MLO Manual Loan Entry

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MLO MANUAL LOAN ENTRY

Summary: MLO origination guide for conventional purchases & refinances of primary and secondary residences in the OpenClose LOS.

OVERVIEW OF PROCEDURES

- 1. New Loan Entry
- 2. Order Credit and Merge Liabilities
- 3. Edit 1003
- 4. Edit Fees Worksheet
- 5. Price/Lock
- 6. Services (ordering DU)
- 7. Submit to Doc Provider (initial disclosures)
- 8. Loan Info (Contacts)
- 9. Upload/Manage Docs
- 10. Flood Certification
- 11. Final Loan Note
- 12. Submit to Processor

NEW LOAN ENTRY

1. Click **new loan entry** from the left navigation menu.



2. Enter the primary borrower information and co-borrower information, if applicable.

Э	BORROWER 1	co	-BORROWER 1	
*First Name:	John	*First Name:	Mary	
Middle Name:		Middle Name:		
*Last Name:	Homeowner	*Last Name:	Homeowner	
Generation:		Generation:		
*SS#:	999-40-5000	*SS#:	500-22-2000	
Date Of Birth:	01/01/1980	Date Of Birth:	02/01/1980	
Present Address:	2077 Town Center Blvd	Present Address:	2077 Town Center Blvd	
Zip Code:	37922	Zip Code:	37922	
City:	Knoxville	City:	Knoxville	
State:	TN 🗸	State:	TN 🗸	
Home Phone:	(865) 555-7777	Home Phone:	(865) 555-2222	
Email:	jhomeowner@gmail.com	Email:	mhomeowner@gmail.com	
Income:	0.00	Income:	0.00	
*Application Source:	06 - Existing Member - Walk	<-In/Phone-In ✓		
Copy Address & Phone to Co-Borrower 1 * Required Fields per Borrower				

- a. The **Income** field is referring to monthly non-employment income (aka "Other Income"). If no "Other Income" is being used for the particular borrower, leave this field at the default \$0.00.
- b. Select one of the first fifteen options from the **Application Source** dropdown menu.

Income:	0.00
*Application Source:	
	01 - Builder 02 - Civic Organization
	03 - CPA/Financial Advisor
	04 - Credit Union Employee
	05 - CU Sponsored Event 06 - Existing Member - Walk-In/Phone-In
	07 - Family/Friend
	08 - HERO Loan
	09 - Media
	10 - Credit Union Member - Existing Mortgage 11 - Other Financial Institution
	12 - Other Member Referral
	13 - Outbound Call Project
	14 - Promotion
	15 - Realtor

 If needed, click +Add Borrowers to include additional borrowers that will each have their own unique and separate 1003.

Borrowers	⊖ ≻ Delete Borrowers	BORROWER 1	co	BORROWER 1
Add Borrowers	*First Name:	John	*First Name:	Mary
	Middle Name:		Middle Name:	
	*Last Name:	Homeowner	*Last Name:	Homeowner
	Generation:		Generation:	
	*SS#:	999-40-5000	*SS#:	500-22-2000
	Date Of Birth:	01/01/1980	Date Of Birth:	02/01/1980
	Present Address:	2077 Town Center Blvd	Present Address:	2077 Town Center Blvd
	Zip Code:	37922	Zip Code:	37922
	City:	Knoxville	City:	Knoxville
	State:	TN 🗸	State:	TN 🗸
	Home Phone:	(865) 555-7777	Home Phone:	(865) 555-2222
	Email:	jhomeowner@gmail.com	Email:	mhomeowner@gmail.com
	Income:	0.00	Income:	0.00
	*Application cource:		alk-In/Phone-In × × Address & Phone to Co-Borrower 1 Required Fields per Borrower	
	⊖ ★ Delete Borrowers	BORROWER 2	co-	BORROWER 2
	*First Name:		*First Name:	
	Middle Name:		Middle Name:	
	*Last Name:		*Last Name:	
	Generation:		Generation:	
	*SS#:		*SS#:	
	Date Of Birth:		Date Of Birth:	
	Present Address:		Present Address:	
	Zip Code:		Zip Code:	
	City:		City:	
	State:		State:	~
	Home Phone:		Home Phone:	
	Email:		Email:	
	Income:		Income:	0.00
	*Application Source:		~	
		- Copy	Address & Phone to Co-Borrower 2 Required Fields per Borrower	

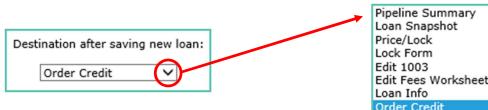
- 4. Enter the **Subject Property** information below the borrower information section.
 - a. Enter "TBD" into the Property Address field if applicable and include a zip code.

Property Address:	8205 Phlox Ln	Unit ID:
Zip Code:	37922	
City:	Knoxville	
County:	Knox	
State:	TN 🗸	

- 5. Choose a **Loan Status** and leave the default "Delegated" **Origination Channel** as is. The **URLA Version** cannot be changed. If applicable, mark the **Employee Loan** checkbox.
 - a. Prospect loan file will be assigned to your Prospect Pipeline
 - b. Origination loan file will be assigned to your Active Pipeline



6. "Destination after saving new loan" defaults to Order Credit, but a different area of the loan file can be selected if desired.



7. Click Save New Loan.

Destination after saving new loan:
Order Credit 🗸 🗸
Save New Loan

Pipeline Summary
Loan Snapshot
Price/Lock
Lock Form
Edit 1003
Edit Fees Worksheet
Loan Info
Order Credit

ORDER CREDIT

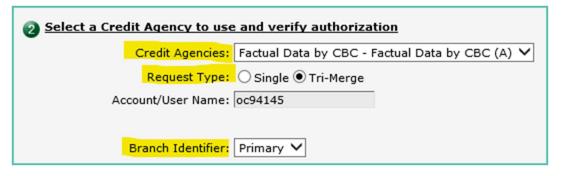
- 1. Verify borrower configuration in the Order Credit screen Individual vs Joint credit report (if there is more than one borrower).
 - a. If you are ordering individual reports, unmark the Joint? checkbox. Ensure that the individuals' checkboxes to the left of each borrower's name are marked.

-	<u>ect borrowers and enter Reference Numbers</u> lds for at least one individual must be completely filled in)	
{	Borrower John Homeowner (999-40-5000) Co-Borrower Mary Homeowner (500-22-2000)	Credit Reference #: Joint?

b. If you are ordering one joint report, mark the **Joint?** checkbox and ensure that the primary borrower's individual checkbox is marked. The co-borrower's fields will be blank and not editable.

	elect borrowers and enter Reference Numbers ields for at least one individual must be completely filled in))
{	Borrower John Homeowner (999-40-5000) Co-Borrower	Credit Reference #:
Ľ	Mary Homeowner (500-22-2000)	Credit Reference #:

- 2. Select "Factual Data by CBC..." from the **Credit Agencies** dropdown menu.
 - a. "Request Type" defaults to Tri-Merge, which is to be used for all loan types except HELOCs.
 - b. "Branch Identifier" defaults to **Primary**, which is also used for all loans except HELOCs.
 - i. If you are originating a HELOC application, select Single Request Type and HELOC Branch Identifier.



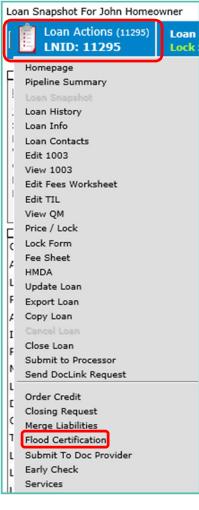
3. Mark the **Check Yes!** checkbox, which acknowledges that the borrowers have given authorization to order their credit reports.

Have the individuals signed a loan application or authorized you to order their credit?				
Check Yes! Authorization is required.				

- 4. Click "Order Credit"
 - a. Once the order is completed, you will land on the Loan Snapshot screen of your loan file.
 - b. If the order is successful, the credit report will be available in the Findings folder of eDoc Manager.

MERGE LIABILITIES

1. Click Merge Liabilities from the Loan Actions dropdown menu.

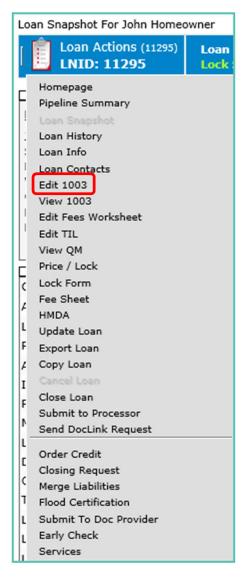


- 2. Mark the Ignore Zero Balance Liabilities? checkbox.
- 3. Destination After Merging defaults to Edit 1003, but a different area can be selected.
- 4. Click Merge Liabilities
 - a. OpenClose will populate the trade lines from the credit report into the Liabilities section of the 1003.

Ignore Zero Balance Liabilities?
Merge Liabilities
Destination After Merging:
Edit 1003 🗸

EDIT 1003

1. Click Edit 1003 from the Loan Actions dropdown menu.



Starting with the **Types & Terms** tab, enter all necessary data into each tab within Edit 1003.
 a. Work through the tabs in sequential order – left to right and starting in the upper row of tabs.



- b. Save buttons are available at the top and bottom of all screens within Edit 1003.
 - i. You are able to navigate between tabs without saving not necessary to save when moving to a new tab.

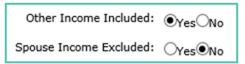
*Note that several data fields within Edit 1003 are dynamically and automatically populated as you enter data in other areas of the loan file. For example, line F in the Details tab shows the estimated closing cost – you do not/cannot manually enter the dollar amount. Instead, that figure is populated upon completion of Edit Fees Worksheet, which is the area of OpenClose dealing with fees and closing costs.

*After entering and saving the TRID six pieces of information that constitute a complete application (name, SSN, income, property address, loan amount sought, and estimated property value), OpenClose will display a popup window informing that you are on the clock to deliver your initial disclosures. This popup window will display every time the webpage reloads as a tool and reminder for you. Mark the **Acknowledgement** checkbox in the window and click OK if/when you no longer wish to see it. Otherwise, click the X to close the window in order to continue receiving the notification.

