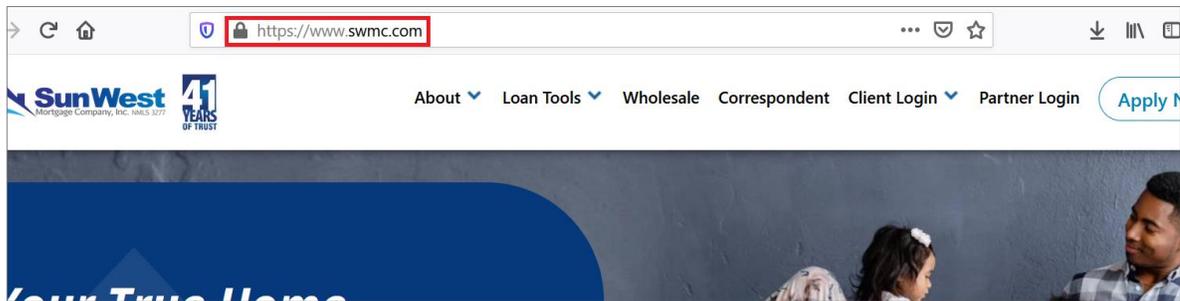


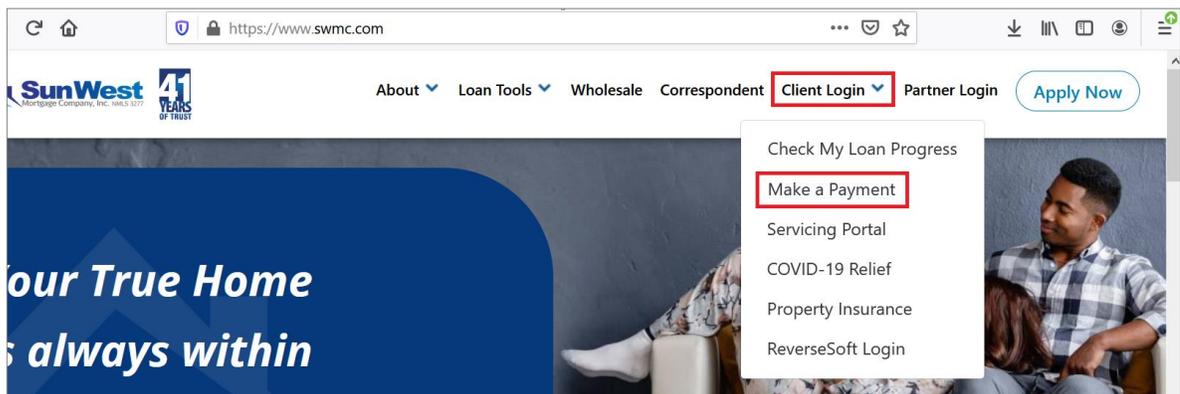
Set Up Recurring Auto Pay Payments – In 3 Easy Steps!

Step 1 - Access the Website

- Open the internet browser and go to www.swmc.com in the address bar.

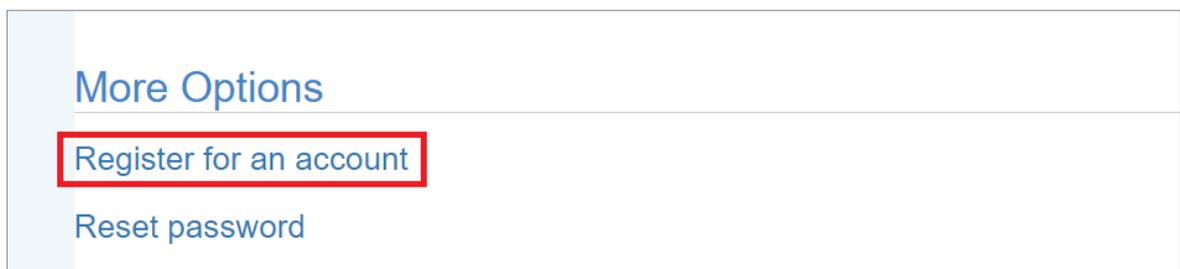


- Click on 'Client Login' > Click on 'Make a Payment' link located at the right-hand side of the page as shown below:



Step 2 - Register and Login to Access Your Account

- To create an account, click on 'Register for an account' link under 'More Options' as shown below:



- You will be directed to the **Register** page. Complete all the fields on this page and click on 'Register'.

