

## REVERSE MORTGAGE GUIDE OVERVIEW

This Reverse Mortgage Guide has been created for your education and the education of your clients. This guide has been designed for print distribution. If you need the digital version, click here. Please read this document to learn how to brand it for your use.

### BRANDING THE GUIDE

#### 1) DOWNLOAD THE GUIDE & SAVE IT LOCALLY

The first thing you should do is download a copy of the guide and save it locally. Depending on the browser you are in, there will be a download option or a save option.

#### 2) ADDING YOUR BRANDING TO IT

Open the guide in your PDF app, like Adobe Acrobat.

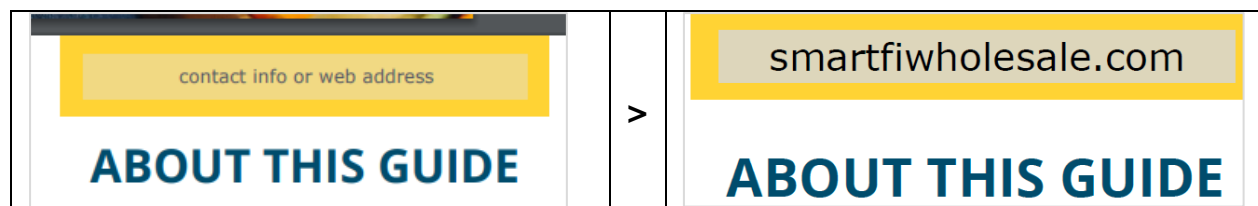
#### LOGO

On the cover, you can click on the **Click to Add Your Logo** to upload your company logo. This will add your logo to the cover page, and to the back page.



#### YOUR CONTACT INFO OR COMPANY WEBSITE

Throughout the document, there are places for your company website to go, or for you to add a phone number, email address, name, etc. If you add it to the fillable field on page 3, it will automatically add the same thing to every other location in the document (pages 7, 9, 13, 15, & 21 for booklets) and (pages 8, 12, 14, & 20 for single page print doc.). **Example:**



## **YOUR COMPLETE CONTACT INFORMATION AND DISCLOSURE**

On the last page of the guide, you can add your contact details and required disclosure. Again, the logo will be auto populated when you upload it to the cover page.

Please be sure to check with your legal & compliance team for necessary disclosure for your specific industry and use.

First and Last Name	<b>Click to Add Your Logo</b>
NMLS #	
Email Address	
Phone Number	

Include your company address here and any necessary disclaimer and licensing information. Please consult your legal and compliance team for your specific industry requirements.

**Once you have branded the document for your use, you can save and distribute as needed.**

## **PRINTING AND DISTRIBUTING**

### **PRINTING AND FOLDING TO MAKE A BOOKLET**

Follow these instructions for making a booklet using your own printer:

1. Open the `reverse mortgage guide–print **booklet**` version.
2. There is an 11x17 version and an 8.5x11 version. For best results, print on the designated paper size, landscape orientation and double-sided. Be sure to set the printer to flip along the short edge.
  - a. If your printer allows you to select the bind, you may need to set it to bind left.

3. Print a couple test pages to ensure everything is printing facing the same direction (nothing should be upside-down when you flip the paper over **along the short edge**).
4. If everything looks good, print all pages, fold in half, and staple.

**Note:** The pages will look like they are out of order, but when they are printed and folded in the manner above, they will all be in order.

## **PRINTING AND STAPLING THE CORNER**

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Follow these instructions for printing as a stack and stapling in the corner:

1. Open the 'reverse mortgage guide-print' version.
2. Print on standard 8.5x11 paper, portrait orientation and single-sided.
3. Staple pages together in the corner.