

Email Notification

1. Notify the closingteam@cabrillomortgage.com when file has been uploaded via email.

The LO will be paid as soon as the file is turned in.

Use these instructions from Point to create a table with all information needed to include in this email:

Open the file you are working on in POINT

Click on "File" on the menu bar, click on "Print Preview"

Click on "Custom Forms" tab

Scroll down the list in the box to "Cabrillo closed file email"

Click on Print Preview

WORD will open. If the info is correct in POINT, the fields will be completed. If you are missing any info or it needs to be corrected, you can do directly on the form here.

To send it in an email, you will click anywhere on the table, a blue + will show on the top left corner. It will highlight the table; then you can copy and paste it into an email.

If you do not see the blue +, select the table press CTRL+A to highlight select the table. Proceed with copying and pasting.

For Outside Processors using their own Point System

2. Send the information below in the email to the closingteam@cabrillomortgage.com
 - a. Subject Line: Borrower's name
 - b. Loan Officer name
 - c. Borrower's name
 - d. Property Address
 - e. Lender
 - f. Type of loan