RESPA NOTIFICATION	х
This loan meets the RESPA criteria for an application and must be disclosed within 3 business days.	
Application Date: 05/26/2021 02:26:41PM	
Acknowledgement (By checking this box you acknowledge that you have received notification that loan has met required RESPA requirements to be considered an application.)	
OK	

Types & Terms

- 1. Other Income Included: Yes/No
 - a. "Other Income" = non-employment income
- 2. Spouse Income Excluded: Yes/No



- 3. Loan Purpose
 - a. Purchase, refinance, construction, or construction permanent
- 4. Occupancy
 - a. Primary residence, secondary residence, or investment

5. Loan Position

a. Primary or secondary lien

6. Loan Type

- a. Conventional, unless originating government loan or HELOC
- 7. Amortization Type
 - a. Fixed rate or adjustable rate

8. Interest Only

a. Mark only if applicable

9. Construction Flag

- a. Mark for Construction or Construction-Perm only
- 10. First Time Homebuyer
 - a. Yes/No
- 11. Servicing Type
 - a. Servicing Retained

12. Prepayment Penalty

- a. Mark only if applicable
- 13. Purchase Price (purchases only)

14. Appraised Value

- a. Enter dollar amount and choose "Estimated" or "Actual" from dropdown menu.
- b. Update dollar amount and change to "Actual" when appraisal is received.

Appraised Value \$:	350,000.00	Estimated Actual
Base Loan Amount \$:	290,000.00	Actual

15. Down Payment (purchases only)

- a. Can enter either percentage or dollar amount
 - i. Percentage and dollar amount fields dynamically update when data is entered

Down Payment %:	17.143
Down Payment Amount \$:	60,000.00
Base Loan Amount \$:	290,000.00

16. Base Loan Amount

a. Enter loan amount sought

17. Interest Rate

a. Enter loan interest rate

18. No. of Months / Due

a. Term of loan

19. Lender Case Number

a. Custom lender loan number (optional, defaults to OC LNID)

20. Prepayment Penalty on Refinance

a. Enter if needed

21. In-House Refinance

a. If same lender already holds lien of subject property

22. Home Equity Loan Indicator

a. Mark as needed

23. Product Type

a. Leave blank

24. Trust Loan

a. Mark if the property is to be held in the name of a trust.

b. Click the blue icon to the right of the checkbox to add trust info

Product Type:	~
Trust Loan:	

c. Upload trust into eDoc Manager.

For reference:

PURCHASE

		Purchase Price \$:	350,000.00	
		Appraised Value \$:	350,000.00	Estimated 🗸
Loan Purpose:	Purchase V	Subordinate Financing \$:	0.00	
Occupancy:		Down Payment %:	17.143	
Loan Position:		Down Payment Amount \$:	60,000.00	
		Base Loan Amount \$:	290,000.00	
Loan Type:		Loan Amount w/MIPFF \$:	290,000.00	🗐 🗊 🛀
Amortization Type:		Interest Rate:	3.000	
Interest Only:	⊖Yes [®] No	No. of Months/Due:		_
Construction Flag:	⊖Yes [®] No	Lender Case Number:	11295	
First Time Homebuyer:		Prepayment Penalty on Refinance:		
Servicing Type:	Servicing Retained 🗸	In-House Refinance:		
Prepayment Penalty:	Exists Amount \$ Term	Home Equity Loan Indicator:		
		Product Type:		\checkmark
		Trust Loan:		
REFIN	ANCE			
Loan Purpose	Refinance	Appraised Value \$:	350,000.00	Estimated 🗸
Occupancy		Base Loan Amount \$:	290,000.00]
Loan Position		Loan Amount w/MIPFF \$:	290,000.00	Ē 🗊 🛸
		Interest Rate:		
Loan Type		No. of Months/Due:		_
Amortization Type	e: Fixed Rate 🗸	Londer Cross Number		-

Amorazadon Type.		Lender Case Number:	11295
Interest Only:	⊖Yes [®] No	Prepayment Penalty on Refinance:	
Construction Flag:	⊖Yes [®] No	In-House Refinance:	
First Time Homebuyer:	No V	Home Equity Loan Indicator:	
Servicing Type:	Servicing Retained 🗸	Product Type:	
Prepayment Penalty:	Exists 🗆 Amount \$	Term Trust Loan:	

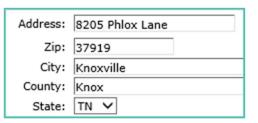
25. Down Payment Section (purchases only)

- a. This section documents where and from whom down payment funds are coming from.
- b. The total amount of down payment funds in this section must balance with the total down payment amount entered in the **Down Payment Amount \$** field directly above the Base Loan Amount field.
 - i. Select a **Source** (location of funds), enter the **Amount**, and select a **Source From** (from whom the funds are received)

Down Pa	iyment				
Source:	Checking/Savings	Amount 50,000.00 \$:	Description:	Source From:	Borrower V
Source:	Cash-Gift, Gift Funds	✓ Amount 10,000.00 \$:	Description:	Source From:	Relative 🗸

Property

1. Enter subject property Address.



a. Use the **Property TBD** checkbox if applicable. A valid zip code is required.

Address:	TBD	Unit #:	Property TBD: 🗸
Zip:	37919		
City:	Knoxville		
County:	Knox		
State:	TN ¥		

2. Select a Property Type.

ect Property Addre	
Address:	Attached Condo - Detached
Zip:	Condo - High Rise
City:	Condo - Low Rise Condo - Mid Rise
County:	Condo - Mid Rise Condo - Non-Warrantable
State:	Condotel Co-Operative Unit (Co-Op)
Property Type:	Detached
easonal Property:	Land Only Manufactured Home: MH Advantage
FIPS:	Manufactured Housing Modular
	PUD
	Rural

- 3. Seasonal Property: Yes/No
- 4. **FIPS** data is automatically populated upon saving the 1003 with a valid address.
 - a. State Code and County Code are required for all loans, and the Census Tract is required if property is not TBD.
 - b. Click the blue QuestSoft GeoCode Lookup hyperlink to update FIPS data.

Seasonal Property: Oyes No	QuestSoft GeoCode Lookup	
FIPS: State Code	47 Place Code:	Census Tract: 0044.01
County Code	093 Subdivision Code:	
Section:	Subdivision:	Block: Lot: Unit:

- 5. Select No. Of Units and enter the Year Built.
- 6. If available, enter the **Legal Description** and carefully review the following items. Make the appropriate selections as applicable.

Legal Description:	Other 🗸
Describe other:	
Native American Lands Type:	
Property is currently subject to a lien that could take priority over the first mortgage lien, such as a clean energy lien paid through property taxes (e.g., the Property Assessed Clean Energy program)	
Mixed Use Property:	
Conversion of Contract for Deed or Land Contract:	
Renovation Loan:	

7. If file is a <u>refinance</u> (proceed to step 8 if file is a purchase):
a. Enter **Date Acquired**, **Original Cost**, and **Existing Liens**.

Date Acquired:	07/01/2016	
Original Cost \$:	350,000.00	
Existing Liens \$:	285,000.00	

b. Purpose Of Refinance

- i. Select the appropriate **FNMA** option for all loans except land loans and second mortgages.
 - 1. Use Regular Cash Out or Regular Rate Term for vacant land and second mortgages.

Regular Cash Out Rate Term USDA Streamline
FNMA No Cash-Out (Government Loans Only) Cash-Out Other Cash-Out Home Improvement Cash-Out Debt Consolidation
Limited Cash-Out
LPA Cash-Out Other No Cash-Out Other No Cash-Out Streamlined Refinance No Cash-Out FHA Streamlined Refinance

ii. If purpose is **Cash-Out Other** or **Home Improvement**, enter Improvements Made / To Be Made and the Improvement Costs.

Purpose Of Refinance:	Cash-Out Home Improvement
Improvements:	⊖Made [®] To be made
Improvement Costs \$:	40,000.00

iii. Indicate if existing mortgage is FHA Insured or not.

8. Select a Manner in which title will be held.

a. Estate Will Be Held In Fee Simple

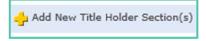
Manner in which title will be held: Husband and wife

Estate Will Be Held In: Fee Simple

- 9. Title Holders by default, all borrowers are added as title holders.
 - a. Review the **Title Types** for each pre-filled borrower and update if necessary.
 - b. Appropriately mark each **Title Holder** checkbox.
 - c. Select a **Relationship Title Type** for each title holder.

Title Type	Name	First Name	Middle Name	Last Name	Generation	Title Holder	Relationship Title Ty	/pe
Individual 🗸	John Homeowner	John		Homeowner			A Married Man	~
Individual 🗸	Mary Homeowner	Mary		Homeowner			A Married Woman	~

d. Click +Add New Title Holder Section(s) to include additional title holders, such as non-borrowing spouses.



- i. Select a Title Type ("Title Only" for NBSes) and a Relationship Title Type.
- ii. For IDS eDisclose and eSign functionality, the following are required to be completed. If any piece of data is missing from this entry, the electronic delivery and eSign functionality will not be available to use for the closing disclosure in rescindable loans. VERY IMPORTANT to have this title-only party data entered and verified ASAP.
 - 1. Social Security Number (Vesting Tax ID)
 - 2. Present mailing address
 - 3. Phone number
 - 4. Birthdate
 - 5. **Unique email address** (cannot share the same email address with anyone else in the loan file)

New Title Holder * required field				х
Title Holder				
Title Type:	Title Only 🗸	Dat	e of Birth: 01/01/1985	
Vesting Name:				
Vesting Tax ID:	111223333	Tit	ile Holder: 🔽	
First Name:	Chris	Middle:	Last: Homeowner * Gen:	
Relationship Title Type:	A Single Man 🗸	Ot	ther Desc:	
Address:	123 Street Dr			
City:	Knoxville	State:	۲N <mark>Zip:</mark> 37919	
Phone:	8655607459		Email: chome@gmail.com	
Power of Attorney:				
📥 Add New Alias				
		0.000		
		Save		

Borrower Info

NOTE: In order to use IDS's eDisclose and eSign functionality, each borrower must provide **unique** email addresses – borrowers <u>cannot</u> share an email address. If the borrowers are not willing or able to obtain unique email addresses, eDisclose and eSign will not be possible. Below are IDS's identity verification questions that the borrower must answer correctly in order to electronically receive and sign their disclosures. The correct answers are what was entered in the application at the time the disclosures were ordered.

Please verify the following information:
What are the last 4 digits of your social security number?
What is the zip code of your present mailing address?
What are the last 4 digits of your phone number used for your loan application?
In what year were you born?
What is your email address where you received this notification?
VALIDATE DATA CANCEL

- 1. Verify the borrower and co-borrower names, SSNs, and address(es).
- 2. Address tab for each address entry:
 - a. Select an Address Type: Present, Previous, or Mailing
 - b. Specify Years At and Months (duration of residency, do not leave the Months field blank).

