



## CLP Link / TMS Funding Login Page

This section of the TMS Funding Website is reserved for our clients. To access it you must enter your User ID and Password below.

If you are not registered on this site, please click the link below to complete the registration form.

**[Client Registration](#)**

User ID:

Password:

Login

**Can't remember your password?**

Enter your User ID above and click below to reset your password.

Reset Password

# One Time Registration Page

Welcome to the TMS Funding order registration page. Information entered below is secure and encrypted. Please enter your company information and a username and password will be emailed to the manager email entered below in order to complete registration.

Upon initial login, you will be required to change your password. Upon successful completion, additional company user profiles may be configured for access.

## MAIN COMPANY INFORMATION

- This information will pre-populate (verify information is still valid)  
- The fields marked with an \* must be filled in to complete the registration process

Broker / Branch ID

Company Name\*

Branch Name

Address\*

Address 2

City\*

State\*

Zip Code\*

Phone\*

Fax

Manager First Name\*

Manager Last Name\*

Manager Title

Manager E-mail\*  
(Initial sign-up information will be emailed to this address)

Manager Phone

Manager Fax

Manager E-mail Notifications

Special Instructions  
Free form field to type specific instructions to be applied to every order placed

## REPORT DELIVERY & STATUS NOTIFICATION SECTION

Delivery E-mail 1

Delivery E-mail 2

Default Status E-mail (Status e-mails may also be configured by user to send to "Ordered By" user)

Email Status Messages

check the statuses for which you would like to receive notification

- Order Received & In Progress
- Called - No Answer
- Called - Left Message
- Appointment Set
- Inspected & Being Typed
- Inspected & On Hold
- In Review
- Cancelled
- On Hold
- Completed & Invoiced

Filename

Credit Card Information Required

Attach Invoice

Check the statuses that you wish to receive – this can be modified at any time

Click to complete registration – fields will appear red if not completed as required (cannot proceed until completed)

# Welcome to the CLP Link / TMS Funding Home Page



[Home](#)

[View Current Orders](#)

[Place an Order](#)

[Manage Account](#)

[Logout](#)


## Quick Search

| Field   | Operator                      | Parameter            |
|---|-------------------------------|----------------------|
| Client Loan Number <input type="text"/>       | Equal To <input type="text"/> | <input type="text"/> |
| Sort By: <input type="text"/>                 |                               |                      |
| Order: Ascending <input type="text"/>         |                               |                      |
| Limit Search to Show All <input type="text"/> |                               | Records              |
| <input type="button" value="Perform Search"/> |                               |                      |

# How To Place An Order – Company & Product Information

## Client Information

**FREE FORM FIELDS**  
unique client/order indicators

Date Due  

Loan Number

Loan Type

Client File Number

FHA Case Number

|                               |                                   |                         |                   |
|-------------------------------|-----------------------------------|-------------------------|-------------------|
| Client Name*                  | TMS Funding                       | <b>Lender:</b>          |                   |
| Client ID Code                | CLPTEST001                        | Lender Name             | TMS Funding       |
| Client Address*               | 326 West Main Street<br>Suite 105 | Lender Address          | 326 West Main St. |
| Client City, State, Zip Code* | Milford , CT 06460                | Lender City, State, Zip | Milford, CT 06460 |

**DELIVERY INSTRUCTIONS**

Client Phone\*

Client Fax

Delivery Instructions / E-mail #1

Delivery Instructions / E-mail #2

Ordered By Name\*

Ordered By E-mail

## PRODUCT SECTION

- Multiple products can be selected
- Discount pricing for 1004-216-1007 product

## Products

Product 1

Product 2

Product 3

Total Fee Fees will be displayed on the order confirmation page.

# How To Place An Order – Borrower & Subject Information

## BORROWER & SUBJECT INFORMATION

### Borrower / Contact

|   |                                     |   |                      |
|---|-------------------------------------|---|----------------------|
| Borrower First Name*  | <input type="text"/>                | Borrower Last Name*   | <input type="text"/> |
| Borrower Phone  | <input type="text"/>                | Borrower E-mail:  | <input type="text"/> |
| Add Second Borrower   |                                     | <input type="checkbox"/> Do Not Send Copy of Report To Borrower Email |                      |
| Second Borrower   | First Name <input type="text"/>     | Last Name   | <input type="text"/> |
| Property Address*   | <input type="text"/>                | Owner Name  | <input type="text"/> |
| Property Address 2  | <input type="text"/>                | Owner Name 2  | <input type="text"/> |
| <small>Enter the Zip Code and hit 'TAB' or click outside of the textbox to populate the City, State, and County</small> |                                     | Owner Phone   | <input type="text"/> |
| Property Zip Code*  | <input type="text"/>                | Owner Work Phone  | <input type="text"/> |
| Property City*  | <input type="text"/>                | Entry Contact Name*   | <input type="text"/> |
| Property State*   | AK <input type="button" value="v"/> | Entry Contact Company   | <input type="text"/> |
| Property County*  | <input type="text"/>                | Entry Contact Phone*  | <input type="text"/> |
| Legal Description   | <input type="text"/>                | Entry Contact Cell Phone  | <input type="text"/> |
|   |                                     | Entry Contact E-mail  | <input type="text"/> |
|   |                                     | Best Time to Call Entry Contact                                       | <input type="text"/> |

Please note

## PURPOSE

(Refinance, Purchase, Asset Valuation or Other)

### Special Instructions

|                  |  |
|------------------|--|
| Purpose of Loan* | <input type="text" value="Refinance"/>   |
| Contract Date    | <input type="text"/>  |
| Closing Date     | <input type="text"/>  |

### Order Documents

You will be provided the option to upload supporting documents for this order upon successful submission of this order page.

