



~A new approach to home loans

Arkansas 479-279-3037

or Colorado 720-608-1644

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Tips on downloading PDF'S




First – you may need some PDF software on your computer. You may already have it on your computer. The standard free software most widely used is Adobe
<https://www.adobe.com/acrobat/pdf-reader.html>

Sign into your bank online.

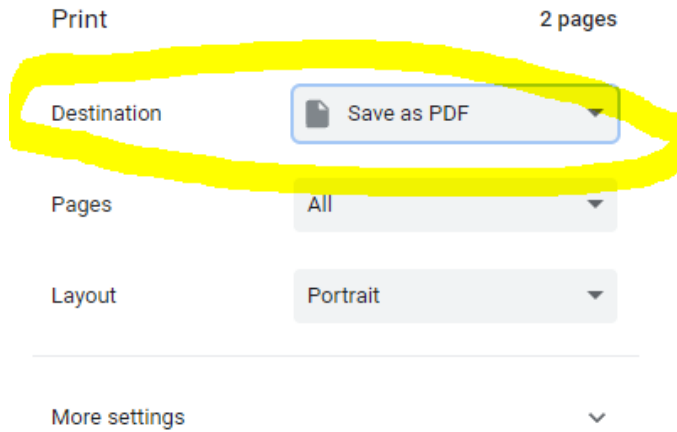
Go to the “statement” area within your account. Choose the most recent statement from the drop down. – keep in mind I will need the most recent 2 months.

From most online accounts, you can choose to “print” a document. However, once you click “print”, a box will open asking you where you about your printer or destination.

Print 2 sheets of paper

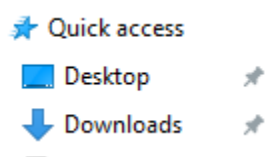
Destination	<input type="text" value="Canon MX880 series F"/> 
Pages	<input type="text" value="All"/> 
Copies	<input type="text" value="1"/>
Layout	<input type="text" value="Portrait"/> 

Click the arrow in the destination area and choose “SAVE AS A PDF”



Then click SAVE.

A new window will open asking where to save this document.



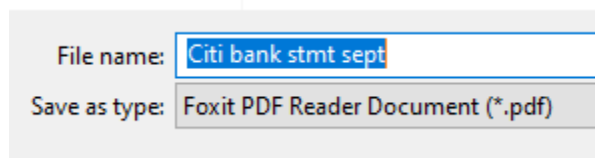
Choose Desktop

Click "new folder" to make a new folder on your desktop. If the new folder is highlighted in blue, you can change the name to "loan documents"

If you missed that opportunity to change the name, you can change it later by right clicking the folder.

Open the new folder and before saving the doc, change the name of it.

Example



Click "save" and you're done.

Once you start your application, you'll need to upload these documents to my portal. If they are all in one folder, it will be easier for you to do.

****Note:** You can download your most recent paystub and often your W2 the same way.