



# Zenly<sup>®</sup> 3.3 SP1 User Guide



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## Change Table

The following table contains an overview of changes made to this document for the 3.3 SP1 release of Zenly.

**Table 1: Change Table**

Version	Section Impacted	Change(s)
3.3 SP1	Copy File	The user can copy a Loan or a Lead file from the Home Screen.
	Subordinate Financing (Leads)	The Subordinate Financing section is available for a Lead file.
	Copying a Loan Scenario	A new button is available for copying a Loan Scenario.
	Run Pricing (Leads)	Added information about the Group ID dropdown menu.
	Initiate Loan	Updated images as well as new information for the new sections.
	Run Pricing (Loans)	The Run Pricing function is available for Loan files.
	Import From Leads	A new option for choosing a loan scenario when importing a borrower from a Lead file.
	Pricing Service	A new service setting allows for configuring the Run Pricing function.
	Chapter 5: Loans	Updates to image to match UI changes.

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# Chapter 1: DOCUMENT OVERVIEW

## Preface

Zenly is a full web-based loan origination solution. Zenly requires no installs and is securely accessed from multiple platforms on any computer or mobile device.

See the following table for product assistance details.

**Table 2: Product Assistance**

Knowledge Base	Access the online Knowledge Base Articles <b>Visit:</b> <a href="#">Zenly Knowledge Base Articles</a>
Product Information	General product information and links to product support pages and the user guide are available at Calyx Support. <b>Email:</b> <a href="mailto:Zenly@calyxsoftware.com">Zenly@calyxsoftware.com</a> <b>Email:</b> <a href="mailto:DCSZIP@calyxsoftware.com">DCSZIP@calyxsoftware.com</a>
Training	Attend paid online cases delivered by a Certified Calyx Consultant by contacting <a href="mailto:PSG@calyxsoftware.com">PSG@calyxsoftware.com</a> or call 1-800-362-2599 <i>Option 1</i> . <b>Online:</b> Go to the <a href="#">Calyx Customer Portal</a> <b>Email:</b> <a href="mailto:training@calyxsoftware.com">training@calyxsoftware.com</a> <b>Toll Free:</b> 800-362-2599.

## Documentation Accessibility

The goal is to make Calyx products, services, and supporting documentation accessible. This document focuses on usability for the disabled community. The documentation includes features that make information available to users of assistive technology and conforms with Americans with Disabilities Act (ADA) compliance standards. Documentation is available in HTML format and contains markup to facilitate access by the disabled community. Accessibility standards continue to evolve over time, and Calyx Software is actively engaged with other market-leading technology vendors to address technical obstacles so documentation can be accessible to all customers.

## Access Zenly

Use <https://www.calyxzenly.com/> link to access Zenly.

1. Click the **Calyx Zenly** link.
2. Enter **User Email Address**.

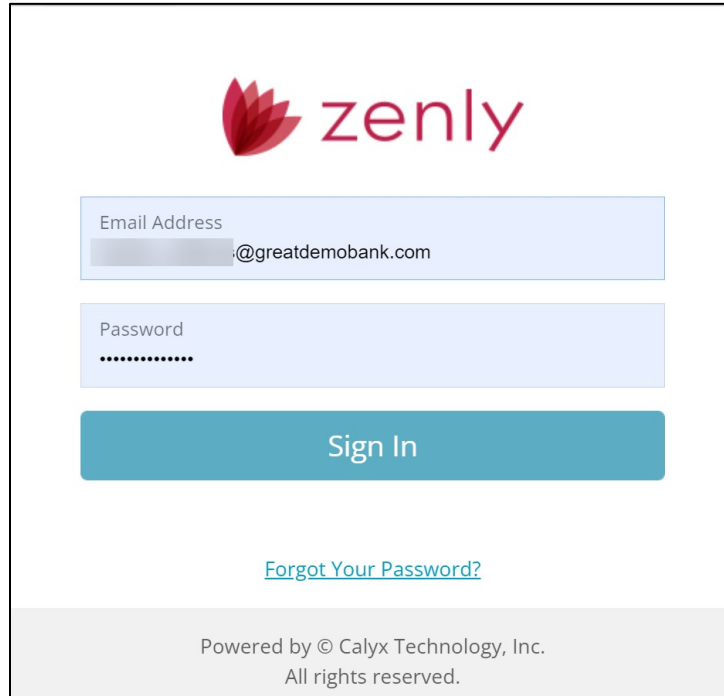
The image shows the Zenly login interface. At the top is the Zenly logo, which consists of a red stylized flower icon followed by the word "zenly" in a lowercase, sans-serif font. Below the logo are two input fields. The first field is labeled "Email Address" and contains the text ".@greatdemobank.com". The second field is labeled "Password" and contains a series of dots. Below these fields is a large blue button with the text "Sign In". Underneath the button is a link that says "Forgot Your Password?". At the bottom of the form, there is a footer that reads "Powered by © Calyx Technology, Inc. All rights reserved."

Figure 1: Zenly Log In

3. Enter the 14-digit **Password**.

**Note:** Zenly requires a combination of alpha-numeric characters along with at least one special character. At least one alpha character must be capitalized.

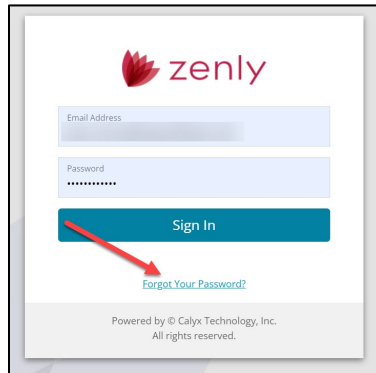
## Forgot Password (Request Password Reset)

Users needing to renew or to replace forgotten password can use the link to reset the password.

To change the password:

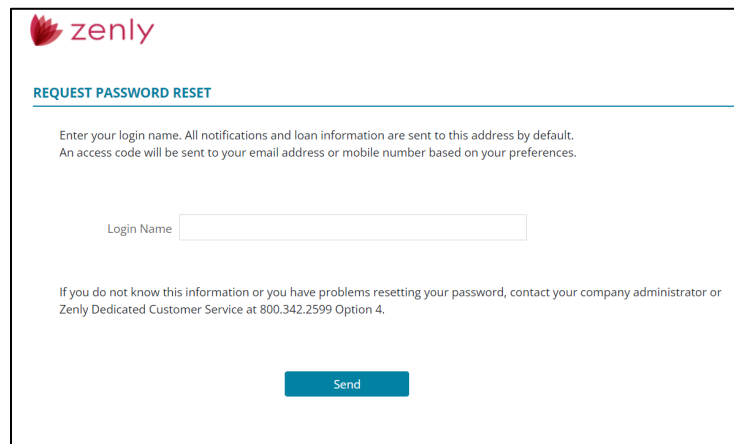


1. Click on the **Forgot Your Password?** link in the sign in screen.



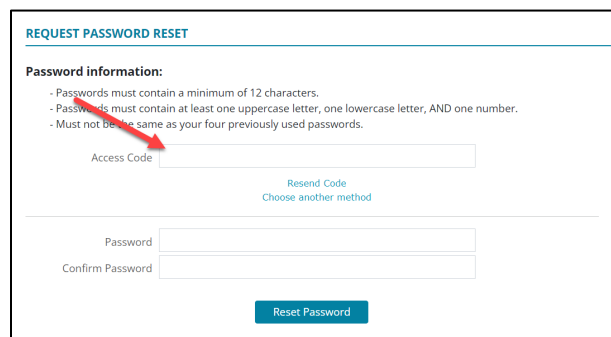
**Figure 2: Forgot Your Password?**

2. Enter the **Login Name**.


 A screenshot of the 'REQUEST PASSWORD RESET' screen. It has the Zenly logo at the top. Below the title, there is explanatory text: 'Enter your login name. All notifications and loan information are sent to this address by default. An access code will be sent to your email address or mobile number based on your preferences.' This is followed by a 'Login Name' input field. Below that, more text states: 'If you do not know this information or you have problems resetting your password, contact your company administrator or Zenly Dedicated Customer Service at 800.342.2599 Option 4.' At the bottom is a blue 'Send' button.

**Figure 3: Request Password Request**

3. Click the **Send** button to request the password change.
4. After receiving the code, type **Access Code** in the field.


 A screenshot of the 'REQUEST PASSWORD RESET' screen after clicking 'Send'. It shows 'Password information:' with three bullet points: 'Passwords must contain a minimum of 12 characters.', 'Passwords must contain at least one uppercase letter, one lowercase letter, AND one number.', and 'Must not be the same as your four previously used passwords.' Below this is an 'Access Code' input field with a red arrow pointing to it. To the right of the field are links for 'Resend Code' and 'Choose another method'. Below the access code field are 'Password' and 'Confirm Password' input fields. At the bottom is a blue 'Reset Password' button.

**Figure 4: Access Code**

**Note:** The *Choose another method* allows the user to send the password request through a different method. See [User Information](#).

5. Enter a new **Password**.
6. Enter the same password again to confirm.

## Mobile Access

The mobile view of Zenly functions identically to the desktop view. The standard menu items are available by expanding the *Menu* button  located at the top of the screen. For information about the buttons, See **Zenly Mobile Icons**.

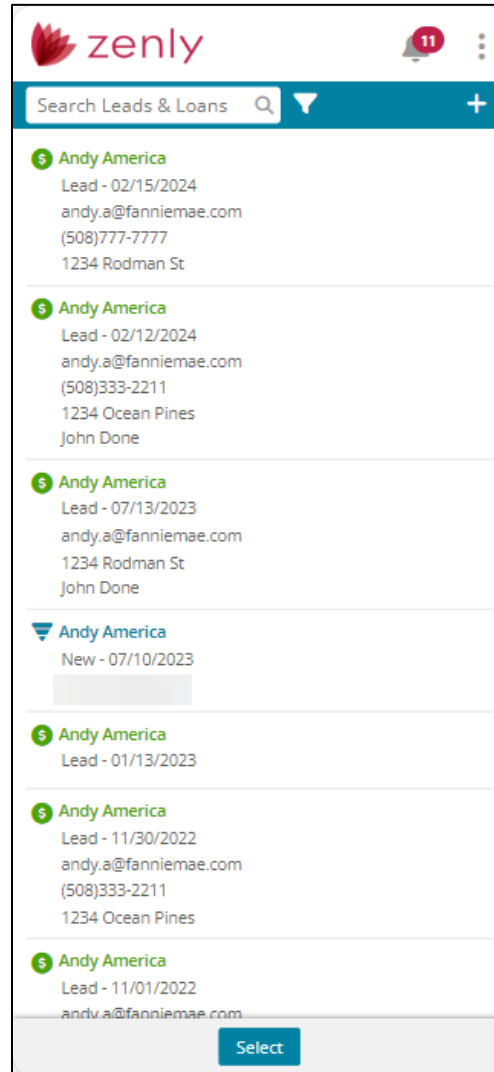


Figure 5: Zenly Mobile View

## Home Screen (Mobile)

The user can return to the *Home* screen by tapping on the Zenly logo.

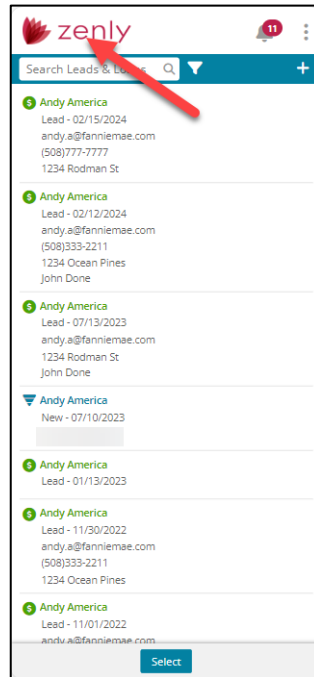


Figure 6: Home Screen (Mobile)

## User Profile for Mobile Users

Selecting the *Menu* icon displays all Zenly features including the *User Profile*, *Interview Portal*, *Support*, *Help*, and the *Sign Out* functions.

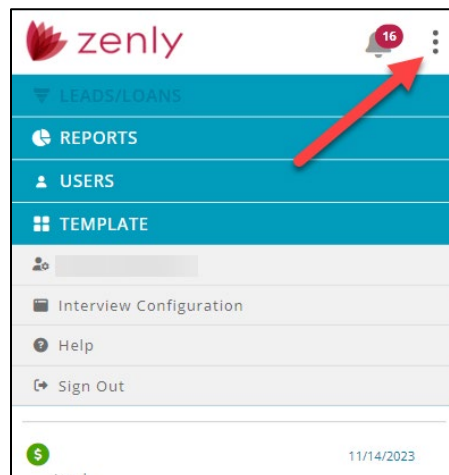













Figure: User Profile (Mobile)

The *Home* screen allows the user to search for both *Leads* or *Loan* files.

## Zenly Mobile Icons

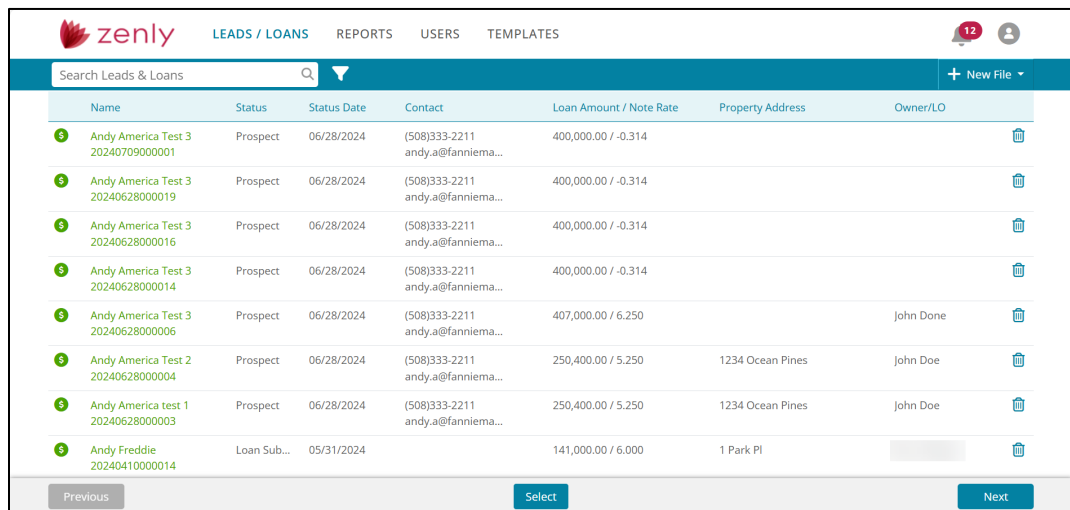
Table 3: Zenly Home Screen Icons

Icons	Function
	Tapping the icon allows the user to return to the Zenly <i>Home</i> screen.
	Tapping on the <b>Select</b> button allows the user to choose files to delete or archive.
	The <b>Alerts</b> icon displays unread notifications. Select the icon to view notifications.
	Tap on the <b>Main Menu</b> button to access the main menu. The <i>User Profile</i> , <i>Interview Portal</i> , <i>Reports</i> , <i>Users</i> , and <i>Template</i> screens are accessed in the main menu.
	Tap on the <b>Expand</b> (chevron) icon to expand the table to view the entries.
	Tapping on the <b>Filter</b> icon allows the user to filter between Lead, Loan, and Archived files.
	The <b>New File</b> icon allows the user to create new loans or lead files.
	Tap on the <b>Add</b> button to insert an entry to a table.
	Tapping on this button displays the <b>Summary Info</b> popup screen (Leads Only).
	Tap on the <b>Primary Dropdown Menu</b> button to navigate throughout other Loan screens.
	Tap on the <b>Secondary Dropdown Menu</b> button to navigate within the Loan screen.



## Chapter 2: ZENLY HOME SCREEN

Zenly opens to the *Home Screen* after successful login. This screen provides access to existing leads and loan options. Click on the **Zenly logo** to return to the *Home* screen.



zenly							
LEADS / LOANS    REPORTS    USERS    TEMPLATES							
Search Leads & Loans							
	Name	Status	Status Date	Contact	Loan Amount / Note Rate	Property Address	Owner/LO
\$	Andy America Test 3 2024070900001	Prospect	06/28/2024	(508)333-2211 andy.a@fanniema...	400,000.00 / -0.314		
\$	Andy America Test 3 20240628000019	Prospect	06/28/2024	(508)333-2211 andy.a@fanniema...	400,000.00 / -0.314		
\$	Andy America Test 3 20240628000016	Prospect	06/28/2024	(508)333-2211 andy.a@fanniema...	400,000.00 / -0.314		
\$	Andy America Test 3 20240628000014	Prospect	06/28/2024	(508)333-2211 andy.a@fanniema...	400,000.00 / -0.314		
\$	Andy America Test 3 20240628000006	Prospect	06/28/2024	(508)333-2211 andy.a@fanniema...	407,000.00 / 6.250		John Done
\$	Andy America Test 2 20240628000004	Prospect	06/28/2024	(508)333-2211 andy.a@fanniema...	250,400.00 / 5.250	1234 Ocean Pines	John Doe
\$	Andy America test 1 20240628000003	Prospect	06/28/2024	(508)333-2211 andy.a@fanniema...	250,400.00 / 5.250	1234 Ocean Pines	John Doe
\$	Andy Freddie 20240410000014	Loan Sub...	05/31/2024		141,000.00 / 6.000	1 Park Pl	

Figure 7: Zenly Main Page


**Note:** The *User List* displays only the registered user when logging into Zenly the first time. Use the *New* button to add users or select a *Main* tab to add loans or set up the administration options (See [Add User](#) for details).

Icons help distinguish a *Lead* from a *Loan*. See [Figure 8](#).



Figure 8: Home Table Icons

## Filtering

The filtering  icon allows the user to display the desired file type. The options include *Archived*, *Leads*, and *Loans*.

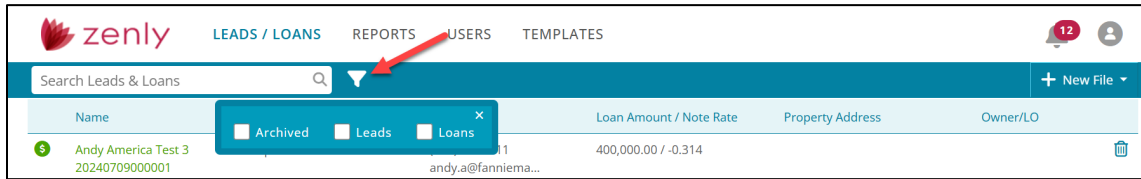


Figure 9: Filtering

## Copy File

This function allows the user to copy loan or lead files.

To copy a file:

1. Click the **Select** button.

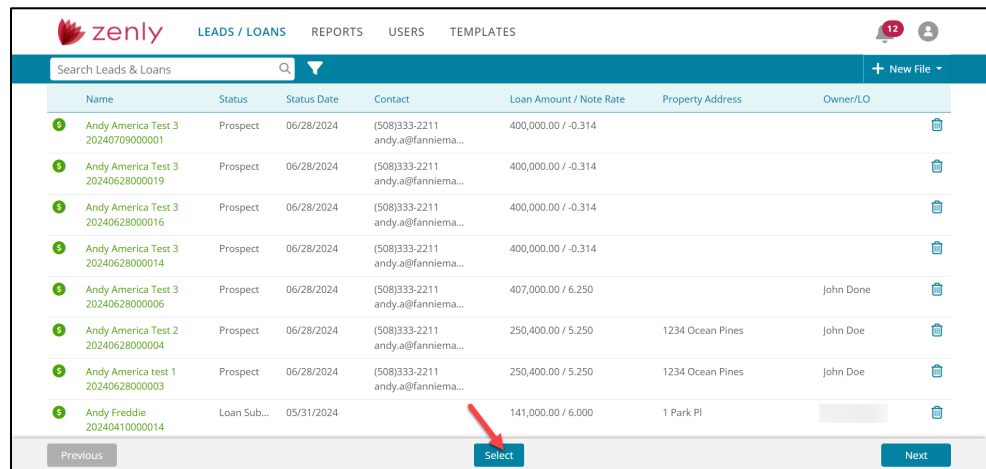


Figure 10: File Select

2. Select the desired Loan/Lead file.

3. Select the **Copy** button.

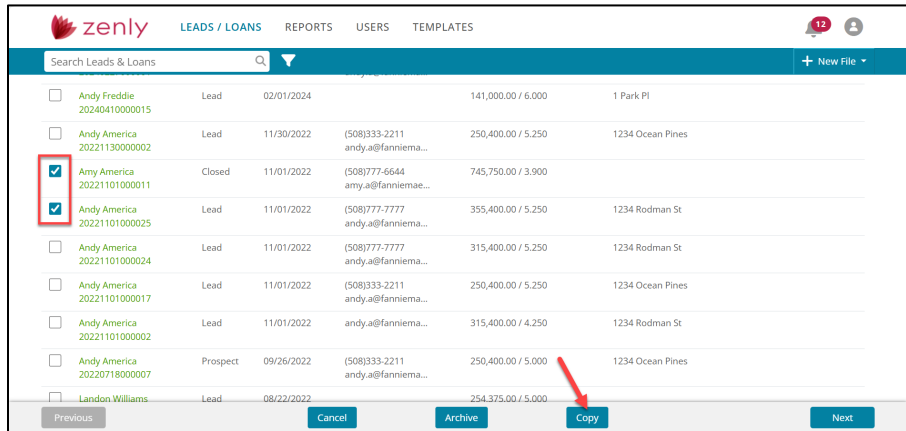


Figure 11: Copy Button

4. Select the **Copy** button.
5. Select **Copy** to confirm the desired file(s).

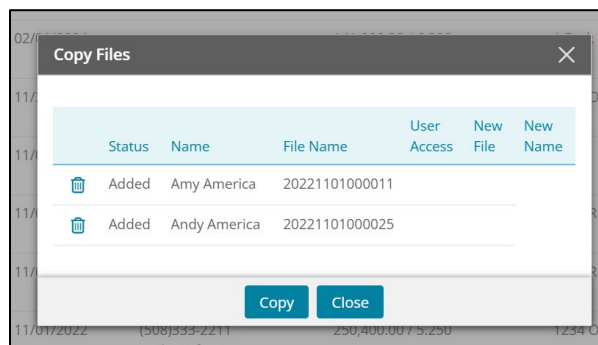


Figure 12: Copy Files Dialog

6. Once the progress bar reaches 100%, close the dialog.

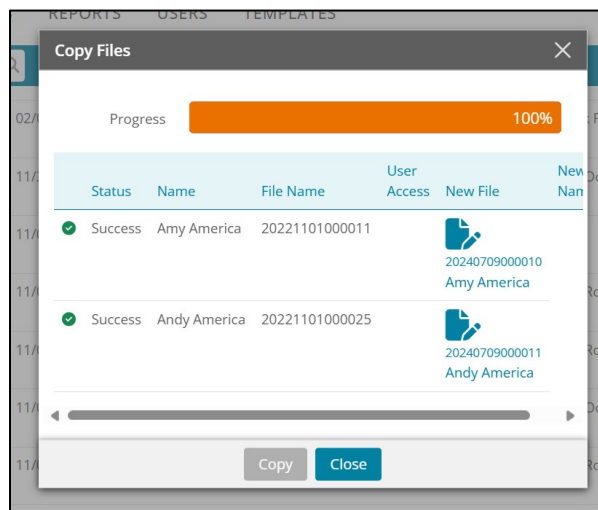


Figure 13: Copy Files (Complete)

## Archiving Files

Files located on the *Home* screen or in the *Leads/Loans* table are archivable.

To archive a file:

1. Click on the **Select** button. See [Figure 10](#).
2. Select the desired files.
3. Select the **Archive** button.

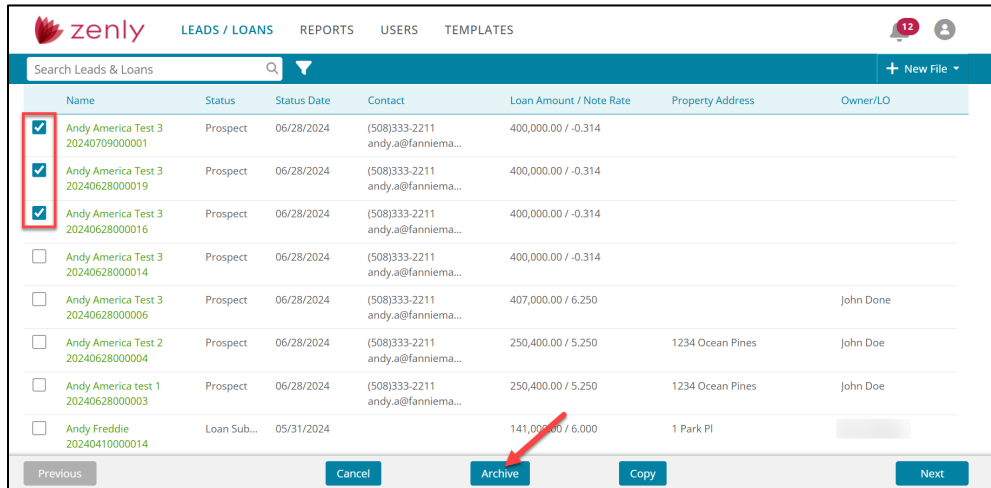


Figure 14: Archiving Files

4. Click **Ok** on the *Confirm Archive* dialog.

## Viewing Archived Files

Use the *Filter* function to view archived files.

**Note:** Viewing archived files while archived are read-only. Ensure that the file is reactivated before opening.

To view archived files:

1. Click on the **Filter**  icon.

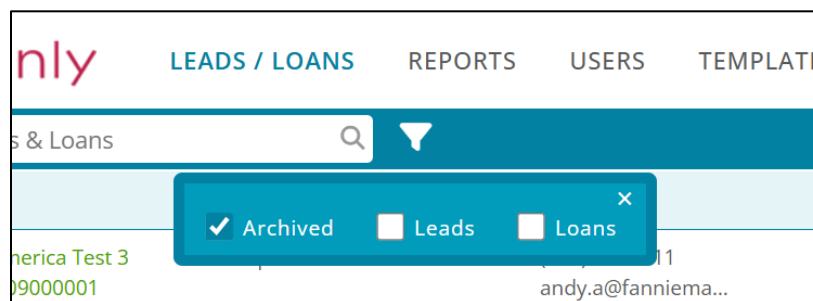



Figure 15: Viewing Archived Files

2. Select **Archived**.

## Reactivating Archived Files

Archived files required reactivation before adding additional information. Opening an archived file will function in read-only mode.

To reactivate an archived file:

1. Click on the **Filter**  icon.
2. Select **Archived**.
3. Click on the **Select** button.

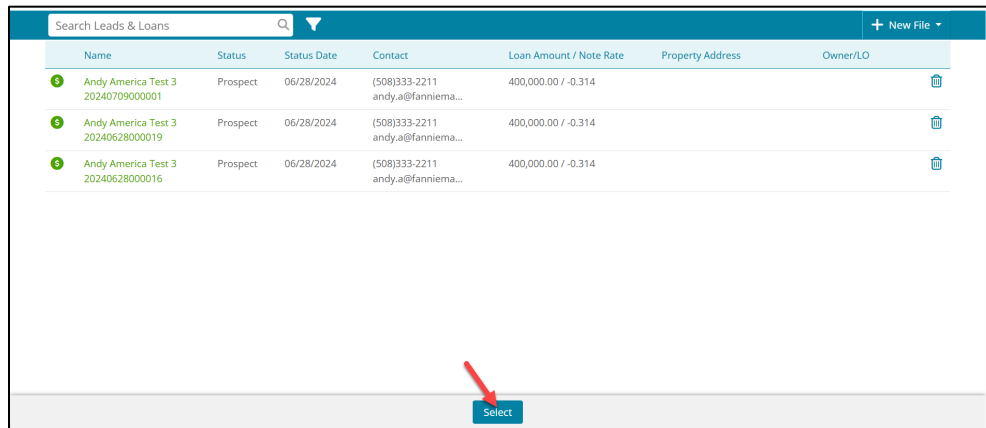


Figure 16: Select Button

4. Choose the desired files.
5. Select **Activate**.

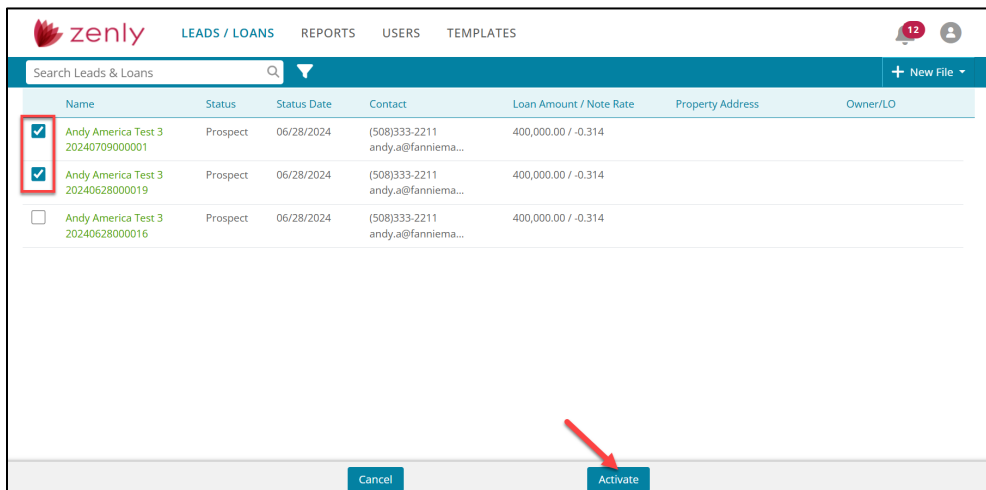



Figure 17: Activate Button

## Deleting Files

Delete files through the *Home* and *Leads/Loan* tables.

To delete files:

1. Click the  icon for the undesired Loan/Lead file.

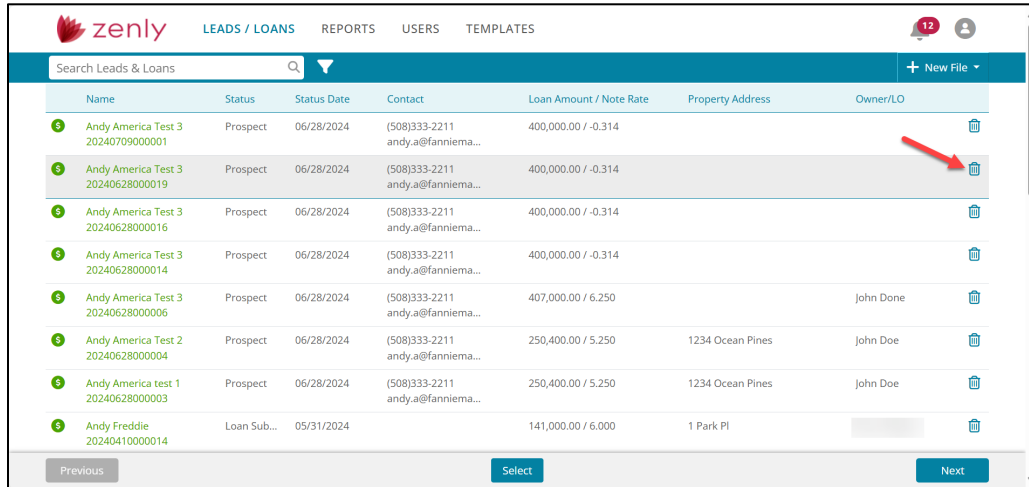


Figure 18: Selecting Files (Deleting)

2. Click **OK** in the *Confirm Delete* dialog.

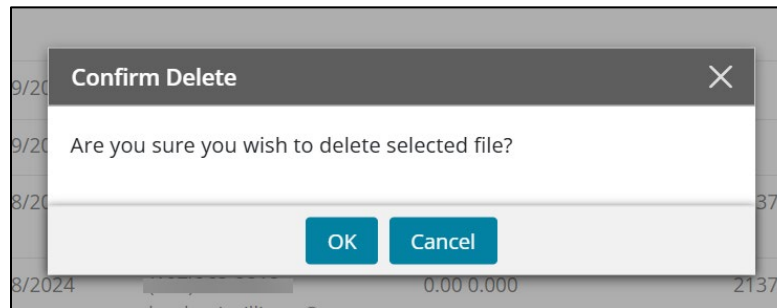


Figure 19: Confirm Delete File



## User Profile

The User Profile's location is at the top-right corner of the screen. Selecting the button allows the user to access the Interview Portal (*Interview Configuration*), *Help*, and *Sign Out* links.

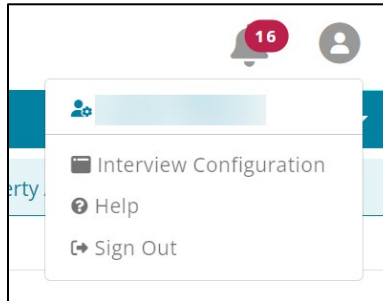


Figure 20: User Profile

## Accessing the Interview Portal

Use the *User Profile* to access the *Interview Portal* and the *User Profile settings*. See [Chapter 8: Zip](#) for more information.

## Alerts

The *Alerts* feature displays notifications set by the user. Alerts appear in the bell icon at the top of the screen. Select the icon to view the queue. See [Alerts Configuration](#) for information about managing alerts.

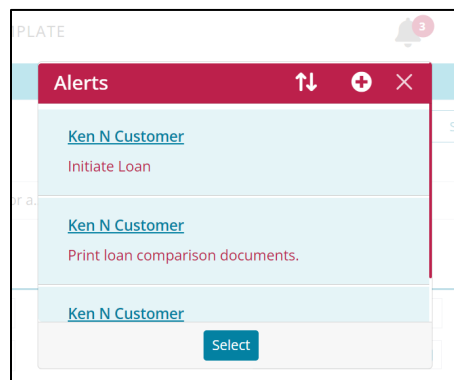


Figure 21: Alerts

**Note:** All notifications will appear in the Alerts window. The Alerts window inside of a file will also display all other file's notifications.

To clear an alert:

1. Click on the **Select** button.



2. Select the desired alert(s).
3. Select **Clear**.
4. Select **Delete** in the *Delete Confirmation* dialog.

**Note:** The *Mark as Unread* button allows read alerts to become re-highlighted and cause the alerts counter to increase.

## Creating an Alert

The user can create alerts by selecting the bell icon in an open lead/loan file.

To create an alert:

1. Select the desired **Lead/Loan** file.
2. Select the **Alerts**  icon.
3. Select the **Add**  icon.

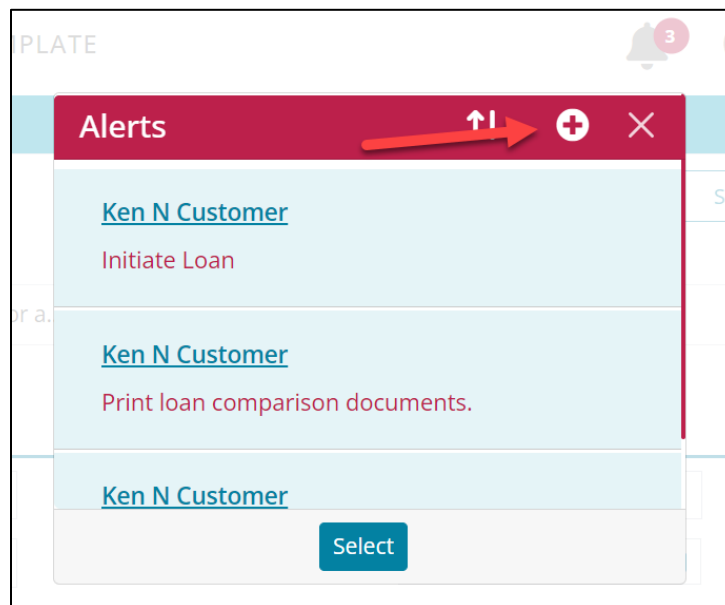
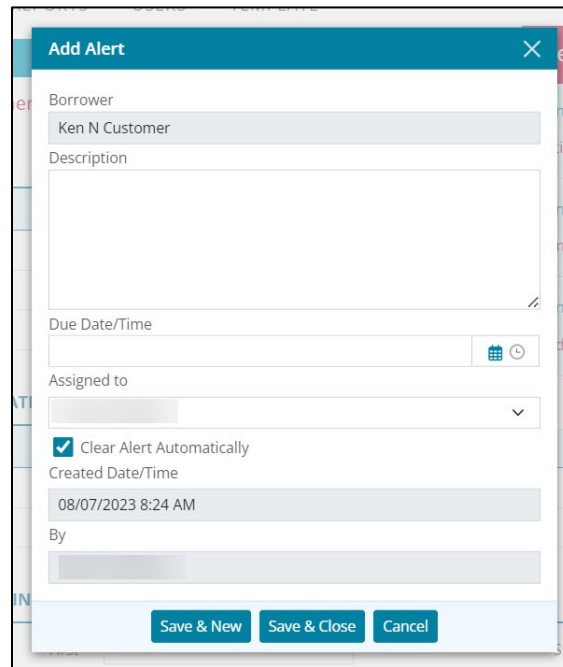


Figure 22: Add Alerts

4. Add the notification information in the **Add Alerts** dialog.



The 'Add Alert' dialog box contains the following fields and controls:

- Borrower:** A text field containing 'Ken N Customer'.
- Description:** A large text area for additional details.
- Due Date/Time:** A date and time picker.
- Assigned to:** A dropdown menu.
- Clear Alert Automatically:** A checked checkbox.
- Created Date/Time:** A text field showing '08/07/2023 8:24 AM'.
- By:** A text field for the user's name.
- Buttons:** 'Save & New', 'Save & Close', and 'Cancel' at the bottom.

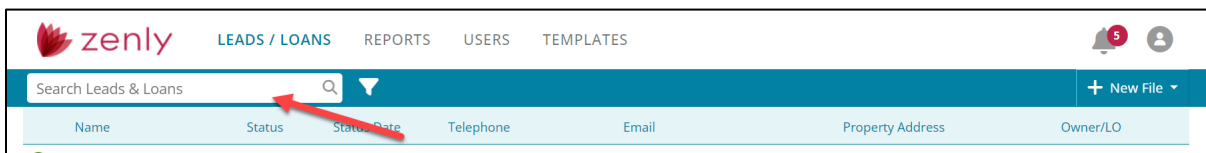
Figure 23: Add Alert Dialog

## Leads/Loan Search

Use the *Search* field to locate existing leads or loans.

**Note:** Zenly allows partial text searches.

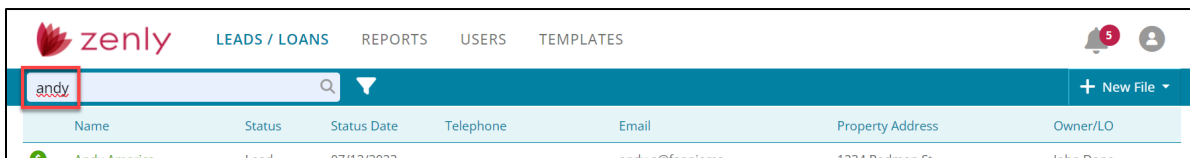
1. Enter the **Search** criteria.



The 'LEADS / LOANS' search interface shows a search bar with the placeholder 'Search Leads & Loans'. A red arrow points to the search bar. Below the search bar is a table with columns: Name, Status, Status Date, Telephone, Email, Property Address, and Owner/LO. The 'Status' column is highlighted with a red box.

Figure 24: Loan Search

2. Press **Enter** to obtain search results.



The 'LEADS / LOANS' search interface shows the search bar with the text 'andy' entered. Below the search bar is a table with columns: Name, Status, Status Date, Telephone, Email, Property Address, and Owner/LO. The first row of results is visible, showing 'Andy America' as the Name, 'Lead' as the Status, and '07/13/2023' as the Status Date.

Figure 25: Search Results

3. Clear the **Search** field and press *Enter* to return to the full list.

## New File

The *New File* button allows the user to create a *New Lead* or a *New Loan* file. For more information on creating a Lead see [Creating a New Lead](#). For more information on creating a loan file see [Creating a New Loan File](#).

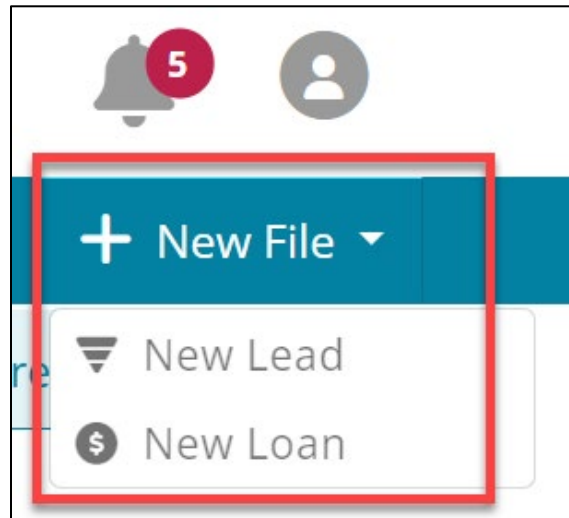


Figure 26: New File

## Chapter 3: LEADS

A *Lead* is a person interested in the products or services of a company in any way. The *Tracking* screen allows the user to insert information about the lead. Once the lead chooses to continue, the user can initiate the loan process through the *Status* screen.

### Creating a New Lead

Use the *New Lead* button to create a new lead. Selecting the button opens the *Lead Status* screen, where the user can insert information about the lead. For information on archiving and deleting lead files, see [Archiving Files](#) or [Deleting Files](#).

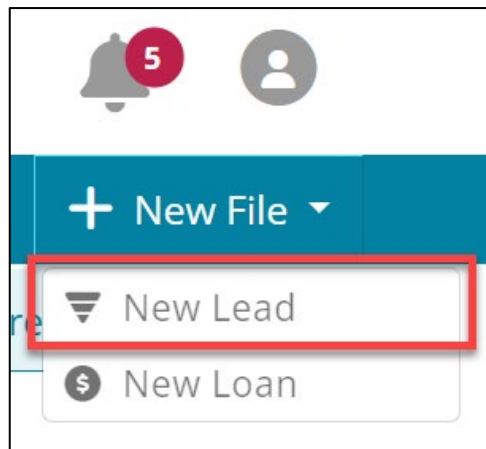


Figure 27: Creating a New Lead

### Creating a Lead Invite

Use the *Lead Invite* option to send an existing or potential customer a link. The link provides customers with access to a personal Point of Sale (POS) website.

1. Open or create a new *Lead*. See [Creating a New Lead](#).
2. Click the **Lead Invite** button.

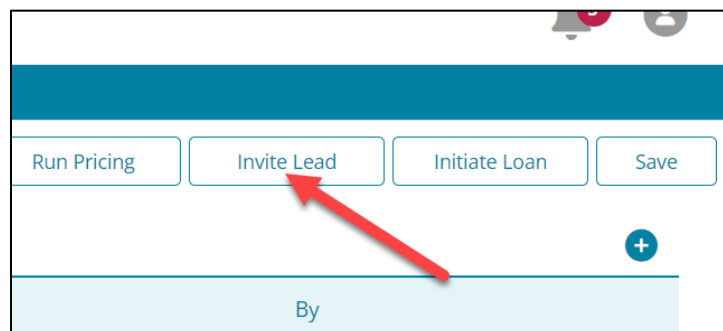
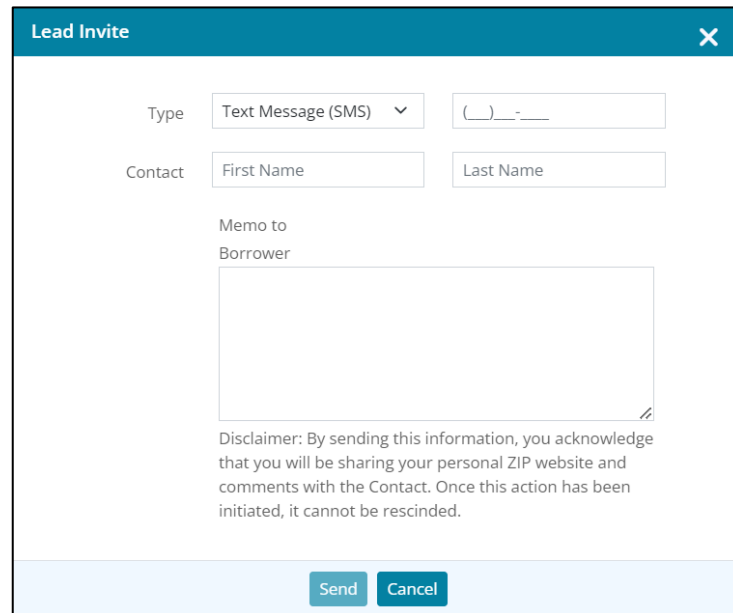


Figure 28: Leads Invite

3. Select the invitation **Type** from the dropdown.



**Lead Invite**

Type: Text Message (SMS) ( ) - -

Contact: First Name Last Name

Memo to Borrower

Disclaimer: By sending this information, you acknowledge that you will be sharing your personal ZIP website and comments with the Contact. Once this action has been initiated, it cannot be rescinded.

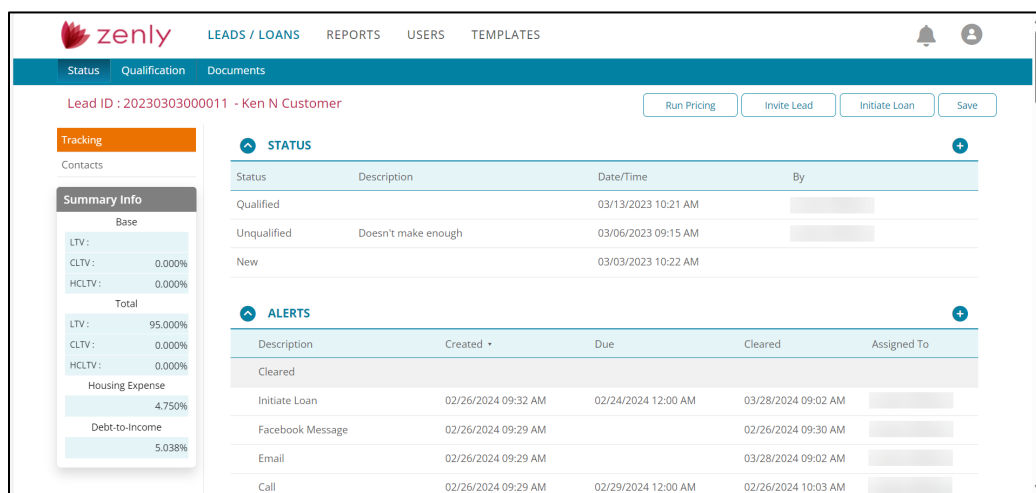
Send Cancel

**Figure 29: Lead Invite Dialog**

4. Enter contact type details. (phone number or email address).
5. Enter the **Contact First** and **Last Names**.
6. Enter a memo to introduce the borrower to the link for the *Interview portal*.

## Lead Status

The *Status* tab contains sections for the user to record information about the lead. Use the *Contact* screen to add desired contacts for the lead.



**zenly** LEADS / LOANS REPORTS USERS TEMPLATES

Status Qualification Documents

Lead ID : 20230303000011 - Ken N Customer

Run Pricing Invite Lead Initiate Loan Save

**Tracking**

Contacts

**Summary Info**

Base

LTV : 0.000%

CLTV : 0.000%

HCLTV : 0.000%

Total

LTV : 95.000%

CLTV : 0.000%

HCLTV : 0.000%

Housing Expense

4.750%

Debt-to-income

5.038%

**STATUS**

Status	Description	Date/Time	By
Qualified		03/13/2023 10:21 AM	
Unqualified	Doesn't make enough	03/06/2023 09:15 AM	
New		03/03/2023 10:22 AM	

**ALERTS**

Description	Created	Due	Cleared	Assigned To
Cleared				
Initiate Loan	02/26/2024 09:32 AM	02/24/2024 12:00 AM	03/28/2024 09:02 AM	
Facebook Message	02/26/2024 09:29 AM		02/26/2024 09:30 AM	
Email	02/26/2024 09:29 AM		03/28/2024 09:02 AM	
Call	02/26/2024 09:29 AM	02/29/2024 12:00 AM	02/26/2024 10:03 AM	

**Figure 30: Lead Status**



## Lead Tracking

Lead information added to the *Tracking* screen is transferable to a loan file (See [Initiate Loan](#)).

The user can also select the *Lead Invite* button to send an interview request to the lead (See [Creating a Lead Invite](#)).

## Summary Info

The *Summary Info* allows the user to see *Housing Expense*, *Debt-to-Income*, and the *Total LTV* ratios on the *Tracking* screen. For mobile users, select the Information icon  to open the *Summary Info*.

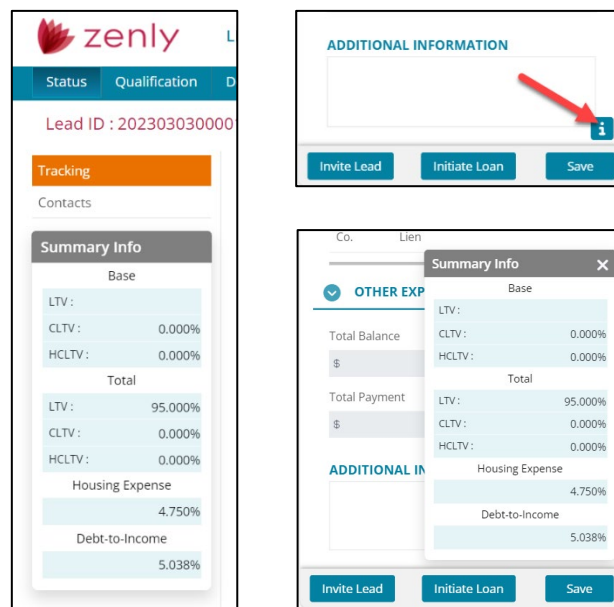


Figure 31: Summary Info (Desktop/Mobile)

## Lead Tracking Status

Use the *Status* options to track and update the status of the lead. The following statuses are provided by default:



- New
- Prospect
- Qualified
- Unqualified
- Not Interested
- Future Opportunity
- Won Opportunity
- Lost Opportunity
- Loan Created
- Other

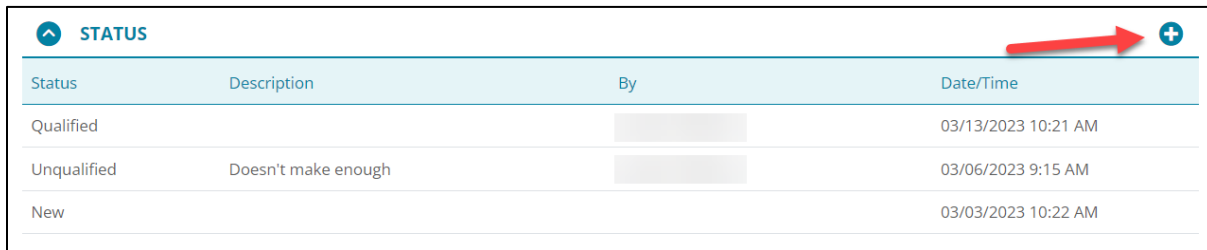
The user can create additional statuses by using the *Template* > [Dropdown Lists](#) screen.

## Adding a Lead Status

Add a new status to show the progress of the lead. A new status will populate the table without overwriting an existing status.

To add a status to a lead:

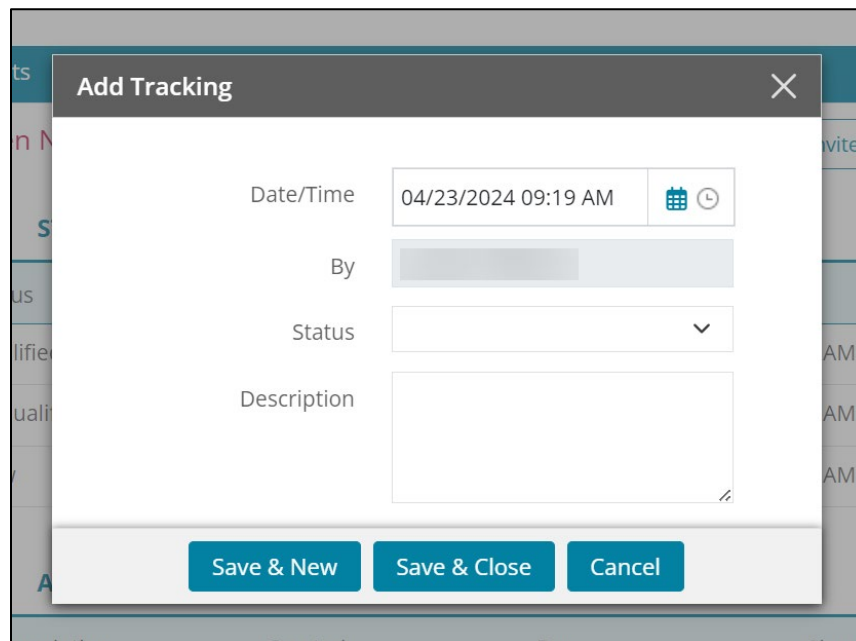
1. Expand  the **Status** table.
2. Click on the **Add**  button.