Address Type:	Present V	
Address:	8205 Phlox Lane	Unit #:
Zip:	37919	
City:	Knoxville County	Knox State: TN V
Country:	United States of America 🗸	
Years At:	5	Months 0

- c. Select the appropriate Own, Rent, or Living Rent Free option.
 - i. **Own** borrower(s) own property, whether the title has a lien or is free & clear
 - ii. **Rent** borrower(s) currently renting
 - 1. Enter the **Monthly Rent \$**
 - 2. If two borrowers share the monthly rent amount, divide said amount by two and enter it into each borrower's Monthly Rent \$ field.

Own or Rent:	Rent	✓ Monthly Rent \$: 50	00.00
--------------	------	-----------------------	-------

- iii. Living Rent Free borrower(s) do not own property and are not obligated to pay rent.
- d. To add more address entries for any borrower, click the **+Add New Address** button within each Address tab.

Address Details Identification Milita					
🕂 Add New /	Address				

- 3. Details tab:
 - a. Select appropriate Citizenship
 - b. Select **Preferred Contact Method** and enter **phone number**(s) and **Email** address
 - c. Enter Date of Birth, and OC will autopopulate the Applicant Age
 - d. Select Marital/Relationship Status
 - e. First Time Homebuyer Yes/No
 - f. If necessary, enter Power of Attorney information for any individual borrower
 - g. Counseling/Education and Nearest Living Relative data is entered here

Address Details	Identification	Military]
U.S. Citizenship: U	S Citizen	~	
Preferred Contact	ome Phone 🗸		
Method:	ome Phone 🗸		
Home Phone: (9	37) 768-1122		
Work Phone:	Ext:		
Cellular Phone:			
Phone Verified: 🔿	YesONo		
Verified By:			
Verified Date:			
Email: jh	ome@gmail.com		
Date of Birth: 07	/26/1986		
Applicant Age: 34	1		
Years of School:			
Marital Status: M	arried 🗸		
Currently in			
Domestic	\checkmark		
Relationship?:			
Domestic			~
Relationship Type: Domestic			
Relationship	~		
Formed State:	•		
Number of			
Dependents:			
Power of Attorney			
(First, Middle, Last,			
Gen):			
Mail To Address	. Ou		
Same As Froberty.	YesONo		
First Time	Yes		
nomebuyer.	ocial Security Number		~
Preferred	source number		•
Communication Er	nglish 🗸		

4. Identification tab:

- a. Select an Identification Type and enter the ID Number, Issuer, Issue Date, and Expiration Date
- b. The **Member # / CIF** is an optional field in which the borrower's credit union account number can be entered for tracking purposes

Identification Type:	Drivers License 🗸		
Identification Number:	555221111		
Issuer:	TN		
Issue Date:	03/01/2020		
Expiration Date:	03/01/2025		
Member # / CIF:	: 1070054321		

5. Military tab - complete as applicable

Employment

Only enter employment data that references genuine employers and jobs; do not create "Homemaker," "Retired," "Student," etc employment entries. **Employment income data** is entered into each employment record (instead of the Income Other section of the 1003).

1. Click the **pencil icon** under the primary borrower's name to enter the first employment record

Types & Ter	ms	Property	Borrow	er Info	Emp	loyment	Inc	ome Other	Housin	ig Expense	Assets
Liabilities	Deta	ails Decl	arations	Agree	ment	Fannie I	lae	Governme	nt Info	Additional	Information
Employment Employment			ohn Home	eowner							
E	mploy	ver Name				Phone		Тур	e		Present

2. Enter employment information

- a. Name of Employer
- b. Position/Title
- c. Present Employer? Yes/No
- d. Employer Type
 - i. **Primary Employer** select if the employment entry is the applicant's present <u>and</u> primary job
 - ii. **Secondary/Previous** select if the employment entry is either a secondary <u>or</u> previous job. The "Present Employer?" selection will specify which one of secondary or previous applies to the entry.
- e. Address
- f. Phone number
- g. Business Owner? Yes/No
- h. I am employed by a family member, property seller, real estate agent, or other party to this transaction? Yes/No
- i. Employment Status make appropriate selection
 - i. If your applicant is **self-employed** or works for the **military**, specify here do not select full time/part time/seasonal, etc.
 - ii. If needed, enter Employment Verification information
- j. Time At Job
 - i. Enter the **Start Date** first, and OC will automatically fill in the years and months fields (Time at Job fields)

Time At Job (Years):	3		a comerce
Time At Job (Months):	0 Start Date:	08/01/2018	

ii. Enter both the Years and Months into their respective "In This Profession" fields

Years In This Profession:	10
Months In This Profession:	2

iii. If the entry is for a previous employer, enter the start date ("From"), end date ("To"), and Monthly Income \$. These fields are not available for present primary or secondary employment entries.

Monthly	Income \$:	5,000.00
From:	06/01/2011	
To:	08/01/2018	

k. Click "Save."

i. To create additional employment entries, click the +Add Employment icon.

Types & Te	rms Pro	perty Borrow	ver Info	mployment	Income Other	Housing	Expense Assets	
Liabilities	Details	Declarations	Agreemen	t Fannie M	lae Governme	ent Info	Additional Information	
Employmen	t Section							
Employment	Informatio	n For John Hom	eowner				\longrightarrow	👍 Add Employment

ii. Below are two employment entries, the first being the applicant's present primary employment, and the second being a previous job.

Emp	loyment Section											
Emp	loyment Information For Jo	hn Homeow	ner							📥 Add	Employment	t Income
	Employer Name	Phone	Туре	Present	Employment Status	Owner	Years	Months	Start Date	End Date	Yrs in Prof	Total Monthly Inc
1	> Awesome Federal Credit Union		Primary Employer	Yes	Full-Time	No	3	0	08/01/2018		10	\$ 0.00
1	Not So Awesome Bank	(865) 555- 2222	Secondary/Previous	No	Full-Time	No	7	0	08/01/2011	08/01/2018	10	
					Total Gr	oss Mon	thly Em \$ 0.00		nt Income			

- 3. Add Employment Income (present employment entries only)
 - a. Click the chevron to the left of the employer's name to reveal the **Income** section of the employment entry.



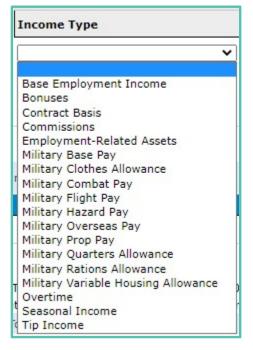
	Employer Name	Phone	Туре	Present	Employment Statu	s Owner	Years	Months	Start Date	End Date	Yrs in Prof	Total Monthly Inc	Create Verif	Verification
/ ~	Awesome Federal Credit Union	86522255	55 Primary Employer	Yes	Full-Time	No	3	0	08/01/2018		10	\$ 0.00		
	Income Type		onthly Income nount	Income Ver	ification Source	Other Veri	ficatio	n Source	Descriptior	Provid	der Name P	rovider Reference	Number	🔶 Add Income

b. Click the +Add Income icon to add an income entry to the employment record



i. Multiple income entries can be applied to a single employment record if needed.

c. Select an **Income Type**



d. Enter the Monthly Income Amount

 Awesome Federal Credit Uni 	on	8652225555	Primary
Income Type		Monthly Income Amou	int
Base Employment Income	~	\$ 5000.00	
Overtime	~	\$ 100.00	
Bonuses	~	\$ 400.00	

i. The **Income Calculator** (blue calculator icon) can calculate the monthly income amount based on the annual, semi-monthly, bi-weekly, weekly, or hourly wages reported by the applicant.

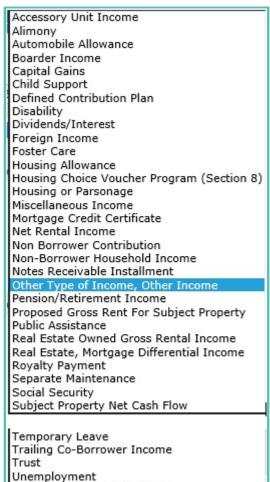
	Inco	me Calculat	tor	
Base Incom	e Amount: \$	60,000.00		
Inco	me Period:	Yearly	~	
Monthly Incom	e Amount: \$	5,000.00		

- e. Enter Income Verification data, if applicable
- 4. Repeat steps 1-3 for all additional borrowers

Income Other

Non-employment income records, such as SSI benefits, retirement disbursements, child support, etc are entered into this section of Edit 1003. The data entry process is extremely similar to adding employment income to an employment entry. Rental income is automatically populated here in the Income Other tab upon saving a rental REO asset in the Assets tab.

1. Select an Income Type



VA Benefits (Non-Education) Workers Compensation

2. Enter the Monthly Income Amount

a. The Income Calculator is also available in this tab (blue calculator icon)

tion			
for John Homeowner			
Income Type		Monthly Incom	ne Amount
t	~	\$ 350.00	
	for John Homeowner Income Type	for John Homeowner Income Type	for John Homeowner Income Type Monthly Incom

3. Enter Income Verification data if needed

Note that a running total of all income types is available at the bottom of both the Employment and Income Other tabs.

Total Gross Monthly Non Employment Income for all Borrowers:	\$ 350.00
Total Gross Monthly Employment Income for All Borrowers:	\$ 5,500.00
Total Gross Monthly All Sources of Income for All Borrowers:	\$ 5,850.00
() Save	

Housing Expense

The proposed Housing Expense for the subject property of the loan is reflected in the left column of this tab ("Proposed/Subject"), while the right column reflects the applicant's current Housing Expense ("Present/ Principal"). It is not necessary to manually enter any data into the Proposed/Subject column; OpenClose will automatically populate these fields as the application is completed.

- 1. Enter the borrower's current residence data into the **Present/Principal** column
 - a. If the borrower is currently renting, the monthly rent amount is mapped from Borrower Info into the greyed-out "**Rent**" field.
 - b. Enter the appropriate amounts for each of the applicable payment divisions (First Mortgage P&I, any applicable secondary mortgages, and any applicable insurance, taxes, and HOA dues).

Assets

Borrower assets, including real estate, are entered in this tab.

