

Quick Reference Guide

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.

ner			
Loan Status: UW - Cr so Co	The second second	Rate: 0.125 %	DTI:14.398 %
Lock Status: Float Approved	Lock Exp:	APRI 3.130 %	HCLTV: 90.000 %
	Loen Status: UW - Cr to Co Lock Status: Ploat Approved	Loan Status: UW - Cr to Co Lock Status: Post Approved Lock Expr	Loan Status: VW - Or to Os - Dassaals Batel - Rates 3.125 % Lock Status: Ploat Approved Lock Exp: APR: 3.120 %

 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.

LNID: 6004	Submit Loan To Doc Provi						
Homepage Pipeline Summary Loan History Loan Info Loan Contacts Edit 1003 Edit Fees Worksheet	Document Provider:	5	v	-	Websheet Number: [Document Alternate Language:] Manually enter credentials?] User Name: [60045161	2lending.com
Edit TIL Edit 1008 Price / Lock Pee Sheet HNDA Update Loan Export Loan Copy Loan Copy Loan Close Loan Processing Upload Documents Sand DocLink Request View Closing	Last P Last P And Retrieve E-S	Audit Result: Passed 6/8/2021 rocess Result: Passed 6/8/2023 Subm	2 4:48:41 PM Q 2 4:49:01 PM Q nissions can take a minute	e to process. Please be pat	ient.	el]	3
	Package	Listing					
Order Credit						1	
Order Credit Closing Request Update Lender Order Appraired	Package ID	Package Type	RESPA Status	Package Status	Created	Acti	ons
Order Credit Closing Request Update Lender Order Appraisal Merge Liabilities	Package ID 90710134	Package Type ClosingDisclosure	RESPA Status Consented	Package Status SIGNED	Created 6/22/2022 8:34 AM	Acti	ons
Order Credit Closing Request Update Lender Order Appraisal Merge Liabilities Fraud Filter Flood Certification	Package ID 90710134 90342673	Package Type ClosingDisclosure Redisclosure	RESPA Status Consented Not consented	Package Status SIGNED CONSENTED	Created 6/22/2022 8:34 AM 6/8/2022 1:49 PM	Acti	ons Mai

✓ 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.

tuai Pisat Approved Lack Expr APR:	5.130 % HCLTV: 91.000 % Score: 725		Cearch User #, Bertwee: 2014, Property, Status	x	1
UW STATUS / EXPIRATION	DATES				
UW STATUS / EXPIRATION Underwriting Status:	Approved-Clear to Close	Lock Expiration:	12/6/2021		

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:

- 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
- Next, complete all applicable information in the **Location Requested** section.
- o Add any comments in the Comments section
- Click Submit button

LNID: 60	028384 L	ck Status: Float Approved Lock Exp: APR: 3.130 % HCLTV: 90.000 % Score: 720	Sea
Send Options			
	Borrower Harry Homeo SSN: 789-12- Home Phone: Work Phone: Cell Phone: Email: Preferred Con	ner 456 act Method:	Subject Property I Don't Know Lane Clarksville, IN 47129 Est. Closing: 01/31/2022
	0	Closing Date Requested Date: Time: Package Due By: Package Signing Type:	
	0	Location Requested Company: Address: City: Tel: Fax: Email: Email: Package to:	
	0	Comments	
	0	Submit	

Quick

Guide

Reference