## SPECIAL INSTRUCTIONS

(free form field ~ will be monitored before presented to vendor)

Special Instructions

The fields marked with an \* must be filled in to complete the registration process

# How To Place An Order – Payment Information


## Payment Information

### Billing Options

- Borrower Provided Credit Card  Broker/Branch Provided Credit Card

Due to HERA guidelines, this order cannot be placed unless 4 business days have passed since the Truth in Lending Disclosure was issued to the borrower.

We certify that the borrower has signed the TIL

4 business days have passed since the TIL was issued. TIL issue Date  

Card Type\*

Card Number\*

Expiration Date \*

CVN\*

### Billing Information (must match billing information for credit card)

First Name\*

Last Name\*

Address\*

City\*

State\*

Zip Code\*

FREE FORM FIELDS

## Vendor Assignment

### Privacy Policy

Comprehensive Loan Processing is committed to maintaining your privacy.

Comprehensive Loan Processing collects information for the purposes of processing your order. This information is only used for those purposes, and we will not sell or otherwise give this information to a third party for commercial purposes

*Please contact your CRM with any questions regarding this order*

Order Appraisal

# Individual Order Detail Page

|  |                 |   |                              |
|--|-----------------|---|------------------------------|
| <b>10000352</b>  |                 | <a href="#">add comment</a>   | <a href="#">add document</a> |
| <b>Date Ordered:</b> 02/19/11<br><b>Date Due:</b> 02/23/11<br><b>Current Status:</b> Assigned  |                 | <b>Client Loan Number:</b> test loan<br><b>Loan Type:</b> Conventional<br><b>Case Number:</b> test case<br><b>Assigned To:</b> Valuation Partners |                              |
| <b>Ordering Client</b>   |                 | <b>Lender</b>   |                              |
| Test Co 3<br>123 Main Street<br>Toledo, OH 43604   |                 | Total Mortgage Services<br>West Main St.<br>Suite 105<br>Milford, CT 06460  |                              |
| <b>Product Details:</b>  |                 |   |                              |
| 1004 Single Family 2005 (\$425.00)<br>None (\$0.00)<br>None (\$0.00)<br><b>Total Fee:</b> \$425.00   |                 |   |                              |
| <b>Property Details:</b>   |                 | <b>Borrower / Owner Information</b>   |                              |
| 1234 Main<br>TOLEDO, OH 43604<br>LUCAS   |                 | <b>Borrower 1:</b> test test<br><b>Borrower 2:</b>  |                              |
| <b>Legal Description:</b>  |                 | <b>Owner 1:</b><br><b>Owner 1 Phone:</b><br><b>Owner 1 Work Phone:</b><br><b>Owner 2:</b>   |                              |
| <b>Access Information</b>  |                 |   |                              |
| <b>Contact Name:</b><br><b>Contact Company:</b><br><b>Contact Phone:</b><br><b>Contact Cell Phone:</b><br><b>Contact E-mail:</b><br><b>Best Time to Contact:</b> |                 |   |                              |
| <b>Special Instructions</b>  |                 |   |                              |
| <b>Purpose of Assignment:</b> Refinance<br><b>Contract Date:</b> na<br><b>Closing Date:</b> na<br><b>Special Instructions</b>                                    |                 |   |                              |
| <a href="#">add comment</a>  |                 |   |                              |
| <b>Status</b>  | <b>Comments</b> | <b>User</b>   | <b>Date Added</b>            |
| Order Assigned to: Valuation Partners  |                 | John  | 02/19/11 8:57 PM             |
| Status Changed from New to Assigned  |                 | John  | 02/19/11 8:57 PM             |
| Order Received   |                 | John  | 02/19/11 8:57 PM             |
| New Order Added by Client  |                 | John  | 02/19/11 8:57 PM             |

Selecting [add comment](#)  
 the following screen will appear  
 After typing the free form comment –  
 click [Add Comment](#)  
 (sending the comment to VP customer service)

|  |   |
|--|---|
| <b>10000352</b> (ordered on 02/19/11)            |   |
| <b>Address:</b> 1234 Main TOLEDO, OH 43604 LUCAS | <b>Client Loan Number:</b> test loan    |
| <b>Borrower:</b> test test                       | <b>Case Number:</b> test case           |
| <b>Product:</b> 1004 Single Family 2005          | <b>Assigned To:</b> Valuation Partners  |
| <b>Current Status:</b> Assigned                  | <b>Assigned Date:</b> 2/19/2011 8:58 PM |
| <b>Date Due:</b> 02/23/11                        |   |
| Order Detail                                     |   |

