

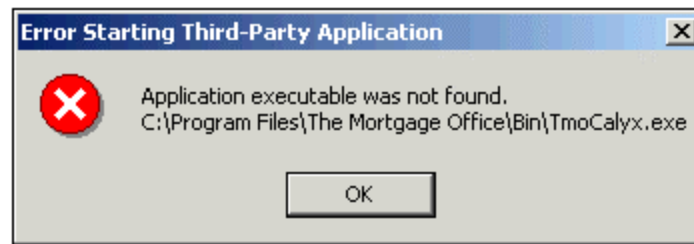
## How to use The Mortgage Office / Calyx Point Import Wizard

1. Launch the Calyx Point software.
  - a. Select one of the Borrowers to be imported into The Mortgage Office. (Have the Borrower Information displayed.)
  - b. Click on the Interfaces menu item.
  - c. Click on the Loan Servicing menu item.
  - d. Select ABS - The Mortgage Office in the Vendor list.
    - i. If you do not see ABS - The Mortgage Office in the Vendor list, then contact Calyx.
    - ii. If you do see ABS - The Mortgage Office in the Vendor list, but it is not marked as Installed, then do the following:
      1. Select ABS - The Mortgage Office in the Vendor list.
      2. Click on the Install button.
      3. The File Download window will be displayed.
      4. Click on the Open button.
      5. The Welcome window will be displayed.
      6. Click on the Next button.
      7. The Start Installation window will be displayed.
      8. Click on the Next button.
      9. The message "The Mortgage Office Import Wizard has been successfully installed" will be displayed.
      10. Click on the Finish button.
  - e. Click on the Send Data button.
2. The Mortgage Office / Calyx Point Import Wizard's Welcome window will be displayed.



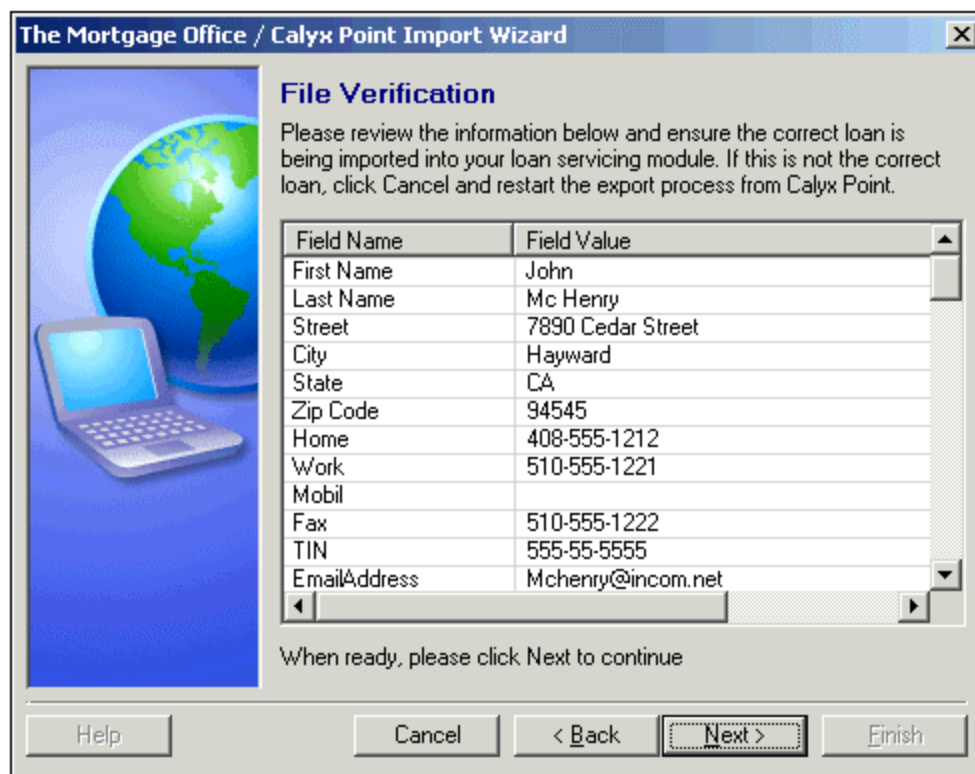
TmoCalyxWizard\_01.gif

- a. If you see the following error message instead of the Welcome window, then the Import Wizard is either not installed or not installed correctly – contact Calyx.