1. Select the manner in which Assets and Liabilities are being completed - Jointly/Not Jointly

Assets Section		
Manner in which Assets and Liabilities Sections are beir	Jointly	or John Homeowner and Mary Homeowner
Assets and Liabilities are being Completed:	Not Jointly	

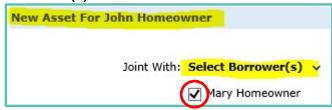
2. Click the +Add New Section(s) icon to add an asset entry



- a. Use the dropdown menus to select:
 - i. Number of asset entries
 - ii. Asset type "Asset" for monetary assets or "Real Estate" for property
 - iii. The borrower who owns the asset(s)

b. Click the green **GO** icon

- 3. For Asset entries,
 - a. If another borrower in the application is a joint owner of the asset entry, click the **Select Borrower(s)** icon and mark the checkbox to the left of the joint owner's name.



b. If the borrower is a joint owner of the asset, enter the primary owner's name into the **Account in Name of** field. Said primary owner may or may not be another borrower in the application.

Account in Name of:	

c. Select the Asset Type

Asset Type:	
	Bond
). Of Shares:	Bridge Loan Not Deposited
ution Name:	Cash Deposit on Sales Contract
Account No.:	Cash On Hand
	Certificate of Deposit (Time Dep)
rket Value \$:	Checking Account Gift
	Gift of Equity
Assets for Jo	
Assets for Jo	Individual Development Account
Fotal Value O	Money Market Fund
	Mutual Funds
Total V	Net Equity - Sale of Real Estate
Estate Owned	Net Worth of Business Owned
	Other Liquid Asset
	Other Non-Liquid Asset Type Proceeds From Sale Of Non RealEstate Asset
loint With	Proceeds From Secured Loan
Joine Wien	Proceeds from Unsecured Loan
REO Asset ID	Retirement Funds
e Of Property	Savings Account
	Secured Borrowed Funds Not Deposited
Status	
nt Residence	Stock Options
iast Dranarty	Trust Funds

d. Enter the **Number of Shares, Institution Name, and Account Number**. The **Address** fields on the right side of the screen refer to the asset's Institution.

Joint With:	Select Borrower(s)		
	Mary Homeowner	12	
Asset Type:	Savings Account	~	
No. Of Shares:	1		
Institution Name:	Awesome FCU	8	
Account No.:	1070054321		
Cash/Market Value \$:	65,000.00		

- e. Enter the Cash/Market Value of the asset
- f. A Description of the asset and verification data can be entered into the asset record

4. For Real Estate entries,

- a. Select the joint owner of the property if they are a borrower in the application (Joint With).
- b. Enter a numeric **REO Asset ID**
 - i. This is an identification number used to match real estate owned (REO) assets to their liability counterpart(s) within the application.
 - ii. Start with the number **1** and continue in sequence as you add more REO entries.
 - 1. For refinances, mark the **subject property** asset as REO number 1.

Joint With:	Select Borrower(s) 🗸	No. of Units:	
REO Asset ID: Type Of Property: Status:	Mary Homeowner I Single Family Retained Current Residence	Current Usage Type:	

- c. Select Type of Property
- d. Select the property Status
- e. Indicate whether or not the REO asset is the borrower's Current Residence
- f. Subject Property Yes/No
- g. Specify Number of Units if more than one
- h. Select the Current and Intended Usage Types
- i. If the REO is a condo or cooperative, indicate via the **Project Legal Structure Type** dropdown menu. Leave this field blank if not.
- j. Enter the REO Address

Address:	8205 Phlox Lane
Zip:	37919
City:	Knoxville
State:	TN V Country: United States of America V
Occupancy Rate:	75.000

- Cccupancy Rate defaults to 75%. This is only relevant for Rental REOs not necessary to edit this field.
- I. Enter the **Present Market Value**
- m. Enter the **Amount Of Mtg & Liens** and the **Mtg Payments fields**. If the REO asset has any liens that are reflected in the Liabilities tab, these fields will automatically populate after saving the 1003 with REO Asset ID assigned to both the liability and asset entries.
- n. If insurance and taxes are <u>not</u> included in the regular mortgage payment of an REO Asset, enter the aggregate amount in the **Insurance**, **Maint.**, **Misc.** field. If they are included in the mortgage payment, leave this field at the default \$0.00.

Liabilities

The Liabilities tab will list all of the non-zero-balance trade lines from the credit report after Merge Liabilities is completed.

Each liability entry has three checkboxes in the upper left corner:

Liability For John Homeowner			
Delete 🗌 Omit 🗌 Omit Monthly Payment 🗌			

- I. **Omit Monthly Payment** the monthly payment amount of the liability will not be counted in OpenClose's DTI calculations, but it will be counted in DU's calculations.
 - a. Mark this checkbox if OpenClose is counting the payment amount twice while DU is only counting it once.
 - i. Trade lines with 10 or less remaining payments
- II. **Omit** the monthly payment amount will not be counted in either OpenClose's or DU's DTI calculations.
 - a. Mark this checkbox for liabilities that have been paid off.
 - b. Mark this checkbox if both OpenClose and DU are counting a payment amount twice.
 - i. <u>Rental REO liabilities</u> monthly payment amount is already counted in the Net Rental Income calculation (Assets tab)
 - ii. <u>HELOCs & subordinate mortgages of the subject property</u> monthly payment amount is counted in the Subordinate Financing modal (Details tab)
- III. **Delete** the entire liability entry will be deleted upon saving the 1003.

The Merge Liabilities function that was completed in an earlier step automatically fills in most of the fields in the Liabilities tab, such as the creditor data, liability balance, monthly payment amount, etc.

DU cannot accept applications with Liability entries that are missing a monthly payment amount. If the credit report does not show a monthly payment amount for a trade line due to deferment, the monthly payment amount will either be:

- A. Manually calculated based on the appropriate percentage of the trade line balance.
 - i. Student loans = 1%
- B. Manually set to \$0.00 in order to qualify the applicant without a monthly payment amount for the trade line.

REO Liabilities (Mortgage and HELOC liability types)

1. Enter the corresponding **REO Asset ID** from the property's entry in the Assets tab in order to link the liability and asset entries to one property.

Monthly Payment \$:	1,300.00
No. Of Months:	322
Unpaid Balance \$:	285,000.00
REO Asset ID:	1
Paid At Closing:	Yes 🗸
Resubordinated:	No 🗸

2. Specify the Mortgage Type (can be found on credit report).

Mortgage Type:	Conventional 🗸
	Conventional
	FHA Other (FreddieMac Only) USDA Rural Housing VA

3. Mark the Includes Taxes and Insurance checkbox if the regular payment amount includes these items.

Monthly Payment \$:	1,300.00	Includes Taxes and Insurance
No. Of Months:	322	
Unpaid Balance \$:	285,000.00	

4. Enter the **HELOC Max Amount \$** for HELOC liabilities.

HELOC Max A	Amount \$: 80,000.00	
Mortgage Type:	Conventional	~

5. If applicable (purchases only), mark the **Purchase Money Indicator** for subordinate financing being used to complete the purchase transaction.

Refis (Liabilities tab)

1. Use the dropdown menu to designate liabilities as being **Paid At Closing**, including the subject property of the refi if applicable.

Monthly Payment \$:	1,300.00	✓ Includes Taxes and Insurance
No. Of Months:	322	
Unpaid Balance \$:	285,000.00	
REO Asset ID:	1	Mortgage Type: Conventional 🗸
Paid At Closing:	Yes 🗸	
Resubordinated:	No 🗸	

- 2. If applicable, designate subordinate liens as being **Resubordinated** or not.
 - a. If a HELOC is being paid at closing and resubordinated, an additional HELOC liability that reflects the zero balance must be manually entered by clicking the +Add New Sections button at the top of the screen. Select "<u>No</u>" in the **Resubordinated** dropdown menu. Mark the **Omit Monthly Payment** checkbox for this additional HELOC liability.

Details

The Details tab is a highly dynamic section that requires minimal manual data entry; most of the necessary fields in this tab are completed as other areas of the application are completed. The only manual data entry in this tab involves:

1. L. Other Credits

a. Select a credit type

L. Other Credits:	
(1) Amount:	Borrower Paid Fees
(1) Type:	Cash Deposit on Sales Contract Employer Assisted Housing
(2) Amount:	First Mortgage Closing Costs Lease Purchase Fund
(2) Type:	Lender Credit Lot Equity
(3) Amount:	New First Mortgage Other
(3) Type:	Relocation Funds Rent Credit
(4) Amount:	Second Mortgage Closing Costs Seller Credit

b. Enter the amount

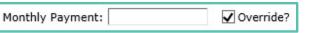
L. Other Credits: (1) Amount:	10,000.00	
(1) Type:	Cash Deposit on Sales Contract	~

2. J. Subordinate Financing

- a. Secondary liens relating specifically to the <u>subject property</u> secondary liens on non-subject properties are not applicable to this section.
- b. Click the blue calculator icon to open the Subordinate Financing modal.

J. Subordinate Financing:	0.00	
2010		

- i. **Purchases** <u>Only if</u> a HELOC or second mortgage on the subject property is being used to complete the primary lien purchase. Do not enter subordinate financing data if it is not being used to complete the transaction.
 - 1. Mark the **Override?** checkbox next to the Monthly Payment field.



- 2. Enter the monthly payment amount.
- 3. The Loan Type, Amortization Type, and Balance Effective Date can be specified.

Loan Type:	Conventional	~	
Amortization Type:	Fixed Rate		×
Balance Effective Date:	01/01/2021		

4. If applicable, mark the "Affordable?" and/or "Payment deferred first five years?" checkboxes.

Affordable? Payment deferred first five years?

5. If the subordinate financing is a HELOC, mark the **HELOC Loan** checkbox and enter the **Max Amount** and **Amount Drawn**. The undrawn amount will automatically calculate and populate in the Amount Undrawn field.

HELOC	
HELOC Loan:	\checkmark
HELOC Max Amount:	50,000.00
HELOC Amount Drawn:	25,000.00
HELOC Amount Undrawn:	25,000.00

- 6. Save
- ii. **Refis** <u>Only if</u> the subject property has an existing secondary loan or is simultaneously closing a secondary loan.
 - 1. Mark the **Existing Loan** checkbox

Second Mortgage
Existing Loan: 🖌

2. Mark the **Override?** checkbox next to the Monthly Payment field.

Monthly Payment:

- 3. Enter the monthly payment amount.
- 4. The Loan Type, Amortization Type, and Balance Effective Date can be specified.

