



ZC STERLING

KEEPING YOU FIRST™

SEAS Web Quick Start Guide

SEAS Web Customer Support

(888) 751-7466

helpdesk@zcsterling.com

Shortcut Key

Function

ALT+B, then press B	Best Code search
ALT+D	Flood Determination
ALT+E	Lender Placed Insurance
ALT+E, then press R	Lender Placed Policy Details
ALT+E, then press Q	Lender Placed Quote
ALT+G	General Information
ALT+G, then press A	Additional Information
ALT+G, then press M.....	Messages
ALT+G, then press I.....	ITV
ALT+G, then press C	Co-signer
ALT+H	Help
ALT+L.....	Search
ALT+N	Next Loan
ALT+O	Notes/Diaries menu
ALT+O, then press T	Browse Notes
ALT+O, then press C	Create Note
ALT+O, then press Y	Create Diary
ALT+O, then press O.....	Close Open Diaries
ALT+V	Previous Loan
ALT+W	Escrow Functions
ALT+W, then press C	Check Reconciliation

Tips

- Loan numbers less than 15 digits are preceded by 0's. The 0's are not part of the loan number.
- Policy numbers have a maximum of 20 characters. Do not use dashes or spaces when entering policy numbers.
- When entering dates, use the MM/DD/YY format.
- To search by property address, use the format street number, direction (if applicable), and street name with no blank spaces. Do not include words or abbreviations such as court (CT), road (RD), or street (ST).
Example:
1234 W. Main Street = 1234wmain
- For more information on using SEAS Web, view the *SEAS Web User's Guide* by clicking the **Help** menu.

Accessing SEAS Web

1. Open your Internet Browser.
2. In the Address field, type www.zcsterling.com.
3. Press **Enter**.
4. Click **Client Portal**. You can now log on to the Client Portal and SEAS Web.

Feature/Screen

SEAS

Additional Loan Information	Click the Additional Loan Info button.
Best Code Search	Click the Best Code Search button.
Browse Check Status	Select <i>Window > Browse Check Status</i> .
Cosigner Information	Select <i>Window > Cosigner Information</i> .
Determination Info	Click the Determination Info button.
Flag Settings	Click the <i>Flag Settings</i> menu.
Insurance Update	Click the Insurance Update button.
ITV Coverage	Select <i>Window > ITV Coverage</i> .
Lender Placed Detail	Click the <i>Lender Placed Detail</i> tab.
Lender Placed Insurance	Click the Lender Placed Insurance button.
Loan Balance	Select <i>Window > Loan Balance</i> .
Notes/Diary	Click the Notes/Diary button.
Premium Information	Click the <i>Premium Information</i> tab.
Property Update/Add	Click the <i>Property Update</i> button.
Search	Select <i>Search > Loan</i> .
View Message	Click the View Message button.

SEAS Web

Select *General Information > Addl Info*.
 Select *Best Code > Best Search*.
 Select *Escrow Functions > Check Recon*.
 Select *General Information > Cosigner*.
 Click the *Flood Determination* menu.

Located in the *Property Information* section on the main SEAS Web screen. (*Set Mailing Address is called Address Block in SEAS Web*.)

From the *Insurance Information* section on the main SEAS Web screen, select the desired policy, and then click **Update** or **Add**.

Select *General Information > ITV*.
 Select *Lender Placed Insurance > Lender Placed Policy Details*.
 Select *Lender Placed Insurance > Lender Placed Quote*.

Displays in the *Property Information* section on the main SEAS Web screen.

Select the *Notes/Diary* menu, and then select the desired option.

Premium information displays in the *Insurance Information* section on the main SEAS Web screen, and in the *Policy History* screen.

From the *Property Information* section on the main SEAS Web screen, click the **Update** or **Add** button.

Located in the *Loan Information* section on the main SEAS Web screen.

Select *General Information > Messages*.