

The email from Venminder will come from [support@venminder.com](mailto: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 x



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  
[cwortham@gmfsllc.com](mailto:cwortham@gmfsllc.com)

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” :

## Client Requests

🗨️ You currently have 1 questionnaires in progress

Please find below a list of all client requests. Select a request from the list below to begin or continue working on your responses. Once you have submitted a request you may return to view it or download it as a PDF.

Questionnaires

Profile Information

Request by:

Status:

Request by ↕	Questionnaire ↕	Primary Contact ↕	Vendor Roles	Received ↕	Deadline ↕	Status ↕	ACTIONS
GMFS, LLC	TPO Non-Bank Annual Recertification	📧 Cindy Wortham	Cindy Wortham Owner + 1 contributors	10/18/2022	10/31/2022	0% In Progress	ACTIONS

**Step One:**  
**Complete questionnaire**

Answer questions or attach files in the questionnaire. Use the hyperlinks in the table above each questionnaire to navigate to incomplete sections and provide your answers. **Remember to save your progress!**



**Step Two:**  
**Submit questionnaire**

When all questions have been answered, then mark the questionnaire as complete. This will send an email notification to the requester. You can download the questionnaire after sending to the requester.


**Have questions?**

Have any questions or concerns? The senders contact information will be available at the top of the questionnaire. You may also contact Venminder using the information below.  
**Phone:** (502) 565-2927  
**Email:** support@venminder.com


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.

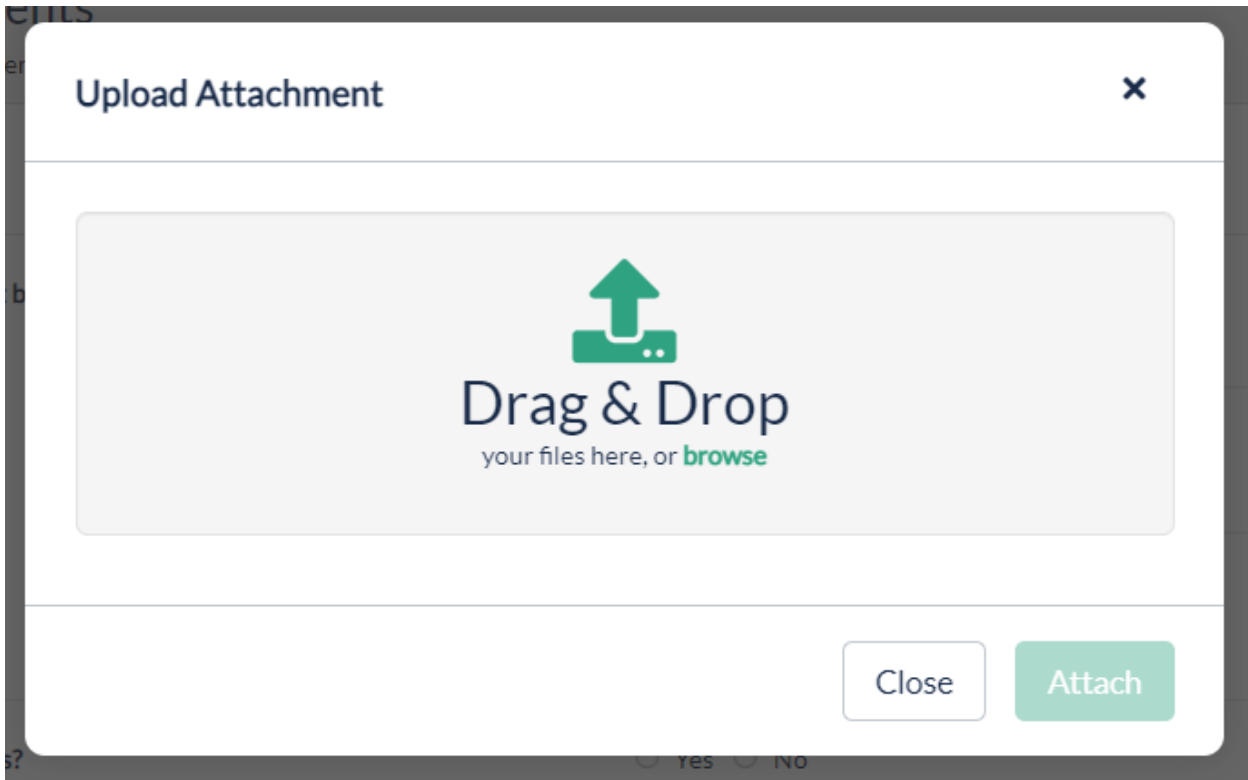
Question	Response
<p>1.1 Has the attached TPO Connect Client User List been completed and uploaded?</p> <p>Attachments TPO Connect Client User List.docx</p>	<p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Additional Comments</p> <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div> <p style="text-align: right; font-size: small;">Reset</p> <p><b>Requirements</b> * Answer is required * Attachment is required</p> <p><b>Last Updated</b> Cindy Wortham 10/18/2022 3:00 pm</p> <p style="text-align: right;"></p>
<p>1.2 Have you uploaded one of the following options?</p> <p>1. Last full year's balance sheet and P&amp;L AND a year to date P&amp;L 2. Last full year's tax return AND a year to date P&amp;L</p>	<p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Additional Comments</p> <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div> <p style="text-align: right; font-size: small;">Reset</p> <p><b>Requirements</b> * Answer is required * Attachment is required</p> <p><b>Last Updated</b> Cindy Wortham 10/18/2022 3:00 pm</p> <p style="text-align: right;"></p>

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.

Question	Response
<p>1.1 Has the attached TPO Connect Client User List been completed and uploaded?</p> <p>Attachments <b>TPO Connect Client User List.docx</b></p>	<p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Additional Comments</p> <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div> <p style="text-align: right; font-size: small;">Reset</p> <p><b>Requirements</b> * Answer is required * Attachment is required</p> <p><b>Last Updated</b> Cindy Wortham 10/18/2022 3:00 pm</p> <p style="text-align: right;"></p>

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".

<p>1.1 Has the attached TPO Connect Client User List been completed and uploaded?</p> <p>Attachments TPO Connect Client User List.docx</p>	<p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Additional Comments</p> <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div> <p style="text-align: right; font-size: small;">Reset</p> <p><b>Requirements</b> * Answer is required * Attachment is required</p> <p><b>Last Updated</b> Cindy Wortham 10/18/2022 3:00 pm</p> <p style="text-align: right;"></p>
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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.

1.2 Have you uploaded one of the following options?  
1. Last full year's balance sheet and P&L AND a year to date P&L  
2. Last full year's tax return AND a year to date P&L


Yes  No

Additional Comments

Requirements  
\* Answer is required  
\* Attachment is required

Last Updated  
Cindy Wortham  
10/18/2022 3:00 pm

Reset



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

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Save

**Complete Questionnaire**

Cancel

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

### Complete Questionnaire ×

By completing this questionnaire, you will not be able to further modify this questionnaire. Upon confirmation, the client contact will be notified via email. A copy of your completed questionnaire will be available for future reference.

Submit

Cancel