

# Step 1

## **Step 1: Main Purpose as an In-House Processor's Assistant**

Your main purpose as a [IHPA](#) is to

- 1:** Post 4 properties per state everyday, Sundays through Saturdays  
Following [Step2a](#) through [Step2b](#) everyday is very important to do everyday. It's best to post some properties in the mornings, some in the afternoon then the rest in the evening to avoid them getting flagged then complete the [IHP File Submission](#) at the end of the day. You'll know more in detail in [Step 2](#).
- 2:** When you get email responses, forward them to your assigned [IHP](#). Call and keep in contact with your assigned [IHP](#) on a daily basis as you must work with him / her to know which of your potential Clients completed the Application.
- 3:** Complete the [Lead Sheet](#) at the end of every day you work and upload it at the [IHP File Submission](#) site.

These three are your main priority as an [IHPA](#). We are going to call this the [Three Step Process](#). Make this apart of your **DAILY ROUTINE** to do **EVERYDAY** to avoid **Compensation Penalties**.

## Step 1a

### **Step 1a: Gmail Account**

You are required to have a gmail account in order to gain access to [Client Database](#) & [PhoneOps Listings](#). If you already have a gmail account and you want to dedicate that account to [PhoneOps](#), you don't have to create another one. If you don't have a gmail account, simply create one and e-mail:

[ProcessingPhoneOpsFunding@gmail.com](mailto:ProcessingPhoneOpsFunding@gmail.com) your new e-mail address.

Once we have your gmail e-mail address, we'll use that e-mail from that point forward. You are required to check your e-mails everyday throughout the day.

# Step 1b

## **Step 1b: Client Database**

Once you've completed [Step 1a](#), you'll receive access to Client Database. This is where you'll see all [PhoneOps](#) Clients and the status of them.

- Once a Client completes an online application, they will be added to the Client Database. If you don't see your Client on this database, this means their app didn't come through
- When the Client's row is **Turquoise**, this means that they paid their invoice
- Looking through the rest of the database, other fields will be highlighted **Turquoise** when it has been completed. This is how you can determine where your Client is at in the loan process.

# Step 1c

## **Step 1c: Posting Properties**

When you post properties, you will be posting on Craig's List. For 1 property, you will post on the [Rental Side](#) and the [For Sale By Owner Side](#) so that's 2 postings for 1 property.

You are required to:

- Post 2 different properties
- Each on the Rental Side
- Each on the For Sale By Owner Side
- Totaling 4 postings
- Each State

We are currently licensed in:

- CA
- FL
- ID
- OR
- PA

# Step 1c - Continues

So this means that you are required to post a total of 20 postings per day **EVERYDAY** Sundays through Saturdays. When we become licensed in more states, this [Training Site](#) will be updated and your total posting amount per day will increase accordingly.

## **Restrictions:**

- [For all States](#): Do not post any properties that need work
- [For all States](#): Do not post any properties that are for Auction
- [For all States](#): Do not post any properties that has less than 10 photos
- [For all States](#): Do not post any properties that is valued over \$450,000
- [For the State of PA](#): Only post properties in [Philadelphia County](#) and [Delaware County](#). No other properties!
- [For the State of FL](#): Only post properties in [Brevard County](#) and [Orange County](#). No other properties!

[Step 2](#) will break it down on how to post so keep this step in mind when you get to [Step 2](#).

# Step 1d

## **Step 1d: Google Voice**

Google Voice is very important to have on your cell phone. It's free and may be needed when setting up a new or more Craig's List accounts. Follow these steps to move forward:

- Download the Google Voice App onto your cell
- Link it to your cell
- Select a free number and make sure it's a number in one of the states [PhoneOps](#) is licensed in

You should be all set. Test it out by calling the number to make sure it works.

# Step 1e

## **Step 1e: Craig's List Account**

You must have at least 2 to 4+ Craig's List Accounts to be a successful IHPA. For now, simply create just one new Craig's List account. If you already have an account and want to use that account for PhoneOps, that is fine.

With 1 account, you will post 2 properties per state totaling 4 postings per day. When you get to Step 2 and after you have posted 4 listings, following the steps and completed Step2a and Step2b, you can create a 2nd Craig's List account to post the next 4 listings in the next State, so on and so on.

Check out this video to follow what to do to ensure how to not get your ad flagged:

<https://www.youtube.com/watch?v=KepFTuxkaWk>

**Note:** Even though the man in the video stated to click the link 20 times after you published an ad, we encourage you to click it 55+ times. You'll read more in Step2a.

**This Completes Step 1**