



## Basic Instructions on Using the THB Account Section

**Step 1:** Log into THB account @ <https://account.texashomebase.com>

**Step 2:** To view your scanned document click the  button to the right of the file name you would like to open

- To download this document, click the  button and follow the download prompts on your browser

**Step 3:** If you need any documents forwarded, please update your forwarding address by clicking the “Update Address” button at the top left hand corner of the page\*

**Step 4:** Instruct Texas Home Base on what should be done to each document by selecting either SHRED, HOLD or FORWARD next to each file name

**Step 5:** Click on the “Submit Options” button at the bottom of the screen to submit your instructions.

**There should be a message stating “MAIL SORTING OPTIONS SUBMITTED” at the bottom of the page**

You will receive an email shortly from Texas Home Base with a list of the files and options you have submitted. Remember to check your spam folder if you do not see this email.

\*Any forwarding instructions submitted **before** 3 pm CST will be processed that same business day.

\*Any forwarding instructions submitted **after** 3 pm CST or on weekends/federal holidays will be processed the next business day.