

# How to Sign Up for Eligibility Determination Session Appointments





- 1. Visit <a href="https://www.nhslacounty.org/lift">www.nhslacounty.org/lift</a> to get started.
- 2. Take the Eligibility Quiz. Please note the following:
  - a. Funds are on a first come, first served basis
  - b. Borrower must be in a purchase and sales agreement to apply for funds
  - c. Borrower must have a pre-approval letter from a NeighborhoodLIFT approved lender





- 1. Once you have passed the Eligibility Quiz, sign up for an Eligibility Determination Session appointment.
- 2. To sign up for an appointment visit <a href="https://datasafecube.com/liftlax">https://datasafecube.com/liftlax</a>.
- 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."





#### LIFT Electronic Disclosures Consent

must nouny us, we may treat your provision or an invalid ermail address or the subsequent manufaction or 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 email 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® 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® program is available at 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.



If you do not agree, click the button below.

You will still be allowed to register.







- 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 schedule an appointment.





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



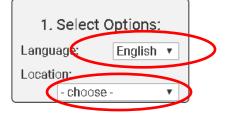








Start Over



EDS Times Are Listed For Mountain Time Zone 2. Choose Month:

June Next

Day	Date	Time	Select
Tue	Jun 27, 2017	10:00 AM	SELECT
Tue	Jun 27, 2017	12:00 PM	SELECT
Wed	Jun 28, 2017	10:00 AM	SELECT
Wed	Jun 28, 2017	12:00 PM	SELECT





- 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





- 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).





#### **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				
Bor. First Name				
Bor. Last Name				
Co. First Name				
Co. Last Name				
Phone				
Email				
Lender	- •			
Purchase Price	.00			
Prop. Address				
City				
State / Zip	- •			
Closing Date	06 - JUN ▼ 01 ▼ 2017 ▼			





- 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 The Housing Partnership within 24 hours of the request to <u>lift@nhslacounty.org</u>:
  - 1. Signed purchase & sales agreement
  - 2. Pre-Approval letter from a LIFT Approved Lender





- 1. Within 48 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.
- 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 Neighborhood Housing Service of Los Angeles County

Email: <u>lift@nhslacounty.org</u>

Phone: (213) 234-5211

