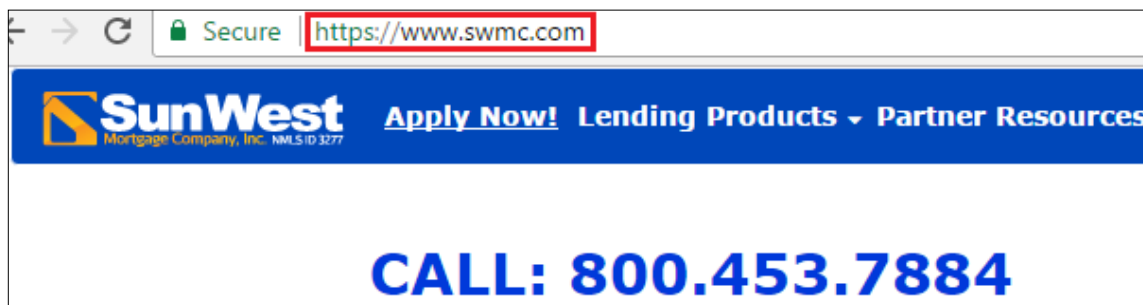




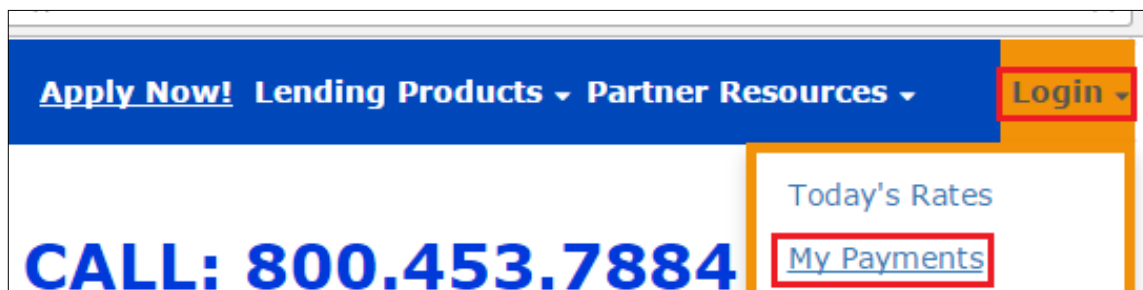
## Set Up Recurring Auto Pay Payments - In 3 Easy Steps!

### Step 1 - Access the Website

- Open Internet Browser and go to [www.swmc.com](http://www.swmc.com) in the address bar.

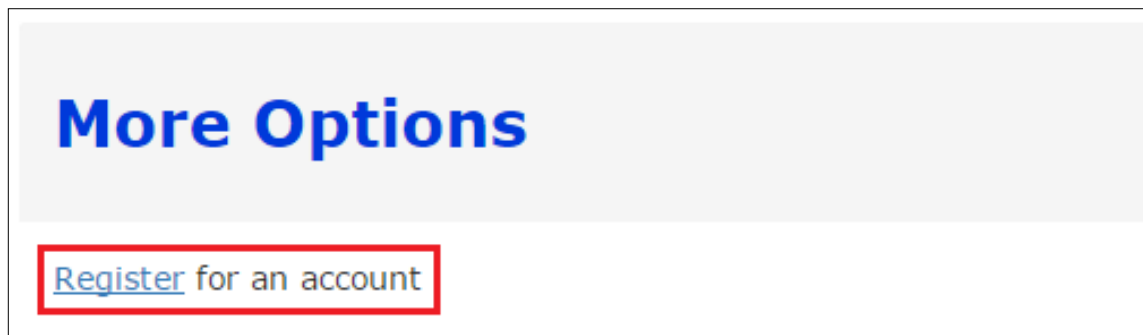


- Click on 'Login' > 'My Payments' link located at the right hand side of the web page as shown below:



### Step 2 - Register and Login to Access Your Account

- To create an account, click on 'Register for an account' link under 'More Options' as shown below:





- You will be directed to the **Register** page. Complete all the fields on this page and click on 'Register' to get registered with Sun West Mortgage Company, Inc.

**Note:** All fields are mandatory. You may refer to the loan number in the "Welcome Letter" you would have received from Sun West.

**Register**

Please fill out the following form to register on the site:

<b>First Name:</b>	<input type="text"/>
<b>Last Name:</b>	<input type="text"/>
<b>Username:</b>	<input type="text"/>
<b>Password:</b>	<input type="text"/> (must be at least 6 characters)
<b>Password (again):</b>	<input type="text"/>
<b>Email:</b>	<input type="text"/>
<b>Loan Number:</b>	<input type="text"/>
<b>Last 4 of SSN:</b>	<input type="text"/>

- If you have already registered, enter your username, password and click on 'Login'.

