



# How To Send Initial Disclosures

**\*\*PLEASE NOTE \*\*If you selected to lock the rate at registration you will not be able to send the Initial Loan Estimate, we will send them out for you once we confirm the rate lock.**

Rate Lock Expiration Date 4/7/2022 (Assumes a 30-day lock.)

**WARNING: Worst case pricing will apply if lock is broken. Register now and lock about the closing date.**

Request Type  Register Loan  Lock Rate

Message to Lender

Warning

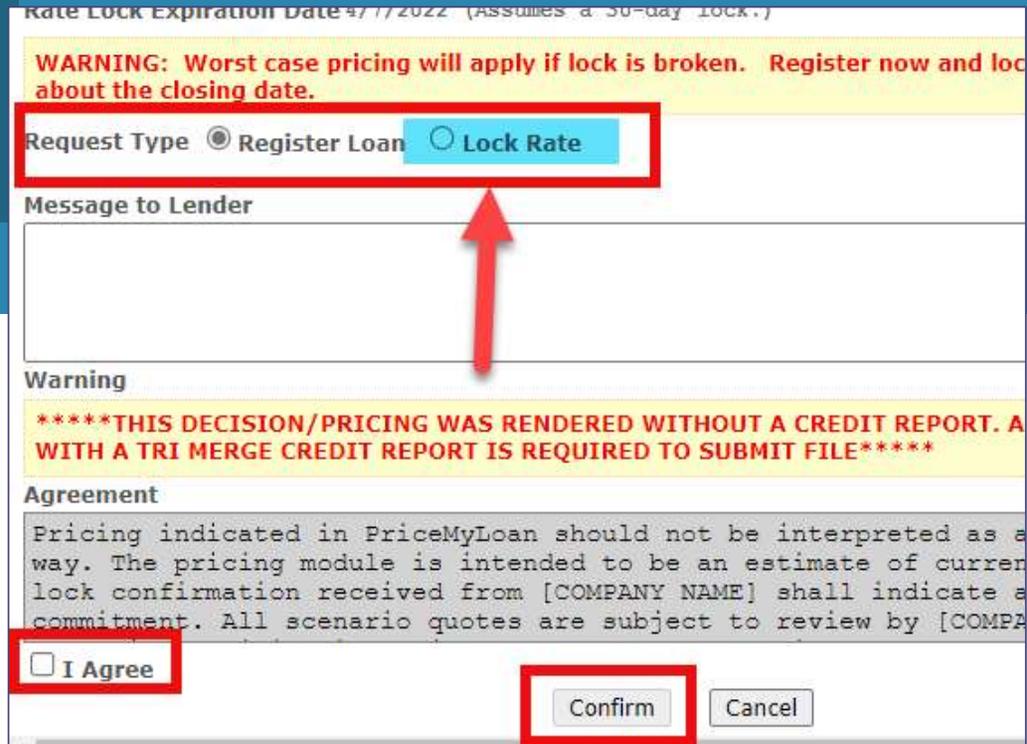
**\*\*\*\*\*THIS DECISION/PRICING WAS RENDERED WITHOUT A CREDIT REPORT. A WITH A TRI MERGE CREDIT REPORT IS REQUIRED TO SUBMIT FILE\*\*\*\*\***

Agreement

Pricing indicated in PriceMyLoan should not be interpreted as a commitment. The pricing module is intended to be an estimate of current market conditions. A lock confirmation received from [COMPANY NAME] shall indicate a commitment. All scenario quotes are subject to review by [COMPANY NAME]

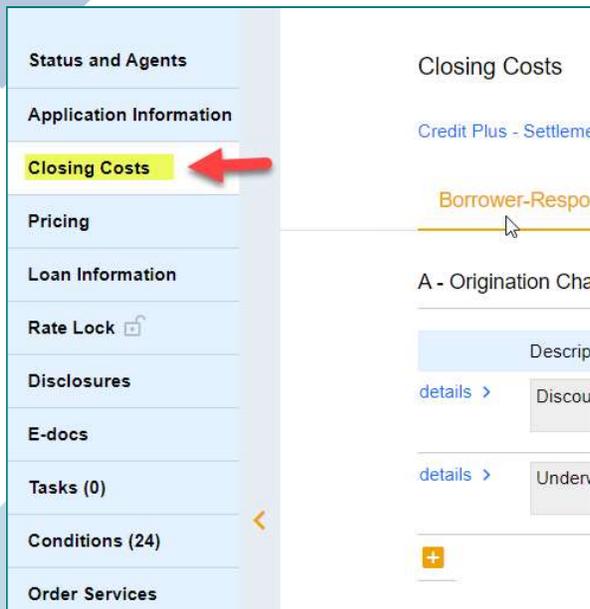
I Agree

Confirm Cancel



Non-P&I Housing Expense tab is where you adjust for escrows and prepaids. Select Closing Costs on the left side of your screen.

