



# How to Sign Up for Eligibility Determination Session Appointments

Working Together for Strong Communities





# Steps for Borrower

Please complete the steps in the following pages, if you can answer “yes” to the following questions!

1. I have a preapproval letter for a first mortgage from a NeighborhoodLIFT® program approved lender
2. I have a fully executed purchase and sale agreement on a home located in the state of Alaska.

# Steps for Borrower

Follow these steps if you need to create an account.

1. Visit <https://nwalaska.force.com/nwalaskacft>. Click the “Sign Up Now” button.
2. Enter your first name, last name, email address, and phone number.
3. Indicate how you learned about our organization.
4. Hit the “Continue” button.

# Welcome!

The path to owning your own home  
just got a whole lot easier.

**If you need to create an  
account, click here.**

Sign Up Now



When it comes to deciding who to work with when you are in the market for a new home, NeighborWorks® Columbus knows that you have lots of options. So why should you work with us, especially when we're asking questions the other guys don't?

# Create Your Free Account

First Name \*

LIFT

Last Name \*

Customer

Email Address \*

liftcustomer10@yopmail.com

Confirm Email Address \*

liftcustomer10@yopmail.com

Phone Number

5559876543

How did you hear about us? \*

Radio / Radio

Continue

# Steps for Borrower

1. Tell us where you are in your home purchase process.
2. Be sure to click the “I am interested in LIFT” check box.
3. If you would like to receive disclosures related to your loan, read the Electronic Disclosure Consent and be sure to check that box. If not, leave the box unchecked.
4. Choose the primary area you would like to purchase a home from the dropdown list.
5. Choose the other areas you would be interested in by clicking them and they will move from the box on the left to the right.
6. Hit the “Create Account” button.



# Create Your Free Account

## Tell us more about where you are in the home purchase process

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In order for us to begin crafting a custom roadmap for homeownership just for you, please answer the following statements. The more information we know about you and where you currently are in the homebuying process, the better we can accurately assess your needs and connect you with the appropriate member of our team. Choose all statements that apply.

- I am just getting started with the home buying process.
- I need one-on-one assistance with identifying the obstacles to homeownership that I may be facing, and learning how to solve them.
- I have completed a homebuyer education course within the last year.
- I already have real estate agent.

If you would like to receive disclosures related to your loan via email, click this box.

- I already have real estate agent.
- I have found a home I like.
- I have been pre-qualified or pre-approved for a mortgage loan.
- I am interested in LIFT for **LIFT GEOGRAPHY** only.
- I agree to the [Consent to Receive Documents Electronically](#)

**Be sure to complete this step!**

What is the primary area in which you are looking to purchase a home? \*

Area 1

What other areas are you interested in?

Please click on one or more of the locations listed in "Available Areas" to move it to the "Selected Areas" column; to remove a selection from the "Selected Areas" column, simply click on that selection to move it back to "Available Areas".

**Available Areas**

**Selected Areas**

Area 1

**Create Account**



Already have an account? [Sign In](#)



# Steps for Borrower

1. You will receive an email in order to confirm your account. Click on the “Confirm Account” link in your email.
2. You will be taken to a page to set up your password. Please be sure to use a password that contains:
  - 8 characters
  - Combination of letters, numbers and a special character (!#\$%\_+=, etc)
3. Ensure your password matches in both boxes (New Password & verify your new password)
4. Click the “Set Password” button.

# Set Password

## Set your password

Your password must be at least 8 characters long and have a mix of letters, numbers and at least one of these special characters: !#\$%&\_+=<>

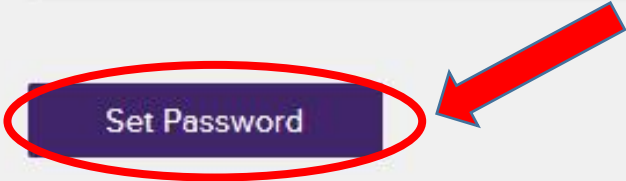
New Password

.....

