



## How to Register with PMH Financial as a Broker/Agent

### Before starting the Registration Process

- Complete and sign a blank W9 and save to your computer. The name on this W9 is who PMH will issue invoice reimbursements.
- Have your primary license # and expiration date available
- Have your broker's license # and expiration date available
- Have your E&O Policy #, coverage amount, and expiration date available

### Registration Process

In your Internet Browser type in <http://www.pmhfinancial.com>.

- Go to the Business Partners Section and complete the Agent Registration
- Account Set-up. *Your email address will continue on as your user name. Please write down and save your user name and password in a safe place.*
- Complete all license and insurance information
- Upload your W9

Final Step: Go to your email and open up the email from PMH. Complete the registration by clicking on the link. If you do not see an immediate email from PMH, check your spam folder.

### Accessing the PMHREO Broker/Agent Portal

*Once you receive the email stating. . . Your account has been successfully activated.*

In your Internet Browser type in <http://www.pmhreo.com> and save in your favorites

You will be able to access our broker/agent portal with your username (email address) and Password that you created during registration

On your left, in green, you will see links to the following:

- About PMH Financial, LLC
- Properties assigned by PMH Financial
- Your profile (please keep this information current by reviewing often)
- Link to My E-File where you need to upload a few more documents. It is preset for your W9. You will see a down arrow on the right allowing you to **upload the following PDFs**
  - Your resume
  - Copy of your E&O Policy
  - Coverage Areas
  - State License
  - Fannie Mae agents: Master Listing Agreement (LA) \*\*Found in green Links area
  - Fannie Mae agents: Acknowledgment of FM Broker Guidelines \*\* Found in green Links area

### Staying Current

- If you should change physical addresses, phone numbers, etc., please update your profile.
- If you change brokers, you must send an email to [vendors@pmhfinancial.com](mailto:vendors@pmhfinancial.com). Be prepared to provide signed release forms from your previous broker for any files you are requesting to take with you.

### Support

For technical questions send email to [support@pmhfinancial.com](mailto:support@pmhfinancial.com)

For vendor related questions email [vendors@pmhfinancial.com](mailto:vendors@pmhfinancial.com)