Click “Non- P&I Housing Expenses” and you will see all of the Tax, HOI, HOA, etc payment options listed. You will see the expense item, the monthly amount and if it is escrowed or not from here.



A screenshot of the 'Closing Costs' table. The table is titled 'Closing Costs' and has two tabs: 'Borrower-Responsible Closing Costs' and 'Non-P&I Housing Expenses' (highlighted with a red box). Below the tabs, there are three fields: 'Estimated Closing Date' (3/24/2022), '1st Payment Date' (5/1/2022), and 'Aggregate Adjustment' (\$0.00). Each of these fields has a red arrow pointing to it. The table lists various closing cost items with their monthly amounts and escrow status. The items are: Mortgage Insurance, Hazard Insurance, Flood Insurance, Windstorm Insurance, Condo HO-6 Insurance, Property Taxes, School Taxes, Other Tax Expense 1, Other Tax Expense 2, Other Tax Expense 3, Other Tax Expense 4, Homeowner's Association Dues, and Ground Rent. All items have a monthly amount of \$0.00/month and are marked as 'Escrowed'.

Item	Monthly Amount	Escrowed
Mortgage Insurance	\$0.00/month	Escrowed
Hazard Insurance	\$0.00/month	Escrowed
Flood Insurance	\$0.00/month	Escrowed
Windstorm Insurance	\$0.00/month	Escrowed
Condo HO-6 Insurance	\$0.00/month	Escrowed
Property Taxes	\$0.00/month	Escrowed
School Taxes	\$0.00/month	Escrowed
Other Tax Expense 1	\$0.00/month	Escrowed
Other Tax Expense 2	\$0.00/month	Escrowed
Other Tax Expense 3	\$0.00/month	Escrowed
Other Tax Expense 4	\$0.00/month	Escrowed
Homeowner's Association Dues	\$0.00/month	Escrowed
Ground Rent	\$0.00/month	Escrowed



Select the expense you want to add an amount for, and it will expand to give you more options. Here you can add the monthly payment amount either by a percentage of the loan amount or an exact dollar figure. You can also choose if you want the expense to be escrowed or not by using the checkbox.

Closing Costs

Credit Plus - Settlement Services Worksheet (SSW) Appraisal Firewall

Borrower-Responsible Closing Costs **Non-P&I Housing Expenses** Non Borrower-Responsible Closing Costs

**Hazard Insurance** \$0.00/month Escrowed

Summary

Description: Hazard Insurance  
Prepaid Amount for: 0 months \$0.00  
Calculation Source: Calculator  
Monthly Amount (Servicing): \$0.00  
Annual Amount: \$0.00  
Reserves Amount for: 0 months \$0.00  
Monthly Amount (PITI): \$0.00

Calculator

Monthly Amount (PITI)  $(( ( 0.000\% \text{ of Loan Amount } ) / 12 ) + \$0.0000 = \$0.00$

Prepaid?  Yes  
Prepaid Months: 0  
Prepaid Amount: \$0.00

**Escrowed?**  Yes

Payments repeat: Annual

Disbursement Schedule Months: Jan 0 Feb 0 Mar 0 Apr 0 May 0 Jun 12 Jul 0 Aug 0 Sep 0 Oct 0 Nov 0 Dec 0

Reserve Months Cushion: 2 months  
Reserve Months: 0 months Initial Reserve Amount: \$0.00

**By adding a fee to this section and marking Yes to Escrowed? This will add the escrows section to the Loan Estimate correctly to reflect in the closing costs. \*The prepaid section is defaulted for the initial disclosures; this will be updated once we get the HOI invoice and tax cert back.**

Once the loan is registered and impounds have been updated (if applicable) you will order the “Initial Loan Estimate” which is the initial disclosure package the borrower will sign with required disclosures, including the Intent to Proceed. To do this, click on “Disclosures” on the left side of your screen and then select “Order Initial Loan Estimate”

The screenshot displays a web application interface for loan management. On the left, a vertical sidebar contains several menu items: 'Status and Agents', 'Application Information', 'Closing Costs', 'Pricing', 'Loan Information', 'Rate Lock', 'Disclosures' (highlighted with a red box), 'E-docs', 'Tasks (0)', 'Conditions (20)', and 'Order Services'. The main content area is titled 'Disclosures' and includes links for 'Credit Plus - Settlement Services Worksheet (SSW)' and 'Appraisal Firewall'. It features several sections: 'Important Loan Dates' with 'Application Date' and 'Registration Date' (3/8/2022); 'Deadlines' with 'Loan Estimate' details, including 'Deadline to Mail or Deliver Initial LE' and 'Deadline for Borrower to Rec' (4/2/2022); a section with two buttons, 'ORDER INITIAL LOAN ESTIMATE' (highlighted with a red box) and 'REQUEST GOO / REDISCLOSURE' (highlighted with a red box); 'Loan Estimates' showing 'No Loan Estimates currently on file.'; and 'Closing Disclosures'.



