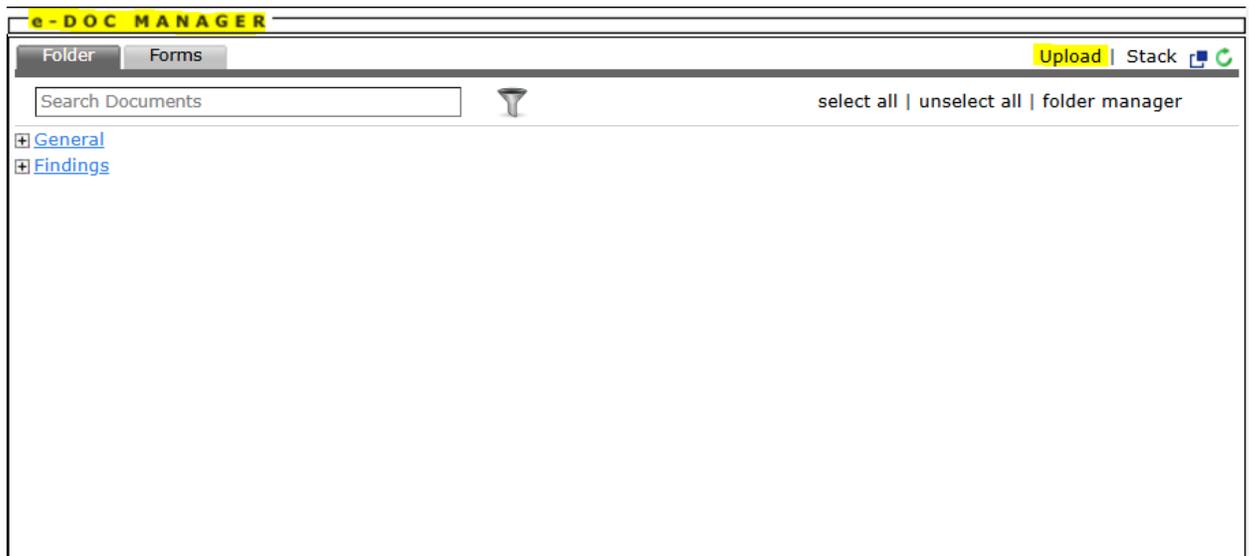




ICD requests

- **Required loan file status:**
 - Rate locked
 - LE disclosed
 - Conditional approval received
- **Required items for upload to e-DOC MANAGER (found on Loan Snapshot page):**
 - **Purchase** transactions require: Fully executed contract
 - **Refinance** transactions require: Documentation of vesting
 - Prelim title CD or itemized list of title fees
 - Property tax cert
 - HOI, Flood, HO6 (quotes acceptable, binders preferred)
 - MI quote
 - Updated pay off(s)
 - Wiring instructions
 - 3rd party invoices (appraisal, credit, processing, VOE, etc...)



Continued on next page...>

- **Required steps to submit request:**
 - Select **Loan Actions> Loan Info** from the **Loan Snapshot** page

