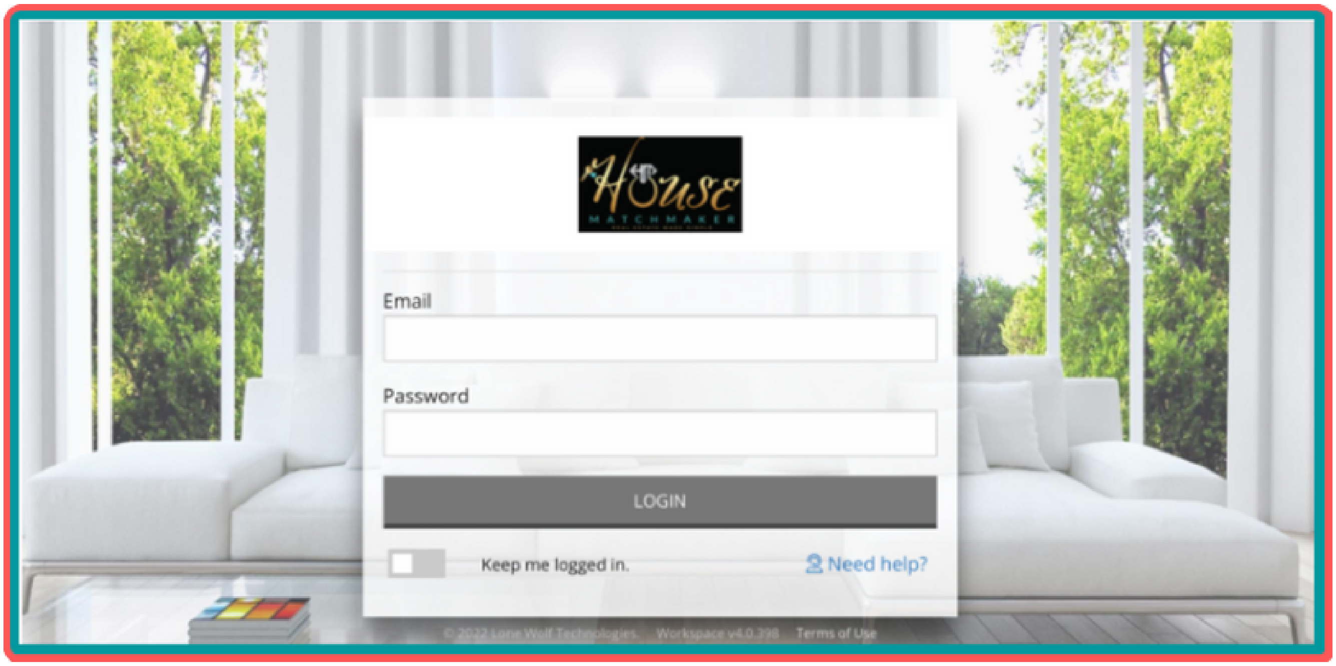
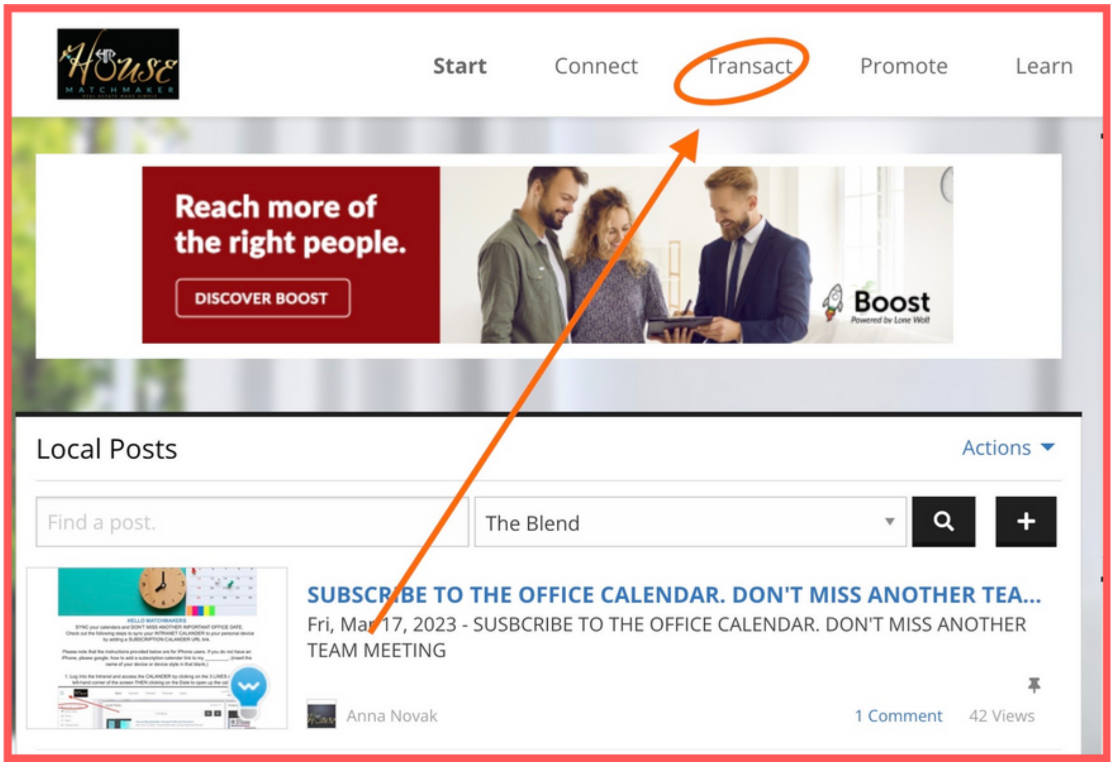
Section 7: GET PAID

USING HMMK INTRANET FOR COMPLIANCE

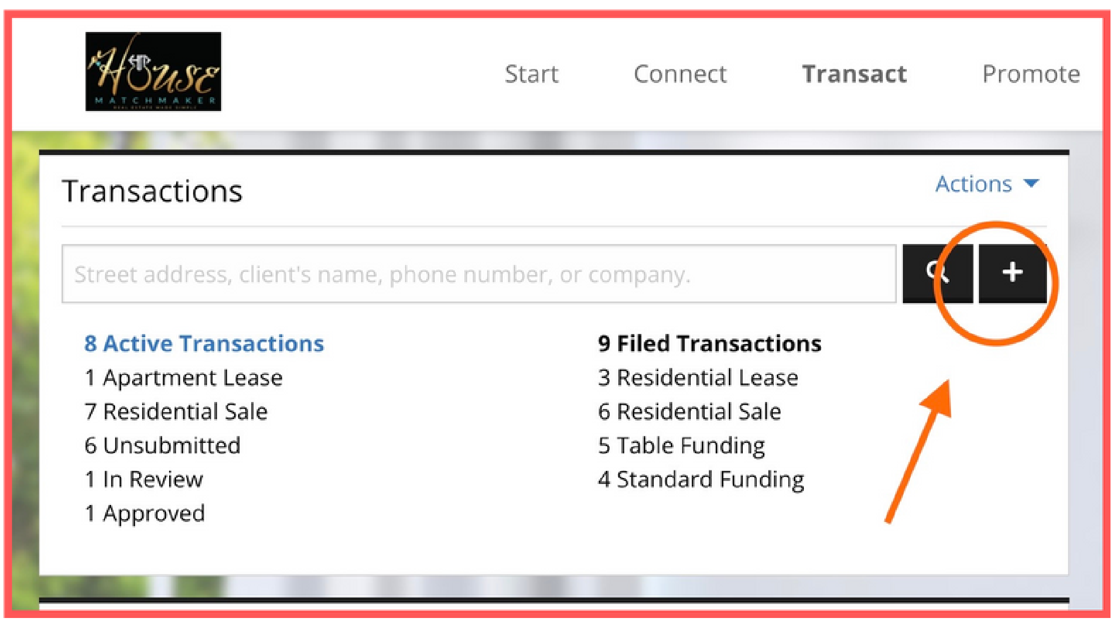
Log in to Intranet:



