



RMLO On-Boarding Steps:

RMLO Name: _____

_____ RMLO to complete the Red Diamond Employment Application

_____ Complete Term Sheet and Compensation Agreement

_____ NMLS Transfer – RMLO requests sponsorship via NMLS. RDHL will complete the sponsorship.

_____ Setup RMLO Email – We have the option of Gmail or Outlook. The RMLO needs to have Outlook on their computer currently to set up Outlook. Gmail is web based so no prior software is required.

- Gmail Email Address: RMLO_Name@rdhloans.com
- Outlook: RMLO_Name@reddiamondhomeloans.com

_____ RMLO Website: We will build this. Just need a current headshot and your Bio.

_____ Encompass Login/Access: Mike Rogers will set this up for you.

_____ Intranet Access: Mike Porter will provide this.

_____ Business Cards: RMLO can log into RDHL's Vista Print Site and prepare their business cards. Finished cards should be put in the Cart. Management will log into the site and provide their approval and pay for the cards.

_____ Marketing Sites: RMLO will discuss with management any marketing sites they use and what's available from RDHL.

_____ Business Planning: RDHL would like RMLO to prepare a business plan for the next 12 months. RDHL will provide the template for this plan.

_____ System Training: This is provided via Encompass Training modules and videos.

Investor Sign-ons: Check Those That Are Needed:

_____ Wells Fargo

_____ UWM

_____ Penny Mac

_____ Flagstar

_____ Franklin American

_____ New Rez

_____ SunTrust

_____ Caliber

_____ Quicken

_____ HomePoint

_____ GMFS

_____ AFR

_____ Advancial Federal Credit Union (Brokerd Niche) For Rates type rates

Non-QM:

_____ Citadel

_____ Deephaven

_____ Angel Oak

_____ Home Express

_____ Home Point

_____ New Rez