

### How Do I Start Applying for My Position with Caliber Home Loans?

#### Click the Link Provided

To login for the first time, use the link provided in the email. This will bring you to the Welcome page. Click "Access to Login Page" and it will direct you to the Login page.





# Password Recovery & Creation

Your account and application, along with some information, has been created for you. The steps below will help you access your account and application form.

1. Click the "Forgot Password" link located on the login page.



2. Enter your email address in the "Recover Password" screen and please use the same email address as the one you received in your login email.





#### **Application Process Guide**

3. An email will be sent to the email address entered. The email will contain a temporary password and a link directing you to the login page.



4. Enter your email address and the temporary password that was provided via the password recovery email.

| login         |  |                 |
|---------------|--|-----------------|
| Email Address |  |                 |
| Password      |  | Ð               |
| •             |  |                 |
| Company Info  |  | Forgot Password |



#### **Application Process Guide**

- 5. Create a new password and click the "Blue Arrow" to continue.
  - Note:
    - The old password will be the one that was provided via the password recovery email.
    - The new password must:
      - o Be at least eight characters in length
      - o Contain one upper and lower case letter
      - o Contain at least one number
    - When the new and confirm password boxes are not red, your password meets the required criteria.

| Password Ex  | pired  |                  | ×          |                              |
|--------------|--------|------------------|------------|------------------------------|
| Reset        | : Pass | sword            |            | Click The<br>"Blue<br>Arrow" |
| New Password |        | Confirm Password | <b>(</b> ) |                              |
|              |        |                  |            |                              |

6. It will bring you to the application status page. Please move forward to the application form by clicking the arrow, as shown below.





Continue and finalize your application...

## Need additional help? Contact <u>HRQuestions@CaliberHomeLoans.com</u> Do you want to learn more about Caliber Home Loans? <u>Click Here</u>