

# How to Sign Up for Eligibility Determination Session Appointments

# Steps for Borrower

1. Visit [www.nwsac.org/lift](http://www.nwsac.org/lift) to get started.
2. Take the Eligibility Quiz. Please note the following:
  - a. All funds were reserved at the May 31<sup>st</sup> & June 1<sup>st</sup> launch event
  - b. Borrower must be in a purchase and sales agreement to move forward in the process
  - c. Borrower must have a pre-approval letter from a NeighborhoodLIFT approved lender

# Steps for Borrower

1. Once you have passed the Eligibility Quiz, sign up for an Eligibility Determination Session appointment.
2. To sign up for an appointment visit <https://datasafecube.com/liftsac>.
3. Read the LIFT Electronic Disclosure Consent. If you agree to the Consent, type your email in the box on the screen and click “I Agree.”

# Steps for Borrower

## LIFT Electronic Disclosures Consent

must notify us. We may treat your provision of an invalid e-mail address or the subsequent malfunction of a previously valid address as a withdrawal of your consent to receive electronic communications.

- You must have a personal computer or other access device which is capable of accessing the designated e-mail account via Internet access through an Internet Service Provider (ISP) or other means of e-mail account access.
- You must have access to Microsoft Internet Explorer version X.0 or later, or Microsoft Edge, or the latest version of Firefox, or the latest version of Google Chrome.
- Disclosures and other documents will be in Portable Document Format (.pdf) and you must have Adobe Acrobat Reader<sup>®</sup> software version X.0 or later which permits you to receive and access Portable Document Format files. A free version of the latest Adobe Acrobat Reader<sup>®</sup> program is available at [www.adobe.com](http://www.adobe.com), but all other software, hardware and systems must be provided at your cost.
- To retain a copy of the electronic disclosures, notices, documents and other information we send, your system must have the ability to either download electronic documents to your hard disk drive or a peripheral device and/or have printing capabilities. To print, you must have a functioning printer connected to your personal computer or other access device which is able to print the disclosures, notices, documents and other information we send.

If you are unable to view or access any electronic disclosures, notices, documents and other information you should notify your HomeSight representative immediately to request a paper copy, if applicable.

If these software or hardware requirements change, we will provide you with prior written notice of the change and

Do you agree to give your consent for Electronic Disclosures?

If you agree, enter your email address and click the button below.

I AGREE

If you do not agree, click the button below.

You will still be allowed to register.

I DISAGREE

# Steps for Borrower

1. After you click “I Agree,” you will be sent an email from DataSafeCube.
2. You will receive a copy of the Electronic Consent to the email address you provided to keep for your records.

Note: The borrower can disagree to the Consent and will be taken straight to the next page.

# Steps for Borrower

You can only move forward in the process if you received a Reservation Letter at the launch event on May 31<sup>st</sup> & June 1<sup>st</sup>.

1. Click the “Yes” button if you received a Reservation Letter at the launch event.
2. After you click “Yes” you will be taken to another page.
3. Then you will need to click the “I Agree” button that you did receive a Reservation Letter.

# Steps for Borrower

<b>STEP 1</b> RESERVATION LETTER VER EN ESPAÑOL	<b>STEP 2</b> SELECT SESSION Did Not Agree To Electronic Consent	<b>STEP 3</b> INPUT INFORMATION
Do you have a Reservation Letter from the Launch Event?		
<b>YES</b>		<b>NO</b>

# Steps for Borrower

**STEP 1**  
RESERVATION LETTER

VER EN ESPAÑOL

**STEP 2**  
SELECT SESSION

**STEP 3**  
INPUT INFORMATION

By clicking "I AGREE" below you are confirming that you can provide proof of the Reservation Letter you received at the Launch Event.

Without this documentation your appointment will not be scheduled.

**I AGREE**

**CANCEL**



# Steps for Borrower

1. The borrower will now be able to select the appointment date, language and time.
2. Select the appointment of your choice.

