RealEC Reminders for: Assigning a Contact



REMINDER: The email address assigned as the "Contact" on the RealEC order is where the notification emails will be sent; notification emails are sent when the lender adds events to the RealEC product orders (for example, when the lender sends the "Closing Instructions" event 431)



❖ CHOOSE "Add Event" FROM THE SUMMARY SCREEN WINDOW AND CHOOSE THE "4151 Loan Contact Update" EVENT

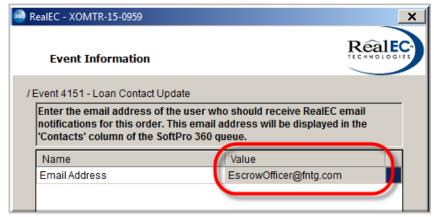


❖ ON THE "4151 Loan Contact Update" EVENT SCREEN, ADD OR CHANGE THE "Value" TO INDICATE THE CONTACT EMAIL ADDRESS AND CHOOSE "Next"

Reminder: there can only be one email address entered

Reminder: the Contact email address can be changed at any time

Reminder: the Contact email address doesn't have to be the Escrow Officer/Closer; it can be an Escrow Assistant, or a team email address, or no email address at all (if no Contact, then the default email address-usually the branch-will receive the event notification emails)



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