Loan Snapshot For Ken Customer

 Loan Actions (321041) LNID: 321041		Loan Status: Origination Lock Status: Float Approved	Channel: Wholesale Lock Exp:	Rate: 7.375 % APR: 7.584 %	DTI: 19.653 % HCLTV: 88.235 % Score: 800	<input type="text" value="Search Loan"/>																																								
<ul style="list-style-type: none"> Homepage Pipeline Summary Loan Snapshot Loan History Loan Info Loan Contacts Edit 1003 Edit Fees Worksheet Request Documents Edit TIL Edit 1008 Price / Lock Fee Sheet HMDA Update Loan Export Loan Cancel Loan Processing Submit to Processor Upload Documents Send DocLink Request 		<p>Subject Property 123 Main Haralson, GA 30229</p>																																												
<ul style="list-style-type: none"> Order Credit Submit to Lender Closing Request Order Appraisal Merge Liabilities Fraud Filter Flood Certification Submit To Doc Provider Compliance Services 		<table border="1"> <tr> <td>24</td> <td>Application Date:</td> <td>10/15/2024</td> <td>(TRID2)(URLA 2020)</td> </tr> <tr> <td>00</td> <td>Lender Loan#:</td> <td>321565</td> <td></td> </tr> <tr> <td>00</td> <td>Published Docs History</td> <td></td> <td></td> </tr> <tr> <td>00</td> <td>Term:</td> <td>360</td> <td></td> </tr> <tr> <td>00</td> <td>Current APR:</td> <td>7.584</td> <td></td> </tr> <tr> <td></td> <td>%:</td> <td>n/a</td> <td></td> </tr> <tr> <td></td> <td>Bottom:</td> <td>19.653%</td> <td></td> </tr> <tr> <td></td> <td>HCLTV:</td> <td>88.235%</td> <td></td> </tr> <tr> <td></td> <td>Closing:</td> <td>12/6/2024</td> <td></td> </tr> <tr> <td></td> <td>Exp:</td> <td></td> <td></td> </tr> </table>					24	Application Date:	10/15/2024	(TRID2)(URLA 2020)	00	Lender Loan#:	321565		00	Published Docs History			00	Term:	360		00	Current APR:	7.584			%:	n/a			Bottom:	19.653%			HCLTV:	88.235%			Closing:	12/6/2024			Exp:		
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	Closing:	12/6/2024																																												
	Exp:																																													

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- Select the **Contacts** tab and fill in parties to the transaction
 - *Please include:* company name, individual name, address, telephone, email and license # for: closing agent, realtor and broker
 - *Helpful tip* – you can search and add existing parties already in our database by selecting the business card icon for each section
 - If your party is not already in our database, you can add them from **Loan Actions > Loan Contacts** so they will be there for future use.
 - **Save** at the bottom of the page before exiting

Loan Info for Ken Customer (Loan # : 321041)

Loan Actions (321041) LNID: 321041	Loan Status: Origination Lock Status: Float Approved	Channel: Wholesale Lock Exp:	Rate: 7.375 % APR: 7.584 %	DTI: 19.653 % HCLTV: 88.235 % Score: 800	<input type="text" value="Search Loan #, Borrower, SSN, Property, Status..."/>			
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save loan info return to fees worksheet

Loan Info | Borrower Info | **Contacts** | Tracking | Custom Fields

<p>Realtor: Listing/Sellers Agent </p> <p>Company: <input type="text"/></p> <p>Name: <input type="text"/></p> <p>Phone: <input type="text"/></p> <p>Fax: <input type="text"/></p> <p>Email: <input type="text"/></p> <p>Address: <input type="text"/></p> <p>City: <input type="text"/> St.: <input type="text"/> Zip: <input type="text"/></p> <p>Notes: <input style="width: 100%; height: 40px;" type="text"/></p>	<p>Realtor: Selling/Buyers Agent </p> <p>Company: <input type="text"/></p> <p>Name: <input type="text"/></p> <p>Phone: <input type="text"/></p> <p>Fax: <input type="text"/></p> <p>Email: <input type="text"/></p> <p>Address: <input type="text"/></p> <p>City: <input type="text"/> St.: <input type="text"/> Zip: <input type="text"/></p> <p>Notes: <input style="width: 100%; height: 40px;" type="text"/></p>	<p>Realtor: Buying/Alternate Agent </p> <p>Company: <input type="text"/></p> <p>Name: <input type="text"/></p> <p>Phone: <input type="text"/></p> <p>Fax: <input type="text"/></p> <p>Email: <input type="text"/></p> <p>Address: <input type="text"/></p> <p>City: <input type="text"/> St.: <input type="text"/> Zip: <input type="text"/></p> <p>Notes: <input style="width: 100%; height: 40px;" type="text"/></p>
<p>Seller: If only 1 Seller, enter here, for additional Sellers add Seller to Loan Contacts </p> <p>Company: <input type="text"/></p> <p>Name: <input type="text"/></p> <p>Phone: <input type="text"/></p> <p>Fax: <input type="text"/></p> <p>Email: <input type="text"/></p> <p>Address: <input type="text"/></p> <p>City: <input type="text"/> St.: <input type="text"/> Zip: <input type="text"/></p> <p>Notes: <input style="width: 100%; height: 40px;" type="text"/></p>	<p>Builder: </p> <p>Company: <input type="text"/></p> <p>Name: <input type="text"/></p> <p>Phone: <input type="text"/></p> <p>Fax: <input type="text"/></p> <p>Email: <input type="text"/></p> <p>Address: <input type="text"/></p> <p>City: <input type="text"/> St.: <input type="text"/> Zip: <input type="text"/></p> <p>Notes: <input style="width: 100%; height: 40px;" type="text"/></p>	<p>Settlement Agent: </p> <p>Company: <input type="text"/></p> <p>Name: <input type="text"/></p> <p>Phone: <input type="text"/></p> <p>Fax: <input type="text"/></p> <p>Email: <input type="text"/></p> <p>Email Pkg to: <input type="text"/></p> <p>Address: <input type="text"/></p> <p>City: <input type="text"/> St.: <input type="text"/> Zip: <input type="text"/></p> <p>Notes: <input style="width: 100%; height: 40px;" type="text"/></p>