# Steps for Borrower

**STEP 1**  
RESERVATION LETTER

**STEP 2**  
SELECT SESSION

Start Over

**STEP 3**  
INPUT INFORMATION

1. Select Options:

Language:

Location:

EDS Times Are Listed For  
Mountain Time Zone

2. Choose Month:

[June](#) [Next](#)

Day	Date	Time	Select
Tue	Jun 27, 2017	10:00 AM	<input type="button" value="SELECT"/>
Tue	Jun 27, 2017	12:00 PM	<input type="button" value="SELECT"/>
Wed	Jun 28, 2017	10:00 AM	<input type="button" value="SELECT"/>
Wed	Jun 28, 2017	12:00 PM	<input type="button" value="SELECT"/>

# Steps for Borrower

1. Once you hit “Select” you will then be taken to a new screen to enter the following information:
  - a. Borrower first name
  - b. Borrower last name
  - c. Co-Borrower first name (if applicable)
  - d. Co-Borrower last name (if applicable)
  - e. Phone
  - f. Email
  - g. Lender

# Steps for Borrower

1. You will then be taken to a new screen to enter the following information (continued):
  - a. Purchase price
  - b. Property Address
  - c. City
  - d. State
  - e. Zip
  - f. Closing Date
  - g. If you are a first responder, military or teacher please mark the appropriate radio button(s).

# Steps for Borrower

## Eligibility Determination Session

Thursday, June 15, 2017  
5117 Rainier Avenue S @ 9:30 AM

A limited number of Eligibility Determination Sessions are available to borrowers who did not attend the launch event on July 8 & 9, 2016. In order to request one of these appointments you must have a signed purchase and sales agreement for a home located within King County, WA and a pre-approval from a LIFT approved lender. Once you have requested an appointment you will receive an email within 24 hours (Monday-Friday) from HomeSight inviting you to Share File. Share File is an online service where you will be able to send and receive documents securely with HomeSight. Within 24 hours of receiving the Share File invitation please set up your Share File account, and upload a copy of your pre-approval for a first mortgage with a NeighborhoodLIFT approved lender and the 1st, 2nd and signature pages of a fully executed purchase and sales agreement in King County, WA.

All Fields In Bold Are Required

<b>Bor. First Name</b>	<input type="text"/>
<b>Bor. Last Name</b>	<input type="text"/>
Co. First Name	<input type="text"/>
Co. Last Name	<input type="text"/>
<b>Phone</b>	<input type="text"/> <input type="text"/> <input type="text"/>
<b>Email</b>	<input type="text"/>
<b>Lender</b>	- <input type="text"/>
<b>Purchase Price</b>	\$ <input type="text"/> .00
<b>Prop. Address</b>	<input type="text"/>
<b>City</b>	<input type="text"/>
<b>State / Zip</b>	- <input type="text"/> <input type="text"/>
<b>Closing Date</b>	06 - JUN <input type="text"/> 01 <input type="text"/> 2017 <input type="text"/>

**REQUEST APPOINTMENT**

# Steps for Borrower

1. Once you have entered all of the information, hit “Request Appointment.”
2. You have now successfully requested an appointment.
3. The borrower must email the following documents to NW Sacramento within 24 hours of the request to [lift@nwsac.org](mailto:lift@nwsac.org):
  1. Signed purchase & sales agreement
  2. Pre-Approval letter from a LIFT Approved Lender

# Steps for Borrower

1. Within 48 business hours of the borrower sending in the 2 documents mentioned on the previous slide, the borrower should receive an email stating the appointment has been confirmed.
2. The email the borrower receives will have instructions on what documents the borrower needs to upload 72 hours prior to their Eligibility Determination Session.
3. Failure to upload the documentation will result in the appointment being rescheduled.



# Questions?

Contact NeighborWorks Homeownership  
Center Sacramento Region:

Email: [lift@nwsac.org](mailto:lift@nwsac.org)

Phone: (916) 452-5356

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