

Welcome to the Cimmaron & Mortgage Coach Integration!



Through the seamless integration of Cimmaron and Mortgage Coach, Loan Officers have one simple strategy to increase production, build lasting clients for life and deepen Realtor relationships through execution of the Automated Mortgage Review. With this automation, Loan Officers become their own referral engine.

Automated Email Notifications

Every time an automatic email is sent, you will receive an email notification.

[Click On Principal Reduction TCA](#)
to **add a video message**.

[Click On prevent the invitation email](#) to **cancel the submission**.

From: Cimmaron Administrator [<mailto:support@cimmaronsoftware.com>]
Sent: Monday, January 8, 2018 11:42 PM
To: Richard Liston [richard@cimmaronsoftware.com]
Subject: A Mortgage Coach principal reduction Total Cost Analysis has been created for Steve Liston at

**A Mortgage Coach Principal Reduction Total Cost Analysis
has been created for your client**

Client: Steve L
Loan Address: 1405 Torrance Blvd
Loan Status: Disbursed
Loan Status Date: 1/5/2018
Loan Amount: \$415,000

An invitation to view the presentation will be sent to your client tomorrow at 11:30 AM ET, but you have time ahead of the e-mail to review the analysis and make changes to the presentation.

- Just click on this link to be taken to the [Principal Reduction TCA](#) presentation.
- Click this link to [prevent the invitation email](#) from being sent to your client.

Once you receive the email notification with the link to the Principal Reduction TCA for a past client, you will have **24 hours** to [add your own customized video narration](#), [make edits](#) to the presentation, or [cancel delivery](#) of the Automated Mortgage Review for that client.

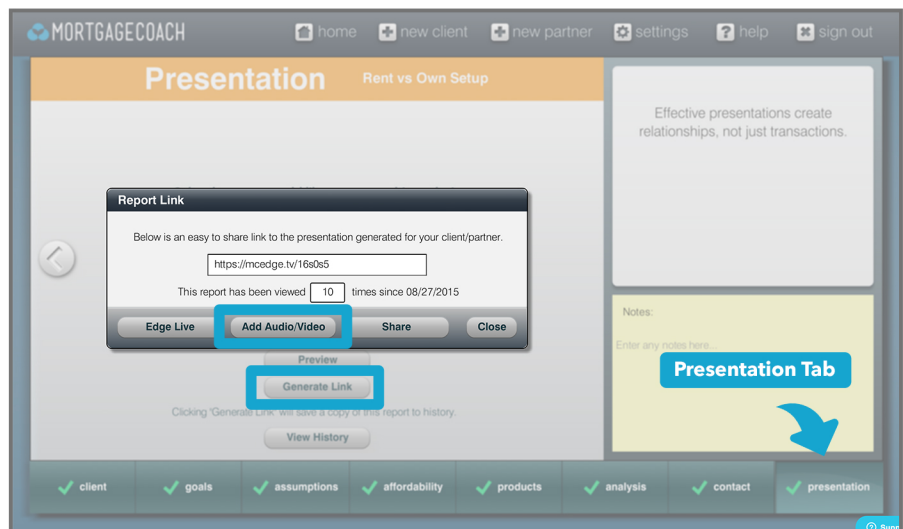
How to Add Video on Desktop

Login to your account at edge.mortgagecoach.com. **Double click on** a client or report.

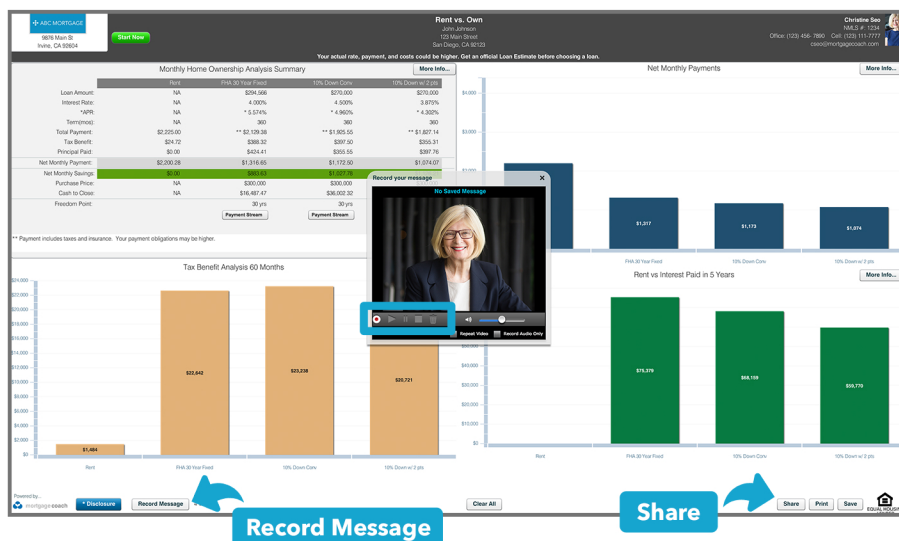
On the **Presentation** tab,
check your report info as you
click through with the left
and right arrows.