Status	Description	By	Date/Time
Qualified			03/13/2023 10:21 AM
Unqualified	Doesn't make enough		03/06/2023 9:15 AM
New			03/03/2023 10:22 AM

Figure 32: Add Status



3. Choose an option from the **Status** dropdown menu.



Add Tracking


Date/Time

04/23/2024 09:19 AM

By

Status



Description

Save & New

Save & Close

Cancel

Figure 33: Add Tracking

4. If needed, add a **Description**.
5. Click **Save & Close** or **Save & New**.

## Editing Lead Status

The user cannot edit the status set in the *Status* dropdown menu. *Date/Time* is editable. To change the condition of the lead, add a new status.

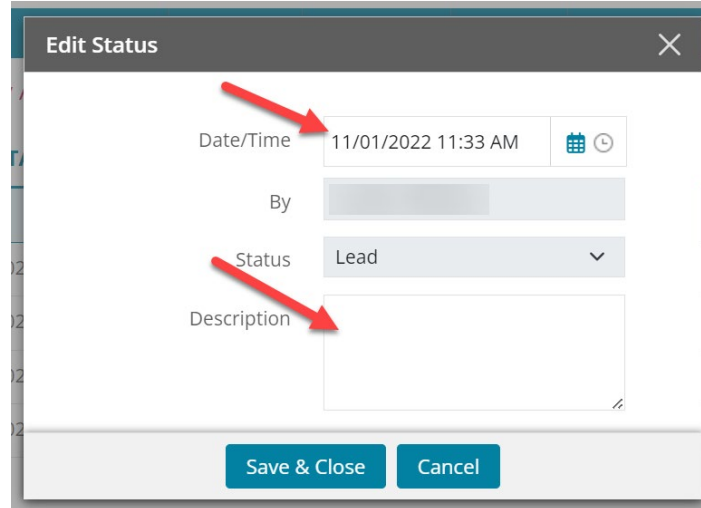



Figure 34: Edit Status

## Alerts (Leads)

The *Alerts* section allows the user to view active and cleared alerts for the Lead. Users can view the alert by selecting an item from the table. Use the  button to add an alert for the lead.


ALERTS 				
Description	Created	Due	Cleared	Assigned To
Active				
Add new Contacts.	11/16/2023 03:05 PM			
Print loan comparison documents.	11/16/2023 03:05 PM			
Initiate Loan	11/16/2023 03:04 PM			
Cleared				
Print loan comparison documents.	08/03/2023 03:01 PM	08/03/2023 03:01 PM	09/05/2023 08:48 AM	
Add new Contacts.	08/03/2023 02:59 PM			
Initiate Loan	08/03/2023 02:59 PM	08/03/2023 03:00 PM		

Figure 35: Alerts (Leads)

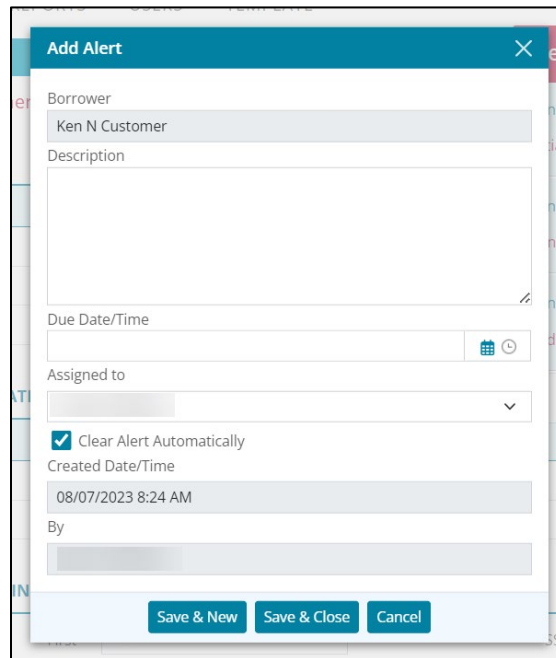
**Note:** Alerts CANNOT be deleted.

## Add Alerts

To add an alert for the lead:

1. Click on the  icon.

2. Enter a **Description**.



The 'Add Alert' dialog box contains the following fields and controls:

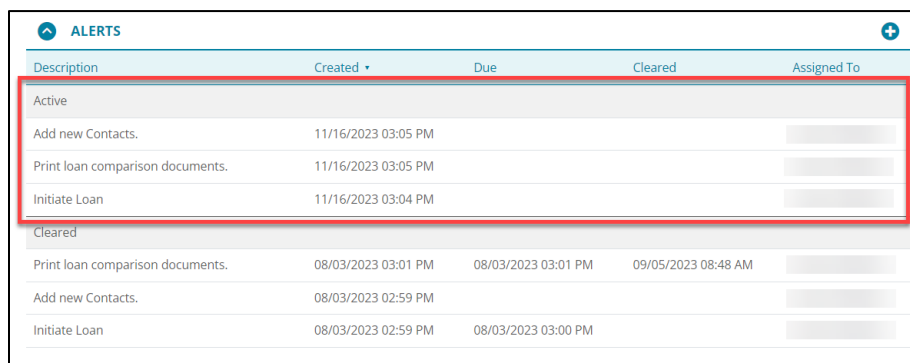
- Borrower:** Ken N Customer
- Description:** A large text area for entering the alert description.
- Due Date/Time:** A date and time picker.
- Assigned to:** A dropdown menu.
- Clear Alert Automatically:** A checked checkbox.
- Created Date/Time:** 08/07/2023 8:24 AM
- By:** A text field for the user's name.
- Buttons:** Save & New, Save & Close, and Cancel.

Figure 36: Add Alerts

3. Select a **Due Date/Time** for the alert to notify.
4. Select **Save & Close** to exit the window.

### Edit Alerts

Only *Active* alerts are editable. Select an alert from the *Active* side of the table to open the *Edit Alerts* screen.



Description	Created	Due	Cleared	Assigned To
<b>Active</b>				
Add new Contacts.	11/16/2023 03:05 PM			
Print loan comparison documents.	11/16/2023 03:05 PM			
Initiate Loan	11/16/2023 03:04 PM			
<b>Cleared</b>				
Print loan comparison documents.	08/03/2023 03:01 PM	08/03/2023 03:01 PM	09/05/2023 08:48 AM	
Add new Contacts.	08/03/2023 02:59 PM			
Initiate Loan	08/03/2023 02:59 PM	08/03/2023 03:00 PM		

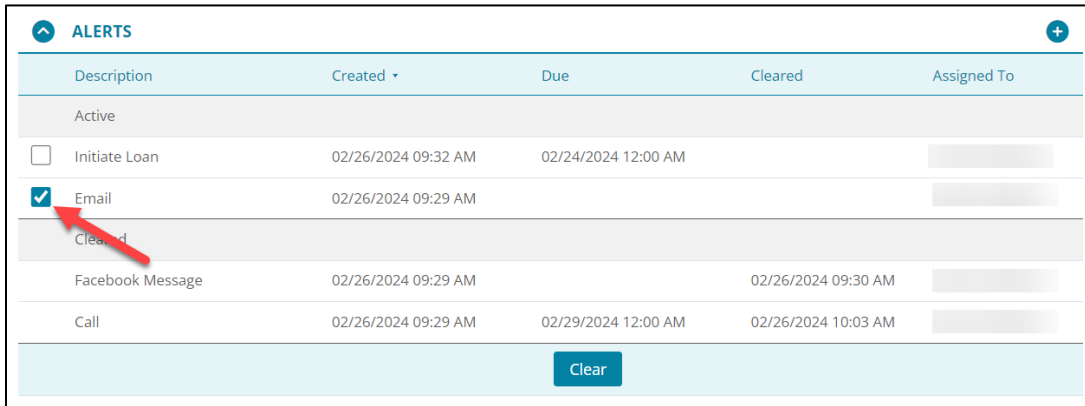
Figure 37: Edit Active Alerts

### Clearing Alerts

Even if *Alerts* can't be deleted, alerts can be cleared.

To clear an alert:

1. Select the checkbox for the undesired alert.



ALERTS				
Description	Created ▾	Due	Cleared	Assigned To
Active				
<input type="checkbox"/> Initiate Loan	02/26/2024 09:32 AM	02/24/2024 12:00 AM		
<input checked="" type="checkbox"/> Email	02/26/2024 09:29 AM			
Cleared				
Facebook Message	02/26/2024 09:29 AM		02/26/2024 09:30 AM	
Call	02/26/2024 09:29 AM	02/29/2024 12:00 AM	02/26/2024 10:03 AM	
Clear				

Figure 38: Clear Alerts

2. Select the **Clear** button.

The undesired alerts will move to the *Cleared* section of the table.

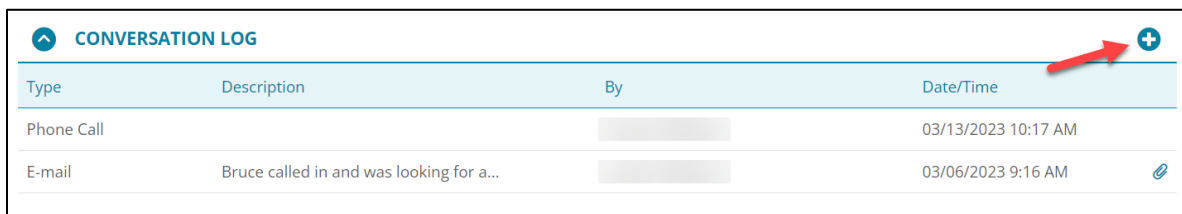
## Conversation Log (Leads)

Use the *Conversation Log* to track communications with the lead.

**Note:** *Conversation Log* entries cannot be altered or deleted after saving, adding, or removing documents are the only modifications a user can make.

To add an entry:

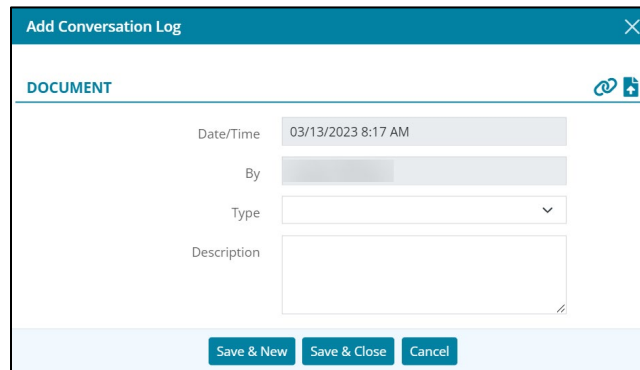
1. Expand ▼ the **Conversation Log** table.
2. Select the **Add +** button.



CONVERSATION LOG			
Type	Description	By	Date/Time
Phone Call			03/13/2023 10:17 AM
E-mail	Bruce called in and was looking for a...		03/06/2023 9:16 AM

Figure 39: Add Conversation Log

3. If needed, link a stored document by selecting the **Link** icon.



The dialog box is titled "Add Conversation Log" and has a close button (X) in the top right corner. Below the title bar, there is a section labeled "DOCUMENT" with a link icon and a plus sign. The form contains the following fields:

- Date/Time:** A text field with the value "03/13/2023 8:17 AM".
- By:** A text field with a greyed-out value.
- Type:** A dropdown menu.
- Description:** A large text area.

At the bottom of the dialog, there are three buttons: "Save & New", "Save & Close", and "Cancel".

**Figure 40: Add Conversation Log Dialog**

4. If needed, select the **Upload PDF** icon to upload a pdf document into the *Conversation Log* entry.
5. Select an option from the **Type** dropdown menu.
6. If needed, add a **Description**.
7. Click **Save & Close** or **Save & New**.

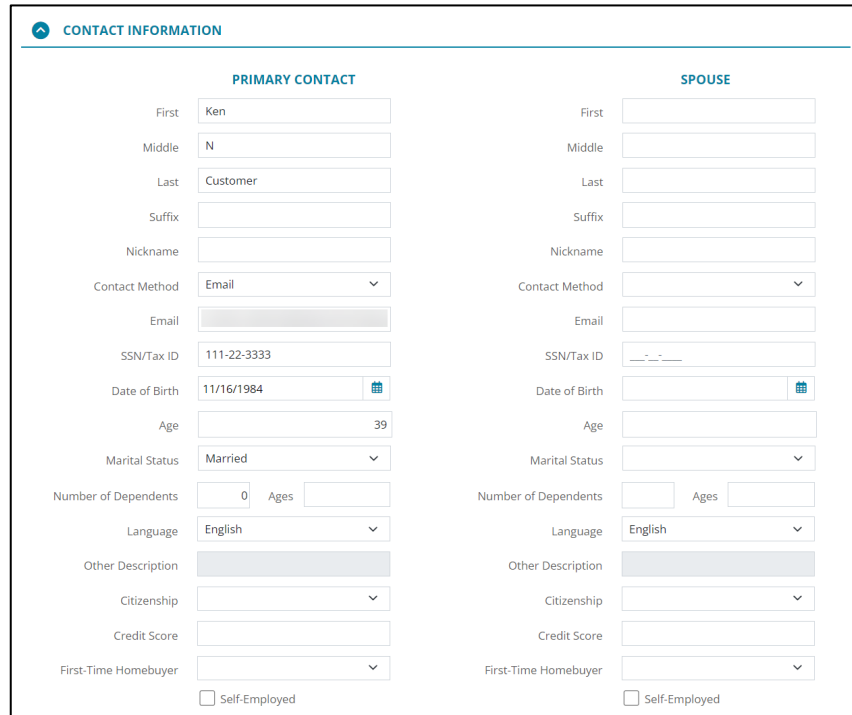
## Contact Information

*Contact Information* is a section to record personal, as well as a spouse's, information.

1. Expand  the **Contact Information** section.



2. Enter the lead's **First** name and **Last** name.



The screenshot shows a 'CONTACT INFORMATION' form with two columns: 'PRIMARY CONTACT' and 'SPOUSE'. Each column contains the following fields: First, Middle, Last, Suffix, Nickname, Contact Method (dropdown), Email, SSN/Tax ID, Date of Birth (with a calendar icon), Age, Marital Status (dropdown), Number of Dependents (with an 'Ages' field), Language (dropdown), Other Description, Citizenship (dropdown), Credit Score, and First-Time Homebuyer (dropdown). At the bottom of each column is a 'Self-Employed' checkbox. The 'PRIMARY CONTACT' column is pre-filled with: First: Ken, Middle: N, Last: Customer, SSN/Tax ID: 111-22-3333, Date of Birth: 11/16/1984, Age: 39, Marital Status: Married, Number of Dependents: 0, Language: English.

**Figure 41: Contact Information**

3. If needed, add the **Middle** name.
4. If needed, add a **Suffix**.
5. Add a **Nickname** if applicable.
6. If needed, add the lead's **Email Address**.
7. Select the lead's preferred **Contact Method**.
8. Add **SSN/Tax ID** of the lead.
9. Enter **Date of Birth**.  
Age will populate automatically.
10. Enter **Martial Status**.
11. Enter the **Number of Dependents** and the **Ages** if applicable (Ex. 2,5).
12. Enter the Lead's desired **Language**.

**Note:** If Other was selected, enter the desired language in the *Other Description* field.

13. Select the lead's **Citizenship** status.
14. Enter the lead's **Credit Score**.
15. Select whether the lead is a **First-Time Homebuyer**.
16. Enter the **Spouse's** information if applicable.
17. Select the **Save** button at the top of the screen.

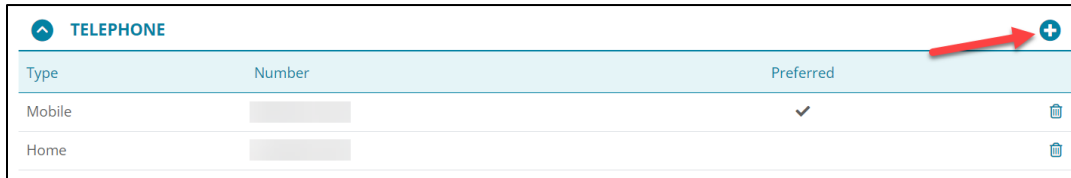
## Telephone (Leads)

Use this section to add any telephone numbers associated with the lead.

### Adding a Telephone Number

To add a *Telephone* number:

1. Expand  the **Telephone** table.
2. Click on the **Add**  button.






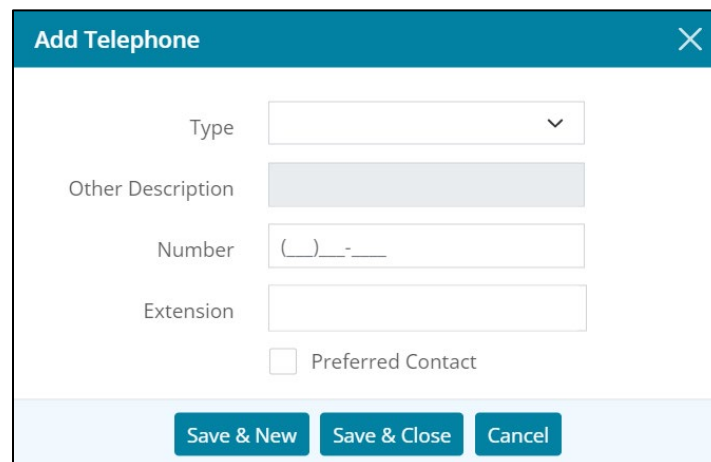

TELEPHONE			
Type	Number	Preferred	
Mobile	<input type="text"/>	<input checked="" type="checkbox"/>	
Home	<input type="text"/>	<input type="checkbox"/>	

Figure 42: Add Telephone

3. Click on the **Type** dropdown menu and select an option.



Add Telephone 

Type

Other Description

Number

Extension

☐ Preferred Contact

Save & New

Save & Close

Cancel

Figure 43: Add Telephone Dialog

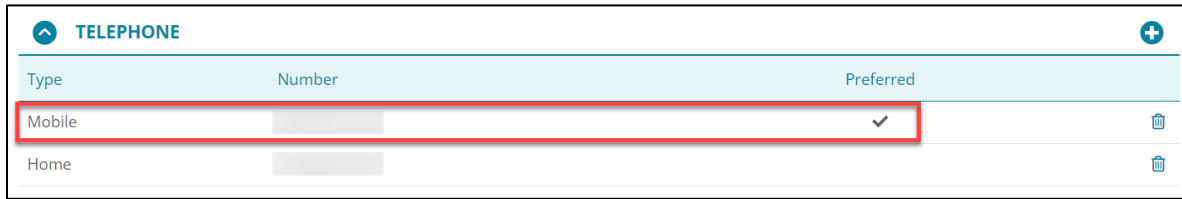
4. Add a description if **Other** was selected in the *Type* dropdown menu.
5. Enter the phone **Number**.
6. Enter the **Extension** if applicable.
7. If the number entered is preferred by the lead, select the **Preferred Contact** checkbox.
8. Click on **Save & Close** or **Save & New**.

### Editing a Telephone Number

To edit a *Telephone* number:

1. Expand  the *Telephone* section.

2. Select the desired number from the table.




Type	Number	Preferred
Mobile		✓
Home		

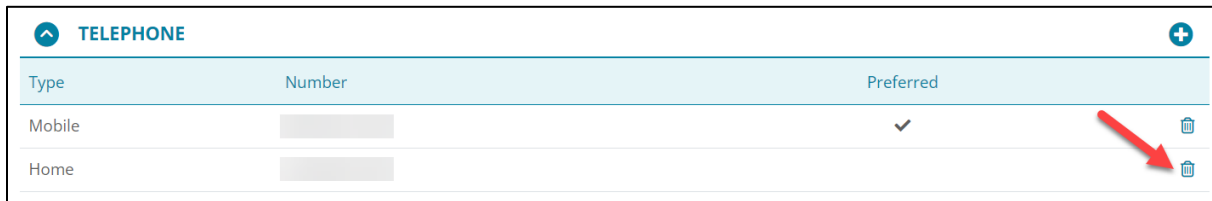
Figure 44: Edit Telephone

3. Update the desired fields.
4. Click **Save & Close**.

### Delete a Telephone Number

To delete a phone number:

1. Expand  the *Telephone* section.
2. Click on the **Delete** icon associated with the undesired number.



Type	Number	Preferred
Mobile		✓
Home		

Figure 45: Delete Telephone Number

3. Select **Delete** on the *Delete Confirmation* dialog.

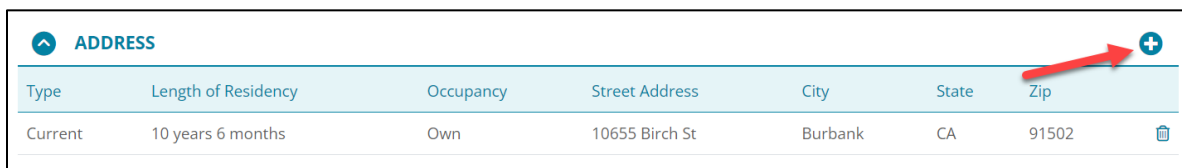
### Address (Leads)

The *Address* table displays addresses associated with the lead. The user can add, edit, or delete an address.

#### Adding an Address

To add an *Address*:

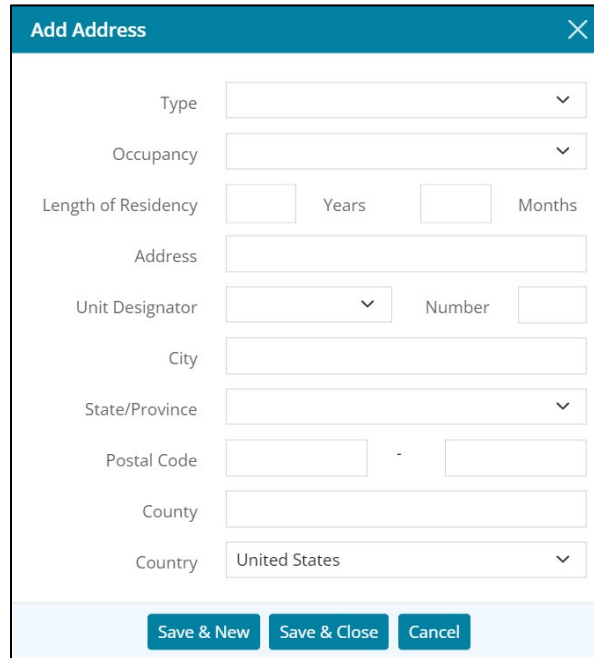
1. Expand  the **Address** table.
2. Select the **Add**  button.



Type	Length of Residency	Occupancy	Street Address	City	State	Zip
Current	10 years 6 months	Own	10655 Birch St	Burbank	CA	91502

Figure 46: Add Address

3. Select an option from the **Type** dropdown menu.



The 'Add Address' dialog box contains the following fields:

- Type**: A dropdown menu.
- Occupancy**: A dropdown menu.
- Length of Residency**: Two input fields labeled 'Years' and 'Months'.
- Address**: A single-line text input field.
- Unit Designator**: A dropdown menu.
- Number**: A single-line text input field.
- City**: A single-line text input field.
- State/Province**: A dropdown menu.
- Postal Code**: Two input fields separated by a hyphen.
- County**: A single-line text input field.
- Country**: A dropdown menu with 'United States' selected.


At the bottom of the dialog are three buttons: 'Save & New', 'Save & Close', and 'Cancel'.

Figure 47: Add Address Dialog

4. Select an **Occupancy** option.
5. Enter the **Length of Residency**.
6. Enter the **Address**.
7. Select a **Unit Designator** if applicable.
8. Enter the **Number** of the unit if applicable.
9. Enter the **City** name.
10. Select the **State** the address resides in.
11. Enter the address' **Postal Code**.
12. Enter the **County**
13. Select the **Country**.
14. Click on **Save & Close** or **Save & New**.


### Editing an Address

To edit an Address:

1. Expand  the **Address** section.
2. Click on the desired address in the table.
3. Update the desired fields.
4. Click **Save & Close**.

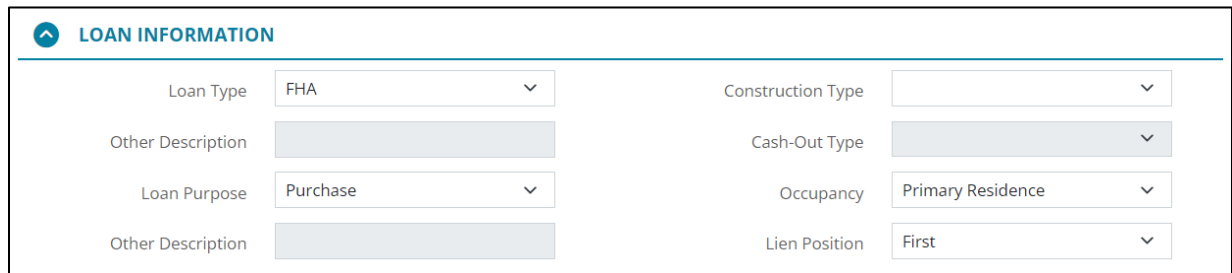
## Delete an Address

To delete an *Address*:

1. Expand  the **Address** section.
2. Select the **Delete** icon associated with the undesired address.
3. Select **Delete** on the *Delete Confirmation* dialog.

## Loan Information (Leads)

The user can enter loan information of the lead in this section.



LOAN INFORMATION	
Loan Type	FHA
Other Description	
Loan Purpose	Purchase
Other Description	
Construction Type	
Cash-Out Type	
Occupancy	Primary Residence
Lien Position	First

Figure 48: Loan Information

1. Expand  the **Loan Information** section.
2. Select the **Loan Type**.

**Note:** If *Other* is selected, enter a description in the *Other Description* field.

3. Choose a **Loan Purpose**.


**Note:** If *Other* is selected, enter a description in the *Other Description* field.

4. Select the **Construction Type** if applicable.
5. If *Refinance* was selected in the *Loan Purpose* dropdown menu, select a **Cash-Out Type**.
6. Select the type of **Occupancy**.
7. Select the **Lien Position**.

## Note Details (Leads)

The user can enter *Note Details* in this section.

1. Expand  the **Note Details** section.

 **NOTE DETAILS**


Estimated Appraised Value	\$ 850,000.00	Amortization Term	360 Months
Sales Price	\$ 785,000.00	PMI/MIP/VA/USDA	%
Base Loan Amount	\$ 745,750.00 	PMI/MIP/VA/USDA Amount	\$
Down Payment Amount	\$ 39,250.00	Total Loan Amount w/MIP.FF	\$ 745,750.00
Note Rate	3.900 %	Monthly Payment	\$ 3,517.47

Figure 49: Note Details

2. Enter the **Estimated Appraised Value**.
3. Enter the **Sales Price**.
4. Enter the **Base Loan Amount**.
5. Enter the **Down Payment Amount**.

**Note:** Selecting the *Calculator* icon opens the *Down Payment* dialog that allows the user to enter the down payment percentage.

6. Enter the **Note Rate**.
7. Enter the **Amortization Term** in **Months**.
8. Enter the **PMI/MIP/VA/USDA** percentage if applicable.

**Note:** The *PMI/MIP/VA/USDA Amount*, *Total Loan Amount w/MIP.FF*, and *Monthly Payment* fields are auto populated.

## Subordinate Financing (Leads)

User the *Subordinate Financing* section to enter additional financing information for the Lead.






 SUBORDINATE FINANCING 			
Loan Position	Loan Amount	Credit Limit	Payment
Second	100,000.00	100,000.00	700.24 
Total	100,000.00	100,000.00	700.24

Figure 50:Subordinate Financing (Leads)

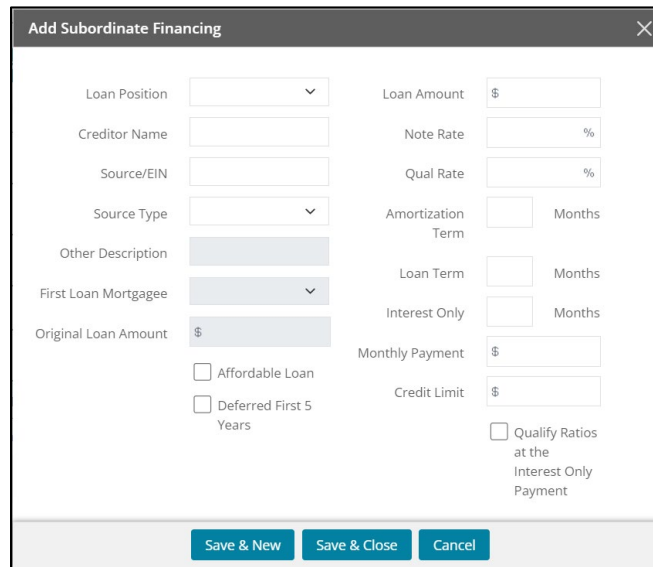
## Adding Subordinate Financing Information

To add loan information:

1. Expand 
2. Click on the  icon.



### 3. Select the **Loan Position**.



**Figure 51: Add Subordinate Financing**

4. Enter the **Creditor Name**.
5. Enter the **Source/EIN**.
6. Select the **Source Type** from the dropdown menu.

**Note:** If Other was selected, add a description (*Other Description*).

7. If needed, select an option for the **First Loan Mortgagee**.
8. If needed, enter the **Original Loan Amount**.
9. Select the **Affordable Loan checkbox** if applicable.
10. Enter the **Loan Amount**.
11. Enter the **Note Rate**.
12. Enter the **Qual Rate**.
13. Enter the **Amortization Terms** in months.
14. Enter the **Loan Terms** in months.
15. Enter the **Interest Only** months if applicable.
16. The *Monthly Payment* field is calculated automatically. Edit the payment amount if needed.
17. Enter the **Credit Limit** if applicable.
18. Select the **Qualify Ratios at the interest Only Payment** checkbox if applicable.


## Editing Subordinate Financing Information

Select the desired entry from the table to open the *Add Subordinate Financing* dialog to edit the information.

SUBORDINATE FINANCING			
Loan Position	Loan Amount	Credit Limit	Payment
Second	100,000.00	100,000.00	700.24
Total	100,000.00	100,000.00	700.24

Figure 52: Edit Subordinate Financing (Leads)

## Deleting Subordinate Financing Information

Select  icon delete the loan information.

SUBORDINATE FINANCING			
Loan Position	Loan Amount	Credit Limit	Payment
Second	100,000.00	100,000.00	700.24
Total	100,000.00	100,000.00	700.24

Figure 53: Delete Subordinate Financing Information

## Proposed Housing (Leads)

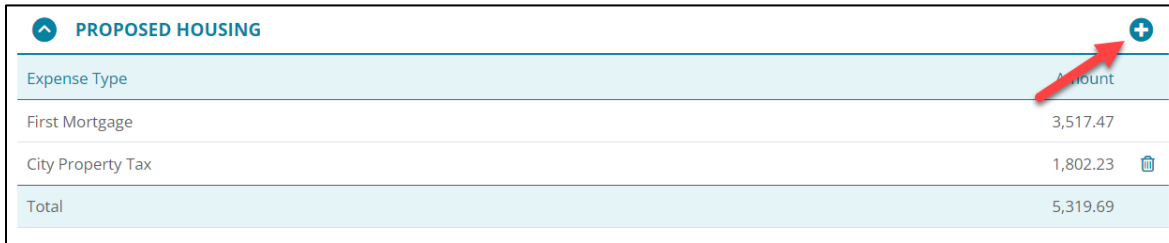
This section allows the user to enter proposed housing expenses. If the Loan Information and *Note Details* section were completed, the mortgage would populate in this section. If needed the user can add additional proposed housing expenses.

### Adding Proposed Housing

To add an expense:

1. Expand  the **Proposed Housing** section.

- Click on the **Add +** button.

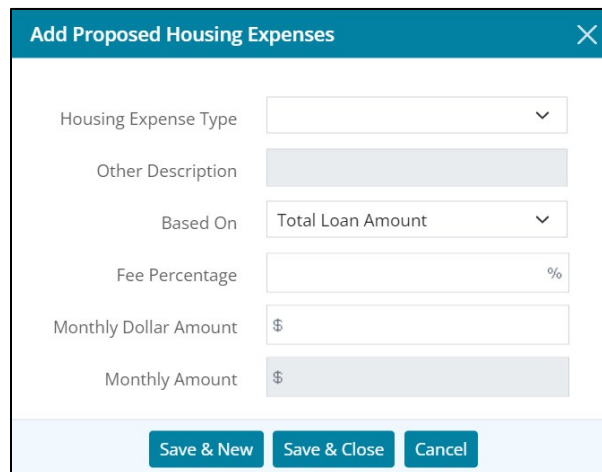


Expense Type	Amount
First Mortgage	3,517.47
City Property Tax	1,802.23
Total	5,319.69

**Figure 54: Proposed Housing**

- Select a **Housing Expense Type**.

**Note:** If *Other* was selected, enter the *Other Description*.




**Figure 55: Add Proposed Housing Expenses**

- Select an option from **Based On** dropdown menu.  
The option determines how the expense is calculated.
- Enter a **Fee Percentage** if applicable.
- Enter a **Monthly Dollar Amount** if applicable.  
The **Monthly Amount** fields will auto populate based on options entered and selected in this dialog.
- Select **Save & New** or **Save & Close**.


### **Editing Proposed Housing Expenses**

To edit an expense:

- Expand  the **Proposed Housing** section.
- Select the desired expense.
- Update the desired fields.
- Select **Save & Close**.

## Deleting Proposed Housing Expenses

To delete an expense:

1. Expand  the **Proposed Housing** section.
2. Select the **Delete** icon associated with the undesired expense.
3. Select **Delete** in the *Delete Confirmation* dialog.

## Primary Housing (Leads)

The *Primary Housing* expense section allows the user to enter the lead's current housing expenses.

## Adding Primary Housing Expenses

To add a *Primary Housing* expense:

1. Expand  the **Primary Housing** section.
2. Select the **Add**  button.





PRIMARY HOUSING 	
Type	Amount
Earthquake Insurance	12.00 
County Bond Tax	54.00 
Total	66.00

Figure 56: Primary Housing

3. Select a **Type**.

**Note:** If the *Other* option was selected, enter *Other Description*.

Add Primary Housing 

Type

Other Description

Amount \$

Save & New

Save & Close


Cancel

Figure 57: Add Primary Housing Dialog

4. Enter the **Amount**.
5. Click **Save & New** or **Save & Close**.


## Editing Primary Housing Expenses

To edit an expense:

1. Expand  the **Primary Housing** section.
2. Select the desired expense.
3. Update the desired fields.
4. Click **Save & Close**.

## Deleting a Primary Housing Expense

To delete an expense:

1. Expand  the **Primary Housing** section.
2. Select the **Delete** icon on the undesired expense.
3. Click **Delete** on the *Delete Confirmation* dialog.

## Income (Leads)

The Income section allows the user to enter the lead's sources of income.

## Adding a Source of Income

To add a source of income:

1. Expand  the **Income** section.
2. Select the **Add**  button.

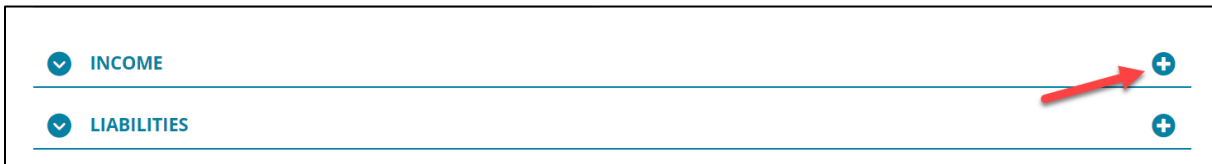
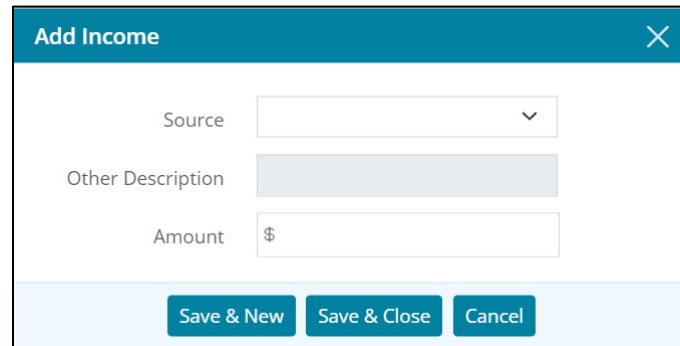


Figure 58: Income

3. Select the **Source**.

**Note:** If *Other* was selected, enter an *Other Description*.




The 'Add Income' dialog box features a teal header with a close button (X). It contains three input fields: 'Source' (a dropdown menu), 'Other Description' (a text input field), and 'Amount' (a text input field with a dollar sign icon). At the bottom, there are three buttons: 'Save & New', 'Save & Close', and 'Cancel'.

Figure 59: Add Income Dialog

4. Enter the **Amount**.
5. Click **Save & New** or **Save & Close**.


### Editing a Source of Income

To edit a source of income:

1. Expand  the Income section.
2. Select the source of income.
3. Update the desired fields.
4. Select **Save & Close**.

### Deleting a Source of Income

To delete a source of income:

1. Expand  the Income section.
2. Select the **Delete** icon associated with the undesired income source.
3. Select **Delete** in the *Delete Confirmation* dialog.

## Liabilities (Leads)

This section allows the user to pre-emptively add liabilities that the lead holds.

### Adding a Liability

To enter liabilities:

1. Expand  the **Liabilities** section.

2. Select the **Add +** button.

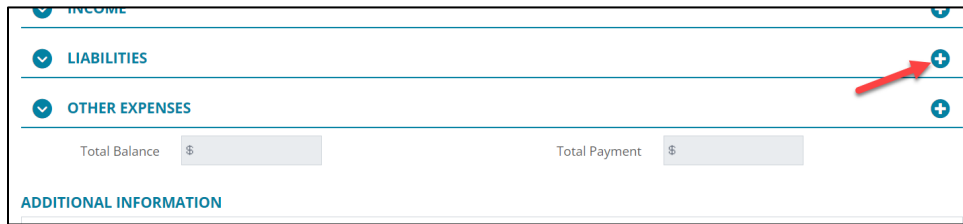


Figure 60: Liabilities

3. Add the **Company Name**.

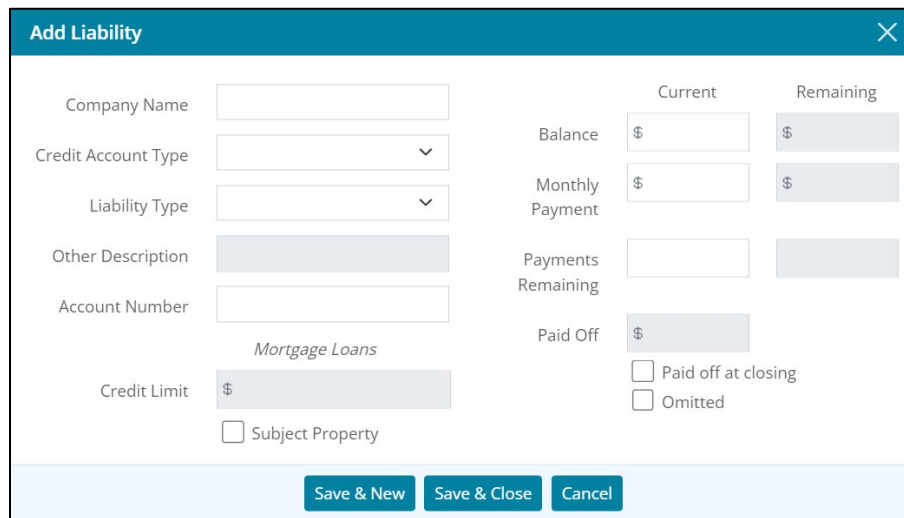


Figure 61: Add Liability Dialog

4. Select an option from the **Credit Account Type** dropdown.
5. Select a **Liability Type**.


**Note:** If *Other* was selected, enter an *Other Description*.

6. Enter the **Account Number**.
7. For *Mortgage Loans*, enter the **Credit Limit** if applicable.
8. Select the **Subject Property** checkbox if applicable.
9. Enter the **Current Balance**.
10. Enter the **Remaining Balance** if applicable.
11. Enter the **Payments Remaining**.
12. Select the **Paid off at closing** checkbox if applicable.
13. Select the **Omitted** checkbox if applicable.
14. Select **Save & New** or **Save & Close**.




## Editing a Liability

To edit a liability:

1. Expand  the **Liabilities** section.
2. Select the desired liability.
3. Update the desired fields.
4. Select **Save & Close**.

## Deleting Liabilities

To delete a liability:

1. Expand  the **Liabilities** section.
2. Select the **Delete** icon associated with the undesired liability.
3. Select **Delete** in the *Delete Confirmation* dialog.

## Other Expenses

All additional expenses that the lead wants to disclose are added to this section.

## Adding Other Expenses

To add an expense:

1. Expand  the **Other Expenses** section.
2. Select the **Add**  button.

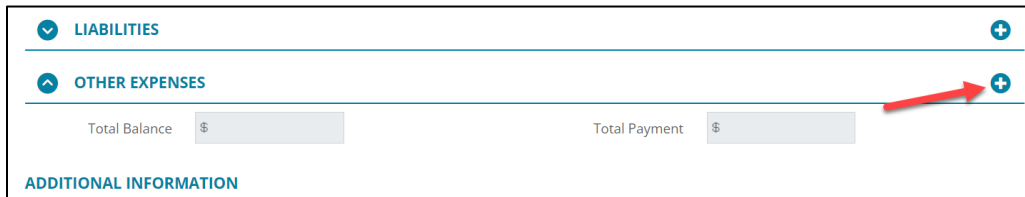
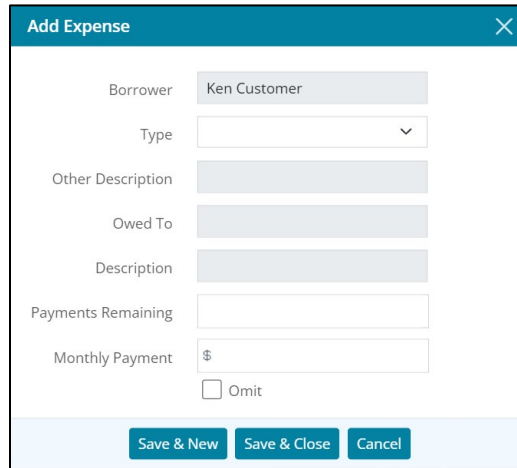


Figure 62: Other Expenses

3. Select an option from the **Type** dropdown menu.



The 'Add Expense' dialog box contains the following fields and controls:

- Borrower:** A text field with 'Ken Customer' entered.
- Type:** A dropdown menu with a downward arrow.
- Other Description:** A text field.
- Owed To:** A text field.
- Description:** A text field.
- Payments Remaining:** A text field.
- Monthly Payment:** A text field with a '\$' symbol.
- Omit:** A checkbox.
- Buttons:** 'Save & New', 'Save & Close', and 'Cancel' at the bottom.


**Figure 63: Other Expenses Dialog**

**Note:** If *Other* was selected, enter an *Other Description*.

4. Enter who the expense is **Owed To** if applicable.
5. Enter a **Description** if applicable.
6. Enter the remaining payments (*Payments Remaining*).
7. Enter the **Monthly Payment**.
8. Select the **Omit** checkbox if applicable.
9. Select the **Save & New** or **Save & Close**.


### Editing Other Expenses

To edit an expense:

1. Expand  the **Other Expenses** section.
2. Select the desired expense.
3. Update the desired fields.
4. Click **Save & Close**.

### Deleting Other Expenses

To delete an expense:

1. Expand  the **Other Expenses** section.
2. Select the **Delete** icon associated with the undesired expense.
3. Select **Delete** in the *Delete Confirmation* dialog.

## Additional Information (Leads)

Use the *Additional Information* field to add any notes about the lead. The expansion icon at the bottom-right corner can increase or decrease the size of the text box.




Figure 64: Additional Information

## Contacts (Leads)

The *Contacts* screen provides a location for entering information about people of interest (**Ex.:** *Appraiser, Broker, Doc Preparer*).

To add a contact:

1. Select the **Add +** icon.

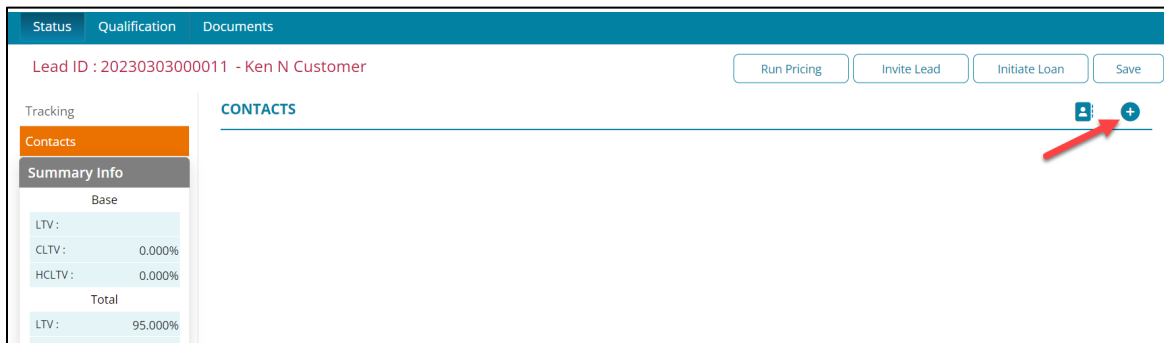
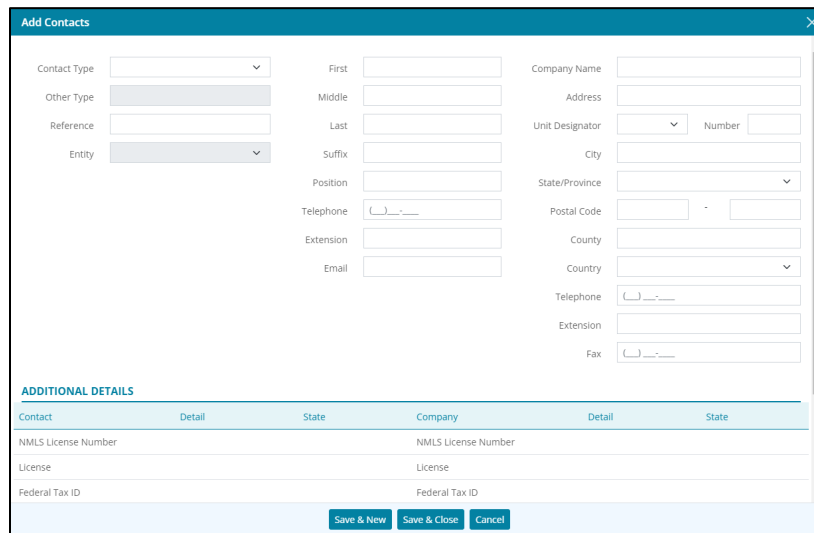


Figure 65: Contacts (Leads)

## 2. Select a **Contact Type**.



The 'Add Contacts' dialog box contains the following fields:

- Contact Type:** Dropdown menu.
- Other Type:** Text input field.
- Reference:** Text input field.
- Entity:** Dropdown menu.
- First:** Text input field.
- Middle:** Text input field.
- Last:** Text input field.
- Suffix:** Text input field.
- Position:** Text input field.
- Telephone:** Text input field with a country code dropdown.
- Extension:** Text input field.
- Email:** Text input field.
- Company Name:** Text input field.
- Address:** Text input field.
- Unit Designator:** Dropdown menu.
- Number:** Text input field.
- City:** Text input field.
- State/Province:** Dropdown menu.
- Postal Code:** Text input field.
- County:** Text input field.
- Country:** Dropdown menu.
- Telephone:** Text input field with a country code dropdown.
- Extension:** Text input field.
- Fax:** Text input field with a country code dropdown.

**ADDITIONAL DETAILS**

Contact	Detail	State	Company	Detail	State
	NMLS License Number			NMLS License Number	
	License			License	
	Federal Tax ID			Federal Tax ID	

Buttons: Save & New, Save & Close, Cancel

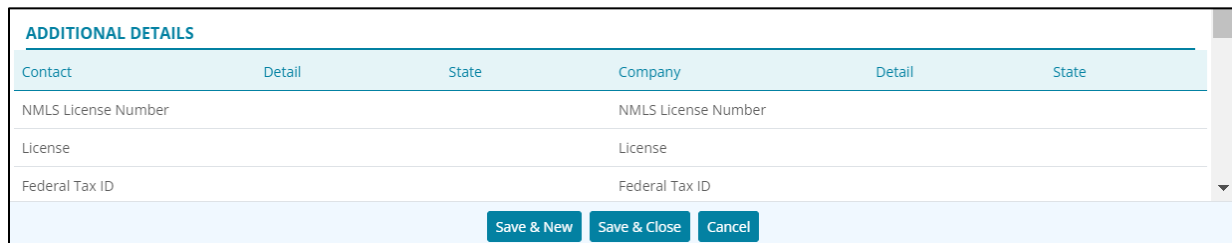
**Figure 66: Add Contacts Dialog (Leads)**

**Note:** If the *Other* was selected, enter a label for the *Other Type*.

- If needed, enter a **Reference**.
- If Seller #1, 2, 3, 4 are selected, ensure that an option was selected from the Entity dropdown menu.
- Enter contact information of the individual or the entity.

## Additional Details

Add additional information about the contact's licenses or identification.



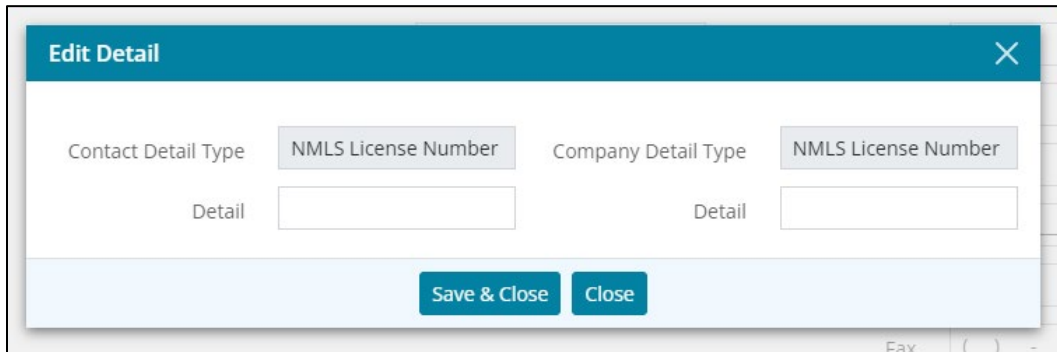
**ADDITIONAL DETAILS**

Contact	Detail	State	Company	Detail	State
	NMLS License Number			NMLS License Number	
	License			License	
	Federal Tax ID			Federal Tax ID	

Buttons: Save & New, Save & Close, Cancel

**Figure 67: Additional Details**

Select a license/identification in the list to add details.



The 'Edit Detail' dialog box contains two columns. The left column has 'Contact Detail Type' with a dropdown menu showing 'NMLS License Number' and a 'Detail' text input field. The right column has 'Company Detail Type' with a dropdown menu showing 'NMLS License Number' and a 'Detail' text input field. At the bottom are 'Save & Close' and 'Close' buttons.

Figure 68: Edit Detail Dialog

## Adding Contacts Using the Directory

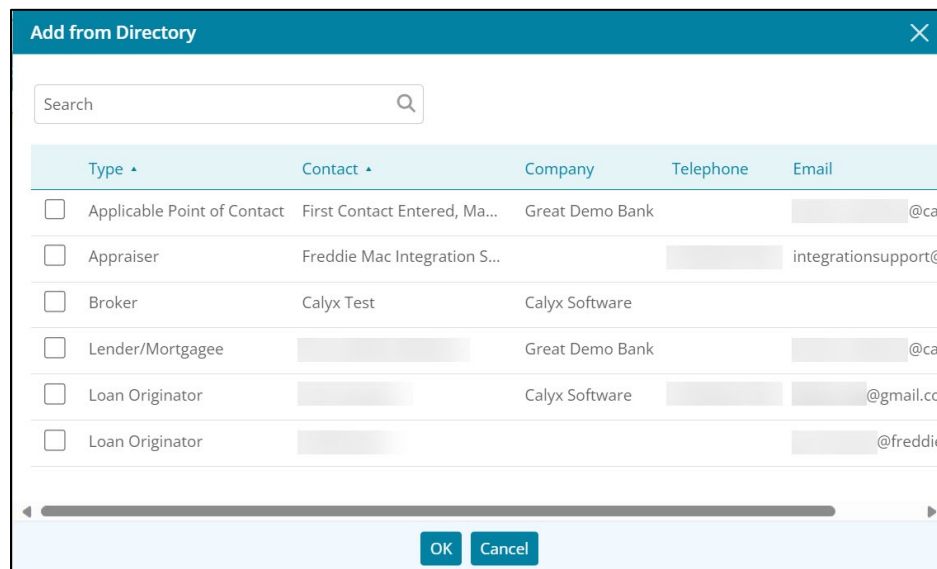
Use the *Directory*  icon to added contacts from the *Directory*. For more information about the Directory see [Directory](#).

