

# enrolling a home



LONG LIVE HAPPY HOMES®

## what you will need to get started:

An active Builder Portal account, home and buyer information

## getting started:

1. Log into your account from the main Builder Portal website ([www.2-10.com/builder](http://www.2-10.com/builder)).
  - ➔ If you forgot your password, use the “Forgot Password?” link.
    - You will need your member number (for example: 81112233 and company zip code to set a new password).
2. From the main page of your dashboard, under the Latest Home Enrollment section, click the “ENROLL A NEW HOME” button.

## enrollment steps:

1. Overview
  - a. Select the type of home being built: Detached, Attached or Multi-family.
  - b. Is the home part of project?
    - i. YES: Use the dropdown to locate a previously used project or create a new project. (View the Create a New Project tutorial for a step by step guide).
    - ii. NO: use the “Continue as a single enrollment” link.
2. Home Details
  - a. Enter the home’s address.
  - b. To locate the building department, enter the beginning of the city or county and click “SEARCH.”
    - i. NOTE: The less information entered will bring back more results to make sure you have the correct building department. i.e. Den will pull back Denver
  - c. Search the list of building department results and highlight the correct one.
    - i. If the building department is not found, click the box next to “My building department isn’t in this list.”
  - d. Continue to enter the home’s details.
  - e. Click the “NEXT: BUYERS” button.
3. Buyers
  - a. Enter the new buyer’s information.
  - b. To add multiple buyers, add the first one then hit the “SAVE BUYER” button. Continue to add buyers individually by clicking the “ADD ANOTHER BUYER” button.
  - c. To add a different mailing address than the home address, choose the box next to “Buyer mailing address is different from the home address.”
  - d. Click the “NEXT: SALE DETAILS” button.
4. Sales Details
  - a. Enter the final sales price, closing date, sales price include land (y/n), type of financing and product type.
  - b. Review the builder responsibility bullet points, check the box that you agree and type in your name.
  - c. Click the “NEXT: SUMMARY” button.

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## 5. Summary

- a. Review all of the enrollment information.
  - i. Select the “Edit” link under each section to update information.
  - ii. NOTE: After making changes, you need to continue through all the enrollment steps to fully save your changes.
- b. Now What are Your Options? (located at the bottom of the page):
  - i. Pay for the warranty now with a credit card.
    1. Select the “SUBMIT/PAY” button.
    2. You can pay for multiple enrollments at once if needed by adding them to your shopping cart.
  - ii. Email the completed document to the closing agent so they can submit it with payment.
    1. Select the “EMAIL” button.
    2. Add the email address to be delivered to and click that you have agreed to the privacy statement.
    3. Click the “Send Email” button.
  - iii. Download a hard copy that can be printed or saved to your files.
    1. Select the “DOWNLOAD” button.
  - iv. Request a Letter of Acceptance.
    1. Select the “REQUEST LOA” button.
    2. Fill out the FHA loan number.
    3. Identify where the letter should be sent.
    4. Click the “SEND REQUEST” button. (LOA’s will be reviewed and sent out within 24-48 hours).

## you are finished!

### → Extras:

- Use the “CANCEL ENROLLMENT” button on the lower left side to exit out of the enrollment set up process at any time.  
NOTE: Your enrollment will not be saved!
- To go back a step and make changes use the numbered links on the right.