STEP 1: Click 'Transact' on the Navigation bar

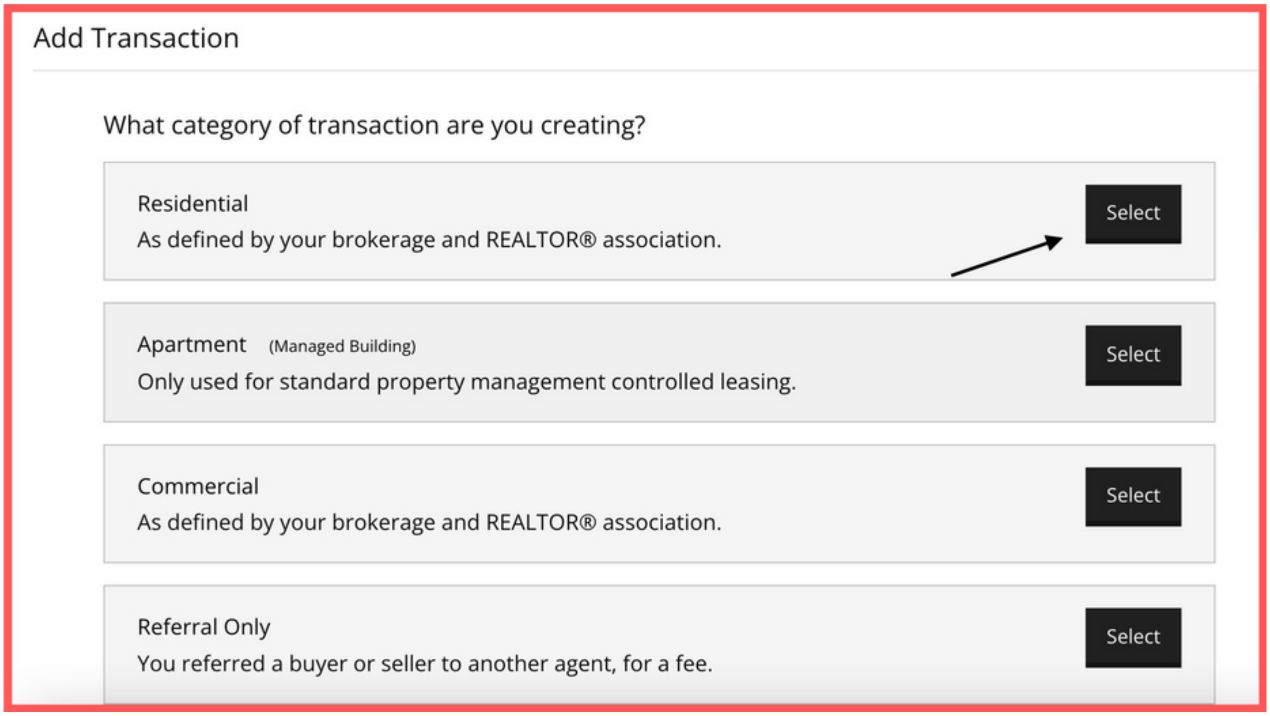


STEP 2: Click the plus (+) icon to Begin a NEW Transaction

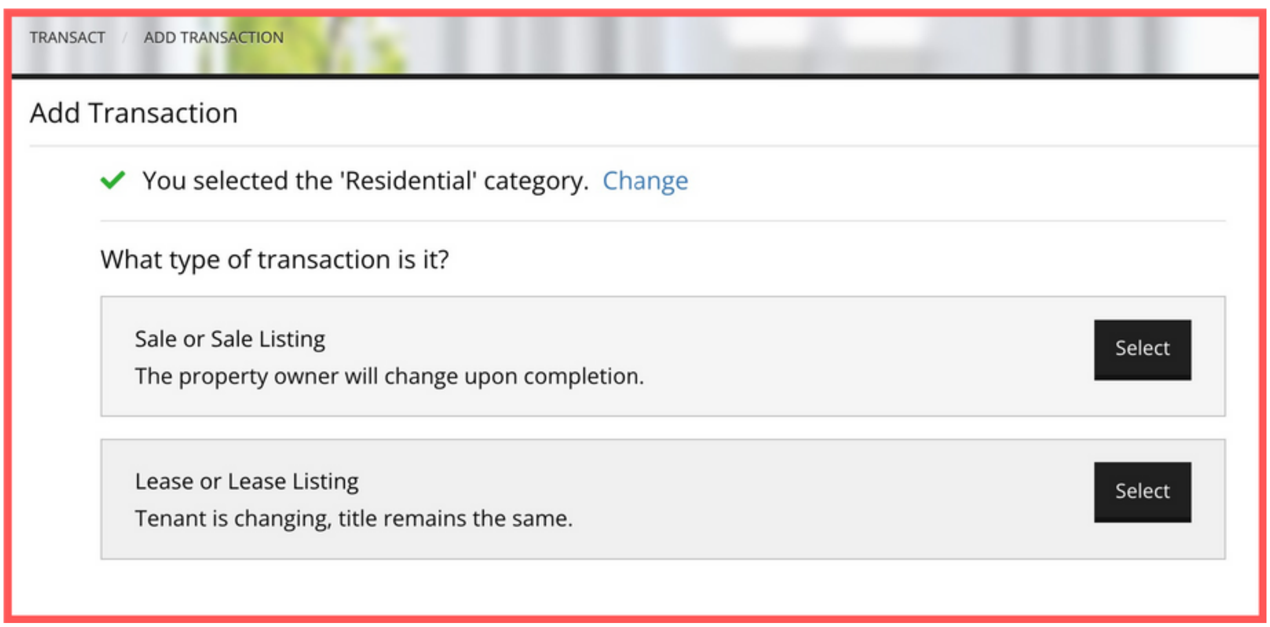


Step 3: Choose the type of transaction you are working with.

