

Mortgage+Care

HOW TO DOC

Initializing your Company Name & Serial Number

You have purchased Mortgage+Care and you are now ready to officially register.

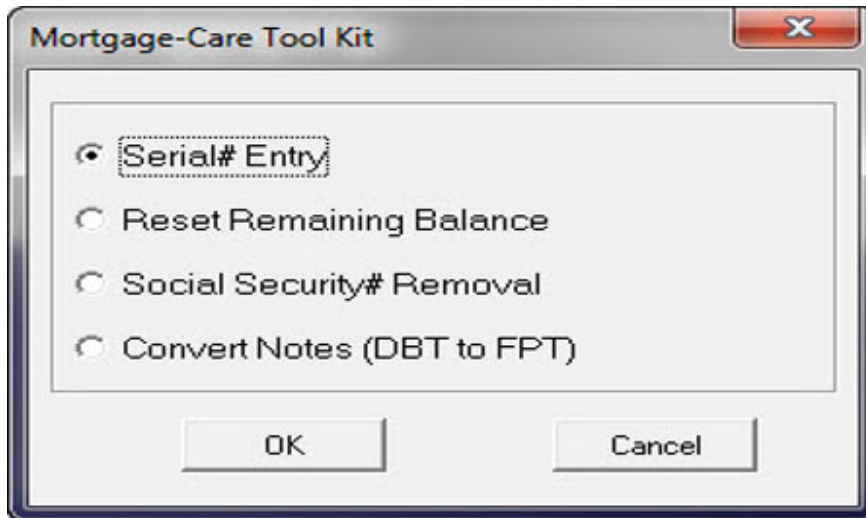
1. Double click the **MCRReset** icon (red plus icon) on your desktop. If this shortcut icon is not on your desktop, you may find it inside the mortcare directory, which is probably on your C drive.



2. The Mortgage+Care Reset dialog box appears. Click the small **Tool icon** (highlighted in yellow below).

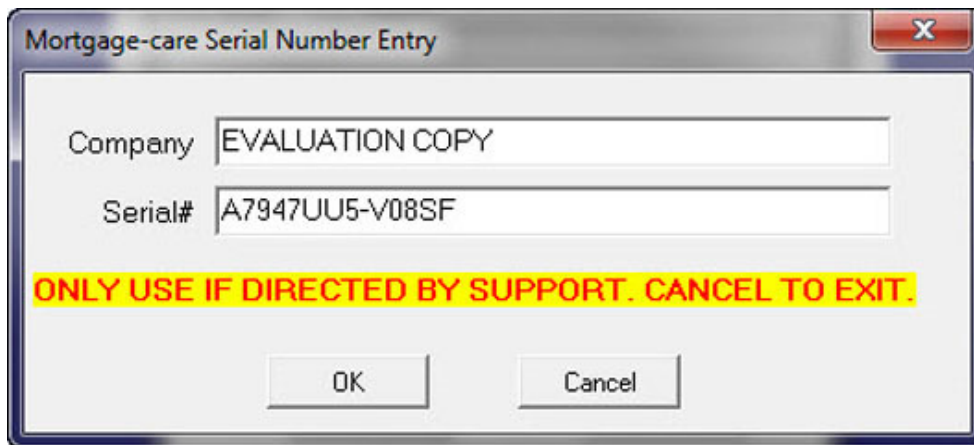


3. Click **Serial # Entry**, then click **OK**.



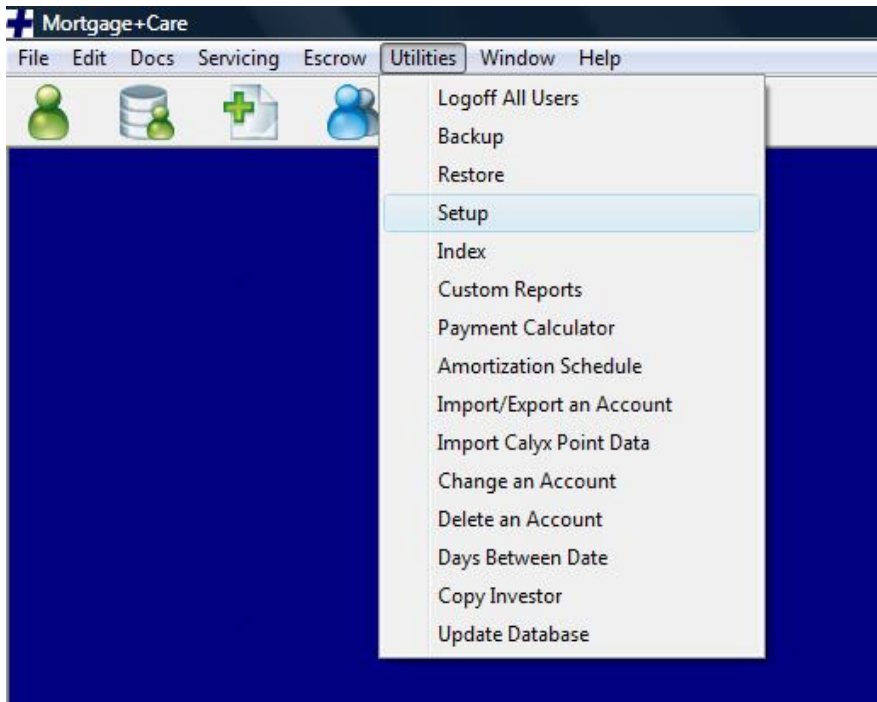
The Mortgage+Care **Serial Number Entry** dialog screen appears as shown below.

4. Enter the **Company Name** and **Serial Number** and then click **OK**.



5. Return to Mortgage+Care. Your company name should now appear on the main screen.

6. From the **Main Menu**, click **Utilities**, and select **Setup**.



7. The **Company Setup** screen appears. Enter your company address information.

8. Click **Done** when completed.

Note: *The Company name is populated by the Serial Number Entry tool and cannot be changed here. If you need a Company name change, you must notify our support and a new Company name and serial number will be provided to you.*

A screenshot of the "Company Setup" dialog box. The title bar says "Company Setup" with a close button. The dialog has several tabs: "General", "Lookups", "Users", "MICR Info", "A.P.R. Fees", "Default Info", and "Advanced". The "General" tab is active. It contains the following fields:

- Company Name: EVALUATION COPY
- Registration Name: [Empty]
- Street: YOUR STREET
- Registration Code: [Empty]
- City: YOUR CITY
- State, Zip: STATE, ZIP
- Phone #: [Empty]
- Fax #: [Empty]
- Licence #: [Empty]
- Master Password: [Empty]
- Check Password: [Empty]
- Operator: [Empty]
- Tax ID: [Empty]
- NMLS #: [Empty]
- Email: [Empty]

A "Close" button is located at the bottom right of the dialog.