Verify your new password

.....|

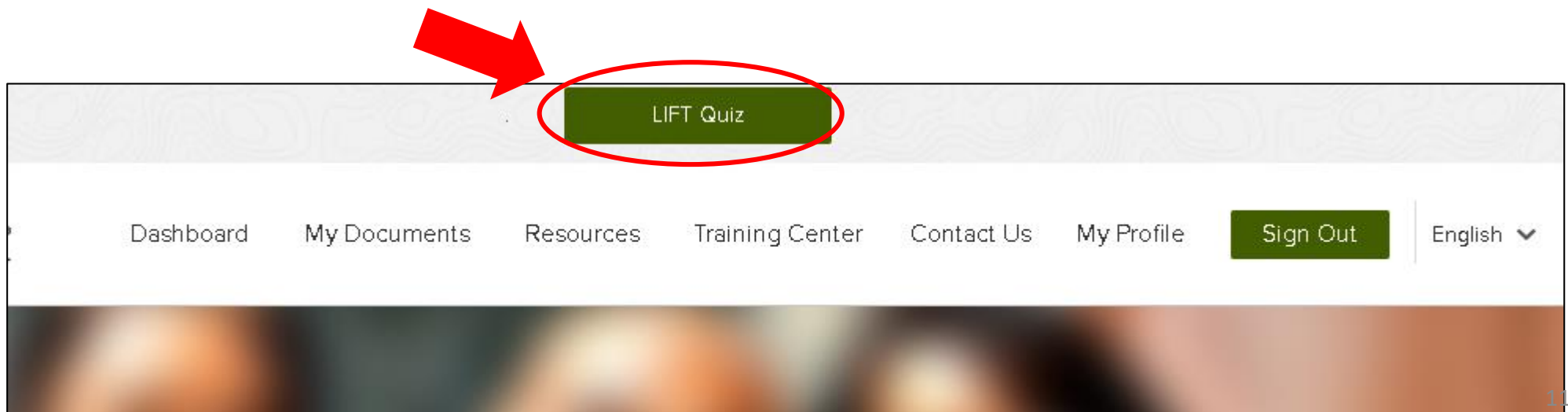
Set Password



# Steps for Borrower

Once you are logged into your account, you will need to complete the steps in the following pages of this guide. If you created an account prior to Monday, August 12<sup>th</sup> please reach out to NeighborWorks Alaska before completing the next steps.

1. Take the LIFT Quiz by clicking the LIFT Quiz button at the top of your screen.





# Completing the LIFT Quiz

1. Another screen will pop up (make sure your pop-up blocker will allow this).
  
2. Answer both questions on the LIFT Quiz. Remember only answer “Yes” to both of these questions if you have the following two documents:
  - a. Fully executed purchase and sale agreement within the defined LIFT geography
  - b. Pre-approval from a NeighborhoodLIFT approved lender
  
3. Click the “Next” button.

# LIFT Quiz

Do you have a signed purchase and sales agreement on a home located in the LIFT Geography? \*

Yes



Do you have a mortgage pre-approval from an approved NeighborhoodLIFT lender? \*

Yes



Next

LIFT Quiz

Center

Contact Us

My Profile

Sign

# LIFT

STEPS

Do you have a signed contract and a pre-approval from a LIFT lender? Take the





# Completing the LIFT Form

1. You will be taken to another screen where you will fill out the following fields:
  - a. Borrower First Name
  - b. Borrower Last Name
  - c. Co-Borrower First Name (if applicable)
  - d. Co-Borrower Last Name (if applicable)
  - e. Current Mailing Address including city, state and zip code.
  - f. Purchase Property Information including address, city, state and zip code.
  - g. Sales Price
  - h. Closing Date
  - i. Under the first responder, military, teacher information, check any and all that apply.

Excellent! To start the process for NeighborhoodLIFT<sup>®</sup> assistance, we will need to collect the following information from you, if you haven't already provided it:

### Personal Info

---

Buyer First Name \*

LIFT

Buyer Last Name \*

Customer

Co-buyer First Name (if applicable)

Co-buyer Last Name (if applicable)

### Mailing Address

---

Street Address \*

Apt #

City \*

State/Province \*

--None--

Postal Code \*

Postal Code \*

### Purchase Property

---

Street Address \*

City \*

State/Province \*

Postal Code \*

Sales Price \*

Estimated Closing Date \*

[ 5/25/2018 ]

### First Responder/Military/Teacher Information

- Choose any radio button that applies to you.
- For example, if you are a teacher, you would choose the radio button near teacher.

### First Responder/Military/Teacher Info

Are you a veteran?

Yes  No

Are you active military?

Yes  No

Are you the surviving spouse of military?

Yes  No

Do you like ice cream?

Yes  No

Are you a teacher?

