



Custom Point Documents for RAC:

Generating RAC's various Custom Forms just got a lot easier for Point by Calyx users! We now have the following Custom Forms built in Point by Calyx available for you to download and use from now on:

- Submission Form
- Mortgage Loan Origination Agreement
- Intent to Proceed
- Change of Circumstance
- Repair Escrow Agreement
- Rate Lock Request

Once downloaded, use the instructions below to place the forms in the correct folder.

1. Select to Save the documents, and save to your desktop.
2. Go to the .ZIP folder on your desktop and double click.
3. Go to the top 'Edit' menu and select 'Select All'.
4. Right click on any of the highlighted files and select 'Copy'.
5. Go to the Start Menu and open 'My Computer'.
6. Double click on 'Local Disk (C):', then double click on the folder 'PNTTEMPL' and lastly double click on the folder named 'CustomDoc'.
7. Finally, right click in the folder and select 'Paste':

Local Disk C: -> PNTTEMPL -> CustomDoc -> Right-click in the Folder and select 'Paste'

Once you see these files appear in the CustomDoc Folder, you will see these choices in the Custom Forms section in each loan file when you print.