Loan Type:	Conventional 🗸	
Amortization Type:	Fixed Rate	~
Balance Effective Date:	01/01/2021	

5. If applicable, mark the "Affordable?" and/or "Payment deferred first five years?" checkboxes.

Affordable?	Payment deferred first five years?
-------------	------------------------------------

6. If the subordinate financing is a HELOC, mark the **HELOC Loan** checkbox and enter the **Max Amount** and **Amount Drawn**. The undrawn amount will automatically calculate and populate in the Amount Undrawn field.

HELOC	
HELOC Loan:	\checkmark
HELOC Max Amount:	50,000.00
HELOC Amount Drawn:	25,000.00
HELOC Amount Undrawn:	25,000.00

7. Save.

Declarations

Answer each question for all borrowers using the radial buttons and dropdown menus.

Note that selecting "No" for the first question in section A prohibits the following three questions from being answered.

A. Will you occupy the property as your primary residence?	●No⊖Yes
If YES, have you had an ownership interest in another property in the last three years? If YES, complete (1) and (2) below:	
(1) What Type Of Property Did You Own:	← FHA Secondary Residence Indicator
(2) How did you hold title to the property:	~

DU Policy Features for extenuating circumstances can be selected for each borrower. Hover your mouse cursor over each option to see a description of each feature.

DU Policy Feature Description:	
	This enumeration is used to instruct DU to disregard information in the credit data related to overrides bankruptcy information due to extenuating circumstances.
	ConfirmedCRFCIncorrect

Agreement

1. Is the GMI data required to be collected for this loan? **Yes** for all loans except vacant land and second mortgages.



- 2. Furnished Yes
- 3. Make the appropriate Ethnicity, Race, and Sex selections for each borrower.
 - a. Do not select "Not Applicable." Instead, leave the selection blank and mark the *I* do not wish to provide this information checkbox.
 - b. To unselect a designation, hold the Control key down on your keyboard and click the selected designation.

4. Under Interviewer Information, select the appropriate Application Taken By option and enter the Interview Date

Interviewer Information	1
Application Taken By:	Internet/Email 🗙
Name:	Chris Adams - Test LO
Interview Date:	01/07/2020
Phone:	(865) 560-7459

Fannie Mae

1. Loan Document Type - Full

Lien Type:	First Mortgage 🛛 🗸
Loan Document Type:	Full
Subject Property Type:	Detached

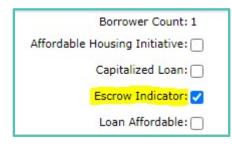
2. Waive Escrow - Yes/No

Payment Adjustment Amount Cap \$:		
	Waive Escrow:	No 🗸
Mortgage Insurance Coverage Percent:		25

Government Info – Skip this tab

Additional Information

1. If the loan is escrowing, mark the **Escrow Indicator** checkbox.



EDIT FEES WORKSHEET

1. Navigate to Edit Fees Worksheet.

Loan Actions (14256	5)
Homepage	
Pipeline Summary	
Loan Snapshot	
Loan History	
Loan Info	
Loan Contacts	
Edit 1003	
View 1003	
Edit Fees Worksheet	
Edit TIL	
Edit 1008	

2. Select the appropriate Closing Cost Scenario. Click "Apply Scenario."

Choose a Closing Cost Scenario	×
The Closing Cost Scenario populates a template of fees for this loan defined by the admi	inistrator.
 2nd Mortgage/HELOC NonAffiliate Conv Construction Metro Conv Construction NonMetro Conv Purchase Metro Conv Purchase NonMetro Conv Refi Metro Conv Refi NonMetro Manufactured Home Purch Manufactured Home Refi USDA Purchase Metro USDA Purchase NonMetro USDA Refi Metro USDA Refi Metro USDA Refi Metro VA Purchase Metro VA Purchase Metro 	
Apply Scena	rioCancel

- a. **Metro** = when subject property is in Knox, Hamilton, Davidson, Rutherford, Williamson, or Shelby county. All other counties are **NonMetro**.
- b. Applying a scenario fills in all fees except title fees, recording fees, and transfer taxes.
 - i. Fee amounts default to charges related to two borrowers adjust if the loan does not have two borrowers
 - ii. The Processing-Underwriting Fee defaults to \$900 adjust accordingly.
 - iii. Some fees may not apply adjust accordingly.

3. At the top of the page, enter the **Estimated Closing Date**. OpenClose will then fill in the Disbursement and 1st Payment Dates. If needed, adjust these dates according to your CU's policy.

Application Number:	14256	
Closing Costs:	Conv Purchase Metro	
Date Prepared:	08/20/2021	
Date GFE/LE Issued:	08/20/2021	
Disclosure Product:	30 YR Fixed	
Estimated Closing Date:	09/20/2021	
Disbursement Date:	09/20/2021	
1st Payment Date:	11/01/2021	

SmartFees

 Click the SmartFees button at the top of the page to generate 7 Title's title fees, the recording fees, and the transfer taxes. Wait while the request processes, and the webpage will reload with all of 7 Title's fees added to the worksheet upon completion. Proceed to the next section if your borrower is choosing to use 7 Title.



- a. Skip this step if you prefer to obtain the fees directly from the title company and manually enter them into the worksheet.
- b. If you wish to run SmartFees on a TBD application, ensure that the FIPS **State Code** and **County Code** are accurately entered in the Property tab of Edit 1003.

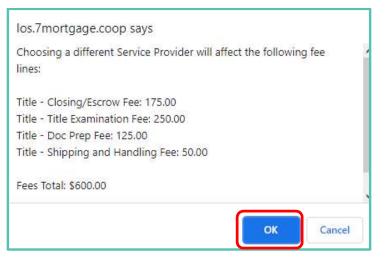
If not using 7 Title

After generating 7 Title's fees, any other title company within SmartFees's network can be selected in order to apply their fees to your loan file.

1. Click the first yellow contact card to the right of the *Title – Closing/Escrow Fee*.



2. Click **OK** in the popup window. Note that some of the title fees are missing in this window; they will be updated in a later step.



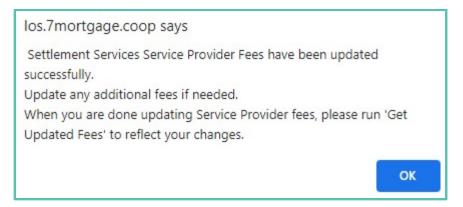
3. Select the new title company by clicking the green plus icon to the right of the title company name.

Preferred	Negotiate	ed Service Provider	Total Fee Amount	Select Provider/Fees
×		7 TitleKnoxville, TN. 37922	\$600.00	۲
×		Superior Title & Escrow, LLCKnoxville, TN. 37919	\$700.00	•
×		KNOXVILLE TITLE AGENCYKnoxville, TN. 37923	\$710.00	•
×		Southland title, LLCKnoxville, TN. 37923	\$360.00	•
×		Crossland Title, IncKnoxville, TN. 37932	\$1,080.00	$\textcircled{\textbf{O}}$
×		Title Group of TennesseeKnoxville, TN. 37934	\$350.00	•
×		Concord TitleKnoxville, TN. 37932	\$397.50	0
×		Tennessee Valley Title Insurance CoKnoxville, TN. 37929	\$850.00	۲

4. Click Update Provider/Fees

5		
	Additional Fees	ŧ
	Description	Amount
1	Courier/Messenger Fees	\$95.00
2	Document Preparation Fees	\$160.00
2	Title Search/Abstract	\$450.00
53	Wire Transfer Fee	\$25.00

5. Click **OK** in the next popup window. All title fees except title insurance will be removed from the worksheet, which is the intended functionality.



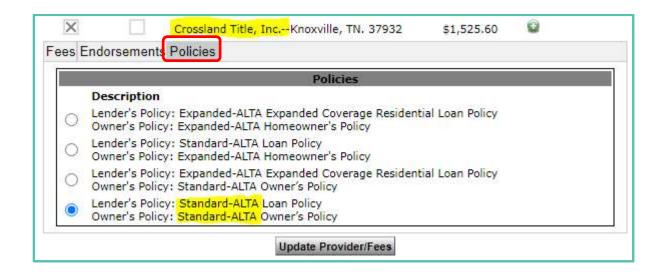
6. Click the first remaining yellow contact card to the right of the *Title – Title Insurance* fee to repeat the same process.

1,533.50	Service Provider 🗸	7 Title	8 8
0.00]		
178.00	Service Provider 🗸	7 Title	8= 8=

7. Click **OK** in the popup window.

los.7mortgage.coop says			
Choosing a different Service Provider will affect the following fee lines:			
Title - Title Insurance: 1,533.50			
Title - Owners Title Insurance : 178.00			
Fees Total: \$1,711.50			
Do you want to Proceed?			
OK Cancel			

- 8. Click the green plus symbol to the right of the new title company's name.
- 9. Click the **Policies** tab and select the **Standard-ALTA** option for both the lender's and owner's policy. Click Update Provider/Fees.



10. Click OK in the popup window. Now, no title fees are present in the worksheet.

los.7mortgage.coop says	
Title Insurance Service Provider Fees have been up Update any additional fees if needed. When you are done updating Service Provider fees, Updated Fees' to reflect your changes.	
Title - Closing/Escrow Fee	0.00
Title - Title Examination Fee	0.00
Title - Doc Prep Fee	0.00
Title - Notary Fees	0.00
Title - Attorney Fees	0.00
Title - Title Insurance	0.00
Title - Abstracting Charge	0.00
Title - Owners Title Insurance	0.00
Title - Shipping and Handling Fee	0.00

11. At the top of the page, click the **SmartFees** button to complete the changing of title companies. Note that the yellow hazard symbol essentially indicates that the fees generated by SmartFees are not yet updated in the worksheet.

CC Verticals SmartFees	
	Changes to Smart Fees file have not been synched. Please get updated fees.
	SmartFees 🛕 🔍 🗸

12. Click **<u>CANCEL</u>** in the next popup window because *we are changing criteria items* – the "criteria item" being the title company.

los.7mortgage.coop says	000000			
Click OK to use the previous criteria, Otherwise click Cancel if you need to change any criteria items.				
ОК	Cancel			

13. Disregard the data and dropdown menus in the next popup window. Click **Get Updated Fees** and wait for the webpage to completely reload.