Add Comment

**Subject\***

**Comment**

[Add Comment](#)  
\* - required

# View Current Orders

## Current Open Orders

Date Ordered  Sort By

10000352 (ordered on 02/19/11)

|  |   |
|--|---|
| <b>Address:</b> 1234 Main TOLEDO, OH 43604 LUCAS | <b>Client Loan Number:</b> test loan    |
| <b>Borrower:</b> test test                       | <b>Case Number:</b> test case           |
| <b>Product:</b> 1004 Single Family 2005          | <b>Assigned To:</b> Valuation Partners  |
| <b>Current Status:</b> Assigned                  | 2813131571                              |
| <b>Date Due:</b> 02/23/11                        | order@valuationpartners.com             |
|  | <b>Assigned Date:</b> 2/19/2011 8:58 PM |

[Quick Order History](#) • [Order Detail](#)

Click [Quick Order History](#) to view an overview of status events

| Status Events                         | Event Date       |
|---------------------------------------|------------------|
| New Order Added by Client             | 02/19/11 8:57 PM |
| Order Received                        | 02/19/11 8:57 PM |
| Status Changed from New to Assigned   | 02/19/11 8:57 PM |
| Order Assigned to: Valuation Partners | 02/19/11 8:57 PM |

# Individual Order Document Management

All Documents associated with this order can be found here

- **CURRENT ORDERS** – all open documents for file
- **COMPLETED ORDERS** – all archived documents (Report / HVCC Cert / Invoice / Etc.)

Click [Add Document](#)

To add a document to the order  
(can be .doc / .pdf / .xls / .jpg files)

Click [View All Documents](#)

To view all files attached to the order

Click [View Appraisal Details](#)

To return to the individual order page

Lists all documents  
uploaded to this order

## Add / Maintain Documents

[Add Document](#) • [View All Documents](#) • [View Appraisal Details](#)

Order #: VP29026956  
Zip Code: 43614  
County: LUCAS  
State: OH

### Document Uploaded

| ID    | Document Name                            | View                 | Report File?                                   |
|-------|--|----------------------|--|
| 53389 | VP29026956_Previous_Appraisal_Report.doc | <a href="#">View</a> | <input type="button" value="Modify / Delete"/> |
| 53396 | VP29026956_Purchase_Agreement.pdf        | <a href="#">View</a> | <input type="button" value="Modify / Delete"/> |

# Manage Account – User Management

Click **Add Client User**

To add a new client user (refer to next page)

Modify / Delete

Click

To modify individual user (refer to next page)

**Welcome, Bob Manager**  
**Add / Maintain Client Users**  
**Add Client User • View All Client Users**

| ID  | Name            | User ID | User Type | Status |                 |
|-----|-----------------|---------|-----------|--------|-----------------|
| 339 | Manager, Bob    | demog   | Manager   | Active | Modify / Delete |
| 9   | Processor, Jane | GRM001  | Manager   | Active | Modify / Delete |

# Manage Account – Individual Client User

## CLIENT USER WEBSITE INFORMATION

## USER DIRECT CONTACT INFORMATION

*Defines user type* (Manager / Processor / Loan Officer)

## AUTHORIZATION LEVEL

**All** – able to view all orders under this client code

**Own** – able to view only the orders under this username

**Own & subordinates** – able to view orders under this username as well as usernames that report to this user

*User's status* (Active / Inactive / Hold)

### Auto e-mail notifications

Check each box that user is to receive automatic notifications from the website – this can be modified at any time

Click to  or   
**complete CLIENT profile update** – fields will appear **RED** if not completed as required (cannot proceed until completed)

## Add Client User

|   |  |
|---|--|
| Last Name                               | <input type="text"/>   |
| First Name                              | <input type="text"/>   |
| User ID (must be unique)                | <input type="text"/>   |
| Password                                | <input type="text"/>   |
| E-mail                                  | <input type="text"/>   |
| Phone                                   | <input type="text"/>   |
| Fax                                     | <input type="text"/>   |
| User Type                               | Manager <input type="button" value="v"/>   |
| Reports To Processor                    | None <input type="button" value="v"/>  |
| Manager                                 | None <input type="button" value="v"/>  |
| Authorizaton Level                      | All <input type="button" value="v"/>   |
| Email Notifications                     | Yes <input type="button" value="v"/>   |
| Status                                  | Active <input type="button" value="v"/>  |
| Auto E-mail Notifications               | <input type="checkbox"/> Able to View Text Comments<br><input type="checkbox"/> Order Received & In Progress<br><input type="checkbox"/> Called - No Answer<br><input type="checkbox"/> Called - Left Message<br><input type="checkbox"/> Appointment Set<br><input type="checkbox"/> Inspected & Being Typed<br><input type="checkbox"/> Inspected & On Hold<br><input type="checkbox"/> In Review<br><input type="checkbox"/> Cancelled<br><input type="checkbox"/> On Hold<br><input type="checkbox"/> Completed & Invoiced |
| <input type="button" value="Add User"/> |  |