review team and click **Choose Files** to select required document(s) then click **Update** to attach



11. Once all required documents have been attached, click **Submit for Arc Review**



Arc Home Counterparty will review the package and reach out directly with your approval. For questions about your application process, please contact your Arc Home Account Executive or email counterpartysubmissions@archome.com.