To add contacts:

1. On the **Status** screen.
2. Select the **Directory**  icon.
3. Choose the desired contact(s) or use the *Search* bar to enter a contact parameter.

**Note:** Only one of each *Contact Type* is allowed per *Lead* if multiple contacts are selected from the *Directory*.

**Note:** If a contact of the same type was selected, Zenly will prompt the user to overwrite the prior contact.



The 'Add from Directory' dialog box features a search bar at the top. Below it is a table with columns: Type, Contact, Company, Telephone, and Email. The table lists several contact types with checkboxes for selection. At the bottom are 'OK' and 'Cancel' buttons.

Type	Contact	Company	Telephone	Email
<input type="checkbox"/> Applicable Point of Contact	First Contact Entered, Ma...	Great Demo Bank		@caly
<input type="checkbox"/> Appraiser	Freddie Mac Integration S...			integrationsupport@
<input type="checkbox"/> Broker	Calyx Test	Calyx Software		
<input type="checkbox"/> Lender/Mortgagee		Great Demo Bank		@caly
<input type="checkbox"/> Loan Originator		Calyx Software		@gmail.com
<input type="checkbox"/> Loan Originator				@freddie

Figure 69: Add from Directory

4. Click **OK**.

CONTACTS						
Type	Contact	Company	Telephone	Email		
Appraiser	Freddie Mac Integration S...			integrationsupport@fredd...		
Broker	Tim L Tester	Broker Inc.				

**Figure 70: Contact Through Directory**

**Note:** Contacts that are added from the *Contacts* screens can be added to the Zenly *Directory* by selecting the icon displayed next to the *Delete*  icon.



## Qualification

The *Qualification* screen allows the user to provide *Loan Comparisons* for the lead.

## Loan Comparisons

The *Loan Comparisons* screen allows the user to swiftly create loan scenarios and compare loan possibilities. Use the *Loan Comparisons* screen to create, copy, or compare loan scenarios for more information.

**Note:** The user can select a *maximum* of three (3) loan scenarios to compare.

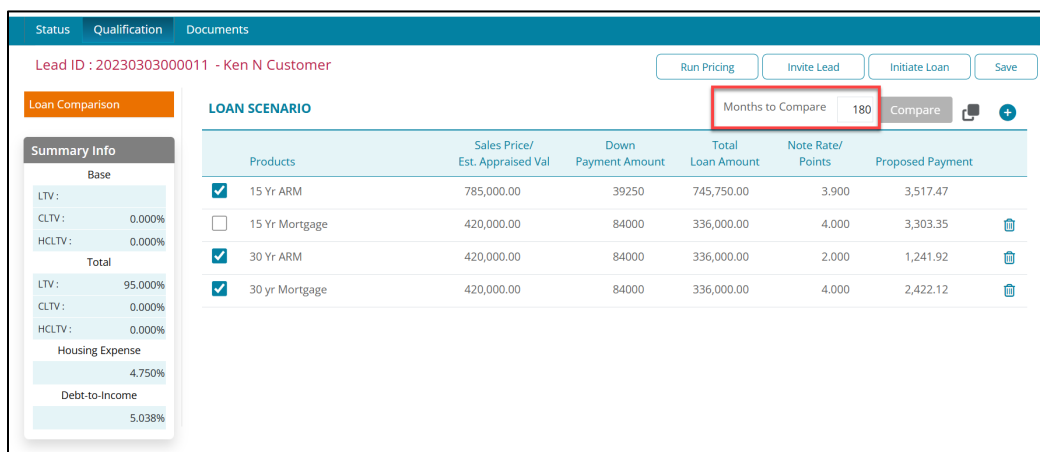
Status	Qualification	Documents				
Lead ID : 20230303000011 - Ken N Customer			Run Pricing	Invite Lead	Initiate Loan	Save
Loan Comparison			Months to Compare 180 Compare  			
Summary Info			LOAN SCENARIO			
Base			Products	Sales Price/ Est. Appraised Val	Down Payment Amount	Total Loan Amount
LTV : 0.000%			<input checked="" type="checkbox"/> 15 Yr ARM	785,000.00	39250	745,750.00
CLTV : 0.000%			<input type="checkbox"/> 15 Yr Mortgage	420,000.00	84000	336,000.00
HCLTV : 0.000%			<input checked="" type="checkbox"/> 30 Yr ARM	420,000.00	84000	336,000.00
Total			<input checked="" type="checkbox"/> 30 yr Mortgage	420,000.00	84000	336,000.00
LTV : 95.000%						Note Rate/ Points
CLTV : 0.000%						Proposed Payment
HCLTV : 0.000%						
Housing Expense						
4.750%						
Debt-to-Income						
5.038%						

**Figure 71: Loan Comparison**

To compare loan scenarios:

1. Select the desired 2 or 3 scenarios in the table.

- Enter how many months to compare.



Lead ID : 20230303000011 - Ken N Customer

Run Pricing Invite Lead Initiate Loan Save

Loan Comparison

Summary Info

Base

LTV : 0.000%

CLTV : 0.000%

HCLTV : 0.000%

Total

LTV : 95.000%

CLTV : 0.000%

HCLTV : 0.000%

Housing Expense

4.750%

Debt-to-Income

5.038%

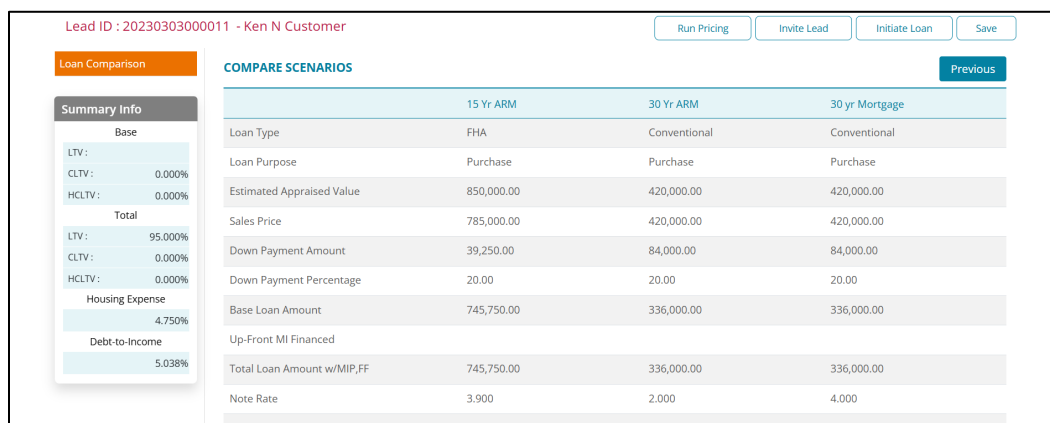
LOAN SCENARIO

Months to Compare 180 Compare

Products	Sales Price/ Est. Appraised Val	Down Payment Amount	Total Loan Amount	Note Rate/ Points	Proposed Payment
<input checked="" type="checkbox"/> 15 Yr ARM	785,000.00	39250	745,750.00	3.900	3,517.47
<input type="checkbox"/> 15 Yr Mortgage	420,000.00	84000	336,000.00	4.000	3,303.35
<input checked="" type="checkbox"/> 30 Yr ARM	420,000.00	84000	336,000.00	2.000	1,241.92
<input checked="" type="checkbox"/> 30 yr Mortgage	420,000.00	84000	336,000.00	4.000	2,422.12

Figure 72: Months to Compare

- Click on the **Compare** button.



Lead ID : 20230303000011 - Ken N Customer

Run Pricing Invite Lead Initiate Loan Save

Loan Comparison

Summary Info

Base

LTV : 0.000%

CLTV : 0.000%

HCLTV : 0.000%

Total

LTV : 95.000%

CLTV : 0.000%

HCLTV : 0.000%

Housing Expense

4.750%

Debt-to-Income

5.038%

COMPARE SCENARIOS


Previous

	15 Yr ARM	30 Yr ARM	30 yr Mortgage
Loan Type	FHA	Conventional	Conventional
Loan Purpose	Purchase	Purchase	Purchase
Estimated Appraised Value	850,000.00	420,000.00	420,000.00
Sales Price	785,000.00	420,000.00	420,000.00
Down Payment Amount	39,250.00	84,000.00	84,000.00
Down Payment Percentage	20.00	20.00	20.00
Base Loan Amount	745,750.00	336,000.00	336,000.00
Up-Front MI Financed			
Total Loan Amount w/MIP,FF	745,750.00	336,000.00	336,000.00
Note Rate	3.900	2.000	4.000
Amortization Term (Months)	360	360	360

Figure 73: Compare Scenarios


**Note:** The scenarios are available in print form through the *Documents* tab.

## Copying a Loan Scenario

Select the  icon to replicate the desired loan scenario. A maximum of one loan scenario can be copied.

To copy a loan scenario:


- Select the desired loan scenario.

2. Select the  icon.

Lead ID : 20230303000011 - Ken N Customer

Run Pricing Invite Lead Initiate Loan Save

Loan Comparison

LOAN SCENARIO Months to Compare 180 Compare  +

Products	Sales Price/ Est. Appraised Val	Down Payment Amount	Total Loan Amount	Note Rate/ Points	Proposed Payment
<input checked="" type="checkbox"/> 15 Yr ARM	785,000.00	39250	745,750.00	3.900	3,517.47
<input type="checkbox"/> 15 Yr Mortgage	420,000.00	84000	336,000.00	4.000	3,303.35
<input checked="" type="checkbox"/> 30 Yr ARM	420,000.00	84000	336,000.00	2.000	1,241.92
<input checked="" type="checkbox"/> 30 yr Mortgage	420,000.00	84000	336,000.00	4.000	2,422.12

Summary Info

Base

LTV : 0.000%

CLTV : 0.000%

HCLTV : 0.000%

Total

LTV : 95.000%

CLTV : 0.000%


HCLTV : 0.000%

Housing Expense

Figure 74: Copy Loan Scenario

## Drag & Dropping Scenarios

Users can arrange loan scenarios by dragging & dropping them in the desired order.

LOAN SCENARIO Months to Compare 180 Compare  +






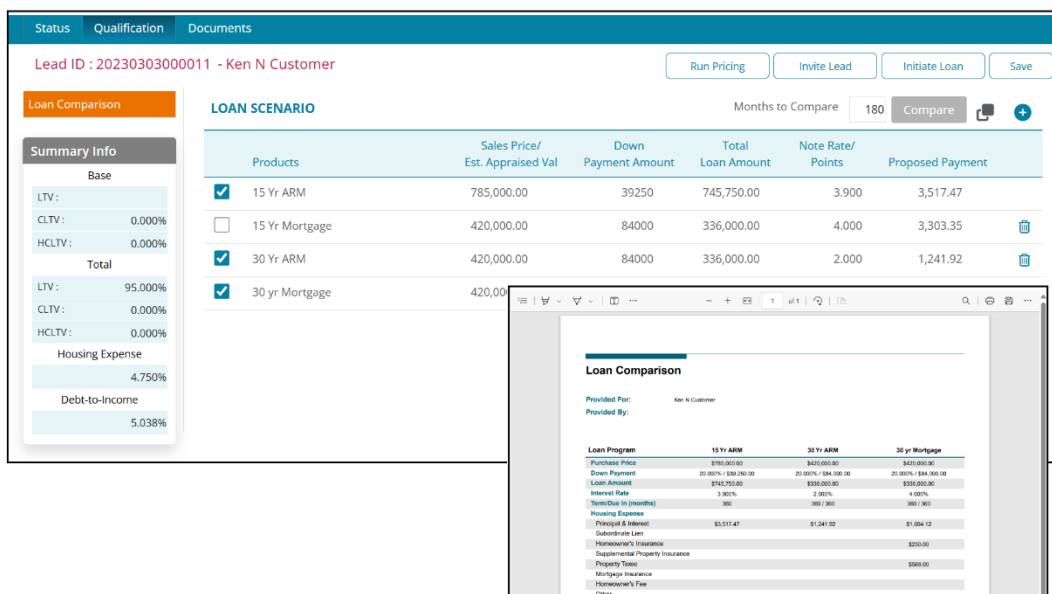
Products	Sales Price/ Est. Appraised Val	Total Loan Amount	Note Rate	Points	Amortization Term (Months)	Proposed Payment
<input type="checkbox"/> 30 yr Mortgage	420,000.00	336,000.00	4.500	360	2,520.46	
<input type="checkbox"/> 15 Yr ARM	420,000.00	336,000.00	4.500	180	2,570.38	
<input type="checkbox"/> 15 Yr Mortgage	420,000.00	336,000.00	4.000	180	3,303.35	
<input type="checkbox"/> 30 Yr ARM	420,000.00	336,000.00	4.500	360	1,702.46	
<input type="checkbox"/> 30 yr Mortgage	420,000.00	336,000.00	4.500	360	2,520.46	

Figure 75: Drag & Drop Scenario



## Generated Loan Scenario Documents

When generating a printable *Loan Comparison* document, ensure that the desired scenarios are selected. The selected loan scenarios appear in the printed Loan Comparison. A maximum of 3 scenarios will appear in the printed document.



The screenshot displays the 'Loan Comparison' section of the Zenly User Guide. It includes a 'Summary Info' sidebar on the left, a 'LOAN SCENARIO' table in the center, and a preview of the generated 'Loan Comparison' document on the right.

**Summary Info:**

- Base: LTV: 0.000%, CLTV: 0.000%, HCLTV: 0.000%
- Total: LTV: 95.000%, CLTV: 0.000%, HCLTV: 0.000%
- Housing Expense: 4.750%
- Debt-to-Income: 5.038%

**LOAN SCENARIO Table:**

Products	Sales Price/ Est. Appraised Val	Down Payment Amount	Total Loan Amount	Note Rate/ Points	Proposed Payment
<input checked="" type="checkbox"/> 15 Yr ARM	785,000.00	39250	745,750.00	3.900	3,517.47
<input type="checkbox"/> 15 Yr Mortgage	420,000.00	84000	336,000.00	4.000	3,303.35
<input checked="" type="checkbox"/> 30 Yr ARM	420,000.00	84000	336,000.00	2.000	1,241.92
<input checked="" type="checkbox"/> 30 yr Mortgage	420,000.00	84000	336,000.00	4.000	2,422.12

**Loan Comparison Document Preview:**

Provided For: Ken N Customer  
Provided By:

Loan Program	15 Yr ARM	30 Yr ARM	30 yr Mortgage
Purchase Price	\$785,000.00	\$420,000.00	\$420,000.00
Down Payment	20.000% / \$157,000.00	20.000% / \$84,000.00	20.000% / \$84,000.00
Loan Amount	\$628,000.00	\$336,000.00	\$336,000.00
Interest Rate	3.900%	2.000%	4.000%
Term(Due in Months)	360	360 / 360	360 / 360
Housing Expense	\$3,517.47	\$1,241.92	\$1,004.12
Principal & Interest	\$3,517.47	\$1,241.92	\$1,004.12
Subordinate Loan			
Homeowner's Insurance			\$200.00
Supplemental Property Insurance			\$800.00
Property Taxes			
Mortgage Insurance			
Homeowner's Fee			
Other			

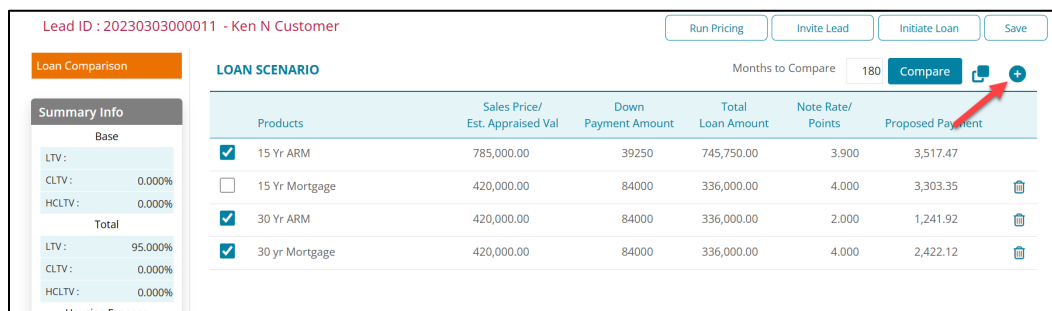
Figure 76: Scenarios

## Creating Loan Scenarios

Before loans can be compared, create, and add loan scenarios to the table.

To create a *Loan Scenario*:

1. Select the **Add +** icon.



The screenshot shows the 'Loan Comparison' section with the 'Add +' icon highlighted by a red arrow. The 'LOAN SCENARIO' table is visible, and the 'Compare' button is also highlighted.

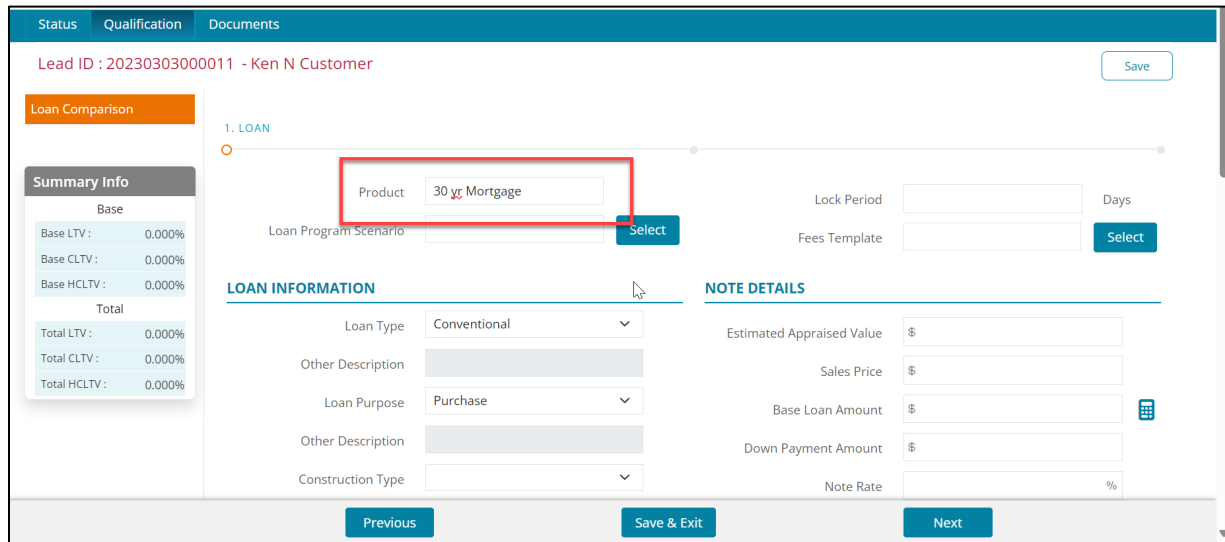
**LOAN SCENARIO Table:**

Products	Sales Price/ Est. Appraised Val	Down Payment Amount	Total Loan Amount	Note Rate/ Points	Proposed Payment
<input checked="" type="checkbox"/> 15 Yr ARM	785,000.00	39250	745,750.00	3.900	3,517.47
<input type="checkbox"/> 15 Yr Mortgage	420,000.00	84000	336,000.00	4.000	3,303.35
<input checked="" type="checkbox"/> 30 Yr ARM	420,000.00	84000	336,000.00	2.000	1,241.92
<input checked="" type="checkbox"/> 30 yr Mortgage	420,000.00	84000	336,000.00	4.000	2,422.12

Figure 77: Loan Scenario

2. Enter a **Product** name.

**Note:** A *Product* name is required before saving and exiting.



Lead ID : 20230303000011 - Ken N Customer

Save

Loan Comparison

1. LOAN

Product: 30 yr Mortgage

Loan Program Scenario: [Select]

Lock Period: [ ] Days

Fees Template: [Select]

**Summary Info**

Base	
Base LTV :	0.000%
Base CLTV :	0.000%
Base HCLTV :	0.000%
Total	
Total LTV :	0.000%
Total CLTV :	0.000%
Total HCLTV :	0.000%

**LOAN INFORMATION**

Loan Type: Conventional

Other Description: [ ]

Loan Purpose: Purchase

Other Description: [ ]

Construction Type: [ ]

**NOTE DETAILS**

Estimated Appraised Value: \$ [ ]

Sales Price: \$ [ ]

Base Loan Amount: \$ [ ]

Down Payment Amount: \$ [ ]

Note Rate: [ ] %

Previous Save & Exit Next

**Figure 78: Create Scenario**

3. If needed, click the **Select** button to choose a *Loan Program Scenario*.

**Note:** The tables will auto-populate based on the scenario selected.

4. If needed, click the **Select** button to choose a *Fees Template*.

**Note:** The tables will auto-populate based on the template selected.

5. Adjust the desired values in the *Loan Information* section.

## Loan Information

Use the *Loan Information* section to add or adjust the fields to the desired values. *Save* after adding or adjusting values before continuing to the next step. Fields will auto-populate if a *Loan Program* was chosen.

**LOAN INFORMATION**

Loan Type	Conventional	▼
Other Description		
Loan Purpose	Purchase	▼
Other Description		
Construction Type		▼
Cash-Out Type		▼
Occupancy	Primary Residence	▼
Lien Position	First	▼
Amortization Type	Fixed	▼
<input type="checkbox"/> HELOC		

Figure 79: Loan Information

## Note Details

Enter *Note Details* to add the mortgage value and expected monthly payment to the scenario.

**NOTE DETAILS**


Estimated Appraised Value	\$	
Sales Price	\$	
Base Loan Amount	\$	
Down Payment Amount	\$	
Note Rate		%
Amortization Term		Months
Loan Term		Months
Interest-Only		Months
Total Loan Amount w/MIP.FF	\$	
Monthly Payment	\$	

Figure 80: Note Details

## PMI/MIP/VA/USDA

If needed, add information for mortgage insurance. Save after adding or adjusting values before continuing to the next step.

Up-Front		Monthly		
		PMI/MIP/VA/USDA	PMI Renewal 1	PMI Renewal 2
PMI/MIP/VA/USDA	<input type="text"/> %	Rate Percentage	<input type="text"/> %	<input type="text"/> %
PMI/MIP/VA/USDA Amount	<input type="text"/> \$	Monthly Dollar Amount	<input type="text"/> \$	<input type="text"/> \$
Additional Amount Paid in Cash	<input type="text"/> \$	Monthly Amount	<input type="text"/> \$	<input type="text"/> \$
Up-Front MIP/PMI/VA Funding Fee Financed	<input type="text"/> \$	Months	<input type="text"/>	<input type="text"/>
		Calculation Based on	Base Loan Amount <input type="text"/>	

Figure 81: PMI/MIP/VA/USDA


## Subordinate Financing (Loan Scenario)

Select the  icon to add *Subordinate Financing* information if applicable.

### SUBORDINATE FINANCING

#### RATE ADJUSTMENT

	Adj Cap	Months
1st Change	<input type="text"/> %	<input type="text"/>



#### Add Subordinate Financing

Loan Position	<input type="text"/>	Loan Amount	<input type="text"/> \$
Creditor Name	<input type="text"/>	Note Rate	<input type="text"/> %
Source/EIN	<input type="text"/>	Qual Rate	<input type="text"/> %
Source Type	<input type="text"/>	Amortization Term	<input type="text"/> Months
Other Description	<input type="text"/>	Loan Term	<input type="text"/> Months
First Loan Mortgagee	<input type="text"/>	Interest Only	<input type="text"/> Months
Original Loan Amount	<input type="text"/> \$	Monthly Payment	<input type="text"/> \$
<input type="checkbox"/> Affordable Loan		Credit Limit	<input type="text"/> \$
<input type="checkbox"/> Deferred First 5 Years		<input type="checkbox"/> Qualify Ratios at the Interest Only Payment	

Figure 82: Subordinate Financing (Loan Scenario)

## Rate Adjustment

If needed add any rate adjustment to the scenario. Save after adding or adjusting values before continuing to the next step.

RATE ADJUSTMENT

	Adj Cap	Months	Index Type	
1st Change	<input type="text"/> %	<input type="text"/>	Other Description	<input type="text"/>
Adj Period	<input type="text"/> %	<input type="text"/>	Rate Rounding Options	
Life Cap	<input type="text"/> %		Rate	<input type="text"/> %
Margin	<input type="text"/> %		Rate Round To	<input type="text"/>
Index	<input type="text"/> %			
Alt. Index	<input type="text"/> %			
Floor	<input type="text"/> %			

Figure 83: Rate Adjustment Scenario

## Proposed Housing Expenses

Use this section to include any housing expenses to the loan scenario. Once satisfied with the added expenses, click *Next*.

Status

Qualification

Documents

Lead ID : 20230303000011 - Ken N Customer

Save

Loan Comparison

2. PROPOSED HOUSING EXPENSES

Summary Info

Base

Base LTV : 0.000%

Base CLTV : 0.000%

Base HCLTV : 0.000%

Total

Total LTV : 0.000%

Total CLTV : 0.000%

Total HCLTV : 0.000%

First Mortgage

\$

Subordinate Lien(s)

\$

Homeowner's Insurance

\$

%

Supplemental Property Insurance

\$

%

Property Tax

\$

%

Monthly Mortgage Insurance

\$

Association/ Project Dues

\$

%

Other

\$

%

Total Proposed Payment

\$

Previous

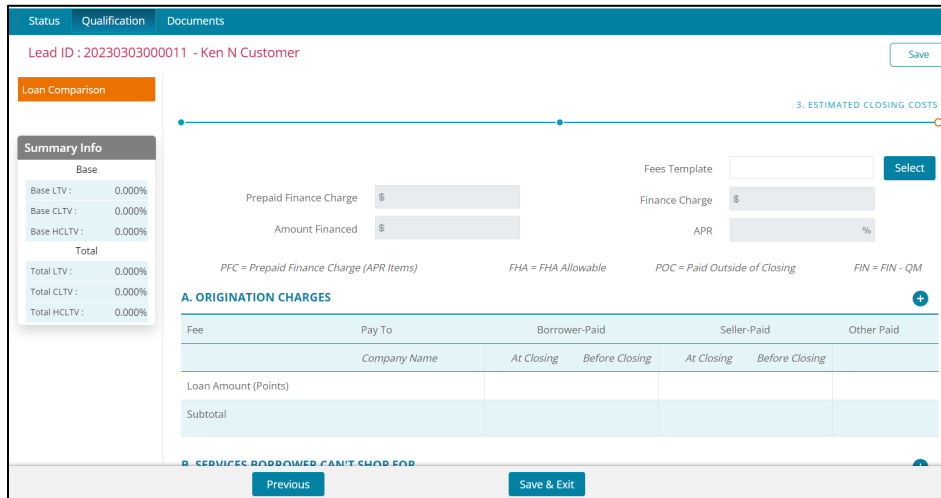
Save & Exit

Next

Figure 84: Housing Expenses Scenario

## Estimated Closing Cost

Use this section to include any closing costs to the scenario. Use the *Fee Template* dropdown menu to auto-populate the table. Adjust any desired value and select the *Save & Exit* button.



Lead ID : 20230303000011 - Ken N Customer

Loan Comparison

Summary Info

Base

Base LTV : 0.000%

Base CLTV : 0.000%

Base HCLTV : 0.000%

Total

Total LTV : 0.000%

Total CLTV : 0.000%

Total HCLTV : 0.000%

Prepaid Finance Charge \$

Amount Financed \$

Fees Template

Finance Charge \$

APR %

PFC = Prepaid Finance Charge (APR Items) FHA = FHA Allowable POC = Paid Outside of Closing FIN = FIN - QM

A. ORIGINATION CHARGES

Fee	Pay To	Borrower-Paid		Seller-Paid		Other Paid
	Company Name	At Closing	Before Closing	At Closing	Before Closing	
Loan Amount (Points)						
Subtotal						

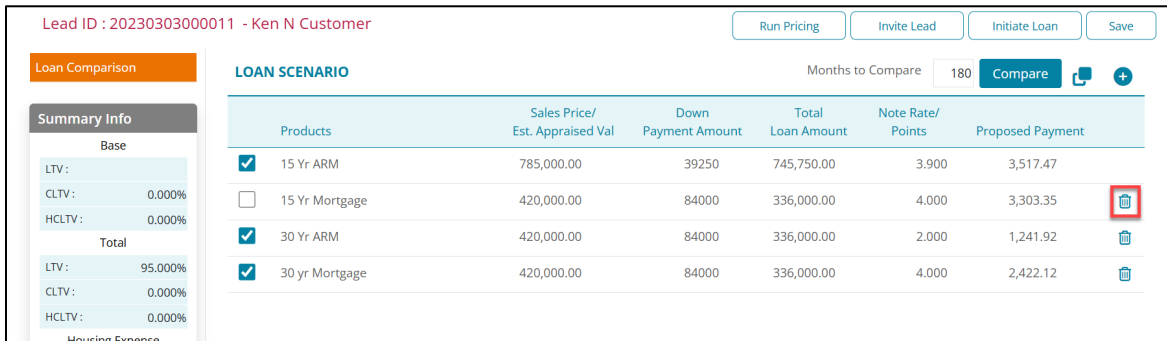
B. SERVICES BORROWER CAN'T SHOP FOR

Previous Save & Exit

Figure 85: Estimated Closing Costs

## Deleting a Loan Scenario

To delete a loan scenario, select the  icon.



Lead ID : 20230303000011 - Ken N Customer

Run Pricing Invite Lead Initiate Loan Save

Loan Comparison

Summary Info

Base

LTV : 0.000%

CLTV : 0.000%

HCLTV : 0.000%

Total

LTV : 95.000%

CLTV : 0.000%

HCLTV : 0.000%

Housing Expense

LOAN SCENARIO

Months to Compare: 180 Compare

Products	Sales Price/ Est. Appraised Val	Down Payment Amount	Total Loan Amount	Note Rate/ Points	Proposed Payment
<input checked="" type="checkbox"/> 15 Yr ARM	785,000.00	39250	745,750.00	3.900	3,517.47
<input type="checkbox"/> 15 Yr Mortgage	420,000.00	84000	336,000.00	4.000	3,303.35
<input checked="" type="checkbox"/> 30 Yr ARM	420,000.00	84000	336,000.00	2.000	1,241.92
<input checked="" type="checkbox"/> 30 yr Mortgage	420,000.00	84000	336,000.00	4.000	2,422.12

Figure 86: Deleting Loan Scenario

## Documents Stored (Leads)

The *Stored* screen allows the user to upload PDFs and store them. Use this screen to view any stored documents or delete unnecessary ones.

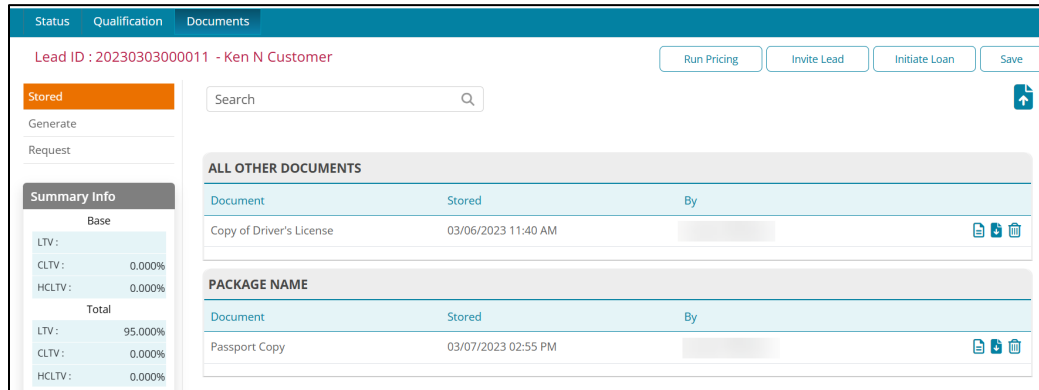


Figure 87: Lead Documents

## Uploading a PDF

To upload a PDF:

File Types allowed:

- TXT
- MSG
- PDF
- PNG
- JPEG
- JPG
- GIF
- DOCX
- BMP
- RTF
- HTML
- TIFF
- XML

1. Select the **Upload**  icon.

2. Enter a **Document Name**.

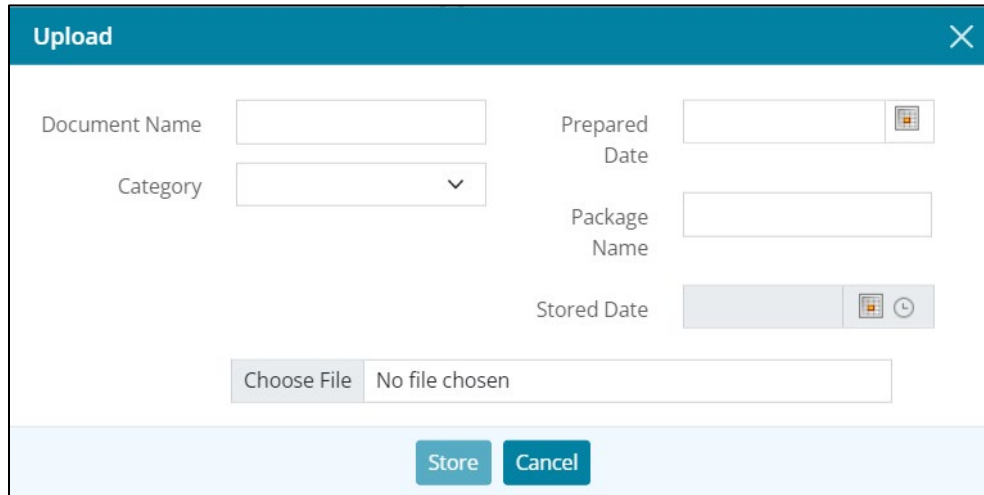


Figure 88: Upload Dialog

3. Choose a **Category** for the document.
4. Select a **Prepared Date**.
5. Enter a **Package Name**.
6. Click the **Choose File** button to browse for the desired PDF.
7. After the PDF is chosen, select **Open**.
8. Click on the **Store** button to complete the upload.

## Searching for Lead Documents

Use the *Search Bar* to locate a specific PDF.

To search for a PDF:

1. Click inside the text field.
2. Enter the name of the document.
3. Press **Enter** or click on the magnifying glass icon.



## Previewing, Downloading, and Deleting

The entries contain functions for each uploaded. The user can preview, download, or delete the desired PDF.

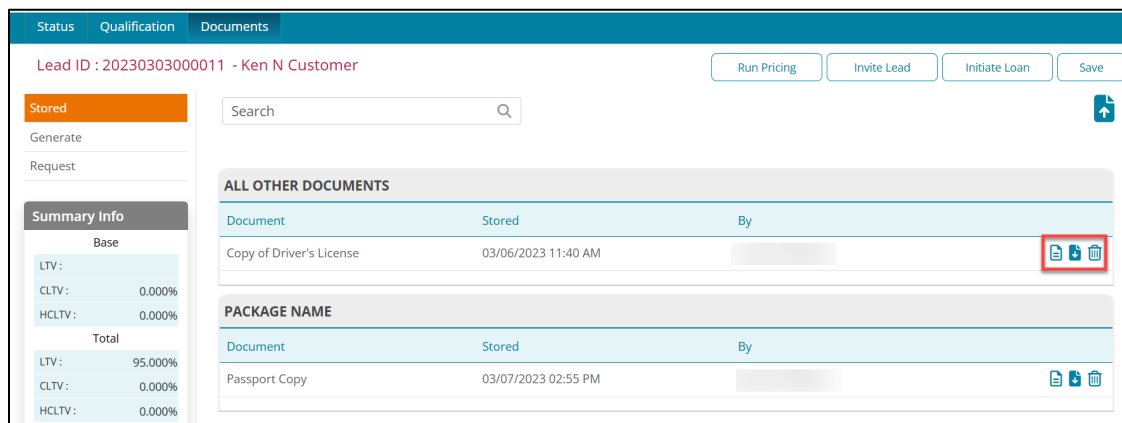


Figure 89: Table Functions

## Documents Generate (Leads)

Generate printed loan comparisons. *Preview* the generated document by selecting the associated icon when selecting *Loan Comparison*.

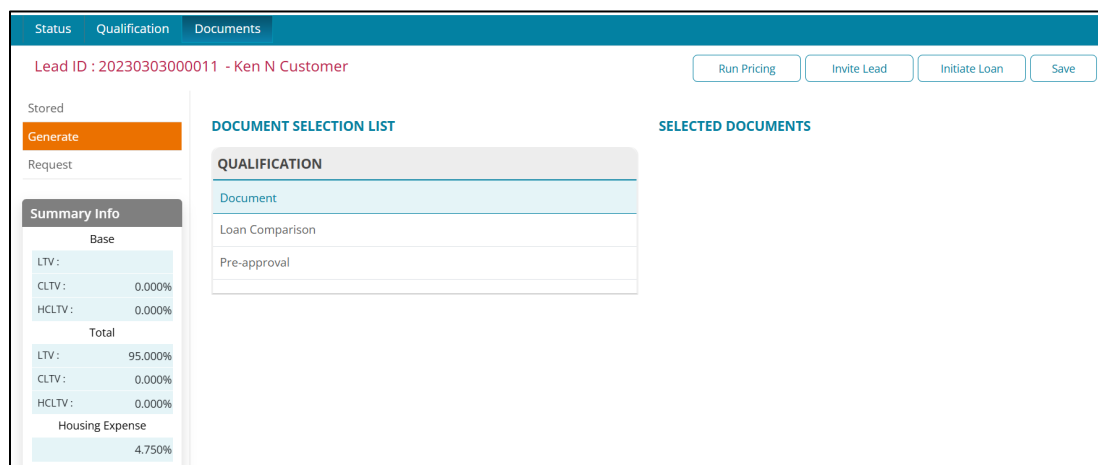


Figure 90: Documents Generate

To generate a printable loan comparison document:

1. Ensure that the desired loan scenarios are arranged at the top of the Loan Comparison table. See [Generated Loan Scenario Documents](#).
2. Select **Documents** > **Generate**.
3. Select **Loan Comparison**.

4. Select **Store**.

**Note:** Stored loan comparisons are available in *Documents > Stored* for leads.

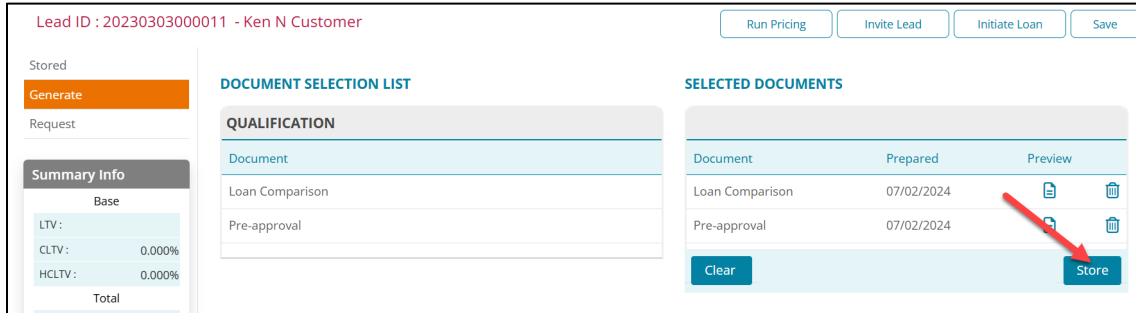


Figure 91: Store Document

5. Enter **Package Name** or use the *Skip* button to progress.
6. Click **Set**.

## Document Request (Leads)

The *Document Request* screen allows the user to request documents from the lead.

**Note:** Document request recipients must have a valid email address on file.

1. Select **Documents**.
2. Select **Request**.

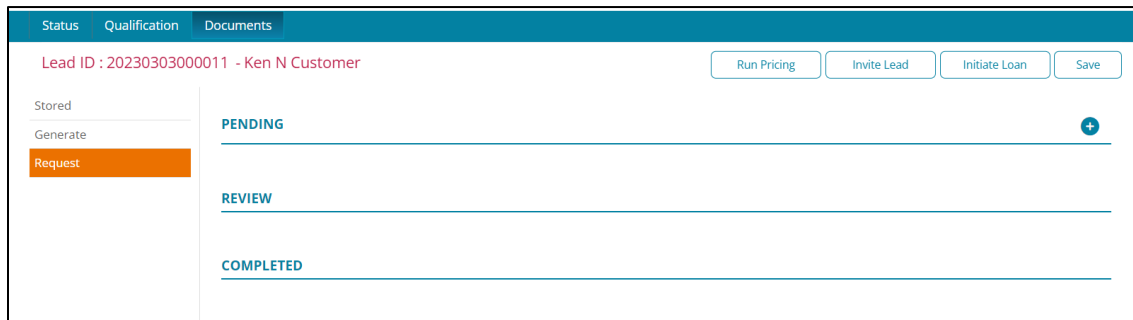


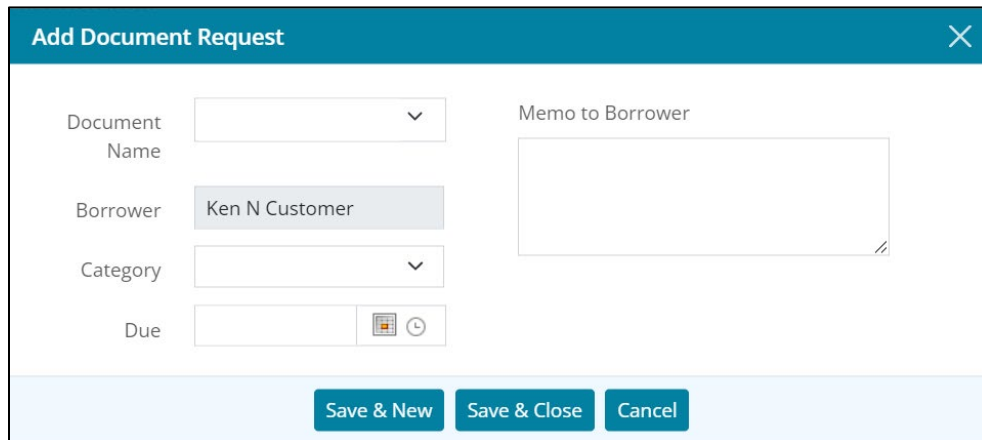
Figure 92: Documents Request (Leads)

## Pending

Use the *Pending* options to request missing documents from appropriate parties.

1. Click the **Add**  button.

2. Select or enter the **Document Name**.



The screenshot shows a dialog box titled "Add Document Request" with a close button (X) in the top right corner. The dialog contains the following fields:

- Document Name:** A dropdown menu.
- Borrower:** A dropdown menu with "Ken N Customer" selected.
- Category:** A dropdown menu.
- Due:** A date and time picker.
- Memo to Borrower:** A text area.

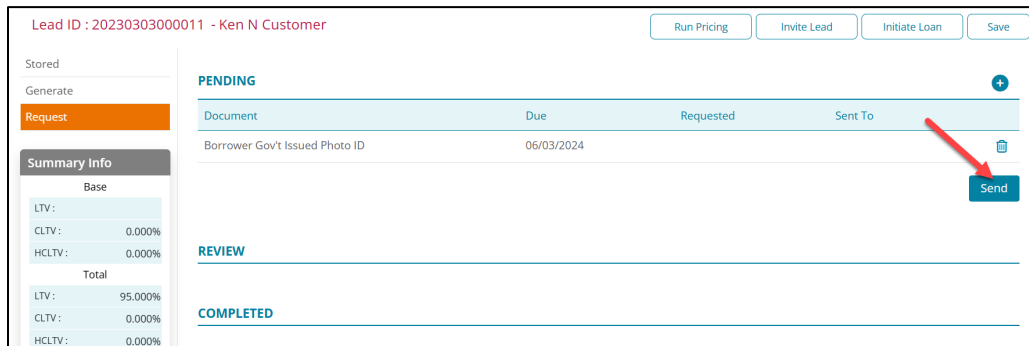
At the bottom of the dialog, there are three buttons: "Save & New", "Save & Close", and "Cancel".

Figure 93: Add Document Request Dialog (Leads)

3. Select the document **Category** from the dropdown.

**Note:** Leave *Category* blank when the document category is not listed.

4. Use the *Calendar* to select the **Due** date and **Time**.
5. Enter a memo to the request recipient if **Memo to Borrower** does not auto populate.
6. Click **Save & Close** or **Save & New**.
7. Click **Send** when requested documents are listed.



The screenshot shows the "Send Document Request" interface. At the top, it displays "Lead ID : 20230303000011 - Ken N Customer" and buttons for "Run Pricing", "Invite Lead", "Initiate Loan", and "Save".

On the left, there is a sidebar with "Stored" and "Generate" sections. The "Generate" section has a "Request" button. Below it is a "Summary Info" section with a table showing LTV, CLTV, and HCLTV for Base and Total.

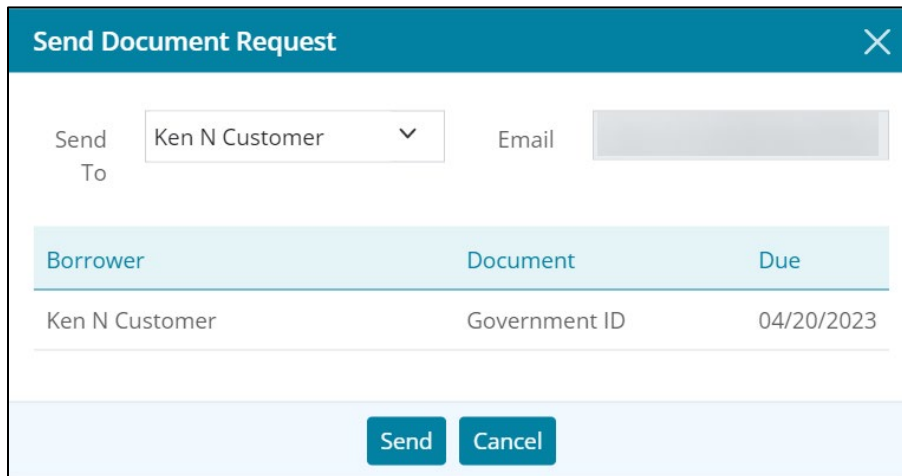
The main area shows a "PENDING" section with a table of requested documents:

Document	Due	Requested	Sent To
Borrower Gov't Issued Photo ID	06/03/2024		

Below the table, there are sections for "REVIEW" and "COMPLETED". A red arrow points to a "Send" button in the bottom right corner of the table area.

Figure 94: Send Document Request (Leads)

8. Click **Send To**.



**Send Document Request** [X]

Send To: Ken N Customer [v]      Email: [ ]

Borrower	Document	Due
Ken N Customer	Government ID	04/20/2023

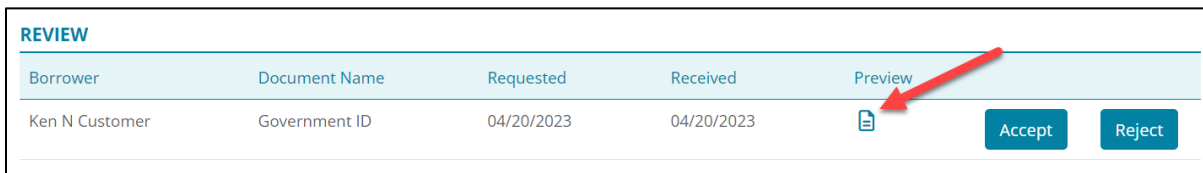
[Send] [Cancel]

Figure 95: Send Document Request

## Review

Document requested appear in the *Review List* after return from requestor.

1. Click the **Preview** icon.




REVIEW					
Borrower	Document Name	Requested	Received	Preview	
Ken N Customer	Government ID	04/20/2023	04/20/2023		<div>Accept</div> <div>Reject</div>

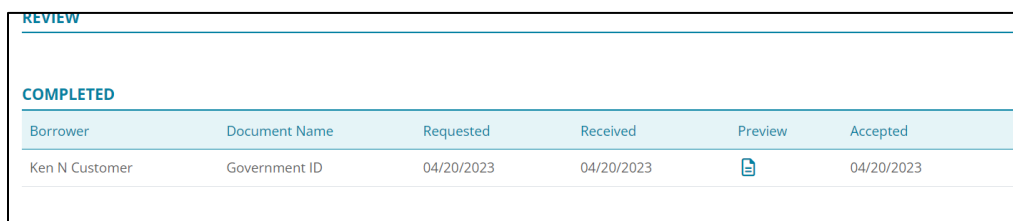
Figure 96: Review Received Documents

2. Click **Accept** to approve the received document.
3. Click **Reject** to reject the document.

**Note:** The rejected document moves back to the *Pending List* to return to the requestor.

## Completed

Accepted documents move to the *Completed List*.




COMPLETED						
Borrower	Document Name	Requested	Received	Preview	Accepted	
Ken N Customer	Government ID	04/20/2023	04/20/2023		04/20/2023	

Figure 97: Completed Document Requests

## Run Pricing

The *Run Pricing* function for leads works to find a suitable loan product for the lead. Use this screen to filter through the available loan products and select eligible products for the lead.

To use the *Run Pricing* function:

1. Open the desired **Lead** file.
2. Enter applicable information for the **Status** screen.
3. Select **Run Pricing**.

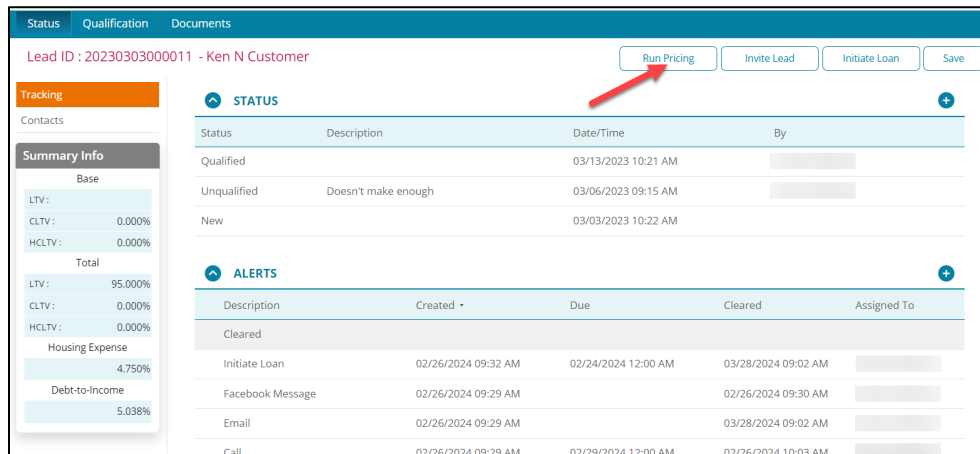


Figure 98: Run Pricing

## Availability Screen

1. Ensure that the **Availability Search** table contains the correct information.

**Note:** Values in the *Availability Search* table are auto-populated from the *Status* screen.

OR

2. Click on the **Select** button to choose a *Loan Program Scenario*. See [Loan Program](#).

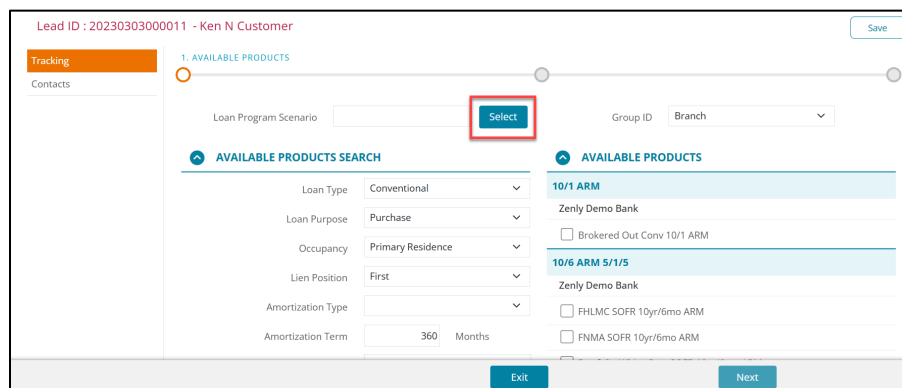


Figure 99: Choose a Loan Program

3. If needed, use the **Advanced Search** fields to enter more values.

**Note:** If no lead information is added to the *Availability Search* table, all loan products will appear in the *Available Products* table.

