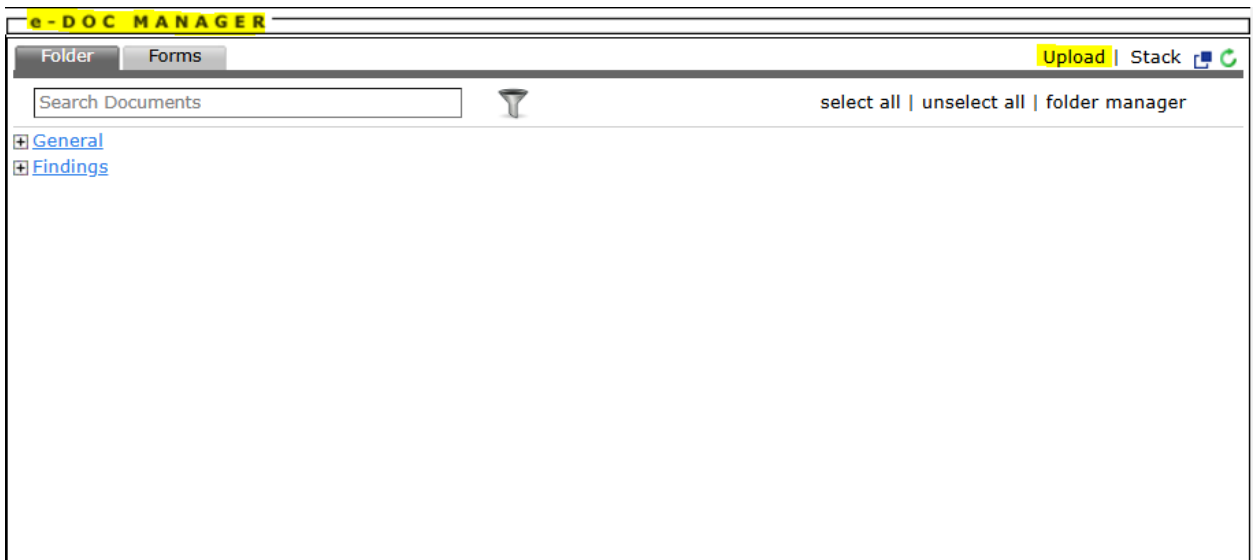




### **ICD requests**


- **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
  - 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</td> <td>(TRID2)(URLA 2020)</td> <td colspan="2"></td> </tr> <tr> <td>00</td> <td>Lender Loan#:</td> <td>321565</td> <td colspan="3"></td> </tr> <tr> <td>00</td> <td><a href="#">Published Docs History</a></td> <td colspan="4"></td> </tr> <tr> <td>00</td> <td>Term:</td> <td>360</td> <td colspan="3"></td> </tr> <tr> <td>00</td> <td>Current APR:</td> <td>7.584</td> <td colspan="3"></td> </tr> <tr> <td></td> <td>%:</td> <td>n/a</td> <td colspan="3"></td> </tr> <tr> <td></td> <td>Bottom:</td> <td>19.653%</td> <td colspan="3"></td> </tr> <tr> <td></td> <td>HCLTV:</td> <td>88.235%</td> <td colspan="3"></td> </tr> <tr> <td></td> <td>Closing:</td> <td>12/6/2024</td> <td colspan="3"></td> </tr> <tr> <td></td> <td>Exp:</td> <td></td> <td colspan="3"></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					%:	n/a					Bottom:	19.653%					HCLTV:	88.235%					Closing:	12/6/2024					Exp:				
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	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

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


<p><b>Realtor: Listing/Sellers Agent</b> </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><b>Realtor: Selling/Buyers Agent</b> </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><b>Realtor: Buying/Alternate Agent</b> </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><b>Seller:</b> <span style="color: red;">If only 1 Seller, enter here, for additional Sellers add Seller to Loan Contacts</span> </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><b>Builder:</b> </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><b>Settlement Agent:</b> </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**

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- 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 %
	<b>Lock Status:</b> Float Approved	<b>Lock Exp:</b>	<b>APR:</b> 7.584 %	<b>HCLTV:</b> 88.235 %
				<b>Score:</b> 800

<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
00	Current APR:	7.584
00	%:	n/a
00	Bottom:	19.653%
00	HCLTV:	88.235%
00	Closing:	12/6/2024
00	Exp:	


0003210410	
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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
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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**

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 and has a timestamp of 1:54:48 PM ET. Other documents include '1003 Loan Application' (12:30:48 PM ET), '1008 - URLA 2020' (11/2/2024), 'HMDA Reporting' (11/2/2024), and 'Pre-App Closing Cost Estimate' (11/2/2024). Each document row includes a plus icon, an edit icon, and a refresh icon. A 'Findings' section is also visible at the bottom.

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

- 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

\*\*\*ICD is NOT for balancing. That takes place at final CD for closing.\*\*\*