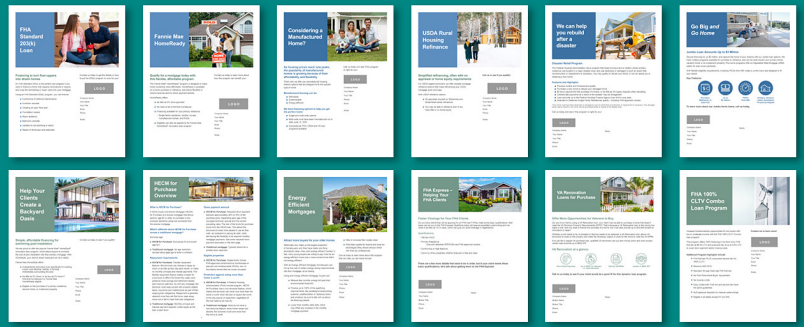


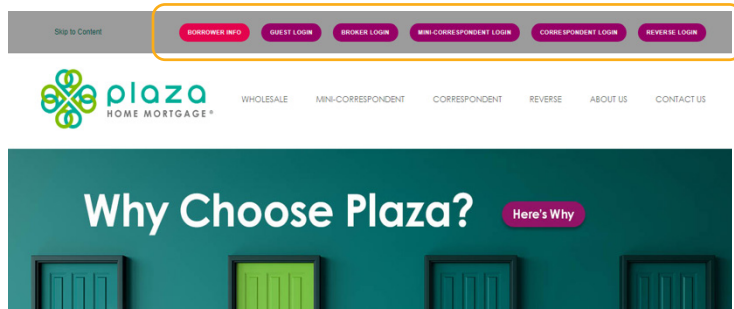
Private Label Quick-Step Guide



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.

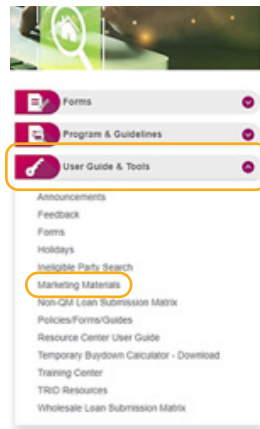
Step 1:

Log into plazahomemortgage.com with your client ID and password



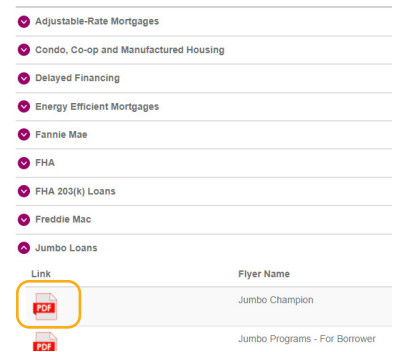
Step 2:

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



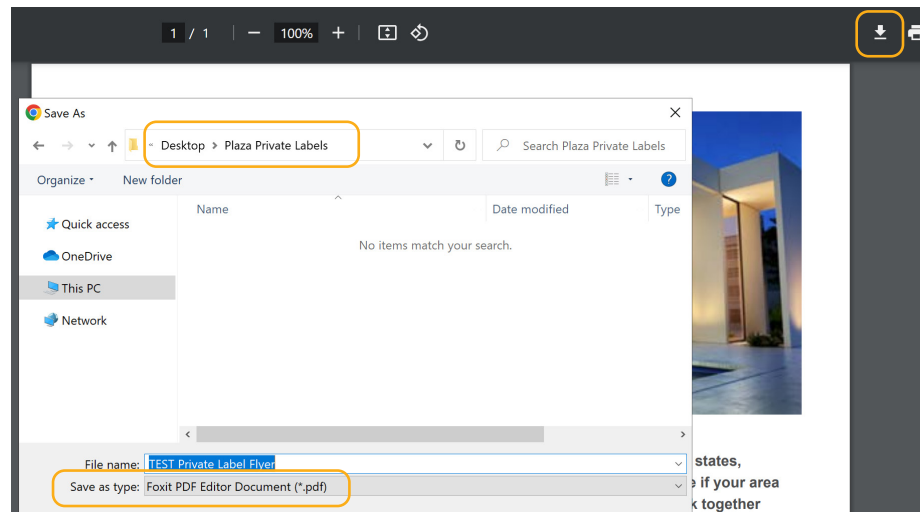
Step 3:

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]



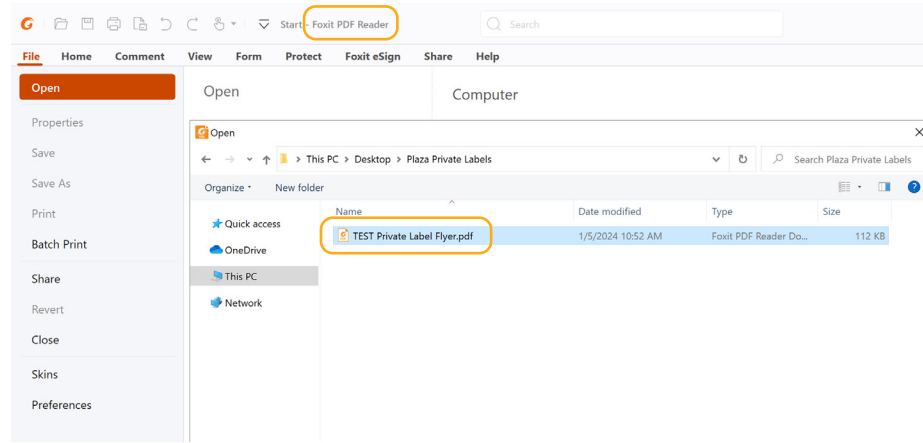
Step 4:

To add your logo, *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 5:

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



Step 6:

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



Step 7:

Once you've added your logo and company information, you can save and use it as needed.

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



plazahomemortgage.com

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