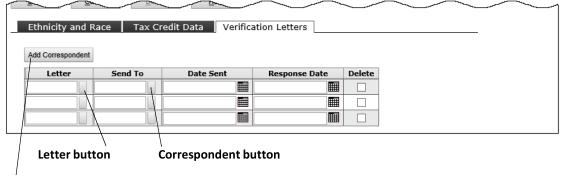
Yardi Affordable Verification Letters Guide

- 1 Click the **Verification Letters** tab.
- **2** Select a letter for verifying the member's information.

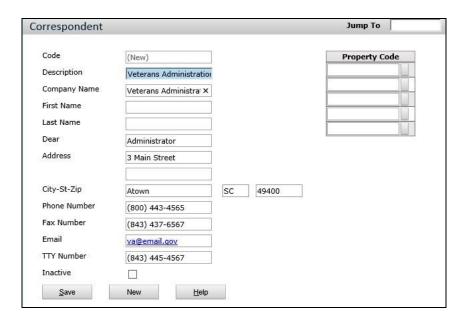


Add Correspondent button

- **a** Click the **Letter** button located to the right of the first **Letter** field. A selection list of letters appears.
- **b** Select a letter and click **OK**. The selection list closes. The code of the selected letter appears in the **Letter** field.
- 3 Add correspondent information for the person or organization that will receive your letter.
 - a Click the Add Correspondent button. The Correspondent screen appears.
 - **b** Complete the information for the correspondent, click **Save**, and then close the **Correspondent** screen.

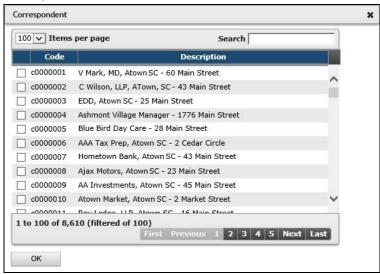
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- 4 Add correspondent information for the person or organization that will receive your letter.
 - a Click the Add Correspondent button. The Correspondent screen appears.
 - **b** Complete the information for the correspondent, click **Save**, and then close the **Correspondent** screen.

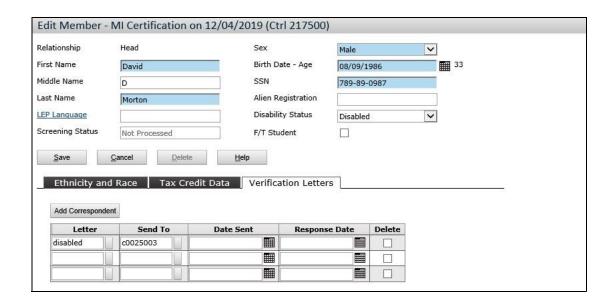


You can now select this correspondent for the letter.

- **5** Select the correspondent that you just added.
 - a Click the **Correspondent** button to the right of the first **Send To** field. A selection list of correspondents appears. You can use the **Search** field in the top part of the screen to find the correspondent.

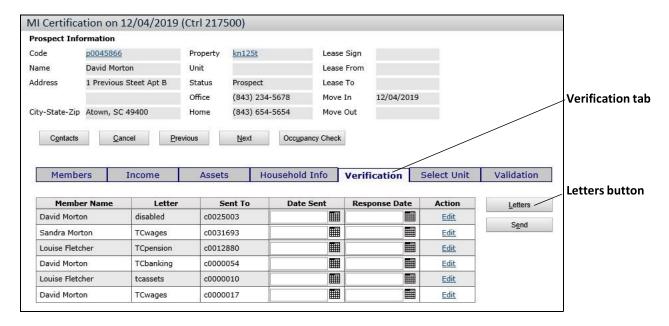


b Select the correspondent and then click **OK**. The selection list closes. The code of the selected correspondent appears in the **Send To** field.



Date Sent and Response Date fields appear on each row so that you can type the date that you sent the letter and received a response. If you are printing verification letters in Voyager, leave these fields empty. Record the sent and received dates later in the Verification step after you print the letters. You can concurrently record these dates for all selected member, income, asset, and expense

1 Click the **Verification**tab.

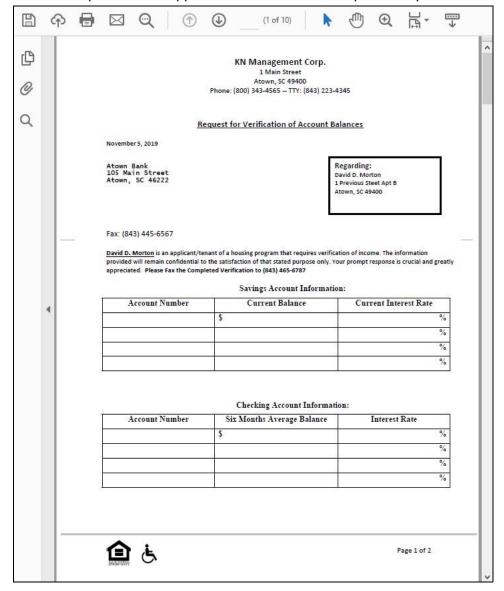


- 2. Click the **Letters** button on the **Verification** tab.
- If your database is set up to use only the standard Voyager letters, the letters appear. Standard letters are Adobe PDF files.

• If your database is set up for custom MS Word verification letters created with Yardi FillDocs and you have selected letters of more than one format, such as PDF and DOCX, a **Documents to download** screen appears with links to the letters in each format. Click the link for the letter that you want to print. The letter appears.

You can use the scroll bar that appears on the right side of your screen to view all of the verification letters.

The following graphic shows an example of an income verification letter as it appears on the screen. The position and appearance of the buttons depends on your browser.



3. Print the letters.

After printing and sending the letters, you are ready to document the dates that you sent them. Voyager tracks an unanswered letter by it's letter-sent date.