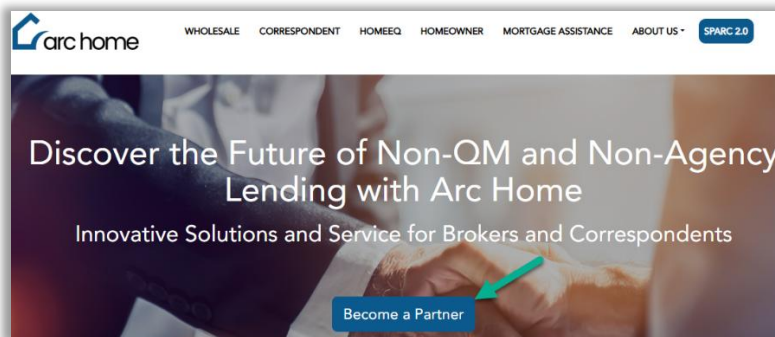


CLIENT APPROVAL GUIDE

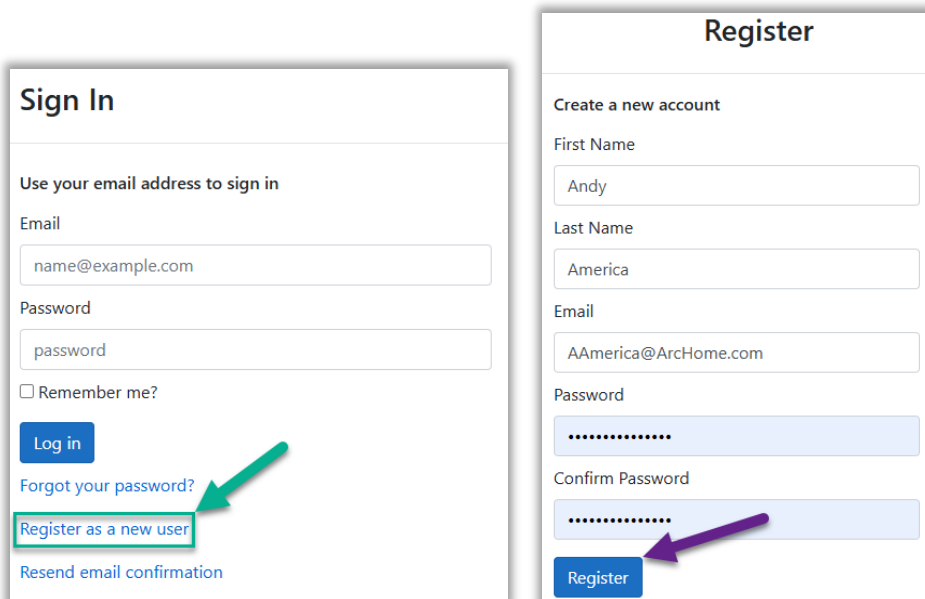
OVERVIEW

This guide is designed to help new clients create a profile and navigate the Application 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**



Sign In

Use your email address to sign in

Email

Password

☐ Remember me?

[Log in](#)

[Forgot your password?](#)

[Register as a new user](#)

[Resend email confirmation](#)

