The email from Venminder will come from support@venminder.com and will look like the email below. Please click where the email says "click here" to access the questionnaire.

A questionnaire request from GMFS, LLC Inbox ×

Cindy Wortham via Venminder <support@venminder.com>
to me

Venminder Login

Powered by venminder

Hello Cindy Wortham,

You have been invited to respond to TPO Non-Bank Annual Recertification.

A timely response is greatly appreciated as GMFS, LLC cannot complete our due diligence without the requested information. If you need my assistance in meeting the deadline, please don't hesitate to email or call. I may also reach out to you from time to time to help move this process along.

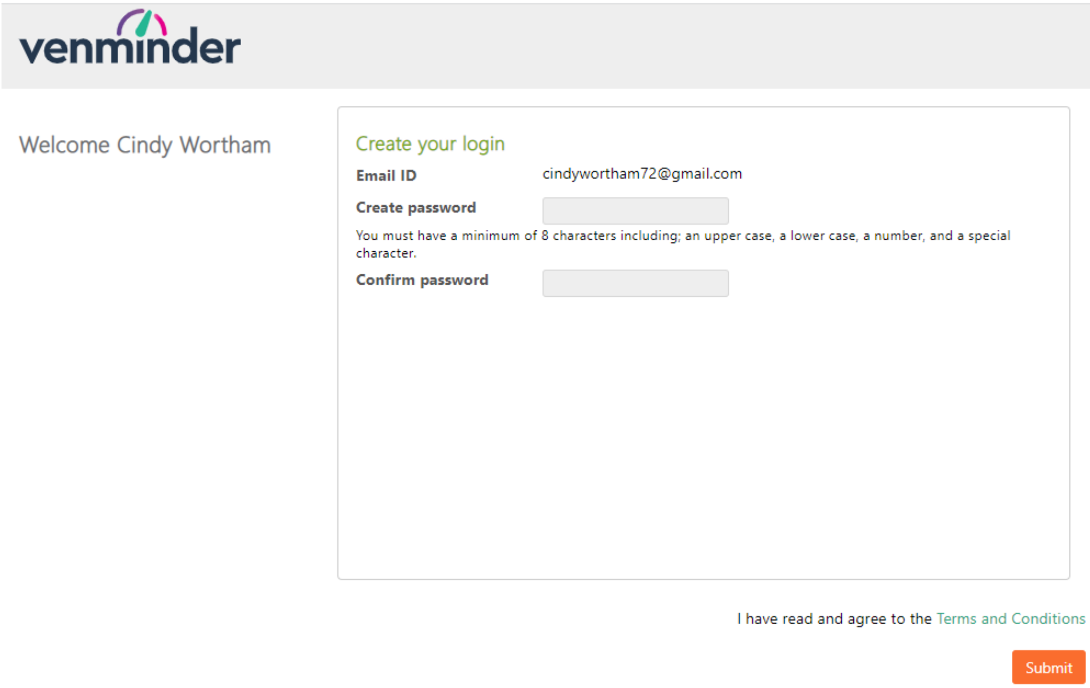
I am your primary contact at GMFS, LLC for this questionnaire. My contact information is below.

In order to meet GMFS, LLC's assessment timeline you are requested to completed the questionnaire no later than 10/31/2022

