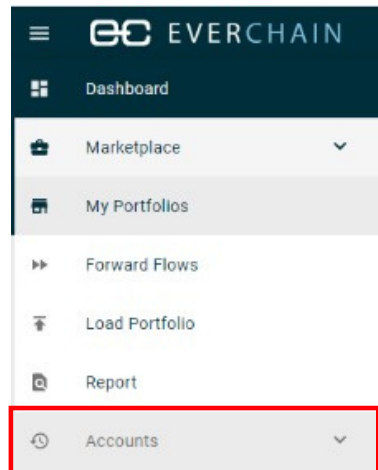
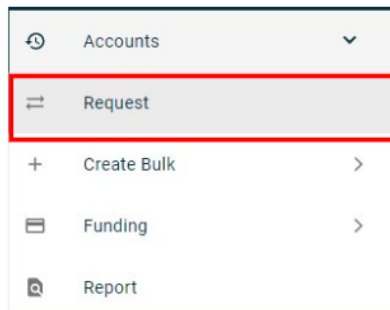


Request Description: **Determined loss of a Lien**

1. Logged into the EverChain platform, see the left side panel of icons and select  **"Accounts"**



2. Select  **"Request"** then choose **"Create a new request"**



3. Select seller from **"Seller"** dropdown menu and in the **"Request Type"** drop-down menu, select **"Lien Loss"**

← Create Post-Sale Request(s)

Buyer: Buyer One | **Seller** | PID | Last 4 SSN | Account IDs

Total of accounts selected: 0 | Bulk Selection Options | **Request Type** | Create | Download Template File | Upload Bulk Request File

Select	Lender	Loan ID	Last Name	First Name
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Request Type

Lien Loss

Create

Loan ID

4. Select desired account from the list of accounts by checking the **“Select”** box then select **“Create”**

Total of accounts selected: 1

Bulk Selection Options

Request Type: Lien Loss

Create Download Template File Upload Bulk Request File

Select	Lender	Loan ID	Last Name	First Name	Has Compliance Mail	SCA ID
☒	Bank of EverChain	572192490003	Rocha	Elyse	No	89C98F8-666A-4EE3-ADAB-33795E7EC38

Create

5. Input Lien Loss Date and detailed explanation. Note: **red** fields are required fields:

Total of accounts selected: 0

Bulk Selection Options

Explanation

Apply to selected requests Submit

Select	Lender	Loan ID	Last Name	First Name	Lien Loss Date	Explanation
☐	Bank of EverChain	572192490003	Rocha	Elyse		

6. Check **“Select”** box then **“Submit”** and your **“Lien Loss”** request has been created. The **“Requests Created”** confirmation below will appear.

Total of accounts selected: 0

Bulk Selection Options

Explanation

Apply to selected requests Submit

Select	Lender	Loan ID	Last Name	First Name	Lien Loss Date	Explanation
☐	Bank of EverChain	572192490003	Rocha	Elyse	05/14/2019	Explanation of Loss



Requests created