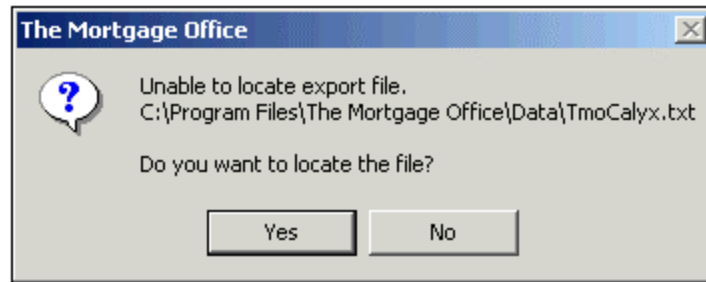
TmoCalyxWizard\_02.gif

3. Read the Welcome window and then click on the Next button.
4. The File Verification window will be displayed.



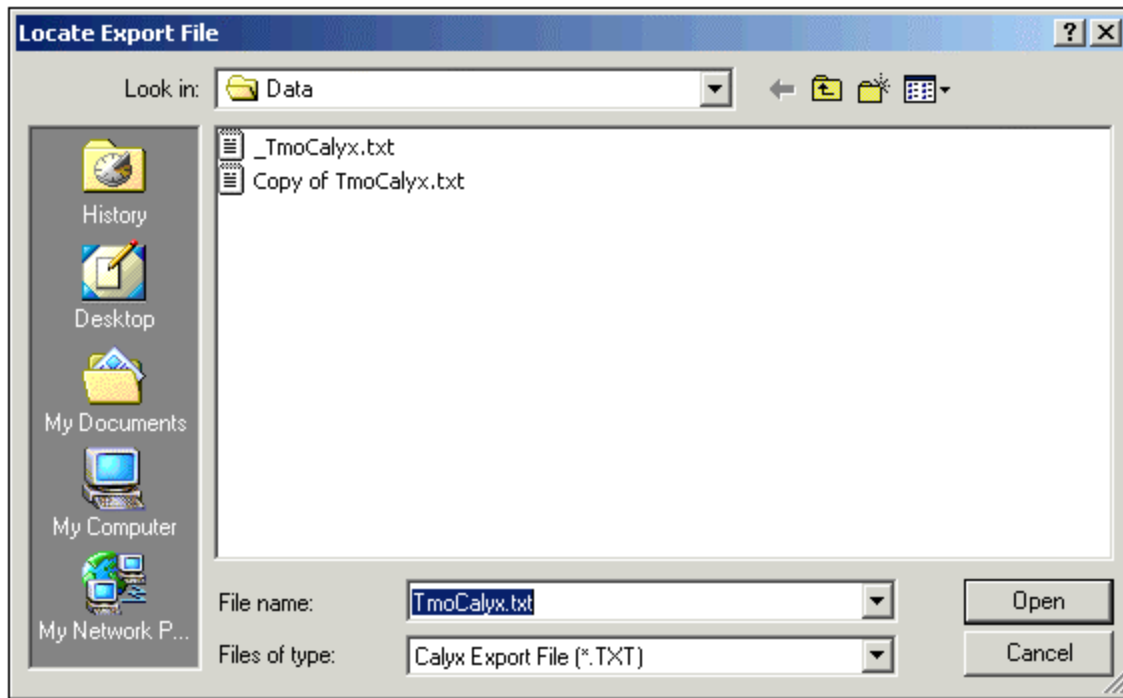
TmoCalyxWizard\_03.gif

- a. If you see the following error message instead of the File Verification window, then the Calyx/Point export file named TmoCalyx.txt is missing or located in the wrong directory.



TmoCalyxWizard\_04.gif

- i. If you know where the TmoCalyx.txt file is located, you can click on the Yes button to locate the file.

