AMERICAN ARBITRATION ASSOCIATION RMFM PROGRAM

This user guide will show counselor administrators how to find and execute the online version of the **Certificate of Results** for foreclosure counseling in the AAA's RMFM Program. Questions should be directed to 800 218 5524 or emailed to RMFMOperations@adr.org.

This form will trigger your organization's fee payments in our System. When it is completed, it will automatically become a PDF and be in the Document List for the electronic case file.

Certificate of Results link will appear on case summary page under the case toolbar. It will be displayed only to financial counselors and on active cases.

CASE NUMBER: 36-562-000145-10

Claimant: TestBank At Work Lending Money Mary Mortgagerep Filing Date: 07/28/2010

Respondent: Test Borrower Waiting for stimulus Dina Defendant Case Manager: Case Manager Circuit 18

SUMMARY | CLAIMS | PARTIES | HEARINGS | DOCUMENTS

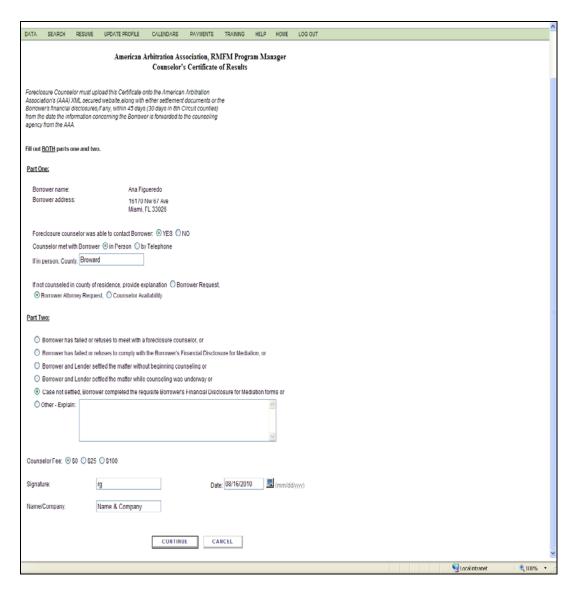
Certificate of Results

Prepare a Request for Payment List Requests for Payment

Compensation Deposits and Disbursements

After you click the link you will see the page below::

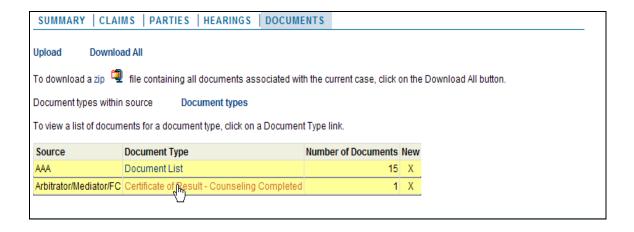
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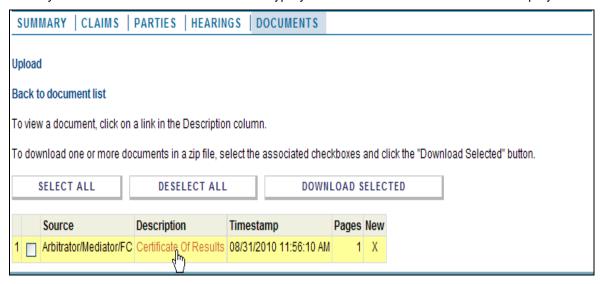
Enter the information and click the continue button. This will generate PDF document and return you back to case summary page. If you want to return without saving the information click the cancel button. You will return to case summary page.

The generated PDF document will be available on the **DOCUMENTS** page under Certificate of Results document type.

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When you click the link under the document type you will see a document like the list displayed below.



Click a link under the description column to see the corresponding document.