

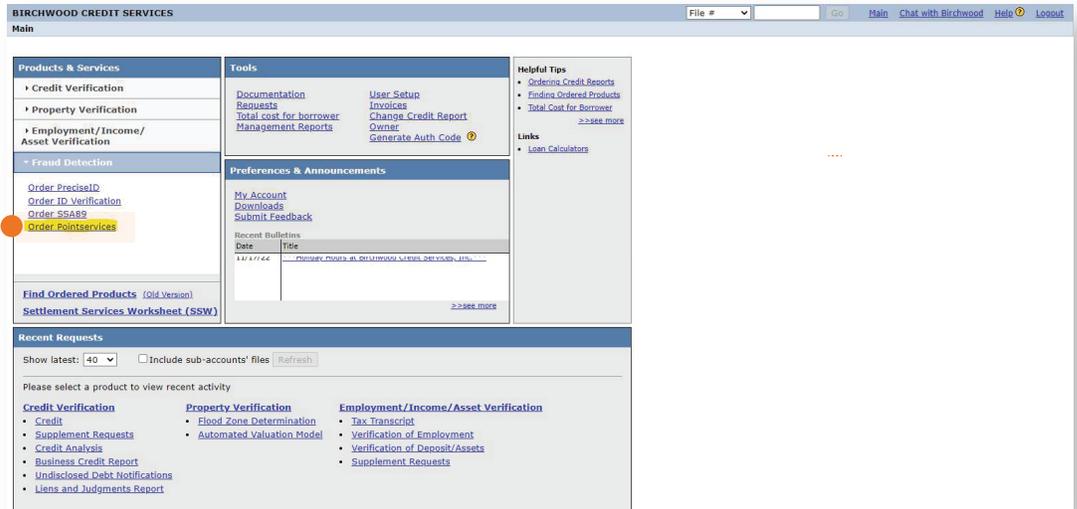


SSA Direct ECBSV Ordering with Electronic or Wet Ink Signatures



Birchwood
CREDIT SERVICES, INC.

SSA Direct ECBSV Ordering



Placing the order
Select **Order Point Services**

Select the **Product, Person-SSN ESign Verification (form 89)** name from the drop-down list.

NOTE: This product will allow you to submit Electronic and Wet signatures.

If importing from the LOS loan file, select a borrower name from the **Select Borrower** option. (Borrower information will be populated from the loan file)

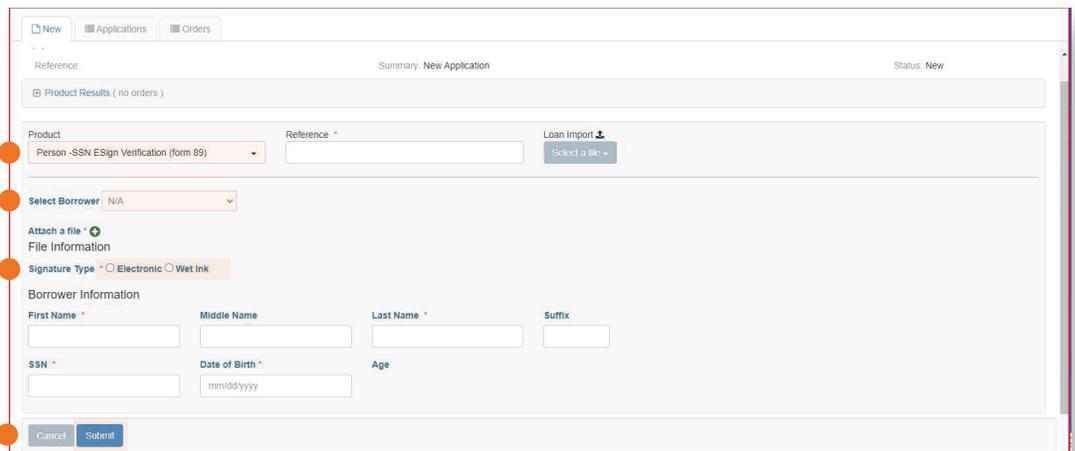
If no loan file import is used, the user will manually key in the necessary data as indicated on the order screen with the **red ***

Attach the borrower signed authorization form SSA 89

NOTE: The Authorization form must be a PDF Document Type

Choose signature type **Electronic** or **Wet**.

Click the **Submit** button at the bottom of the screen



Note: PitchPoint Solutions' Operations Team will review each order for completeness before sending to the SSA. **Incomplete or altered order forms will be returned to the user with an error explanation.** The user should correct the error and resubmit the order. The report will show **Pending** until it has been successfully returned by the SSA. The user will receive an email when the status has changed to **Complete**.

Accessing the report
Return to **Order Pointservices**

Click on the **Details** tab

To open the report, click on the **View Report** icon next to the completed order