Note: All fields are mandatory. You may refer to the loan number in the 'Welcome Letter' you would have received from Sun West.

Register

Please fill out the following form to register on the site:

First Name *	<input type="text" value="First Name"/>
Last Name *	<input type="text" value="Last Name"/>
Username *	<input type="text" value="Username"/>
Password *	<input type="password" value="Enter your password"/> <small>Password must include a capital letter, a number, a special character, and be at least 8 characters long.</small>
Password (again) *	<input type="password" value="Please re-enter your password for verification"/>
Email *	<input type="text" value="Please enter your email address"/>
Email (again) *	<input type="text" value="Please re-enter your email address for verification"/>
Loan Number *	<input type="text" value="Loan Number"/>
Social Security Number *	<input type="text" value="Please enter only digits with no hyphens or spaces"/>
Date of Birth *	<input type="text" value="Please enter as MM/DD/YYYY"/>

I am using a computer I trust

Register

- If you have already registered, enter your username, password and click on 'Login'.

Login

Please note that if you enter the wrong password 5 times in a row, your MyLoanInfo account will be locked out. If you have forgotten your password, please use the [recover password](#) page.

Username *	<input type="text" value="Username"/>
Password *	<input type="password" value="Password"/>

Login

Step 3 – Setup Recurring Payments!

- Once you are logged in, click on the 'Setup Recurring Payments' link under the 'Requests' section as shown below:

My Profile	Original loan:
Logout	Loan term:
Requests	First payment:
Make One Payment	Maturity date:
Setup Recurring Payments	Appraised value:
Privacy Settings	Primary borrower:
Payoff Quote	Co-borrower:
	Property Address: 321 SAMPL SAMPLE C

- You will be directed to a 'Setup Recurring Electronic Monthly Payments' page. Enter the '**Transit Routing No**', '**Bank Account No**' and select the '**Bank Account Type**' as shown below:

Logout	Please complete the following information.
Requests	Transit Routing No *
Make One Payment	<input type="text" value="00000000"/>
Setup Recurring Payments	Help
Privacy Settings	Bank Account No *
Payoff Quote	<input type="text" value="Bank Account No"/>
Change Email / Phone Numbers	Include leading zeros if present. Help
Change Address	Bank Account Type *
Other Request	<input type="text"/>

Note: You may locate the 'Transit Routing Number' and 'Your Account Number' on your check as shown in the below screenshot.

Sample Check



2400
19 91-548/1221
PAY TO THE ORDER OF \$
DOLLARS
FOR
⑆ 22105278⑆ 6724301068⑆ 2400⑆

Routing Number Account Number Check Number

- Complete the rest of the form as shown below. Click on the 'Submit' button once completed.

Payment Start Date *
04/01/2022
Please allow 3 days for processing

Day of Month to Draft *
1

Additional Principal
0.00

Additional Escrow
0.00

Additional Information
Additional Information
Maximum 4 lines/240 characters

I confirm that I am the authorized signer on the bank account provided. *

Submit

- **Payment Start Date:** This is the month that you want your Auto Pay to be effective.
- **Day of Month to Draft:** This is the day you would like your payment to be drafted. (You can select any day between the 1st to the 15th of the month).
- **Additional Principal:** This is where you can have any additional principal payment applied.
- **Additional Escrow:** This is where you can have extra funds applied towards your escrow account (if applicable).

Note: Please be advised to set up new Auto Pay account, request must be received at least 10 business days prior to the desired draft date.

To cancel/stop the fund transfer, the request must be received at least 3 business days prior to the scheduled draft date.

For Example: If an Auto Pay request is made with the draft date of May 12, 2021, the request should be made at least 10 business days before i.e., on or before April 29, 2021.

- Once you have submitted the above information, you will be taken back to the 'Overview' screen and have completed the recurring Auto Pay setup process.

Contact Us:

If you need any assistance, please feel free to contact a Customer Service Representative.

Toll free: 800-345-7884 (between 7:00 AM to 7:00 PM PT Monday through Friday, except Federal Holidays)

Fax: 866-400-5205

Email: customerservice@swmc.com