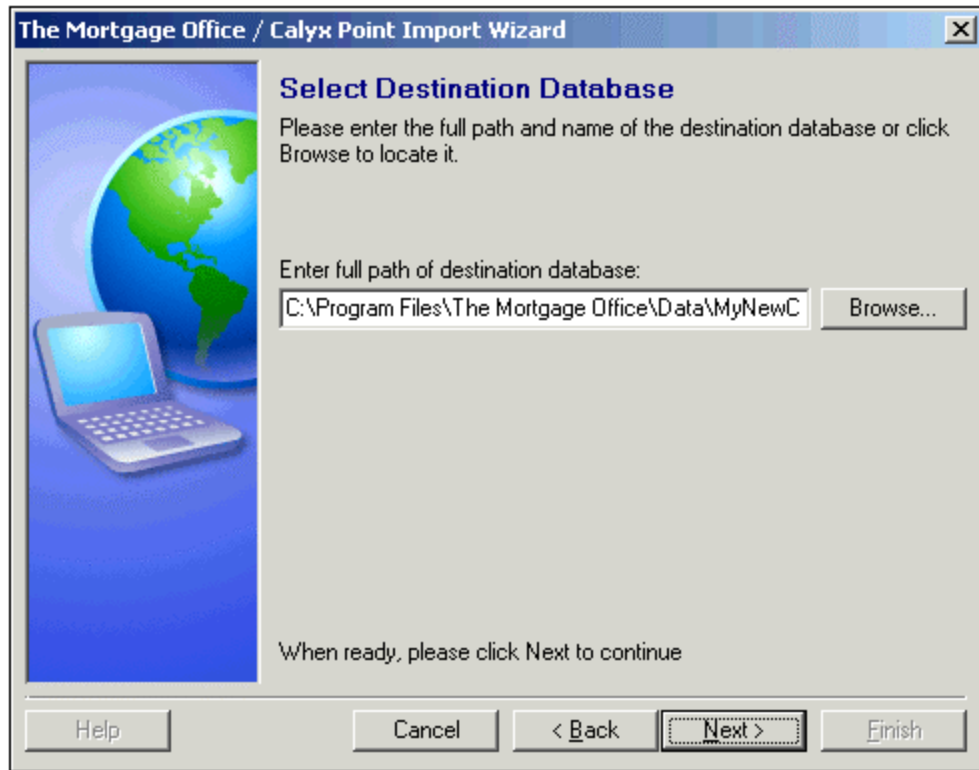


TmoCalyxWizard\_05.gif

- ii. If you do not know where the TmoCalyx.txt file is located, contact Calyx.

5. Read the File Verification window and then click on the Next button.

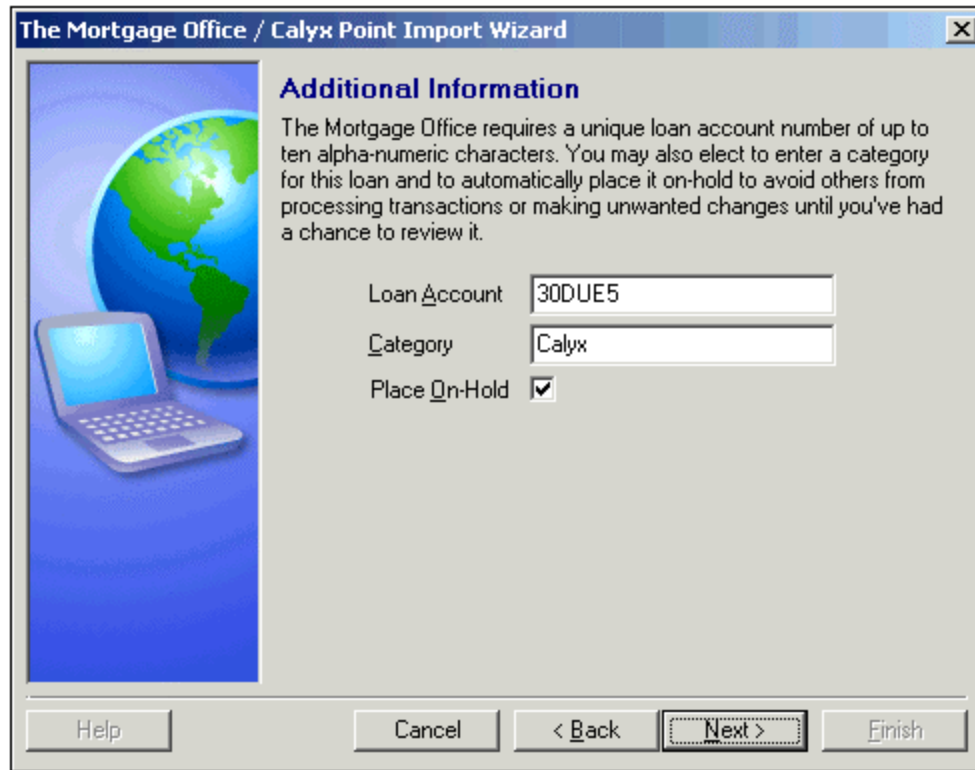
6. The Select Destination Database window will be displayed.



TmoCalyxWizard\_06.gif

7. Select which Company database to import the Borrower information into by: Clicking on the Browse button and locating the .tmo database. Then click on the Next button.

