

mycoordinator

REAL PEOPLE, REAL RESULTS

Username		Password	Pin
Agent Name		Sign Company	
Email Address		Website	
Phone Number		Username	
Address		Password	
Date of Birth		Order Instructions	
Access Level	☐ Agent ☐ Broker ☐ Processor		
ACC Fee		Showing Service	e
		Website	
Brokerage		Username	
Compliance Manager		Password	
Email Address			
Website		Title Company	
Username		Escrow Officer	
Password		Phone Number	
Split	Donations	Email Address	
When to Submit			
Brokerage Anniversary		Lender	
Are you currently capped?	☐ Yes ☐ No	Loan Officer	
		Phone Number	
MLS		Email Address	
Username			
Password		Inspection	
		Inspector	
Dotloop		Phone Number	
Username		Email Address	
Password		Order Instructions	
Jpload	☐ Before Close ☐ Throughout		



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Warranty	SS Negotiator		
Representative	Representative		
Website	Phone Number		
Phone Number	Email Address		
Email Address			
Order Instructions	Assistant		
	Phone Number		
Other Vendor (type)	Email Address		
Company	Tasks		
Representative	Tasks		
Website			
Email Address / Username			
Phone Number / Password			
Order Instructions			
Other Vendor (type)			
Company			
Representative	CC on all emails? ☐ Yes ☐ No		
Website	How is your earnest money handled?		
Email Address / Username	Do you have your own email templates? ☐ Yes ☐ No		
Phone Number / Password	Current files to begin processing:		
Order Instructions	1.		
	2.		
Other Vendor (type)	3.		
Company	4.		
Representative	5.		
Website	6.		
Email Address / Username	Promotion File?		
Phone Number / Password	Registration Date		
Order Instructions	Processor		