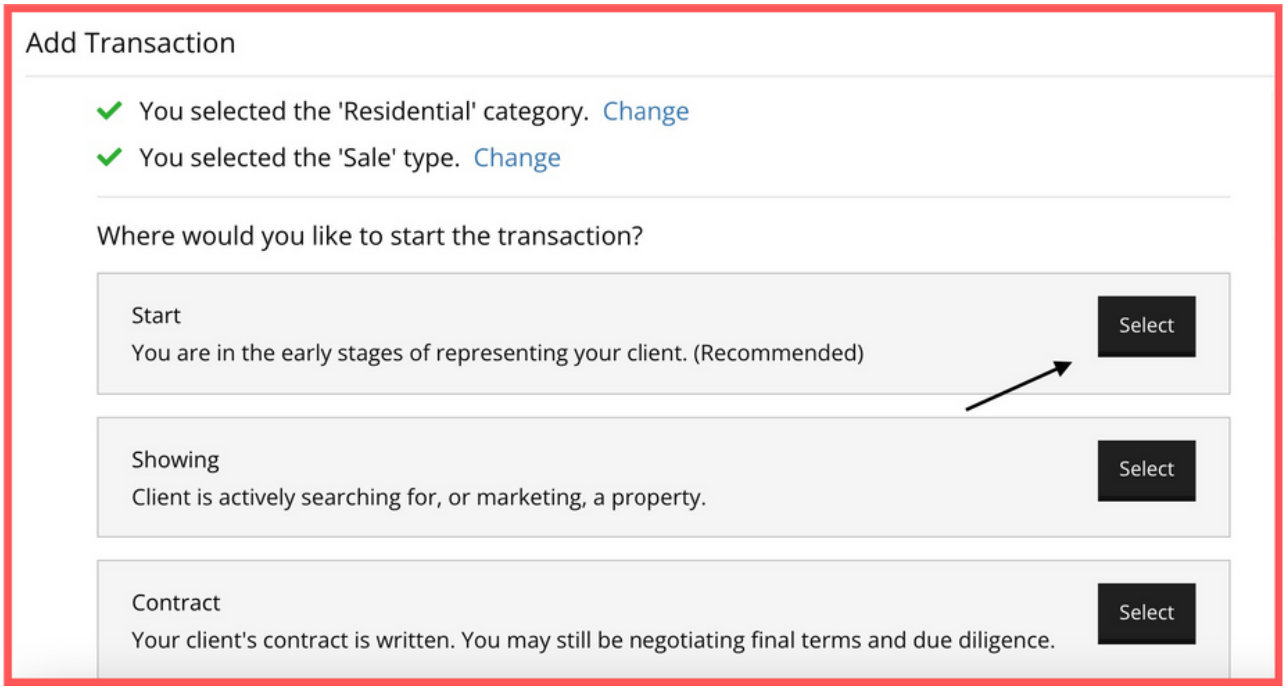
*We usually use Residential



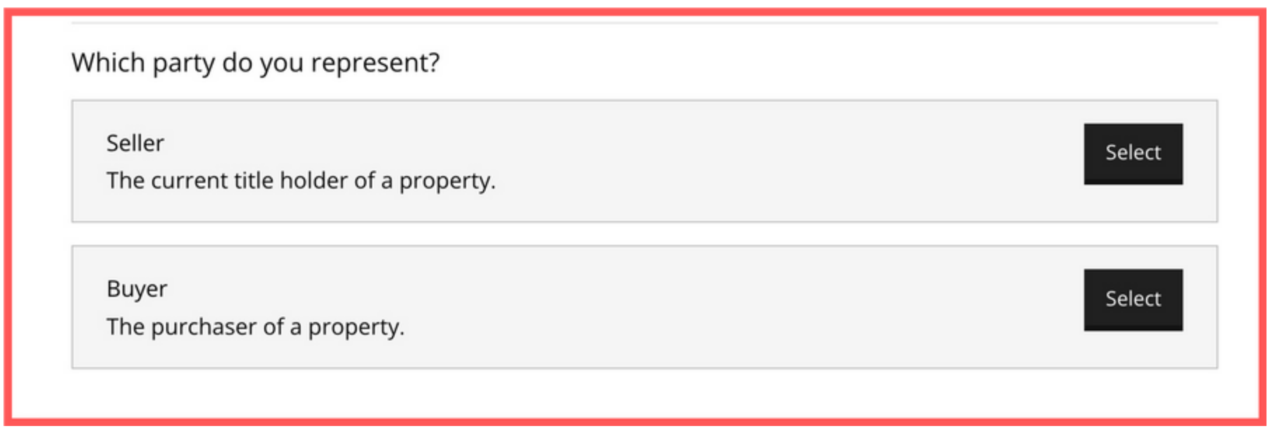
Step 4: Select if its a Sale or a Lease



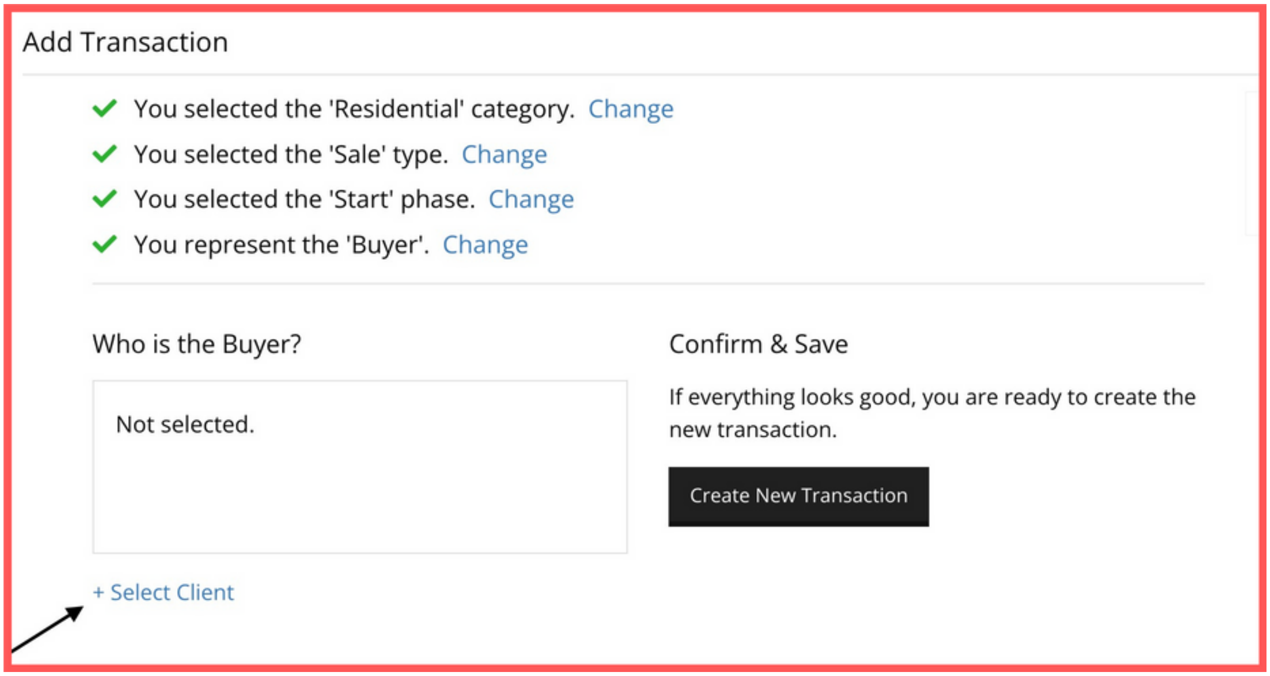
5.Then Click Start



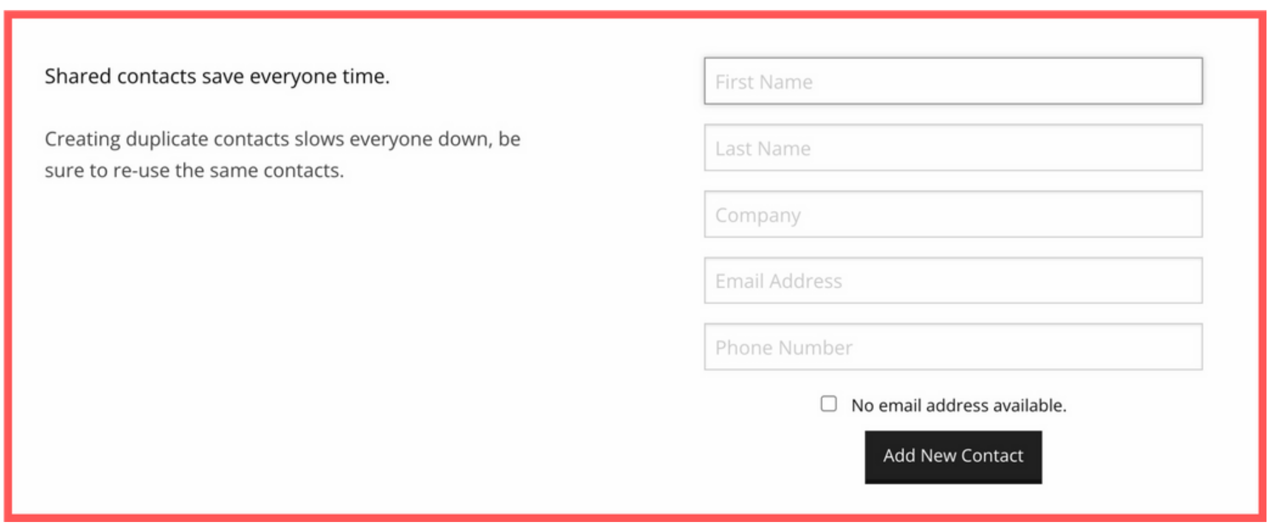
6.Choose which party do you represent Buyer or Seller



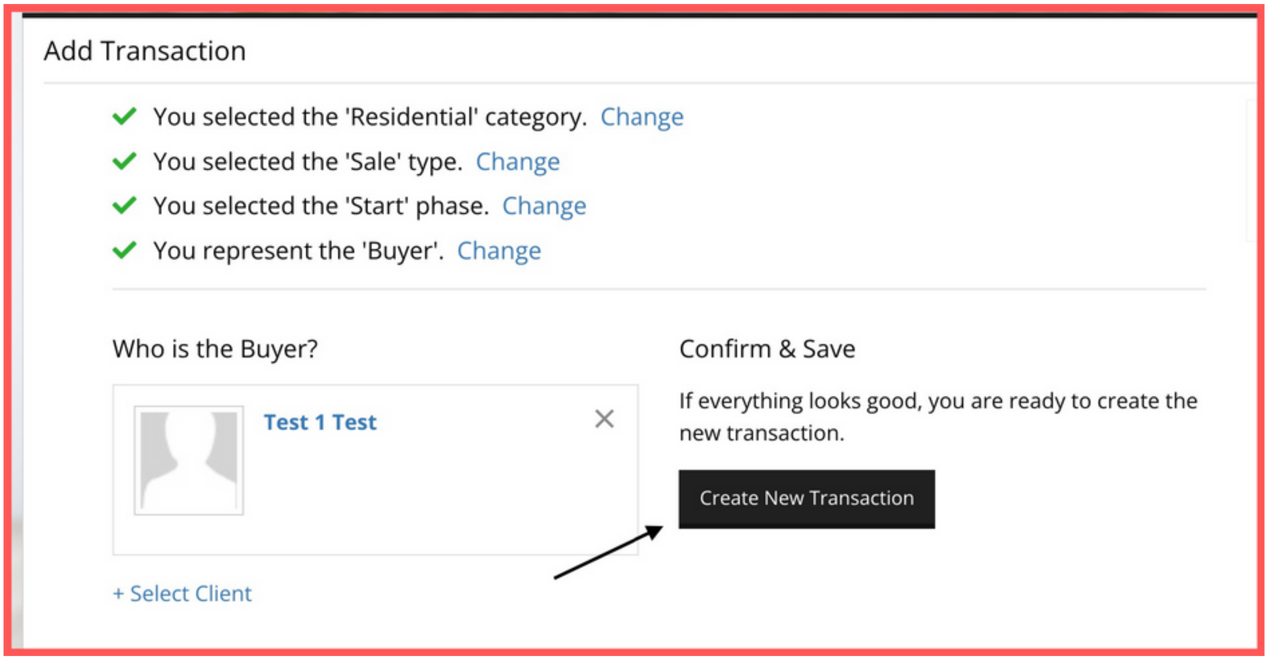
7.Start adding people. Fill in the "WHO IS THE BUYER" section by clicking on "+ Select Client".



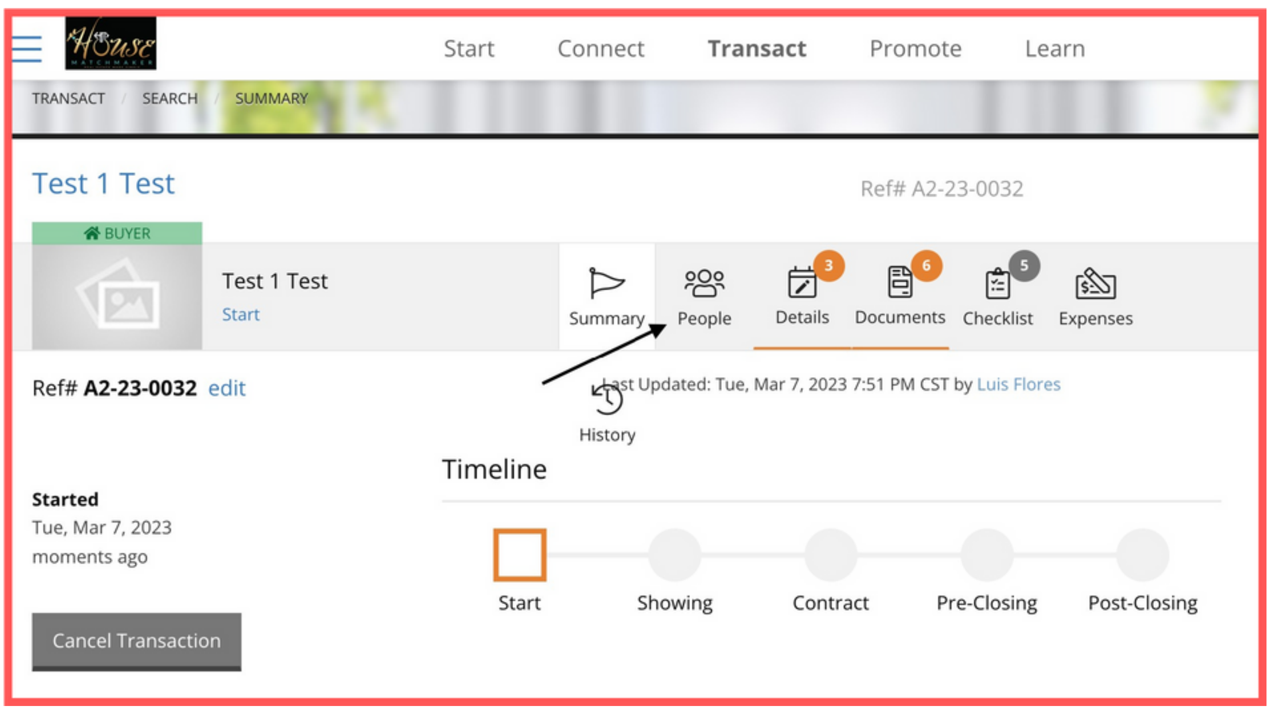
8.Fill in the Client information.



