

Clients who Generate Their Own LEs, CDs & DOCS

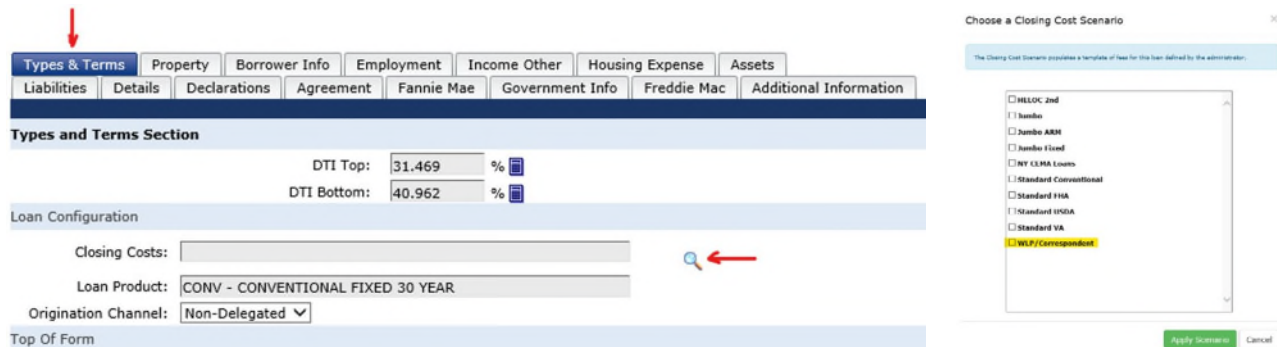
Many of the functions you see noted below will be initiated from the “Loan Actions” menu after file is created and you go into loan.

Initial Registration

- Upload FNMA 3.4 file to Open/Close
 - From the Home Screen (icon in upper right) or from the left navigation box, click on “Upload new loan”



- Select the correct originator (if applicable)
- Select File(s) to upload
- ****Please be sure to choose “Non-Delegated” when uploading**
- Click “Upload Loan(s)”
- Use “Edit 1003” from the Loan Actions menu to audit for any data loss or if you need to add/edit any loan info
 - In the “Types & Terms” screen select a “Closing Costs” scenario by clicking on the magnifying glass icon and selecting the “WLP/Correspondent” scenario:



- Be sure to go to the “Details” tab to make sure your prepaids and closing costs are entered to calculate cash to/from the borrower accurately. AUS findings will be using this bottom line
- Check the “Override” option to edit amounts
- Use “Price/lock” option to select product and register float or lock file

A. Purchase Price:	<input type="text"/>	
B. Alterations, Improvements, Repairs:	<input type="text"/>	
C. Land (If Acquired Separately):	<input type="text"/>	
D. Refinance (Incl. Debts To Be Paid Off):	\$ 452,587.06	
E. Estimated Prepaid Items:	5,999.36	<input type="checkbox"/> Override <input type="checkbox"/> Select All
F. Estimated Closing Costs:	4,278.80	<input type="checkbox"/> Override
G. PMI, MIP, Funding Fee:	0.00	<input type="checkbox"/> Override
H. Discount (If Borrower Will Pay):	675.00	<input type="checkbox"/> Override
I. Total Costs (Add Items A Through H):	\$ 463,540.22	
J. Subordinate Financing:	0.00	
K. Borrower's Closing Costs Paid By Seller:	0.00	<input type="checkbox"/> Override
L. Other Credits:		
(1) Amount:	<input type="text"/>	
(1) Type:	<input type="text"/>	▼

- Always price as “borrower paid” comp on non-del files
- Always price as “Non-Delegated” ...system defaults to broker so be sure to change
- As a non-delegated account who generates your own LEs/CDs and closing docs, you will want to ensure that your cash to close figure is accurate in the AUS you choose

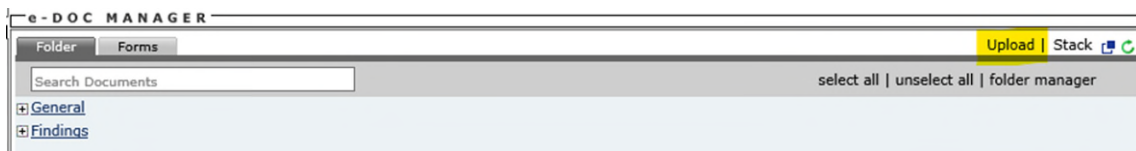
Running DU/LPA, Reissuing Credit

- If AUS was run through DO or LPA outside of OpenClose, make sure the findings have been finalized/released to FSB prior to importing the findings or an error will occur
 - Go to: Loan Actions > Edit 1003 > Fannie Mae/Freddie Mac tab and input the FNMA Case File ID or Freddie Mac LPA Key Identifier in the appropriate field. Click Save at the bottom
 - This is also a good opportunity to review the 1003 data to ensure the 3.4 file imported accurately
 - Loan Actions > Services
 - Click on applicable Fannie Mae or Freddie Mac drop-down menu
 - For Fannie Mae loans, check “Order Underwriting Only”. For Freddie Mac loans, check “Merge Credit”
 - Click “Submit Loan to DU” or “Submit Loan to LPA”
 - After 30-60 seconds, refresh the page (F5, or right click, refresh). In the eDoc Manager, open the “Findings” stack and look for the “DU Loan Response Document” or “LPA Full Feedback Cert” to review your findings
- If running *initial* AUS (DU or LPA) in OpenClose:
 - Loan Actions > Services
 - Select Fannie Mae or Freddie Mac radio button
 - For Fannie Mae, leave DU Request Options boxes UNCHECKED
 - Make sure your credit agency and Account/User name is populated
 - Make sure borrower(s) box(es) are checked