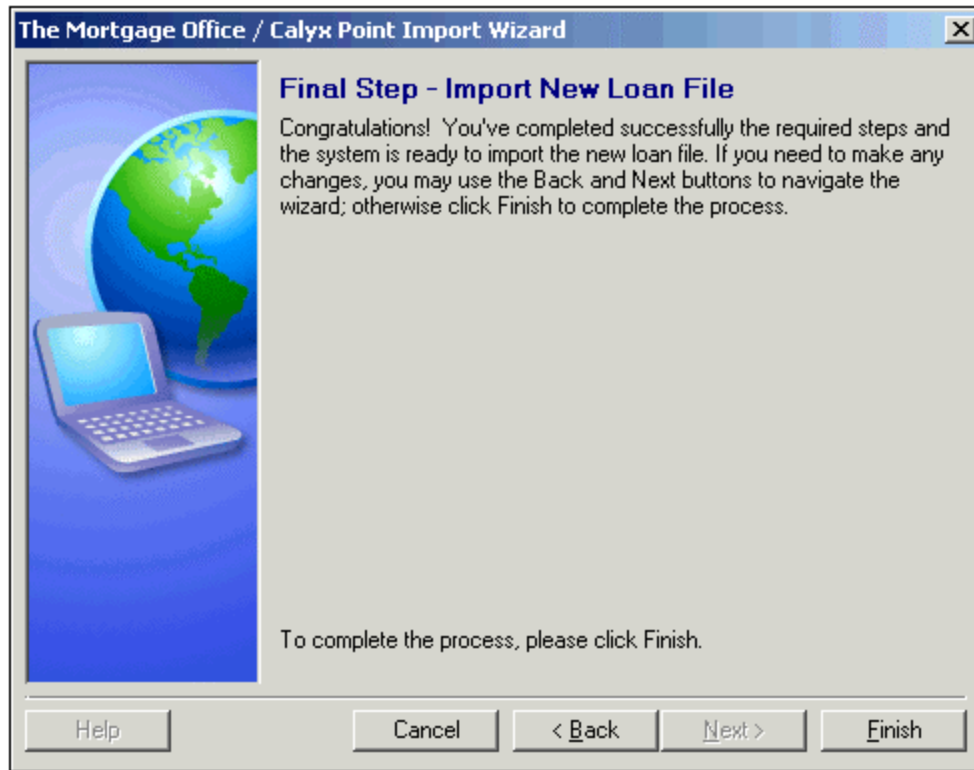
8. The Additional Information window will be displayed.



TmoCalyxWizard\_07.gif

9. Read the Additional Information window, accept the defaults or make changes as needed and then click on the Next button.

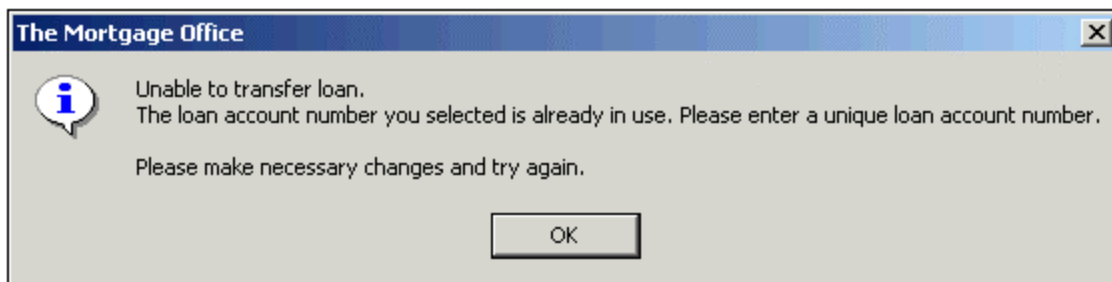
10. The Final Step – Import New Loan File window will be displayed.



TmoCalyxWizard\_08.gif

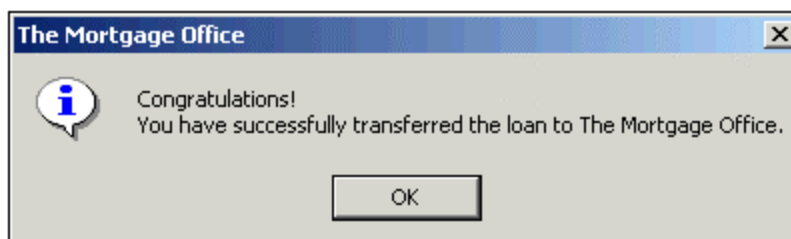
11. Read the Final Step window and click on the Finish button.

12. If you see the following error message, then the Loan that you are trying to import already exists in The Mortgage Office and cannot be imported again.



TmoCalyxWizard\_09.gif

13. When you see the following message, the import competed successfully.



TmoCalyxWizard\_10.gif