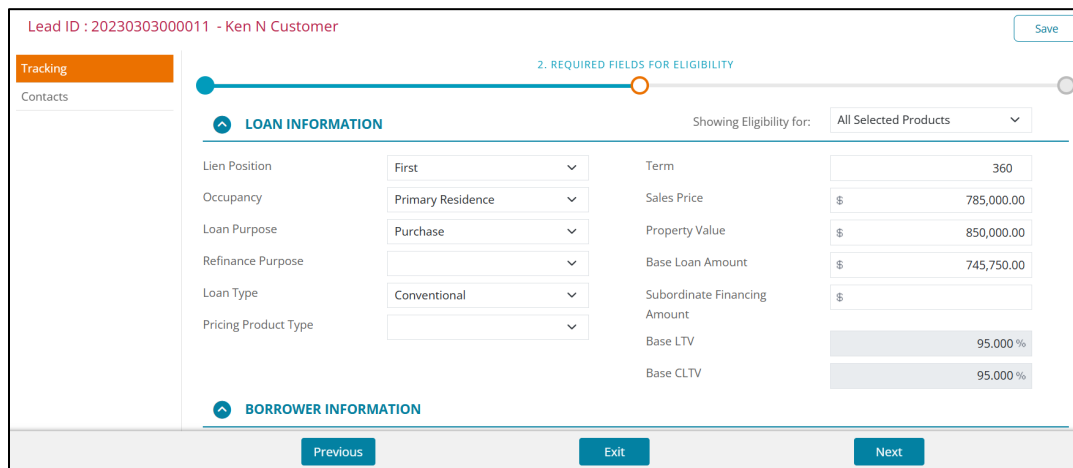
4. Select the desired **Group ID** from the dropdown menu. For more information about creating a *Group ID*, see [Pricing Service](#).
5. Select the desired product(s) from the investor.
6. Click **Save**.
7. Click **Next**.

## Eligibility Screen

Review the information in the *Eligibility* screen.

1. Edit or enter **Loan Information** if applicable.

**Note:** Select a single product from the *Showing Eligibility for* dropdown menu to show eligibility parameters for that one product.



Lead ID : 20230303000011 - Ken N Customer

Tracking

Contacts

2. REQUIRED FIELDS FOR ELIGIBILITY

LOAN INFORMATION

Showing Eligibility for: All Selected Products

Lien Position	First	Term	360
Occupancy	Primary Residence	Sales Price	\$ 785,000.00
Loan Purpose	Purchase	Property Value	\$ 850,000.00
Refinance Purpose		Base Loan Amount	\$ 745,750.00
Loan Type	Conventional	Subordinate Financing Amount	\$
Pricing Product Type		Base LTV	95.000 %
		Base CLTV	95.000 %

BORROWER INFORMATION

Previous Exit Next

Figure 100: Select Products

2. Edit or enter **Borrower Information** if applicable.
3. If needed, select **Product Features**.
4. Edit or select **Property Information**.
5. Click **Save**.
6. Click **Next**.

## Pricing Screen

The Pricing screen will populate products that are eligible and ineligible for the lead. Expand the table to see all loan products that fit or don't fit the lead's criteria.

## Eligible Product

Expand the *Eligible Products* table to view all loan products to view all loan products that fit the lead's criteria.

Select the **Calendar**  icon to view the *Interest Rate* table for the selected loan product. *Rate Adjustments* and *Price Adjustments* appear below the table.

**ELIGIBLE PRODUCTS**

Investor	30 Yr Fixed				Rate		Points	Payment		Lock Period	
Central Pacific Bank											
<input type="checkbox"/>	FHLMC LP 30 Yr Fixed				7.250		-0.500	5,087.33		30	
Rate	20 Days	30 Days	45 Days	60 Days	75 Days	90 Days	120 Days	180 Days	270 Days	360 Days	
6.000%	2.625	2.875	3.000	3.125	3.625	3.250	2.875				
6.125%	2.125	2.375	2.500	2.625	3.125	2.750	2.375				
6.250%	2.000	2.250	2.375	2.500	3.000	2.625	2.250	3.125			
6.375%	1.375	1.625	1.750	1.875	2.375	2.000	1.625	2.625	3.125		
6.500%	0.875	1.125	1.250	1.375	1.875	1.500	1.125	2.500	2.625	3.125	
6.625%	0.375	0.625	0.750	0.875	1.375	1.000	0.625	1.875	2.500	2.625	
6.750%	0.500	0.750	0.875	1.000	1.500	1.125	0.750	1.375	1.875	2.500	
6.875%		0.250	0.375	0.500	1.000	0.625	0.250	0.875	1.375	1.875	
7.000%	-0.500	-0.250	-0.125		0.500	0.125	-0.250	1.000	0.875	1.375	
7.125%	-0.625	-0.375	-0.250	-0.125	0.375		-0.375	0.500	1.000	0.875	
7.250%	-0.750	-0.500	-0.375	-0.250	0.250	-0.125	-0.500		0.500	1.000	
7.375%								-0.125		0.500	
7.500%								-0.250	-0.125		
7.625%									-0.250	-0.125	
7.750%										-0.250	

Rate Adjustments

Base Rate


7.250

Note Rate

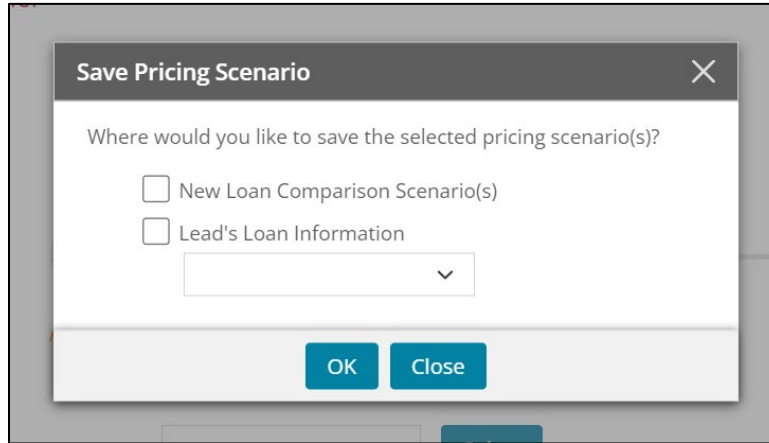
7.250

Figure 101: Eligible Products

To choose the *Eligible Products*:

1. Expand  the **Eligible Products** table.
2. Select the desired loan products.
3. Select **Save Scenario**.

4. Select either or both to save as a **New Loan Comparison Scenario(s)** and/or to the Lead's *Loan Information* table.



The dialog box titled "Save Pricing Scenario" contains the following elements:

- Header: Save Pricing Scenario (with a close button 'X')
- Text: Where would you like to save the selected pricing scenario(s)?
- Two checkboxes:
  - ☐ New Loan Comparison Scenario(s)
  - ☐ Lead's Loan Information
- A dropdown menu below the checkboxes.
- Two buttons at the bottom: OK and Close.

**Figure 102: Save Pricing Scenario**

5. Use the dropdown menu to select the desired product.
6. Click **OK**.

To view this *Pricing Scenario(s)*, see [Loan Comparisons](#).

### Ineligible Product

Expand the *Ineligible Products* table to view all loan products that don't fit the lead's criteria. The table lists the ineligible products as well as the cause for the ineligibility.

INELIGIBLE PRODUCTS		Results as of 02/27/2024 8:28 AM
Investor	30 Yr Fixed	Reasons
Central Pacific Bank	FHLMC LP 30 Yr Fixed No...	Occupancy Statuses = Investment
	FHLMC LP 30 Yr Fixed Re...	Loan Purpose Types = Refinance
	FNMA DU 30 Yr Fixed No...	Occupancy Statuses = Investment
	FNMA DU 30 Yr Fixed Re...	Loan Purpose Types = Refinance
	Portfolio 30 Yr Fixed	Max LTV = 80,000%
	Portfolio Condomotel 30 Yr ...	Min Loan Amount = \$1,149,826 Max LTV = 70,000%
	Portfolio Foreign Nationa...	Max LTV = 70,000%
	Portfolio Jumbo 30yr	Min Loan Amount = \$1,149,826 Max LTV = 80,000%
	Portfolio LLC/Trust 30 Yr ...	Max LTV = 70,000%
	Portfolio PB Asset Based ...	Max LTV = 70,000%

**Figure 103: Ineligible Products**



## Initiate Loan

The *Initiate Loan* button allows the user to start the loan process by creating a loan file from the lead. Zenly will use the available information in the lead.

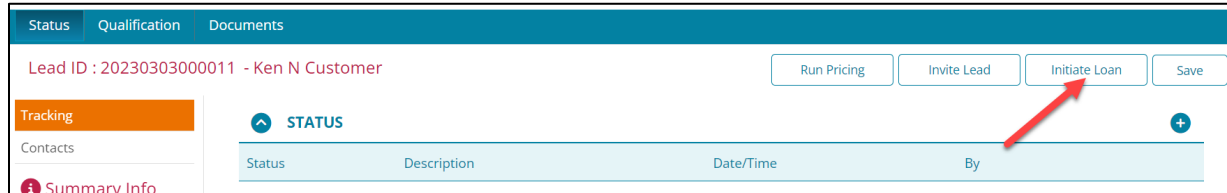


Figure 104: Initiate Loan Button

To initiate a loan:

1. Select the **Initiate Loan** button.
2. Select **File Contact** or **Import Data from ZIP Interview** if applicable. Borrower information will import from *Zip* if the Import Data option is selected.

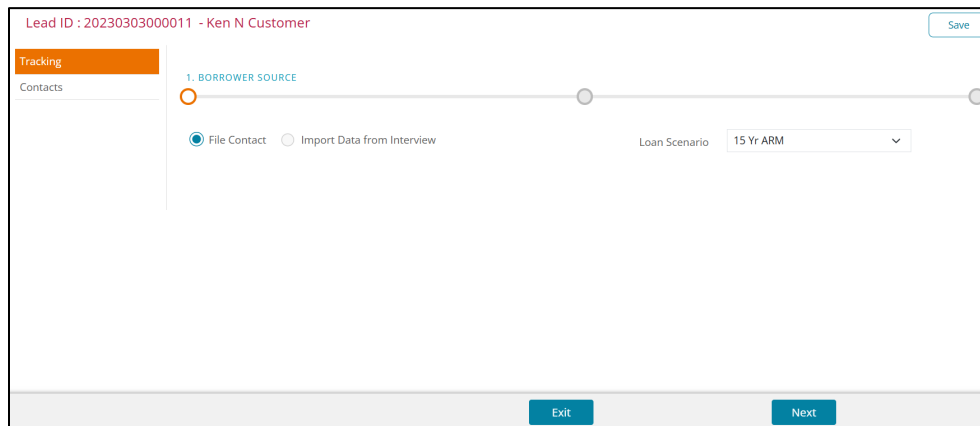
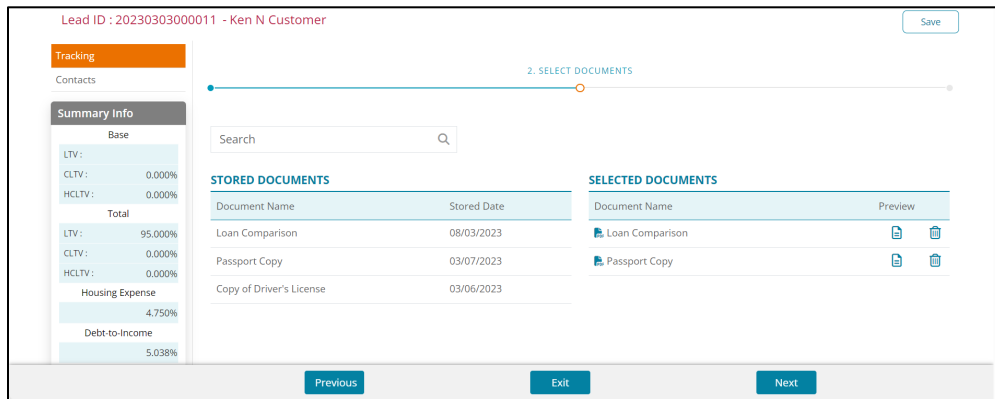


Figure 105: Initiate Loan Screen

3. If needed, use the **Loan Scenario** drop-down menu to select a stored scenario.

**Note:** If there are no documents uploaded for the lead, the *Select Document* step will not appear.

4. If documents are stored, select the desired PDFs to copy over to the loan file. Use the icons associated with the documents to preview or delete the selected PDF.



Lead ID : 20230303000011 - Ken N Customer

Tracking

Contacts

Summary Info

Base

LTV :	
CLTV :	0.000%
HCLTV :	0.000%
Total	
LTV :	95.000%
CLTV :	0.000%
HCLTV :	0.000%
Housing Expense	4.750%
Debt-to-Income	5.038%





2. SELECT DOCUMENTS

Search

STORED DOCUMENTS

Document Name	Stored Date
Loan Comparison	08/03/2023
Passport Copy	03/07/2023
Copy of Driver's License	03/06/2023

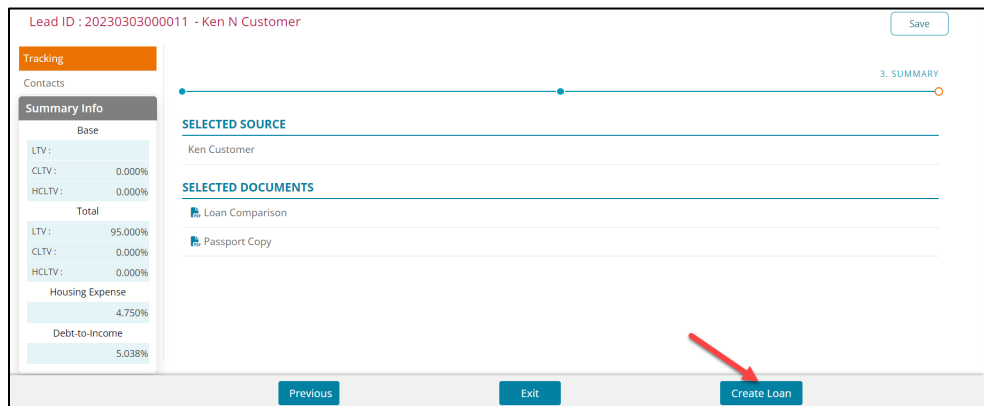
SELECTED DOCUMENTS

Document Name	Preview
Loan Comparison	 
Passport Copy	 

Previous Exit Next

Figure 106: Selected Documents

5. Click **Next**.
6. Review the **Summary**.
7. Click on the **Create Loan** button to complete the initialization.



Lead ID : 20230303000011 - Ken N Customer

Tracking

Contacts

Summary Info

Base

LTV :	
CLTV :	0.000%
HCLTV :	0.000%
Total	
LTV :	95.000%
CLTV :	0.000%
HCLTV :	0.000%
Housing Expense	4.750%
Debt-to-Income	5.038%

3. SUMMARY

SELECTED SOURCE

Ken Customer

SELECTED DOCUMENTS


Loan Comparison

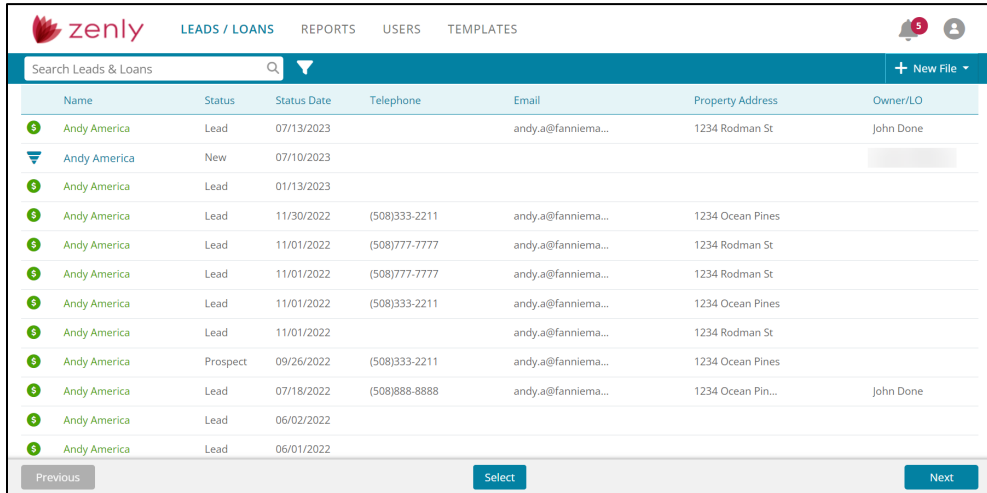
Passport Copy

Previous Exit Create Loan

Figure 107: Summary

## Chapter 4: LOANS

The *Home* and the *Leads/Loans* contains the loan files the user has available. The user can identify a Loan file by the icon . Use either screen to create a new loan file or open an existing loan.



Name	Status	Status Date	Telephone	Email	Property Address	Owner/LO
Andy America	Lead	07/13/2023		andy.a@fanniema...	1234 Rodman St	John Done
Andy America	New	07/10/2023				
Andy America	Lead	01/13/2023				
Andy America	Lead	11/30/2022	(508)333-2211	andy.a@fanniema...	1234 Ocean Pines	
Andy America	Lead	11/01/2022	(508)777-7777	andy.a@fanniema...	1234 Rodman St	
Andy America	Lead	11/01/2022	(508)777-7777	andy.a@fanniema...	1234 Rodman St	
Andy America	Lead	11/01/2022	(508)333-2211	andy.a@fanniema...	1234 Ocean Pines	
Andy America	Lead	11/01/2022		andy.a@fanniema...	1234 Rodman St	
Andy America	Prospect	09/26/2022	(508)333-2211	andy.a@fanniema...	1234 Ocean Pines	
Andy America	Lead	07/18/2022	(508)888-8888	andy.a@fanniema...	1234 Ocean Pin...	John Done
Andy America	Lead	06/02/2022				
Andy America	Lead	06/01/2022				

Figure 108: Leads/Loans

## New Loans

Create new loans by completing the Zenly screens during a borrower interview or using the import function. Users can import single or batch loan files.

## Creating a New Loan File

Use the *New File* button to create a new loan file during a borrower interview.

1. Click **New File**.
2. Select the **New Loan** option.

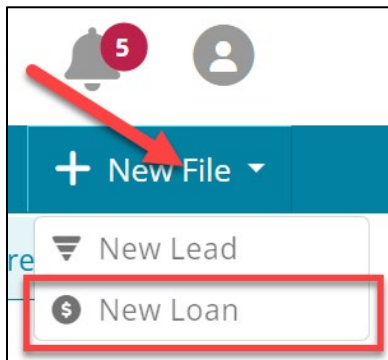


Figure 109: Create New Loan

3. Select the **Blank Loan** option.
4. Click **Create**.

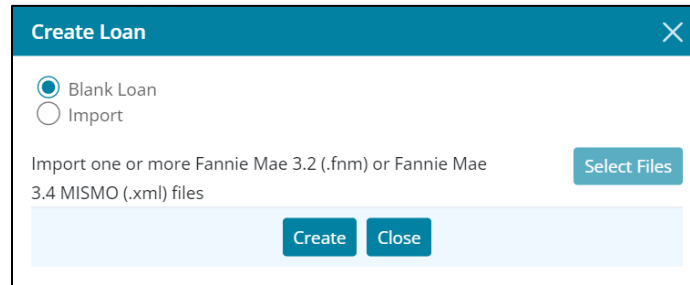


Figure 110: Create Loan Dialog

5. Proceed to [Application - Borrower](#).

## Importing Loan Files

Use the import function to import *Fannie Mae 3.2 (FNM)* and *Fannie Mae MISMO 3.4 (XML)* files.

To import loan files:

1. Select **New File**.
2. Select **New Loan**.

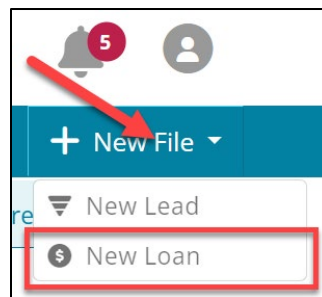


Figure 111: Create New Loan

3. Select the **Import** option.
4. Click **Select Files**.

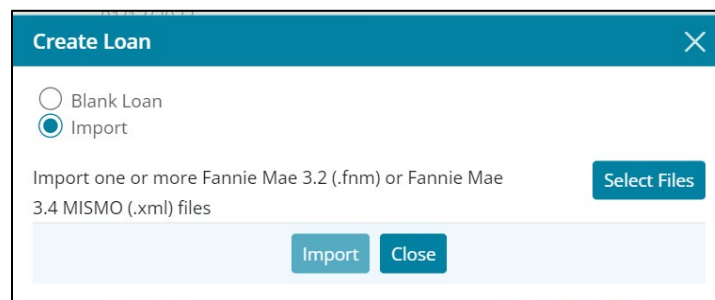


Figure 112: Import Loans

5. Browse to the stored **FNM/XML** files.
6. Highlight the file.
7. Click **Open**.

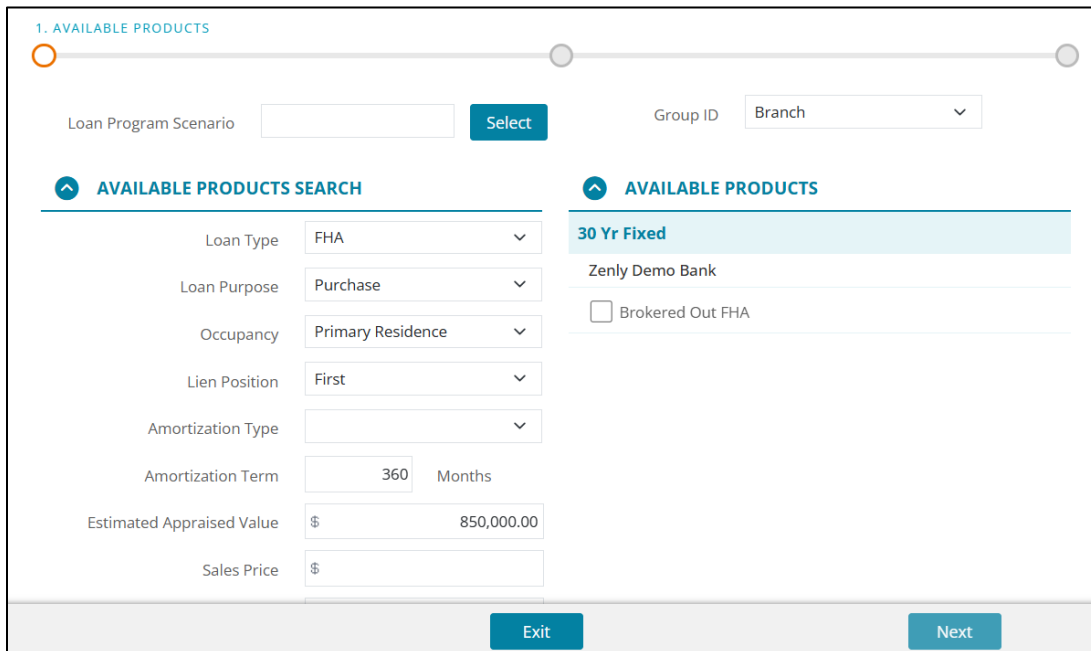
## Drag & Drop Import

Use the drag and drop import feature to drag FNM/XML files to Zenly instead of browsing to the file(s).

1. Access the **Zenly Loan List**. (See [Figure 7](#).)
2. Browse to the stored **FNM** and/or **XML** files.
3. Select the files.
4. Drag the files to the loan list.
5. Click **Import**.
6. Click **Close** when import is complete.

## Run Pricing (Loans)

The *Run Pricing* function allows the user to compare loan prices from different products. Zenly will display which loan products the borrower is eligible or ineligible for. Ensure that the information is correct, and the required fields are filled.

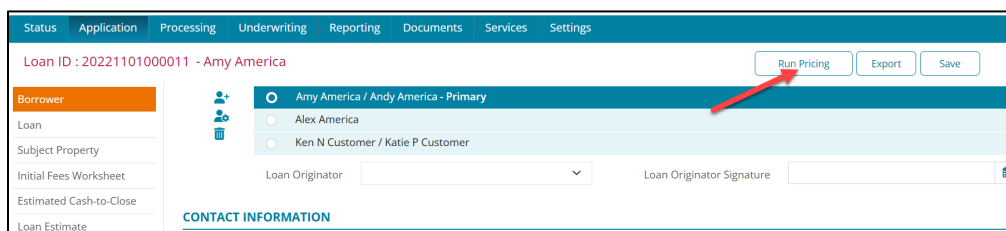


The screenshot displays the '1. AVAILABLE PRODUCTS' section of the Zenly interface. It features a progress bar at the top. Below the progress bar, there are input fields for 'Loan Program Scenario' with a 'Select' button, and 'Group ID' with a dropdown menu set to 'Branch'. The main area is divided into two columns. The left column, titled 'AVAILABLE PRODUCTS SEARCH', contains several dropdown menus: 'Loan Type' (FHA), 'Loan Purpose' (Purchase), 'Occupancy' (Primary Residence), 'Lien Position' (First), and 'Amortization Type'. Below these are input fields for 'Amortization Term' (360 Months) and 'Estimated Appraised Value' (\$850,000.00). The right column, titled 'AVAILABLE PRODUCTS', shows a search result for '30 Yr Fixed' under 'Zenly Demo Bank'. There is a checkbox for 'Brokered Out FHA'. At the bottom of the form, there are 'Exit' and 'Next' buttons.

Figure 113: Run Pricing (Loans)

To run the pricing function:

1. Select the **Run Pricing** button.



The screenshot shows the Zenly User Guide interface. At the top, there is a navigation bar with tabs: Status, Application, Processing, Underwriting, Reporting, Documents, Services, and Settings. Below the navigation bar, the 'Run Pricing' button is highlighted with a red arrow. The interface also displays a 'Loan ID : 20221101000011 - Amy America' and a 'Borrower' section with a list of borrowers: Amy America / Andy America - Primary, Alex America, and Ken N Customer / Katie P Customer. The 'Run Pricing' button is located in the top right corner of the interface.

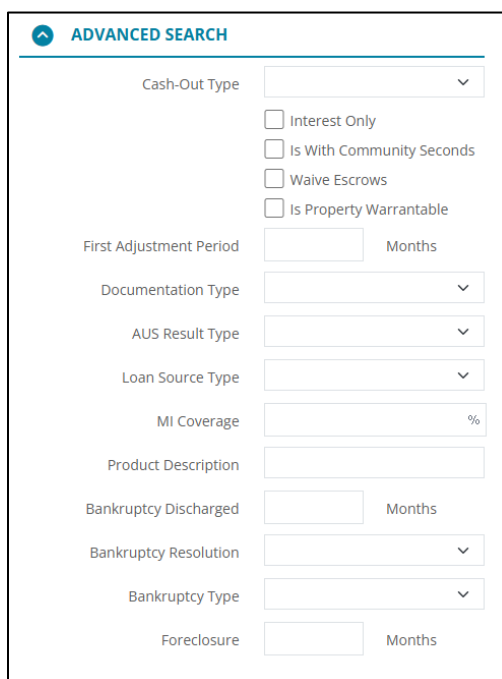
**Figure 114: Select Run Pricing**

2. Review the information in the **Available Products Search** table. The table auto-populates borrower information from the *Loan Application* screen.

**OR**

Select a **Loan Program Scenario**.

3. If needed, use the **Advanced Search** table for a more detailed search.



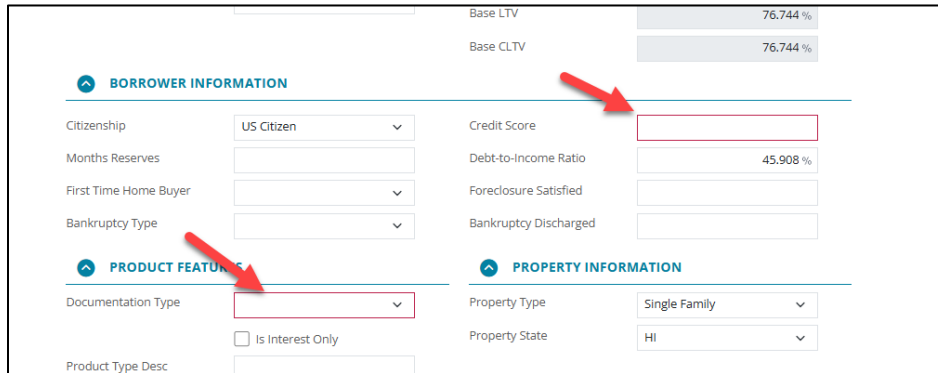
The screenshot shows the 'Advanced Search' form. It includes several search criteria with input fields and dropdown menus: Cash-Out Type, Interest Only, Is With Community Seconds, Waive Escrows, Is Property Warrantable, First Adjustment Period (Months), Documentation Type, AUS Result Type, Loan Source Type, MI Coverage (%), Product Description, Bankruptcy Discharged (Months), Bankruptcy Resolution, Bankruptcy Type, and Foreclosure (Months).

**Figure 115: Advanced Search**

4. If needed, select the desired branch from the **Group ID** drop-down menu.
5. Check the desired **Products** from the *Available Products* table.
6. Click **Next**.
7. If needed, use the **Show Eligibility** for drop-down menu to select the desired product.
8. Review the **Loan Information**.
9. Review the **Borrower Information**.

10. Review the **Product Features**.
11. Review **Property Information**.
12. If needed, add additional information.

**Note:** Red-bordered fields are required to be filled.



Base LTV 76.744 %  
Base CLTV 76.744 %

**BORROWER INFORMATION**

Citizenship US Citizen  
Months Reserves  
First Time Home Buyer  
Bankruptcy Type

Credit Score  
Debt-to-Income Ratio 45.908 %  
Foreclosure Satisfied  
Bankruptcy Discharged

**PRODUCT FEATURES**

Documentation Type  
Is Interest Only  
Product Type Desc

**PROPERTY INFORMATION**

Property Type Single Family  
Property State HI

Figure 116: Required Fields

13. Click **Next**.
14. Review the **Eligible Products** from the table.

Loan ID : 20221101000011 - Amy America

Export Save

3. ELIGIBLE PRODUCTS/PRICES

**ELIGIBLE PRODUCTS** Results as of 07/01/2024 3:02 PM

Investor	30 Yr Fixed	Rate	Points	Payment	Lock Period
Zenly Demo Bank	Brokered Out Conv 30	0.000	0.000	0.00	30 Days
Zenly Demo Bank	10/1 ARM	Rate	Points	Payment	Lock Period
Zenly Demo Bank	Brokered Out Conv 10/1 ...	0.000	0.000	0.00	30 Days
Zenly Demo Bank	3/1 ARM	Rate	Points	Payment	Lock Period

Previous Exit Save Scenario

Figure 117: Eligible Loan Products

15. Click on the **Calculator** icon to open the calculation table to the loan product.


Investor	30 Yr Fixed	Rate	Points	Payment	Lock Period					
Zenly Demo Bank										
<input checked="" type="radio"/>	Brokered Out Conv 30	0.000	0.000	0.00	30 Days 					
Rate	20 Days	30 Days	45 Days	60 Days	75 Days	90 Days	120 Days	180 Days	270 Days	360 Days
0.000%	-0.250	0.000	0.125	0.250	0.750	0.375	0.000			
0.250%										
0.375%										
0.500%										
Rate Adjustments										
Base Rate:										0.000
Note Rate:										0.000
<div>PreviousExitSave Scenario</div>										

Figure 118: Calculation Table

16. Select an **Eligible Product**.
17. Click **Save Scenario**.
18. Read the **Save Pricing Scenario** dialog.

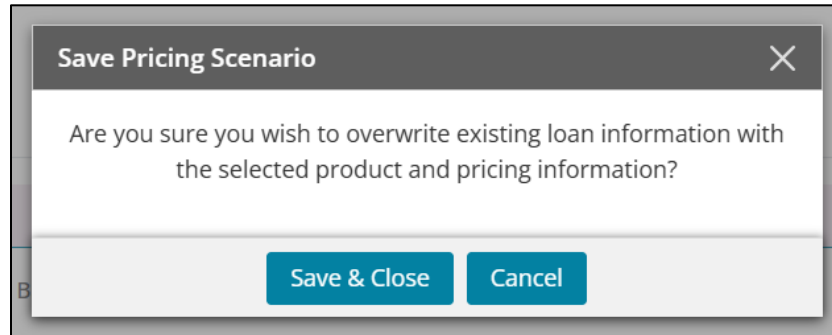


Figure 119: Save Pricing Scenario

Click **Save & Close**.

## Ineligible Product

All ineligible products will appear on this table with the reason for ineligibility.

INELIGIBLE PRODUCTS		
Investor	30 Yr Fixed	Reasons
Zenly Demo Bank	FNMA DU 30 FTHB <=10...	Missing: Property Types = Single Family, Low-Rise Condo, PUD-Detached, 2-Unit, 3-Unit, 4-Unit, Detached Condo, PUD-Attached, Townhouse Missing: FTHB = Yes
	FNMA DU 30 Yr Fixed No...	Missing: Property Types = Single Family, Low-Rise Condo, PUD-Detached, 2-Unit, 3-Unit, 4-Unit, Detached Condo, PUD-Attached, Townhouse Occupancy Statuses = Investment

Figure 120: Ineligible Loan Products

## Loan Status

The *Status* tab enables loan progress tracking from prequalification to close. The *Loans Status* screens provide status information for the selected loan. The following options are available for loan status.

## Loan Export

Use the loan *Export* option to select and export files from Zenly to a designated location. Zenly exports the loan application as an XML file.



1. Select a file.

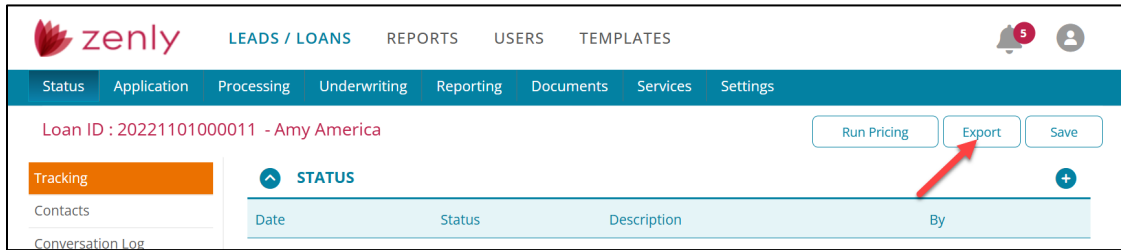


Figure 121: Export File

2. Click **Export**.
3. Click **Open File** to view the exported file.
4. Click the **Ellipse** to view export options.

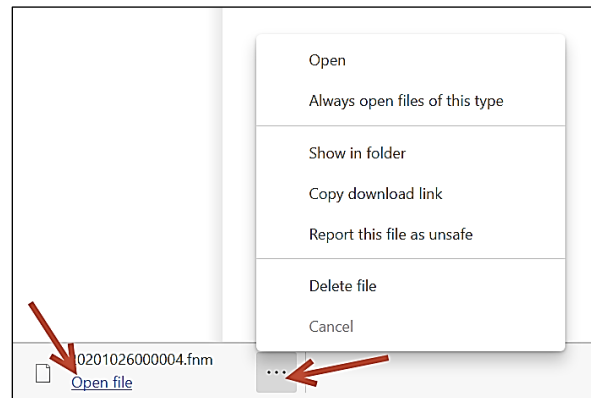


Figure 122: Export Options

**Note:** The exported file is an XML file when exporting the *Loan Application*.

5. Select the appropriate **Export** option.
6. Browse to the appropriate folder and save the export.

**Note:** See [Mortgage Market Exchange](#) for sending exported files to third-party vendors.

## Status Tracking

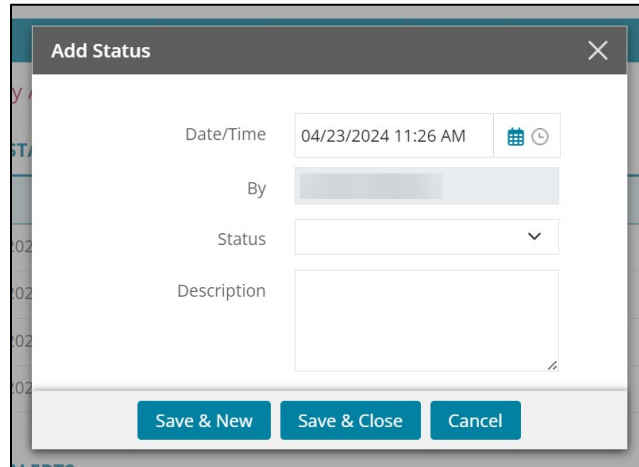
The *Status Tracking* screen opens by default after selecting a loan. Use the **Tracking** options to track and update loan application/processing status.

### Track Loan Status

Review and update loan status information. Only the *Status Description* can be updated from the *Status List*. The Status as well as the Date/Time synch with the *Closed Date* and the *Application Date* for the *Mortgage Call Report*. See [Mortgage Call Report 2024](#).

**Note:** See [Add Status](#) to enter a new loan status.

1. Select the **Status**.
2. Select **Tracking**. (See [Figure 121](#).)
3. Click current **Status** to edit.
4. Update the **Description**.



The 'Add Status' dialog box contains the following fields and buttons:

- Date/Time:** 04/23/2024 11:26 AM (with a calendar icon)
- By:** (empty text field)
- Status:** (dropdown menu)
- Description:** (text area)
- Buttons:** Save & New, Save & Close, Cancel

Figure 123: Update Status

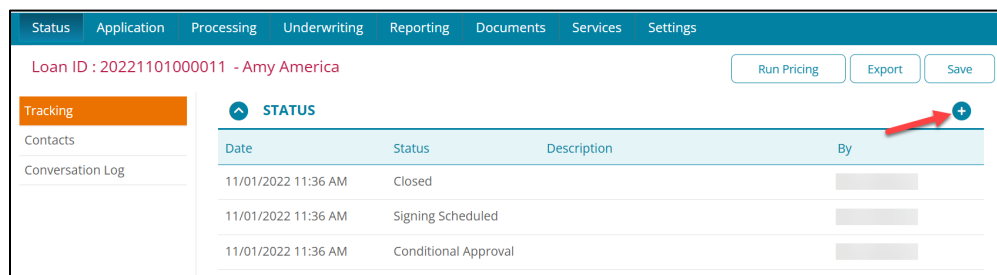
5. Click **Save & Close**.

## Add Status

Add new loan statuses as the application progresses. The new status populates in the Status list without overwriting existing statuses.

**Note:** To change the Status of the loan file, use *Add Status* to change a loan Lead to a loan Application.

1. Click **Add**.



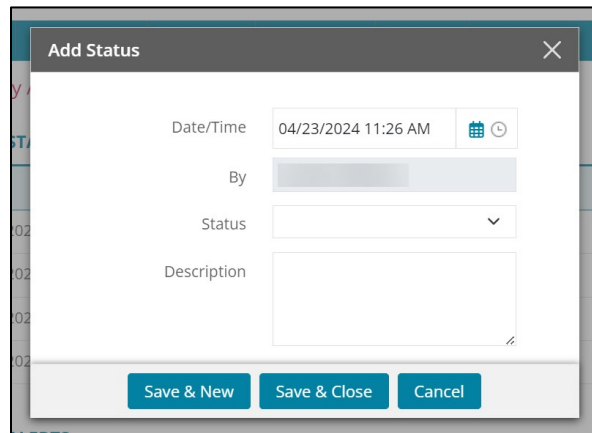
The interface shows a loan file for 'Amy America' with the following status list:

Date	Status	Description	By
11/01/2022 11:36 AM	Closed		
11/01/2022 11:36 AM	Signing Scheduled		
11/01/2022 11:36 AM	Conditional Approval		

A red arrow points to a '+' button in the top right corner of the status list, indicating where to click to add a new status.

Figure 124: Add Loan Status

2. Select the appropriate status from the dropdown.

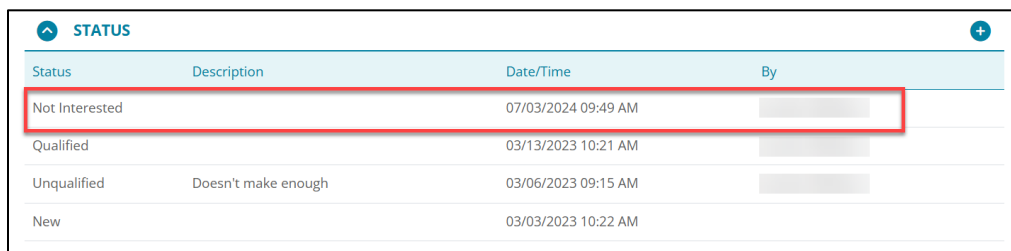


The 'Add Status' dialog box contains the following fields and controls:

- Date/Time:** A text field showing '04/23/2024 11:26 AM' with a calendar icon and a clock icon.
- By:** A text field for the user's name.
- Status:** A dropdown menu.
- Description:** A large text area for the status description.
- Buttons:** 'Save & New', 'Save & Close', and 'Cancel' at the bottom.

Figure 125: Add Status Dialog

3. Enter status **Description**.
4. Click **Save & Close** to add the status to the **Status List**.



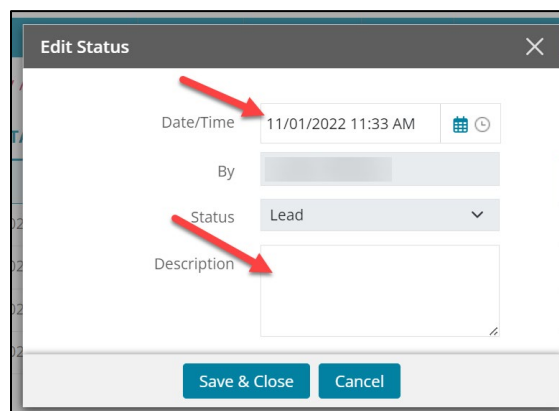
Status	Description	Date/Time	By
Not Interested		07/03/2024 09:49 AM	
Qualified		03/13/2023 10:21 AM	
Unqualified	Doesn't make enough	03/06/2023 09:15 AM	
New		03/03/2023 10:22 AM	

Figure 126: New Application Status

**Note:** Use *Save & New* to add another status.

## Edit Statuses

Review and update loan status information. Only the *Date/Time* and *Description* can be updated from the *Status List*.



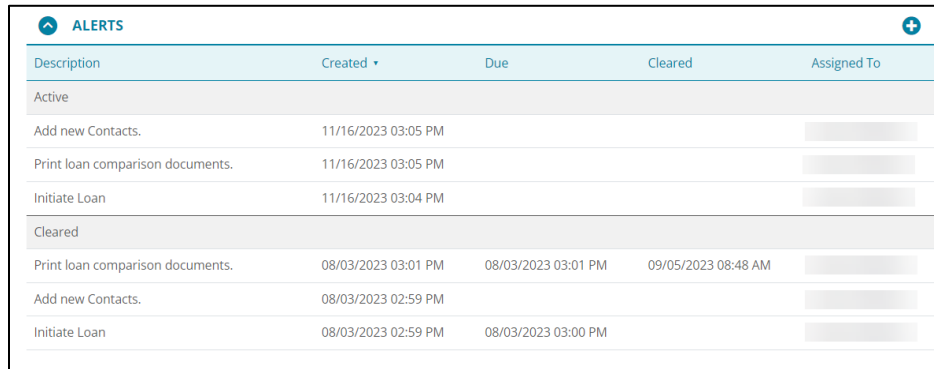
The 'Edit Status' dialog box contains the following fields and controls:

- Date/Time:** A text field showing '11/01/2022 11:33 AM' with a calendar icon and a clock icon. A red arrow points to this field.
- By:** A text field for the user's name.
- Status:** A dropdown menu showing 'Lead'. A red arrow points to this dropdown.
- Description:** A large text area for the status description. A red arrow points to this text area.
- Buttons:** 'Save & Close' and 'Cancel' at the bottom.

Figure 127: Edit Status

## Alerts

The *Alerts* section allows the user to view active and cleared alerts for the loan. Users can view the alert by selecting an item from the table. Use the **+** button to add an alert for the loan.



Description	Created	Due	Cleared	Assigned To
<b>Active</b>				
Add new Contacts.	11/16/2023 03:05 PM			
Print loan comparison documents.	11/16/2023 03:05 PM			
Initiate Loan	11/16/2023 03:04 PM			
<b>Cleared</b>				
Print loan comparison documents.	08/03/2023 03:01 PM	08/03/2023 03:01 PM	09/05/2023 08:48 AM	
Add new Contacts.	08/03/2023 02:59 PM			
Initiate Loan	08/03/2023 02:59 PM	08/03/2023 03:00 PM		

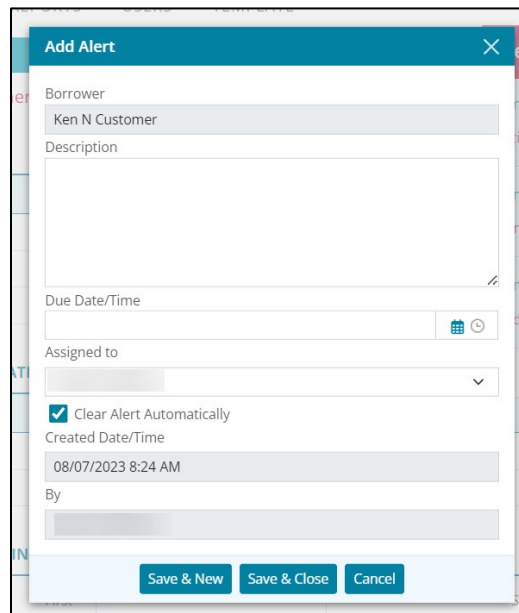
**Figure 128: Alerts (Loans)**

**Note:** Alerts CANNOT be deleted.

### Add Alerts

To add an alert for the loan file:

1. Click on the **+** icon.
2. Enter a **Description**.



**Add Alert**

Borrower  
Ken N Customer

Description

Due Date/Time

Assigned to

☒ Clear Alert Automatically

Created Date/Time  
08/07/2023 8:24 AM

By

Save & New Save & Close Cancel

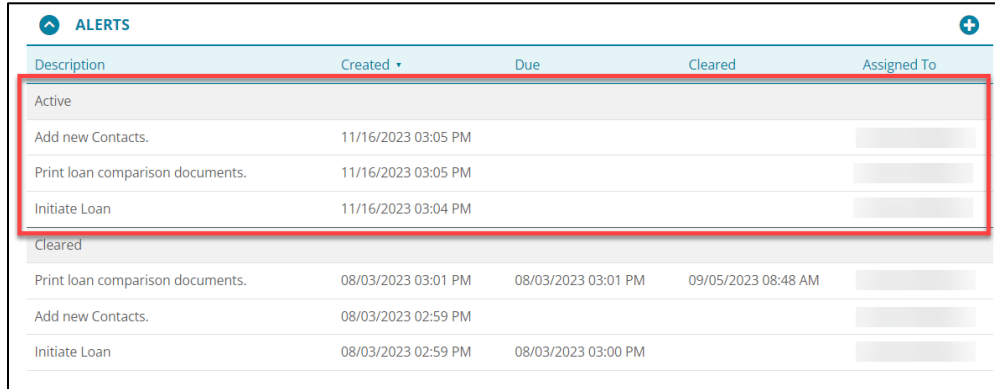
**Figure 129: Add Alerts**

3. Select a **Due Date/Time** for the alert to notify.

4. Select **Save & Close** to exit the window.

### Edit Alerts

Only *Active* alerts are editable. Select an alert from the *Active* side of the table to open the *Edit Alerts* screen.



Description	Created	Due	Cleared	Assigned To
<b>Active</b>				
Add new Contacts.	11/16/2023 03:05 PM			
Print loan comparison documents.	11/16/2023 03:05 PM			
Initiate Loan	11/16/2023 03:04 PM			
<b>Cleared</b>				
Print loan comparison documents.	08/03/2023 03:01 PM	08/03/2023 03:01 PM	09/05/2023 08:48 AM	
Add new Contacts.	08/03/2023 02:59 PM			
Initiate Loan	08/03/2023 02:59 PM	08/03/2023 03:00 PM		

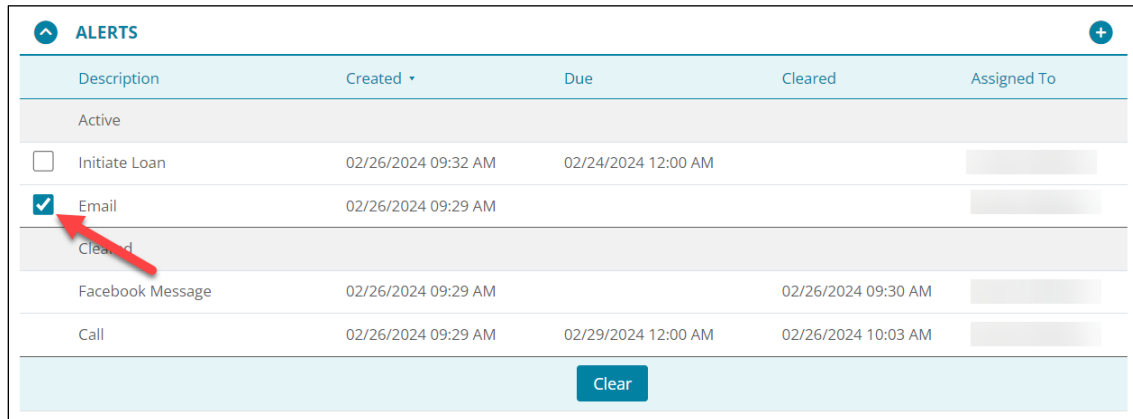
Figure 130: Edit Active Alerts

### Clearing Alerts

Even if Alerts can't be deleted, alerts can be cleared.

To clear an alert:

1. Select the checkbox for the undesired alert.



Description	Created	Due	Cleared	Assigned To
<b>Active</b>				
<input type="checkbox"/> Initiate Loan	02/26/2024 09:32 AM	02/24/2024 12:00 AM		
<input checked="" type="checkbox"/> Email	02/26/2024 09:29 AM			
<b>Cleared</b>				
Facebook Message	02/26/2024 09:29 AM		02/26/2024 09:30 AM	
Call	02/26/2024 09:29 AM	02/29/2024 12:00 AM	02/26/2024 10:03 AM	

Clear

Figure 131: Clearing Alerts

2. Select the **Clear** button.

The undesired alerts will move to the *Cleared* section of the table.

## Status Contacts

The **Status Contacts List** provides a location to save contact information for relevant loan contacts.

## Add Contact

Add additional loan *Contacts* to the *Contact List*.

1. Select the **Add**  button.

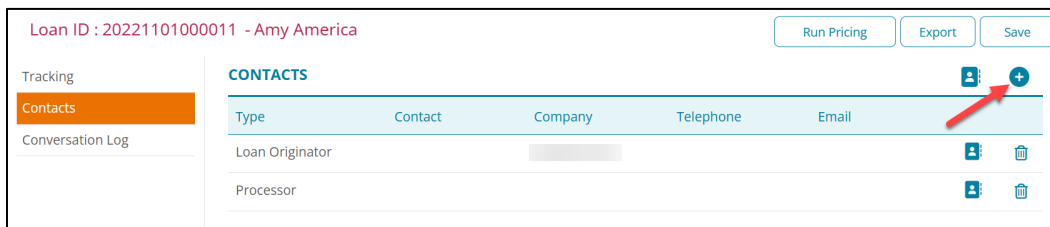
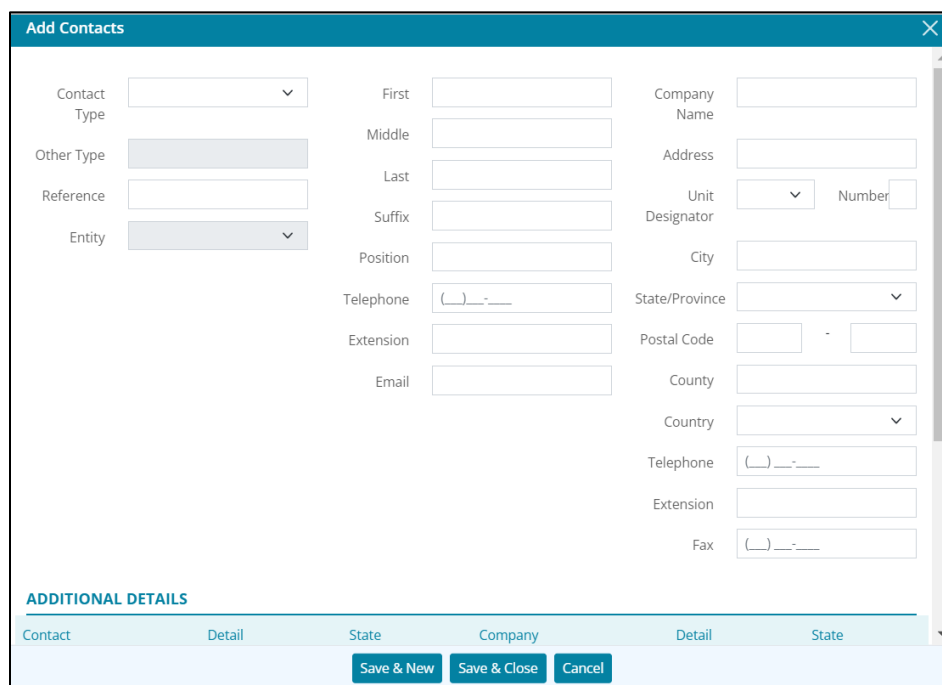


Figure 132: Add Contact

2. Enter **Contact** details.



The 'Add Contacts' dialog box is shown. It has a title bar with 'Add Contacts' and a close button. The form is divided into several sections:
 

- Contact Type:** A dropdown menu.
- Other Type:** A text input field.
- Reference:** A text input field.
- Entity:** A dropdown menu.
- First, Middle, Last, Suffix:** Text input fields for the contact's name.
- Position:** A text input field.
- Telephone:** A text input field with a format ( ) - -.
- Extension:** A text input field.
- Email:** A text input field.
- Company Name:** A text input field.
- Address:** A text input field.
- Unit Designator:** A dropdown menu and a text input field for the number.
- City:** A text input field.
- State/Province:** A dropdown menu.
- Postal Code:** A text input field with a hyphen.
- County:** A text input field.
- Country:** A dropdown menu.
- Telephone (bottom):** A text input field with a format ( ) - -.
- Extension (bottom):** A text input field.
- Fax:** A text input field with a format ( ) - -.

