

General Mortgage Capital Corporation New L.O. Checklist		New Employee Milestones to Track							
		Loan Officer Name	Mobile Phone Number	Date of Orientation	GMCC Email Set-Up Date	Date Business Cards Ordered	Date of receiving access for: Encompass, EPPS, GMCCloan.net, Surepay (vivian)	Date of First Loan Submission	Follow up 7 days of initial set up until first loan in
Department	Mandie/ Frances/ Kathleen/Mary K	Frances (Kathleen as back up)	N/A	Frances (Kathleen as back up)	N/A	Mary Kou/May as back up	N/A	Frances (Kathleen as back up)	Frances (Kathleen as back up)
	I.T.	N/A	N/A	N/A	Pablo/Simon/Peter	N/A	Pablo/Simon/Peter	N/A	N/A
	Vivian	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Management	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Compliance/Underwriting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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