

EOI Instructions for Homeowners with Letter from Lender Requesting Proof of Renewal

Go to www.EOIDirect.com

If you have a user id and password from last year, skip to “**Existing Users**” section below

FIRST-TIME USERS – Create an Account

Under First-Time Users, select Homeowner/Home Buyer in the drop-down box.

-Continue

Enter your email and create a password.

Next to the “I am A:” drop down box, select Homeowner/ Home Buyer

-Continue

Home Owner/ Home Buyer Registration:

Fill-out and complete homeowner’s information

-Save and Continue

User Service Agreement: Review terms.

Some will not apply to homeowners.

-Accept and Continue

Successfully Registered:

-Select Continue

You will be transferred to the Log-In Screen. You are now an “Existing User”

EXISTING USERS – Request the Evidence

Enter your new username and password, under “Existing Users.”

Control Center Screen:

Click on the words “Evidence of Insurance”: Order a Certificate of Insurance

The Homeowners Association Name (Walden Condominiums Association) will already be listed from your previous visit.

-Continue

Homeowners/ Homebuyers Reason for Certificate:

-Choose the fourth option “I have received a letter from my lender requesting an annual update of my insurance policy.”

-Continue

Next, you will be asked to input Borrowers Last Name and Loan Number to locate your account. If the system does not find your lender's information, go to **Step A** where you will be given the opportunity to input that information. If your information is already listed, skip to **Step B**.

Step A

- Fill in required fields
- Continue

Select Delivery Method: Email or Fax (both are free of charge)

If you would like the copy to be faxed directly to your lender, enter their fax number here. You will also be sent a link from which you may print a copy for your own records. If wish to have the copy sent only to you, enter your personal email, or personal fax number here.

-Continue

Thank You For Your Order!

Order Number: _____

It is vital that you write down your Order Number.

Pick one of these three options

Option 1: Write your order number on the letter from your lender and **fax** to 208-379-4341

Option 2: **Email** the letter from your lender along with your order number to lenderletters@eoidirect.com

Option 3: Write your order number on the letter from your lender and **mail** to:

EOI Direct Processing Center
1880 W. Judith Lane, Suite 220
Boise, ID 83705

A copy will be sent via email or fax depending on which delivery method you choose. Questions? Call EOI Direct at 1-877-456-3643 or email help@eoidirect.com

STEP B

If your name, address, and lender information is already in the system from a previous visit:

Select Delivery Method: Email or Fax (both are free of charge)

If you would like the copy to be faxed directly to your lender, enter their fax number here. You will also be sent a link from which you may print a copy for your own records. If wish to have the copy sent only to you, enter your personal email, or personal fax number here.

-Continue

Thank You For Your Order!

Order Number: _____

"Your renewal request has been forwarded to your agent for review." Shortly thereafter, a copy will be sent via email or fax depending on which delivery method you choose. Questions? Call EOI Direct at 1-877-456-3643 or email help@eoidirect.com