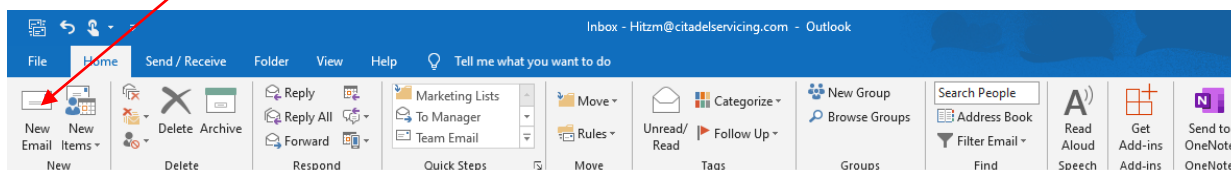


## UPDATING EMAIL SIGNATURES

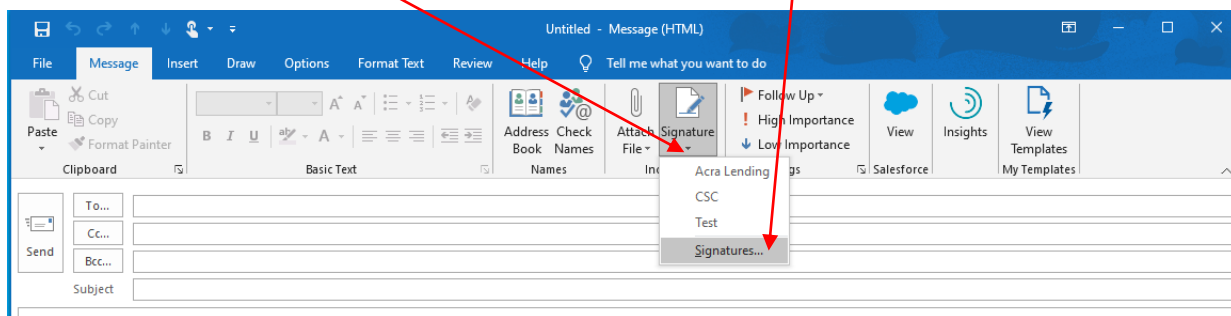
To update your email signature, follow the steps below. All email signatures must be approved by direct manager. No additional content or versions should be used without approval.

### Instructions:

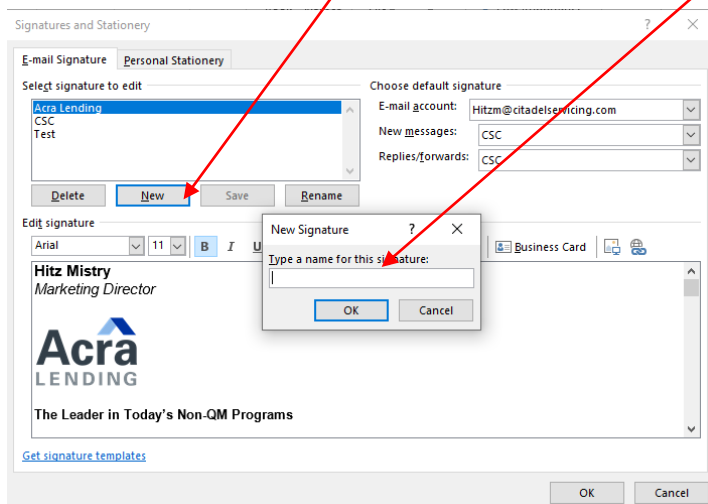
#### 1. Open new email tab



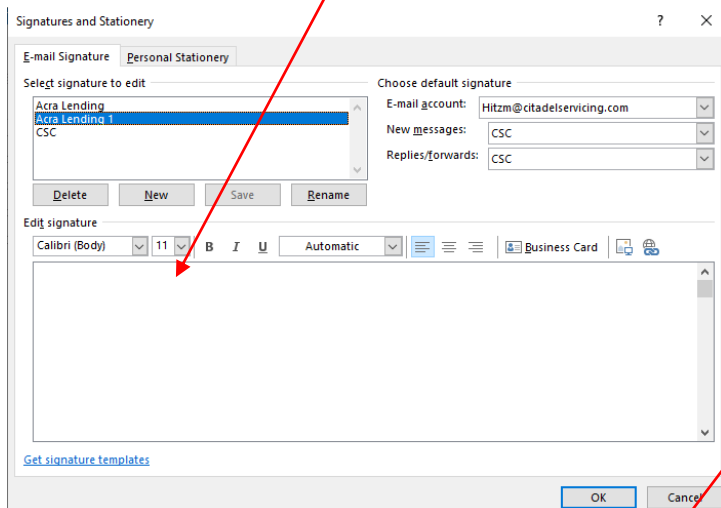
#### 2. Click on the signature tab drop down and choose signatures



