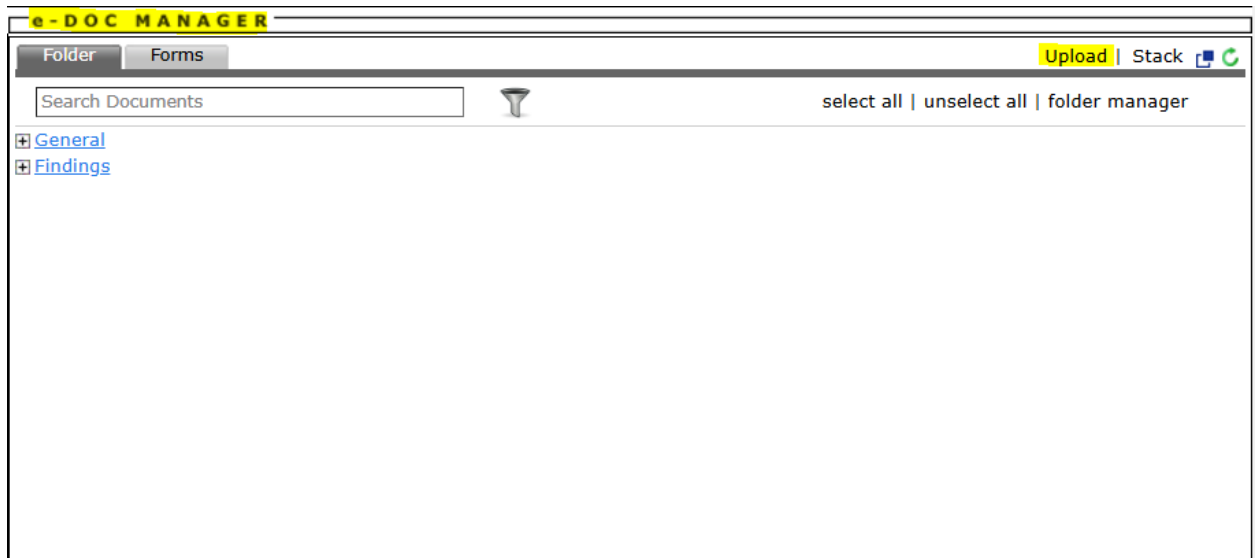




### **ICD requests**


- ICD Requests submitted by 3 pm EST will be worked same day
- ICD Reqeusts submitted after 3 pm EST will roll to next business day
- **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
  - 3<sup>rd</sup> 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

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

save loan info return to fees worksheet

<b>Loan Info</b>	<b>Borrower Info</b>	<b>Contacts</b>	<b>Tracking</b>	<b>Custom Fields</b>
------------------	----------------------	-----------------	-----------------	----------------------

<b>Realtor: Listing/Sellers Agent</b>	<b>Realtor: Selling/Buyers Agent</b>	<b>Realtor: Buying/Alternate Agent</b>
Company: <input type="text"/>	Company: <input type="text"/>	Company: <input type="text"/>
Name: <input type="text"/>	Name: <input type="text"/>	Name: <input type="text"/>
Phone: <input type="text"/>	Phone: <input type="text"/>	Phone: <input type="text"/>
Fax: <input type="text"/>	Fax: <input type="text"/>	Fax: <input type="text"/>
Email: <input type="text"/>	Email: <input type="text"/>	Email: <input type="text"/>
Address: <input type="text"/>	Address: <input type="text"/>	Address: <input type="text"/>
City: <input type="text"/> St.: <input type="text"/> Zip: <input type="text"/>	City: <input type="text"/> St.: <input type="text"/> Zip: <input type="text"/>	City: <input type="text"/> St.: <input type="text"/> Zip: <input type="text"/>
Notes: <input type="text"/>	Notes: <input type="text"/>	Notes: <input type="text"/>


