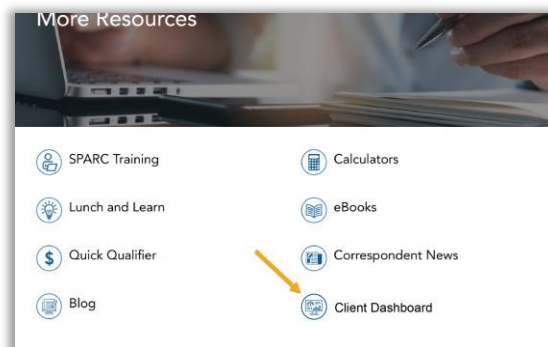


RECERTIFICATION GUIDE

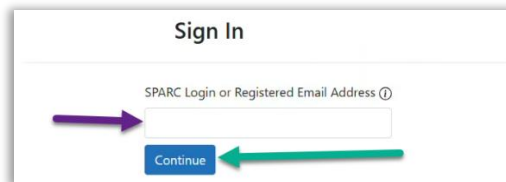
OVERVIEW

This guide is designed to help existing clients complete the recertification process.

1. Navigate to the Resources pages on the Arc Home Website
 - a. [Correspondent](#)
 - b. [Wholesale](#)
2. Click **Client Dashboard**

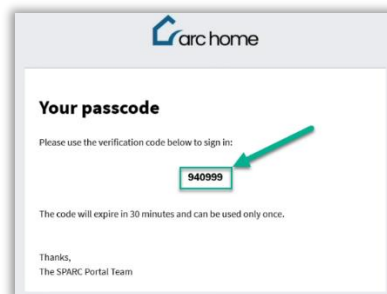


3. The **Sign In** screen will appear, enter your **SPARC Login** or **Registered Email Address**, then click **Continue**

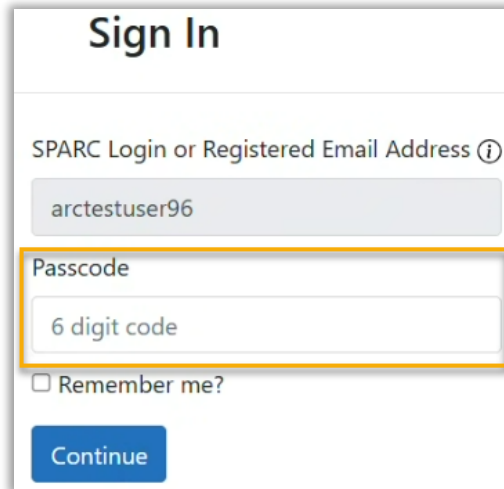


4. A verification passcode will be sent to your email, locate the **passcode**

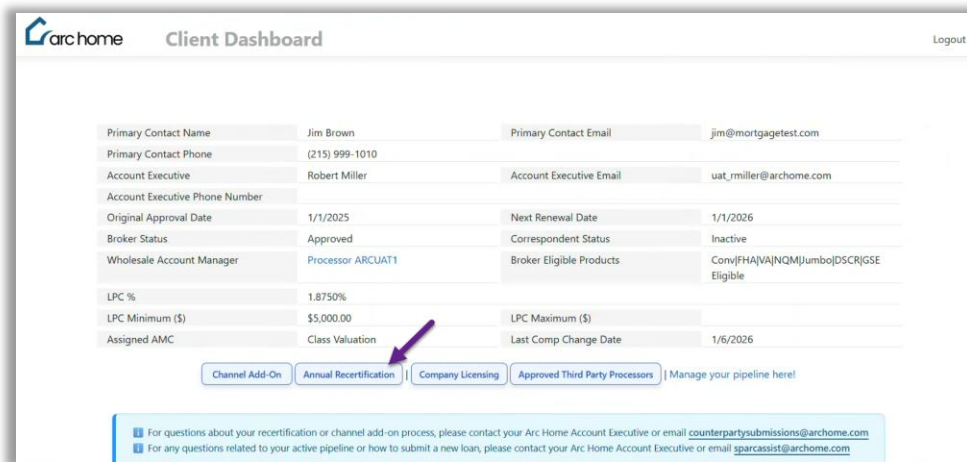
- A verification code has just been sent to a*****6@y****.il.com via email. If it isn't in your inbox, it might have been mistakenly categorized as spam by your folder to find it.