9. Once we have added their information, we can now start the transaction. Click "Create New Transaction"

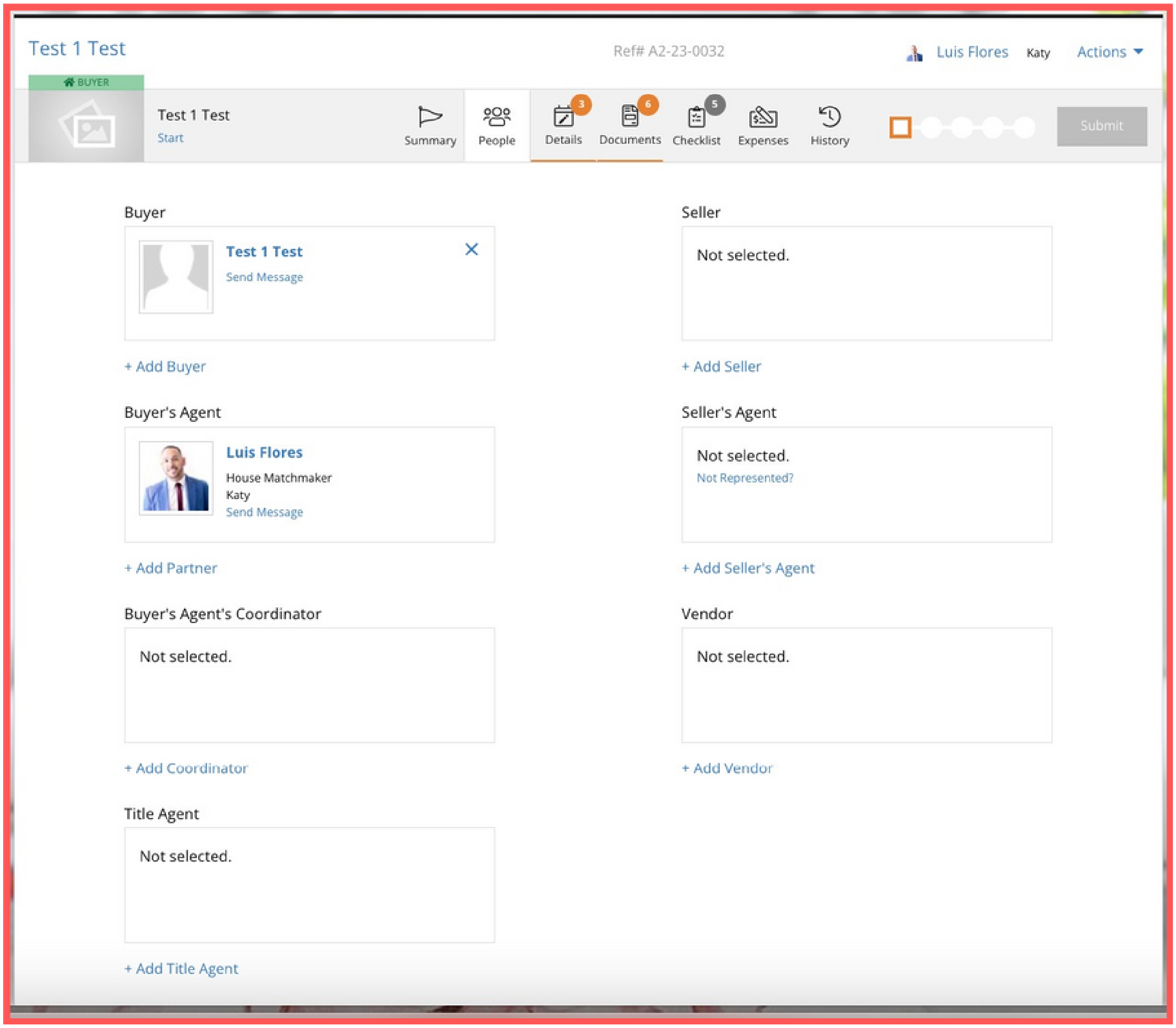


10. Now let's start adding the rest of the parties to the transaction by moving on to the "People" Tab"

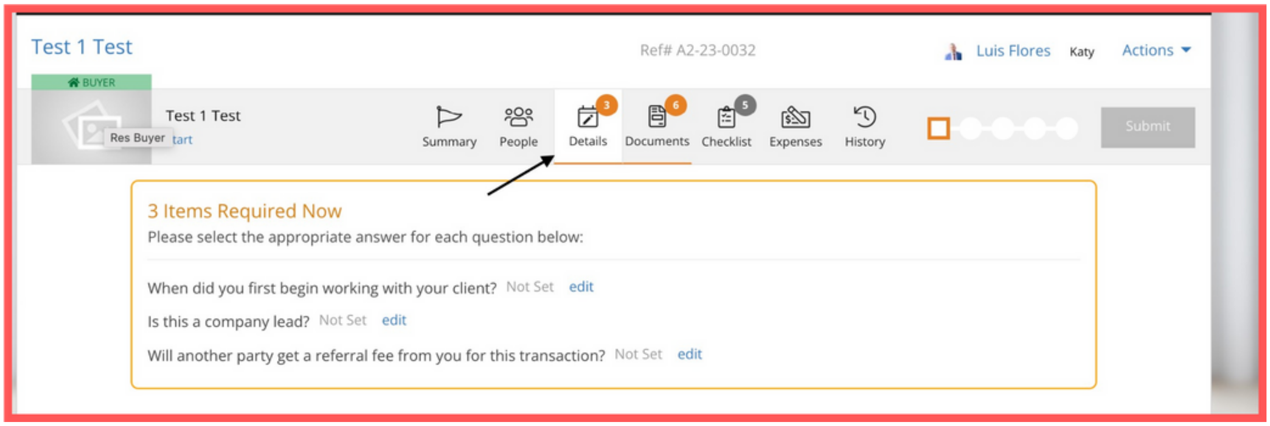


11. Now we need to add the:

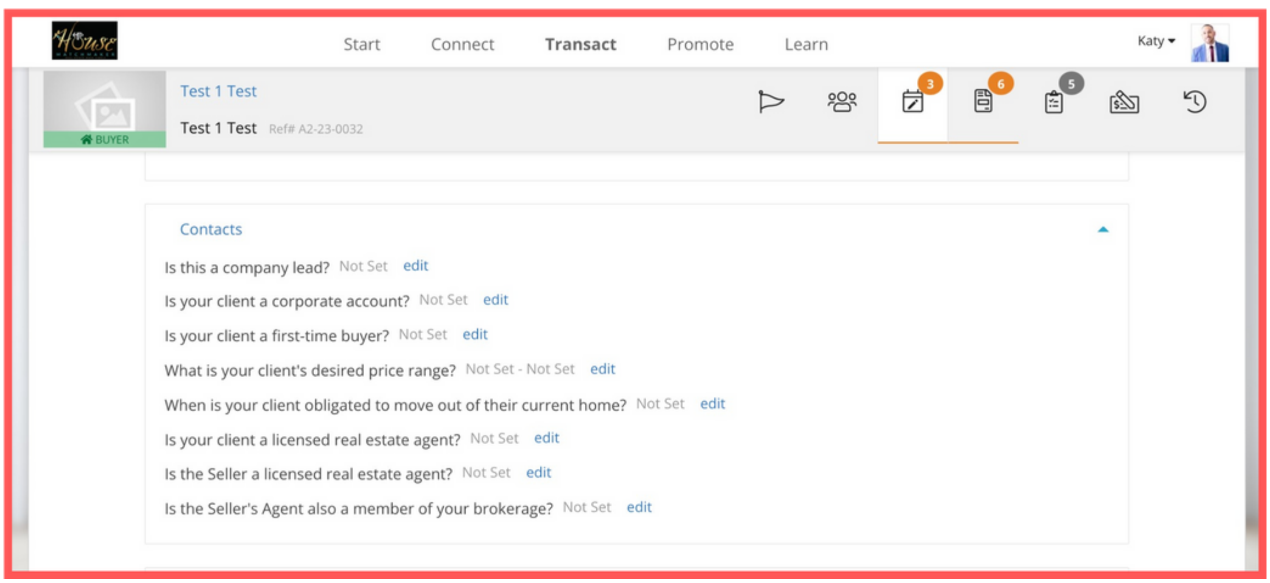
- **Title Company**
- The **Seller(s) | Buyer(s)**
- The Seller(s) | Buyer(s) **AGENT**
- The Seller(s) | Buyer(s) **AGENT'S BROKER**



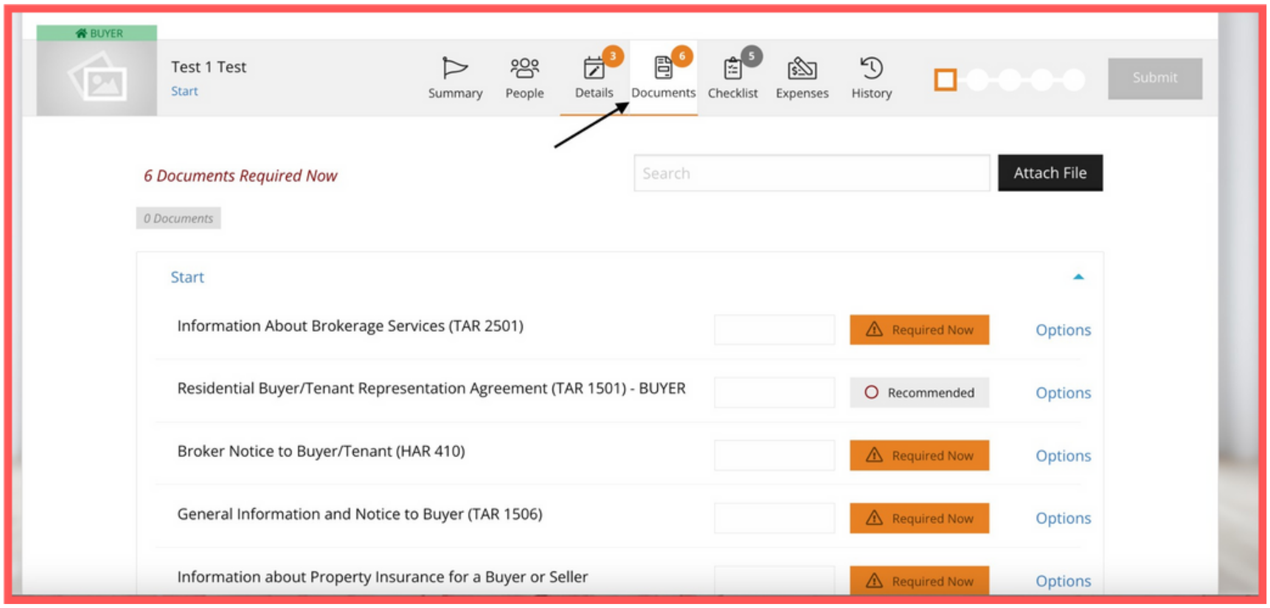
12. After Adding the people, let's add the information of the transaction by proceeding to the "Details" tab.
This next section is VERY IMPORTAN



