

UPDATING AN EXISTING REGISTRATION

After authorizing and gaining access to a registration, the authorized user will then be able to update existing registration information.

OMT TRANSFER

If the OMT has transferred to another party or organization, choose to submit an OMT Transfer request. Once a request has been submitted, Prochamps will review the request within 2-5 business days.

The screenshot shows a registration profile for 'Prochamps Org'. The 'Edit' dropdown menu is open, showing options: 'Transfer OMT', 'Change Friendly Name', 'Change Contact', and 'Update Contact Info'. A yellow callout box points to the 'Transfer OMT' option with the text: 'Select "Transfer OMT" to submit a Transfer OMT request.'

To submit the OMT Transfer Request

- Select Edit
- Select Transfer OMT
- Fill out the Form and select Submit
 - Date OMT Changed – Type in the date the OMT Transfer occurred.
 - Type ahead or select the organization to whom the property transferred.
 - Use the "More Information" text box to provide any additional information.
 - Select Upload File to attach supporting documentation.

The 'Date OMT Changed' form contains the following fields:

- Date OMT Changed: MM/DD/YYYY
- Owner / Mortgagee / Trustee (OMT): [Dropdown menu]
- New Org:
- More Information: [Text area]
- Supporting Documentation: [Upload File button]

 Below the form are 'Submit' and 'Cancel' buttons.

If you are unable to locate the organization in the OMT selection list, a transfer request to a new organization can be submitted. Once a request has been submitted, Prochamps will review the request within 2-5 business days.

To submit an OMT Transfer Request to a New Organization

- Check the "New Org" box
- Fill out all contact information fields.
- Use the "More Information" text box to provide any additional information.
- Select Upload File to attach supporting documentation.
- Select Submit

The 'OMT Transfer Request' form is shown in two parts:

- Left Screenshot:** Shows the 'Date OMT Changed' field (MM/DD/YYYY), the 'Owner / Mortgagee / Trustee (OMT)' dropdown, the 'New Org' checkbox (checked), and input fields for Name, Contact Name, Email, and Phone Number.
- Right Screenshot:** Shows the 'Phone Number' and 'Address' input fields, the 'More Information' text area, and the 'Supporting Documentation' section with an 'Upload File' button.

Address

UPDATING THE AMS, PROPERTY MANAGER AND LEGAL AGENT

To update and change the Organization assigned as the AMS, Property Manager or Legal Agent

- Select Edit
- Select Change Contact or Organization

You will then be able to assign an existing organization

Select "Change Contact or Organization" to update and assign a new organization as the AMS, Property Manager or Legal Agent

ADDRESS
2725 Center Place

Select the organization to assign by either entering the organization's email address or searching the organization's name. Once the organization is selected, click Continue.

Responsible Parties

CONTACT LOOKUP

HISTORY

SEARCH HISTORY

EMAIL

Please provide the email address of the contact you wish to use so that we can check to see if it is already associated with a contact in the PROCHAMPS RP database

EMAIL *

ORGANIZATION

SEARCH ORGANIZATION

CANCEL CONTINUE

To search an organization by email, enter the organization's email then select CONTINUE

To search an organization by name, enter the organization name then select CONTINUE

If the organization is already in PROCHAMPS database, select Use Contact. The organization will then show assigned as the responsible party for that role.

CONTACT LOOKUP

Contact Found
A contact with Prochamps@prochamps.com already exists in the PROCHAMPS RP database

Organization
Prochamps Org

Name
Prochamps Organization

Email
Prochamps@prochamps.com

Phone
3214216639

Address
2725 Center Pl Melbourne, FL 32940

CANCEL **USE CONTACT >**

IMPORTANT: Only Prochamps@prochamps.com can change this contact info. If you would like Prochamps@prochamps.com to change their contact info have them login to PROCHAMPS with the email Prochamps@prochamps.com, or have them send an email from Prochamps@prochamps.com to support@prochamps.com requesting the change

AMS **Edit**

NAME
Prochamps Org

FRIENDLY NAME

CONTACT NAME
Prochamps Organization

PHONE
3214216639

ADDRESS
2725 Center Place

After a valid organization has been assigned as a responsible party the role box will appear outlined in green.

If you are unable to locate an organization by searching the organization's email or name, please view [ASSIGNING A NEW ORGANIZATION](#) for instructions.

If contact information for an assigned organization needs updated, please view [CHANGING](#) or [UPDATING CONTACT/ORGANIZATION INFORMATION](#).

UPDATING DATA INFORMATION

To update the property's data information, select Edit then select Change. This will open to the Data edit view.

Data

Investor | Insurer

Last Inspection Date

Pre-filing First Legal Action REO

Edit
Change

Select Edit then select Change, to access the Data edit view

1. Assign the Investor/Insurer by choosing a name in the drop-down selection list.
2. Assign the Occupancy Status by choosing a status in the drop-down selection list.
3. Assign the Last Inspection Date by typing in the date or selecting a date from the Calendar.
4. Select the Foreclosure Status of the property checking the appropriate box.

If either "First Legal Action" or "REO" are checked a text box will appear where you can enter the Book/Page of the document that validates the Foreclosure Status. An Upload link also appears. Selecting the Upload link allows you to attach any supporting document.

5. Select Save

1 **Investor | Insurer**
Select Organization

2 **Occupancy Status**
-

3 **Last Inspection Date**

4 **Foreclosure Milestones**
 Pre-filing First Legal Action REO



Upload

5

Save

Cancel