The first step is to enter the Service Providers. We default to First American Title at this point. You will choose First American in the dropdown box for Assigned Providers.

Disclosures

Disclosures > Order Initial Loan Estimate

1. Enter SSPL 2. Request Review 3. Vendor Audit 4. Document Preview 5. Request Complete

CANCEL ORDER NEXT - REQUEST REVIEW

All fees in Section C must have at least one suggested settlement provider.

Available Providers

ADD NEW SELECT FROM CONTACTS

Title

First American Title 3 First American Way Santa Ana, CA 92707

EDIT DELETE

Assign Providers

Title Fees

Settlement Provider

Title - Closing/Escrow fee

Title - Lender's title insurance

Estimated Cost Amt. \$50.00

Estimated Cost Amt. \$11,072.03

Disclosures

Disclosures > Order Initial Loan Estimate

1. Enter SSPL 2. Request Review 3. Vendor Audit 4. Document Preview 5. Request Complete

CANCEL ORDER NEXT - REQUEST REVIEW

Available Providers

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First American Title, Jod...

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Estimated Cost Amt. \$11,072.03

Once that is selected you will notice the red X turns to a green check and the button for Next-Request Review is now available to continue.

Disclosures

Disclosures > Order Initial Loan Estimate

1. Enter SSPL 2. Request Review 3. Vendor Audit 4. Document Preview 5. Request Complete

Please review the information below. All requirements must pass to proceed with the order.

[CANCEL ORDER](#) [NEXT - DOCUMENT VENDOR AUDIT](#)

Requirements Checklist

- ✓ Loan is in Loan Open or Registered status.
- ✓ User is a loan officer or processor.
- ✓ Loan is not in the Correspondent channel.

**Borrower Information**

Name	Email
Winter Time	mimscenarios@gmail.com

**Loan Officer Information**

<b>Name</b>	Jeff Broker
<b>NMLS#</b>	454545
<b>License ID</b>	555
<b>Email</b>	mimscenarios@gmail.com
<b>Phone Number</b>	(215) 206-2100

The next step is Request Review, the system will do a few internal checks and those are listed on the left. You should see green check mark. If anything has a red X next to it, that item will need to be corrected before it will allow you to proceed. Click Next – Document Vendor Audit to continue

The system will complete a vendor audit at this time and may spin for a few moments. Warnings will populate if any item needs to be brought to your attention, but warnings will not prevent you from moving forward. If a red **Fatal Warning** is showing, that will need to be resolved before you can proceed. Click Next – Order Document Preview to continue.

Disclosures

Disclosures > Order Initial Loan Estimate

1. Enter SSPL 2. Request Review 3. Vendor Audit 4. Document Preview 5. Request Complete

Please review the results of the audit from our document vendor below. If there are any fatal audit results, you will need to submit to the lender for disclosure.

[CANCEL ORDER](#) [NEXT - ORDER DOCUMENT PREVIEW](#)

**Document Vendor Audit Findings**

Type	Message
Warning	The Application Date is empty on this loan. Today's Date will be used to determine which versions of the disclosures print in this document package.
Warning	Field 'Disclosure Date' is optional

The initial disclosures will now generate for you to review before sending. Make sure to check the little box to confirm you have reviewed and accept the previewed disclosures. Click Next – Complete Request to continue.

Disclosures

Disclosures > Order Initial Loan Estimate

1. Enter SSPL 2. Request Review 3. Vendor Audit 4. Document Preview 5. Request Complete

CANCEL ORDER

NEXT - COMPLETE REQUEST

I have reviewed and accept the previewed Initial Disclosure PDF.\*

Once your disclosures have been successfully sent to the borrower you will see the following message. At this time your borrowers will receive their initial disclosure package via email and you will receive an email letting you know the package was sent to them. You can also see a copy under the E-Docs tab

Disclosures

Disclosures > Order Initial Loan Estimate

1. Enter SSPL 2. Request Review 3. Vendor Audit 4. Document Preview 5. Request Complete

✔ Congratulations, your order has been completed!