 At the bottom, there's a section titled 'ADDITIONAL DETAILS' with a table that has columns: Contact, Detail, State, Company, Detail, and State. Below the table are three buttons: 'Save & New', 'Save & Close', and 'Cancel'.

Figure 133: Add Contacts Dialog

3. Select **Additional Details** fields to add information if required.

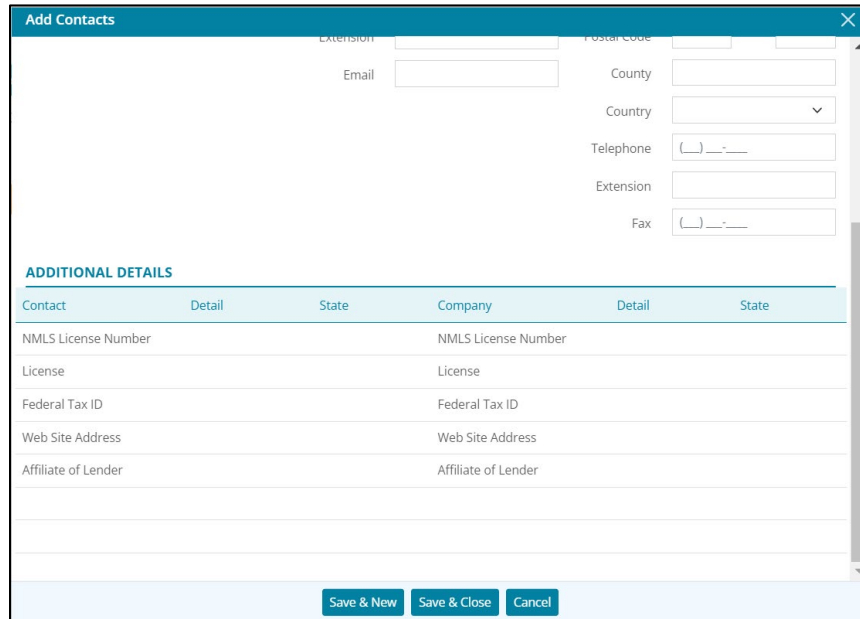


Figure 134: Additional Contacts Details

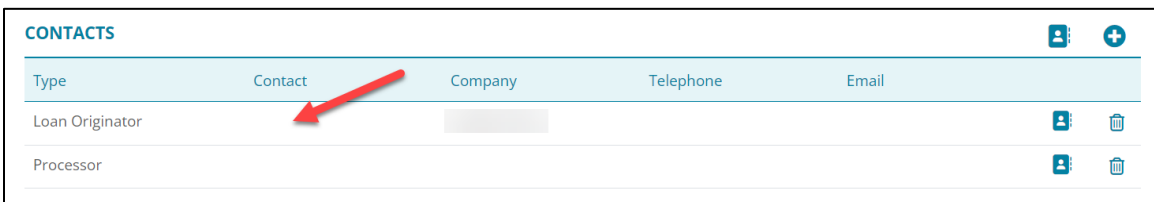
4. Click **Save & Close**.

**Note:** Click *Save & New* to add another contact.

## Edit Contacts List

Use the following steps to edit the loan **Contacts List**.

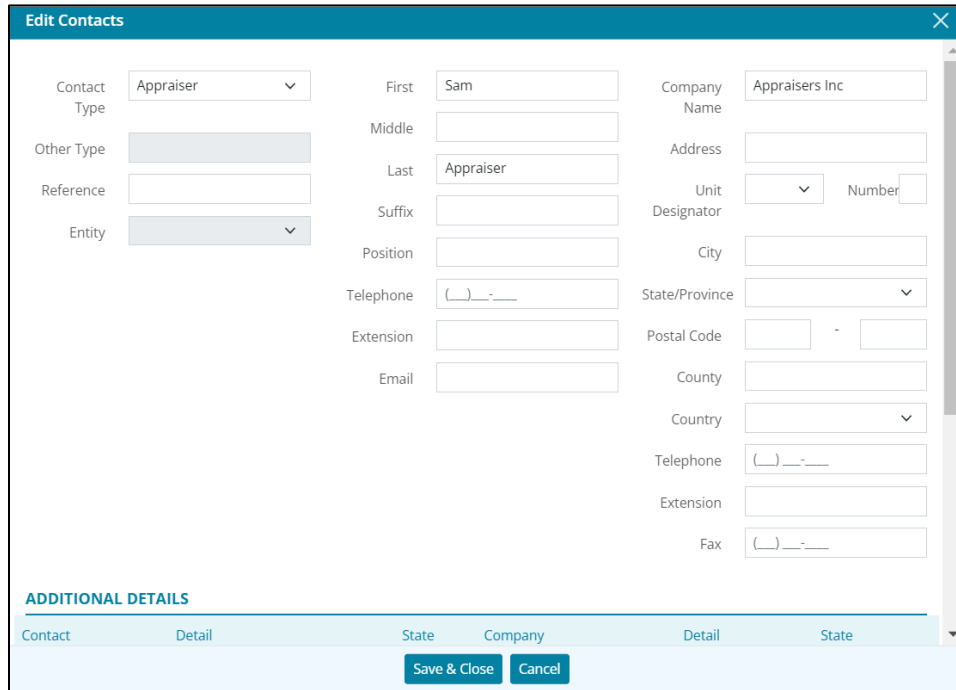
1. Select the **Status**.
2. Select the **Contacts** tab.
3. Click a **Contact** entry to edit.



Type	Contact	Company	Telephone	Email
Loan Originator				
Processor				

Figure 135: Loan Contacts List

4. Make appropriate contact information changes.



The **Edit Contacts** dialog box contains the following fields:

- Contact Type:** Appraiser (dropdown)
- Other Type:** (empty text field)
- Reference:** (empty text field)
- Entity:** (empty dropdown)
- First:** Sam
- Middle:** (empty text field)
- Last:** Appraiser
- Suffix:** (empty text field)
- Position:** (empty text field)
- Telephone:** ( ) - -
- Extension:** (empty text field)
- Email:** (empty text field)
- Company Name:** Appraisers Inc
- Address:** (empty text field)
- Unit:** (empty dropdown)
- Designator:** (empty text field)
- City:** (empty text field)
- State/Province:** (empty dropdown)
- Postal Code:** ( ) - ( )
- County:** (empty text field)
- Country:** (empty dropdown)
- Telephone:** ( ) - -
- Extension:** (empty text field)
- Fax:** ( ) - -

**ADDITIONAL DETAILS**

Contact	Detail	State	Company	Detail	State

Buttons: **Save & Close**, **Cancel**

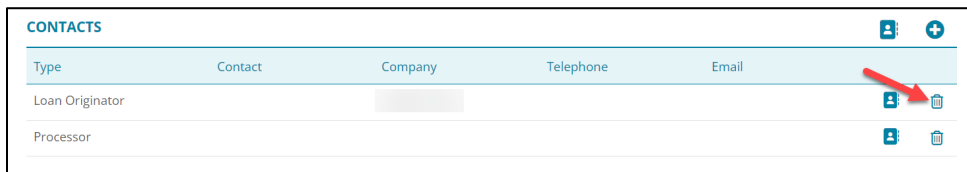
Figure 136: Edit Contacts Dialog

5. Select **Additional Details** fields to edit information if required. (See Figure 134.)
6. Click **Save & Close**.

## Delete Contact

Delete contacts that are no longer required.

1. Click the **Delete** icon for the contact to delete.





Type	Contact	Company	Telephone	Email	
Loan Originator					
Processor					

Figure 137: Delete Contact

2. Click **Delete** on the *Delete Confirmation* dialog.



## Adding Contact Using the Directory

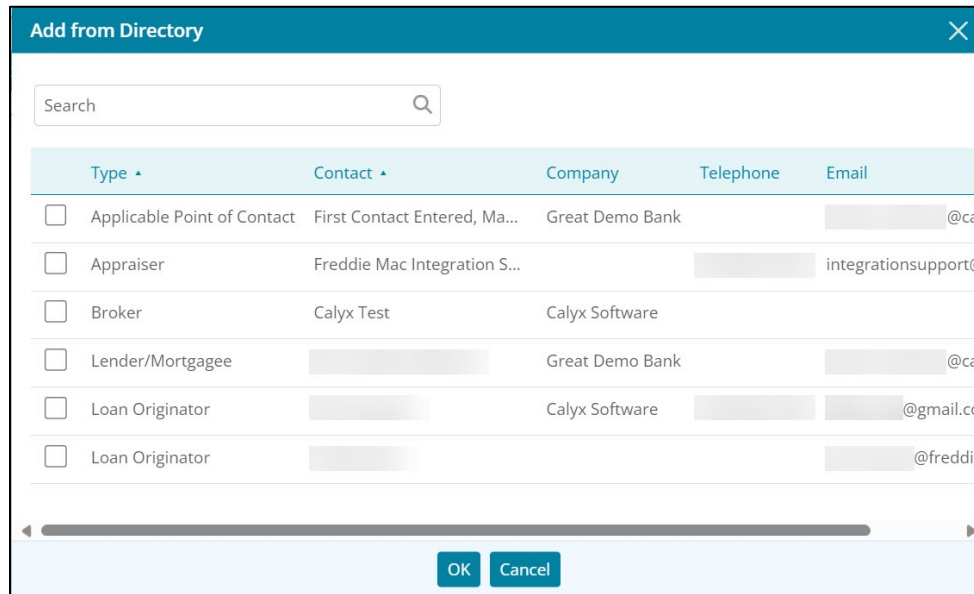
Use the *Directory*  icon to added contacts from the *Directory*. For more information about the Directory see [Directory](#).

To add contacts:

1. On the **Status** screen.
2. Select the **Directory**  icon.
3. Choose the desired contact(s) or use the *Search* bar to enter a contact parameter.

**Note:** Only one of each *Contact Type* is allowed per *Loan* if multiple contacts are selected from the *Directory*.

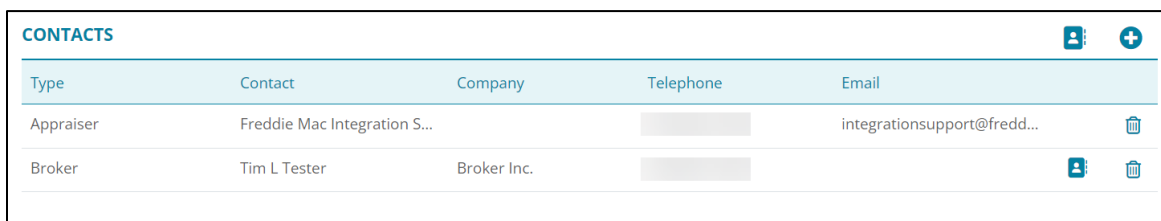
**Note:** If a contact of the same type was selected, Zenly will prompt the user to overwrite the prior contact.



Type	Contact	Company	Telephone	Email
<input type="checkbox"/> Applicable Point of Contact	First Contact Entered, Ma...	Great Demo Bank		@caly
<input type="checkbox"/> Appraiser	Freddie Mac Integration S...			integrationsupport@
<input type="checkbox"/> Broker	Calyx Test	Calyx Software		
<input type="checkbox"/> Lender/Mortgagee		Great Demo Bank		@caly
<input type="checkbox"/> Loan Originator		Calyx Software		@gmail.com
<input type="checkbox"/> Loan Originator				@freddie

Figure 138: Add from Directory

4. Click **OK**.



Type	Contact	Company	Telephone	Email
Appraiser	Freddie Mac Integration S...			integrationsupport@fredd...
Broker	Tim L Tester	Broker Inc.		

Figure 139: Contact Through Directory

**Note:** Contacts that are added from the *Contacts* screens can be added to the Zenly *Directory* by selecting the icon displayed next to the *Delete*  icon.

## Status Conversations

Use *Status Conversations* to track communications with borrowers and loan contacts.

**Note:** *Conversation Log* entries cannot be altered or deleted after saving.

1. Select the **Status** tab.
2. Select **Conversation Log**.

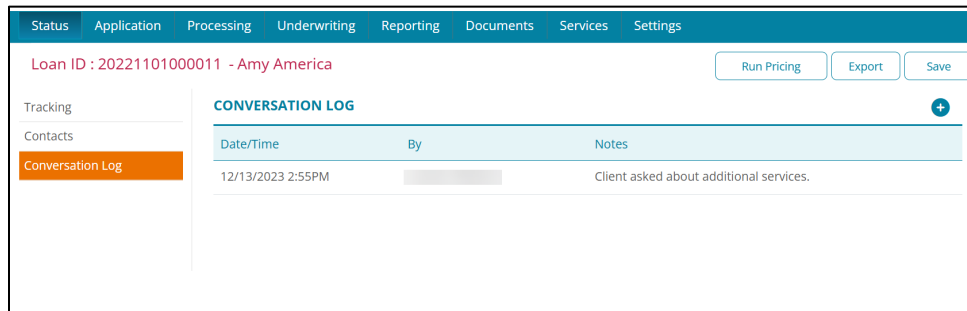


Figure 140: Loan Conversations

3. Click **Add**.
4. Enter conversation details.

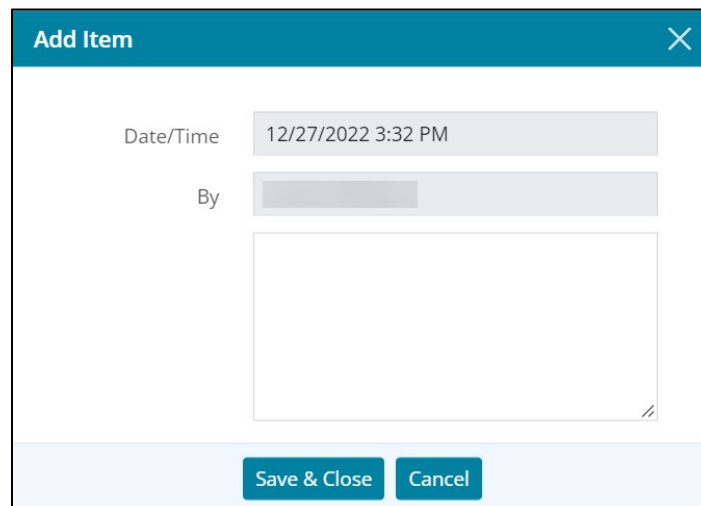


Figure 141: Add Item Dialog

5. Click **Save & Close** to add the item to the *Conversation Log*.

## Loan Application

Use the *Loan Application* screens to enter/update borrower and loan information details.

### Application - Borrower

The *Application > Borrower* screen contains options for capturing borrower details. Enter initial borrower information and return to update as additional information is provided.

1. Select the **Application** tab.

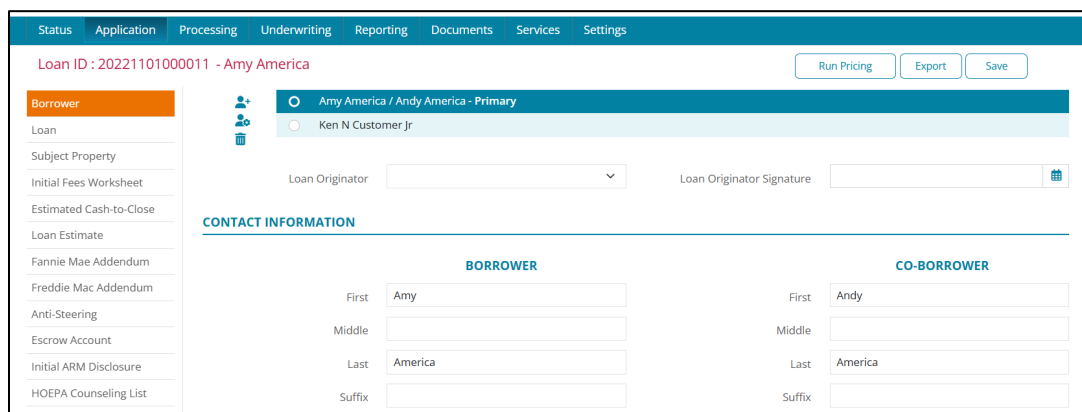


Figure 142: Application Borrowers

2. Select **Borrower**.

**Note:** The *Borrower* radio button title populates with the primary borrower's name after completing the *Borrower Information*. (See [Borrowers](#) for details.)

3. Select the radio button for a listed borrower to view an overview of the selected borrower.
4. Drag and drop the desired borrower to the top of the table to make them the Primary borrower.
5. Use the **Loan Originator** dropdown menu to select the desired contact.

**Note:** The selected loan originator will auto-populate in the screen. Selecting a new loan originator from the dropdown menu will replace the existing one.

6. Select the **Loan Originator Signature Date**.

### Borrowers

Borrowers may be added to the loan throughout the loan process.

#### Add Borrower

Use the following steps to add a borrower other than co-borrower to the loan.

1. Click the **Add Borrower** icon.

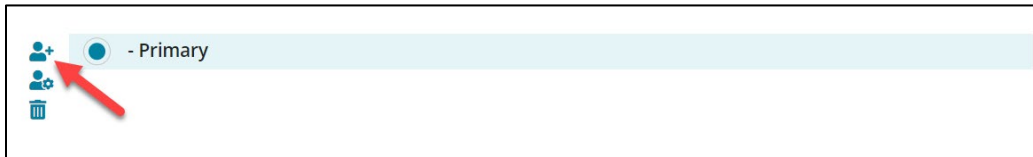


Figure 143: Add Borrower

2. Proceed to [Borrower/Co-Borrower Information](#) to complete the borrower details.

## Import From Leads

The user can import a borrower by using leads.

To Import from Leads:

1. Select the **Add Borrower** icon.

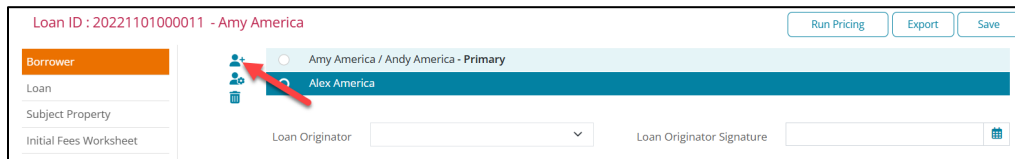


Figure 144: Adding a Borrower

2. Choose **Import from Leads**.

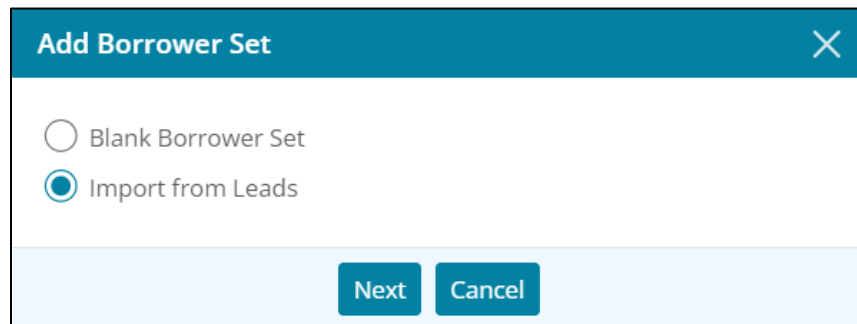
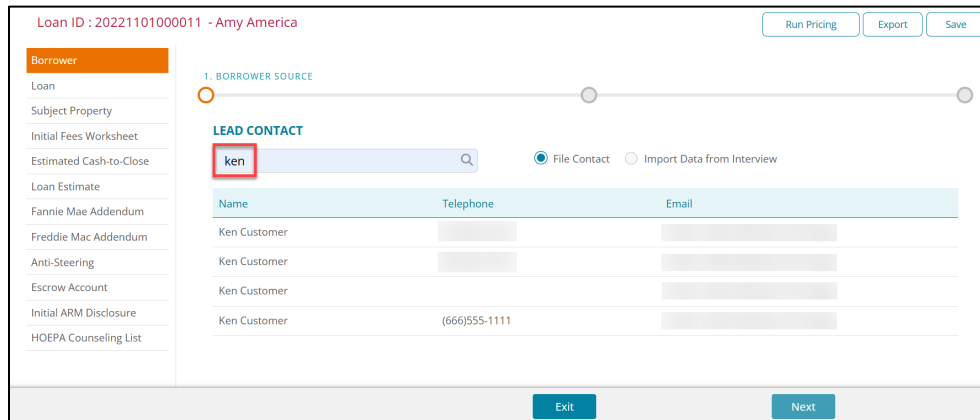


Figure 145: Import from Leads

3. Click **Next**.

4. Search for the desired **Lead Contact** using the search bar.

**Note:** If the Lead contains no stored documents, the screen will skip to the *Summary* step.



Loan ID : 20221101000011 - Amy America

Run Pricing Export Save

**Borrower**

- Loan
- Subject Property
- Initial Fees Worksheet
- Estimated Cash-to-Close
- Loan Estimate
- Fannie Mae Addendum
- Freddie Mac Addendum
- Anti-Steering
- Escrow Account
- Initial ARM Disclosure
- HOEPA Counseling List

1. BORROWER SOURCE

**LEAD CONTACT**

ken

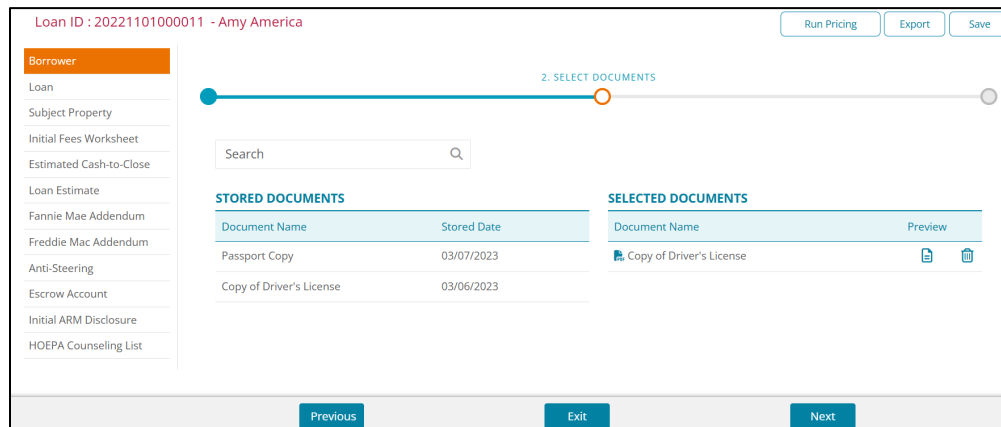
File Contact Import Data from Interview

Name	Telephone	Email
Ken Customer		
Ken Customer		
Ken Customer		
Ken Customer	(666)555-1111	

Exit Next

**Figure 146: Searching Leads**

5. Click on the magnifying glass icon or press Enter.
6. Select a lead from the results table.
7. Select either **File Contact** or **Import Data from Interview**.
8. Click **Next**.
9. Select the desired stored documents to move the items to the **Selected Documents** table.



Loan ID : 20221101000011 - Amy America

Run Pricing Export Save

**Borrower**

- Loan
- Subject Property
- Initial Fees Worksheet
- Estimated Cash-to-Close
- Loan Estimate
- Fannie Mae Addendum
- Freddie Mac Addendum
- Anti-Steering
- Escrow Account
- Initial ARM Disclosure
- HOEPA Counseling List



2. SELECT DOCUMENTS

Search

**STORED DOCUMENTS**

Document Name	Stored Date
Passport Copy	03/07/2023
Copy of Driver's License	03/06/2023

**SELECTED DOCUMENTS**

Document Name	Preview
Copy of Driver's License	 

Previous Exit Next

**Figure 147: Select Documents**

10. Click **Next**.

## 11. Review the **Summary**.

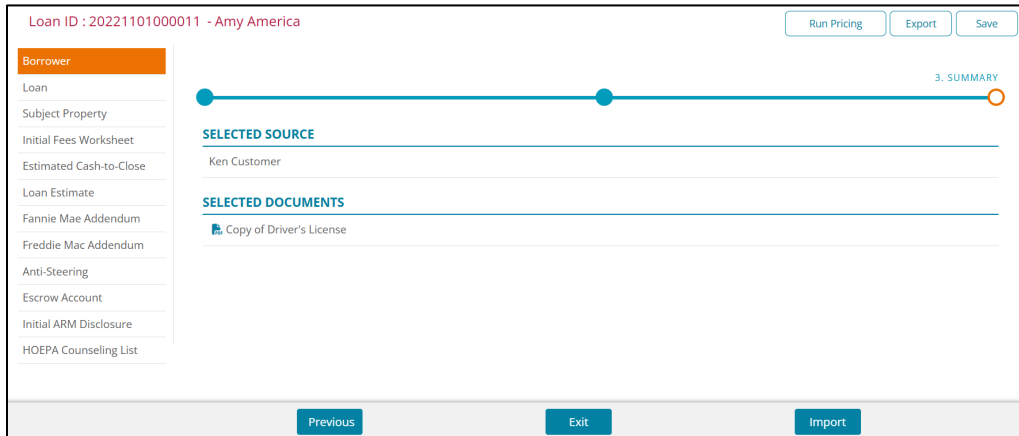


Figure 148: Summary

## 12. Click **Import**.

### Delete Borrower

Use the following steps to delete a borrower from the loan.

**Note:** The primary borrower cannot be deleted if other borrowers are not listed on the loan.

1. Select the borrower to delete.

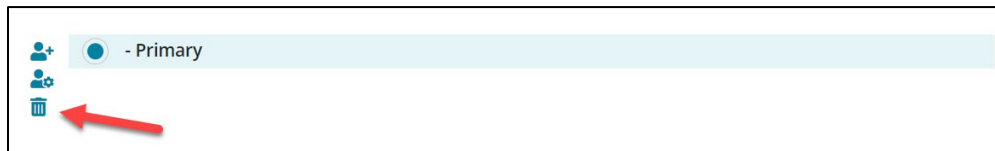


Figure 149: Delete Borrower

2. Click **Delete Borrower**.
3. Click **Delete** on the *Delete Confirmation* dialog.

### Swap Primary Borrower

Use the following steps to swap the primary borrower and co-borrower. Information automatically updates to match the new primary borrower when the swap is complete.

1. Click the **Primary Borrower** set.

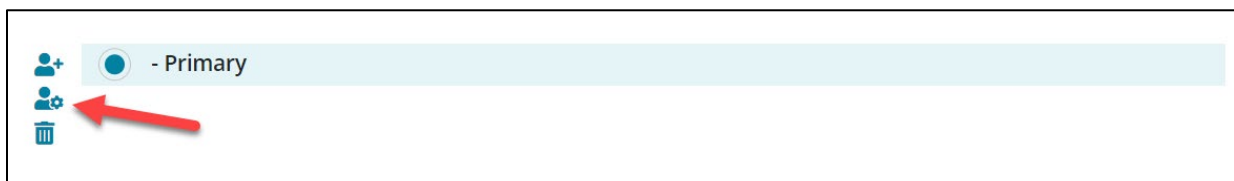
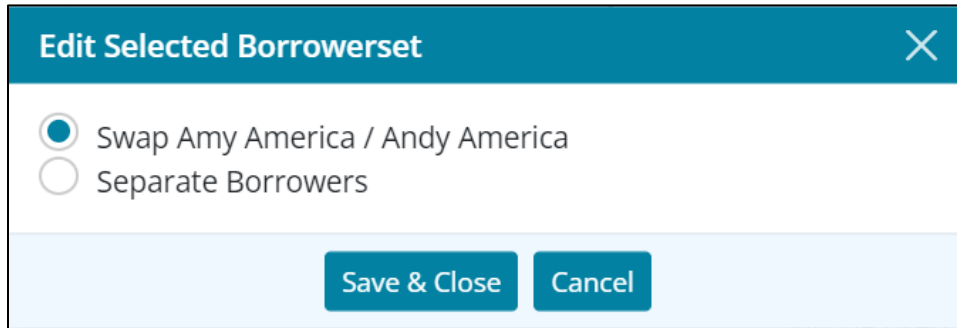


Figure 150: Edit Borrower

2. Click the **Edit Borrower** icon.

3. Select the **Swap** radio button.



The dialog box is titled "Edit Selected Borrowerset" and has a close button (X) in the top right corner. It contains two radio buttons: "Swap Amy America / Andy America" (which is selected) and "Separate Borrowers". At the bottom, there are two buttons: "Save & Close" and "Cancel".

Figure 151: Swap Primary Borrower

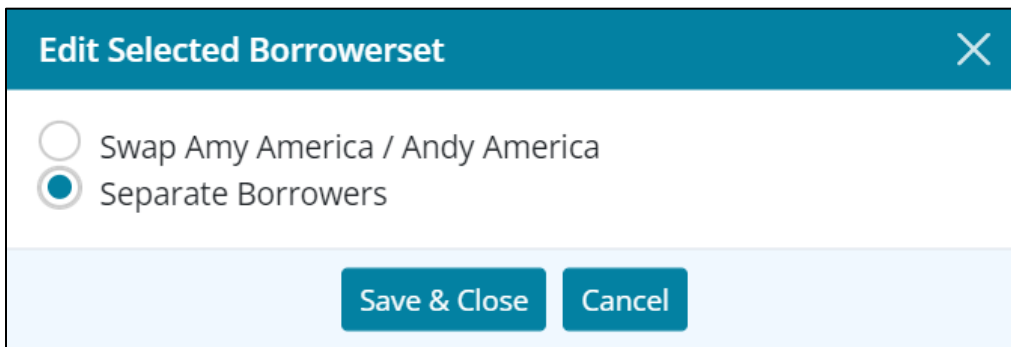
4. Click **Save & Close**.
5. Proceed to [Borrower/Co-Borrower Information](#) to complete the borrower details.

### Separate Borrowers

Use the following steps to separate borrowers in the same borrower set. The separated borrowers become single borrowers in the Borrower List.

**Note:** Separate a borrower set to enable deleting a borrower from the loan.

1. Select the **Borrower Set**. (See [Figure 150](#).)
2. Click the **Edit Borrower** icon.
3. Select the **Separate Borrower** radio button.



The dialog box is titled "Edit Selected Borrowerset" and has a close button (X) in the top right corner. It contains two radio buttons: "Swap Amy America / Andy America" and "Separate Borrowers" (which is selected). At the bottom, there are two buttons: "Save & Close" and "Cancel".

Figure 152: Separate Borrowers

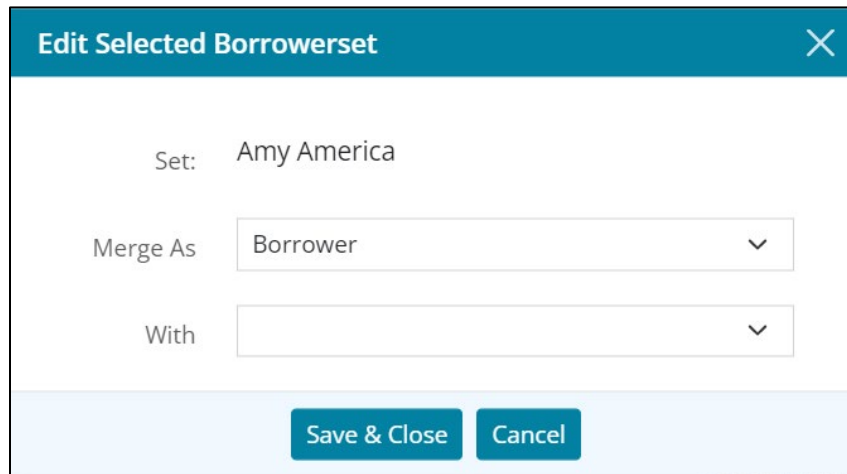
4. Click **Save & Close**.

### Merge Borrowers

Use the following steps to merge borrowers.

1. Select one of the borrowers to **Merge**. (See [Figure 150](#).)
2. Click **Edit Borrower**.

3. Select the appropriate **Merge As** option.



The dialog box is titled "Edit Selected Borrowerset" with a close button (X) in the top right corner. It contains the following fields:

- Set:** Amy America
- Merge As:** A dropdown menu currently showing "Borrower".
- With:** An empty dropdown menu.
- At the bottom, there are two buttons: "Save & Close" and "Cancel".

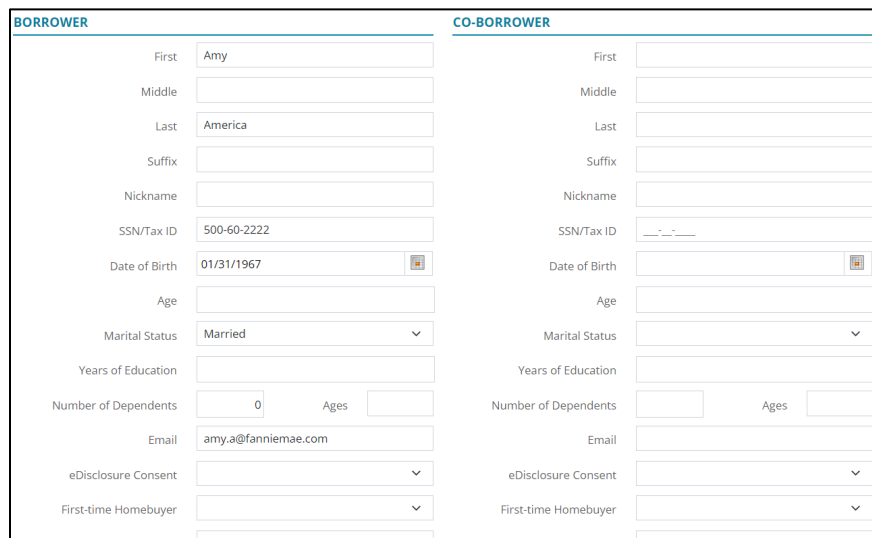
Figure 153: Merge Borrowers

4. Select the borrower to merge **With**.
5. Click **Save & Close**.

## Borrower/Co-Borrower Information

Complete the screen details with as much information as possible. Return to the **Borrower** and **Co-Borrower** fields to update as additional information becomes available.

1. Select **Borrower** from the *Application* tab.



The form is divided into two main sections: **BORROWER** and **CO-BORROWER**.

**BORROWER Section:**

- First: Amy
- Middle: (empty)
- Last: America
- Suffix: (empty)
- Nickname: (empty)
- SSN/Tax ID: 500-60-2222
- Date of Birth: 01/31/1967
- Age: (empty)
- Marital Status: Married (dropdown)
- Years of Education: (empty)
- Number of Dependents: 0
- Ages: (empty)
- Email: amy.a@fanniemae.com
- eDisclosure Consent: (dropdown)
- First-time Homebuyer: (dropdown)

**CO-BORROWER Section:**

- First: (empty)
- Middle: (empty)
- Last: (empty)
- Suffix: (empty)
- Nickname: (empty)
- SSN/Tax ID: (empty)
- Date of Birth: (empty)
- Age: (empty)
- Marital Status: (dropdown)
- Years of Education: (empty)
- Number of Dependents: (empty)
- Ages: (empty)
- Email: (empty)
- eDisclosure Consent: (dropdown)
- First-time Homebuyer: (dropdown)

Figure 154: Borrower/Co-Borrower Information

**Note:** Select *Unmarried* from the *Marital Status* dropdown to enable the *Unmarried Addendum* fields.

2. Complete the **Borrower** and **Co-Borrower** fields with available information.



## Unmarried Addendum

Use the **Unmarried Addendum** when the borrower resides in a state that recognizes civil unions, domestic partnerships, or registered reciprocal beneficiary relationships.

1. Select the appropriate **Shared Property Rights** option.

### UNMARRIED ADDENDUM

Shared Property Rights

Domestic Relationship

Other Description

State

Figure 155: Unmarried Addendum

**Note:** Proceed to [Telephone](#) if answering No in Step 1.

2. Select appropriate **Domestic Relationship** option.
3. Enter **Other Description** when selecting **Other** for **Domestic Relationship**.
4. Select the appropriate **State**.

## Telephone

Contact telephone numbers are required for all borrowers.

### Add Telephone

Use the following steps to complete the borrower/co-borrower *Telephone* fields.

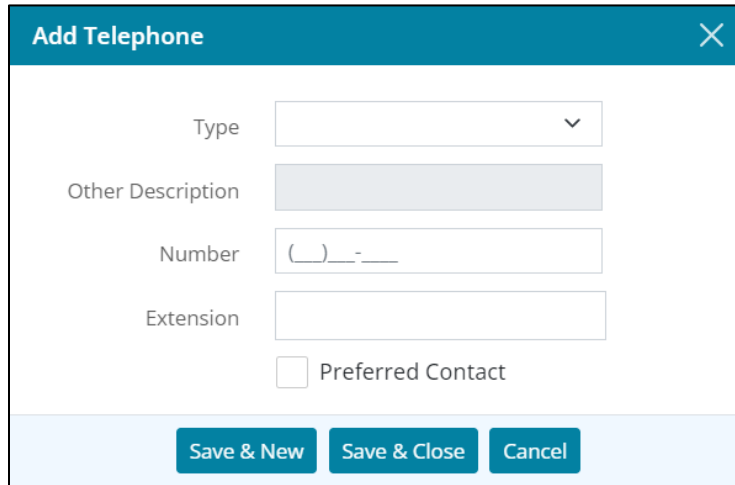
1. Click the **Borrower Telephone Add** button.

### TELEPHONE

Type	Number	Preferred
Home	(508)888-8888	

Figure 156: Add/Edit Telephone Number

2. Select **Telephone Type**.



The 'Add Telephone' dialog box contains the following fields and controls:

- Type:** A dropdown menu.
- Other Description:** A text input field.
- Number:** A text input field with a placeholder format of ( ) - -.
- Extension:** A text input field.
- Preferred Contact:** A checkbox.
- Buttons:** 'Save & New', 'Save & Close', and 'Cancel'.

**Figure 157: Add Telephone Dialog**

3. Enter the **Other Description** when **Other** is selected from the **Type** dropdown.
4. Enter the **Telephone Number**.
5. Enter an **Extension** when appropriate.
6. Select the **Preferred Contact** checkbox if the entered number is the preferred contact type.
7. Click **Save & Close**.

**Note:** Click **Save & New** to add another telephone number.

8. Repeat Steps 1 – 7 for the **Co-Borrower**.

### **Edit Telephone**

Use the following steps to edit a listed telephone number.

1. Click the phone **Number** to edit. (See [Figure 156](#).)
2. Update the **Telephone Information** on the *Edit Telephone* dialog. (See [Add Telephone](#) for details.)
3. Click **Save & Close**.

### **Delete Telephone**

Use the following steps to delete a listed telephone number.

1. Click the **Delete** icon. (See [Figure 156](#).)

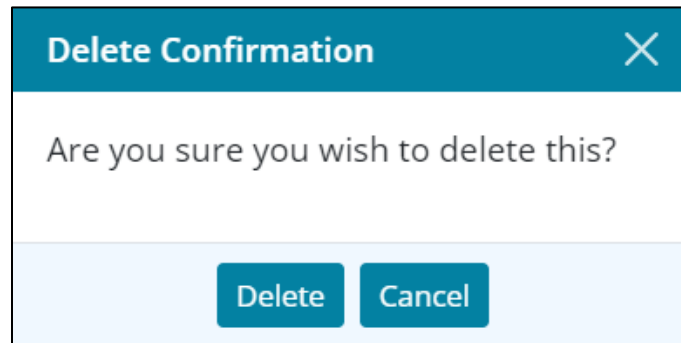


Figure 158: Delete Confirmation

2. Click **Delete** on the *Delete Confirmation* dialog.

## Addresses

Enter borrower/co-borrower current address information. Important selections for the **Add Address** dialog entries include:

- Select **Previous** from the **Type** dropdown list and add addresses to cover the required timeframe.
- Select **Current** from the **Type** dropdown list where the address listed is also the mailing address.
- Enter the **Postal Code** to auto-populate the **City and State/Providence** fields.

## Add Address

Use the following steps to add borrower addresses.

1. Click the **Borrower Address Add** button.

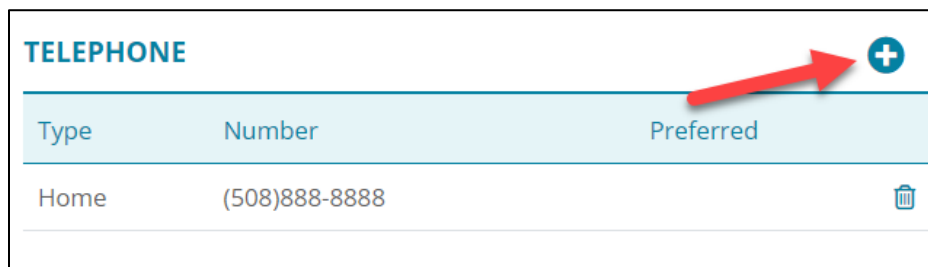
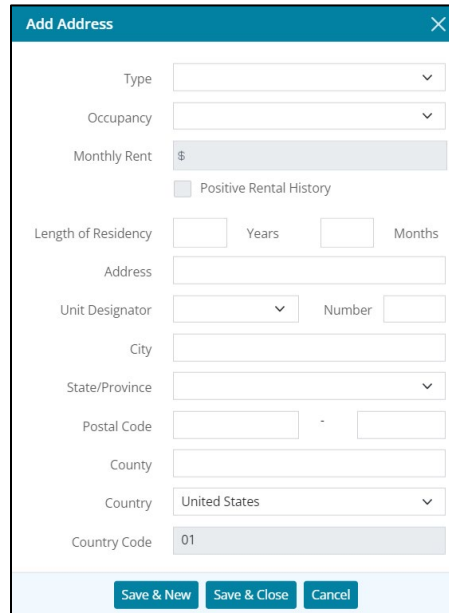


Figure 159: Add/Edit Current Address

2. Select the appropriate **Type** from the dropdown.



The 'Add Address' dialog box contains the following fields and controls:

- Type:** A dropdown menu.
- Occupancy:** A dropdown menu.
- Monthly Rent:** A text input field with a dollar sign (\$) icon.
- Positive Rental History:** A checkbox.
- Length of Residency:** Two text input fields labeled 'Years' and 'Months'.
- Address:** A text input field.
- Unit Designator:** A dropdown menu.
- Number:** A text input field.
- City:** A text input field.
- State/Province:** A dropdown menu.
- Postal Code:** A text input field with a hyphen (-) separator.
- Country:** A text input field.
- Country:** A dropdown menu with 'United States' selected.
- Country Code:** A text input field with '01' entered.

At the bottom of the dialog are three buttons: 'Save & New', 'Save & Close', and 'Cancel'.

**Figure 160: Add Address Dialog**

3. Select the **Occupancy** from the dropdown.

**Note:** Monthly rent amount is added from the *Monthly Housing Expenses* section. If the borrower has a *Positive Rental History*, select the checkbox.

4. Enter **Length of Residency**.
5. Enter the **borrower Address Information**.

**Note:** The *Country Code* auto-populates based on the *Country* selected.

6. Click **Save & Close**.

**Note:** Click **Save & New** to add another address.

7. Repeat Steps 1 – 6 for the co-borrower when appropriate.

## Edit Address

Use the following steps to edit a listed address.

1. Click the **Borrower Address** to edit. (See [Figure 159](#).)
2. Update the **Address Information** on the *Edit Address* dialog. (See [Add Address](#) for details.)
3. Click **Save & Close**.

## Delete Address

Use the following steps to delete a listed address.

1. Click the **Delete** icon. (See [Figure 159](#).)

- Click **Delete** on the *Delete Confirmation* dialog.

## Employment

A minimum of two years' employment history is required.

### Add Employment

Enter employment information for the borrower/co-borrower.

- Click the **Borrower Add** button.

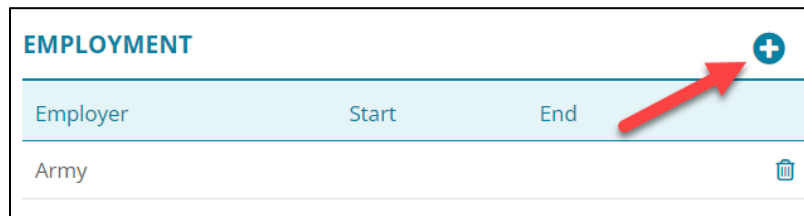


Figure 161: Add/Edit Employment History

- Enter **Employer** name.

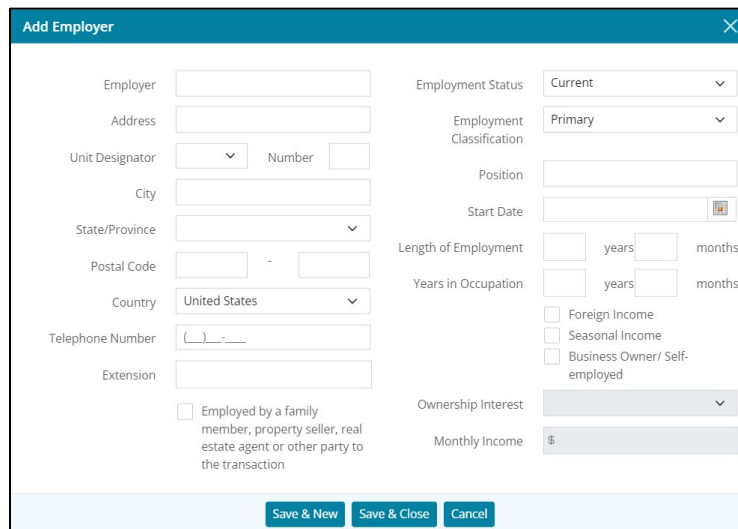


Figure 162: Add Employer Dialog

- Complete the **Employer Address** fields.

**Note:** Enter the *Postal Code* to auto-populate the *City and State* fields.

- Select the **Country**.
- Enter employer contact **Telephone Number**.
- Enter an **Extension** if appropriate.
- Select the **Employed by family** checkbox when appropriate.
- Select the appropriate **Employment Status**.

9. Select the **Employment Classification**.
10. Enter the **Employer Position**.
11. Use the **Calendar** to select the **Start Date**.
12. Complete the **Length of Employment** fields.
13. Complete the **Years in Occupation** fields.
14. Select the **Foreign Income** checkbox if applicable.
15. Select the **Seasonal Income** checkbox if applicable.
16. Select the **Business Owner/Self-employed** checkbox if appropriate.
17. Complete the **Ownership Interest** and **Monthly Income** fields when selecting the checkbox.
18. Click **Save & Close**.

**Note:** Click *Save & New* to add another employer.

19. Repeat Steps 1 – 13 for co-borrower **Employment History**.

### **Edit Employment**

Use the following steps to edit a listed employer.

1. Click the **Employer** name. (See [Figure 161](#).)
2. Update the **Employer Information** on the *Edit Employer* dialog. (See [Add Employment](#) for details.)
3. Click **Save & Close**.

### **Delete Employment**

Use the following steps to delete a listed employer.

1. Click the **Delete** icon. (See [Figure 161](#).)
2. Click **Delete** on the *Delete Confirmation* dialog.




## **Income**

Individual gross income details are required for the borrower/co-borrower.

### **Add Income**

Use the following steps to add income.

1. Click the **Borrower Add** button.

INCOME <span>+</span>	
Source	Amount
Army	
Base	4,000.00 
Military Clothes Allowance	150.00 
Military Flight Pay	175.00 
Total	4,325.00

**Figure 163: Gross Monthly Income**

2. Select the appropriate **Section**.

Add Income ×

Section

Source

Other Description

Amount \$

Save & New

Save & Close

Cancel

**Figure 164: Add Income Dialog**

3. Select the appropriate **Source**.
4. Enter **Other Description** when **Other** is selected from the **Source** dropdown.
5. Enter the **Amount**.
6. Click **Save & Close**.

**Note:** Click *Save & New* to add another income source.

7. Repeat Steps 1 – 6 for co-borrower.

## Edit Income

Use the following steps to edit a listed income.

1. Click the **income** to **edit**. (See [Figure 163](#).)
2. Update the **Income Information** on the *Edit Income* dialog. (See [Add Income](#) for details.)
3. Click **Save & Close**.

## Delete Income

Use the following steps to delete a listed income.

1. Click the income to delete. (See [Figure 163](#).)
2. Click **Delete** on the *Delete Confirmation*.

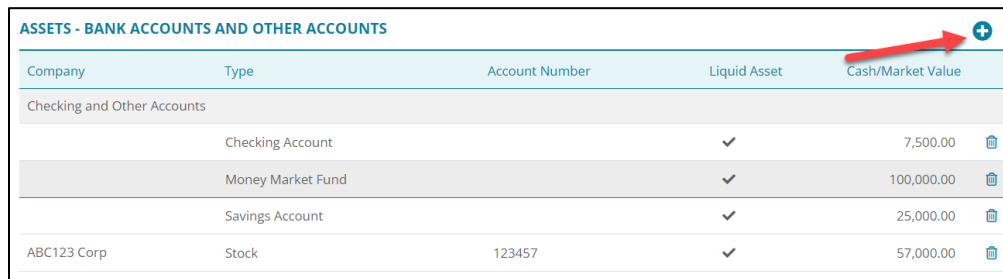
## Assets

Borrower/co-borrower assets are combined.

## Add Assets

Use the following steps to add assets.

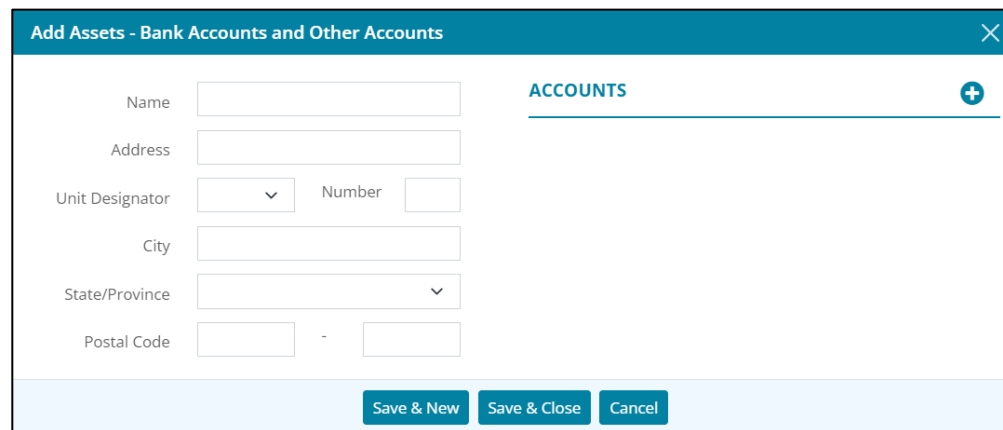
1. Click the **Assets Add** button.



ASSETS - BANK ACCOUNTS AND OTHER ACCOUNTS				
Company	Type	Account Number	Liquid Asset	Cash/Market Value
Checking and Other Accounts				
	Checking Account		✓	7,500.00
	Money Market Fund		✓	100,000.00
	Savings Account		✓	25,000.00
ABC123 Corp	Stock	123457	✓	57,000.00

**Figure 165: Combined Borrower/Co-Borrower Assets**

2. Enter **Company Name** for the asset.



Add Assets - Bank Accounts and Other Accounts

Name

Address

Unit Designator

Number

City

State/Province

Postal Code

ACCOUNTS

Save & New

Save & Close

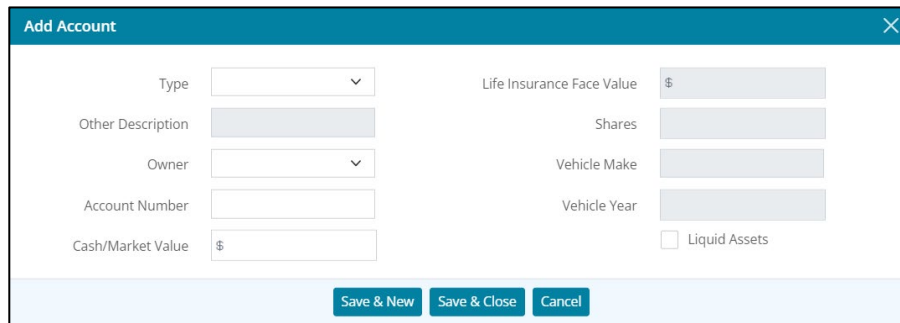
Cancel

**Figure 166: Add Asset Dialog**

3. Complete the remaining *Add Asset* dialog fields.
4. Click the **Add** button to add a new account on the *Add Account* dialog.