Yes  No

Next



# Uploading Documents

1. You will be taken to another screen where you will be able to upload documents. This is called the “My Documents” section of your account.
  
2. At this point you should upload the following documents:
  - a. Fully executed purchase and sale agreement
  - b. Pre-approval from a NeighborhoodLIFT approved lender
  
3. Click on the “Choose File” button.





Dashboard

My Documents

Resources

Training Center

Contact Us

My Profile

Sign Out

English

1

## Documents for LIFT Customer

**If you have not done so already**, please upload a copy of the **first page and the signature page only** of your executed purchase and sales agreement AND mortgage pre-approval document you received from your NeighborhoodLIFT® approved lender. **We do not need all pages of these two documents.**

**If we do not receive these documents from you within 24 hours, your spot in the NeighborhoodLIFT® program will be released, and you will need to take the quiz again, assuming NeighborhoodLIFT® funding is still available.**

If after following these steps you have difficulty uploading your required docs, please click on "Contact Us" and send us an email and we will call you and walk you through the steps. If you have not provided us your phone number via your Profile, please include it in the email.

Additionally, if you have already completed your Home Buyer Education course, please submit a copy of your certificate as well (note: successful completion of an 8-hour HBE course is required prior to closing on your new home).

Need to upload documents but don't have access to a scanner? Log into your account with your smartphone or tablet, and you can use your device's camera to take a picture of your documents to send them to us that way!

Choose File No file chosen

Maximum file size is 2 GB

FILE UPLOAD - Allowed file types - doc, docx, ppt, pptx, pdf, jpg, png, xls, xlsx.

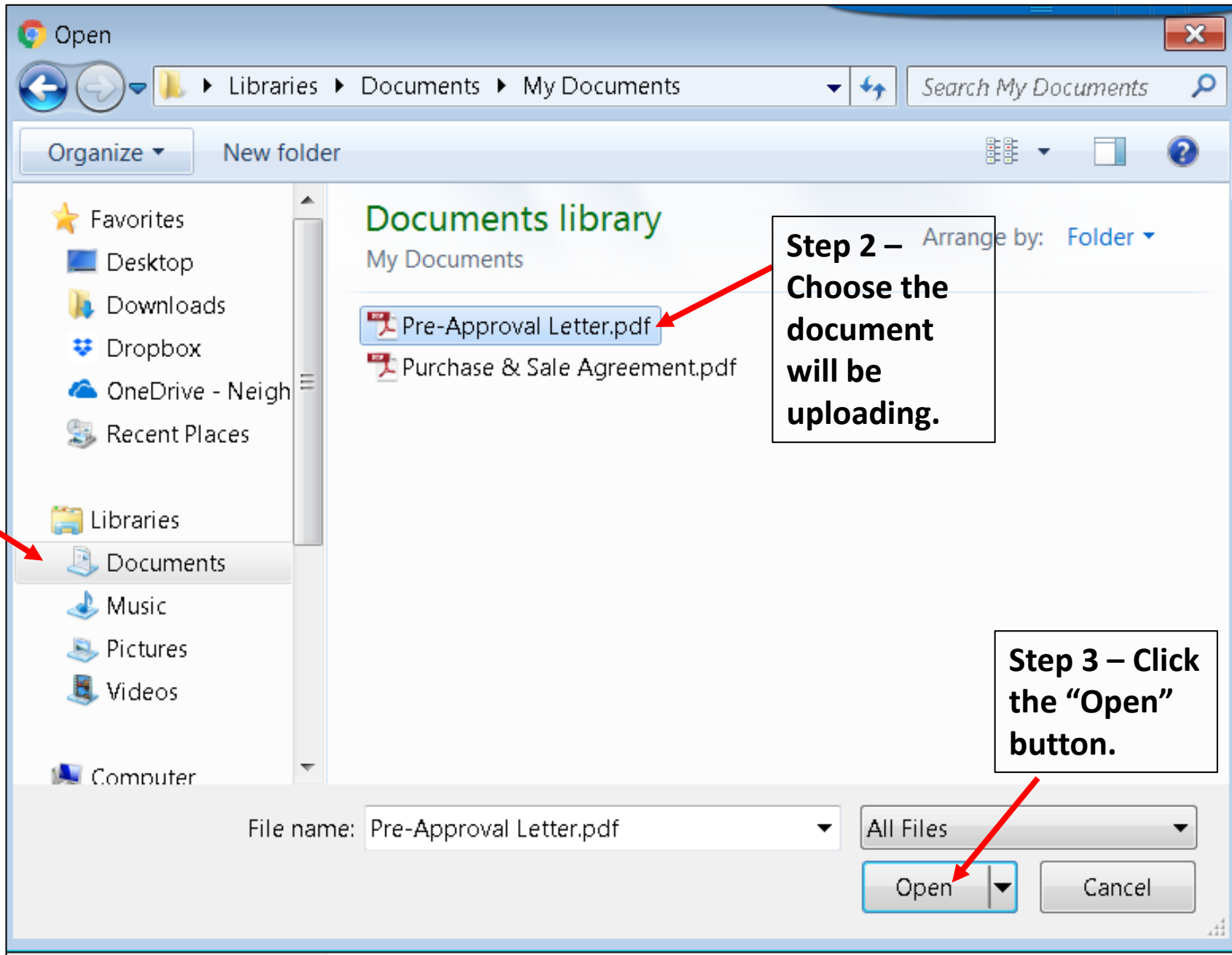
Please note that v152train2 CFT reserves the right to request re-uploads of any documents that are unclear.