5. Enter the **Passcode** on the **Sign In** screen

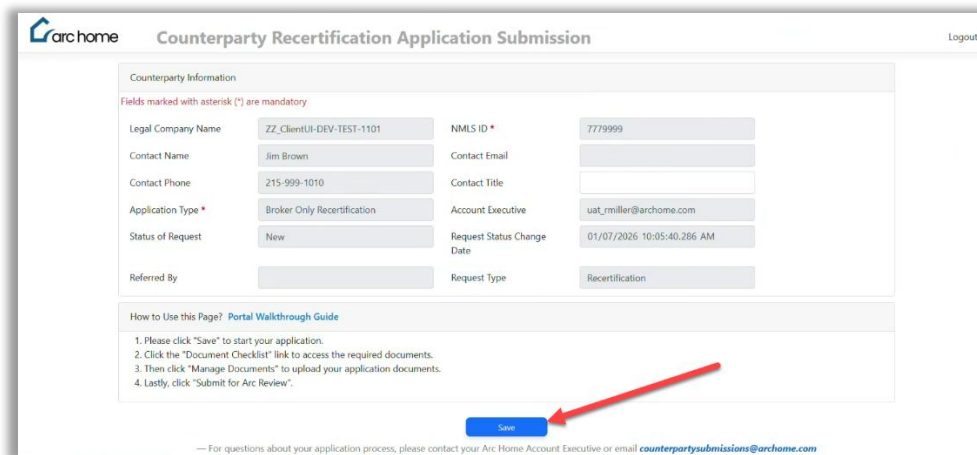


6. Click **Annual Recertification**



Primary Contact Name	Jim Brown	Primary Contact Email	jim@mortgagetest.com
Primary Contact Phone	(215) 999-1010		
Account Executive	Robert Miller	Account Executive Email	uat_miller@arhome.com
Account Executive Phone Number			
Original Approval Date	1/1/2025	Next Renewal Date	1/1/2026
Broker Status	Approved	Correspondent Status	Inactive
Wholesale Account Manager	Processor ARCUAT1	Broker Eligible Products	Conv\FHA\VA\NQM\Jumbo\DSCR\GSE Eligible
LPC %	1.8750%		
LPC Minimum (\$)	\$5,000.00	LPC Maximum (\$)	
Assigned AMC	Class Valuation	Last Comp Change Date	1/6/2026

7. Review your **Counterparty Information** on the landing page and click **Save** to continue



Counterparty Information

Fields marked with asterisk (*) are mandatory

Legal Company Name	ZZ_ClientUI-DEV-TEST-1101	NMLS ID *	7779999
Contact Name	Jim Brown	Contact Email	
Contact Phone	215-999-1010	Contact Title	
Application Type *	Broker Only Recertification	Account Executive	uat_miller@arhome.com
Status of Request	New	Request Status Change Date	01/07/2026 10:05:40.286 AM
Referred By		Request Type	Recertification

How to Use this Page? [Portal Walkthrough Guide](#)

1. Please click "Save" to start your application.
2. Click the "Document Checklist" link to access the required documents.
3. Then click "Manage Documents" to upload your application documents.
4. Lastly, click "Submit for Arc Review".

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

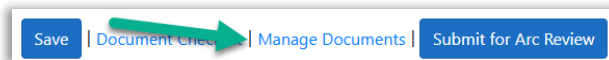
Please download the document templates listed below, then use the 'Manage Documents' link to upload the completed documents.
To download and save all available document templates, click Download Templates or to download and save an individual document template:

- Right-click (control-click) on the document template name
- Choose "Save Link As"
- Choose the folder location on your computer to save the file

Application Type	IsRequired	TemplateDownloadLink	Instructions
Broker Only Recertification	Y	Arc Home Renewal Checklist	
Broker Only Recertification	Y	Broker Compensation Selection Form	
Broker Only Recertification	Y	Broker Agreement	Must be completed and signed
Broker Only Recertification	Y	Balance Sheet and P&L/Income Statement	No more than 6 months aged
Broker Only Recertification	Y	IRS W9 Form	Current Version

[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

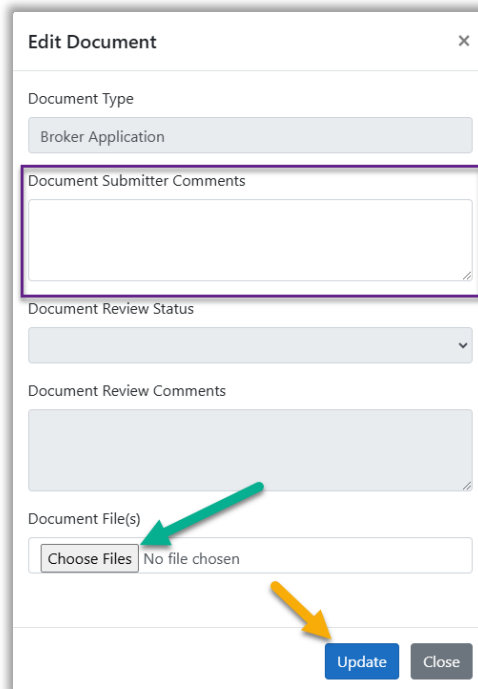
Document Type: [Filter](#) | [Back to full List](#)