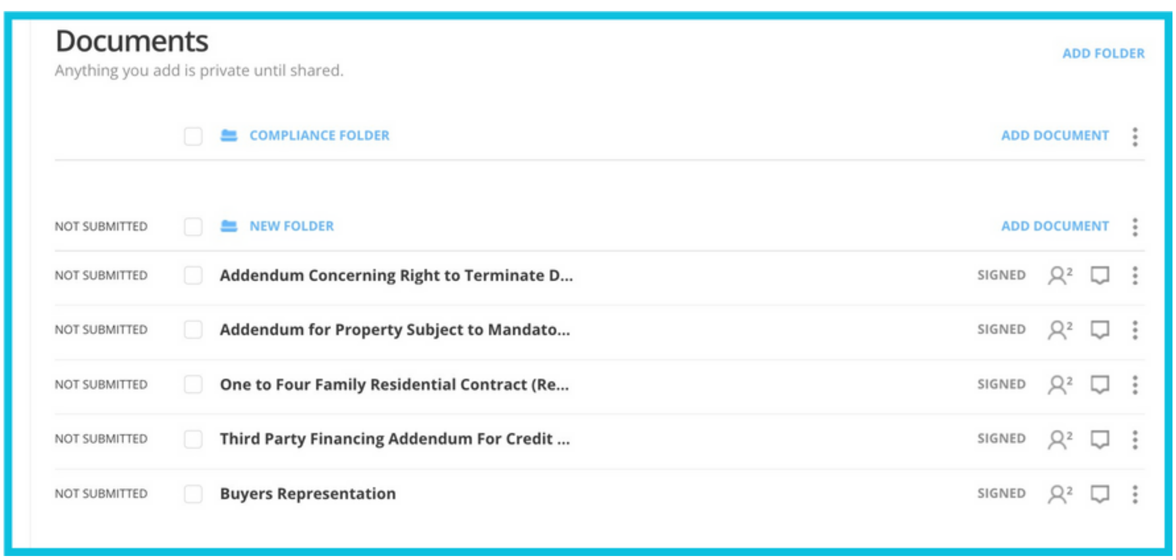
13. The System will show you step by step on what needs to be done. It will help you keep your timeline.



14. Once all of the information is filled, let's start uploading the Documents from DOTLOOP

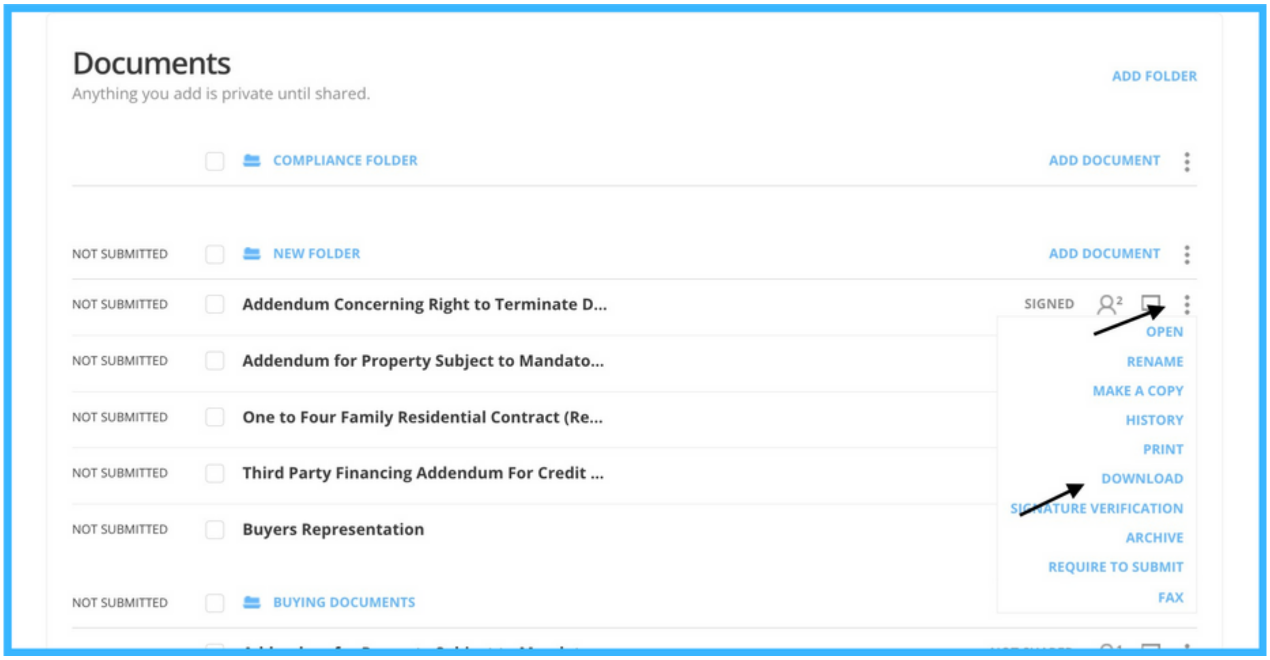


You can find these documents in your DOTLOOP transaction.