Select Document Type



# Uploading Documents

1. A screen will pop up on your computer for you to select the documents you will be uploading.
2. Go to the folder you have your documents saved on your computer and select the file one at a time.
3. Click the “Open” button.





# Uploading Documents

1. The document you selected from your computer will be listed next to the “Upload” button.
2. Select the type of document you are uploading from the dropdown list.
3. Click the “Upload” button.



HOMEOWNERSHIP

Dashboard

My Documents

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English

If after following these steps you have already uploaded your required docs, please click on "Contact Us" and send us an email and we will call you and walk you through the steps. If you have not provided us your phone number via your Profile, please include it in the email.

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Need to upload documents but don't have access to a scanner? Log into your account with your smartphone or tablet, and you can use your device's camera to take a picture of your documents to send them to us that way!

Choose File Pre-Approval Letter.pdf

Maximum file size is 2 GB

The name of the document you selected from your computer will appear here.

FILE UPLOAD - Allowed file types - doc, docx, ppt, pptx, pdf, jpg, png, xls, xlsx.

Please note that v152train2 CFT reserves the right to request re-uploads of any documents that are unclear.

Select Document Type

LIFT Pre-Approval Letter

Click this arrow to choose the type of document you are uploading such as "LIFT Pre-Approval Letter" in this example.

Upload

When ready to upload your document click "Upload".





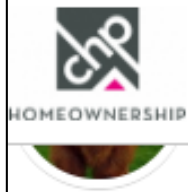
# Uploading Documents

1. A box will pop up indicating your file is uploading. It may take some time to upload depending on your internet connection and the size of your file.
2. Repeat the document upload steps for the next document you need to upload.
3. You have now completed uploading your purchase and sale agreement and pre-approval letter.
4. In the next 48 business hours your documents will be reviewed. As soon as the documents have been verified, you will receive an email to login to your account and sign up for your Eligibility Determination Session.



# Signing Up for an Appointment

1. Once you have received the email to sign up for your appointment, login to your account and click on the “Training Center” within your account.
2. Click the “Register” button under the NeighborhoodLIFT Eligibility Determination Session appointment.



Dashboard

My Documents

Resources

Training Center

Contact Us

My Profile

Sign Out

English

## My Appointments

Classes and appointments we recommend, as well as those you have scheduled, appear under My Appointments. **v152train2 CFT has a no refund policy regarding all appointments, classes and workshops.** Appointments may be rescheduled once booked via the 'Reschedule' function for a scheduled appointment. If you register for a class or appointment, then find you are unable to attend and cannot find an available date to reschedule, please [Contact Us](#).

1

### NeighborhoodLIFT® Eligibility Determination Session

You will not be able to schedule your Eligibility Session until you pass the LIFT quiz (link above) and submit your signed purchase agreement and mortgage pre-approval from your lender