How many floors does this property have? Enter an amount between 1 - 4.	2 🗸
Will this transaction require an after hours or out of office closing?	No 🗸
Will this transaction need a Power of Attorney?	No 🗸
Will this transaction require Title Update Fees? If not, set to 0, otherwise enter an amount between 1 - 12.	0 🗸
How many Document Signing Fees are needed for this transaction? Enter an amount between 1 - 99.	1 ¥
What is the lot size in acres? [Enter Numeric value only]	1
What is the Water Quality Scan Type?	None 🗸

14. Title fees from the new title company are now populated in the worksheet.

Title - Closing/Escrow Fee	375.00	Service Provider 🗸	Crossland Title, Inc.
Title - Title Examination Fee	0.00	Service Provider 🗙	
Title - Doc Prep Fee	160.00	Service Provider 🗙	Crossland Title, Inc.
Title - Notary Fees	0.00	~	
Title - Attorney Fees	0.00	~	
Title - Title Insurance	1,409.60	Service Provider 🗙	Crossland Title, Inc.
Title - Abstracting Charge	0.00	~	
Title - Owners Title Insurance	116.00	Service Provider 🗙	Crossland Title, Inc.
Title - Shipping and Handling Fee	95.00	Service Provider 💙	Crossland Title, Inc.
Title - Title Search	450.00	Service Provider 💙	Crossland Title, Inc.

Mortgage Insurance

1. Click the **Services icon** at the top of the page to add MI to the loan. Proceed to the next section if MI does not apply.

Base Loan Amount:	290,000.00
Loan Amt + Financed UFMIP / FF:	290,000.00

- 2. Service = Mortgage Insurance
- 3. Service Provider
 - a. ArchMI
 - b. Genworth

Service	Mortgage Insurance	~	Service Provider	Genworth	~
				ArchMI	
				Genworth	

4. Request Type

- a. ArchMI Rate Quote Detail Single
- b. Genworth Rate Quote

Request Type	Rate Quote Detail - Single 🗸
Rate Quote ID	
Certificate ID	

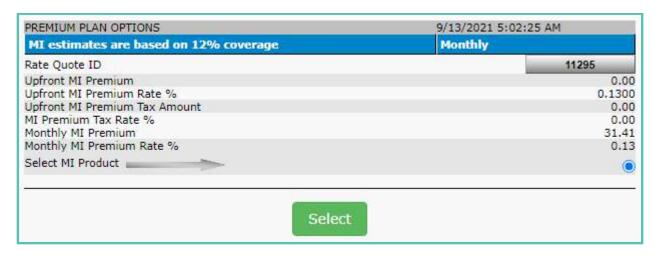
5. OpenClose will automatically generate the appropriate MI coverage percentage according to FNMA guidelines. Click the blue magnifying glass icon to view the guidelines.

MI Coverage Percent	12	Q

6. Click **Submit Request** at the bottom of the Services window.



7. The MI provider will return a single policy quote. Click the green **Select** button to apply the quote to the loan.



a. OpenClose automatically fills the monthly MI premium amount into the Escrows section of the worksheet.

Escrows:	Get CC Property Taxes			
	Calculated by System litable by user, Not Loci	ked Down 🔒	Select All	
Haz Ins Rese	ve	🖬 🔒 🛛 🛛	months @	\$ 0.00
Mtg Ins Reser	ve	B 0	months @	\$ 31.41
School Taxes		B 0	months @	\$ 0.00

Escrows

Before proceeding to the Escrows section, verify that an **Estimated Closing Date**, **Disbursement Date**, and **1**st **Payment Date** are entered and are as accurate as possible. If the loan is not escrowing, proceed to the Price / Lock section of the procedures.

1. Click the **blue calculator icon** next to the desired escrow item to open the Distribution Schedule and enter its annual premium amount.

Haz Ins Reserve	
-----------------	--

- 2. Enter the escrow item's annual amount into the corresponding field in which the item's premium is due.
 - a. Example: if HOI is **\$1,500** due in **September**

Month	Day	Year	Amount
January:	1	2022	0.00
February:	1	2022	0.00
March:	1	2022	0.00
April:	1	2022	0.00
May:	1	2022	0.00
June:	1	2022	0.00
July:	1	2022	0.00
August:	1	2022	0.00
eptember:	1	2022	1,500.00
October:	1	2022	0.00
November:	1	2021	0.00
December:	1	2021	0.00

3. Click **OK**. The Distribution Schedule window will close and OpenClose will automatically calculate the monthly escrow amount, the number of collection months, and the total amount due at closing for the specific escrow item.

Haz Ins Reserve	🖩 🔒 🛛	months @ \$ 125.00	375.00

- a. The gold lock icons can be clicked in order to override the system-generated number of collection months.
- b. If you need to edit any data already saved in an individual Distribution Schedule,
 - i. Click the blue calculator icon, make the edit, and click save
 - ii. Click the gold lock icon to open it, which updates the number of collection months and total amount due at closing for the individual escrow item.
 - iii. Click gold lock icon again to close it, which completes the edit/update.
- 4. Repeat the above steps for all remaining escrow items **<u>except</u> Mtg Ins Reserve** OpenClose already completed this escrow item when the MI Rate Quote was applied in an earlier step.

Haz Ins Reserve	🖩 🔒 З	months @ \$	125.00	375.00
Mtg Ins Reserve	🖩 🔒 🛛	months @ \$	31.41	0.00
School Taxes	🖩 🔒 🛛	months @ \$	0.00	0.00
Taxes Reserve	🗐 🔒 🛛	months @ \$	0.00	0.00
Flood Ins Reserve	🗐 🔒 🛛 🗎	months @ \$	0.00	0.00
County Taxes	12	months @ \$	100.00	1,200.00
City Taxes	12	months @ \$	108.33	1,299.96
Other Taxes	🗐 🔒 🛛	months @ \$	0.00	0.00
Other Insurance	🗐 🔒 🛛 🗎	months @ \$	0.00	0.00

5. After all escrow items are completed, click the blue question mark icon to calculate the aggregate adjustment of the escrows. Ensure 2 is entered into the field to the right of the icon to calculate the adjustment with a 2-month cushion.

Aggregate Escrow	2

a. A popup window with a detailed informational escrow analysis appears. Close this window. The Escrow section now has an aggregate adjustment.

Starting Bal	ance: \$2,500.00 (c	collected at closing	3)			
Month	Escrow Amt.	Disbursements	Balance			
11/1/2021	333.33	0.00	2,833.33			
12/1/2021	333.33	2,500.00	666.66			
1/1/2022	333.33	0.00	999.99			
2/1/2022	333.33	0.00	1,333.32			
3/1/2022	333.33	0.00	1,666.65			
4/1/2022	333.33	0.00	1,999.98			
5/1/2022	333.33	0.00	2,333.31			
6/1/2022	333.33	0.00	2,666.64			
7/1/2022	333.33	0.00	2,999.97			
8/1/2022	333.33	0.00	3,333.30			
9/1/2022	333.33	1,500.00	2,166.63			
10/1/2022	333.33	0.00	2,499.96			
2,500.00 = 66 Aggregate Esc	d = Cushion + lowest 56.66 + 1,833.34 rrow = RESPA Allowe					
2,500.00 = 66 Aggregate Esc -374.96 = 2,5	6.66 + 1,833.34					
2,500.00 = 66 Aggregate Esc -374.96 = 2,5	66.66 + 1,833.34 row = RESPA Allowe 00.00 - 2,874.96 ustment = -374.96					
2,500.00 = 66 Aggregate Esc -374.96 = 2,5 Aggregate Adj Cushion: MI	66.66 + 1,833.34 row = RESPA Allowe 00.00 - 2,874.96 ustment = -374.96 Excluded crow Amount thion					
2,500.00 = 66 Aggregate Esc -374.96 = 2,5 Aggregate Adj Cushion: MI Monthly Es X Months Cus	66.66 + 1,833.34 row = RESPA Allowe 00.00 - 2,874.96 ustment = -374.96 Excluded crow Amount hion mount					
2,500.00 = 66 Aggregate Esc -374.96 = 2,5 Aggregate Adj Cushion: MI Monthly Es <u>X Months Cus</u> = Cushion An 333.33 X 2 =	66.66 + 1,833.34 row = RESPA Allowe 00.00 - 2,874.96 ustment = -374.96 Excluded crow Amount hion mount	d - Total Collected	2	months @ \$	666.66	-374.
2,500.00 = 66 Aggregate Esc -374.96 = 2,5 Aggregate Adj Cushion: MI Monthly Es <u>X Months Cus</u> = Cushion Am	66.66 + 1,833.34 row = RESPA Allowe 00.00 - 2,874.96 ustment = -374.96 Excluded crow Amount hion mount		2	months @ \$	666.66	-374.

6. Verify that each included escrow item's **Escrowed** checkbox is marked.

Escrows: Get CC Property Tay Closed - Calculated by System Open - Editable by user, Not I	n	All		Amount	Paid To	Provider/Payee	Escrowed all none
Haz Ins Reserve	📓 🔒 🛛 З	months @ \$	125.00	375.00	Other		
Mtg Ins Reserve	🖩 🔒 💿	months @ \$	31.41	0.00	Other		
School Taxes	🖩 🔒 💿	months @ \$	0.00	0.00	Other		
Taxes <mark>Res</mark> erve	🖩 🔒 💿	months @ \$	0.00	0.00	Other		
Flood Ins Reserve	🖩 🔒 💿	months @ \$	0.00	0.00	Other		
County Taxes	iii 🔒 🔝	months @ \$	100.00	1,200.00	Other		
City Taxes	12	months @ \$	108.33	1,299.96	Other		
Other Taxes	🗎 🔒 💿	months @ \$	0.00	0.00	Other		0
Other Insurance	🖩 🔒 💿	months @ \$	0.00	0.00	Other		
Aggregate Escrow	2	months @ \$	666.66	-374.96	Other		0
G. Initial Escrow Subtotal				\$2,874.96			

7. Save.

PRICE / LOCK

1. Navigate to the Price / Lock screen.

1	Loan Actions (11295)
	Homepage
	Pipeline Summary
	Loan Snapshot
	Loan History
	Loan Info
	Loan Contacts
	Edit 1003
	View 1003
	Edit Fees Worksheet
	Edit TIL
	View QM
	Price / Lock
	Lock Form
	Fee Sheet

- 2. Select the appropriate **Underwriting Type** in the left column of data fields.
 - a. Fannie Mae AUS for all loans except vacant land and second mortgages.
 - i. Not necessary to specify the Recommendation, defaults to FNMA Approve/Eligible.



- b. Manual Underwrite for vacant land and second mortgages.
 - i. Select Accept in the Recommendation dropdown menu

*Underwriting Type:	Manual Underwrite 🗙
* Recommendation:	Accept 🗸

3. Specify whether the loan has Mortgage Insurance or not in the right column of fields.



a. If Yes, select Borrower Paid for MI Type and enter the MI Coverage %.