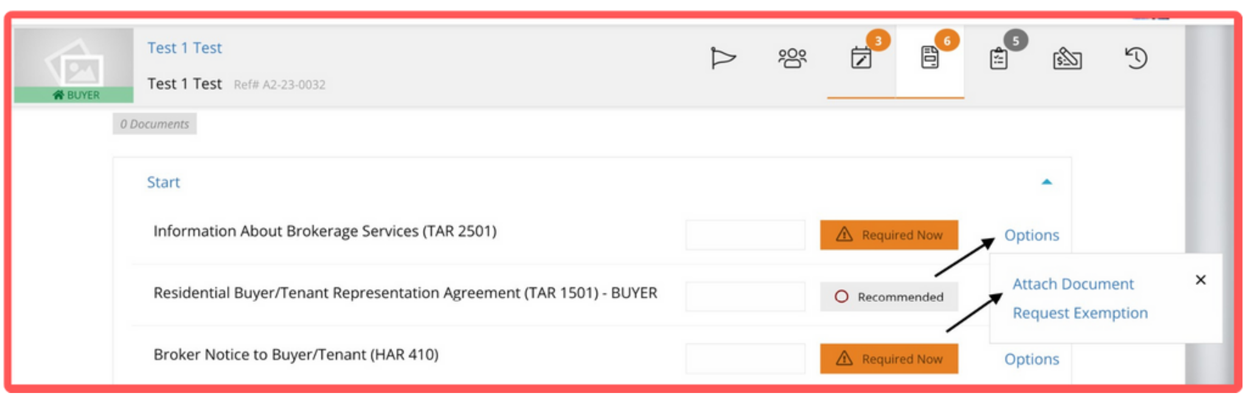


From Dotloop Download the Signed Document. Click the 3 dots and select Download

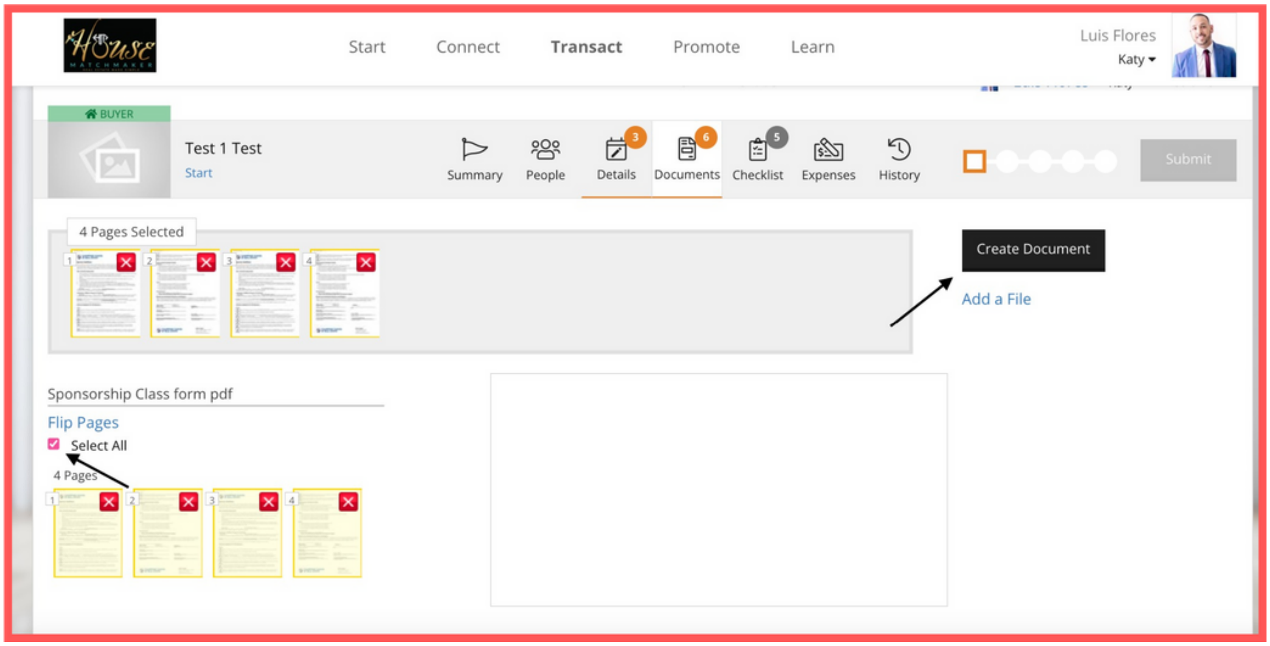
dot loop



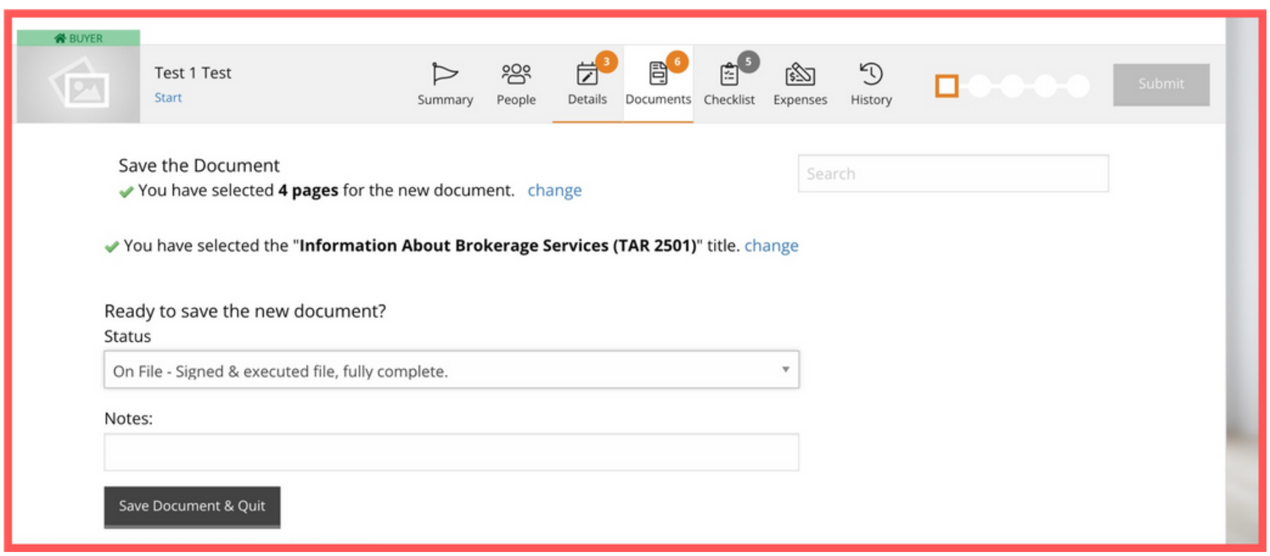
Now we are ready to upload it to the INTRANET. Click options and click attach documents.



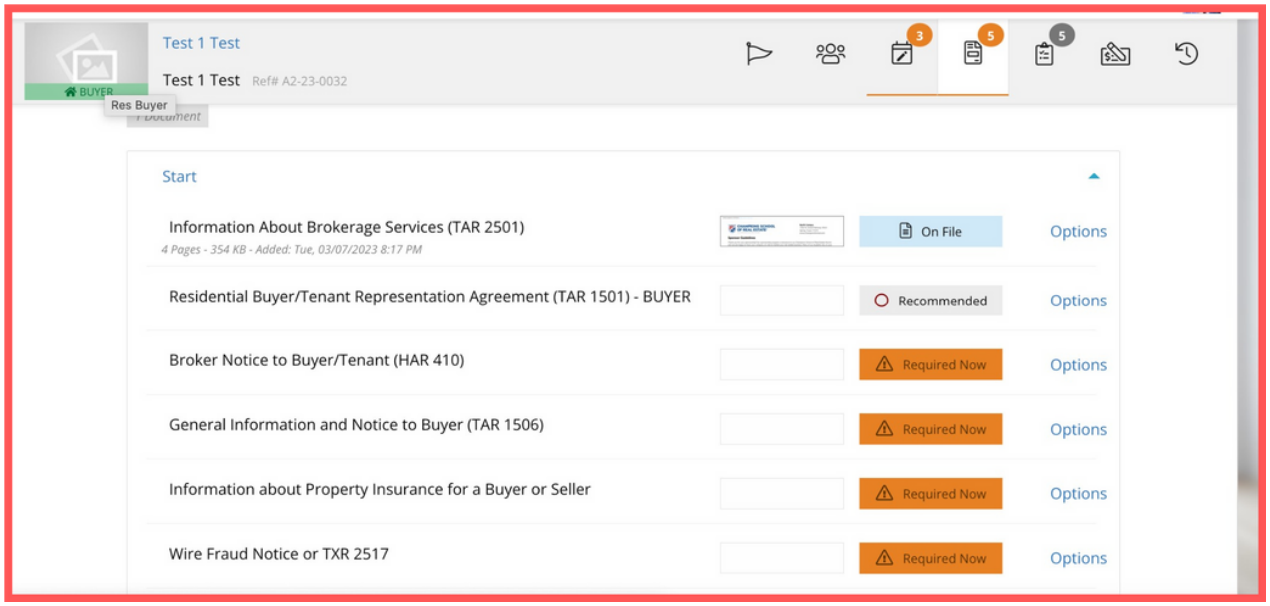
Select all pages to make sure all the pages will be uploaded and then click create document.



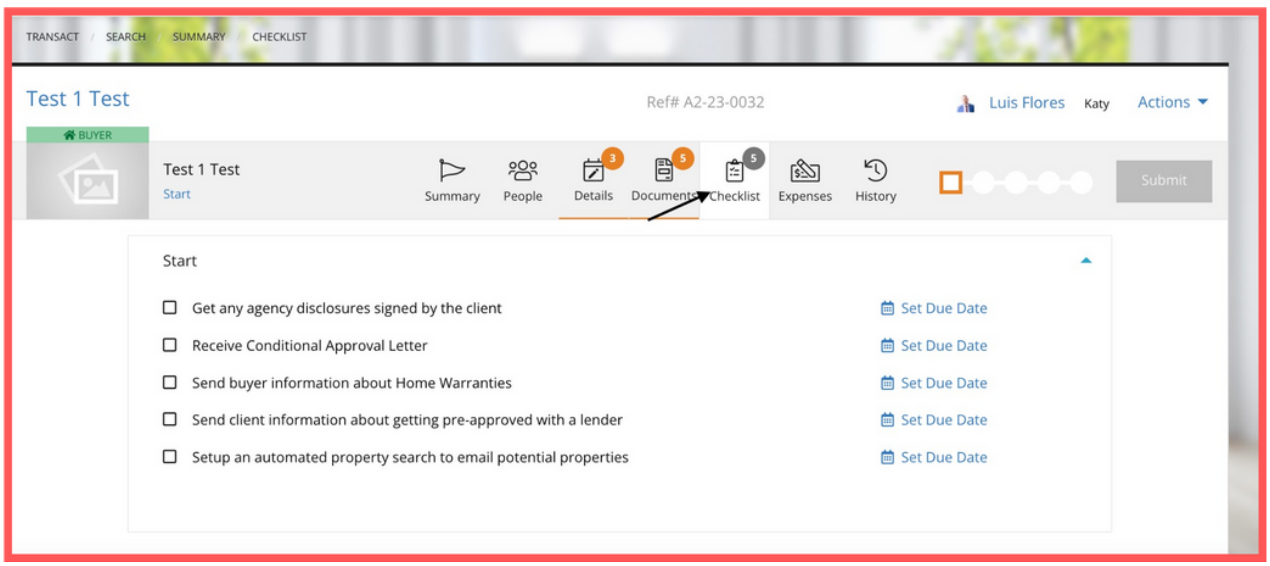
Submit the document. Click save Document and Quit



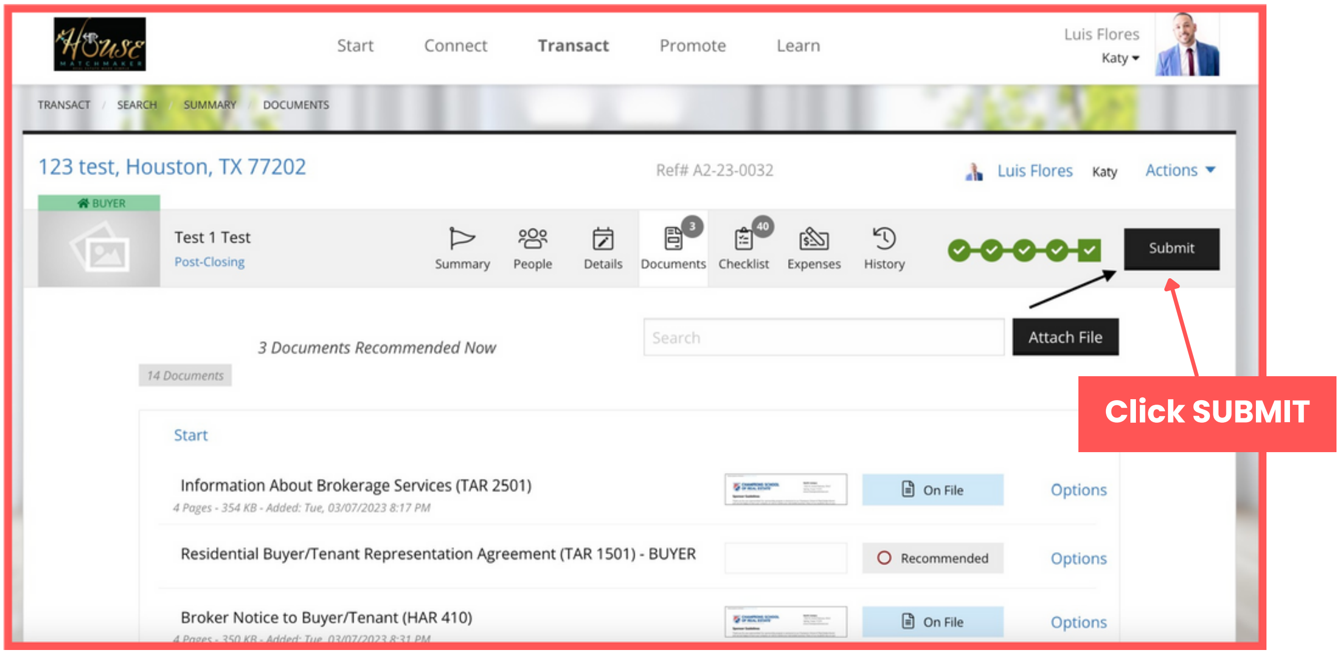
As the transaction Process it will open new tasks, new documents that need to be done.