5. Select the **Account Type** from the dropdown.

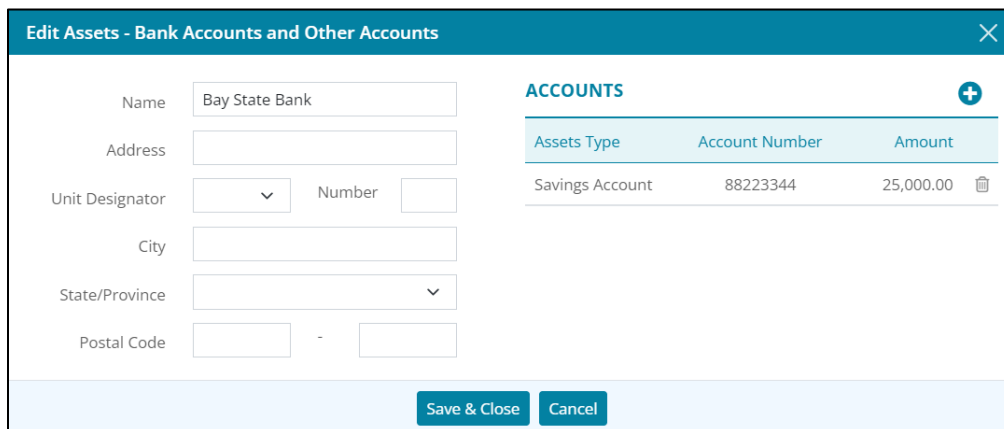


The 'Add Account' dialog box contains the following fields and controls:

- Type:** A dropdown menu.
- Other Description:** A text input field.
- Owner:** A dropdown menu.
- Account Number:** A text input field.
- Cash/Market Value:** A text input field with a dollar sign prefix.
- Life Insurance Face Value:** A text input field with a dollar sign prefix.
- Shares:** A text input field.
- Vehicle Make:** A text input field.
- Vehicle Year:** A text input field.
- Liquid Assets:** A checkbox.
- Buttons:** 'Save & New', 'Save & Close', and 'Cancel'.

Figure 167: Add New Account Dialog

6. Enter **Other Description** if applicable.
7. Select **Owner** from the dropdown.
8. Enter **Account Number**.
9. Enter **Cash/Market Value**.
10. Complete the remaining *Add Account* dialog fields as applicable.
11. Click **Save & Close** on the *Add New Account* dialog to list the account on the *Add Asset* dialog.



The 'Edit Assets - Bank Accounts and Other Accounts' dialog box contains the following fields and controls:

- Name:** A text input field with 'Bay State Bank' entered.
- Address:** A text input field.
- Unit Designator:** A dropdown menu and a 'Number' text input field.
- City:** A text input field.
- State/Province:** A dropdown menu.
- Postal Code:** A text input field with a hyphen separator.
- ACCOUNTS Table:**


Assets Type	Account Number	Amount	
Savings Account	88223344	25,000.00	
- Buttons:** 'Save & Close' and 'Cancel'.

Figure 168: Added Asset Account

**Note:** Click *Save & New* to add another new account.

12. Click **Save & Close** on the *Add Asset* dialog.

**Note:** Click *Save & New* to add another new account.

## Edit Assets

Use the following steps to edit a listed asset.

1. Select the **Asset** to edit. (See [Figure 165](#).)

2. Update the **Assets Information** on the *Edit Assets* dialog. (See [Add Assets](#) for details.)
3. Click **Save & Close**.

### Edit Asset Account

Use the following steps to edit a listed asset account.

1. Select the Asset with the account to edit. (See [Figure 165](#).)
2. Select the Account to edit. (See [Figure 168](#).)
3. Update the account information. (See [Figure 166](#).)
4. Click **Save & Close** on the *Add New Account* dialog.
5. Click **Save & Close** on the *Add Asset* dialog.

### Delete Assets

Use the following steps to delete a listed asset.

1. Select the **Delete** icon next to the desired Asset. (See [Figure 165](#).)
2. Click **Delete** on the *Delete Confirmation* dialog.

### Delete Asset Account

Use the following steps to delete a listed asset account.

1. Select the asset with the account to delete. (See [Figure 165](#).)
2. Select the account to delete. (See [Figure 168](#).)
3. Click **Delete** on the *Delete Confirmation* dialog.
4. Click **Save & Close** on the *Edit Asset* dialog.

## Gifts or Grants

Enter all gifts or grants being applied to the loan.

### Add Gifts or Grants

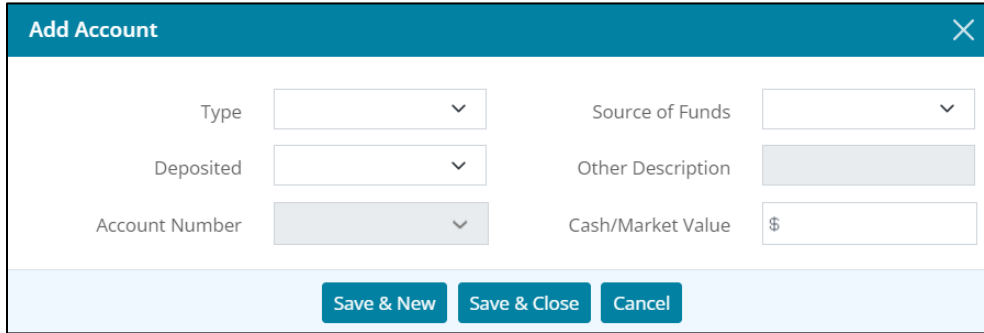
Use the following steps to complete the **Gifts or Grants Received** fields.

1. Click the **Gifts or Grants Received Add** button.

GIFTS OR GRANTS RECEIVED		
Subtotal Liquid Assets	\$	0.00
Total Assets (a)	\$	82,000.00

Figure 169: Gifts or Grants Received

2. Select the **Type**.



The 'Add Account' dialog box contains the following fields and buttons:

- Type**: Dropdown menu.
- Source of Funds**: Dropdown menu.
- Deposited**: Dropdown menu.
- Other Description**: Text input field.
- Account Number**: Text input field.
- Cash/Market Value**: Text input field with a dollar sign (\$).
- Buttons**: 'Save & New', 'Save & Close', and 'Cancel'.

Figure 170: Add Account

3. Click **Yes** from the **Deposited** dropdown if the gift/grant is deposited.

**Note:** Click *No* if the gift/grant is not deposited.

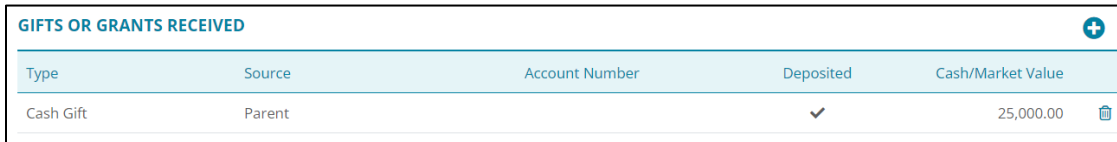
4. Enter **Account Number** if deposited.
5. Select **Source of Funds**.
6. Enter **Other Description** when selecting *Other* from *Source of Funds* dropdown.
7. Enter **Cash/Market Value**.
8. Click **Save & Close**.

**Note:** Click *Save & New* to add another account.

### Edit Gifts or Grants

Use the following steps to edit a listed gift/grant.

1. Select the gift/grant to edit.



GIFTS OR GRANTS RECEIVED				
Type	Source	Account Number	Deposited	Cash/Market Value
Cash Gift	Parent		✓	25,000.00

Figure 171: Gifts or Grants Received

2. Update the **Income Information** on the *Edit Account* dialog. (See [Add Gifts or Grants](#) details.)
3. Click **Save & Close**.

### Delete Gifts or Grants

Use the following steps to delete a listed gift/grant.

1. Click the **Delete** icon. (See [Figure 171](#).)
2. Click **Delete** on the *Delete Confirmation* dialog.







## Liabilities

Enter the borrower/co-borrower combined liabilities. Entered mortgage liabilities populate the **Unmatched Mortgage Liabilities** table.

## Add Liabilities

Use the following steps to add liabilities.

1. Click the **Liabilities Add** button.

LIABILITIES							
Company	Liability Type	Balance	Payment	At Closing	Before Closing	Resub	Omit
RELENTLESS BANK	Installments	1,554.00	46.22				
ALLEN BANK CARD	Revolving	4,665.00	133.00				
BURSTING CREDIT	Revolving	1,357.00	27.00				
CAPITAL BANK	Revolving	29.00	10.00				
PRIME VISA	Revolving	450.00	40.00				

### Figure 172: Liabilities List

**Note:** Click an existing liability and use the *Edit Liability* dialog to update.

2. Enter the **Company Name** and the company's *Address* information for the liability.

Add Liability

✕

Company Name

Address

Unit Designator

▼

Number

City

State/Province

▼

Postal Code

-

Credit Account Type

▼

Liability Type

▼

Other Description

Account Number

(FHA) Original Debt Amount

\$

(FHA) Automobile

Make

Year

Current

Remaining

Balance

\$

\$

Monthly Payment

\$

\$

Payments Remaining

Paid Off

\$

☐ Paid off at closing
 ☐ Paid off before closing
 ☐ Resubordinated
 ☐ Omitted

Mortgage Type

Mortgage Loans ▼

Credit Limit

\$

☐ Payment Includes Ins/Tax
 ☐ Property Assessed Clean Energy

Save & New

Save & Close

Cancel

**Figure 173: Add Liability Dialog**

3. Select the **Credit Account Type** from the dropdown menu.

4. Select the **Liability Type** from the dropdown.
5. Enter **Other Description** when selecting **Other** from the **Liability Type** dropdown.
6. Enter the liability **Account Number**.
7. Enter **(FHA) Original Debt Amount** if appropriate.
8. Enter **(FHA) Automobile information** if appropriate.
9. Enter **Current Balance** and **Payment** details.
10. Enter **Remaining** amount if applicable.
11. Complete the **Paid Off** amount if applicable.
12. Check the appropriate checkbox.
13. Enter the **Mortgage Type** from the dropdown if applicable.
14. Enter the **Credit Limit** amount if applicable.
15. Check the appropriate checkbox if applicable.
16. Click **Save & Close**.

**Note:** Click *Save & New* to add another liability.

### Edit Liabilities

Use the following steps to edit liabilities in one of the liability tables.

1. Click the liability to edit. (See [Figure 172](#).)
2. Update the information for the liability as applicable. (See [Add Liabilities](#) for details.)
3. Click **Save & Close**.

**Note:** The *Real Estate* table updates automatically when changes are made to a real estate owned liability.

### Delete Liabilities

Use the following steps to delete liabilities in one of the liability tables.

1. Click on the **Delete** icon to remove the liability. (See [Figure 172](#).)
2. Click **Delete** on the *Delete Confirmation* dialog.

## Alimony, Child Support, Other Expenses

Enter alimony, child support, and other expenses for borrower/co-borrower.

## Add Expenses

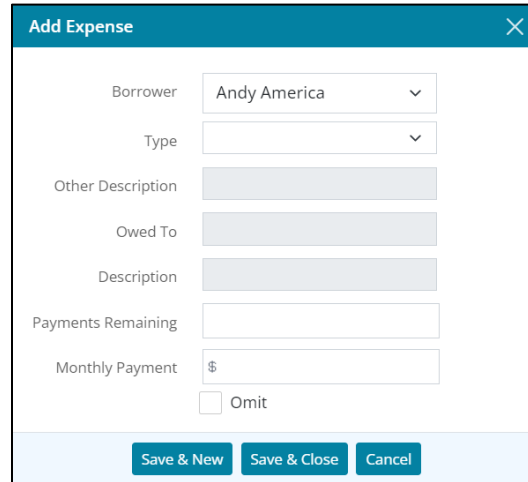
Use the following steps to *Add Alimony, Child Support, and Other Expenses*.

1. Click the **Add** button.



**Figure 174: Alimony, Child Support, Other Expenses**

2. Select the expense **Type**.



**Figure 175: Add Expense Type**

3. Enter **Other Description** when **Other** is selected from the **Type** dropdown.
4. Enter number of **Payments Remaining**.
5. Enter **Monthly Payment** amount.
6. Select the **Omit** checkbox if applicable.
7. Click **Save & Close**.

**Note:** Click *Save & New* to add another expense.

## Edit Alimony, Child Support, and Other Expenses

Use the following steps to Edit Alimony, Child Support, and Other Expenses.

1. Select the desired expense to **Edit**. (See [Figure 174](#).)
2. In the *Edit Expense* dialog, update the desired information.
3. Click **Save & Close**.

## Delete Alimony, Child Support, and Other Expenses

Use the following steps to delete a listed expense.

1. Click the **Delete** icon on the desired expense. (See [Figure 174](#).)

- Click **Delete** on the *Delete Confirmation* dialog.

## Real Estate

Use the following sections to complete the **Real Estate** section.

### Add Real Estate

Use the following steps to add real estate.

- Click the **Real Estate Add** button.

REAL ESTATE							
Address	Occupancy	Status	Market Value	Payment	Ins/Tax/Misc	Gross Rent	Net Rent
▶ 4321 Cul de Sac Str...		Pending Sale	600,000.00	3,362.00	700.00		
Total			600,000.00	3,362.00	700.00	0.00	0.00

Figure 176: Existing Real Estate

- Select the **Subject Property** checkbox if applicable.

☐ Subject Property

Address

Unit Designator

City

State/Province

Postal Code

Country

Number of Units

Acc. Dwelling Units

Property Type

Status

Intended Occupancy

Current Occupancy

Market Value

Mortgage Balance

Gross Rent

Monthly Payment

Ins/Tax/Misc

☐ Omitted Ins/Tax/Misc

Occupancy Rate

Net Rent

Acc. Dwelling Net Rent

MATCHED MORTGAGES

Select

Save & New

Save & Close

Cancel

Figure 177: Add Real Estate Dialog

- Complete the **Address** fields.
- Enter the **Number of Units**.
- Enter the **Acc.** (Accessory) **Dwelling Units** if applicable.
- Select the **Property Type**.
- Select the appropriate **Status** from the dropdown.
- Select **Intended Occupancy** from the dropdown.
- Select the **Current Occupancy** from the dropdown.

10. Enter the **Market Value**.
11. Enter the **Mortgage Balance** if applicable.
12. Enter the **Gross Rent**.
13. Enter **Monthly Payment** if applicable.
14. Enter **Insurance/Tax/Miscellaneous** expenses.
15. Select the **Omitted Ins/Tax/Misc** to omit the expense from the loan application.
16. Enter the **Occupancy Rate** percentage.
17. Click **Calculate** icon to calculate the *Net Rent*.
18. If needed, enter the **Acc. (Accessory) Dwelling Net Rent**.
19. Click **Save & Close**.

**Note:** Click *Save & New* to add another real estate property.

### **Edit Real Estate**

Use the following steps to edit **Real Estate** section.

1. Click the **Real Estate** to edit. (See [Figure 176](#).)
2. Update the desired information on the *Edit Real Estate* dialog. (See [Add Real Estate](#) for details.)
3. Click **Save & Close**.

### **Delete Real Estate**

Use the following steps to delete a listed real estate item.

1. Click the **Delete** icon. (See [Figure 176](#).)
2. Click **Delete** on the *Delete Confirmation* dialog.

### **Unmatched Mortgage Liabilities**

Use the following steps to match the table items to the **Real Estate** table items. This table populates when a Liability is an unmatched mortgage. See [Liabilities](#).



1. Select the **Unmatched Mortgage Liability**.

REAL ESTATE							
Address	Occupancy	Status	Market Value	Payment	Ins/Tax/Misc	Gross Rent	Net Rent
▶ 4321 Cul de Sac Str...		Pending Sale	600,000.00	3,362.00	700.00		
Total			600,000.00	3,362.00	700.00	0.00	0.00
UNMATCHED MORTGAGE LIABILITIES							
Company	Liability Type	Account Number	Balance	Payment	At Closing	Before Closing	Ins/Tax
AAA	Mortgage Loan		500,000.00	3,250.00			

**Figure 178: Unmatched Mortgage Liabilities**

2. Drag and drop the liability to the matching item on the **Real Estate** table item.

**Note:** The selected item is removed from the **Unmatched Mortgage Liabilities** table. Matched liabilities can be updated on either the **Real Estate** table or the **Liabilities** table.

## Primary Housing

Complete the **Primary Housing** section with current housing expenses.

### Add Primary Housing

Use the following steps to add primary housing expenses.

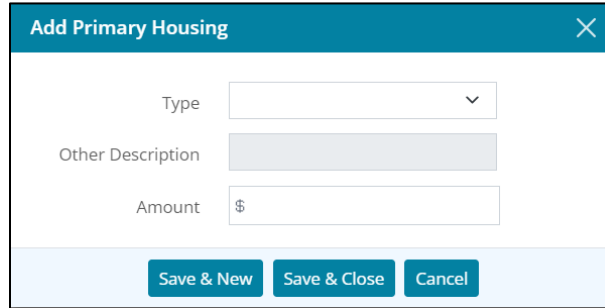
1. Click the **Primary Housing Add** button.

PRIMARY HOUSING		
Type	Amount	
First Mortgage	3,362.00	
Hazard Insurance	125.00	
County Property Tax	338.00	
Mortgage Insurance	75.00	
Homeowners' Assoc. Dues	300.00	
	23.00	
Total	4,223.00	

**Figure 179: Primary Housing**

**Note:** Click an existing expense and use the *Edit Primary Housing* dialog to update.

2. Select the expense **Type**.



The dialog box titled "Add Primary Housing" contains three input fields: "Type" (a dropdown menu), "Other Description" (a text input field), and "Amount" (a text input field with a dollar sign prefix). At the bottom, there are three buttons: "Save & New", "Save & Close", and "Cancel".

**Figure 180: Add Primary Housing Dialog**

3. Enter **Other Description** when **Other** is selected from the **Type** dropdown.
4. Enter expense **Amount**.
5. Click **Save & Close**.

**Note:** Click *Save & New* to add another expense.

6. Repeat Steps 8 – 12 for co-borrower.

### **Edit Primary Housing Expenses**

Use the following steps to edit a listed primary housing expense.

1. Click the **Expense** to edit. (See [Figure 179](#).)
2. Update the **Address Information** on the *Edit Address* dialog. (See [Add Primary Housing](#) for details.)
3. Click **Save & Close**.

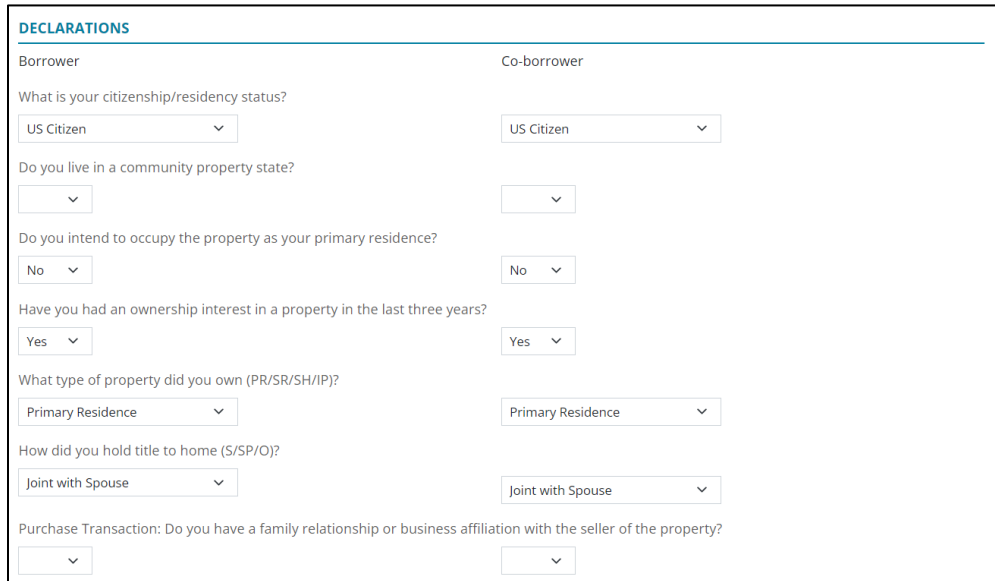
### **Delete Primary Housing Expenses**

1. Click the **Delete** icon. (See [Figure 179](#).)
2. Click **Delete** on the *Delete Confirmation* dialog.

## **Declarations**

Complete the *Declarations* for the borrower/co-borrower as appropriate.

1. Select **Yes** or **No** appropriately for each borrower question.

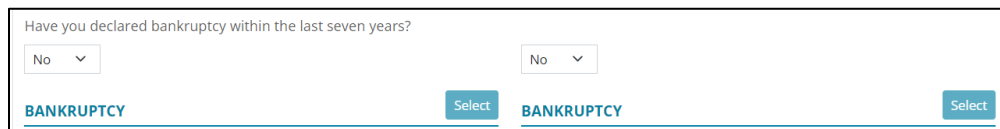


The form is titled "DECLARATIONS" and is split into two columns: "Borrower" and "Co-borrower". Each column contains a series of questions with dropdown menus for answers.

Borrower	Co-borrower
What is your citizenship/residency status? US Citizen	What is your citizenship/residency status? US Citizen
Do you live in a community property state? [Dropdown]	Do you live in a community property state? [Dropdown]
Do you intend to occupy the property as your primary residence? No	Do you intend to occupy the property as your primary residence? No
Have you had an ownership interest in a property in the last three years? Yes	Have you had an ownership interest in a property in the last three years? Yes
What type of property did you own (PR/SR/SH/IP)? Primary Residence	What type of property did you own (PR/SR/SH/IP)? Primary Residence
How did you hold title to home (S/SP/O)? Joint with Spouse	How did you hold title to home (S/SP/O)? Joint with Spouse
Purchase Transaction: Do you have a family relationship or business affiliation with the seller of the property? [Dropdown]	Purchase Transaction: Do you have a family relationship or business affiliation with the seller of the property? [Dropdown]

Figure 181: Borrower/Co-Borrower Declarations

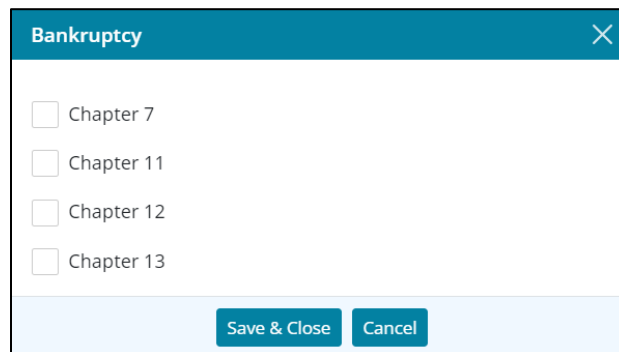
2. Enter a **Description** when selecting **Yes**.
3. Click the **Bankruptcy Select** button when **Yes** is selected for the **Bankruptcy** question.



The form is titled "BANKRUPTCY" and contains a single question: "Have you declared bankruptcy within the last seven years?". Below the question are two dropdown menus, both set to "No". At the bottom of the form, there are two "Select" buttons, one for each dropdown menu.

Figure 182: Bankruptcy Details

4. Select the appropriate **Bankruptcy** type.



The dialog is titled "Bankruptcy" and contains four radio button options: Chapter 7, Chapter 11, Chapter 12, and Chapter 13. At the bottom of the dialog, there are two buttons: "Save & Close" and "Cancel".

Figure 183: Bankruptcy Dialog

5. Click **Save & Close**.

6. Select **Yes** or **No** appropriately for **Military Service**.

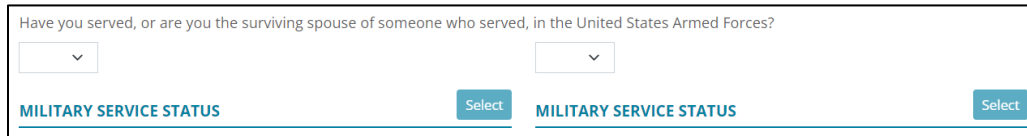


Figure 184: Military Service

7. Click **Select** when **Yes** is selected.
8. Select the appropriate **Military Service** checkbox.

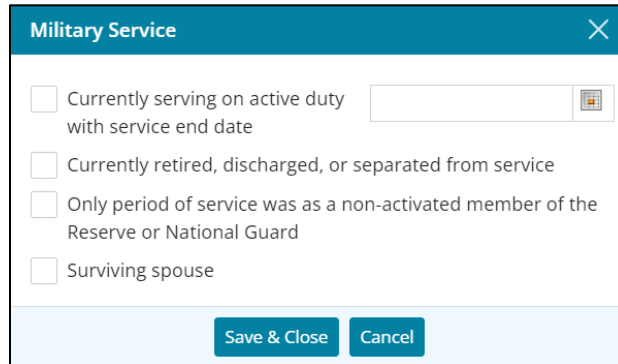


Figure 185: Military Service Dialog

9. Use the **Calendar** to select the **Active Duty Service End Date** when the checkbox is selected.
10. Repeat Steps 1 – 9 for the co-borrower.

## Ethnicity and Gender

Ethnicity and gender information is optional. Use the checkboxes when borrower/co-borrower decline to provide the information.

1. Select the **Ethnicity Borrower does not wish to furnish this information** checkbox when the borrower declines to provide information.
2. Select the **Borrower Ethnicity Add** button.

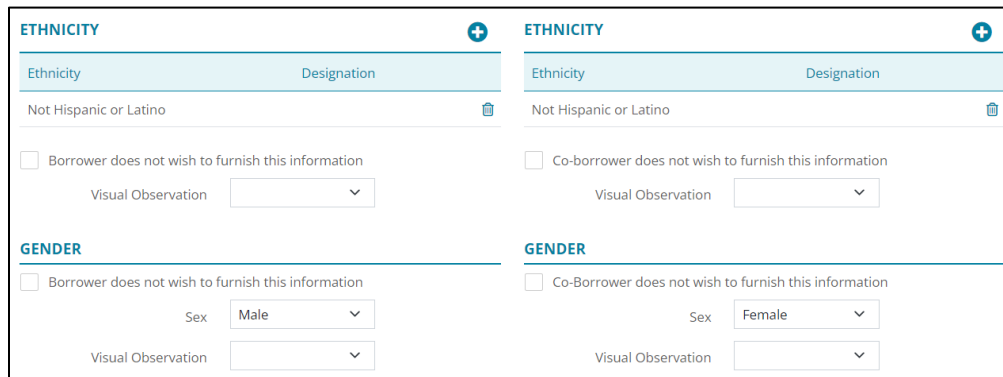
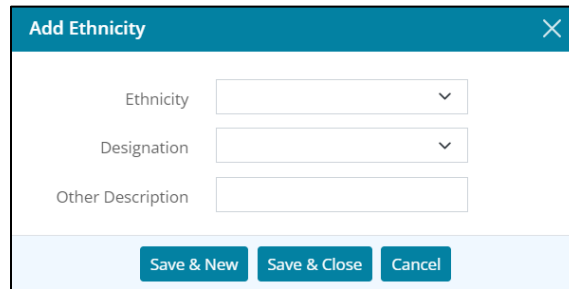


Figure 186: Add/Edit Ethnicity

**Note:** Click the displayed ethnicity and use the *Edit Ethnicity* dialog to update.

3. Select the borrower's **Ethnicity** from the dropdown.



The dialog box titled "Add Ethnicity" has a close button (X) in the top right corner. It contains three input fields: "Ethnicity" (a dropdown menu), "Designation" (a dropdown menu), and "Other Description" (a text input field). At the bottom, there are three buttons: "Save & New", "Save & Close", and "Cancel".

**Figure 187: Add Ethnicity Dialog**

4. Select the **Designation** when appropriate.
5. Enter **Other Description** when **Other** is selected from the *Designation* dropdown.
6. Click **Save & Close**.

**Note:** Click **Save & New** to add another ethnicity.

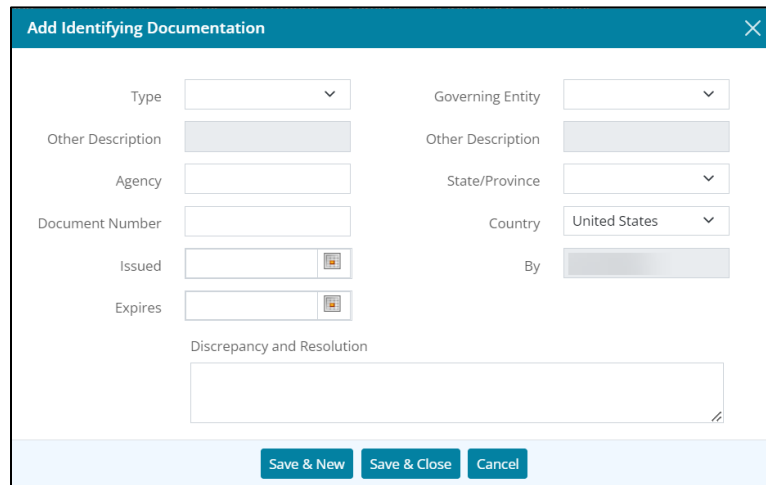
7. Select the appropriate **Gender Visual Observation** option.
8. Select the **Gender Borrower does not wish to furnish this information** checkbox when the borrower declines to provide information.
9. Select the appropriate **Sex** option.
10. Select the appropriate **Visual Observation** option.
11. Select the appropriate **Race Visual Observation** option.
12. Repeat Steps 1 – 11 for the co-borrower.

## Identifying Documentation

Enter details for identifying documentation provided by the borrower/co-borrower.

1. Click the **Borrower Identifying Documentation Add** button.

2. Select the documentation **Type** from the dropdown.



The dialog box titled "Add Identifying Documentation" contains the following fields:

- Type**: A dropdown menu.
- Governing Entity**: A dropdown menu.
- Other Description**: A text input field.
- Agency**: A text input field.
- State/Province**: A dropdown menu.
- Document Number**: A text input field.
- Country**: A dropdown menu with "United States" selected.
- Issued**: A date picker field.
- By**: A text input field.
- Expires**: A date picker field.
- Discrepancy and Resolution**: A large text area for notes.

At the bottom are three buttons: "Save & New", "Save & Close", and "Cancel".

**Figure 188: Add Identifying Documentation Dialog**

3. Enter **Other Description** when **Other** is selected from the **Type** dropdown.
4. Select the **Governing Entity** for the documentation from the dropdown.
5. Enter **Other Description** when **Other** is selected from the **Governing Entity** dropdown.
6. Enter the identification issuing **Agency**.
7. Select the **State/Province**.
8. Enter the identifying **Document Number**.
9. Select the **Country** from which the document originated.
10. Use the **Calendar** to select the **Issued** date.
11. Enter the verifying party name in the **By** field.
12. Use the **Calendar** to select the **Expires** date.
13. Enter **Discrepancy and Resolution** details when the identification documentation contains discrepancies.
14. Click **Save & Close**.

**Note:** Click *Save & New* to add another identifying document.

15. Repeat Steps 1 – 14 for the co-borrower.

## Nearest Relative

Nearest relative details are required for *Federal Housing Administration (FHA)* or *Veteran Affairs (VA)* loans.

**Note:** (FHA/VA) *Nearest Relative* fields are required when FHA or VA is selected for *Loan Type* on the *Loan* screen.

## Add Nearest Relative

1. Click the **Add** button.

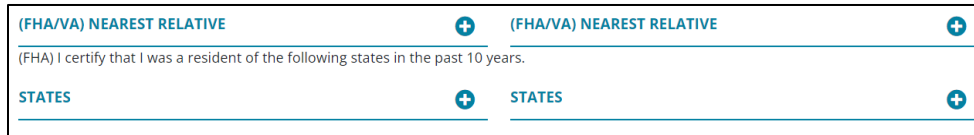


Figure 189: FHA/VA Nearest Relative

2. Enter the **Relationship** status.

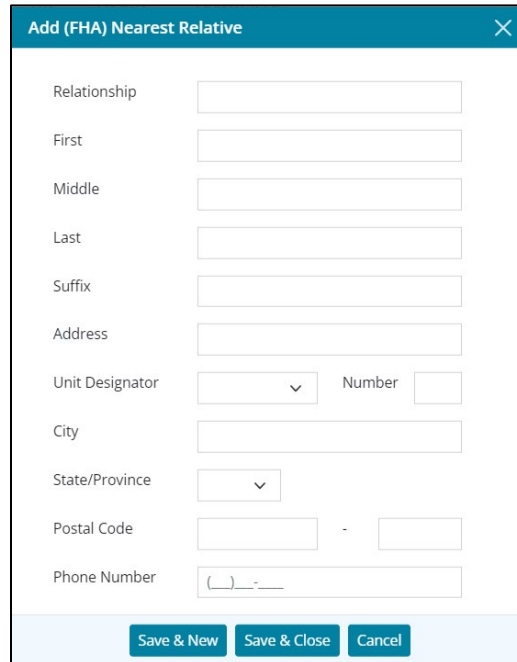


Figure 190: Add (FHA) Nearest Relative

3. Complete the **Name** and **Address** fields.

**Note:** Enter the **Postal Code** to auto-populate the **City** and **State** fields.

4. Enter the contact **Phone Number**.
5. Click **Save & Close**.

**Note:** Click **Save & New** to add another relative.

6. Click the **States Add** button.
7. Select the appropriate **State**.
8. Click **Save & Close**.

**Note:** Click **Save & New** to add another state.

9. Repeat Steps 1 – 8 for co-borrower.

### Edit Nearest Relative

Use the following steps to edit a listed nearest relative.

1. Click the **Expense** to edit. (See [Figure 189](#).)
2. Update the **Address Information** on the *Edit Address* dialog. (See [Add Nearest Relative](#) for details.)
3. Click **Save & Close**.

### Delete Nearest Relative

1. Click the **Delete** icon. (See [Figure 189](#).)
2. Click **Delete** on the *Delete Confirmation* dialog.

### Additional Information

Complete the remaining information fields if applicable.

1. Enter additional relevant **Borrower Information**.
2. Enter additional relevant **Co-Borrower Information**.

## Application Loan

The *Application Loan* screen contains options for capturing the loan details.

### Loan Overview

Enter initial loan details or use **Select** to import a pre-defined template.

**Note:** Use *Loan Program* in the *Templates* tab to create loan templates. See [Loan Program](#) for details.

Options on the *Application Loan* screen vary depending on the initial loan details selected.

1. Select **Application** tab.
2. Select **Loan**.



### 3. Use the *Calendar* to select **Application Date**.

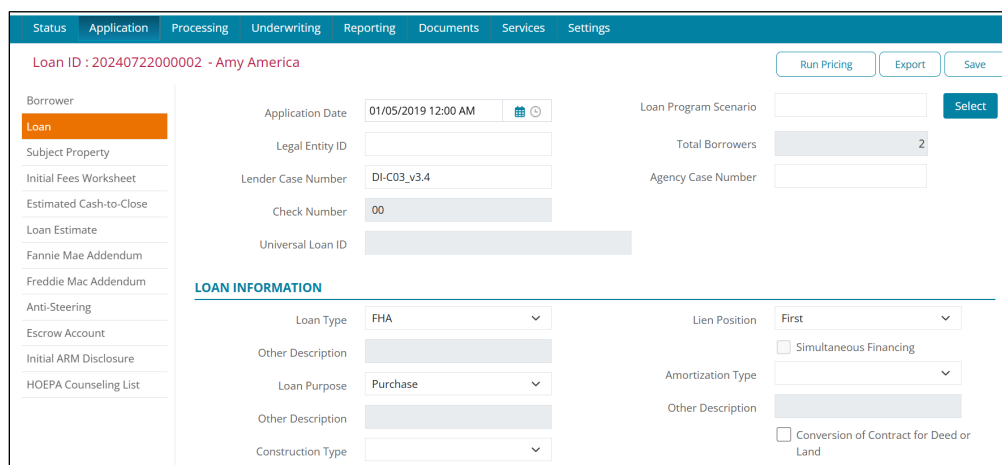


Figure 191: Loan Overview

4. Enter the **Legal Entity ID**.
5. Click the **Loan Program Scenario Select** button.
6. Enter the number of **Total Borrowers**.
7. Enter **Agency Case Number**.

**Note:** The *Universal Loan Information* field is ungrayed for users that are operating as a Broker. This field functions the same for HMDA reporting.

## Loan Information

Complete the *Loan Information* options as they pertain to the loan.

1. Select the **Loan Type**.

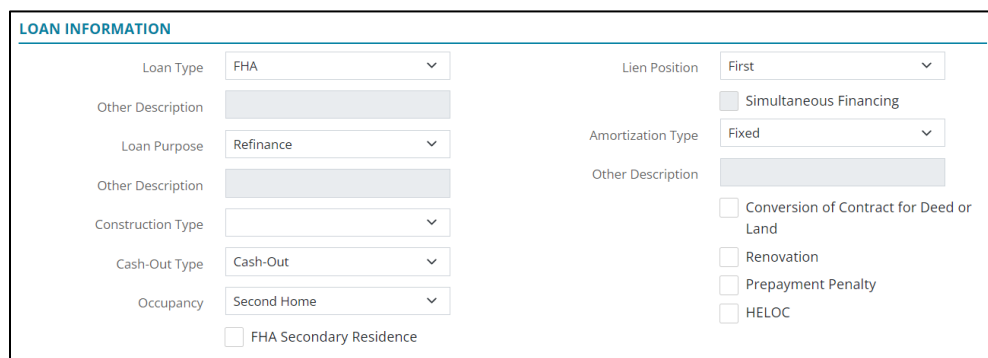


Figure 192: Loan Information

2. Enter **Other Description** when selecting **Other Loan Type**.
3. Select the **Loan Purpose**.
4. Enter **Other Description** when selecting **Other Loan Purpose**.

5. Select the **Construction Type** option if applicable.
6. Select the **Cash-Out Type** when *Refinance* is selected for **Loan Purpose**.
7. Select the **Occupancy**.
8. Select the **FHA Secondary Residents** checkbox if applicable.
9. Select the **Lien Position**.
10. Select the **Simultaneous Financing** checkbox if applicable.

**Note:** Checkbox is not available for **First Lien Position**.

11. Select the **Amortization Type**.

**Note:** Enter the **Other Amortization Description** if applicable.

12. Select the appropriate **Loan Information** checkboxes.

## Note Details

Use the following steps to complete the **Note Details** section.

1. Enter **Estimated Appraised Value** amount.

NOTE DETAILS					
Estimated Appraised Value	\$	420,000.00	Appraised Value	\$	
Initial Requested Loan Amount	\$		Sales Price	\$	0.00
Note Rate		5.250 %	Base Loan Amount	\$	
Qual Rate		%	Down Payment Amount	\$	
Amortization Term		360 Months	Total Loan Amount w/MIP,FF	\$	
Loan Term		Months	Monthly Payment	\$	

**Figure 193: Note Details**

2. Enter **Initial Requested Loan amount**.
3. Enter the **Note Rate** percentage.
4. Enter the **Qual Rate** percentage if different than **Note Rate**.
5. Enter the **Amortization Term**.
6. Enter **Loan Term** if different than **Amortization Term**.
7. Enter **Appraised Value** amount.
8. Enter **Sales Price** amount.
9. Enter **Base Loan Amount**.
10. Enter **Down Payment Amount**.

**Note:** Click %Cal to calculate a percentage down payment.

## Rental Income on Subject Property

Complete the Rental Income on *Subject Property* if the property is a rental.

1. Enter **Gross Rent** amount.

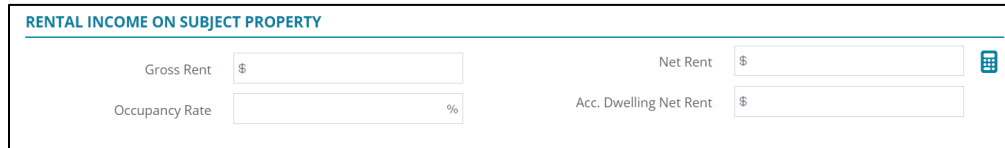


Figure 194: Rental Income

2. Enter **Occupancy Rate** percentage.
3. Click **Calculate** to calculate *Net Rent* amount.

**Note:** The *Ratios* fields auto populate.

4. If needed, enter the **Acc. (Accessory) Dwelling Net Rent**.
5. Click on the **Save** button at the top of the screen.

## If Construction Loan

The *If Construction Loan* fields are required if a *Construction* option is selected from the **Construction Type** dropdown.

1. Enter the property **Original Cost**.

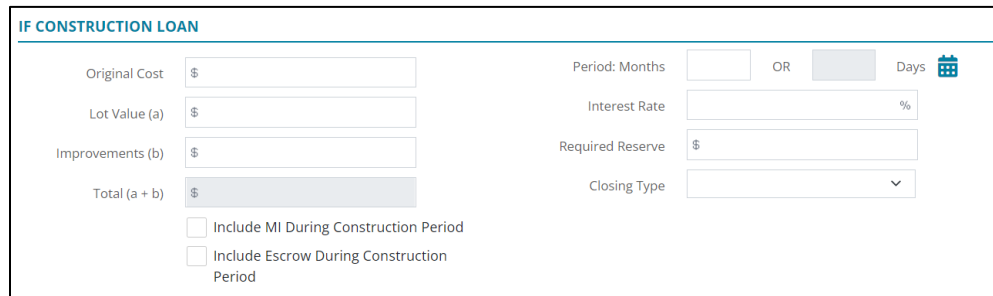


Figure 195: If Construction Loan

2. Enter the **Lot Value**.
3. Enter the **Improvements** estimate.

**Note:** *Lot Value + Improvements = Total*.

4. Select the **Include MI During Construction Period** checkbox if applicable.
5. Select the **Include Escrow During Construction Period** checkbox if applicable.
6. Enter the construction loan **Period**.
7. Enter the loan **Interest Rate** percentage.
8. Enter **Required Reserve** if applicable.

9. Select the **Closing Type** from the dropdown.

## PMI/MIP/VA/USDA

Complete the *PMI/MIP/VA/USDA* details for the loan when the following details are required:

- Private Mortgage Insurance (PMI)
- Mortgage Insurance Premium (MIP)
- Veterans Affairs (VA)
- United States Department of Agriculture (USDA)

1. Enter the **PMI/MIP/VA/USDA Up-Front** percentage requirements.

PMI/MIP/VA/USDA		Monthly		
Up-Front		PMI/MIP/VA/USDA	PMI Renewal 1	PMI Renewal 2
PMI/MIP/VA/USDA	<input type="text" value=""/>	Rate Percentage	<input type="text" value=""/>	<input type="text" value=""/>
PMI/MIP/VA/USDA Amount	<input type="text" value="\$"/>	Monthly Dollar Amount	<input type="text" value="\$"/>	<input type="text" value="\$"/>
Additional Amount Paid in Cash	<input type="text" value="\$ 0.00"/>	Monthly Amount	<input type="text" value="\$"/>	<input type="text" value="\$"/>
Up-Front MIP/PMI/VA Funding Fee Financed	<input type="text" value="\$"/>	Months	<input type="text" value=""/>	<input type="text" value=""/>
		Calculation Based on	<input type="text" value=""/>	
		Cancel at	<input type="text" value=""/>	
		<input type="checkbox"/> Calculate based on remaining balance <input type="checkbox"/> Midpoint Payment cancellation		

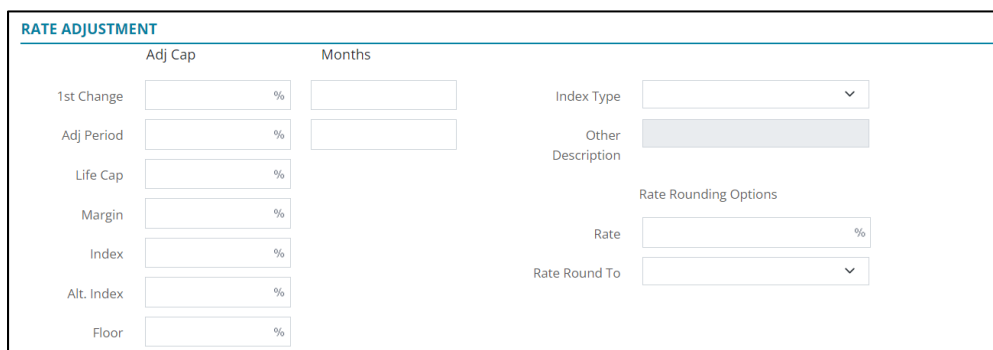
Figure 196: PMI/MIP/VA/USDA Section

2. Enter **Additional Amount Paid in Cash**.
3. Enter the **Monthly Percentage** rates.
4. Enter the **Monthly Dollar Amount**.
5. Enter the **Months** for the loan term.
6. Select the appropriate **Calculation Based on** option.
7. Enter the **Cancel at** percentage.
8. Select the **Calculate based on** remaining balance checkbox if applicable.
9. Select the **Midpoint Payment cancellation** checkbox if applicable.

## Rate Adjustment

Complete the **Rate Adjustment** fields when the **Amortization Type** is ARM.

1. Enter the **1<sup>st</sup> Change Adjustable Cap** percentage.



The form is titled "RATE ADJUSTMENT". It contains two main columns of input fields. The left column is headed "Adj Cap" and includes fields for "1st Change", "Adj Period", "Life Cap", "Margin", "Index", "Alt. Index", and "Floor", each followed by a percentage sign. The right column is headed "Months" and includes a field for "Index Type" with a dropdown arrow, a field for "Other Description", a field for "Rate" with a percentage sign, and a field for "Rate Round To" with a dropdown arrow. There is also a "Rate Rounding Options" label above the "Rate" field.

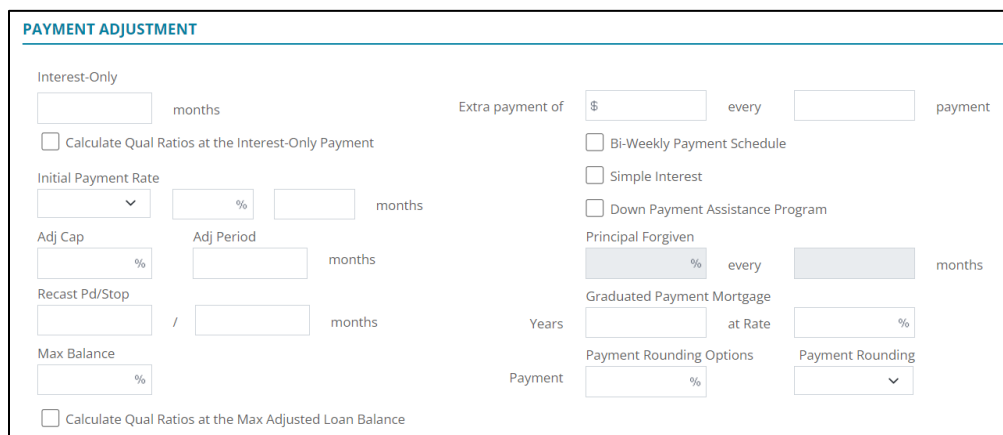
Figure 197: Rate Adjustment

2. Enter the **1<sup>st</sup> Change Months** at which the percentage changes.
3. Enter the **Adjustment Period** percentage.
4. Enter the **Adjustment Period** months.
5. Complete the remaining percentages.
6. Select the appropriate **Index Type** from the dropdown.
7. Complete the **Other Description** when selecting **Other** for the **Index Type**.
8. Enter the **Rate Percentage Rounding Options** if appropriate.
9. Select the appropriate **Rate Round To** option.

## Payment Adjustment

Enter payment adjustment information for loans.

1. Enter **Interest-Only Months**.



The form is titled "PAYMENT ADJUSTMENT". It contains several sections of input fields. The "Interest-Only" section includes a field for "Interest-Only" with a dropdown arrow, a field for "months", a checkbox for "Calculate Qual Ratios at the Interest-Only Payment", and a field for "Initial Payment Rate" with a dropdown arrow, a percentage sign, and a field for "months". The "Adj Cap" section includes a field for "Adj Cap" with a percentage sign, a field for "Adj Period" with a percentage sign, and a field for "months". The "Recast Pd/Stop" section includes a field for "Recast Pd/Stop" with a percentage sign, a field for "months", and a field for "months". The "Max Balance" section includes a field for "Max Balance" with a percentage sign, a checkbox for "Calculate Qual Ratios at the Max Adjusted Loan Balance", and a field for "months". The "Extra payment of" section includes a field for "Extra payment of" with a dollar sign, a field for "every", a field for "payment", and a checkbox for "Bi-Weekly Payment Schedule". The "Simple Interest" section includes a checkbox for "Simple Interest". The "Down Payment Assistance Program" section includes a checkbox for "Down Payment Assistance Program". The "Principal Forgiven" section includes a field for "Principal Forgiven" with a percentage sign, a field for "every", a field for "months", and a checkbox for "Graduated Payment Mortgage". The "Years" section includes a field for "Years" with a percentage sign, a field for "at Rate", a field for "months", and a checkbox for "Payment Rounding Options". The "Payment Rounding" section includes a field for "Payment Rounding" with a percentage sign, a field for "Payment Rounding", and a dropdown arrow.

Figure 198: Payment Adjustments

2. Select the **Calculate Qual Ratios at the Interest-Only Payment** checkbox if applicable.

3. Select the appropriate **Initial Payment Rate** option.
4. Enter the **Initial Payment Rate** percentage.
5. Enter the **Adj Cap** percentage.
6. Enter the **Adj Period** months.
7. Enter the **Recast Pd/Stop** values.
8. Enter the **Max Balance** percentage.
9. Select the **Calculate Qual Ratios at the Max Adjustment Loan Balance** checkbox if applicable.
10. Enter extra payment amount.
11. Enter payment frequency.
12. Select the **Bi-Weekly Payment Schedule** checkbox if applicable.
13. Select the **Simple Interest** checkbox if applicable.
14. Select the **Down Payment Assistance Program** checkbox if applicable.
15. Enter the **Principal Forgive** amount and complete the months field.
16. Enter the **Graduated Payment Mortgage** details.
17. Enter the appropriate **Payment Rounding %**.
18. Select the appropriate **Payment Rounding** option.

## Buydown Mortgage

Complete the *Buydown Mortgage* dialog when the buydown mortgage option is available.

1. Use the **Paid By** dropdown menu to select the responsible party for the *Buydown*.
2. Select the desired option from the **Disclose LE/CD Product**.
3. Click on the **Type** dropdown menu and select the desired option.
4. If needed, select the **Temporary Subsidy** checkbox.
5. Click **Add**.

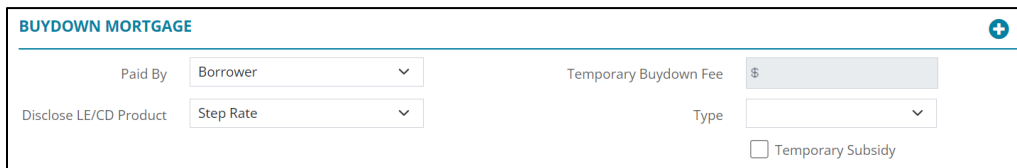
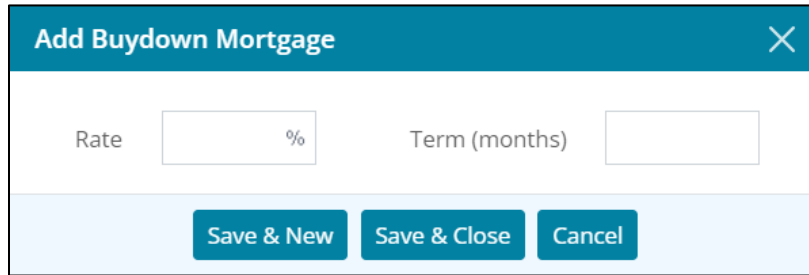


Figure 199: Buydown Mortgage

6. Enter the buydown mortgage **Rate** percentage.



The dialog box titled "Add Buydown Mortgage" has a close button (X) in the top right corner. It contains two input fields: "Rate" followed by a percentage symbol (%) and "Term (months)". At the bottom, there are three buttons: "Save & New", "Save & Close", and "Cancel".

Figure 200: Add Buydown Mortgage Dialog

7. Enter the **Term** in months.
8. Click **Save & Close**.

**Note:** Click *Save & New* to add another buydown mortgage option.

## Loan Features

A balloon payment is required when the *Loan Term* is lower than *Amortization Term*.

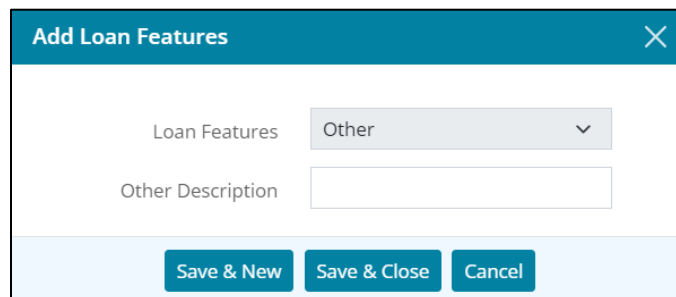
1. Click **Add**.



A horizontal bar with the text "LOAN FEATURES" on the left and a blue plus icon (+) on the right. A red arrow points from the text towards the plus icon.