Mortgage Insurance:	Yes 🗸	
MI Type:	Borrower Paid	~
MI Coverage %:	12	

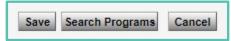
- 4. Make the appropriate selection in the **Escrow Waiver** dropdown menu.
 - a. No Escrows Waived if the loan is escrowing.

*Escrow Waiver: No Escrows Waived 🗸

b. Waive Hazard and Taxes if the loan is not escrowing.

*Escrow Waiver: Waive Hazard and Taxes 🗸

5. Click Search Programs at the bottom of the screen.



- a. Wait a few moments as OpenClose searches for eligible products to apply to the loan.
- b. In the search results, portfolio products will contain the name of the credit union at the end of the product name.
 - i. 7 Mortgage products (Fannie Mae products) will not contain a credit union name.
- 6. Click on the desired product's name to reveal its pricing options.

<u>L04</u>	IN PRODUCT	RATE	PRICE
✔ 30 Year Fixed	Rate Date:	2.875	99.592200
	9/13/2021 8:57:55 AM ET	\$1,203.19	\$1,182.62

LOA	N PRODUCT	RATE	PRICE
∕30 Year Fixed	Rate Date: 9/14/2021 8:55:53 AM ET	2.875 \$1,203.1	9 99.580300 \$1,217.13
Product Guidelines			
 Adjustments Adjustments already factored in FICO/LTV: FICO >=740, LTV 80. 30 Year Fixed 	to rate / price / margin. 01 - 85% (74809903) Adjustment -0.25000	000 to price	
DATE	MADOTN	60 Lock Surie	-tion, 11/15/2021
RATE #1 202 10	MARGIN		ation: 11/15/2021
2.875 \$1,203.19	0.000	99.580300	\$1,217.13
2.875 \$1,203.19 3.000 \$1,222.65	0.000 0.000	99.580300 100.115500	\$1,217.13 \$-334.95
2.875 \$1,203.19 3.000 \$1,222.65 3.125 \$1,242.29	0.000 0.000 0.000	99.580300 100.115500 100.726900	\$1,217.13 \$-334.95 \$-2,108.01
2.875 \$1,203.19 3.000 \$1,222.65 3.125 \$1,242.29 3.250 \$1,262.10	0.000 0.000	99.580300 100.115500	\$1,217.13 \$-334.95 \$-2,108.01 \$-4,253.43
2.875 \$1,203.19 3.000 \$1,222.65 3.125 \$1,242.29 3.250 \$1,262.10	0.000 0.000 0.000 0.000	99.580300 100.115500 100.726900 101.466700	\$1,217.13 \$-334.95 \$-2,108.01
2.875 \$1,203.19 3.000 \$1,222.65 3.125 \$1,242.29 3.250 \$1,262.10 3.375 \$1,282.08	0.000 0.000 0.000 0.000 0.000 0.000	99.580300 100.115500 100.726900 101.466700 102.013400	\$1,217.13 \$-334.95 \$-2,108.01 \$-4,253.43 \$-5,838.86
2.875 \$1,203.19 3.000 \$1,222.65 3.125 \$1,242.29 3.250 \$1,262.10 3.375 \$1,282.08 3.500 \$1,302.23	0.000 0.000 0.000 0.000 0.000 0.000 0.000	99.580300 100.115500 100.726900 101.466700 102.013400 102.470100	\$1,217.13 \$-334.95 \$-2,108.01 \$-4,253.43 \$-5,838.86 \$-7,163.29
2.875 \$1,203.19 3.000 \$1,222.65 3.125 \$1,242.29 3.250 \$1,262.10 3.375 \$1,282.08 3.500 \$1,302.23 3.625 \$1,322.55	0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000	99.580300 100.115500 100.726900 101.466700 102.013400 102.470100 102.837600	\$1,217.13 \$-334.95 \$-2,108.01 \$-4,253.43 \$-5,838.86 \$-7,163.29 \$-8,229.04
2.875 \$1,203.19 3.000 \$1,222.65 3.125 \$1,242.29 3.250 \$1,262.10 3.375 \$1,282.08 3.500 \$1,302.23 3.625 \$1,322.55 3.750 \$1,343.04	0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000	99.580300 100.115500 100.726900 101.466700 102.013400 102.470100 102.837600 102.923200	\$1,217.13 \$-334.95 \$-2,108.01 \$-4,253.43 \$-5,838.86 \$-7,163.29 \$-8,229.04 \$-8,477.28

7. Click the desired blue price link to select the product's specific rate. There may only be one price to select.

99.580300
100.115500
100.726900
101.466700
102.013400
102.470100

- 8. After the page reloads, scroll to the bottom to lock or float the product and rate to the file.
 - a. Click **Register / Lock** to lock the selected product and rate.
 - b. Click Register / Float to float the selected product and rate.

Search Again	Register / Float	Register / Lock
--------------	------------------	-----------------

NOTE: CU portfolio products have auto-lock and auto-float functionality, meaning that the file is automatically floated or locked upon clicking either option without being reviewed and approved by the lock desk.

c. The webpage requires a few moments to complete the registration. Once completed, a confirmation message appears with links to navigate to your Pipeline Summary or the Loan Snapshot.

ibmitting your Registratio irmation once the request	n/Lock request. You will red : has been confirmed.	ceive a
Pipeline Summary	Loan Snapshot	

ORDERING DU

Order Fannie Mae Desktop Underwriter for all loans except land loans and second mortgages.

1. Open the **Services** window from the Loan Actions dropdown menu, which will open in a separate popup webpage.

Loan Actions (LNID: 11295	
Homepage	
Pipeline Summary	
Loan Shapshot	
Loan History	
Loan Info	
Loan Contacts	
Edit 1003	
View 1003	
Edit Fees Worksheet	
Edit TIL	
View QM	
Price / Lock	
Lock Form	
Fee Sheet	
HMDA	
opuate coan	
Export Loan	
Copy Loan	
Cancel Loan	
Close Loan	
Submit to Processor	
Send Docume Reque	st
View Closing	
Order Credit	
Closing Request	
Update Lender	
Merge Liabilities	
Flood Certification	
Submit To Doc Provid	der
Early Check	
Services	

- 2. Service = **AUS**
- 3. Service Provider = Fannie Mae DU

Services for	r John Homeownei	r (Loan # : 11	1295)		
Service	AUS	~	Service Provider	Fannie Mae DU	~
4. Credit Ve	endors = Factual Data b	у СВС			



a. After selecting Factual Data, the credit reference number from the credit report automatically populates into the Credit Reference # field.

Credit Reference #
999999999405000

- b. If the credit reference number does not automatically populate, copy & paste it from the credit report to the Credit Reference # field in the Services window.
- 5. Verify that the **Joint** checkbox is appropriately marked (same procedures as Order Credit).

Select Borrower	Credit Reference #	
🛃 John Homeowner	999999999405000	}
Mary Homeowner)

- a. If there are multiple borrowers who are <u>not</u> joint co-borrowers and <u>do not share a joint credit</u> <u>report</u>, click the blue **Borrower Pair** buttons to reveal each applicant's credit reference number.
 - i. Verify that each applicant's unique credit reference number is present.
 - ii. Verify that the checkboxes to the left of each applicant's name are marked.

Borrower Pair 1 Borrower Pair 2	{	Select Borrower	Credit Reference # 999999999405000
Borrower Pair 1 Borrower Pair 2	{	Select Borrower	Credit Reference # 888888888504000

6. Mark the Check Yes checkbox. Submitting this DU order does not order another credit report.



- 7. Click Submit Request at the bottom of the Services Window.
 - a. The status of the request appears in the lower left corner of the window

Your request will take up to 60 seconds. Please be patient.

I

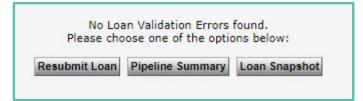
b. If there are any errors or missing data in the 1003, OpenClose will navigate to the Loan Validation Errors screen and list the errors.

Submit Anyway or Edit 1003	or. Cancel	
* If you choose to edit the 1003,	this page will load with the 1003 form and these validation errors will be loaded into a separate brows	er window so you can refer back to them while editin
Section Name		Description
Section Name Assets	The Real Estate REO Asset ID is required.	Description

- i. Click the **Edit 1003** button to correct the errors. OpenClose navigates to Edit 1003, and a separate popup window opens with a summary of the errors.
- ii. OpenClose will visually direct you to the fields containing the errors.

Types & Te	rms 🛛 🖓 🗤	Borrov	er Info	Emp	loyment	Inc	ome Other	Housin	ng Expense	Assets
Liabilities			Agreement Fannie Mae		Government Info		Additional	Informatio		

iii. After saving the corrections, click **Resubmit Loan** in the popup window.



- 8. After the request processes, the Services window will notify whether the request has been completed or if an error occurred.
 - a. Successful request



b. Error

An error occurred. View the error in the eDoc manager.

- 9. Check the **Findings folder** of **eDoc Manager** for the DU Findings or the error response.
 - a. DU Findings clicking the green dot opens the document.

Loan DU Response Document

Т

b. DU Response Error

Loan DU Response Error Document

NOTE: If your loan products contain rate or pricing adjustments, it will be necessary to repeat both the Price / Lock process and ordering DU if the DTI, Housing Ratio, or LTV change as the application moves forward.

SUBMIT TO DOC PROVIDER – Ordering Disclosures

1. Click **Submit to Doc Provider** from the Loan Actions menu.

[Loan Actions (11295) LNID: 11295
	Homepage
	Pipeline Summary
	Loan Snapshot
	Loan History
	Loan Info
Р	Loan Contacts
s	Edit 1003
	View 1003
	Edit Fees Worksheet
	Edit TIL
	View QM
	Price / Lock
	Lock Form
	Fee Sheet
	HMDA
s	Update Loan
٦.	Export Loan
	Copy Loan
	Cancel Loan
	Close Loan
	Submit to Processor
	Send DocLink Request
1	View Closing
	Order Credit
	Closing Request
c	Update Lender
~	Merge Liabilities
	Flood Certification
	Submit To Doc Provider
	Early Check
	Services

- 2. The bottom half of the popup window will show any errors or missing data in the application that prohibit disclosures from being ordered. Click the icons under the Link To Page column to navigate to the areas of the application that contain errors.
 - a. Errors in this section must be corrected in order to proceed.