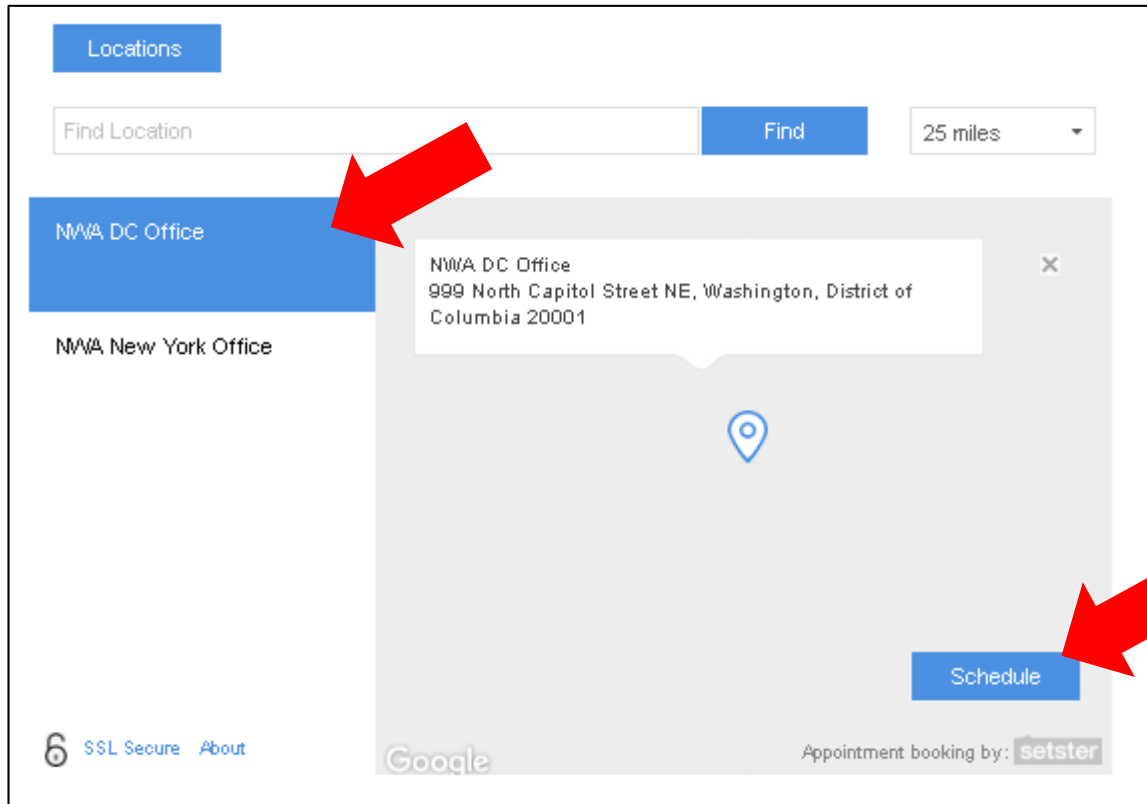
Register





# Signing Up for an Appointment

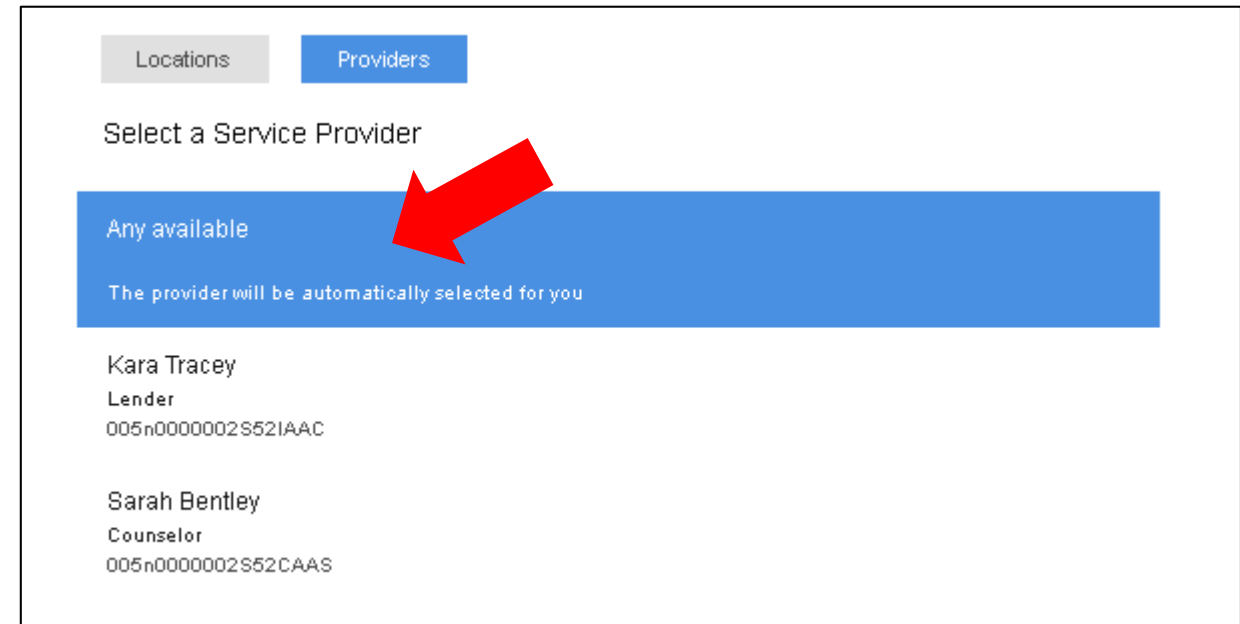
1. When you click register, a new window will pop up, where you will be able to select the location of your appointment. Please be sure to choose the correct location.
2. Click the Any Available provider option on the next screen. By choosing any provider you will be given the option to choose any appointment that is available at the location you selected.
3. Select the date and time of the appointment that works best for you. Be sure to remember that you must complete your Eligibility Session at least 21 calendar days prior to your closing date.