On the last page, **Click On**
Generate Link.

In the resulting pop-up,
Click On **Audio/Video.**



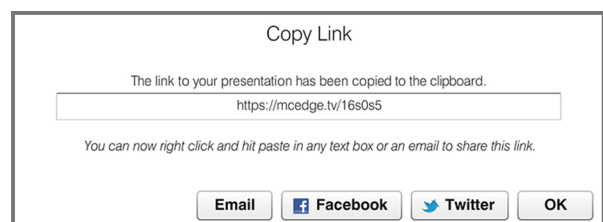
On the resulting page, **Click On** **Record Message** at the bottom left of your screen.



Record your video in the
resulting pop-up.

Click on the stop button
when finished. **Click on X**
of the pop-up, and your
video will be **saved**.

Share your report with the new video, by
clicking on **Share** at the bottom right.
Send the link to your clients.



How to Add Video on Mobile

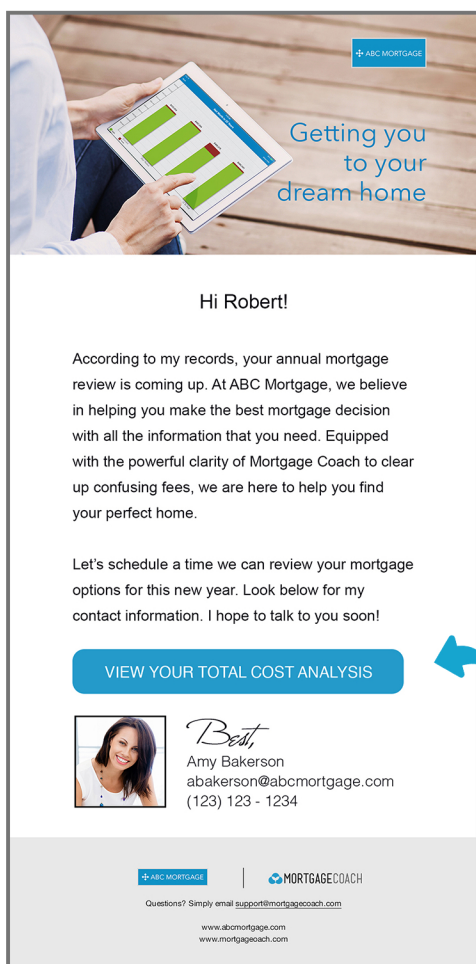
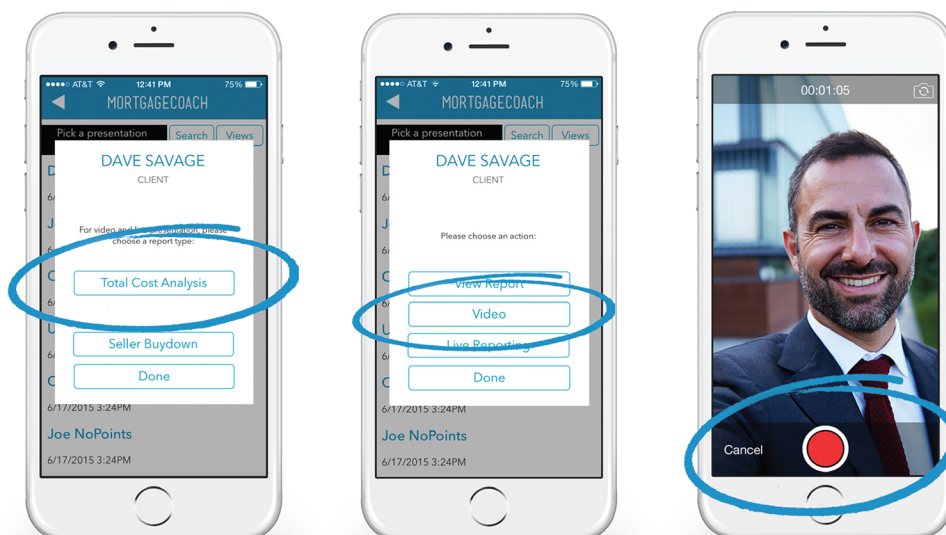
Log in to your Mortgage Coach account on the mobile app.