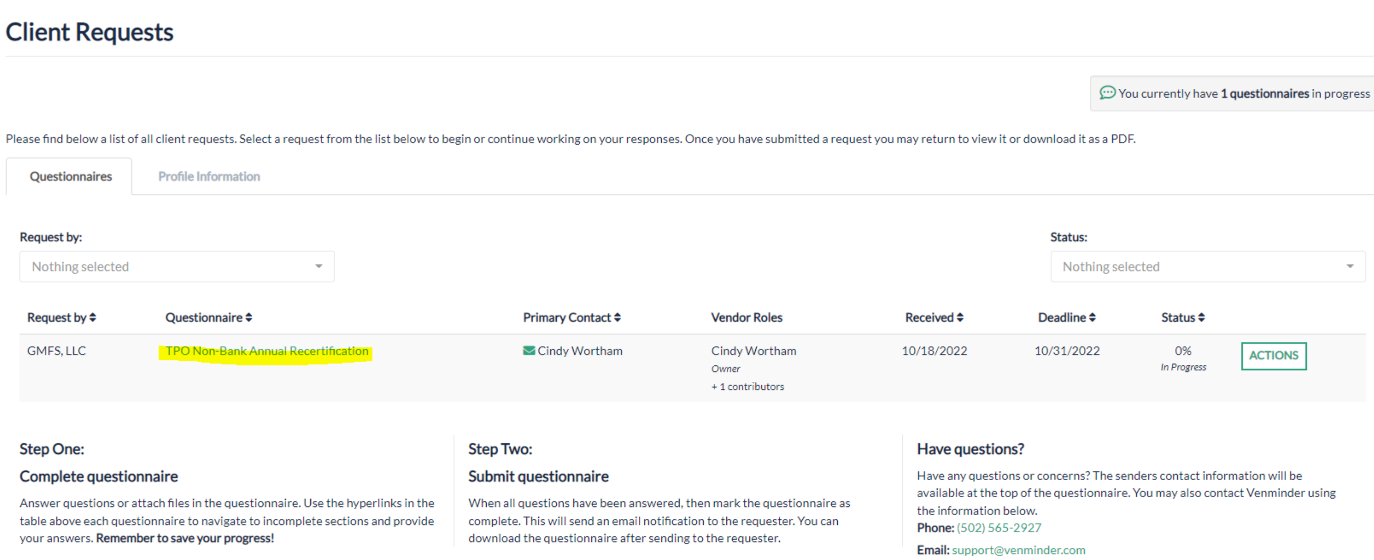
To access the questionnaire, please click here and create your account. If you previously completed a Venminder questionnaire, and already have an account, simply log in using your credentials.

Thank you,
Cindy Wortham
GMFS, LLC

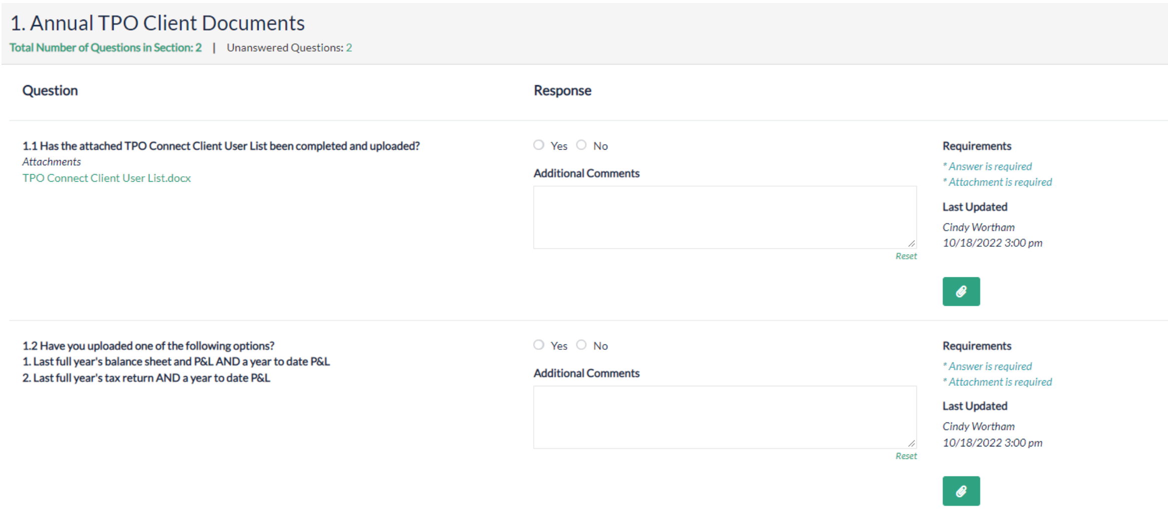
If the user has not logged in to Venminder yet, they will receive the below screen asking them to set up a password, using the password configuration instructions provided on the screen:



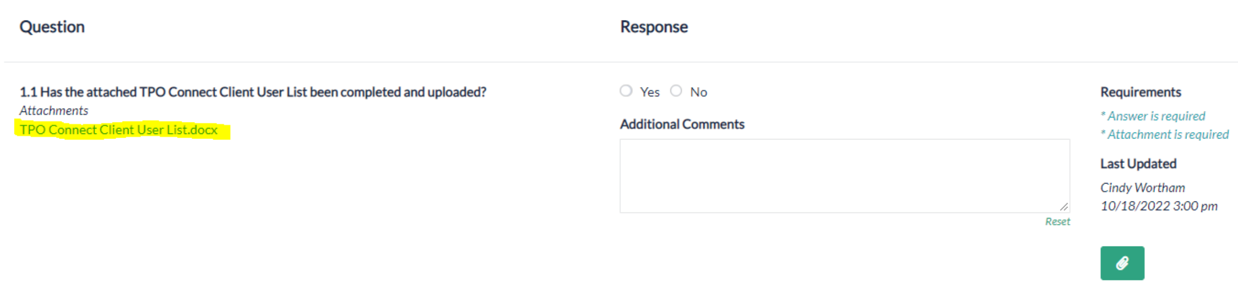
After the client has logged in, they will be directed to the "Client Requests" screen as shown below. The user should click the hyper link that says "TPO Non-Bank Annual Recertification", or if the client is a bank, it will say "TPO Bank Annual Recertification" :



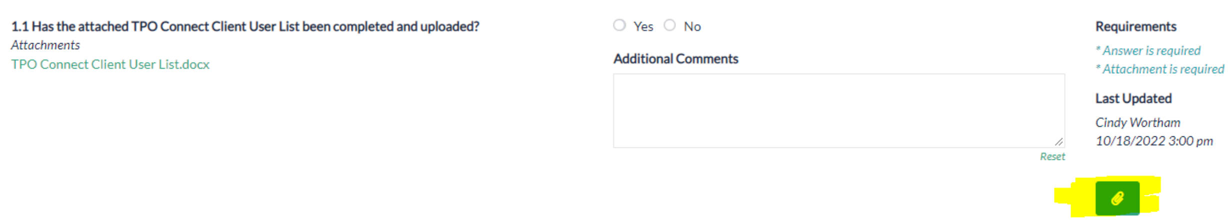
Once the client clicks the hyper link highlighted above, they will be routed to the questionnaire. There are two questions for Non-Banks and one question for Banks.

