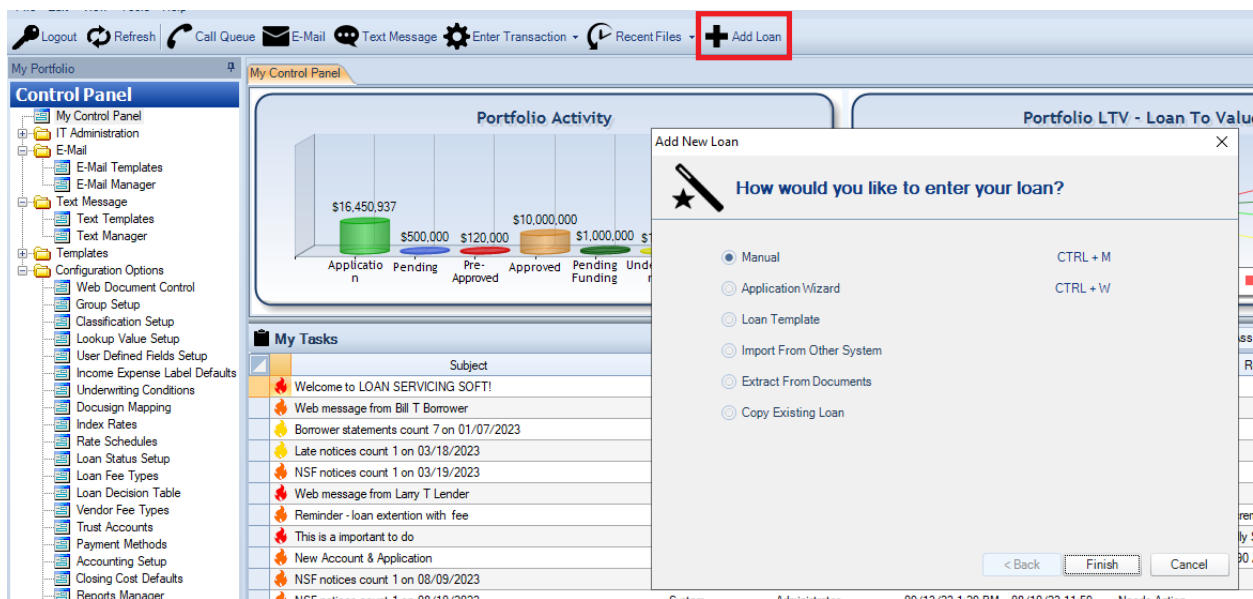


LOAN SERVICING SOFT Loan Entry

This document will guide you through the process of entering loans into LOAN SERVICING SOFT.

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

To enter a loan click the + Add Loan button.



You will then be presented with several options for entering your loan. Whichever option you select, ultimately you will be presented with a loan screen. For this demonstration we will select the Manual option, but with all other options you will end up with the same loan screen with some of the information already entered.

Simply enter the remaining information for your loan and when complete change the Loan Status in the top right corner of screen from Application to Active, and then click the Save button in bottom right corner of screen. Congratulations, you just entered your first loan!

LOAN SERVICING SOFT will validate the loan data prior to saving and if you entered something incorrectly or if you missed any required data, the software won't allow you to save and exit. If you need to come back and finish your loan entry process later, leave the loan status as Application and click the Save button in bottom right corner of screen.