

Company Name: _____ **Seller ID:** _____

Our KISS online portal can send notifications to different contacts at your company throughout the loan cycle as the loan stages change. Please list the individuals, along with their email addresses, and indicate which notifications you would like them to receive.

Admin Contact

NOTE: The contact assigned as your Admin will be authorized to create, edit, and manage all KISS user logins.

Name		Title	
Email		Phone	

Recertification Contact

Name		Title	
Email		Phone	

Notification Contact 1

Name		Title		
Email		Phone		
Notify for:	Invoices	Investor Connect	Rate Sheets	Bulletins
	Conditions/Suspense Items	Secondary/Lock Info.	Purchase Advice	Uninsured
	Trailing Docs	Repurchases	Approved	All

Notification Contact 2

Name		Title		
Email		Phone		
Notify for:	Invoices	Investor Connect	Rate Sheets	Bulletins
	Conditions/Suspense Items	Secondary/Lock Info.	Purchase Advice	Uninsured
	Trailing Docs	Repurchases	Approved	All

Notification Contact 3

Name		Title		
Email		Phone		
Notify for:	Invoices	Investor Connect	Rate Sheets	Bulletins
	Conditions/Suspense Items	Secondary/Lock Info.	Purchase Advice	Uninsured
	Trailing Docs	Repurchases	Approved	All

Notification Contact 4

Name		Title		
Email		Phone		
Notify for:	Invoices	Investor Connect	Rate Sheets	Bulletins
	Conditions/Suspense Items	Secondary/Lock Info.	Purchase Advice	Uninsured
	Trailing Docs	Repurchases	Approved	All

Notification Contact 5

Name		Title		
Email		Phone		
Notify for:	Invoices	Investor Connect	Rate Sheets	Bulletins
	Conditions/Suspense Items	Secondary/Lock Info.	Purchase Advice	Uninsured
	Trailing Docs	Repurchases	Approved	All