LOAN SERVICING SOFT Trust Accounting Servicing Accounts

This document will guide you through the process of using a Servicing Trust Account, one of three different Trust Accounts with-in LOAN SERVICING SOFT (Servicing, Impound, Regular Escrow/Settlement).

For additional information and/or questions please feel free to contact our support group at support@loanservicingsoft.com or 1-800-993-1839 x2.

LOAN SERVICING SOFT "Servicing" trust accounts are used primarily for the following purposes:

- For depositing incoming borrower funds as they come in during the life of a loan
- Waiting for those funds to clear (not to bounce or NSF)
- And then sending those funds out to Lenders, Vendors, back to Borrowers, and/or into Impound Accounts, etc.

Every Borrower, Lender, and Vendor contact in the LSS system, along with Impound, has a subsidiary ledger (or sub bucket), within the Servicing Trust Accounts.

Follow these steps to setup and manage your Trust Accounts.

1. To access your Trust Accounts (or bank accounts) go to **Control Panel > Trust Accounts**

2. From here you can **Add, Edit,** and **Delete** an unlimited number of Trust Accounts

3. By clicking the **Add** or **Edit** button the Trust Account screen will pop up. Here you can enter/change your bank account information.

4. Be sure to click the **Active** check box in order for your accounts to be displayed on your users Control Panels.

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