### Step 3 - Setup Recurring Payments!

- Once you are logged in, click on the 'Setup Recurring Payments' link under the 'Requests' section as shown below:

Statements	<b>Loan Information</b>
Calculate P&I	Closed on: <b>12/15/2008</b>
Logout	Original loan: <b>\$100,000.00</b>
<b>Requests</b>	Loan term: <b>360 months</b>
Make One Payment	First payment: <b>01/01/2009</b>
<b>Setup Recurring Payments</b>	Maturity date: <b>12/01/2039</b>
Payoff Quote	Appraised value: <b>\$125,000 (at closing)</b>
	Primary borrower: <input type="text"/>
	Co-borrower: <input type="text"/>

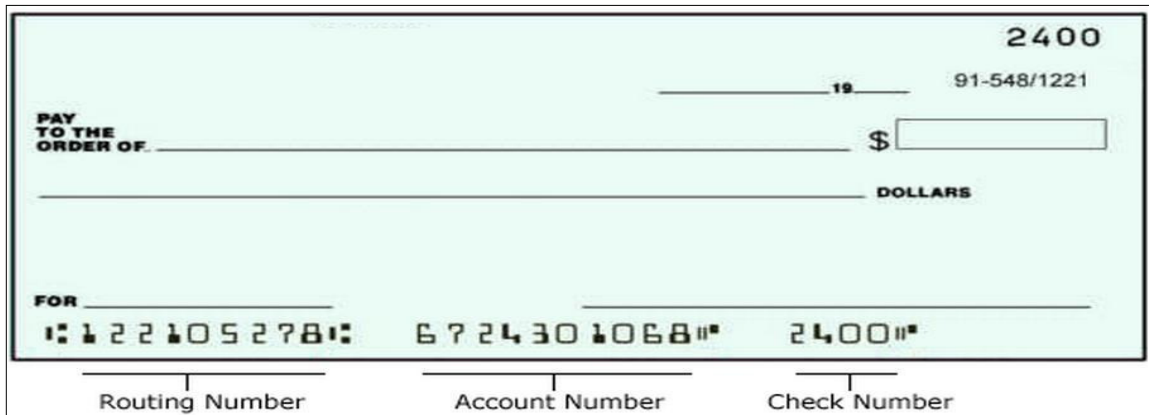
- You will be directed to a 'Setup Recurring Electronic Monthly Payments' page. Enter the 'Transit Routing No', 'Bank Account No' and select the 'Bank Account Type' as shown below:

### Setup Recurring Electronic Monthly Payments

Please complete the following information.

**Transit Routing No:**  **COUNTYBANK** [Help](#)  
**Bank Account No:**  Include leading zeros if present. [Help](#)  
**Bank Account Type:**   
**Payment Start Date:**  please allow 15 days for processing

**Note:** You may locate the 'Transit Routing Number' and 'Your Account Number' on your check as shown in the screen-shot:



- Complete the rest of the form below. Click on the 'Submit' button once completed.

**Payment Start Date:**  please allow 15 days for processing  
**Day of Month to Draft:**   
**Additional Principal:**   
**Additional Escrow:**   
**Additional Information:**   
 Maximum 4 lines/240 characters



- **Payment Start Date:** This is the month that you want your Auto Pay to be effective.
- **Day of Month to Draft:** This is the day you would like your payment to be drafted. (You can select any day between the 1st to the 15th of the month).
- **Additional Principal:** This is where you can have an additional principal payment applied.
- **Additional Escrow:** This is where you can have extra funds applied towards your escrow account. (If applicable)

**Note:** Please be advised to set up new Auto Pay account, request must be received at least 10 business days prior to the desired draft date.

To Cancel/stop the fund transfer, the request must be received at least 3 business days prior to the scheduled draft date.

For Example: If an Auto Pay request is made with the draft date of May 12, 2015, the request should be made at least 10 business days before i.e. on or before April 29, 2015.

- Once you have submitted the above information, you will be taken back to the “Overview” screen and have completed the recurring Auto Pay setup process.

## Contact Us

If you need any assistance, please feel free to contact a Customer Service Representative.

**Toll-Free:** 800-345-7884 (Mon-Fri Pacific Time)

**Fax:** 866-400-5205

**Email:** [homeretention@swmc.com](mailto:homeretention@swmc.com)