Register

Create a new account

First Name

Last Name

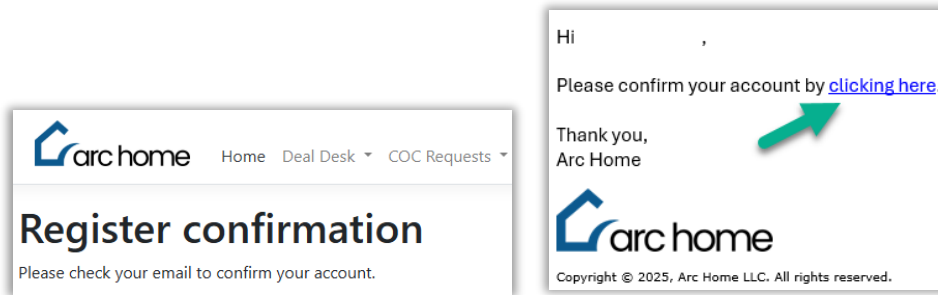
Email

Password

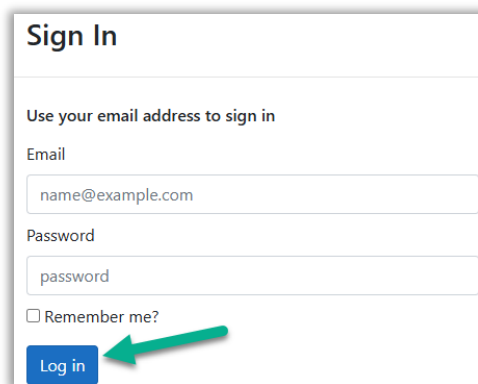
Confirm Password

[Register](#)

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

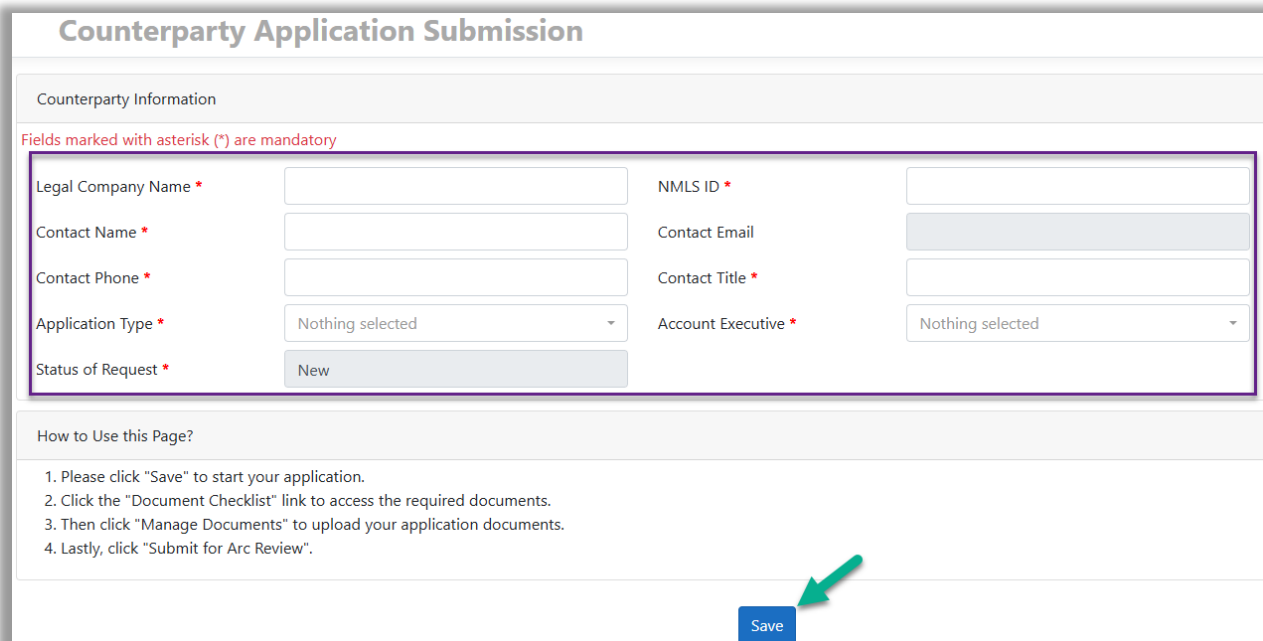


5. Enter your email and password then click [Log in](#)



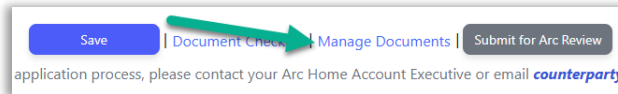
A 'Sign In' form with the title 'Sign In'. Below the title is the instruction 'Use your email address to sign in'. There are two input fields: 'Email' with the placeholder 'name@example.com' and 'Password' with the placeholder 'password'. Below the password field is a checkbox labeled 'Remember me?'. At the bottom is a blue 'Log in' button. A green arrow points to the 'Log in' button.