Figure 201: Loan Features

2. Select the appropriate **Loan Feature**.
3. Complete **Other Description** field when selecting **Other** from the *Loan Feature* dropdown.



The dialog box titled "Add Loan Features" has a close button (X) in the top right corner. It contains a "Loan Features" dropdown menu with "Other" selected. Below it is an "Other Description" input field. At the bottom, there are three buttons: "Save & New", "Save & Close", and "Cancel".

Figure 202: Add Loan Features Dialog

4. Click **Save & Close**.

**Note:** Click *Save & New* to add another loan feature.

## Payment Schedule

The **Payment Schedule** is automatically calculated.

1. Click **Payment Schedule**.

PAYMENT SCHEDULE				Payment Schedule	
Prepaid Finance Charge	\$	Amount Financed	\$ 250,400.00	Finance Charge	\$ 247,377.39
Total Payments	\$ 497,777.39	APR	5.250 %	TIP	98.793 %
#					
Pmt	Pmt Date	Int Rate	Mth Pmt	Balance	
359		5.250	1,382.72	1,374.89	
1		5.250	1,380.91	0.00	

### Figure 203: View Payment Schedule

2. Review **Payment Schedule**.

Payment Schedule							
Pmt #	Pmt Date	Int Rate	Payment	Principal	Interest	MI	Balance
1		5.250	1,382.72	287.22	1,095.50	0.00	250,112.78
2		5.250	1,382.72	288.48	1,094.24	0.00	249,824.30
3		5.250	1,382.72	289.74	1,092.98	0.00	249,534.56
4		5.250	1,382.72	291.01	1,091.71	0.00	249,243.55
5		5.250	1,382.72	292.28	1,090.44	0.00	248,951.27
6		5.250	1,382.72	293.56	1,089.16	0.00	248,657.71
7		5.250	1,382.72	294.84	1,087.88	0.00	248,362.87
8		5.250	1,382.72	296.13	1,086.59	0.00	248,066.74
9		5.250	1,382.72	297.43	1,085.29	0.00	247,769.31

**Figure 204: Payment Schedule**

## Subject Property

Use the following sections to complete subject property details. Complete the *Subject Property* screen fields not auto populated from previous screens.

1. Select **Application** tab.
2. Select **Subject Property**.



## Subject Property Address

1. Verify the auto populated fields.

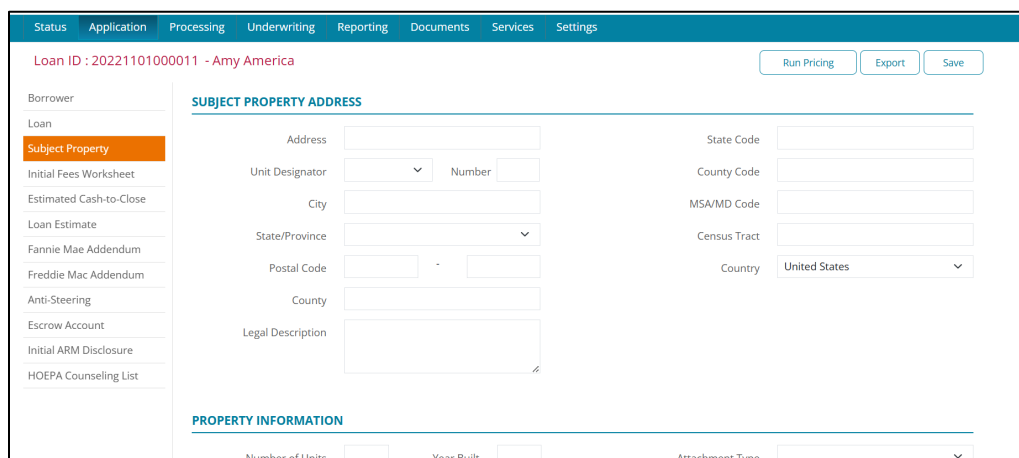


Figure 205: Subject Property Details

2. Enter the **County** if applicable.
3. If needed, enter a **Legal Description**.
4. Enter the following codes:
  - State Code
  - County Code
  - MSA/MD Code
5. If applicable, enter the **Census Tact**.

## Property Information

1. Enter the **Number of Units** and the **Year Built**.

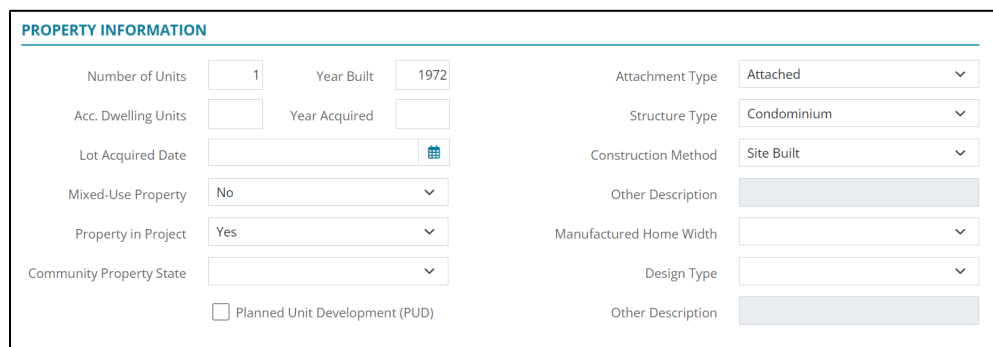


Figure 206: Property Information

2. If needed, enter the **Acc. (Accessory) Dwelling Units**.
3. Enter **Year Acquired** if refinancing.

4. Enter **Lot Acquired Date** if applicable.
5. Click on the **Mixed-Use Property** dropdown and select the appropriate option.
6. Click on the **Property in Project** dropdown and select the appropriate option.
7. Click on the **Community Property State** dropdown and select the appropriate option.
8. Select the **Planned Unit Development** checkbox if needed.
9. Select the **Attachment Type** from the dropdown.
10. Select **Structure Type** from the dropdown menu.
11. Select **Construction Method** if applicable.
12. Complete **Other Description** field when selecting **Other** from **Construction Method** option.
13. Select the **Manufactured Home Width** option.
14. Select **Design Type** option.
15. Complete **Other Description** field when selecting **Other** from the **Design Type** option.

## Proposed Housing Expenses

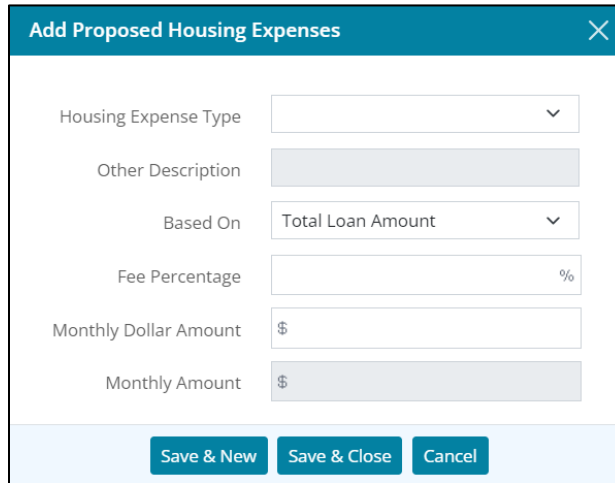
Enter the borrower/co-borrower disclosed housing expenses.

1. Click **Add** in **Proposed Housing Expenses** section.

PROPOSED HOUSING EXPENSES	
Expense Type	Amount
First Mortgage	1,763.42
Hazard Insurance	65.00
County Property Tax	205.00
Homeowners' Assoc. Dues	400.00
Total	2,433.42

Figure 207: Proposed Housing Expenses

2. Select **Housing Expense Type** option.



The dialog box titled "Add Proposed Housing Expenses" contains the following fields and controls:

- Housing Expense Type:** A dropdown menu.
- Other Description:** A text input field.
- Based On:** A dropdown menu with "Total Loan Amount" selected.
- Fee Percentage:** A text input field followed by a percentage symbol (%).
- Monthly Dollar Amount:** A text input field with a dollar sign (\$) prefix.
- Monthly Amount:** A text input field with a dollar sign (\$) prefix.
- Buttons:** "Save & New", "Save & Close", and "Cancel" at the bottom.

**Figure 208: Add Proposed Housing Expenses Dialog**

**Note:** Enter *Other Description* when selecting *Other* for *Housing Expense Type*.

3. Select appropriate **Based On** option.
4. Enter **Fee Percentage**.
5. Enter **Monthly Dollar Amount**.
6. Enter **Monthly Amount** if applicable.
7. Click **Save & Close**.

**Note:** Click **Save & New** to add other expenses.

## Subordinate Financing

Enter subordinate financing when the borrower/co-borrower is receiving subordinate financing.

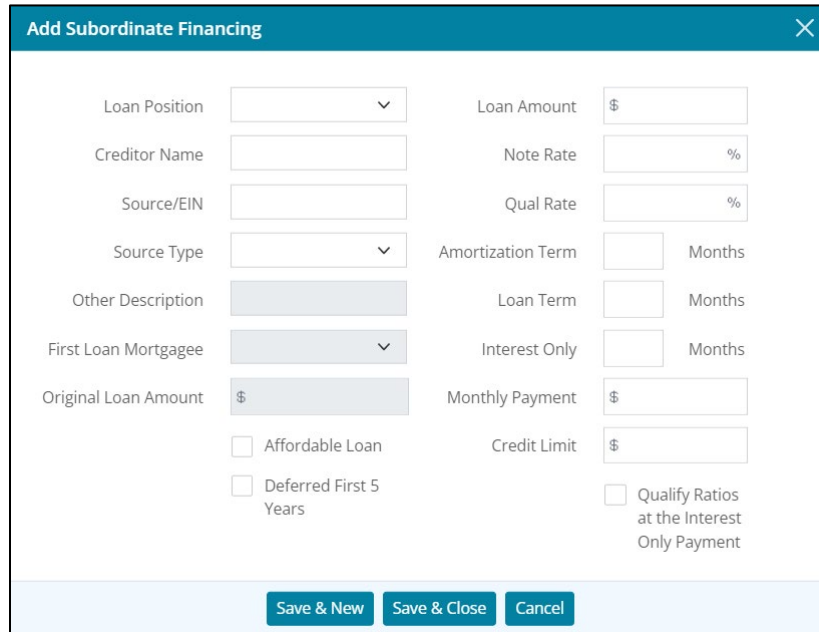
1. Click **Subordinate Financing Add** button.



The image shows a button labeled "SUBORDINATE FINANCING" with a red arrow pointing to a plus sign (+) icon in the top right corner.

**Figure 209: Subordinate Financing**

2. Enter the desired information in the *Add Subordinate Financing* dialog.



The **Add Subordinate Financing** dialog box contains the following fields:

- Loan Position:** Dropdown menu.
- Loan Amount:** Text field with a dollar sign (\$).
- Creditor Name:** Text field.
- Note Rate:** Text field with a percent sign (%).
- Source/EIN:** Text field.
- Qual Rate:** Text field with a percent sign (%).
- Source Type:** Dropdown menu.
- Amortization Term:** Text field with a unit of Months.
- Other Description:** Text field.
- Loan Term:** Text field with a unit of Months.
- First Loan Mortgagee:** Dropdown menu.
- Interest Only:** Text field with a unit of Months.
- Original Loan Amount:** Text field with a dollar sign (\$).
- Monthly Payment:** Text field with a dollar sign (\$).
- Affordable Loan:** Checkbox.
- Credit Limit:** Text field with a dollar sign (\$).
- Deferred First 5 Years:** Checkbox.
- Qualify Ratios at the Interest Only Payment:** Checkbox.

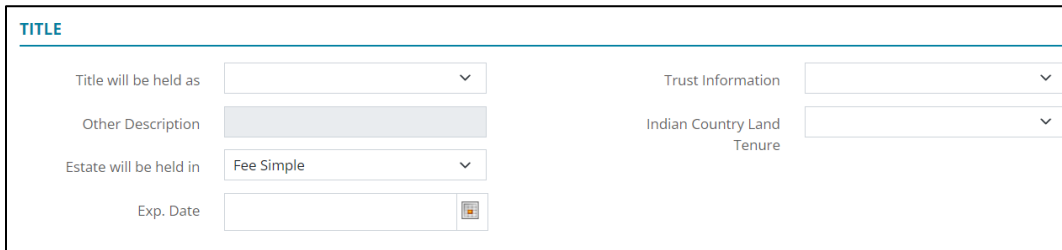
At the bottom, there are three buttons: **Save & New**, **Save & Close**, and **Cancel**.

Figure 210: Add Subordinate Financing

## Title

Enter the information to include in the new title.

1. Select the appropriate **Title will be held as** option.



The **TITLE** form contains the following fields:

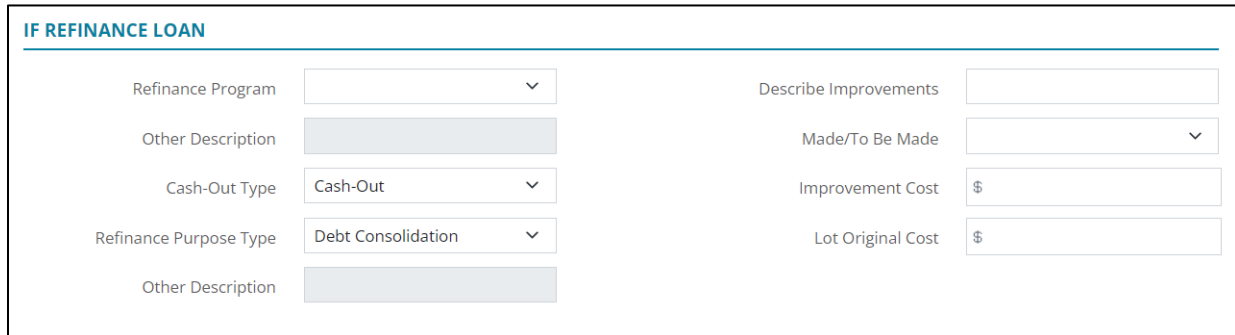
- Title will be held as:** Dropdown menu.
- Trust Information:** Dropdown menu.
- Other Description:** Text field.
- Indian Country Land Tenure:** Dropdown menu.
- Estate will be held in:** Dropdown menu (currently showing "Fee Simple").
- Exp. Date:** Text field with a calendar icon.

Figure 211: Property Title Details

2. Select the **Other Description** if applicable.
3. Select the appropriate **Estate will be held in** option.
4. Use the **Calendar** to select the title **Expiration Date**.
5. Select the appropriate **Trust Information** option.
6. Select the appropriate **Indian Country Land Tenure** option.
7. Select the appropriate **(VA) Type of Ownership** option.

## If Refinancing Loan

Select the appropriate option if the loan is being refinanced. Some fields may auto populate.



The form is titled "IF REFINANCE LOAN" and contains two columns of fields. The left column includes: "Refinance Program" (dropdown), "Other Description" (text area), "Cash-Out Type" (dropdown with "Cash-Out" selected), "Refinance Purpose Type" (dropdown with "Debt Consolidation" selected), and another "Other Description" (text area). The right column includes: "Describe Improvements" (text area), "Made/To Be Made" (dropdown), "Improvement Cost" (text field with "\$" prefix), and "Lot Original Cost" (text field with "\$" prefix).

Figure 212: If Refinancing Loan

## Names on Title

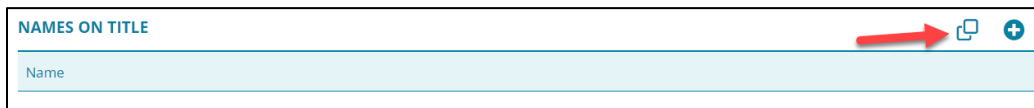
Use the following sections to add the names on the title.

### Copy Borrower

Use the following to add borrower name to the title.

**Note:** Copy borrower overwrites existing names.

1. Click **Copy Borrower**.



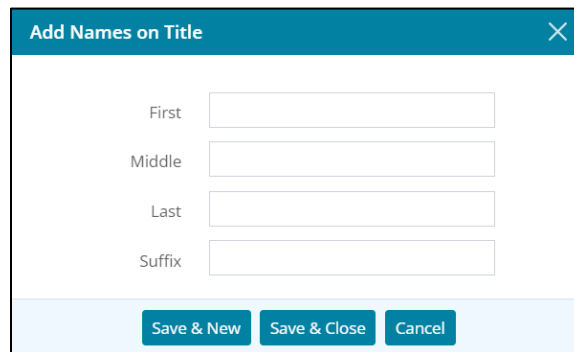
The form is titled "NAMES ON TITLE" and has a single text field labeled "Name". To the right of the text field are two icons: a red arrow pointing right and a blue plus sign in a circle.

Figure 213: Names on Title

2. Click **Delete** on the *Delete Confirmation* dialog.

### Add Name

1. Click the **Add** button. (See [Figure 213](#).)



The dialog is titled "Add Names on Title" and has a close button (X) in the top right corner. It contains four text fields labeled "First", "Middle", "Last", and "Suffix". At the bottom of the dialog are three buttons: "Save & New", "Save & Close", and "Cancel".

Figure 214: Add Names on Title Dialog

2. Complete the *Add Names on Title* dialog.
3. Click **Save & Close**.

**Note:** Click *Save & New* to add another name to the title.

### Edit Name

Use the following steps to edit a name.

1. Click the name to edit. (See [Figure 213](#).)
2. Update the *Edit Names on Title* dialog as applicable. (See [Add Name](#) for details.)
3. Click **Save & Close**.

### Delete Name

Use the following steps to delete a name.

1. Click the name to **Delete** icon. (See [Figure 213](#).)
2. Click **Delete** on the *Delete Confirmation* dialog.

## Energy Improvements

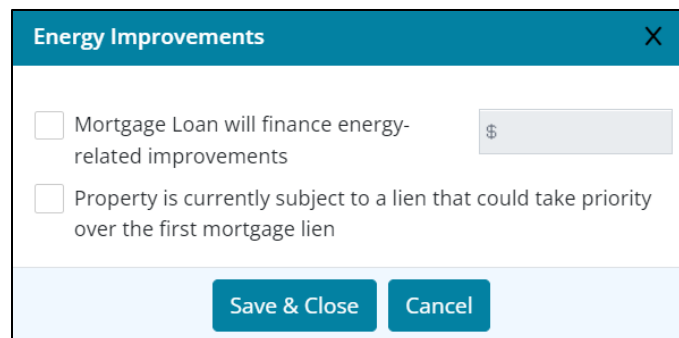
Select the appropriate energy improvements.

1. Click **Select**.



**Figure 215: Energy Improvements**

2. Select the appropriate checkbox.

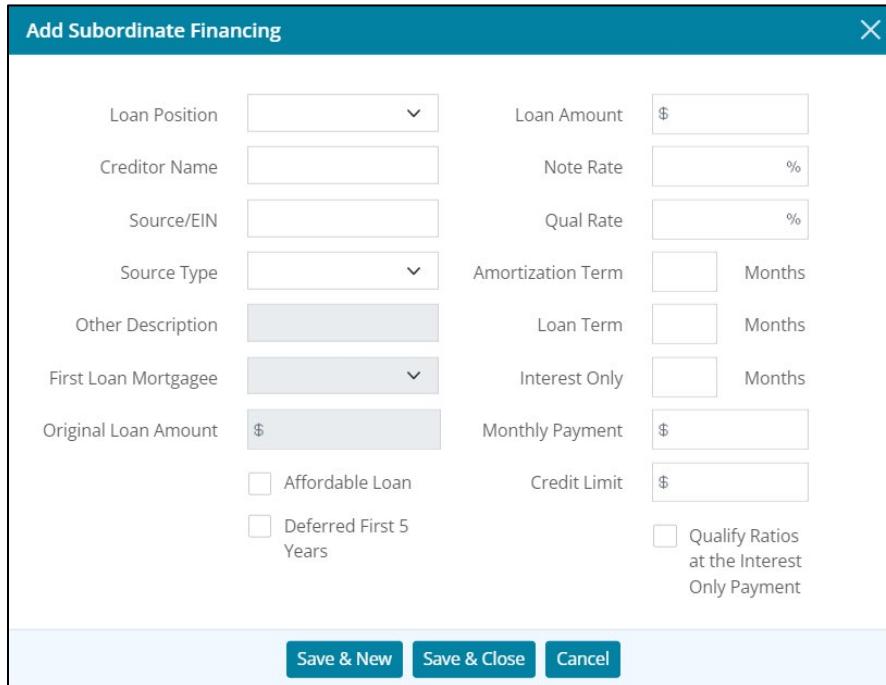


**Figure 216: Energy Improvements Dialog**

3. Click **Save & Close**.

**Note:** Checking *Mortgage Loan will finance energy-related improvements* requires an amount.

4. Select the **Loan Position** option.



The dialog box titled "Add Subordinate Financing" contains the following fields and controls:

- Loan Position:** A dropdown menu.
- Loan Amount:** A text input field with a dollar sign prefix.
- Creditor Name:** A text input field.
- Note Rate:** A text input field with a percentage suffix.
- Source/EIN:** A text input field.
- Qual Rate:** A text input field with a percentage suffix.
- Source Type:** A dropdown menu.
- Amortization Term:** A text input field followed by "Months".
- Other Description:** A text input field.
- Loan Term:** A text input field followed by "Months".
- First Loan Mortgagee:** A dropdown menu.
- Interest Only:** A text input field followed by "Months".
- Original Loan Amount:** A text input field with a dollar sign prefix.
- Monthly Payment:** A text input field with a dollar sign prefix.
- Credit Limit:** A text input field with a dollar sign prefix.
- Affordable Loan:** A checkbox.
- Deferred First 5 Years:** A checkbox.
- Qualify Ratios at the Interest Only Payment:** A checkbox.

At the bottom of the dialog are three buttons: "Save & New", "Save & Close", and "Cancel".

Figure 217: Add Subordinate Financing Dialog

5. Enter **Creditor Name**.
6. Enter **Source/EIN**.
7. Select **Source Type** option.

**Note:** Enter **Other Description** when selecting **Other** for **Source Type**.

8. Enter **Loan Amount**.
9. Enter **Note Rate** percentage.
10. Enter **Qual Rate** percentage.
11. Enter **Amortization Term Months**.
12. Enter **Loan Term Months**.
13. Enter **Interest Only Months**.
14. Enter **Monthly Payment**.
15. Enter **Credit Limit**.
16. Select the **Quality Ratios** checkbox if appropriate.
17. Click **Save & Close**.

**Note:** Use **Save & New** to add other subordinate financing.

## Initial Fees Worksheet

Complete the *Initial Fees Worksheet* fields not auto populated from previous screens.

1. Select **Application** tab.
2. Select **Initial Fees Worksheet**.
3. Use the **Calendar** to select the **Estimated Close Date**.
4. Use the **Calendar** to select the **First Payment Date**.

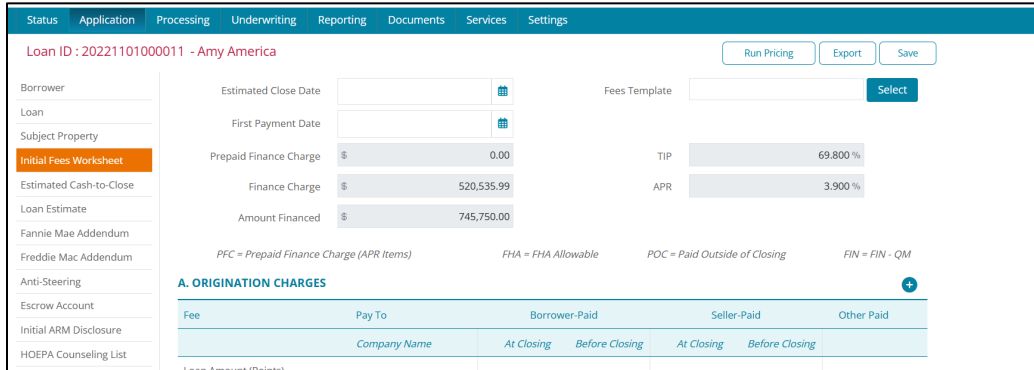


Figure 218: Initial Fees Worksheet

## Fees Template

. Use the *Fees Template* to populate the *Initial Fees Worksheet* screen or enter the values when not provided on the *Fees Template*. To import a *Fees Template*:

1. Click the **Select** button near the *Fees Template* field to browse templates.

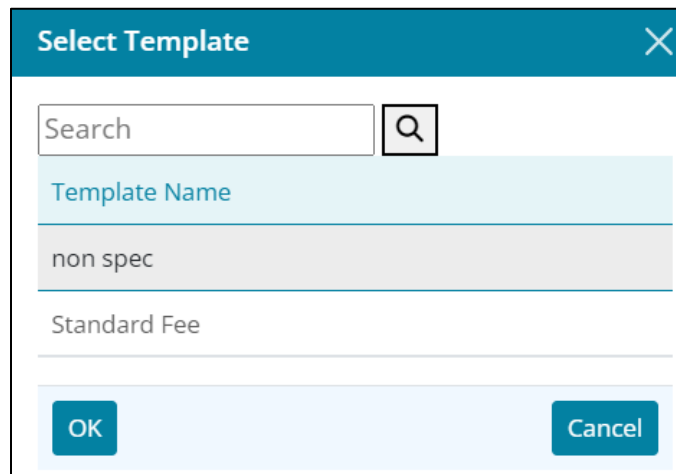


Figure 219: Select Template Dialog

2. Select the **Template Name**.

**Note:** Use *Search* to browse stored templates.



- Click **OK** to import the **Template Fees**.

## Origination Charges

Use the fees template created on the **TEMPLATE** tab to populate the **Fee** fields in the worksheet when a template was created.

### Add Origination Charges

Use the following steps to add additional **Origination Charges** to the imported template or to manually build fees.

**Note:** See [Dropdown Lists](#) to build the *Fees Template*.

- Click **Origination Charges Add** button.

A. ORIGINATION CHARGES						
Fee	Pay To	Borrower-Paid		Seller-Paid		Other Paid
	Company Name	At Closing	Before Closing	At Closing	Before Closing	
Loan Amount (Points)						
Subtotal						

Figure 220: Origination Charges

- Select the **Fee Name** to add a new fee type option.

Add Origination Charges

Fee Name

Company Name

Other Description

Responsible Party

Paid To

☐ Qualified Mortgage  
☐ Exclude from Tolerance

Based On

Paid By:

Fee Percentage

Fee Dollar Amount

Total Fee Amount

Paid Before Closing

PFC

FHA

FIN

Borrower

☐

☐

☐

Seller

Lender

Broker

Third Party

Correspondent

Total Amount

Save & New

Save & Close

Cancel

Figure 221: Edit Origination Charges Dialog

- Enter **Other Description** if selecting **Other Fee Name**.
- Select the **Paid To** option.
- Select the **Based On** option.
- Enter **Company Name**.

7. Select **Responsible Party** option.

**Note:** Select *Blank* and enter the fee distribution on the *Fees Distribution* table.

8. Select the **Qualified Mortgage** checkbox if applicable.
9. Select the **Exclude from Tolerance** checkbox if applicable.
10. Complete the **Fees Distribution** table to distribute fees as applicable if **Blank** is selected for **Responsible Party**.
11. Click **Save & Close**.

**Note:** Use *Save & New* to add other origination fees.

12. Select the **Print additional fees on addendum** checkbox if applicable.

### Edit Origination Charges

Use the following steps to complete the **Edit Origination** charges.

1. Select the charge to edit. (See [Figure 220](#).)
2. Update the **Address Information** on the *Edit Address* dialog. (See [Add Origination Charges](#) for details.)
3. Click **Save & Close**.

### Delete Origination Charges

Use the following steps to delete a listed real estate item.

1. Click the **Delete** icon. (See [Figure 220](#).)
2. Click **Delete** on the *Delete Confirmation* dialog.

## Services Borrower Can't Shop For

The **Origination Charges Services Borrower Can't Shop For** list contains the loan origination agents and services that are pre-selected and cannot be changed.

### Add Services

Use the following steps to create the list.

1. Click the **Service Providers Borrower Can't Shop for Add** button.



**Figure 222: Non Shopped Services**

2. Complete the **Add Services Borrower Can't Shop** for dialog fields. (See [Add Origination Charges](#) for details.)
3. Click **Save & Close**.

**Note:** Use *Save & New* to add other origination fees.

4. Select the **Print additional fees on addendum** checkbox if applicable.

See [Edit Origination Charges](#) for editing services.

See [Delete Origination Charges](#) for deleting services.

## Services Borrower Can Shop For

The **Origination Charges Services Borrower Can Shop For** list contains the loan origination services that have multiple providers from which the borrower can select. Use the following steps to create the list.

1. Use the steps in [Services Borrower Can't Shop For](#) to build the **Services Borrower Can Shop For** list.
2. Select the **Print Confirm Receipt** checkbox to request a **Confirmation Receipt** when the Borrower receives the list.

See [Edit Origination Charges](#) for editing services.

See [Delete Origination Charges](#) for deleting services.

## Total Loan Costs

**Total Loan Costs** fields populate from:

- [Origination Charges](#)
- [Services Borrower Can't Shop For](#)
- [Services Borrower Can Shop For](#)

## Additional Fee Tables

Use the steps provided in [Add Origination Charges](#) for assistance with completing appropriate the sections under **Total Loan Costs**. Sections include:

- Taxes and Other Government Fees
- Prepaids
- Initial Escrow payment at Closing
- Other

## Total Other Costs

Total Other Costs fields populate from the [Additional Fee Tables](#).

## Total Closing Costs

The *Total Closing Costs* table populates based upon the *Fees* selected while completing the above *Fees* tables. Use the following steps to add *Lender Credits*.

1. Click **Lender Credit**.

J. TOTAL CLOSING COSTS ( D + I )					
Fee	Borrower-Paid		Seller-Paid		Other Paid
	At Closing	Before Closing	At Closing	Before Closing	
Subtotal	0.00	0.00	0.00	0.00	0.00
Lender Credit					
Total	0.00				

Figure 223: Total Closing Costs

2. Update the fields as required.

Lender Credits

Fee Name

Lender Credit

Non-Specific Amount

Fee Specific Amount

Total Fee Amount

\$

\$

\$ 0.00

Save & Close

Cancel

Figure 224: Update Closing Cost Total Dialog

3. Click **Save & Close**.

## Closing Costs Service Providers Borrower Can't Shop For

The **Closing Costs Service Providers Borrower Can't Shop For** list contains the closing costs agents and services that are pre-selected and cannot be changed. Use the following steps to create the list. See [Services Borrower Can't Shop For](#) details about building the list.

SERVICE PROVIDERS BORROWER CAN'T SHOP FOR

SERVICE PROVIDERS BORROWER CAN SHOP FOR

☐ Print Confirm Receipt

CHANGE OF CIRCUMSTANCE

Figure 225: Closing Cost Services

**Note:** See [Edit Origination Charges](#) for details on editing a listed fee.

## Closing Costs Service Providers Borrower Can Shop For

The **Closing Costs Services Providers Borrower Can Shop For** list contains the closing costs services that have multiple providers from which the Borrower can select. Use the following steps to create the list. See [Services Borrower Can Shop For](#) details about building the list. (See [Figure 225](#).)

**Note:** See [Edit Origination Charges](#) for details on editing a listed fee.

Select the **Print Confirmation Receipt** checkbox to request confirmation when Borrower receives the information.

## Change of Circumstance

Complete the Change of Circumstance fields when the Borrower experiences a change of circumstance the impacts the loan process.

1. Click the **Change of Circumstance Add** button. See [Figure 225](#).
2. Select the **Changed Date**.

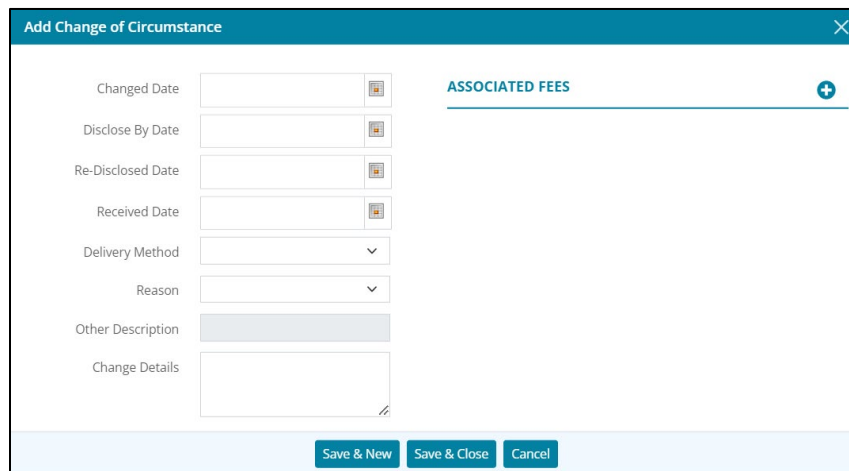


Figure 226: Add Changed Date Dialog

3. Enter the **Disclose By Date**.
4. Enter the **Re-Disclosed Date** if applicable.
5. Enter the **Received Date**.
6. Select the **Delivery Method**.
7. Select the **Reason**.
8. Enter the **Other Description** when selecting **Other Reason**.
9. Enter **Change Details**.
10. Click **Add**.
11. Select the associated loan section from the **Select Section** dropdown.

12. Select the **Fee Name**.
13. Enter the **Previous Fee Amount**.
14. Enter the **New Fee Amount**.
15. Click **Save & Close**.

**Note:** Click *Save & New* to add another associated fee.

16. Click **Save & Close** on the *Add Change of Circumstance* dialog.

**Note:** Click *Save & New* to add another change of circumstance.

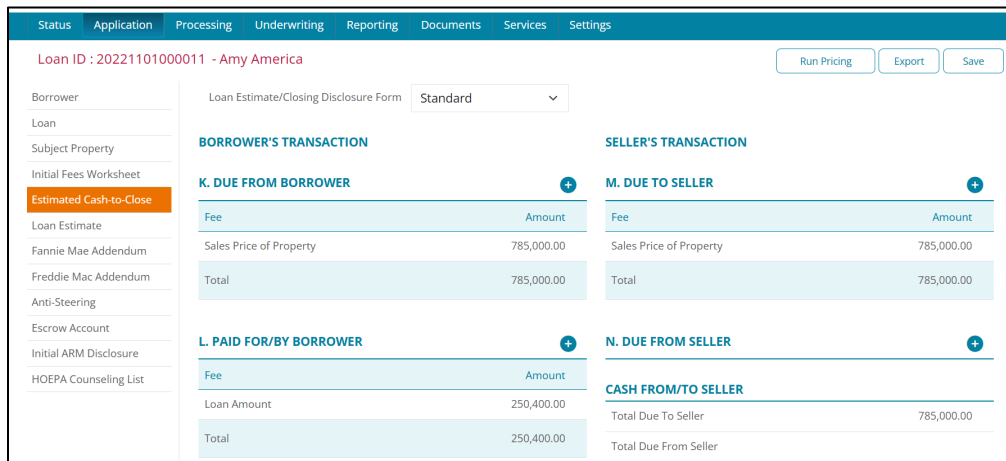
## Estimated Cash-to-Close

The *Loan Estimate/Closing Disclosure Form* dropdown allows the user to select the **Standard** or an **Alternate** form to allow selecting the printed form. The fields depend on the selected form.

### Standard Form

Use the following steps to select the *Standard* print form output and the loan application type.

1. Select **Application** tab.



**Figure 227: Standard Estimate/Closing Disclosure**

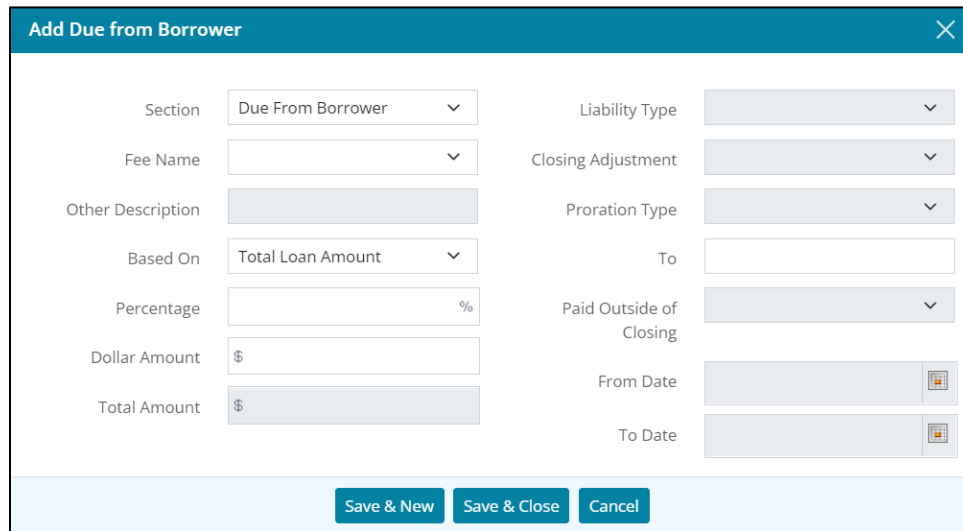
2. Select **Estimated Cash-to-Close**.
3. Select the **Standard Loan Estimate/Closing Disclosure Form** from the dropdown.

### Add Due from Borrower

Use the following steps to add due from borrower fees.

1. Click the **Due from Borrower Add** button to add additional fees. (See [Figure 227](#).)

2. Select the appropriate **Section** from the dropdown.



The dialog box titled "Add Due from Borrower" contains the following fields:

- Section:** Dropdown menu with "Due From Borrower" selected.
- Liability Type:** Dropdown menu.
- Fee Name:** Dropdown menu.
- Closing Adjustment:** Dropdown menu.
- Other Description:** Text input field.
- Proration Type:** Dropdown menu.
- Based On:** Dropdown menu with "Total Loan Amount" selected.
- To:** Text input field.
- Percentage:** Text input field with a "%" symbol.
- Paid Outside of Closing:** Dropdown menu.
- Dollar Amount:** Text input field with a "\$" symbol.
- From Date:** Date picker.
- Total Amount:** Text input field with a "\$" symbol.
- To Date:** Date picker.

At the bottom, there are three buttons: "Save & New", "Save & Close", and "Cancel".

**Figure 228: Add Due from Borrower Dialog**

3. Select the appropriate **Fee Name** dropdown.

**Note:** Enter a description when selecting *Other* from *Fee Name*. The selected *Fee Name* populates the liability fields as required.

4. Select the appropriate **Based On** option.
5. Enter the **Percentage** or **Dollar Amount** as appropriate.
6. Complete the **To** field.

**Note:** The *To* field is not required when the *Adjustments for Items Paid by seller in Advance* is selected.

7. Select **Yes** from the *Paid Outside Closing* dropdown if applicable.
8. Enter the **From** and **To Dates** if applicable.
9. Click **Save & Close**.

**Note:** Select *Save & New* to add another fee.

### **Edit Due from Borrower**

Use the following steps to edit a listed due from borrower fee.

1. Click the fee to update. (See [Figure 227](#).)
2. Complete the changes in the *Edit Due from Borrower* dialog. (See [Add Due from Borrower](#) for details.)
3. Click **Save & Close**.

## Add Due To Seller

Use the following steps to complete the **Due To Seller** section.

1. Click the **Due To Seller Add** button.

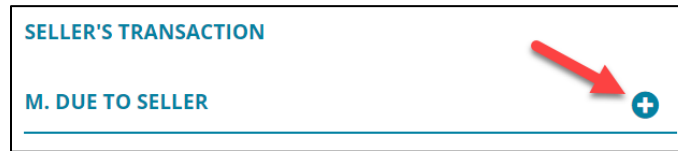


Figure 229: Due To Seller

2. Select the **Fee Name**.

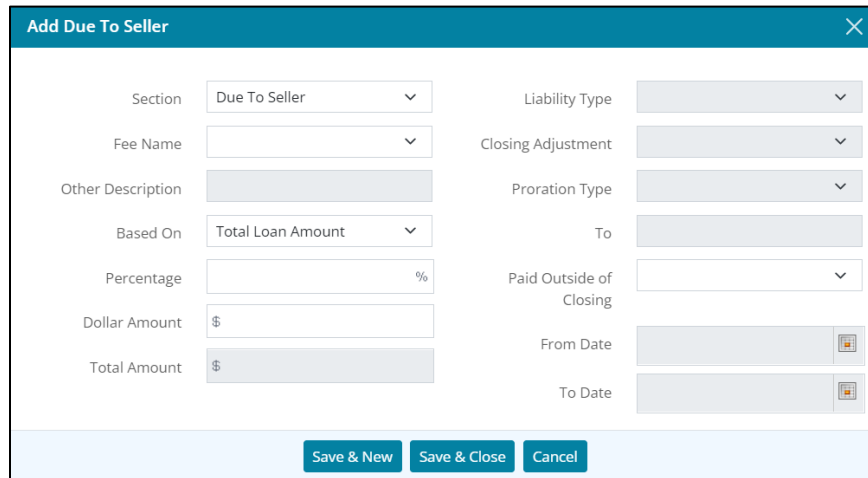


Figure 230: Add Due To Seller

3. Select **Other Description** when selecting **Other** for the **Fee Name**. See [Add Due To Seller](#) for details.
4. Enter the **Percentage**.
5. Enter the **Dollar Amount**.
6. Complete the remaining fields if available.
7. Click **Save & Close**.

**Note:** Click **Save & New** to add another fee due to seller.

## Edit Due To Seller

Use the following steps to edit a listed due to seller fee.

1. Select the **Fee** to edit. (See [Figure 229](#).)
2. Update the fee to edit on the *Edit Due To Seller* dialog. (See [Add Due To Seller](#) for details.)



## Delete Due to Seller

Use the following steps to delete due to seller fee.

1. Click the **Delete** icon. (See [Figure 236.](#))
2. Click **Delete** on the *Delete Confirmation* screen.

## Add Paid For/By Borrower

Use the following steps to complete the **Paid For/By Borrower** section.

1. Click the **Paid For/By Borrower Add** button.

L. PAID FOR/BY BORROWER	
Fee	Amount
Loan Amount	250,400.00
Total	250,400.00

Figure 231: Paid For/By Borrower

2. Select the appropriate **Section** from the dropdown.

Add Paid For/By Borrower

Section
Paid For/By Borrower

Liability Type

Fee Name

Closing Adjustment

Other Description

Proration Type

Based On
Total Loan Amount

To

Percentage
%

Paid Outside of Closing

Dollar Amount
\$

From Date

Total Amount
\$

To Date

Save & New
Save & Close
Cancel

Figure 232: Add Paid For/By Borrower

3. Select the appropriate **Fee Name** from the dropdown.

**Note:** Enter a description when selecting *Other* from *Fee Name*. The selected *Fee Name* populates the liability fields as required.

4. Select the appropriate **Based On** option.
5. Enter the **Percentage** or **Dollar Amount** as appropriate.
6. Complete the **To** field.

**Note:** The *To* field is not required when the *Adjustments for Items Paid by seller in Advance* is selected.

7. Select **Yes** from the **Paid Outside Closing** dropdown if applicable.
8. Enter the **From** and **To Dates** if applicable.
9. Click **Save & Close**.

**Note:** Select **Save & New** to add another fee.

### Edit Paid For/By Borrower

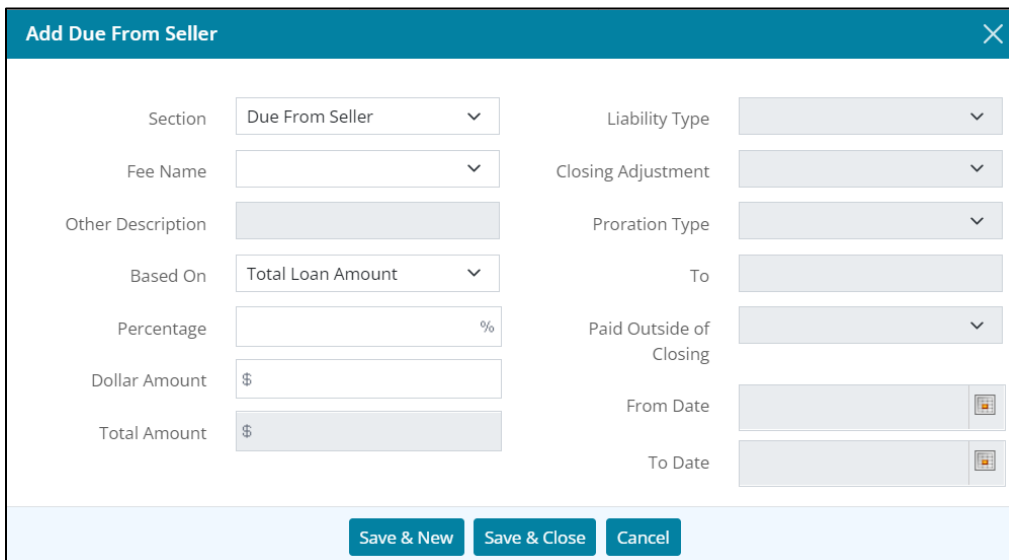
Use the following steps to edit a listed **Paid For/By Borrower** fee.

1. Click the fee to update. (See [Figure 231](#).)
2. Complete the changes in the *Edit Paid For/By Borrower* dialog. (See [Add Paid For/By Borrower](#) for details.)
3. Click **Save & Close**.

### Add Due From Seller

Use the following steps to complete the **Due To Seller** section.

1. Click the **Due To Seller Add** button. (See [Figure 227](#).)
2. Select the appropriate **Section** from the dropdown.



**Figure 233: Add Due From Seller Dialog**

3. Select the appropriate **Fee Name** from the dropdown.

**Note:** Enter a description when selecting *Other* from *Fee Name*. The selected *Fee Name* populates the liability fields as required.

4. Select the appropriate **Based On** option.
5. Enter the **Percentage** or **Dollar Amount** as appropriate.
6. Complete the **To** field.

**Note:** The *To* field is not required when the *Adjustments for Items Paid by seller in Advance* is selected.

7. Select **Yes** from the **Paid Outside Closing** dropdown if applicable.
8. Enter the **From** and **To Dates** if applicable.
9. Click **Save & Close**.

**Note:** Select *Save & New* to add another fee.

### Edit Due From Seller

Use the following steps to edit a listed *Due from Seller* fee.

1. Click the fee to update. (See [Figure 227](#).)
2. Complete the changes in the *Edit Due from Seller* dialog. (See [Add Due From Seller](#) for details.)
3. Click **Save & Close**.

### Delete Due From Seller

Use the following steps to delete a listed due from seller fee.

1. Click the **Delete** icon. (See [Figure 236](#).)
2. Click **Delete** on the *Delete Confirmation* screen.

### Add Source of Down Payment

Use the following steps to update the *Source of Down Payment* section when required.

1. Click the **Source of Down Payment Add** button.



Figure 234: Source of Down Payment

2. Select **Funds Type**.

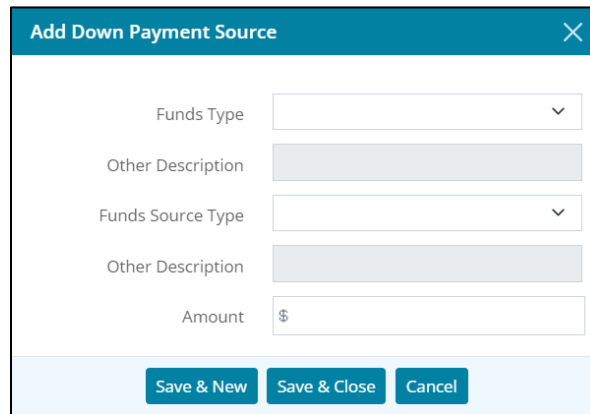


Figure 235: Add Down Payment Source

3. Enter **Other Description** when selecting **Other Funds Type**.
4. Select **Funds Source Type**.
5. Enter **Other Description** when selecting **Funds Source Type**.
6. Enter **Amount**.
7. Click **Save & Close**.

**Note:** Select *Save & New* to add another down payment source.

### Edit Source of Down Payment

Use the following steps to *Edit Source of Down Payment*.

1. Click the **Funds Type** to edit. (See [Figure 234](#).)
2. Update the *Edit Down Payment Source* dialog. (See [Add Source of Down Payment](#) for details.)
3. Click **Save & Close**.

### Delete Source of Down Payment

Use the following steps to *Delete Source of Down Payment*.

1. Click the **Delete** icon. (See [Figure 234](#).)
2. Click **Delete** on the *Delete Confirmation* dialog.

### Add Cash From Borrower

Use the following steps to complete the **Details of Transaction (1003)** section.

1. Click the **Cash From Borrower Add** button.

Subject Property	<b>DETAILS OF TRANSACTION (1003)</b>	
Initial Fees Worksheet		
<b>Estimated Cash-to-Close</b>		
Loan Estimate		
Fannie Mae Addendum		
Freddie Mac Addendum		
Anti-Steering		
Escrow Account		
Initial ARM Disclosure		
HOEPA Counseling List		

<b>CASH FROM BORROWER</b>		+
Fee	Amount	
PMI/MIP/VA/USDA Amount	3,942.50	
Sales Price	550,000.00	
Alterations	0.00	
Discount	0.00	
Estimated Closing Costs	4,785.00	
Estimated Prepaid Items	1,500.00	
Land	0.00	
<b>Total</b>	<b>560,227.50</b>	

<b>CASH TO BORROWER</b>		+
Fee	Amount	
Base Loan Amount	315,400.00	
Up-Front MIP/PMI/Funding Fee Financed	3,942.00	
	500.00	
Borrower Paid Fees	450.00	
Closing Costs Paid By Seller	0.00	
Subordinate Financing	0.00	
<b>Total</b>	<b>320,292.00</b>	

Figure 236: Details of Transaction

2. Select the **Cash From Borrower Type** option.

Add Cash From Borrower

Cash From Borrower Type

Amount

Save & New

Save & Close

Cancel

Figure 237: Cash From Borrower Dialog

3. Enter the **Amount**.
4. Click **Save & Close**.

**Note:** Select *Save & New* to add another down payment source.

### Edit Cash From Borrower

Use the following steps to edit cash from borrower.

1. Select the **Fee** to edit. (See [Figure 236](#).)
2. Update the *Edit Cash From Borrower* dialog. (See [Add Cash To Borrower](#) for details.)
3. Click **Save & Close**.

### Delete Cash From Borrower

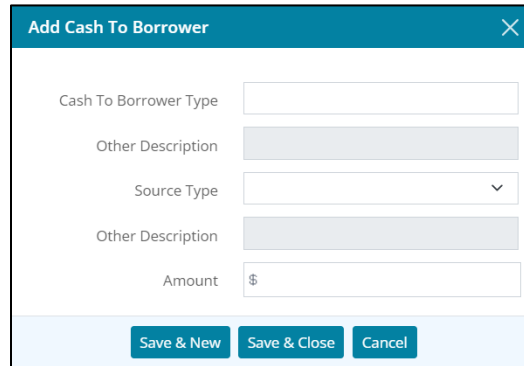
Use the following steps to delete cash from borrower.

1. Click the **Delete** icon. (See [Figure 236](#).)
2. Click the **Delete** on the *Delete Confirmation* dialog.

### Add Cash To Borrower

1. Click the **Cash to Borrower Add** button. (See [Figure 236](#).)

2. Select the **Cash To Borrower Type** from the dropdown.



The dialog box titled "Add Cash To Borrower" contains the following fields and buttons:

- Cash To Borrower Type:** A dropdown menu.
- Other Description:** A text input field.
- Source Type:** A dropdown menu.
- Other Description:** A second text input field.
- Amount:** A text input field with a dollar sign (\$).
- Buttons:** "Save & New", "Save & Close", and "Cancel".

Figure 238: Add Cash To Borrower Dialog

3. Enter **Other Description** when selecting **Other Cash To Borrower Type**.
4. Enter the **Amount**.
5. Click **Save & Close**.

**Note:** Select *Save & New* to add another down payment source.

### Edit Cash To Borrower

Use the following steps to edit cash to borrower.

1. Select the **Fee** to edit. (See [Figure 236](#).)
2. Complete the changes in the *Edit Cash To Borrower* dialog. (See [Add Cash To Borrower](#) for details.)
3. Click **Save & Close**.

### Delete Cash To Borrower

Use the following steps to delete cash to borrower entries.

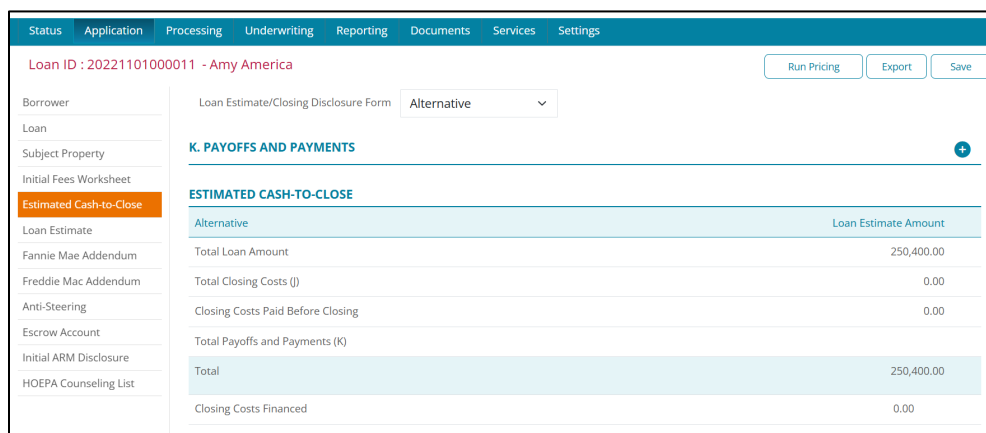
1. Click the **Delete** icon. (See [Figure 236](#).)
2. Click **Delete** on the *Delete Confirmation* dialog.

