



## Pro Tips – Tools to Securely Provide Information by uploading documents

ezSolarLoan has moved away from collecting documentation as email attachments, and now provides [Tools to Securely Provide Information](https://spi.ezsolarloan.com/sh/sQluw7) at (<https://spi.ezsolarloan.com/sh/sQluw7>) for Homeowners and Solar Companies to upload documents using a web browser. This is more secure than email, and takes less time for ezSolarLoan Team members to process, which speeds up application timelines. Here are the main points for you to understand:

### 1) Direct links to tools for uploading different types of documents

ezSolarLoan provides a link to the full set of Tools as well as to each one individually. See below:

(<https://spi.ezsolarloan.com/sh/sQluw7>) for [Tools to Securely Provide Information](https://spi.ezsolarloan.com/sh/sQluw7)  
(<https://spi.ezsolarloan.com/sh/r5KO1v>) to [Upload VOI – Verification of Income Tool](https://spi.ezsolarloan.com/sh/r5KO1v)  
(<https://spi.ezsolarloan.com/sh/pJUBJY>) to [Upload Driver’s License \(DL\) or Identification \(ID\) Tool](https://spi.ezsolarloan.com/sh/pJUBJY)  
(<https://spi.ezsolarloan.com/sh/bjOmzB>) to [Upload Signed Contract Tool](https://spi.ezsolarloan.com/sh/bjOmzB)  
(<https://spi.ezsolarloan.com/sh/vykUfw>) to [Upload Invoice for Payment Tool](https://spi.ezsolarloan.com/sh/vykUfw)  
(<https://spi.ezsolarloan.com/sh/5wqETk>) to [Upload Additional Documents Tool](https://spi.ezsolarloan.com/sh/5wqETk)

### 2) When prompted for email address, always enter email address for Primary Applicant

The Tools described above will prompt you for an email address. *\*\*If not, try using a Private or Incognito browsing session to remove cookies from previous uploads.\*\** You should always enter the email address for the Primary Applicant, so that it gets connected to the proper application.

### 3) The Tools allow you to see if something has already been submitted

For each of the Tools above, if you visit the link and enter the appropriate email, and documentation has already been submitted, you will see the corresponding thumbnail and file name.

### 3) Have the Homeowner text “tools” and other keywords to 253-289-7734 to use their mobile phones

The Homeowner can text specific keywords to get direct personal links sent automatically to their mobile phone for uploading photos of documents. See below:

Text “**tools**” for the **Tools to Securely Provide Information**

Text “**VOI**” for **Upload VOI – Verification of Income Tool**

Text “**DL**” or “**ID**” for **Upload Driver’s License (DL) or Identification (ID) Tool**

Text “**contract**” for **Upload Signed Contract Tool**

Text “**invoice**” for **Upload Invoice for Payment Tool**

Text “**document**” for **Upload Additional Documents Tool**