**Step 1 - Choose the location you prefer. Make sure it is within your LIFT geography!**

**Step 2 – Click “Schedule”.**

**Step 3 - Choose a provider. It is best to choose the option “Any Available” so you can choose an appointment that fits your schedule best. All appointments available at the location selected will display when this is chosen.**



Locations Providers **Schedule**

Select the day and time for your appointment

< June 2018 >

SU	MO	TU	WE	TH	FR	SA	AM	PM
27	28	29	30	31	1		8:00 am	1:00 pm
3	4	5	6	7	8	9	9:00 am	2:00 pm
10	11	12	13	14	15	16	10:00 am	3:00 pm
17	18	19	20	21	22	23	11:00 am	4:00 pm
24	25	26	27	28	29	30		5:00 pm
1	2	3	4	5	6	7		

View [weekly](#) schedule.

All times are in EDT (GMT-04:00), [click to change](#).

6 SSL Secure [About](#)

Appointment booking by: **setster**

**Step 4 - Choose the date that works best for you. Remember your appointment must be completed 21 calendar days prior to closing! Keep that in mind when scheduling!**

**Step 5 - Choose the time that works best for you.**

**Step 6 - Click the Submit button.**

Locations Providers Schedule **Submit**

Please Complete Details

Date: [Friday, June 1, 2018](#)  
 Time: [4:00 pm - 5:00 pm EDT \(GMT-04:00\)](#)  
 Location: [NWA DC Office](#)  
 Service: [NeighborhoodLIFT® Eligibility Determination Session](#)  
 Provider: [Any available](#)

Name:

Email:

Email:

Notes:

**Submit**

6 SSL Secure [About](#)

Appointment booking by: **sets29**



# Signing Up for an Appointment

1. A screen will pop up letting you know your request was successful.
2. In your Training Center in your account you will be able to see that your appointment has been booked.
3. If you need to reschedule your appointment for any reason, go to your Training Center and click “Reschedule” and follow the Signing Up for Appointment instructions again.

Dashboard My Documents <sup>1</sup> Resources **Training Center** Contact Us My Profile Sign Out English

## My Appointments

Classes and appointments we recommend, as well as those you have scheduled, appear under My Appointments. **v152train2 CFT has a no refund policy regarding all appointments, classes and workshops.** Appointments may be rescheduled once booked via the 'Reschedule' function for a scheduled appointment. If you register for a class or appointment, then find you are unable to attend and cannot find an available date to reschedule, please [Contact Us](#).

**JUN 1** **NeighborhoodLIFT® Eligibility Determination Session 06/01/2018**  
You will not be able to schedule your Eligibility Session until you pass the LIFT quiz (link above) and submit your signed purchase agreement and mortgage pre-approval from your lender / NWA DC Office / 4:00 PM

**BOOKED** Reschedule

**This screen shows a Booked appointment. If you need to reschedule do that by click the “Reschedule” button.**





# Documents for Eligibility Determination Session

1. Once you have booked your Eligibility Determination Session appointment, you will receive an email confirming the date, time and location of that appointment.
2. Attached to the email confirmation will be a list of documents that you **MUST** upload at least 72 hours prior to your appointment time.
3. To upload the documents go back to the “My Documents” section of your account and follow the “Uploading Documents” section of this guide.