Document Type	Document File Name	Document Submitter Comments	Document Review Status	Document Review Comments	Document Uploaded By	Document Uploaded Date	Is Required	
Arc Home Renewal Checklist							Y	 
Broker Compensation Selection Form							Y	 
Broker Agreement							Y	 
Balance Sheet and P&L/Income Statement							Y	 
IRS W9 Form							Y	 

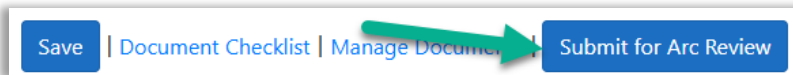
[Add Document](#) | [Download All](#)

[Close](#)

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



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



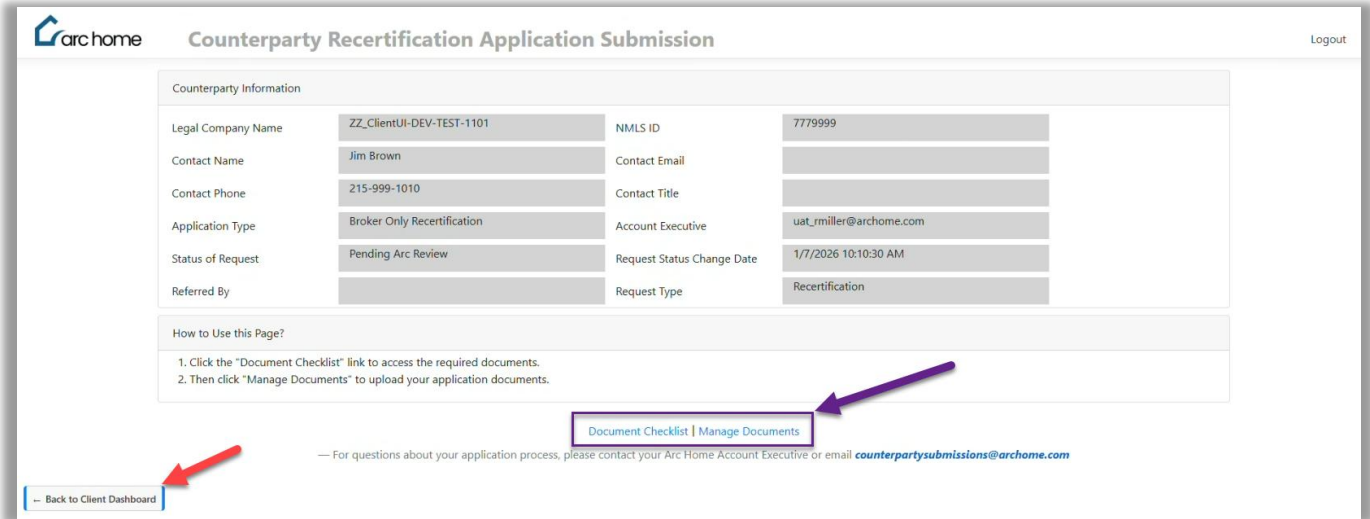
a. An error message will populate at the top right of the **Client Dashboard** noting any and all missing documents

- No documents have been uploaded for 'IRS W9 Form'

13. Click **OK** on the confirmation window to **Submit for Arc Review**



14. Once submitted for review, the **Counterparty Recertification Application Submission** screen will appear
- Review the **Document Checklist** or **Manage Documents** by clicking the links at the bottom
 - Return to the **Client Dashboard** by clicking **Back to Client Dashboard**



Counterparty Information

Legal Company Name	ZZ_ClientUI-DEV-TEST-1101	NMLS ID	7779999
Contact Name	Jim Brown	Contact Email	
Contact Phone	215-999-1010	Contact Title	
Application Type	Broker Only Recertification	Account Executive	uat_rmiller@archome.com
Status of Request	Pending Arc Review	Request Status Change Date	1/7/2026 10:10:30 AM
Referred By		Request Type	Recertification

How to Use this Page?

