



Using the FairwayNow App

Realtor Partner's Guide

Welcome to Fairway!

The FairwayNow application (app) is a mobile app that quickly helps borrowers with their mortgage needs. The FairwayNow app allows: faster communication with a partnered Loan Officer, you to view the progress of your borrower's loan, and quick use of a mortgage calculator. It is a fast and secure way to scan documents and other resources at any time on any device. This guide will walk you through how to navigate the FairwayNow app.



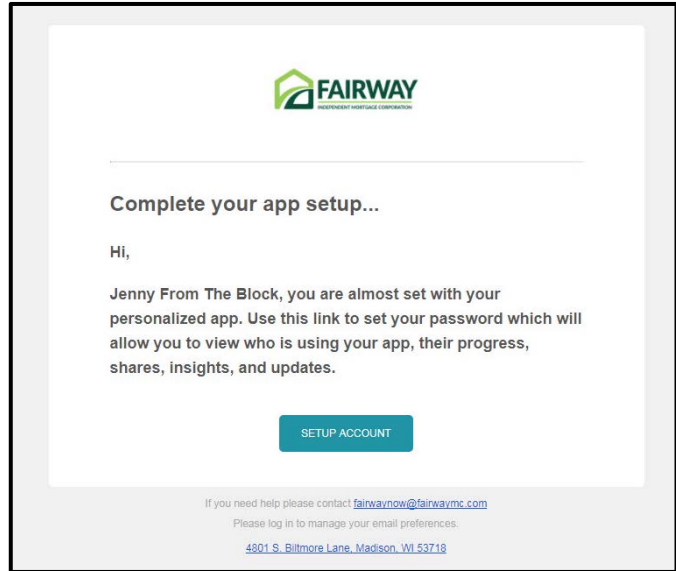
Creating a FairwayNow Account

Accessing FairwayNow

The Partner will receive a welcome email to get started using the FairwayNow app. This email is used to generate the login credentials to access the Performance Dashboard and log into the FairwayNow app.

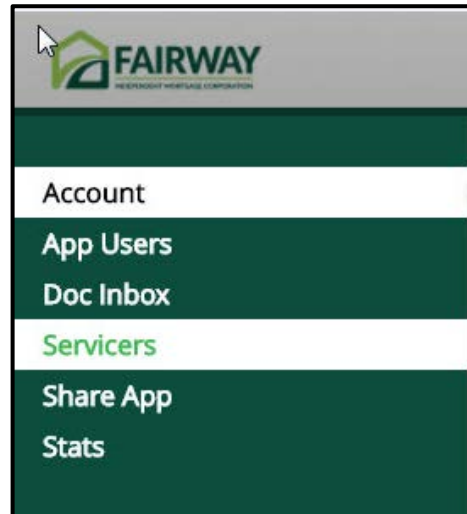
Open the email and click **SETUP ACCOUNT** to start the new account process.

Create and confirm password then click **Continue** to go to the web based mobile app login page and log in to access FairwayNow.



Tour of FairwayNow Online

- Manage your Account using the **Account** tab
- Check out what's happening with your clients, view their information, or check status of documents and loans using the **App Users** tab.
- Find all uploaded documents in the **Doc Inbox**.
- Check out the profiles of all the LO's you are partnered with and see what your co-branded app looks like using the **Servicers** tab.
- Share your app via text or email using the **Share App** tab.
- See who's using your app, how often, and what they are doing using the **Stats** tab.

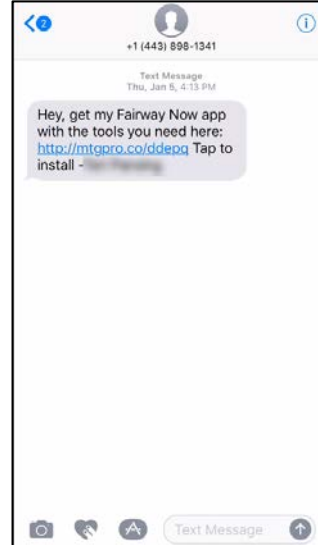


Let's Get Started

Welcome to the FairwayNow App!

