

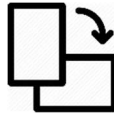
PHONE OR TABLET INSTRUCTIONS FOR DIGITAL MAILBOX

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

Step 2: To see the DOWNLOAD button on your mobile device, press on the name of the document and swipe to the left. This will pull the home screen over and show the DOWNLOAD button

OR

Step 2: Turn your screen to landscape instead of portrait. See below:



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.

SUCCESS: MAIL SORTING OPTIONS SUBMITTED

Your request was submitted successfully

ERROR: SORTING OPTIONS NOT SUBMITTED

There was an error and your request was not submitted. Please try again.

You will receive an email shortly from Texas Home Base called "THB Sorting Summary" 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 **after** 3 pm CST or on weekends/federal holidays will be processed the next business day.