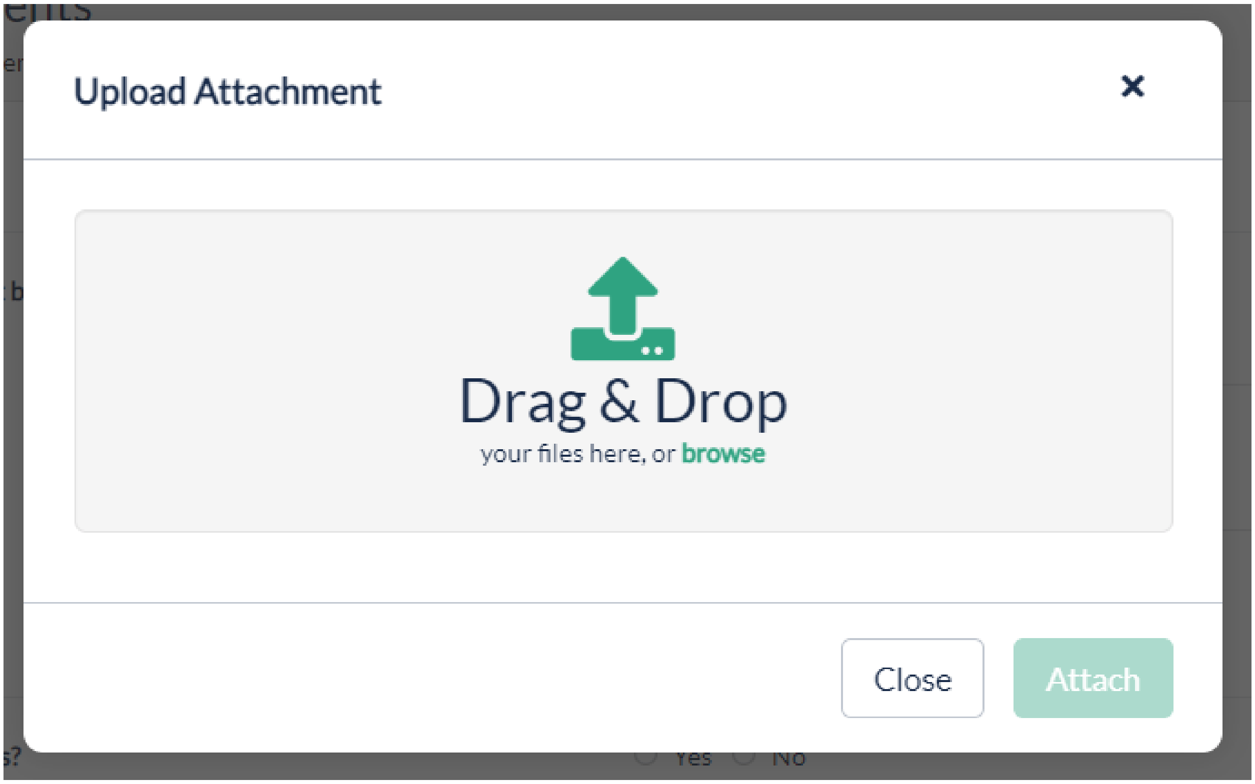


For question 1.1, the user should click the link that says “TPO Connect Client User List.docx”. When the document comes up on their computer, they should fill it out and save it to their computer.



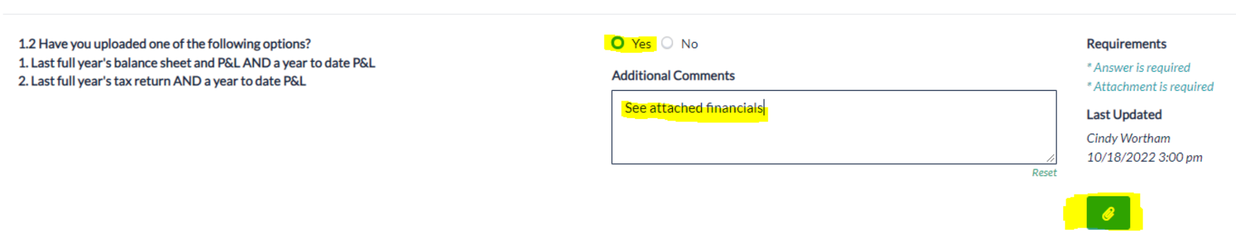
Once the client has completed and saved the client user list to their computer, they will answer the question “YES” and click the paperclip to the right of the question, which will then prompt the user to either drag and drop the document they want to upload, or they can browse their computer for the document they wish to upload. Once this is done, the user should click “Attach”.



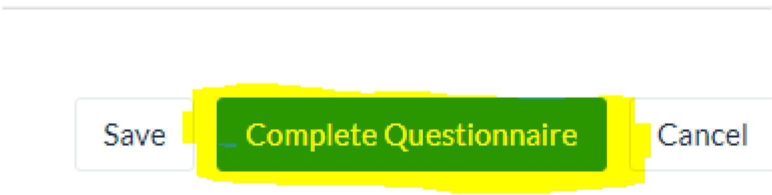


Once the document is uploaded, the user will be able to see the document attachment right below the paperclip.

Non banks will have question 1.2, which asks the client to upload their most recent year's financials. Just like with question 1.1, the user will answer the question "Yes". They should have the financials saved to their computer and they will then click the paperclip to the right of the question and either drag and drop or browse for the document(s) on their computer.



Once the documents are attached, they will click "Complete Questionnaire" at the bottom of the screen.



A “Complete Questionnaire” screen will pop up. The user should click “Submit”. That will conclude the recertification steps required by the client.