

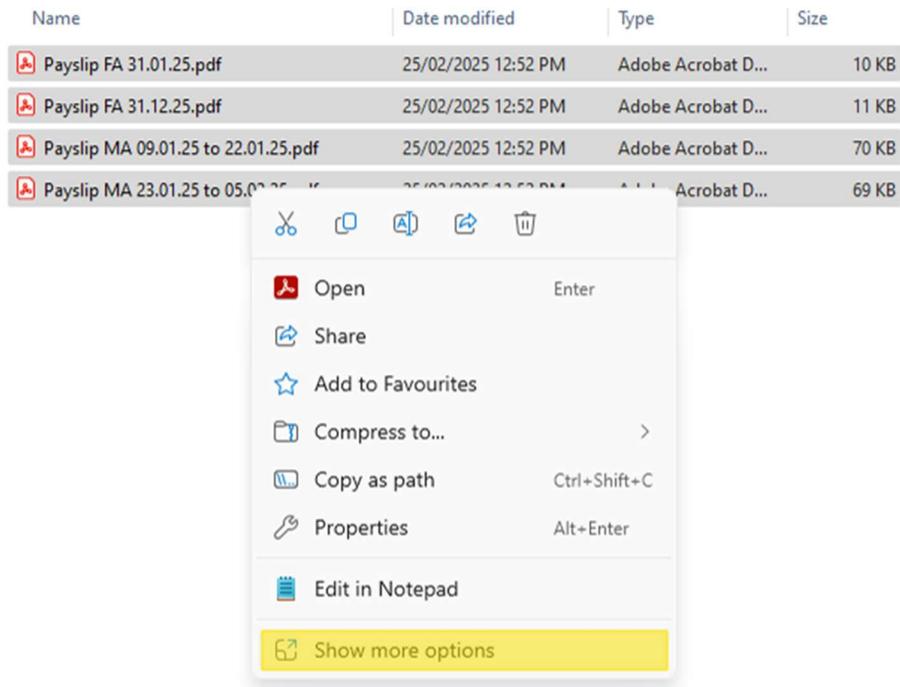
Instructions for saving Documents in a Password Protected ZIP (7-Zip) File

Step 1.

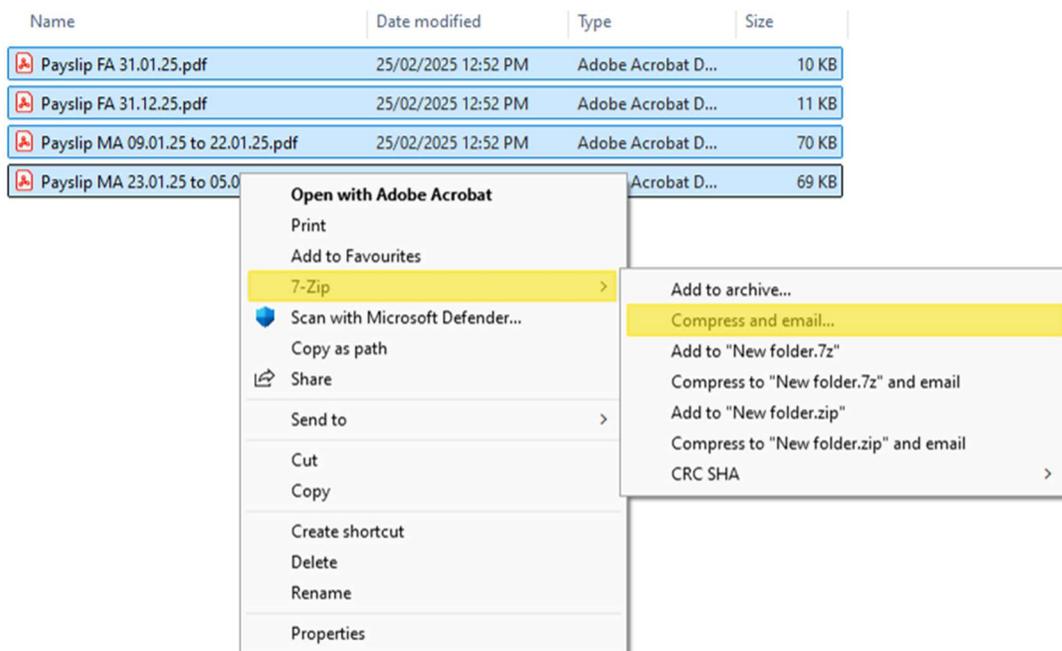
Select all files to be included in ZIP file.

