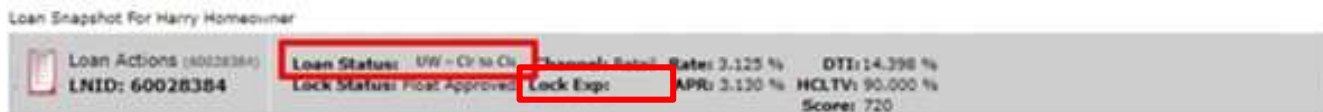# Submitting A Closing Request for Docss
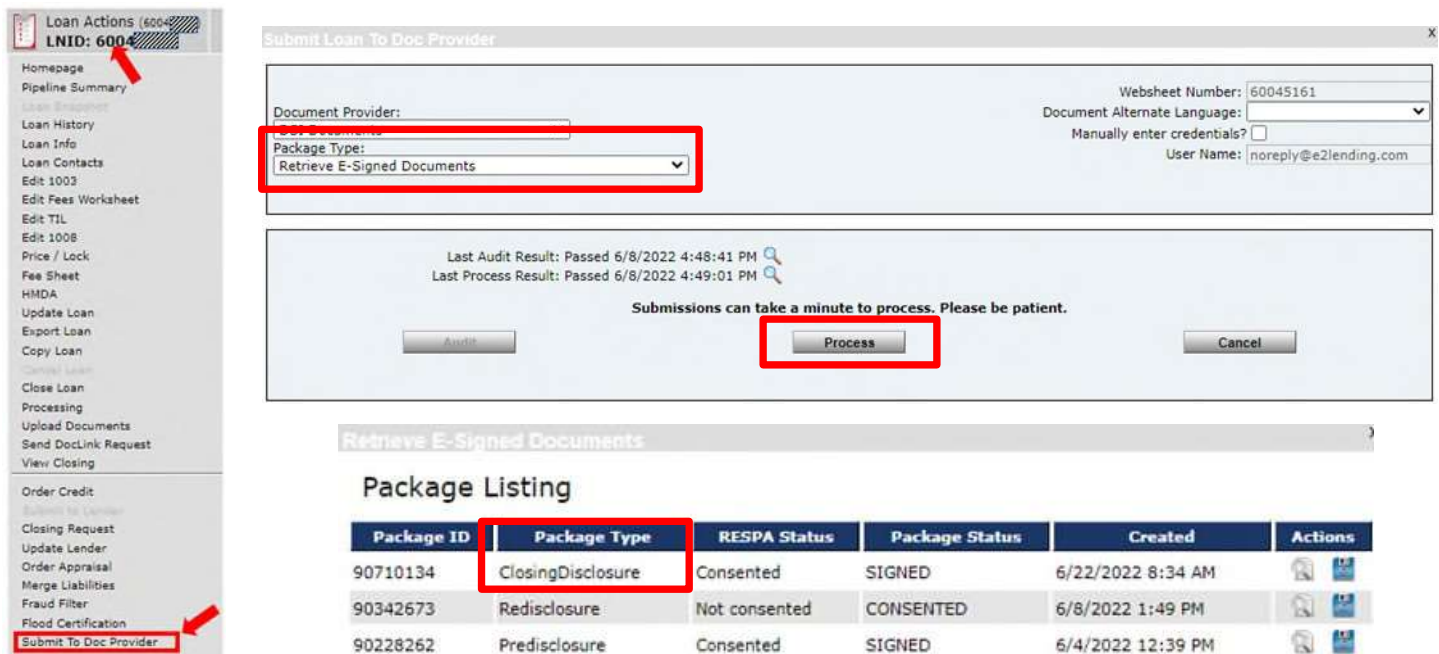
This guide provides the requirements and steps for submitting a closing request for docs in the LOS.

What's Required?

✓ **Loan Status** must be "**UW – Clr to Cls**" and **Lock Exp** must be good through funding date. This can be found on the **OpenClose Homepage**; on the **Top Navigation Bar.**

✓ **Initial Closing Disclosure (ICD)** has been sent. This information can be found by clicking on the *Loan Action Menu* > click *Submit to Doc Provider*. On the **Submit Loan To Doc Provider** screen in the **Package Type** dropdown select *Retrieve E-Signed Documents* > click the *Process button*. Then on the **Retrieve E-Signed Documents** popup locate the in the **Package Type** column *ClosingDisclosure*. This is verification that the ICD has been sent.

✓ **UW approval cannot be expired.** On the Top Navigation Bar, click on the blue I circled icon > on the **Loan Information** screen, scroll down to the **UW Status / Expiration** section and the **Underwriting Status** and the **Approval Expiration date** are located here.

Submitting A Closing Request for Docs

Completing the Closing Request Screen

Step 1 - From **Loan Actions Menu** > click *Closing Request*

Step 2 – On the **Closing Request** screen, complete the following:

- o In the **Closing Date Requested** section, complete the *Date* & *Time > Package Due By Date > Package Signing Type*. **See below IMPORTANT information:**
    - ➢ The **Closing date / time** cannot occur less than 24 hours after the request is made.
    - ➢ Requests submitted after 6:00pm EST will be processed the next business day & the 24-hour requirement will apply accordingly
- o Next, complete all applicable information in the **Location Requested** section.
- o Add any comments in the **Comments** section
- o Click **Submit** button