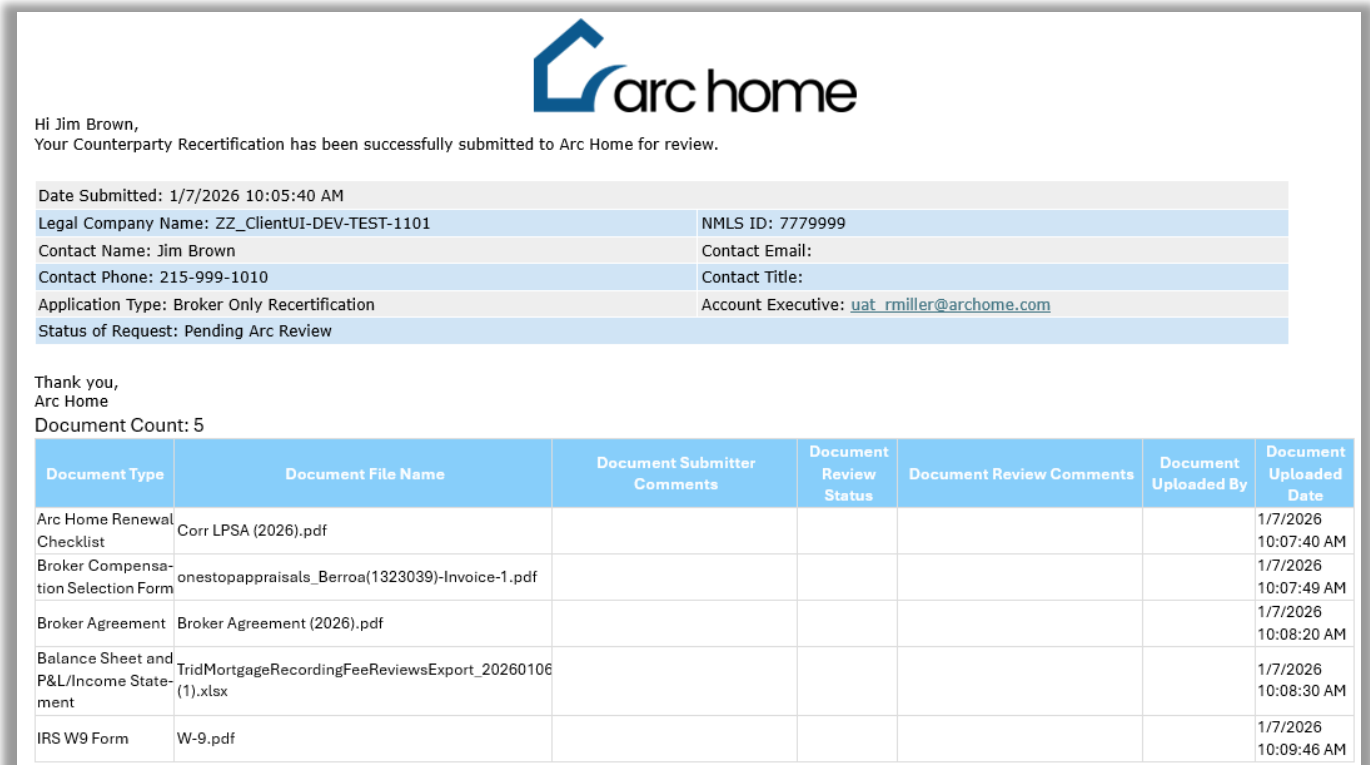
- Click the "Document Checklist" link to access the required documents.
- Then click "Manage Documents" to upload your application documents.

— For questions about your application process, please contact your Arc Home Account Executive or email counterpartysubmissions@archome.com

[Document Checklist | Manage Documents](#)

[- Back to Client Dashboard](#)

A confirmation email will be sent once submitted for recertification approval, Arc Home Counterparty will review the package and reach out directly with your approval. For questions about your recertification process, please contact your Arc Home Account Executive or email counterpartysubmissions@archome.com.



Hi Jim Brown,
Your Counterparty Recertification has been successfully submitted to Arc Home for review.

Date Submitted:	1/7/2026 10:05:40 AM		
Legal Company Name:	ZZ_ClientUI-DEV-TEST-1101	NMLS ID:	7779999
Contact Name:	Jim Brown	Contact Email:	
Contact Phone:	215-999-1010	Contact Title:	
Application Type:	Broker Only Recertification	Account Executive:	uat_rmiller@archome.com
Status of Request:	Pending Arc Review		

Thank you,
Arc Home

Document Count: 5

Document Type	Document File Name	Document Submitter Comments	Document Review Status	Document Review Comments	Document Uploaded By	Document Uploaded Date
Arc Home Renewal Checklist	Corr LPSA (2026).pdf					1/7/2026 10:07:40 AM
Broker Compensation Selection Form	onestopappraisals_Berroa(1323039)-Invoice-1.pdf					1/7/2026 10:07:49 AM
Broker Agreement	Broker Agreement (2026).pdf					1/7/2026 10:08:20 AM
Balance Sheet and P&L/Income Statement	TridMortgageRecordingFeeReviewsExport_20260106(1).xlsx					1/7/2026 10:08:30 AM
IRS W9 Form	W-9.pdf					1/7/2026 10:09:46 AM