



ON-BOARDING CHECKLIST

Welcome to Billcutter!

We are excited that you have elected to originate mortgage loans with us. Signing up with us is easy. Just follow this step-by-step process to get up and running quickly.

Before we can activate your license with Billcutter, we will need the following.

Step 1 of 4: Agreement and Exhibit A

Please complete, sign, and return Agreement and all forms listed below. They can be returned by one of the following methods:

1. Email: careers@billcutter.com
2. Or by mail:
Billcutter, Inc.
Attn: On Boarding
3857 Birch Street # 325
Newport Beach, CA 92660

The following information needs to be completed and signed:

- 1) Team Member Information Sheet
- 2) Loan Originator Agreement
- 3) Addendum A – Commission breakdown
- 4) Loan Fraud Prevention Policy
- 5) Signed W9 Form
- 6) Commission Check Disbursement
- 7) Wire/ACH Commission Request (if applicable)

Step 2 of 4: Email the following to us

If you are signing up via DocuSign, there is no need to email us the forms.

Step 3 of 4: License Transfer

Please request your license be transferred to Billcutter Inc. See next page for directions.

Step 4 of 4: Getting Started with Billcutter

As you prepare to transition to Billcutter, we've attached a checklist of items that will help with the transition. Please review the 'Getting Started' attachment. After reviewing that, please contact us with any questions that you still need addressed.

Transferring your license to Billcutter

Step 1 of 2: State DRE License (if applicable)

- 1) If you are a California DRE Salesperson or Broker Associate.

You can use DRE's elicencing system to transfer your license

- a. Go to <https://secure.dre.ca.gov/elicencing/>
- b. Request your license be transferred to: Billcutter Inc.

When filling out the form, you'll need this information:

Billcutter DRE #: 02081333

- 2) Outside of CA

Originators outside of California, please email us for instructions on how to transfer your license to Billcutter.

Step 2 of 2: Transferring your MLO / NMLS License

Prior to becoming active under Billcutter, your MLO license / endorsement will need to be sponsored by Billcutter and that sponsorship will need to be accepted through the NMLS.

Please complete the following 8 steps:

Step 1: Login on the NMLS Home Page:

<https://www.statemortgageregistry.com/Public/Default.aspx>.

Step 2: Click on the Filing tab in the upper right corner of the page

Step 3: Click on the "Company Access" link

Step 4: Click the "Add" button

Step 5: Enter the name Billcutter Inc. or the ID number 1825243

Step 6: Select the box for Billcutter Inc. and click the "Save" button

Step 7: Update the Employment History section of your MU4 filing to add Billcutter as your current employer and enter an end date to any former employers. Note our address on your MU4 is as follows:

Billcutter, Inc.
8577 Haven Avenue, Suite 101
Rancho Cucamonga, CA 91730

Step 8: Notify Billcutter once these steps have been completed so sponsorship of your license can be requested.

Note: Once your license is in "Approved" status and Billcutter sponsorship status has been updated to "Accepted," Billcutter will be notified by email and Billcutter will then notify you that you are authorized to begin loan activity under Billcutter.

Transfer Fee:

All changes of sponsorship through the NMLS require a transfer fee. This fee shall be reimbursed to Billcutter upon the MLO's first closing. The transfer fee in California is \$30.75.

Our Contact Info

Corporate Office:	8577 Haven Avenue Ste 101, Rancho Cucamonga, CA 91730
Mailing Address:	3857 Birch Street #325, Newport Beach, CA 92660
CA DRE Broker #:	02081333
NMLS #:	1825243
Main Phone:	888-855-1423
General Email:	careers@billcutter.com

Initial Set-Up

Once you receive your final approval, you will be able to get set up with us. Email careers@billcutter.com for usernames and passwords.

Things needed to get started:

- Origination Software (Arrive LOS/POS) – We will set you up and account activation will be emailed to you directly. There is a cost associated of \$49.95 per month. If you have more than 5 loans in the pipeline Arrive will charge you \$99.95 per month.
- CTI Credit Report Access - MLO will have to pay for their credit reports. MLO can have each client pay for their own credit report.
- Desktop Originator (DO) and Loan Prospector (LP)
- Email Address - you can request a Billcutter email for \$18 per month. You are not required to use a Billcutter email address. You can use a generic gmail, yahoo or other email address using your name. i.e. john.doe@gmail.com.

Additional items MLO can sign up directly with vendors:

- 1.) Business Cards & Letterhead – Must be approved
- 2.) Personal website
- 3.) LoanSifter
- 4.) List Reports
- 5.) DocuSign.com
- 6.) OSI Express
- 7.) Overnight Service (FedEx / GSO / UPS)
- 8.) Personal Office Supplies (Stapes / Office Depot)
- 9.) Training/Coaching

Many items can be found on our back office including but not limited to:

- 1.) Approved Lender List – with Lender Paid Comp by Lender
- 2.) Forms
- 3.) HR Forms
- 4.) Marketing Materials
- 5.) Pre-Approval Letter
- 6.) Commission Calculator
- 7.) Policies & Procedures