#### 3. On the pop up click new to add a signature and add name of signature (i.e., Acra Lending)



4. On the next screen **add** your details (Name, Title, Number and Email as per the **example** shown below).



Hitz Mistry  
Marketing Director

  
Acra  
LENDING

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☎ (949) 900-6630 ext. 182  
✉ [hitz.mistry@acralending.com](mailto:hitz.mistry@acralending.com)

25531 Commercentre Drive, Ste 160  
Lake Forest, CA 92630

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**Email Format** – the new Acra Email will be: [firstname.lastname@acralending.com](mailto:firstname.lastname@acralending.com)

**Fonts** – The Acra Lending approved font is **Arial**, no other font should be used.

**Disclaimer** – the following disclaimer should be added to all signatures and should not be changed without the consent of the Legal and Compliance departments.

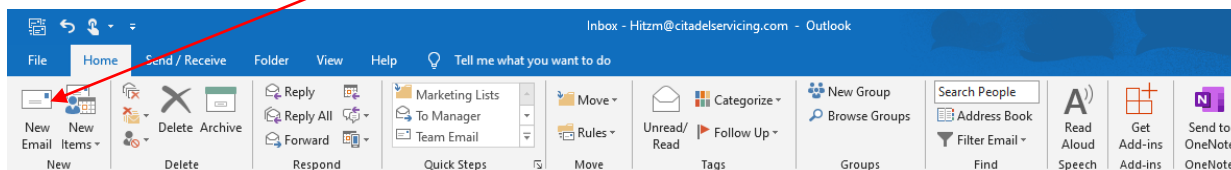
**Review our Privacy Policies at** [www.acralending.com/privacy-policy](http://www.acralending.com/privacy-policy)

This email is for the use of the intended recipient(s) only. If you have received this email in error, please notify the sender immediately and then delete it. If you are not the intended recipient, you must not keep, use, disclose, copy or distribute this email without the author's prior permission. We have taken precautions to minimize the risk of transmitting software viruses, but we advise you to carry out your own virus checks on any attachment to this message. We cannot accept liability for any loss or damage caused by software viruses. The information contained in this communication may be confidential and may be subject to the attorney-client privilege. If you are the intended recipient and you do not wish to receive similar electronic messages from us in the future then please respond to the sender to this effect. **NMLS ID #144549**

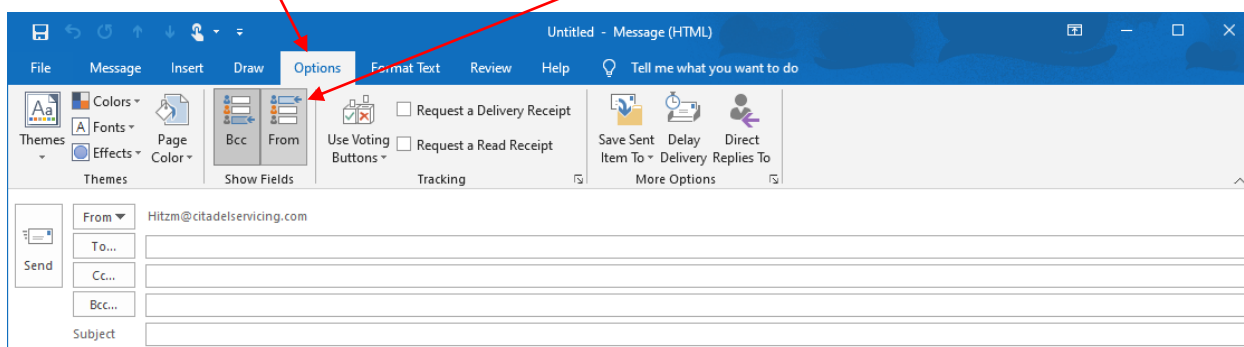
## SENDING FROM ACRA AND CSC EMAIL ACCOUNTS

If you have access to both the Acra and CSC email addresses you can choose which address the email is coming from. To do that follow the instructions below.

1. In outlook open **new email**



2. Click on the **Options** tab and click the **From** option



3. The **From** option will appear as a drop down. Here you can select which email address to send from. Initially your Acra email address may not appear here. If that happens you will have to manually enter it the first time by choosing '**Other Email Address...**'.