Click On **Clients**. Then **choose** your client or report.

Click On
Total Cost Analysis on
the pop-up.

Click On **Video**.

Record your video.



Customer Generated Emails: Annual Mortgage Review

Here is a sample email, that is sent to customer through the Principal Reduction Payment Campaign.

The customer would click here to review their Total Cost Analysis

How to create an On-Demand Mortgage Review

Type in the customer's first and last name, under **Contact Finder**.

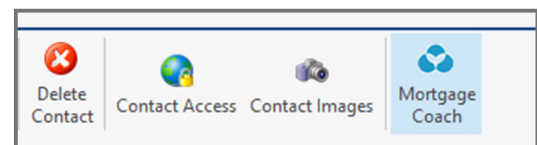
Select **Find now**. The most recent funded loan will display with the search results.

Choose the loan.

The screenshot shows the 'Contact Finder' window in Cimmarron Software. The 'Find Contacts' section has 'First Name' set to 'st' and 'Last Name' set to 'list'. The 'Find Now' button is highlighted with a blue box. Below the search fields, there are various filters and a table of results. A blue arrow points to the 'Find Now' button.

Date Entered	Last Update by Owner	Owner	Status	Status Description	First Name	Last Name	Home Phone	Mobile Phone	Loan Status	Loan Status Date	Loan Type	Loan Amount
10/17/2017 12:18 AM	1/8/2018 10:01 PM	sidney.p...	Closed Loan	Disbursed	Steve	Leiter	(888) 952-2294	(888) 778-8824	Disbursed	12/27/2017	Purchase	411

On the Contact Detail screen, **Click on** the Mortgage Coach button, located at the top right.



Select **Principal Reduction Total Cost Analysis** under the drop-down menu.

The screenshot shows the 'Mortgage Coach Actions' dialog box. The 'Select an Action' dropdown is set to 'Principal Reduction Total Cost Analysis'. The 'Select a Loan' dropdown is set to 'Loan ID'. The 'Action Description' field shows 'Creates an analysis'.

Select a loan.

Click **Run Action**.

The screenshot shows the 'Mortgage Coach Actions' dialog box. The 'Select an Action' dropdown is set to 'Principal Reduction Total Cost Analysis'. The 'Select a Loan' dropdown is set to 'Loan ID'. The 'Action Description' field shows 'Creates an analysis'. The 'Run Action' button is highlighted with a blue box.

Loan ID	Description
564046	Torrance Blvd Purchase \$415,000.00

Once this is done, you will see the pending email to the customer under the **Activities** tab, under your client information.

On-demand Mortgage Review presentations that are created will generate a customer email **within 1 hour**.

How to cancel an email

Right click on the email under the **Activities** tab, under the Contact's info tab.

Click on Unassign Campaign.

The screenshot displays the 'Contact Finder' application window. The main pane shows the 'Activities' tab for a contact named 'Steve L. (1279170)'. The 'Email' activity is selected, and a right-click context menu is open, highlighting the 'Unassign Campaign' option. The menu also includes options like 'Edit Activity', 'Filter Settings', 'Remove Activity', 'View', 'Skip Activity', 'Mark as OK To Send', 'Complete and Unassign', and 'Complete and Assign'. The background shows the contact's information, including personal and business details, and a list of activities.

How to Delay an Email

Click on on the email under the **Activities** tab, under the Contact's record tab.

On **Edit Activity**, **Adjust**
the date and time as desired.

Click **OK**, at the bottom right.

Click on **Save**, located at the top bar.