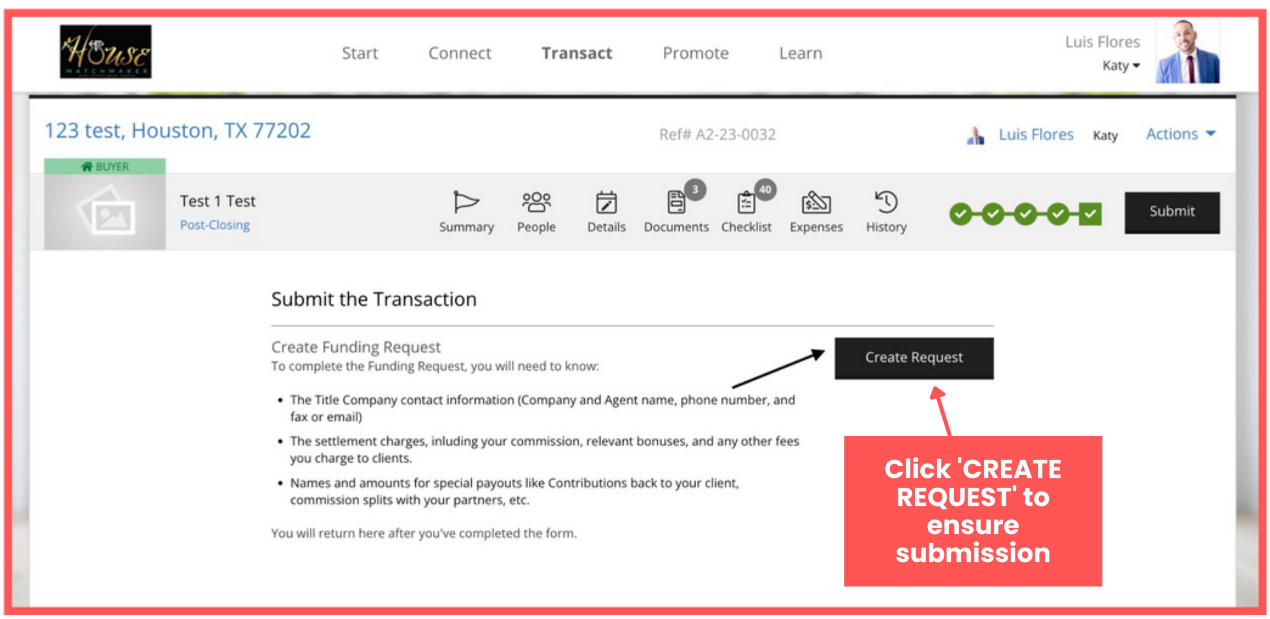
15. Now we will see the Checklist so that we can Set up the Date and we can keep track of the Transaction Timeline.



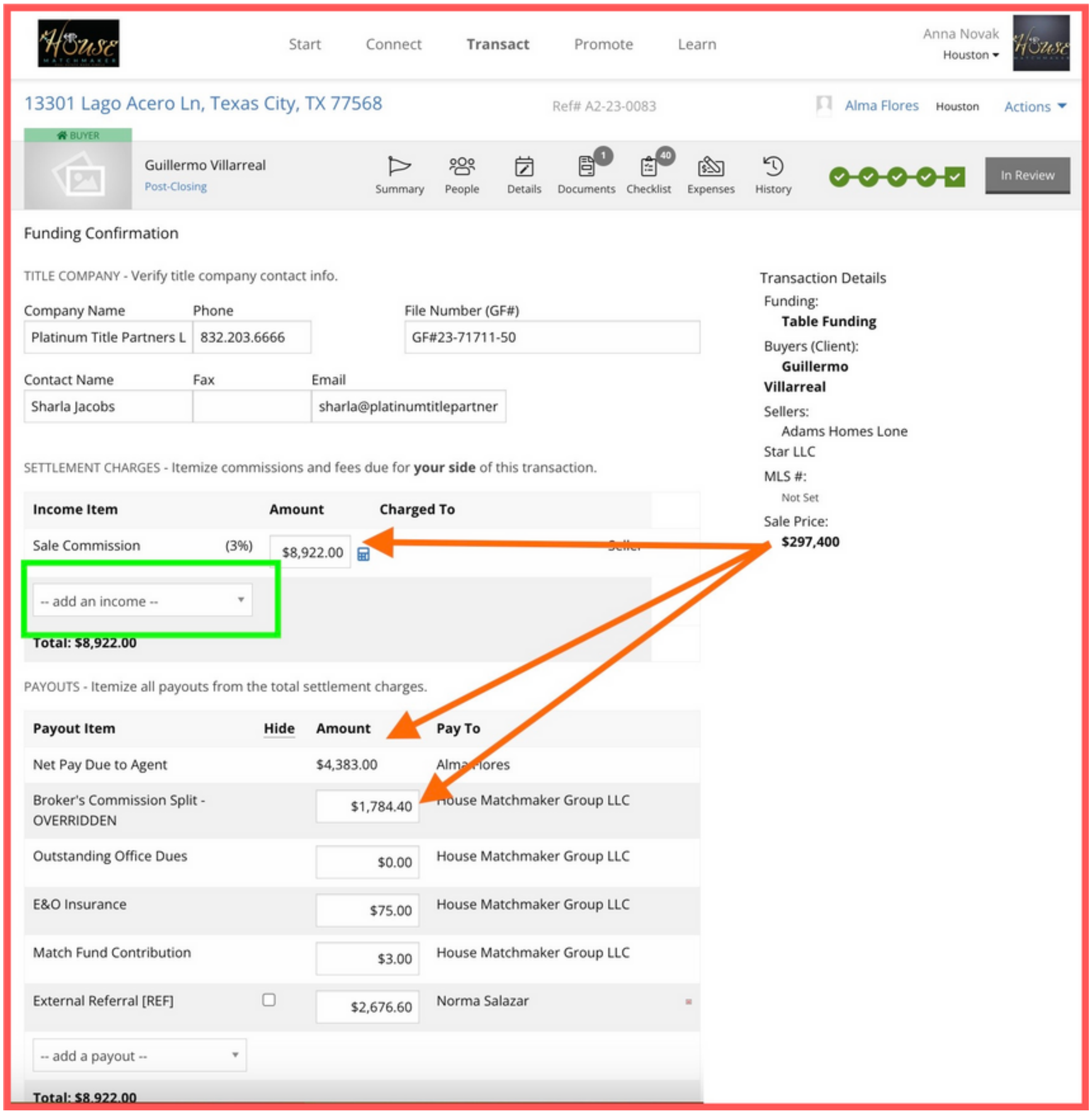
16. Once we've completed the Details, Documents and Checklist we can now submit it for review.