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



A 'Counterparty Application Submission' form. The title is 'Counterparty Application Submission'. Below the title is a section 'Counterparty Information'. A note says 'Fields marked with asterisk (*) are mandatory'. There are two columns of input fields. The first column has: 'Legal Company Name *', 'Contact Name *', 'Contact Phone *', 'Application Type *' (with a dropdown menu showing 'Nothing selected'), and 'Status of Request *' (with a dropdown menu showing 'New'). The second column has: 'NMLS ID *', 'Contact Email' (disabled), 'Contact Title *' (disabled), 'Account Executive *' (with a dropdown menu showing 'Nothing selected'), and 'Account Executive *' (with a dropdown menu showing 'Nothing selected'). Below the form is a section 'How to Use this Page?' with four numbered instructions. At the bottom right is a blue 'Save' button. A green arrow points to the 'Save' button.

7. Once saved, at the bottom of the screen a navigation bar will appear, click **Manage Documents** to see the specific items that must be attached to the application



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

Document Type	ALL	Filter	Back to full List							Document Count: 12
Manage Users	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							N		

9. After clicking the **Pencil** 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

Edit Document

Document Type

Broker Application

Document Submitter Comments

Document Review Status

Document Review Comments

Document File(s)

Choose Files

No file chosen

Update

Close

- a. The system will verify the document, and if the document appears to not match the **Document Type** selected an error message will populate to correct the upload – All errors must be corrected before submitting for Arc review

Document Type	ALL	Filter	Back to full List
Sorry, it looks like the document 'Profit and Loss and balance 5 SEP 26.pdf' you uploaded does not match the document type 'AIR (Appraiser Independence Requirements) Compliance Plan' you selected.			

arc home

DocuSign E-SIGN AND SUBMISSION PROCESS

This section outlines the process to E-Sign after all supporting documents have been added.

1. Start the DocuSign E-Sign process by clicking the **Review and Sign Icon**

Document Type	ALL	Filter	Back to full List							Document Count: 12
Manage Users	Document Type	Document File Name	Document Submitter Comments	Document Review Status	Document Review Comments	Document Uploaded By	Document Uploaded Date	Req.		
	Broker Application							Y		
	AIR (Appraiser Independence Requirements) Compliance Plan							N		

2. The DocuSign window will appear, click **Continue**



Review and continue

Message from Arc Home, Arc Home LLC

Thank you for your interest in becoming an approved broker partner with ArcHome.

Please complete the attached Broker Application and provide all requested information. Once submitted, our team will review your application and contact you if any additional documentation is needed.

If you have any questions regarding the application process, please reach out to your ArcHome representative.

Thank you for your time and prompt attention to this request.

ArcHome

English (US)
Other Options

Continue

3. Click **Start** and complete all **fillable fields**

Start

DocuSign Envelope ID: 3AA9227B-36DE-8418-B087-581BBC9517C4

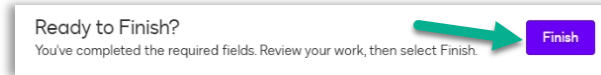

224 Strawbridge Drive, Suite 200
Moorestown, NJ 08057

NEW BROKER APPLICATION

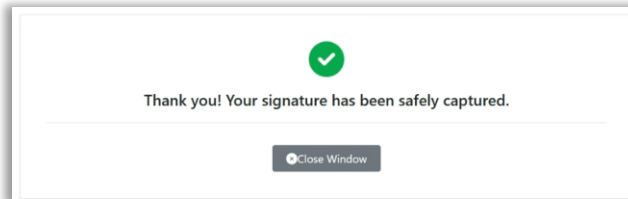
COMPANY INFORMATION

Company Name:		Federal Tax ID:	
DBA(s), if applicable:		MERS Membership #:	
Street Address:		Business Entity Type:	
City, State, ZIP:		Incorporation/Formation Date:	
Company Phone:		Incorporation State:	
Company Fax:		Company Primary Contact:	
Company Website:		Contact Phone:	
NMLS ID #:		Contact Email:	