Getting Started with the FairwayNow App

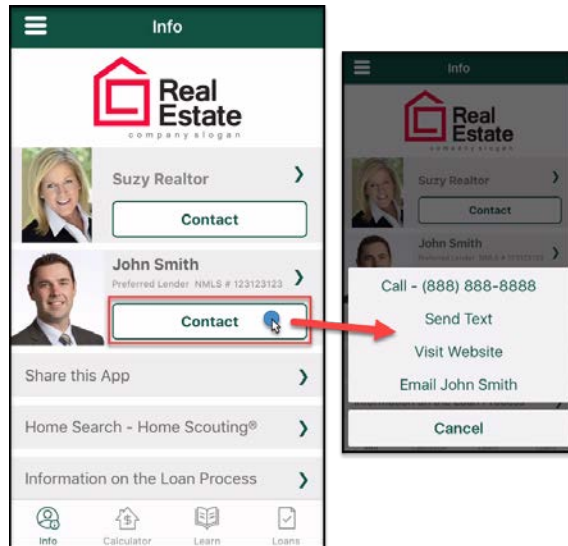
A Fairway Mortgage Loan Officer will share the FairwayNow app with you either via text or email. Once you receive the invitation, simply click the link from your mobile device to download the app.



FairwayNow App Overview

Communicating with your partnered Loan Officer

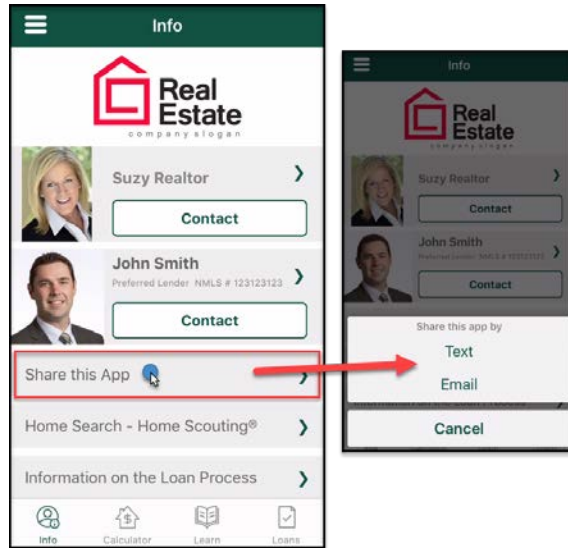
Click the **Contact** button in the application to communicate with your partnered Loan Officer either via text, email, office or cell phone.



Getting Started continued

Sharing the App

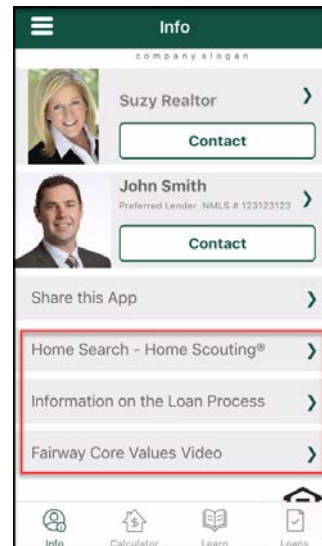
Click the **Share this App** button to share the app with borrowers who could benefit with a mortgage from Fairway.



Information on the Loan Process/Fairway Core Values Video and Other Links

The **Information on the Loan Process** and **Fairway Core Values Video** buttons launch web links in the app that share additional information about the loan process and Fairway's core values. These links are Fairway company wide and Loan Officer specific links.

You can have your own links added, such as links to your HBM Home Scouting, preferred property inspector, personal website, etc. If you would like to have any links added, please reach out to your partnered Loan Officer.