Step 2.

Right click on files and select 'Show more options' (if using an older version of Windows, you may not need this step)

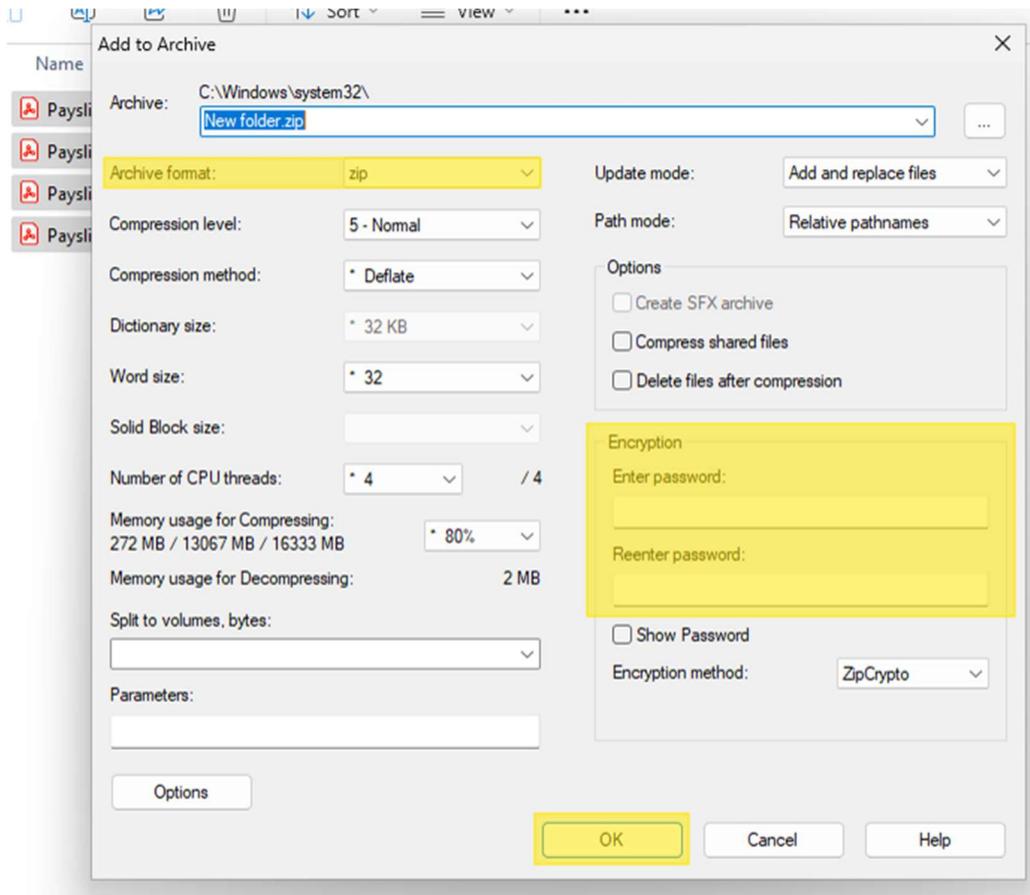


Then select '7-Zip' then 'Compress and email'



Step 3.

'Add to Archive' box will appear. Under 'Archive format' make sure you change this to 'zip'. Under 'Encryption' you will need to enter & re-enter your password. Please enter your **Broker Originator Number** as the password. Then click 'OK'.



Step 4.

Newly created ZIP file will automatically be added to an email for you to send.

If you have any issues with the above, please contact your BRM, Lender or our Broker Support Team.

