



HOW TO CREATE AN ACCOUNT

1. Create/Login to your account:
 - Go to our homepage www.HomeWiseDocs.com.
 - Click on the Sign Up tab or enter your Username and Password and login.
 - Click on the Place New Orders tab found directly after logging in.
2. Find your association: (Please refer to the Search Tips)
 - Select the Search Type.
 - Enter the address or association name.
 - Specify the transaction type as either Purchase/Sale or Refinance, and click search.
 - Click on the association name under the search results section.
3. Select your items:
 - Locate the document(s) you need and select the box to the right.
 - Click continue at the bottom of the page.
4. Complete your order:
 - Proceed and enter the buyer and seller or current homeowner information; click continue.
 - At the delivery and payment page enter the appropriate information; click continue.
5. Review and Place Order:
 - Review your order and add/remove items if necessary.
 - Click Place Order. You will receive a confirmation number and an email confirmation as well.

HOW DO I FIND MY ASSOCIATION?

For best search results please do the following:

1. Click Association Name under Search Type.
2. Type the beginning paraphrase of the association. (Leave out the Street Address).
3. Type the city / state or zip code.
4. Specify either purchase/sale or refinance; click search.
5. Click your association name under the Search Results.

If you are unable to locate your association using the name please try searching by the Unit Address:

1. Click Unit Address under Search Type.
2. Enter the Street Address (Leave out the unit number, if any).
3. Type the city / state or zip code.
4. Specify either purchase/sale or refinance; click search.
5. Click your association name under the Search Results.



HOW DO I PAY FOR MY ORDER

1. Check/Money Order:
 - Please make your check payable to HomeWiseDocs.com and mail it to: 4773 Mangels Blvd., Fairfield, CA 94534. Please include your order confirmation number in the memo.
2. Credit Card
 - Go to our homepage www.HomeWiseDocs.com
 - Click the 'Pay For Your Order' tab or click here.
 - Enter the order confirmation number and click Pay.
 - Click the box to agree with the credit card return and refund policy. Enter your credit card information.
 - Click Pay Now.

***Please be advised there is a \$5.00 Convenience Fee charged and added to the order total when paying by a credit card.

HOW DO I RETRIEVE MY ORDER?

1. Go to www.HomeWiseDocs.com.
2. Click 'Track Your Order' and enter your Order Confirmation number; click Track.
3. Scroll down the Order Status page and click 'View Order'.
4. The documents are listed in blue. You may download them separately. For governing documents only you may click the 'View ALL Governing Documents' link.

***Feel free to forward the email notification to all parties within this transaction if needed.*