

MORTGAGE

Getting Started on TPO Connect

Your Administrator will receive an email with the link to the PHH Correspondent Portal Guide, along with a log in name and a temporary password. The Administrator will then complete the following steps to gain access to the website.

Gaining Initial Access to the Website:

1. Click the link provided in the email to open the portal.
2. Log in to the portal using your email address and the temporary password provided in the email.
3. On the **Change Password** page, create a new password.

Starting to Use the Website Tools

Once logged in, the Administrator can grant users access to the site and update their account information.

To Change Your Password:

1. Click your username in the top right corner of the screen, and then select **Change Password**.
2. On the **Change Password** screen, enter your current password in the Current Password field.
3. Enter a new password in the New Password field.
4. Re-Enter the new password in the Re-enter New Password field.
5. Click Save.