Save

Continued on next page...>

- Select **Loan Actions**> **Fee Sheet** (*Do not confuse with Edit Fees Worksheet*)

Loan Snapshot For Ken Customer

 Loan Actions (321041) LNID: 321041	Loan Status: Origination	Channel: Wholesale	Rate: 7.375 %	DTI: 19.653 %
	Lock Status: Float Approved	Lock Exp:	APR: 7.584 %	HCLTV: 88.235 %
				Score: 800

Subject Property	
123 Main	
Haralson, GA	
30229	

Application Date:	10/15/2024 (TRID2)(URLA 2020)
Lender Loan#:	321565
Published Docs History	
Term:	360
Current APR:	7.584
%:	n/a
Bottom:	19.653%
HCLTV:	88.235%
Closing:	12/6/2024
Exp:	

0003210410	
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<ul style="list-style-type: none"> Homepage Pipeline Summary Loan Snapshot Loan History Loan Info Loan Contacts Edit 1003 Edit Fees Worksheet Request Documents Edit TIL Edit 1008 Price / Lock Fee Sheet HMDA Update Loan Export Loan Cancel Loan Processing Submit to Processor Upload Documents Send DocLink Request Order Credit Submit to Lender Closing Request Order Appraisal Merge Liabilities Fraud Filter Flood Certification Submit To Doc Provider Compliance Services 	
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Continued on next page...>

- Select **Merge Fees Worksheet**
 - Fees will populate from most recently disclosed LE
 - Escrows do not populate, only fees need to be saved
 - Edit fees as necessary
 - Save
 - Submit

Borrower Name	Ken N Customer, JR
Borrower SSN	500-50-7000
Co-Borrower Name	
Co-Borrower SSN	
Property Address	123 Main, Haralson, GA 30229
Originator	Eric Gentry
Processor	

Settlement Agent		
Contact		
Phone		
Fax		
Email		
Address		
City State Zip		
Notes		

Fee Information:	 Add Fee	 Merge Fees Worksheet
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Fee Description	# Months	Total Charge	Amount POC	Amount Due	Paid By
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Continued on next page...>

- Fee Sheet has been successfully submitted if time stamped
- This can be confirmed under **e-DOC MANAGER**

The screenshot displays the 'e-DOC MANAGER' interface. At the top, there are tabs for 'Folder' and 'Forms', and buttons for 'Upload' and 'Stack'. A search bar labeled 'Search Documents' is present, along with a funnel icon and options to 'select all', 'unselect all', and 'folder manager'. The main content area shows a list of documents under the 'General' folder. The 'Fee Sheet Request' document is highlighted in yellow, indicating it is the current focus. The list includes the following items:

Document Name	Timestamp	Actions
1003 Loan Application	12:30:48 PM ET	+ [edit] [delete]
1008 - URLA 2020	11/2/2024	+ [edit] [delete]
Fee Sheet Request	1:54:48 PM ET	+ [edit] [delete]
HMDA Reporting	11/2/2024	+ [edit] [delete]
Pre-App Closing Cost Estimate	11/2/2024	+ [edit] [delete]

Below the list, there is a section for 'Findings' which is currently empty.

- Requests are processed within 24 hours of submission
 - Next business day if submitted before 3 pm ET
- Inquiries regarding submitted ICD requests should be directed to your AE
- An assigned closer will communicate via email with items needed or corrections