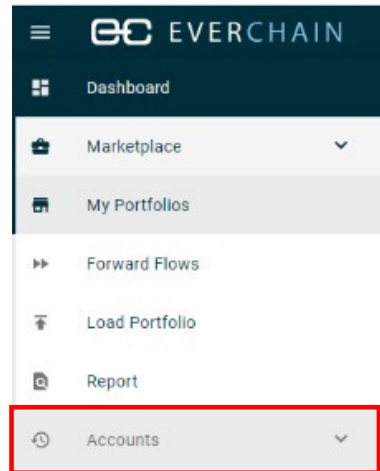


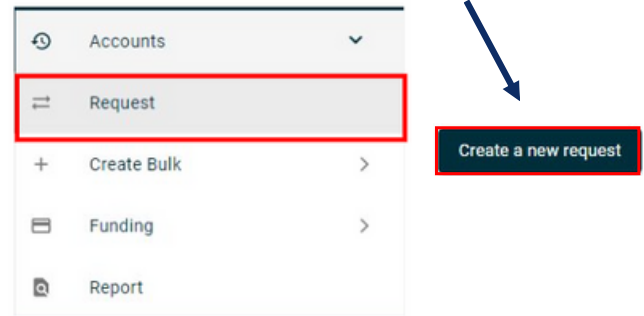
Type: **Buyback**

Request Description: Account was paid prior to sale

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 **"Paid Prior"**

The screenshot shows the 'Create Post-Sale Request(s)' form. At the top, there are fields for Buyer, Seller, PID, Last 4 SSN, and Account IDs. The 'Seller' dropdown is highlighted with a red box. Below these fields, there are buttons for 'Bulk Selection Options', 'Request Type', 'Create', 'Download Template File', and 'Upload Bulk Request File'. The 'Request Type' dropdown is also highlighted with a red box. Below the form, there is a table with columns: Select, Lender, Loan ID, Last Name, and First Name. A red box highlights the 'Request Type' dropdown in a smaller inset view, showing 'Paid Prior' selected.

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

The screenshot shows the account selection table. The table has columns: Select, Lender, Loan ID, Last Name, First Name, Has Compliance Hold, and ECAID. The first row shows an account from 'Bank of EverChain' with Loan ID '234009023179', Last Name 'Hendley', and First Name 'H'. The 'Select' checkbox for this account is checked and highlighted with a red box. Below the table, there is a 'Create' button highlighted with a red box.

5. Input Paid Prior Date/Type (PIF | SIF). Note: **red** fields are required fields:

Paid Prior Date

Submit

Lender	Loan ID	Last Name	First Name	Paid Prior Date	Paid Prior Type
Bank of EverChain	234333023173	Hensley	W		

6. Check "Select" box then "Submit" and your "Paid Prior" request has been created. The "Requests Created" confirmation below will appear.

Submit

Lender	Loan ID	Last Name	First Name	Paid Prior Date	Paid Prior Type
Bank of EverChain	234333023173	Hensley	W	10/28/2019	PIF

➔

Requests created

✕

The request changes to "Pending Seller Response" status and is sent to Seller, who either **Accepts** or **Rejects** the request. If accepted, the status changes to "Pending Seller Funding" for the Seller to buy-back the account and put under **Funding** tab. Once the Seller sends funds and confirms on the platform, the request status changes to "Pending Buyer Funding Confirmation" and it's placed under the **Pending Funding** card. When your Accounting department receives the funds, click "Confirm Seller Funding". The request is changed to "Closed" status and is placed in the **Paid** card under the **Funding** tab. The process is now complete.

Submit

Lender	Loan ID	Last Name	First Name	Paid Prior Date	Paid Prior Type
Bank of EverChain	234333023173	Hensley	W	10/28/2019	PIF

Confirm Seller Funding

Generate Report

9

If *Rejected*, the requests status will turn to "Rejected" and placed under **Urgent** card > click on request and select "Withdraw" > input reason and click "Withdraw"

4

ID	Seller	Lender	Type	Status
191242	Lender One	Bank of EverChain	Deceased	Rejected

Withdraw

Withdraw reason

Withdraw

Cancel