4. Click **Finish** to save the completed form



- a. A confirmation window will appear and in the portal **DocuSign** will appear under **Document Uploaded By** column



Manage Users	Document Type	Document File Name	Document Submitter Comments	Document Review Status	Document Review Comments	Document Uploaded By	Document Uploaded Date	Is Required?	
	Broker Application	Signed_Doc_471223_3aa9227b-36de-8418-8087-581bbc9517c4.pdf				DocuSign	9/23/2026 2:14:19 PM	Y	

- b. Certain documents will require multiple signatures; additional Signers may be added by clicking on the **Manage Additional Signers** icon
 - i. Add **additional signers' info** then click **Save** and they will receive an email to complete their required signatures

Manage Users	Document Type	Document File Name	Document Submitter Comments	Document Review Status	Document Review Comments	Document Uploaded By	Document Uploaded Date	Is Required?	
	Broker Agreement							Y	
	Broker Compensation Selection Form							Y	
	Quality Control Plan							Y	
	Owner Resumes/Bios							Y	
	Corporate Resolution							Y	

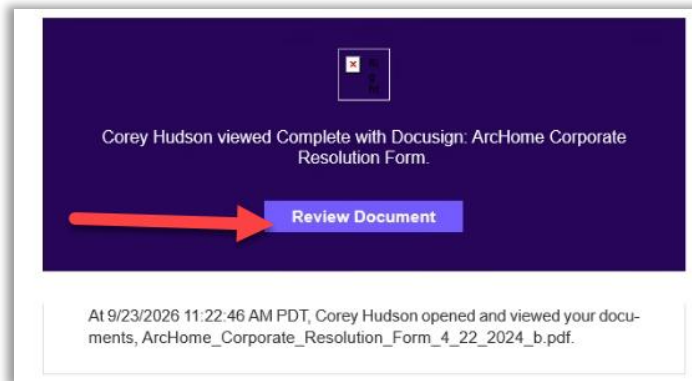
Manage Remote Signers

Signature Context	Name	Title	Email
Principal Signature Required	Required	Required	Required
Principal Signature Optional	Optional	Optional	Optional
Principal Signature Optional	Optional	Optional	Optional
Principal Signature Required	Required	Required	Required

Save

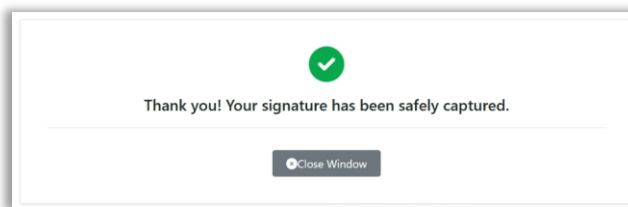
Close

- ii. Signers will click **Review Document** from the email



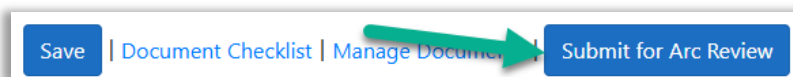
- iii. The signer will complete all required fields and signatures

- c. A confirmation window will appear and in the portal **DocuSign** will appear under **Document Uploaded By** column



Manage Users	Document Type	Document File Name	Document Submitter Comments	Document Review Status	Document Review Comments	Document Uploaded By	Document Uploaded Date	Is Required?	
	Broker Application	Signed_Doc_471223_3aa9227b-36de-8418-8087-581bbc9517c4.pdf				DocuSign	9/23/2026 2:14:19 PM	Y	  

5. Once all required documents have been signed or attached, click **Submit for Arc Review**



6. Upon receipt of the completed package, Arc Home Counterparty will review the package and reach out directly with your approval

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.