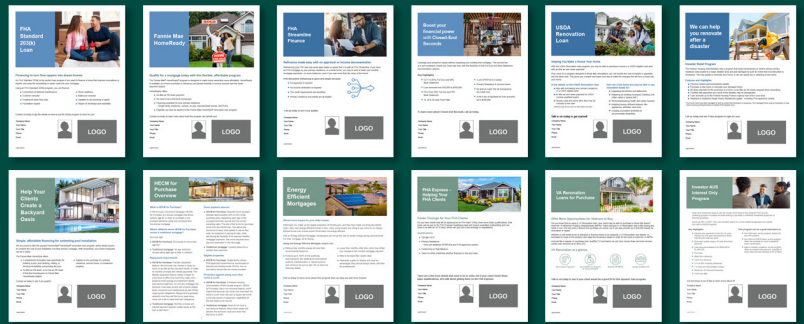


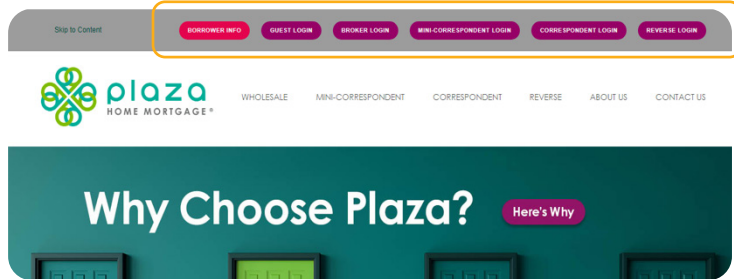
Private Label Quick-Step Guide



Plaza Home Mortgage® aims to provide you with the tools and resources to help build your business successfully. For your convenience, we offer a series of Private Label marketing materials made for customization to your company.

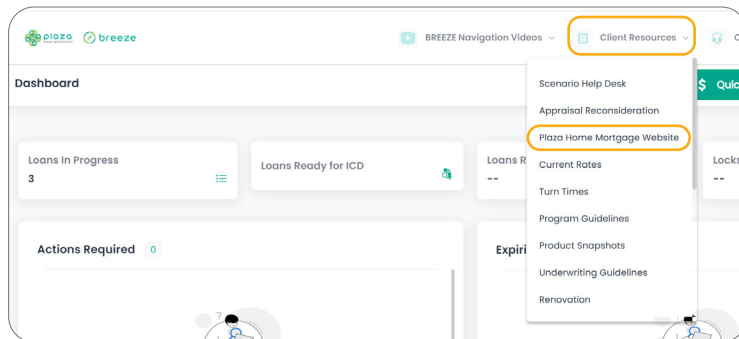
Step 1:

Log into plazahomemortgage.com with your client ID and password



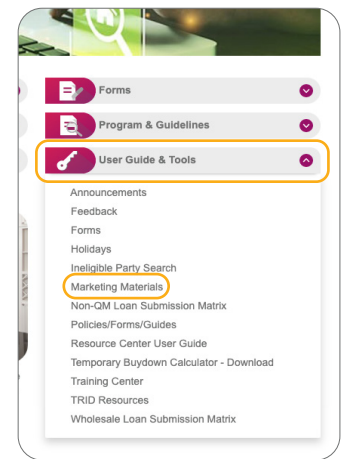
Step 2:

Once logged in, click the “Client Resources” dropdown button and select “Plaza Home Mortgage Website”



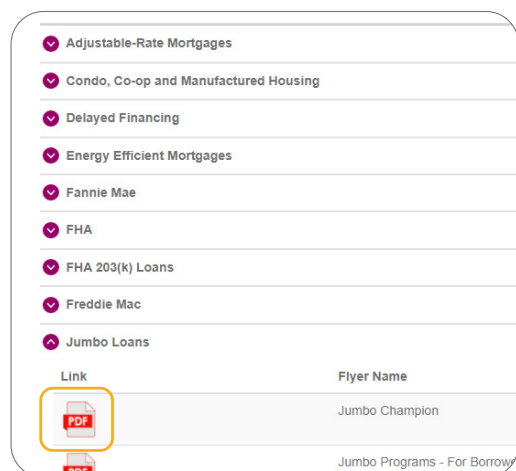
Step 3:

Click “User Guide & Tools” dropdown button and select “Marketing Materials”



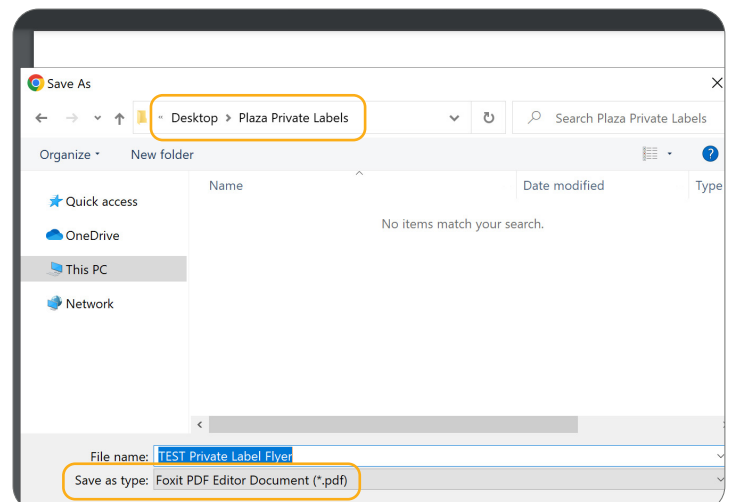
Step 4:

After browsing the library to find the flyer you'd like to use, click the document icon to the left, and on the next page, click on the document name link. This will open the file in your internet browser [such as Chrome or Firefox]



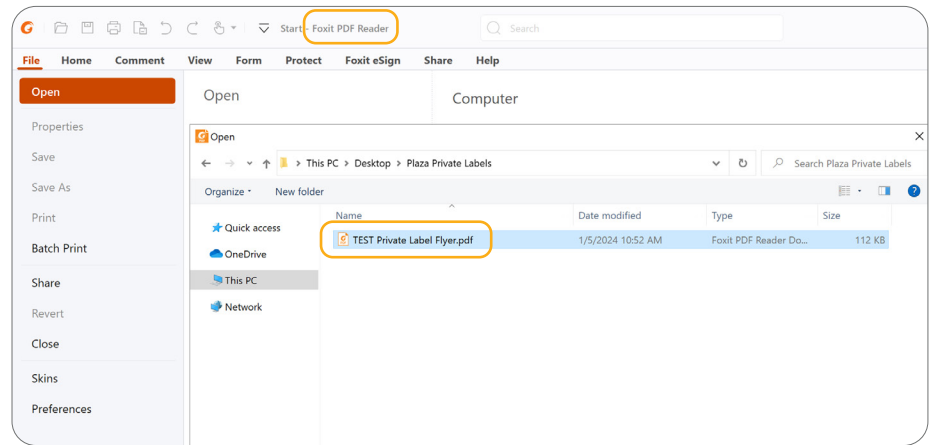
Step 5:

To customize, *download* the PDF from the browser, and *save* the file to your desktop or local files (logos cannot be added when the private label is opened in an internet browser)



Step 6:

Find the file you just saved on your system, and open the PDF using Adobe Acrobat or an alternative PDF reader



Step 7:

Click on the 'Headshot' section which will bring up a window that will allow you to browse your system for the logo to upload

Click on the 'Logo' section which will bring up a window that will allow you to browse your system for the logo to upload

A screenshot of a form titled 'Call us today and see if this program is right for you!'. It has input fields for 'Company Name', 'Your Name', 'Your Title', 'Phone', and 'Email'. There is a 'Headshot' section with a placeholder image and a 'Logo' section with a placeholder image. A mouse cursor is pointing at the 'Logo' placeholder. At the bottom, there is a 'Legal Disclaimer' section.

Step 8:

Once you've added your logo, headshot and company information, you can save and use it as needed. If no logo or headshot are added, this area will be blank when printed.

Please reach out to your Plaza Account Executive if you need further assistance.

plazahomemortgage.com

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