

GCA Ordering:

Go to the Website <https://app.smartsheet.com/b/form?EQBCT=c729a70095c54197bbbc261901f41b1d>

and an Intake Order Form will come up. (You do not need a user name or password)

Fill in all the information requested (there is a red \* next to required items)

We always check "yes" to the question regarding the W2'd closer  
Browse and upload your Closing Protection Letter from your title company  
Check the box that states "send me a copy of my responses"

You will then get a screen that pops up showing that your GCA report was ordered. This print screen can be uploaded under "GCA Order Confirmation" and your file can be cleared to close with this. Your actual GCA report will be emailed within 24 hours and that will be uploaded under "GCA Final Report" and cleared prior to docs.