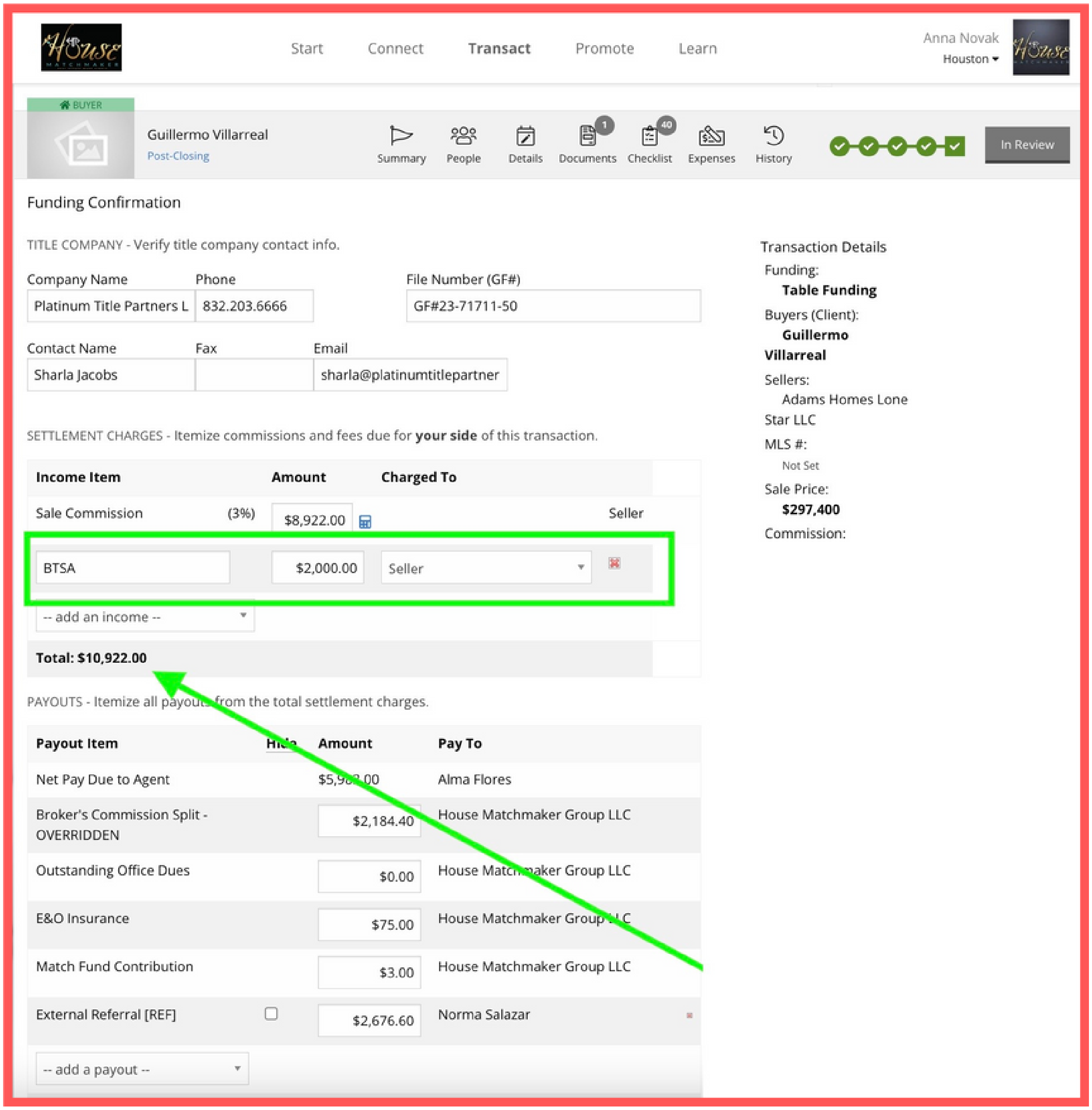
17. Now we have to Create the funding request. Click Create Request



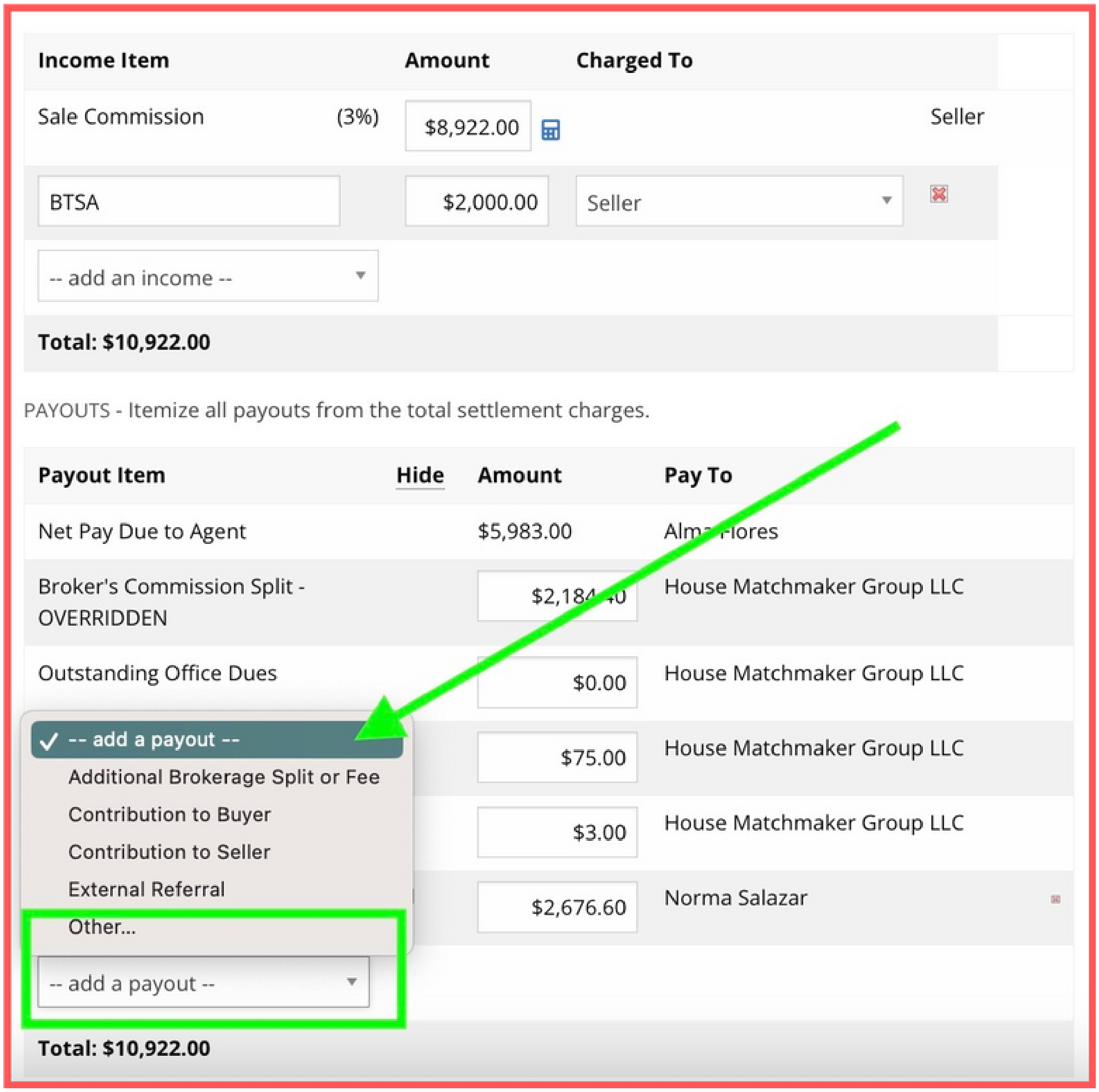
18. Confirm all of the totals before the "Create Funding Request" process is completed.



Adding a BTSA to the commission.



Making contributions from your commission.



The title company will need a letter from YOU, for the Commission Contribution you have done. The Intranet System will automatically generate this Contribution Letter. The letter will be sent to you when your file meets compliance along with your CDA.

1333 West Loop South, Suite 880
Houston, TX 77027
Phone: 832.352.6437

June 7, 2023

To: Platinum Title Partners LLC
Attn: Sharla Jacobs

From: Anna Novak / House Matchmaker Group LLC
Re: Sale of property
@ 13301 Lago Acero Ln, Texas City, TX 77568
Buyer's Name: Guillermo Villarreal
Agent's Name: Alma Flores

Please use this letter as your authority to reduce the commission to House Matchmaker Group LLC in the amount up to $3,000.00.

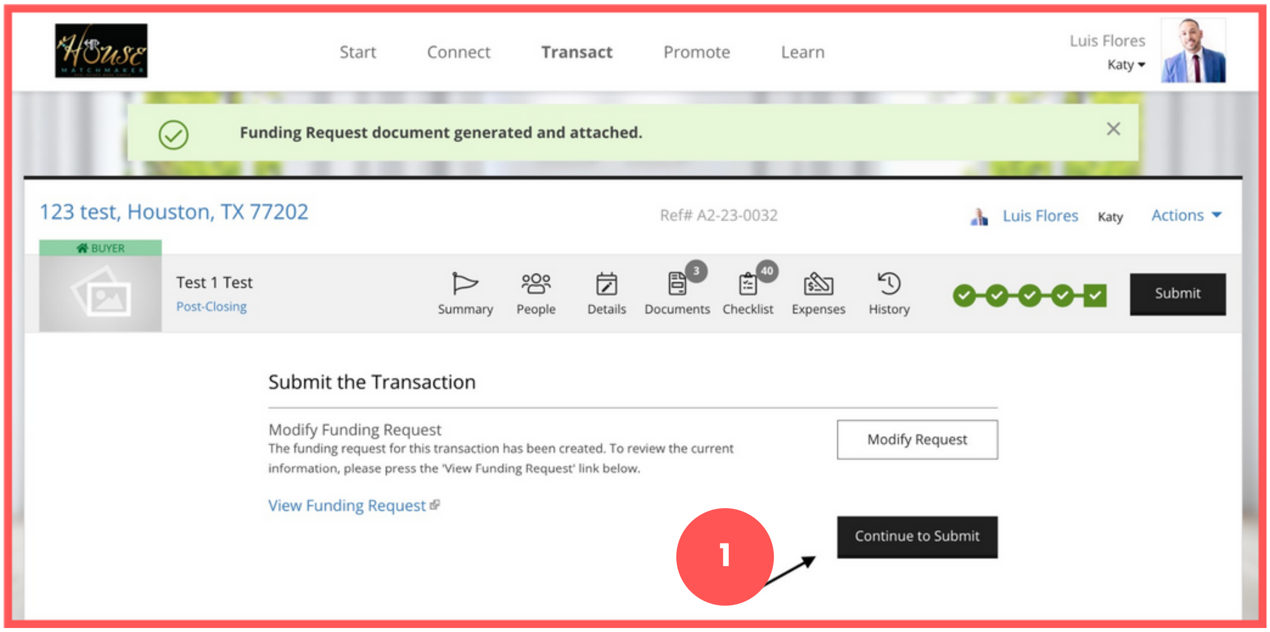
Money thus deducted ($3,000.00) is to be applied towards buyer's closing costs or prepaid items. **All funds deducted must be shown as a credit to the buyer on the closing statement.**

This letter should be accompanied with a CDA at closing.

Thank you,

Anna Novak
Funding Coordinator
House Matchmaker Group LLC
832.352.6437

19. Then continue to submit



20. Submit the transaction (Hit 'SUBMIT' twice)