Page	OpenClose Error Description. Fix the following in order to select Audit or Process	Link To Page
Fees WorkSheet	Refinance - City/County Transfer/Tax Stamp must be > 0.	
1003	The Property Street Address must be completed.	

- 3. Document Provider defaults to IDS Docs
- 4. Select the desired **Package Type**:

Document Provider:	
Package Type:	
Initial Disclosures - Review	~
Initial Disclosures - Review	
Initial Disclosures - Self Disclosed	
Initial Disclosures with eDisclosure & eSig	
Initial Disclosures with eDisclosure & eSig or Mail	
Re-Disclosures - Review	
Re-Disclosures - Self Disclosed	
Re-Disclosures with eDisclosure & eSig	
Re-Disclosures with eDisclosure & eSig or Mail	
1003 Only	

- a. <u>Initial Disclosures **Review**</u> a preview version of the document package. Each page of every document has a large "PREVIEW" watermark to designate that the documents are unofficial. Use this package type to verify your documents for accuracy before they are delivered to the borrower(s).
- b. <u>Initial Disclosures **Self Disclosed**</u> the official document package that is meant to be printed off and wet signed by the borrower(s).
- c. <u>Initial Disclosures with eDisclosure and eSig</u> the official document package that automatically emails an invitation for the borrower(s) to electronically receive and sign their documents.
- d. **DO NOT USE** Initial Disclosures with eDisclosure and eSig or Mail.
- e. All of the <u>Re-Disclosure</u> package types are used for reissuing the LE/disclosures after a Change of Circumstances.
- f. <u>1003 Only</u> generates a PDF document of the 1003.
- 5. Click Audit to have IDS review the application against its compliance auditing system.
 - a. IDS's audit results will display in the bottom half of the window.

ID :	Severity	Doc Provider Message. Contact Doc provider for more Information	Detai
10072	Inform	The LTV is above 80% and this loan does not have monthly MI.	0
10832		This loan PASSES the Higher-Priced Mortgage Loan (HPML) test by 1.290%.	0
13062		This Ioan PASSES the QM Loan Features Test.	0
13063		This loan PASSES the QM Prepayment Penalty Test: (This loan has no prepayment penalty)	Θ
13064		This loan PASSES the QM Points and Fees Test by \$7,384.67.	\bigcirc
13065		This loan PASSES the QM Safe Harbor Determination Test by 1.290%.	
13068		This loan PASSES the Section 32 APR Test by 6.292%.	0
14075		This loan PASSES the Section 32 Prepayment Penalty Test: (This loan has no prepayment penalty)	0
14076		This Ioan PASSES the Section 32 Points and Fees Test by \$13,083.46.	0
14085		This loan PASSES the Section 32 Loan Features Test. This loan is not marked as a Section 32 Loan, therefore, the Section 32 loan feature restrictions do not apply.	0
14093		This loan PASSES the TN High Cost APR Test by 6.292%.	0
14136		This loan PASSES the TN High Cost Points and Fees Test by \$13,083.46.	0

- b. Review and address any audit items with Severity levels Inform, Warning, or Fail that appear at the top of the list.
 - i. Inform and Warning Severity levels will not prohibit the doc package from being ordered, but Fail will.

- 6. Click **Process** to order the document package.
 - a. If the package type includes eDisclosure and eSig, a separate popup window appears to confirm the borrower email address. Verify the email address for accuracy before clicking Submit.
 - i. The disclosure package is immediately sent to the borrowers for eDisclose and eSign upon clicking Submit in this window.

Please select the borrowers that will receive the eDisclosure:		
Borrower 1: John Homeowner		*
jhomeowner@gmail.com		
Borrower 2: Mary Homeowner		
[mhomeowner@gmail.com		
Borrower 3: None		
Borrower 4: None	0	•
Submit Cancel		

- 7. Once completed, the document package is available in the Findings folder of eDoc Manager.
 - a. Review and Self Disclosed packages:

IDS Disclosure Data

- b. eDisclosure/eSign packages:
 - i. Unsigned package that borrower(s) receive "SentToFulfillment"

IDS SentToFulfillment Notification (Disc)

ii. Completed package after borrower(s) and loan officer complete their respective portions of eSign – "ESignCompleted"

IDS ESignCompleted Notification (Disc)

1. Note that the loan officer and all borrowers must complete their portions of eSigning in order for the ESignCompleted package to return to OpenClose.

LOAN INFO

- 1. Navigate to Loan Info from the Loan Actions dropdown menu
- 2. Click the **Contacts** tab and enter the contact information for all relevant parties.

Realtor: Listing Agent	×/ 8	Realtor: Selling Agent	×/ 8	Realtor: Buying Agent	×/ 8
Company:		Company:		Company:	
Name:		Name:		Name:	
Phone:		Phone:		Phone:	
Fax:		Fax:		Fax:	
Email:		Email:		Email:	
Address:	11	Address:		Address:	
City:	St.: Zip:	City:	St.: Zip:	City:	St.: Zip:
Notes:		Notes:		Notes:	
Seller:	×> <u>8</u>	Builder:	// ×/ 8	Settlement Agent:	× <u>s</u>
	×⁄ <u>8</u>	Builder:	// ×/ 8	Settlement Agent:	×/ 8
Company:	×/ 8		// ×/ 8		×/ 8
Company:	×/ 8	Company:	×/ 8	Company:	×⁄g
Company:	×* <u>8</u>	Company: Name:	×./ 8	Company:	×/ 8
Seller: Company: Name: Phone: Fax: Email:	×/ 8=	Company: Name: Phone:		Company: Name: Phone:	×/ 8
Company:	×/ 8=	Company: Name: Phone: Fax:		Company: Name: Phone: Fax:	×/ 8
Company: Name: Phone: Fax: Email:	×∕ §	Company: Name: Phone: Fax: Email:	X 3	Company:	X 3

3. After the initial disclosures are signed, enter the date they were signed into the **Intent to Proceed** field and the **Received Signed Disclosures** field in the Disclosure Tracking section of the Tracking tab.

Loan Info	Borrower Info	Contacts	Tracking	Custom	Fields
	Initial		Current O	C APR: 3.1	.38
	GFE	E/LE Disclosure	09/15/202	1	=
		TIL Disclosure	09/15/202	1	
		TIL APR	3.205		
	Disclosure D	elivery Method	Electronic	~	
	Di	isclosures Sent	6		
	eDi	isclosures Sent	09/15/202	1	
	Disc	closures Mailed			
	Inte	ent to Proceed	09/16/202	1	
	Earliest Consu	mmation Date	09/24/202	1	
	eDisclosure Cor	nsent Accepted	-		
		osure Declined			
		closure Viewed			
	Received Sign	ed Disclosures	09/16/202	1	
Home Owne	ership Counseling D	isclosure Date			
		32 Sign Date			
		uation Waived			
Hig	h Cost Loan Couns	eling Received	~		

4. Save.

FLOOD CERTIFICATION

Not necessary for land loans.

- 1. Loan Actions → Flood Certification
- 2. Flood Certification Provider Data Verify Flood Services
- 3. Action Original
- 4. Product Life of Loan w/ Census Tract

To retrieve flood deter	mination information please submit	with your credentials.
Flood Certification Provider:	DataVerify Flood Services	~
*Action:	Original	~
Product:	Life of Loan w/ Census Tract	~
Manually Enter Credentials? Login:	sevenoc	
Sut	mit	

5. Click Submit

a. Once completed, a successful request message appears with buttons to navigate to the Loan Snapshot or your Pipeline Summary.

Flood Certification has bee Please check the e-Doc r	
Pipeline Summary	Loan Snapshot

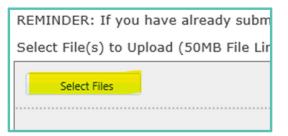
- 6. In the Findings folder of eDoc Manager, open the **Flood Response (PDF)** document and verify subject flood zone status.
 - a. If in a flood zone, have Borrower sign the flood disclosure and advise they will need to obtain flood insurance or elevation cert. Then, create a loan note on what actions you have taken.

UPLOAD DOCS

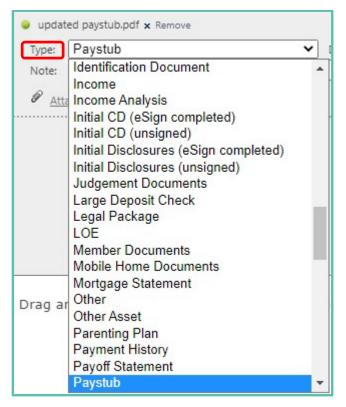
1. E-Doc Manager → Upload



2. Click **Select Files** or drag from computer and drop into the space



- 3. After selecting the documents,
 - a. Choose a document **Type** from the dropdown menu.



- b. The **Description** field can be used to change the name of the document.
- c. The appropriate **Folder** will automatically be selected after choosing a document Type.
- d. A Note can be added to the document if needed.

🥥 updat	ed paystub.pdf 🗙 Remove					
Type:	Paystub 🗸	Description:	John Homeowner 9/15/21	Folder:	Income	~
Note:	Received 9/24/21					
1000						

4. Click Save Files

FINAL LOAN NOTE

1. Click Loan Notes icon



- 2. Type "Final loan note" in subject line
- 3. Fill in information on this list and copy and paste to loan notes
 - a. Standard/Alternative/FNMA:
 - b. Title company name:
 - c. Escrows (yes/no):
 - d. Owner's Title Insurance:
 - e. Non-borrowing signer name (if applicable):
 - f. Closing Date:
 - g. Income calculation:
 - h. Explanation of any extenuating circumstances:
 - i. Outstanding Items or items requested:

SUBMIT TO PROCESSOR

- 1. Loan Actions → Submit to Processor
- 2. Select Processor
 - a. **DocSetup Queue** Primary option for submitting the loan to processing. File will go to Pre-UW queue after docs have been setup.
 - b. **AdverseAction Queue** Use this queue when file is not moving forward and needs to be decisioned. Enter a loan note that describes the scenario to ensure that the correct action and documentation is applied to the loan.
 - c. **PartnerClosingRequest Queue** For originators who process and underwrite their own loans. Submits for closing documents preparation.
 - d. **PreSubmission Queue** Submits the file for a preliminary underwriting review in order to determine structural accuracy and required documentation.
 - e. **UWReSubmitQueue** Use this queue to resubmit the file back to underwriting after underwriting releases the file to the originator.

DocSetup Queue	~
Select one AdverseAction Queue	
DocSetup Queue	
PartnerClosingRequest PreSubmission Queue UWReSubmit Queue	Queue

2) Click Send Loan