<b>Seller:</b> <span style="color: red; font-size: small;">If only 1 Seller, enter here, for additional Sellers add Seller to Loan Contacts</span>	<b>Builder:</b>	<b>Settlement Agent:</b>
Company: <input type="text"/>	Company: <input type="text"/>	Company: <input type="text"/>
Name: <input type="text"/>	Name: <input type="text"/>	Name: <input type="text"/>
Phone: <input type="text"/>	Phone: <input type="text"/>	Phone: <input type="text"/>
Fax: <input type="text"/>	Fax: <input type="text"/>	Fax: <input type="text"/>
Email: <input type="text"/>	Email: <input type="text"/>	Email: <input type="text"/>
Address: <input type="text"/>	Address: <input type="text"/>	Email Pkg to: <input type="text"/>
City: <input type="text"/> St.: <input type="text"/> Zip: <input type="text"/>	City: <input type="text"/> St.: <input type="text"/> Zip: <input type="text"/>	Address: <input type="text"/>
Notes: <input type="text"/>	Notes: <input type="text"/>	City: <input type="text"/> St.: <input type="text"/> Zip: <input type="text"/>
		Notes: <input type="text"/>

**Save**

Continued on next page...>

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

Loan Snapshot For Ken Customer

 <b>Loan Actions</b> (321041) <b>LNID: 321041</b>	<b>Loan Status:</b> Origination	<b>Channel:</b> Wholesale	<b>Rate:</b> 7.375 %	<b>DTI:</b> 19.653 %	<input type="text" value="Search Loan"/>
	<b>Lock Status:</b> Float Approved	<b>Lock Exp:</b>	<b>APR:</b> 7.584 %	<b>HCLTV:</b> 88.235 %	


  



<ul style="list-style-type: none"> <li>Homepage</li> <li>Pipeline Summary</li> <li>Loan Snapshot</li> <li>Loan History</li> <li>Loan Info</li> <li>Loan Contacts</li> <li>Edit 1003</li> <li>Edit Fees Worksheet</li> <li>Request Documents</li> <li>Edit TIL</li> <li>Edit 1008</li> <li>Price / Lock</li> <li><b>Fee Sheet</b></li> <li>HMDA</li> <li>Update Loan</li> <li>Export Loan</li> <li>Cancel Loan</li> <li>Processing</li> <li>Submit to Processor</li> <li>Upload Documents</li> <li>Send DocLink Request</li> <li>Order Credit</li> <li>Submit to Lender</li> <li>Closing Request</li> <li>Order Appraisal</li> <li>Merge Liabilities</li> <li>Fraud Filter</li> <li>Flood Certification</li> <li>Submit To Doc Provider</li> <li>Compliance</li> <li>Services</li> </ul>	<b>Subject Property</b>		
	123 Main		
	Haralson, GA		
	30229		
	24	Application Date:	10/15/2024 (TRID2)(URLA 2020)
	00	Lender Loan#:	321565
	00	Published Docs History	
	00	Term:	360
	0	Current APR:	7.584
		%:	n/a
		Bottom:	19.653%
	/ 88.235%	HCLTV:	88.235%
	n	Closing:	12/6/2024
	oved	Exp:	
0003210410			

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- 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		


<b>Fee Information:</b>	 Add Fee	 Merge Fees Worksheet			
Fee Description	# Months	Total Charge	Amount POC	Amount Due	Paid By


















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

**e-DOC MANAGER**

Folder | Forms | Upload | Stack 

Search Documents  select all | unselect all | folder manager

General	
1003 Loan Application	12:30:48 PM ET   
 1008 - URLA 2020	11/2/2024   
<b>Fee Sheet Request</b>	<b>1:54:48 PM ET</b>   
HMDA Reporting	11/2/2024   
 Pre-App Closing Cost Estimate	11/2/2024   
+ Findings	

- Inquiries regarding submitted ICD requests should be directed to your AE
- An assigned closer will communicate via email with items needed or corrections