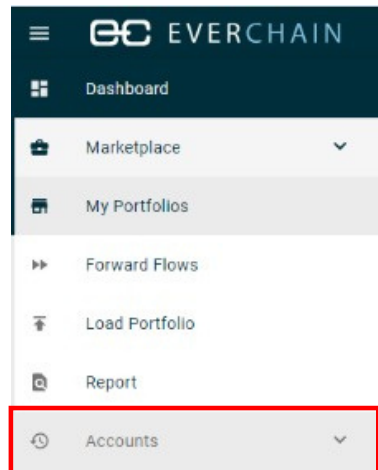


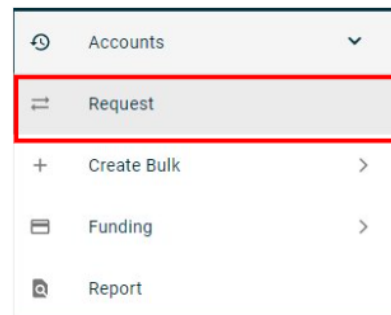
Type: Information Request

Informing Seller of any account Paid/Settled in full by consumer(s)

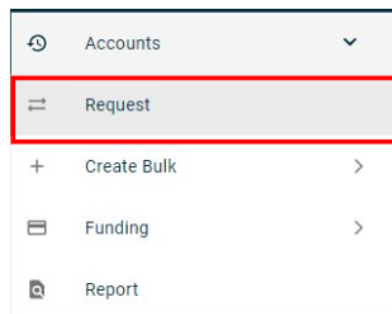
1. Logged into the EverChain platform, see the left side panel of icons and select **"Accounts"**



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



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 **"PIF (paid in full)"** or **"SIF (settled in full)"**

← Create Post-Sale Request(s)

Buyer Buyer One	Seller	PID	Last 4 SSN	Account IDs
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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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PIF

SCRA

SIF

4. Input payment details & consumer information highlighted below (payment date, payment amount, etc.)

Note: red fields are required fields and white fields are optional.

Payment Date

Consumer Check Or Reference Number

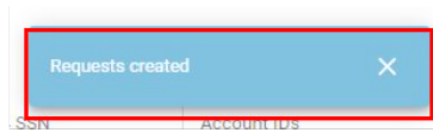
Lender	Loan ID	Last Name	First Name	Payment Date	Payment Amount	Consumer Check Or Reference Number	Location Or Store	Consumer Address	Consumer
Bank of EverChain	885446328228	Moses	Katrina						

5. Select “**Submit**” and your **PIF/SIF** request has been created. The “**Requests Created**” confirmation below will appear.

Submit

Lender	Loan ID	Last Name	First Name	Payment Date	Payment Amount	Consumer Check Or Reference Number	Location Or Store	Consumer Address	Consumer
Bank of EverChain	885446328228	Moses	Katrina	10/26/2022	888.88	1111	44	222 Evecha Ct	Las Ve

1 25 items per page 1 - 1 of 1 items



The request is then changed to “**Pending Seller Response**” > sent to the Seller and placed in your **Closed Accounts** card – all steps on your end are now complete.

Amazing job to your team for collecting on this account!!!