

## **ON-LINE APPLICATION SET-UP INSTRUCTIONS THROUGH CALYX POINT WEBCASTER**

1. Contact Calyx Point Webcaster Sales Department.
  - a. James Wilkenson– Phone # 214.252.5657
2. James will ask for your Calyx Point ID number (**11358797**).
3. James will obtain payment information for the monthly fee of \$25/month.
4. James will ask a few questions, one particular is who the loan applications should be emailed to. Be sure that one of the recipients is your Premier Lending Alliance Loan Representative.
5. James will then email you a link that will walk you through the process of setting up the loan application on your website.
6. Once the link is obtained it will provide you a username and password.
7. Login accordingly.
8. Once logged in you will first fill out your contact information and the state you are licensed in. Please only select Iowa.
9. There are 36 templates on this website, choose which template you desire that fits best with your website.
10. After the website is chosen, a color scheme can be chosen.
11. There is a sidebar that details the layout of the page. Click on each link to ensure all the contact information is changed to reflect your institutions information.
12. There is a Welcome Message and Company Overview. Please type the text you prefer to have included in that section of the website.
13. If you have any questions along the way call James. James would prefer to help you first. If for some reason he is not available, call Webcaster Support (800.342.2599 x 2300). They will be able to walk you through any portion of this setup process within minutes.
14. Once all the steps are completed you simply take the link they provide and apply it to your website.

The process is extremely streamlined. I would estimate that this entire process will take you no more than 30 – 45 minutes.