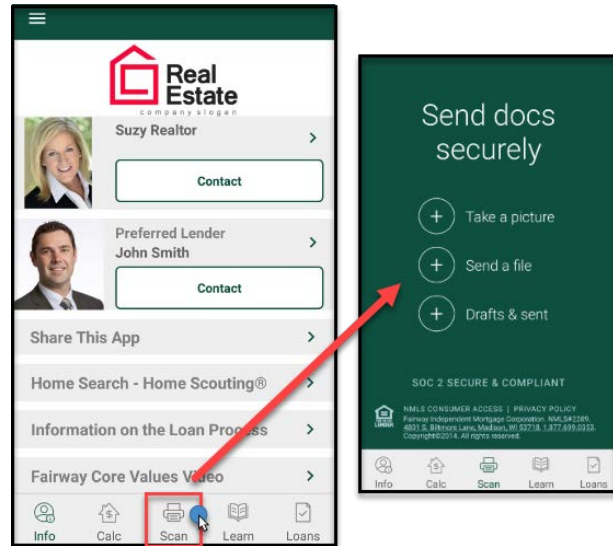
Getting Started continued

Scanning Documents

Note for iPhone users: This option will be seen only if you have a loan in the pipeline.

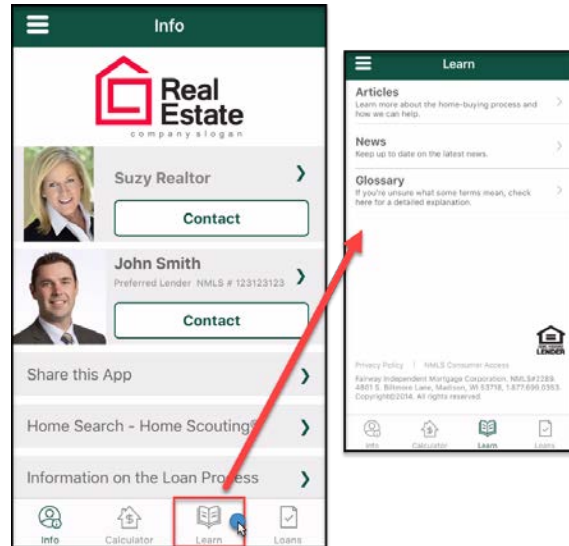
Click the **Scan** icon, and then click the “+” sign to scan and upload documents on behalf of the borrower to any loan that is assigned with your partnered Loan Officer.

For example, you can upload documents such as Purchase Contract amendments.



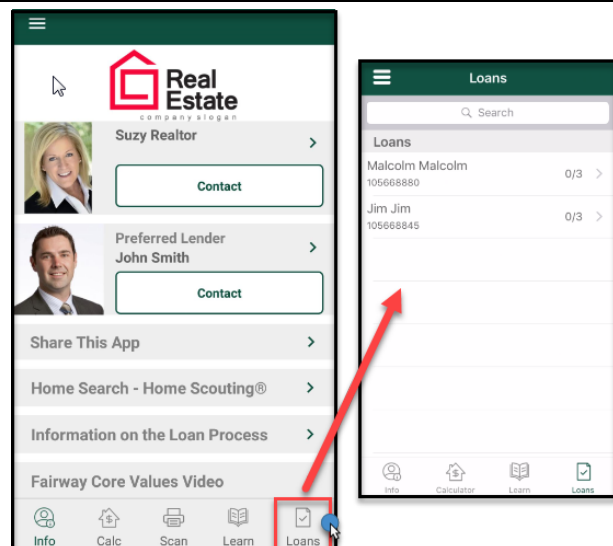
Learn Tab

Click the **Learn** tab to learn more about various articles, the home buying process, keep up to date on the latest news, and use the glossary for unfamiliar terms.



Loan Tab

Once an application has been submitted, the **Loan** tab will show detailed information such as the borrower's name, loan number, and loan status.



Getting Started continued

Loan Tab (cont.)

You can click into the loan to:

1. See loan details and send a message to the borrower and
2. Add a document