- Enter the Credit Reference number from your credit report
- Check the box labeled “Check Yes!”
- Click on button to “Submit Loan to DU”
- For Freddie Mac, check the “Merge Credit” box
 - Select the correct “Credit Agency”
 - Select the correct “Technical Affiliate”
 - Leave “Credit Only” box UNCHECKED
 - Check the box labeled “Check Yes!”
 - Make sure borrower(s) box(es) are checked
 - Enter the Credit Reference number from your credit report
 - Click on button to “Submit Loan to LPA”

Upload File and Submit for Initial UW

- Submit credit package in one file (< 50 MB) or multiple smaller attachments
- Include FSB Mortgage’s Submission Cover Sheet
- Be sure to include all signed initial disclosures, including the LE and ITP
 - Note: Any in-house processing fee must be disclosed in Section A. Any 3rd party or contract processing fee must be disclosed in Section B and must accompany an invoice
- To upload, go to Loan Actions > “Upload Documents” or click “Upload” from the e-Doc Manager section (upper right corner of e-Doc Manager window)



- Select saved file(s) – multiple can be selected by holding CTRL while selecting each file
- Click Open, Select “Submission Package” from dropdown
- Click “Save Files”
- Loan Actions > Submit to lender
- Click Send Loan
- You will receive an email when UW issues a decision

Attaching Conditions

- Click “Summary” or “Management” under Pipeline in the left navigation menu
- Click the Question Mark icon under the UWD heading to bring up the Underwriting Decision Document. You can also find the approval document in the eDoc Manager > Findings > Underwriting Decision Document
- A pop-up will show the approval



- Scroll down to conditions
- Click the paper icon on the right of each condition to attach a file to the condition

Open Conditions (Hide)				
Code	Condition	Type	Responsibility	Status
	1003 LOAN CHANGES: If any changes are made to the file such as adding/removing assets, debts, changing loan amt, loan program, rate, etc: Provide detailed cover letter or resubmission notes to underwriter.	2 Approval	Originator	
	Assets: Provide gift letter, copy of gift, and proof of receipt. For FHA/USDA/VA 30-day donor statement required as well. \$2,000	2 Approval	Originator	
	FILE EXPIRATION DATES: Credit 01/07 Income 12/23 Assets 12/15 Appraisal Contract 12/18 Title 12/13 Refresh11/28	2 Approval	Originator	

- Click Select Files, choose your file, and select the type of condition you are uploading
- Click Save
- Once complete, do not forget to go to Loan Actions > Update Lender so that the conditions are queued up for the Loan Coordinator

Order Appraisal

- Client orders the appraisal from their AMC of choice

Changes of Circumstance

You are responsible for documenting all COCs and proper redisclosure of any LE or CD within 3 days of being aware of a valid change. Failure to redisclose in time could result in an overtolerance cure or make the loan ineligible for purchase

Funding Information:

- After closing/funding, the closing package needs to be uploaded and the original Note and Allonge (and Bailee Letter, if applicable) should be delivered to FSB
- Address for original Note, Allonge and Bailee letter to be sent to:

First Savings Bank

Attn: WHL Lending

501 E. Lewis & Clark Parkway

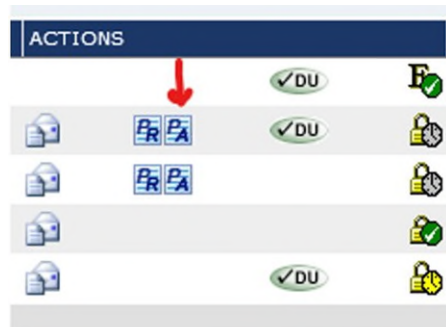
Clarksville, IN 47129

- To upload closing package: Use either Loan Actions > Upload Documents or e-Doc Manager > Upload
- Select Closing Package from the “Type” dropdown. Click “Save Files”
- Push to FSB Mortgage by going to Loan Actions > Update Lender > click Update Lender
- Whole Loan Purchase / Non-Delegated Closing package must be uploaded **prior to rate lock expiration**
- Original Note, Allonge and Bailee must be sent to FSB within 3 days of lock expiration or extensions fees will apply
- For any escalation needs, Whole Loan Funding / Purchasing Manager:
 - Pam Thompson – pthompson@fsbmortgage.com - 502-805-5146

Post-Closing/Purchasing:

- Within current turn times of the closing package, original Note/Allonge/Bailee letter being received, the loan will be reviewed for purchase

- Provide any conditions required by the Purchase Auditor. These may be requested via email or will be located under:
 - You can upload and attach conditions by going to Loan Actions > Loan Snapshot > e-Doc Manager (bottom right) > Findings > Underwriting Decision Document
 - When done, go to Loan Actions > Update Lender > click Update Lender
- Once the loan is purchased, the Purchase Advice will be posted under:
 - Loan Actions > Loan Snapshot > E Doc Manager (bottom right) > Findings > Purchase advice
 - You can also find it in the Pipeline Summary screen. Look for the following icons in the actions section of the pipeline view:



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