### Alternative Form

Use the following steps when completing the alternative *Cash-to-Close* form fields.

**Note:** The *Alternative* form is typically used for refinanced loans.

1. Select **Alternative** from the *Loan Estimate/Closing Disclosure Form* dropdown.



ESTIMATED CASH-TO-CLOSE	
Alternative	Loan Estimate Amount
Total Loan Amount	250,400.00
Total Closing Costs (J)	0.00
Closing Costs Paid Before Closing	0.00
Total Payoffs and Payments (K)	250,400.00
Total	250,400.00
Closing Costs Financed	0.00

Figure 239: Alternate Estimate/Closing Disclosure

2. Click the **Payoffs and Payment Add** button.
3. Complete the **Add Payoffs and Payment** fields.

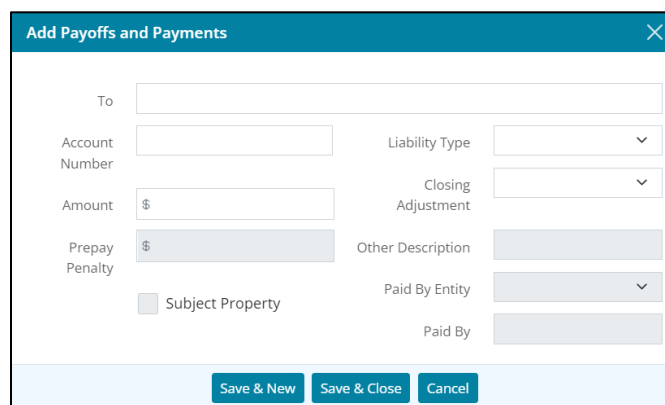


Figure 240: Add Payoffs and Payments Dialog

4. Click **Save & Close**.

**Note:** Select **Save & New** to add another down payment source.

5. Complete the **Source of Down Payment**. (See [Add Source of Down Payment](#) for details.)
6. Complete the **Cash From Borrower** fields. (See [Add Cash From Borrower](#).)
7. Complete the **Add Cash To Borrower** fields. (See [Add Cash To Borrower](#).)

## Loan Estimate

The *Loan Estimate* screen discloses the TRID 2.0 compliance requirements for the following loan types:

- Purchase

- Refinance
- Construction

Some screen fields are populated from the *Loan* screen and *Initial Fees Worksheet*. Use the following sections to complete the fields that are not populated.

**Note:** Make changes to populated fields on the *Loan* screen and *Initial Fees Worksheet*.

## Initial Fields

Use the following steps to complete the *Loan Estimate*. The initial fields are not auto populated.

1. Select the **Application** tab.
2. Select **Loan Estimate**.

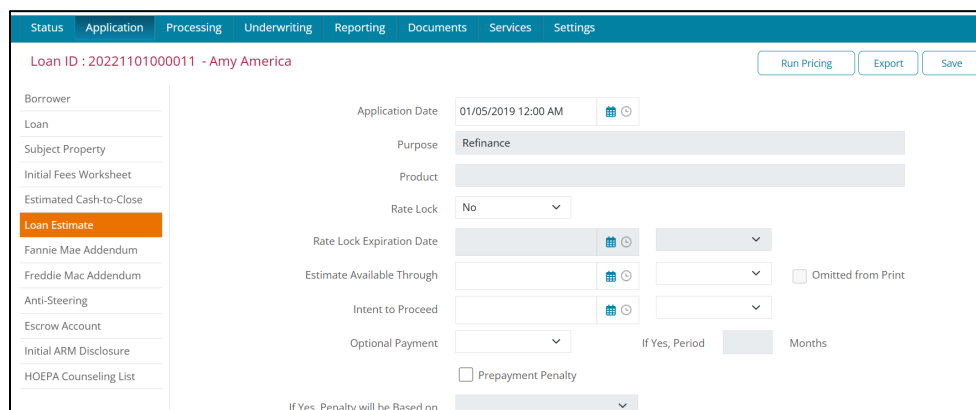


Figure 241: Loan Estimate Tab

3. Select **Yes** from the *Rate Lock* dropdown to lock the interest rate.
4. Use the **Calendar** to select the *Rate Lock Expiration Date* if applicable.
5. Use the **Clock** and **Time Zone** dropdown to set the *Rate Lock* time.
6. Use the **Calendar** to select the *Estimate Available Through* date.
7. Use the **Clock** and **Time Zone** dropdown to set the *Estimate Available Through* time.
8. Use the **Calendar** to select the **Intent to Proceed** date after receiving notification from the borrower to move forward with the loan.
9. Use the **Clock** and **Time Zone** dropdown to set the **Intent to Proceed** time.
10. Select **Yes** from the **Optional Payment** dropdown if borrower elects to make optional payments.
11. Enter the **Months** value if selecting **Yes**.
12. Select the **Prepayment Penalty** checkbox if applicable.
13. Complete the **Prepayment Penalty** fields if applicable.



## Remaining Fields

Complete the remaining fields that are not populated from the *Loan Screen* and *Initial Fees Worksheet*.

1. Select the appropriate **Assumptions** radio button.

### OTHER CONSIDERATIONS

Assumptions:

☐ will allow, under certain conditions, this person to assume this loan on the original terms.  
☐ will not allow assumption of this loan on the original terms.

Late Payments:

If a payment is more than  days late, you will be charged \$  or  %

Other Description

Servicing:

We intend

### SIGNATURE CONFIRMATION

☐ Print Confirm Receipt  
☐ Print Additional Signature Page

### HIGHER-PRICED MORTGAGE LOAN

APOR Date

APOR  %

Unable to determine if loan is HPML. You must enter the Average Prime Offer Rate.

Figure 242: Remaining Loan Estimate Fields

2. Set the **Late Payments Days Late** value.
3. Enter the **Late Fee Charge** or **Percentage**.
4. Select the **Percentage Description** from the dropdown if applicable.
5. Enter **Other Description** if selecting **Other** from the **Percentage Description** dropdown.
6. Select the appropriate **Servicing** option.
7. Select the **Print Confirmation Receipt** checkbox to print the confirmation page.
8. Select the **Print Additional Signature Page** checkbox for co-borrower if applicable.
9. Complete the **Higher-Priced Mortgage Loan** fields if applicable.
10. Click **Save**.

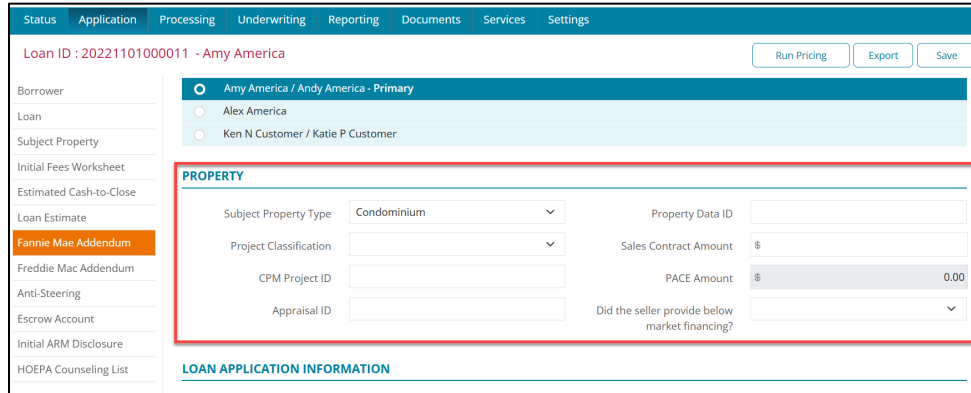
## Fannie Mae Addendum

Fannie Mae requires specific addendums for financing mortgages.

### Property

Complete the Fannie Mae *Property Addendum* information not auto populated from other screens.

1. Select **Application** tab.



The screenshot shows the Zenly application interface. At the top, there's a navigation bar with tabs: Status, Application (selected), Processing, Underwriting, Reporting, Documents, Services, and Settings. Below the navigation bar, the loan ID is displayed as "Loan ID : 20221101000011 - Amy America". To the right of the loan ID are buttons for "Run Pricing", "Export", and "Save". On the left side, there's a sidebar menu with various options: Borrower, Loan, Subject Property, Initial Fees Worksheet, Estimated Cash-to-Close, Loan Estimate, Fannie Mae Addendum (highlighted in orange), Freddie Mac Addendum, Anti-Steering, Escrow Account, Initial ARM Disclosure, and HOEPA Counseling List. The main content area is titled "PROPERTY" and contains several fields: "Subject Property Type" (dropdown menu showing "Condominium"), "Project Classification" (dropdown menu), "CPM Project ID" (text input), "Appraisal ID" (text input), "Property Data ID" (text input), "Sales Contract Amount" (text input with a dollar sign), "PACE Amount" (text input showing "0.00"), and a checkbox labeled "Did the seller provide below market financing?". Below the "PROPERTY" section is a section titled "LOAN APPLICATION INFORMATION".

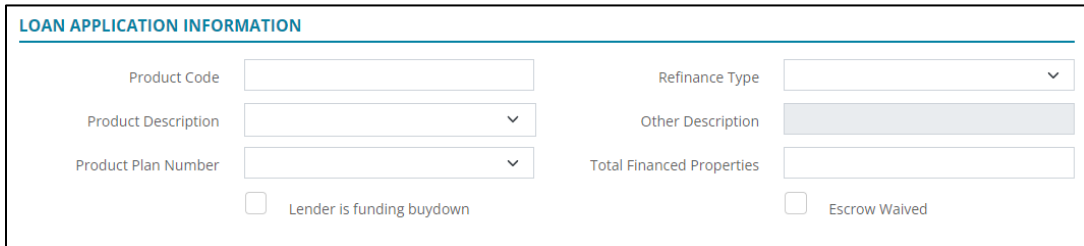
Figure 243: Fannie Mae Property Details

2. Select **Fannie Mae Addendum**.
3. Verify the **Subject Property Type** from the dropdown.
4. Select the **Project Classification** from the dropdown.
5. Enter the **CPM Project ID**.
6. Enter the **Appraisal ID**.
7. Enter **Property Data ID**.
8. Enter the **Sales Contract Amount**.
9. Select the **Did seller provide below market financing?** checkbox if applicable.

### Loan Application Information

The **Loan Application Information Addendum** information includes loan application details required by Fannie Mae.

1. Verify the **Product Code** is correct.



The form is titled "LOAN APPLICATION INFORMATION". It contains the following fields:

- Product Code: Text input field.
- Product Description: Dropdown menu.
- Product Plan Number: Dropdown menu.
- Refinance Type: Dropdown menu.
- Other Description: Text input field.
- Total Financed Properties: Text input field.
- Lender is funding buydown: Checkbox.
- Escrow Waived: Checkbox.

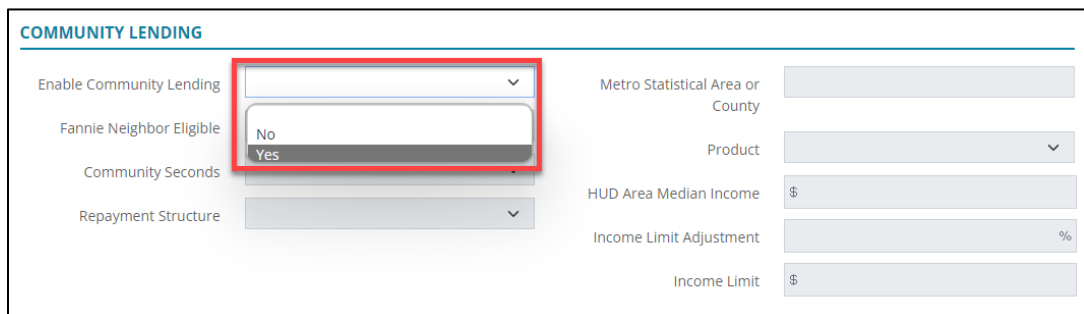
Figure 244: Loan Application Information

2. Select the **Product Description** option.
3. Select the **Product Plan Number** option.
4. Select the **Lender is funding buydown** checkbox if applicable.
5. Select the **ARM Index Type** option.
6. Select the **Refinance Type** option.
7. Enter Other **Description** if applicable.
8. Enter the **Total Financed Properties**.
9. Select the **Escrow Waived** checkbox if appropriate.

## Community Lending

The **Community Lending Addendum** information includes community details in which the property resides.

1. Select the **Enable Community Lending Yes** option to access the remaining **Community Lending** fields if applicable.



The form is titled "COMMUNITY LENDING". It contains the following fields:

- Enable Community Lending: Dropdown menu with "No" and "Yes" options. The "Yes" option is highlighted with a red box.
- Fannie Neighbor Eligible: Dropdown menu.
- Community Seconds: Dropdown menu.
- Repayment Structure: Dropdown menu.
- Metro Statistical Area or County: Text input field.
- Product: Dropdown menu.
- HUD Area Median Income: Text input field with a dollar sign.
- Income Limit Adjustment: Text input field with a percentage sign.
- Income Limit: Text input field with a dollar sign.

Figure 245: Community Lending

**Note:** Proceed to [FHA](#) when selecting **No**.

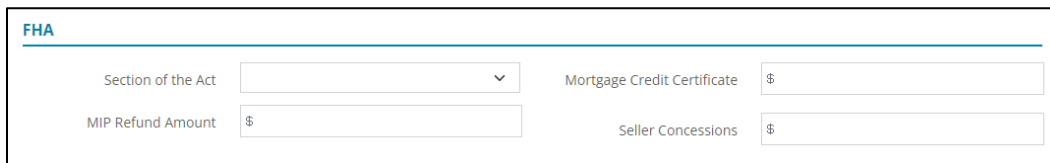
2. Select the appropriate **Fannie Neighbor Eligibility** option.
3. Select the appropriate **Community Seconds** option.
4. Select the appropriate **Repayment Structure** option if Yes is selected for **Community Seconds**.

5. Enter **Metro Statistical Area or County** if applicable.
6. Select the appropriate **Product**.
7. Enter **Housing and Urban Development (HUD) Area Median Income** if applicable.
8. Enter **Income Limit Adjustment** percentage if applicable.
9. Enter **Income Limit** amount if applicable.

## FHA

The **FHA Addendum** information includes information required for FHA loans through Fannie Mae.

1. Select the **Section of the Act** to which the loan pertains option.



The screenshot shows the FHA Addendum form with the following fields:

- Section of the Act**: A dropdown menu.
- Mortgage Credit Certificate**: A text input field with a dollar sign prefix.
- MIP Refund Amount**: A text input field with a dollar sign prefix.
- Seller Concessions**: A text input field with a dollar sign prefix.

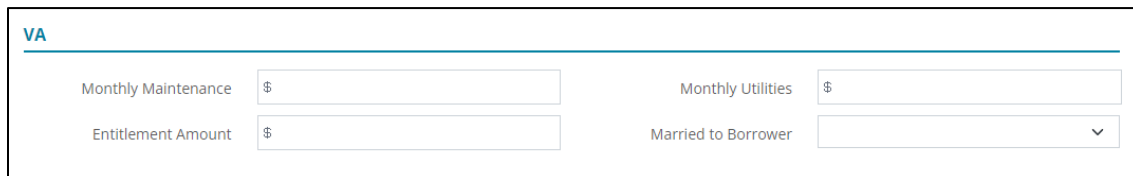
Figure 246: FHA Fields

2. Enter **Mortgage Credit Certificate** amount.
3. Enter **Mortgage Insurance Premium (MIP) Refund Amount**.
4. Enter **Mortgage Credit Certificate** amount.
5. Enter **Sellers Concessions** amount.

## VA

The **VA Addendum** information includes information required for VA loans through Fannie Mae.

1. Enter **Monthly Maintenance** amount.



The screenshot shows the VA Addendum form with the following fields:

- Monthly Maintenance**: A text input field with a dollar sign prefix.
- Monthly Utilities**: A text input field with a dollar sign prefix.
- Entitlement Amount**: A text input field with a dollar sign prefix.
- Married to Borrower**: A dropdown menu.

Figure 247: VA Fields

2. Enter **Entitlement Amount**.
3. Enter **Monthly Utilities** amount.
4. Select **Married to Borrower** option.

## Validation Service Providers

Use the following sections for validation service providers.

### Add Provider

Use the following to add a service provider.

1. Click the **Borrower Validation Service Providers Add** button.

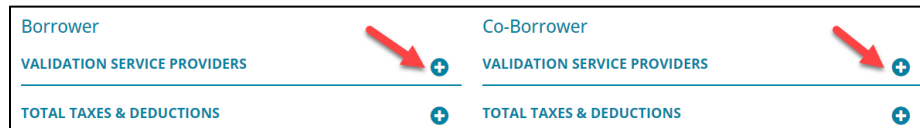


Figure 248: Borrower/Co-Borrower Fields

2. Select the **Verification Type** option.

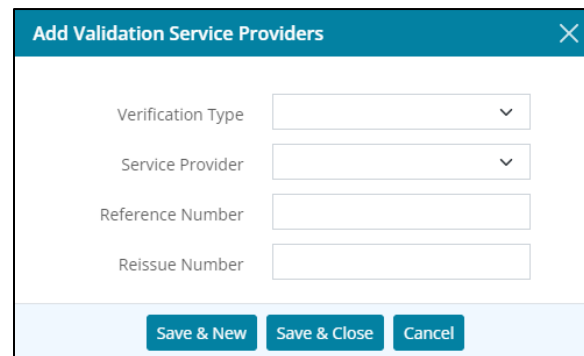


Figure 249: Add Validation Service Providers

3. Select the **Service Provider** option.
4. Enter **Reference Number**.
5. Enter **Reissue Number**.
6. Click **Save & Close**.

**Note:** Click **Save & New** to add another validation service provider.

7. Repeat Steps 1 – 6 to add **Co-Borrower Validation Service Providers**.

### Edit Provider

Use the following steps to edit provider.

1. Select the **Service Provider** to edit. (See [Figure 248](#).)
2. Update the **Edit Validation Service Providers** dialog. (See [Add Provider](#) for details.)
3. Click **Save & Close**.

### Delete Provider

Use the following steps to delete cash to borrower.

1. Click the **Delete** icon. (See [Figure 248](#).)
2. Click the **Delete** on the *Delete Confirmation* dialog.

## Total Taxes and Deductions

Use the following sections for validation service providers.

**Note:** Use the *VA Loan Type* to enable this section. See [Loan Information](#).

### Add Deductions

1. Click the **Total Taxes and Deductions Add** button.

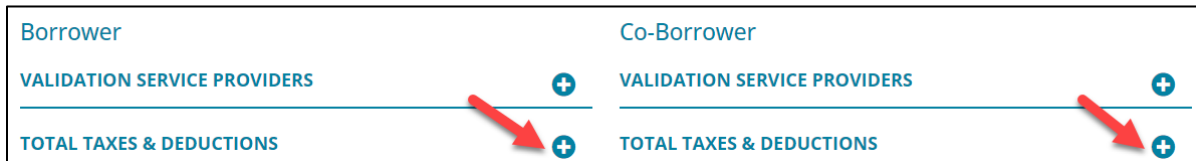


Figure 250: Total Taxes and Deductions

2. Select the **Deductions Type** option.

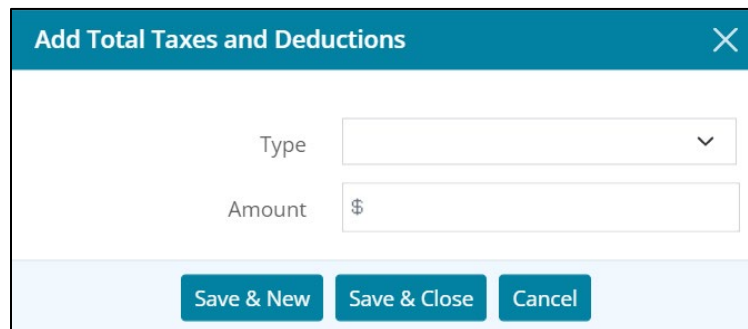


Figure 251: Add Total Taxes and Deductions

3. Select the **Amount**.
4. Click **Save & Close**.

**Note:** Click *Save & New* to add another total taxes and deductions.

5. Repeat Steps 1 – 4 for **Co-Borrower Total Taxes and Deductions**.

### Edit Deductions

Use the following steps to edit deductions.

1. Select the **Taxes and Deductions** to edit. (See [Figure 250](#).)
2. Update the *Edit Total Taxes and Deductions* dialog. (See [Add Deductions](#) for details.)
3. Click **Save & Close**.

## Delete Deductions

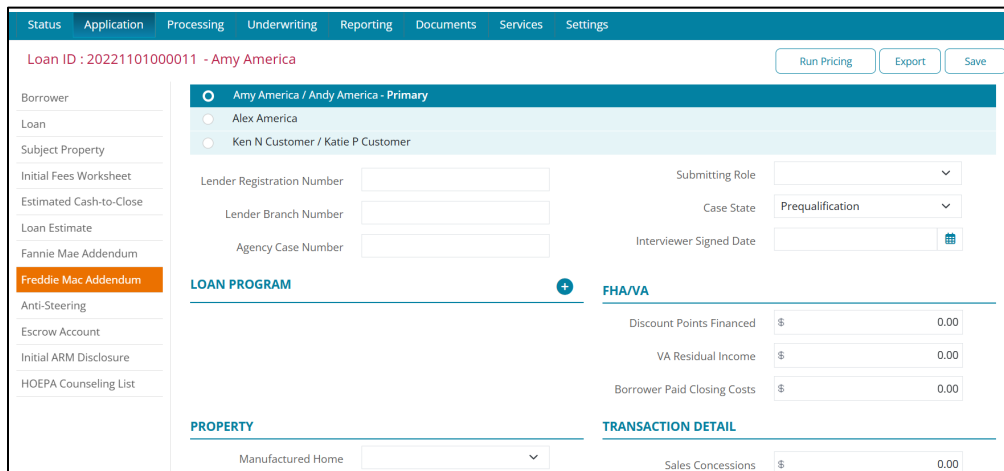
Use the following steps to delete deductions.

1. Click the **Delete** icon. (See [Figure 250](#).)
2. Click the **Delete** on the *Delete Confirmation* dialog.

## Freddie Mac Addendum

Freddie Mac requires specific addendums for financing mortgages.

1. Enter the **Lender Registration Number** if applicable.



The screenshot shows the 'Freddie Mac Addendum' form within the Calyx software. The form is titled 'Loan ID : 20221101000011 - Amy America' and includes buttons for 'Run Pricing', 'Export', and 'Save'. The left sidebar lists various addendums, with 'Freddie Mac Addendum' selected. The main form area contains several input fields: 'Lender Registration Number', 'Lender Branch Number', 'Agency Case Number', 'Submitting Role' (dropdown), 'Case State' (dropdown), and 'Interviewer Signed Date' (calendar icon). Below these fields are two sections: 'LOAN PROGRAM' and 'PROPERTY'. The 'LOAN PROGRAM' section includes a '+' button and a table with columns for 'FHA/VA' and 'Discount Points Financed', 'VA Residual Income', and 'Borrower Paid Closing Costs'. The 'PROPERTY' section includes a dropdown menu for 'Manufactured Home' and a table with columns for 'TRANSACTION DETAIL' and 'Sales Concessions'.

Figure 252: Freddie Mac Addendum

2. Enter the **Lender Branch Number** if applicable.
3. Enter the **Agency Case Number** if applicable.
4. Select the appropriate **Submitting Role** option from the dropdown menu.
5. Select the **Interviewer Signed Date**.
6. Select the **Save** button at the top of the screen.

## Loan Program

Choose the desired **Loan Program** if applicable for *Freddie Mac*.

1. Click the **Add** button.

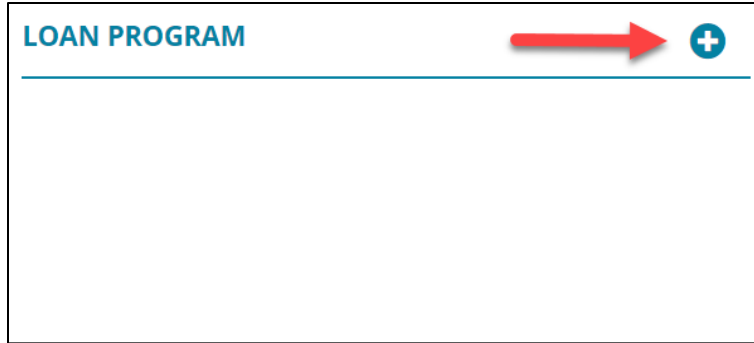


Figure 253: Loan Program (Freddie Mac)

2. Select the desired option from the **Loan Program** dropdown menu.

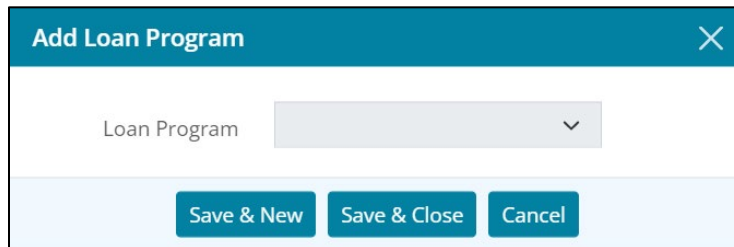


Figure 254: Add Loan Program

3. Select **Save & Close** or **Save & New** to add another *Loan Program*.
4. Select the **Save** button at the top of the screen.

## FHA/VA

1. Enter **Discount Points Financed** if applicable.

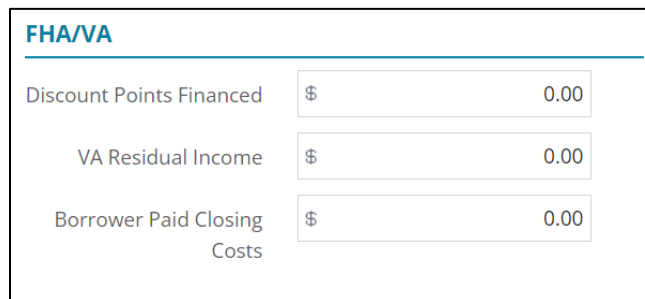


Figure 255: FHA/VA

2. Enter **VA Residual Income** if applicable.
3. Enter **Borrower Paid Closing Costs** if applicable.
4. Select the **Save** button at the top of the screen.

## Property

1. Select **Yes** or **No** whether the property is a *Manufactured Home*.



PROPERTY	
Manufactured Home	<input type="text" value=""/>
Deed Restriction	<input type="text" value="0"/> Months
Construction Status	<input type="text" value=""/>
Appraisal ID	<input type="text" value=""/>

Figure 256: Property (Freddie Mac)

2. If needed, enter months of **Deed Restriction**.
3. Select a **Construction Status** option if applicable.
4. Enter **Appraisal ID**.
5. Select the **Save** button at the top of the screen.

## Transaction Detail

1. Enter **Sales Concessions** if applicable.

TRANSACTION DETAIL	
Sales Concessions	\$ <input type="text" value="0.00"/>
Cash-Out	\$ <input type="text" value="250,400.00"/>
ARM Index Type	<input type="text" value=""/>
Other Description	<input type="text" value=""/>

Figure 257: Transaction Detail

2. Enter a **Cash-Out** if applicable.
3. Select the **ARM Index Type** dropdown, choose the desired option.
4. If the **Other** option was selected for the *ARM Index Type*, enter an *Other Description*.
5. Select the **Save** button at the top of the screen.

## Validation Service Providers

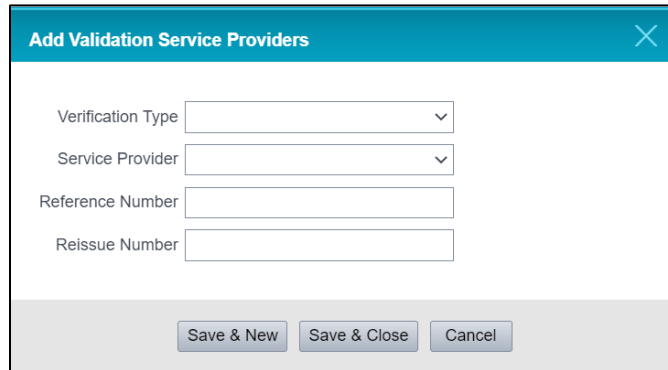
Add *Validation Service Providers* for the Borrower/Co-Borrowers.

1. Click on the **Add** button.



Figure 258: Validation Service Providers

2. Select the desired option for the **Verification Type** dropdown menu.



**Figure 259: Add Validation Service Providers**

3. Select the desired option for the **Service Provider** dropdown menu.
4. Enter the **Reference Number**.
5. Enter **Reissue Number**.
6. Select **Save & Close** or **Save & New** to another *Validation Service Provider*.

## Negative Amortization

These radio buttons are read only and will be automatically selected based on loan information that was entered on the loan file.

**NEGATIVE AMORTIZATION**

☐ You are scheduled to make monthly payments that do not pay all of the interest due that month. As a result, your loan amount will increase.

☐ You may have monthly payments that do not pay all of the interest due that month. If you do, your loan amount will increase.

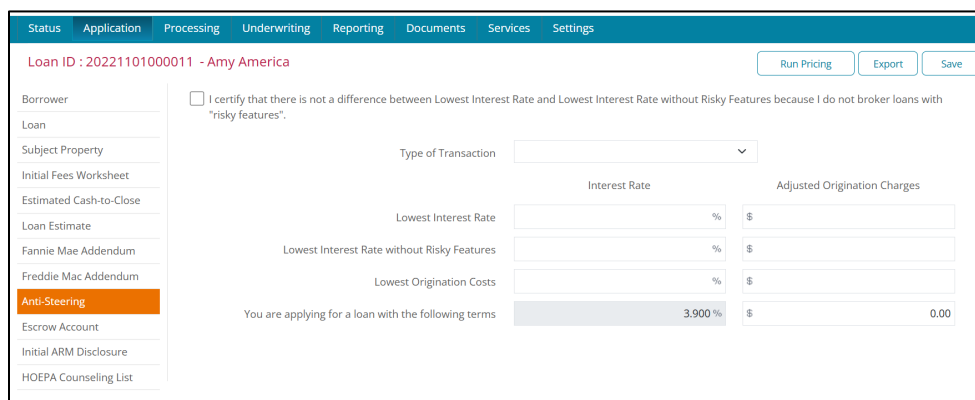
☒ You do not have a negative amortization feature.

**Figure 260:Negative Amortization**

## Anti-Steering Disclosure

Loan originators are required to present an *Anti-Steering Disclosure* to borrowers to comply with the *Federal Truth-In-Lending Act (TILA)* and *Regulation Z (Reg Z)*. The disclosure includes the available options for each loan type in which the borrower has expressed an interest.

1. Select **Application** tab.



The screenshot shows the Zenly Application tab interface. The left sidebar contains a list of tabs: Borrower, Loan, Subject Property, Initial Fees Worksheet, Estimated Cash-to-Close, Loan Estimate, Fannie Mae Addendum, Freddie Mac Addendum, **Anti-Steering** (highlighted in orange), Escrow Account, Initial ARM Disclosure, and HOEPA Counseling List. The main content area is titled "Loan ID : 2022110100011 - Amy America" and includes buttons for "Run Pricing", "Export", and "Save". A checkbox is present with the text: "I certify that there is not a difference between Lowest Interest Rate and Lowest Interest Rate without Risky Features because I do not broker loans with 'risky features'". Below this, there is a "Type of Transaction" dropdown menu. The "Interest Rate" section contains three rows: "Lowest Interest Rate" with a percentage field, "Lowest Interest Rate without Risky Features" with a percentage field, and "Lowest Origination Costs" with a percentage field. The "Adjusted Origination Charges" section contains a dollar amount field. At the bottom, a summary row states: "You are applying for a loan with the following terms" followed by "3.900 %" and "\$ 0.00".

Figure 261: Anti-Steering

2. Select **Anti-Steering**.
3. Check the certification checkbox if applicable.
4. Select the **Type of Transaction** from the dropdown.
5. Enter the **Lowest Interest Rate** percentage available.
6. Enter the **Lowest Interest Rate without Risky Features** percentage available.
7. Enter the **Lowest Origination Costs** percentage available.
8. Enter **Adjusted Origination Charges** for each field as applicable.

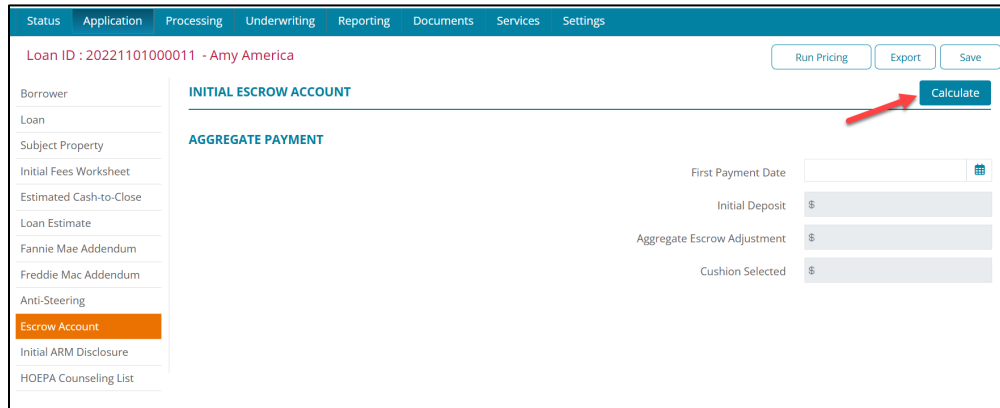
## Escrow Account

Fees checked as Escrow in Section **G.** of the *Initial Fees Worksheet* will populate the *Escrow Account* section. The *Escrow Account* allows the user to calculate the disbursement for escrow fees.

To generate Escrow payments:

1. Enter a **First Payment Date**.

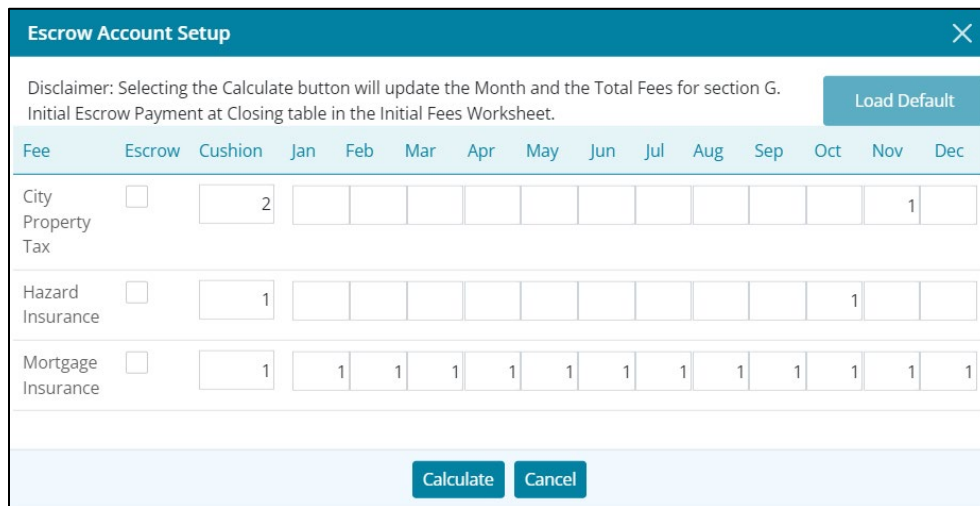
2. Select the **Calculate** button.



The screenshot shows the Zenly application interface. At the top, there are tabs: Status, Application, Processing, Underwriting, Reporting, Documents, Services, and Settings. Below the tabs, the loan ID is displayed as "Loan ID : 20221101000011 - Amy America". On the right side, there are buttons for "Run Pricing", "Export", "Save", and "Calculate". The "Calculate" button is highlighted with a red arrow. On the left side, there is a sidebar menu with various options: Borrower, Loan, Subject Property, Initial Fees Worksheet, Estimated Cash-to-Close, Loan Estimate, Fannie Mae Addendum, Freddie Mac Addendum, Anti-Steering, Escrow Account (highlighted), Initial ARM Disclosure, and HOEPA Counseling List. The main content area is divided into two sections: "INITIAL ESCROW ACCOUNT" and "AGGREGATE PAYMENT". The "AGGREGATE PAYMENT" section contains fields for "First Payment Date", "Initial Deposit", "Aggregate Escrow Adjustment", and "Cushion Selected".

**Figure 262: Escrow Account**

3. Review the *Escrow Account Setup*.



The screenshot shows the "Escrow Account Setup" dialog box. At the top, there is a disclaimer: "Disclaimer: Selecting the Calculate button will update the Month and the Total Fees for section G. Initial Escrow Payment at Closing table in the Initial Fees Worksheet." Below the disclaimer is a "Load Default" button. The main part of the dialog box is a table for fee setup. The table has columns for "Fee", "Escrow", "Cushion", and months from "Jan" to "Dec". The rows are "City Property Tax", "Hazard Insurance", and "Mortgage Insurance". The "City Property Tax" row has a "1" in the "Feb" column and a "1" in the "Dec" column. The "Hazard Insurance" row has a "1" in the "Jan" column and a "1" in the "Oct" column. The "Mortgage Insurance" row has a "1" in the "Jan" column and "1"s in all other months. At the bottom of the dialog box, there are "Calculate" and "Cancel" buttons.

Fee	Escrow	Cushion	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
City Property Tax	<input type="checkbox"/>	2											1	
Hazard Insurance	<input type="checkbox"/>	1										1		
Mortgage Insurance	<input type="checkbox"/>	1	1	1	1	1	1	1	1	1	1	1	1	1

**Figure 263: Escrow Account Setup**

4. If needed, adjust the information.

**Note:** Selecting the *Calculate* button will update the Month, Escrow Indicator, and the Total Fees for section G. Initial Escrow Payment at Closing table in the Initial Fees Worksheets. The status of the Escrow indicator will determine whether a Fee is included in the calculation.

5. Select the **Calculate** button.

INITIAL ESCROW ACCOUNT				Calculate
Month	Descriptions	Escrow Account		Balance
		Payment To	Payment From	
	Initial Deposit			638.00
▶ January, 2023	Mortgage Insurance	403.00	123.00	918.00
▶ February, 2023	Mortgage Insurance	403.00	123.00	1,198.00
▶ March, 2023	Mortgage Insurance	403.00	123.00	1,478.00
▶ April, 2023	Mortgage Insurance	403.00	123.00	1,758.00
▶ May, 2023	Mortgage Insurance	403.00	123.00	2,038.00
▶ June, 2023	Mortgage Insurance	403.00	123.00	2,318.00
▶ July, 2023	Mortgage Insurance	403.00	123.00	2,598.00
▶ August, 2023	Mortgage Insurance	403.00	123.00	2,878.00

**Figure 264: Escrow Disbursements**

6. Review the disbursement and re-calculate if needed.
7. Click the **Save** button at the top of the screen after reviewing the generated information.

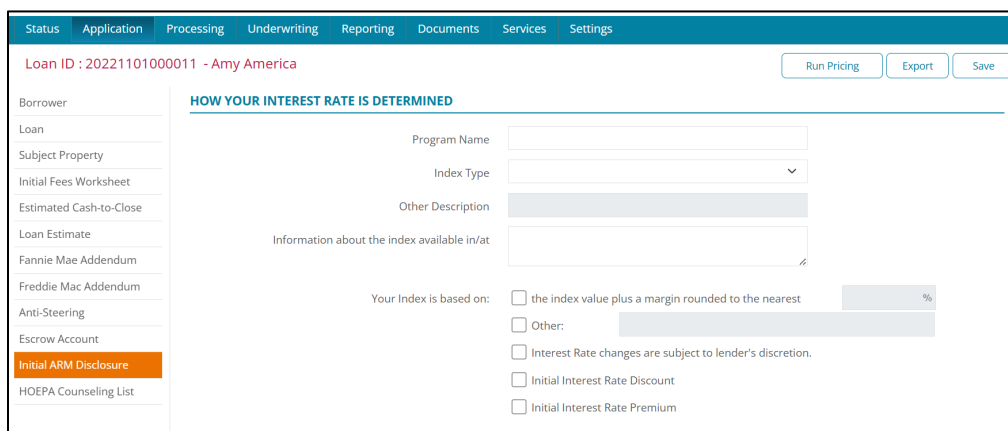
## Initial ARM Disclosure

Users may need to complete this screen to issue an initial Adjustable-Rate Mortgage Disclosure.

To navigate to this screen:

1. Click on the **Application** tab.

- Click on **Initial ARM Disclosure**.



Loan ID : 20221101000011 - Amy America

Run Pricing Export Save

Borrower

Loan

Subject Property

Initial Fees Worksheet

Estimated Cash-to-Close

Loan Estimate

Fannie Mae Addendum

Freddie Mac Addendum

Anti-Steering

Escrow Account

**Initial ARM Disclosure**

HOEPA Counseling List

### HOW YOUR INTEREST RATE IS DETERMINED

Program Name

Index Type

Other Description

Information about the index available in/at

Your Index is based on:

☐ the index value plus a margin rounded to the nearest %

☐ Other:

☐ Interest Rate changes are subject to lender's discretion.

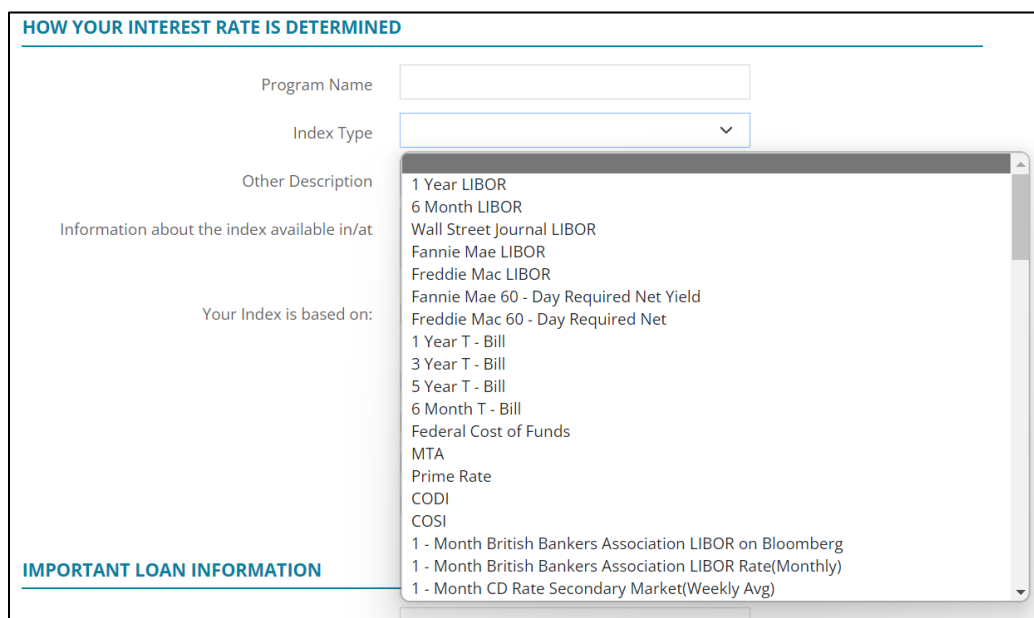
☐ Initial Interest Rate Discount

☐ Initial Interest Rate Premium

Figure 265: Initial ARM Disclosure

## How Your Interest Rate is Determined

- Enter the **Program Name**.
- Click on the **Index Type** dropdown menu and select an *Index*.



### HOW YOUR INTEREST RATE IS DETERMINED

Program Name

Index Type

Other Description

Information about the index available in/at

Your Index is based on:

1 Year LIBOR

6 Month LIBOR

Wall Street Journal LIBOR

Fannie Mae LIBOR

Freddie Mac LIBOR

Fannie Mae 60 - Day Required Net Yield

Freddie Mac 60 - Day Required Net

1 Year T - Bill

3 Year T - Bill

5 Year T - Bill

6 Month T - Bill

Federal Cost of Funds

MTA

Prime Rate

CODI

COSI

1 - Month British Bankers Association LIBOR on Bloomberg

1 - Month British Bankers Association LIBOR Rate(Monthly)

1 - Month CD Rate Secondary Market(Weekly Avg)

### IMPORTANT LOAN INFORMATION

Figure 266: Index Type

- If the user selects **Other**, enter the Index in the **Other Description** field.
- If needed, enter information about the index availability.

5. Select an option that the *Index* is based on.

**Note:** Select all that apply.

Your Index is based on:
 ☐ the index value plus a margin rounded to the nearest  %
   
☐ Other: 
  
☐ Interest Rate changes are subject to lender's discretion
   
☐ Initial Interest Rate Discount
   
☐ Initial Interest Rate Premium

Figure 267: Index Option

## Important Loan Information

1. Click on the dropdown menu to select if the loan has a **Demand Feature**.

**IMPORTANT LOAN INFORMATION**
  
 Demand Feature, 
  
☐ Prepayment Penalty

Figure 268: Important Loan Information

2. If needed, select the **Prepayment Penalty** checkbox.
3. Click on the button.

## Worst Case Scenario

This section explains how the ARM payments are calculated and the maximum payment the borrower might pay.

**WORST CASE SCENARIO (BASED ON A LOAN AMOUNT OF \$10,000)**
  
 The payment can rise from a first year payment of \$  55.22 to a maximum of \$  55.65 in the  30.00 year.
   
 For example, the monthly payment for a mortgage amount of \$60,000 would be:
   
 $\$60,000 \text{ divided by } \$10,000 = 6; 6 \times \$ \text{  55.22 } = \$ \text{  331.32 } \text{ per month.}$

Figure 269: Worst Case Scenario

## HOEPA Counseling List

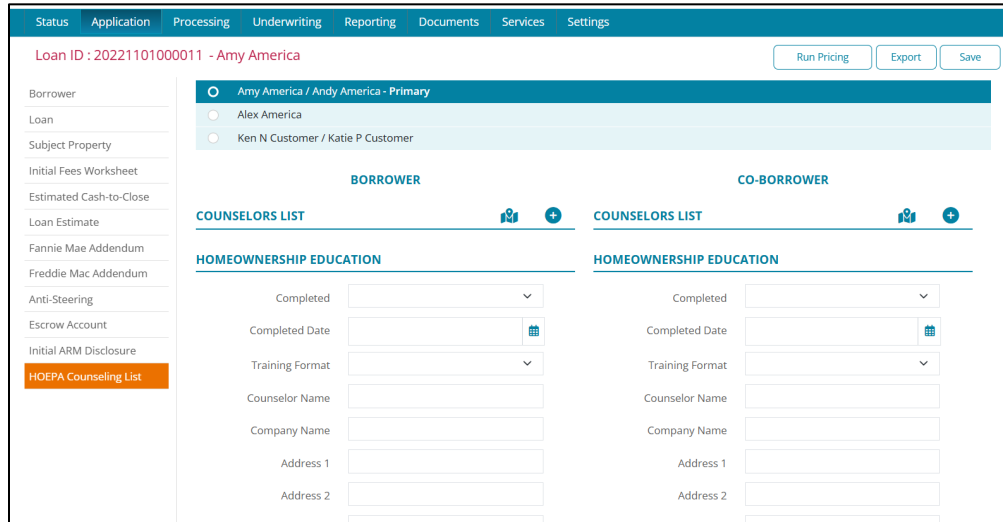
Complete *Homeownership and Equity Protection Act (HOEPA)* options when home ownership counseling is required.



## Generate Counseling List

Generate a list of available homeownership counselors.

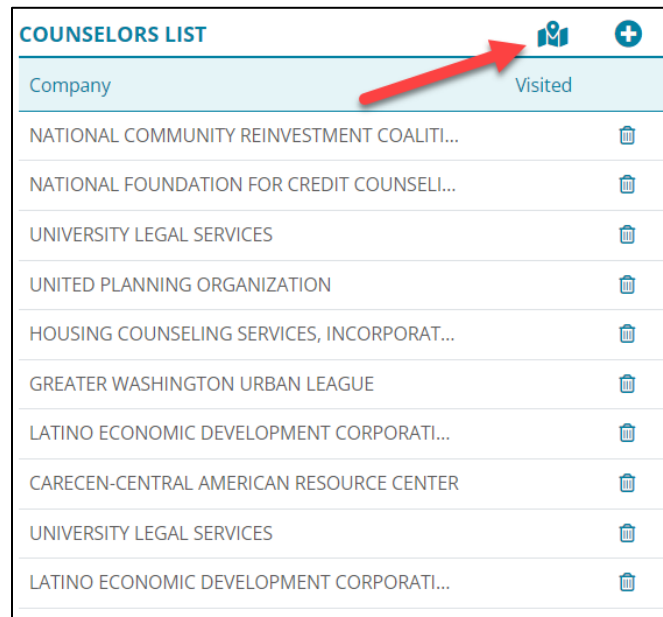
1. Select **Application** tab.
2. Select **HOEPA Counseling List**.



The screenshot shows the Calyx Software interface for a loan with ID 20221101000011 - Amy America. The 'Application' tab is selected. On the left sidebar, 'HOEPA Counseling List' is highlighted. The main area is divided into two columns: 'BORROWER' and 'CO-BORROWER'. Each column has a 'COUNSELORS LIST' section with a '+', a 'HOMEOWNERSHIP EDUCATION' section, and a 'Completed' dropdown menu. The 'BORROWER' section also includes fields for 'Completed Date', 'Training Format', 'Counselor Name', 'Company Name', 'Address 1', and 'Address 2'. The 'CO-BORROWER' section has similar fields. The 'HOEPA Counseling List' section is currently empty.

Figure 270: HOEPA Counseling List

3. Click **Generate List** to create the *Counselors List*.



COUNSELORS LIST		
Company		Visited
NATIONAL COMMUNITY REINVESTMENT COALITI...		
NATIONAL FOUNDATION FOR CREDIT COUNSELL...		
UNIVERSITY LEGAL SERVICES		
UNITED PLANNING ORGANIZATION		
HOUSING COUNSELING SERVICES, INCORPORAT...		
GREATER WASHINGTON URBAN LEAGUE		
LATINO ECONOMIC DEVELOPMENT CORPORATI...		
CARECEN-CENTRAL AMERICAN RESOURCE CENTER		
UNIVERSITY LEGAL SERVICES		
LATINO ECONOMIC DEVELOPMENT CORPORATI...		

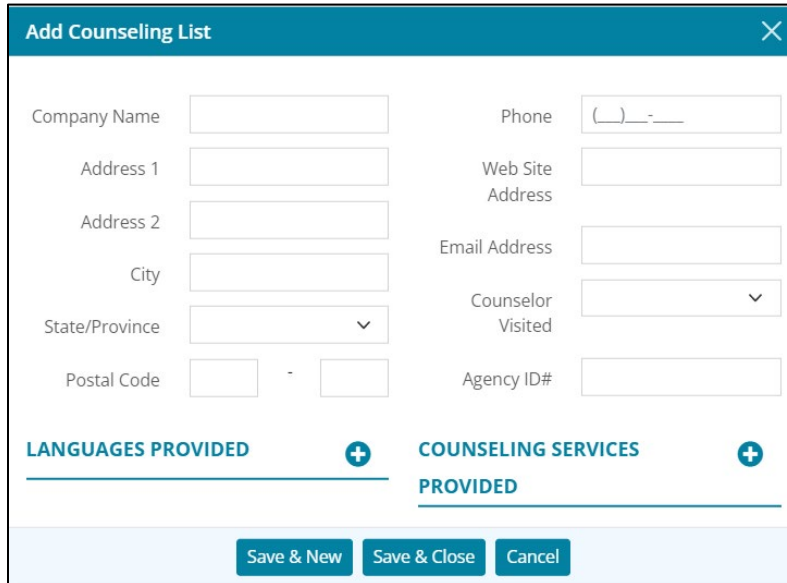
Figure 271: Counselor List

4. Repeat Steps 1 – 13 for the co-borrower.

## Add HOEPA Counseling List

Use the **Add** option to create a **HOEPA Counseling List** or add to the generated list.

1. Click the **Counselors List Add** button. (See [Figure 270.](#))
2. Enter the **Company Name**.



The 'Add Counseling List' form is a modal window with a blue header and a close button (X). It contains the following fields:

- Company Name: Text input
- Address 1: Text input
- Address 2: Text input
- City: Text input
- State/Province: Dropdown menu
- Postal Code: Text input with a hyphen separator
- Phone: Text input with a format ( ) - -
- Web Site Address: Text input
- Email Address: Text input
- Counselor Visited: Dropdown menu
- Agency ID#: Text input

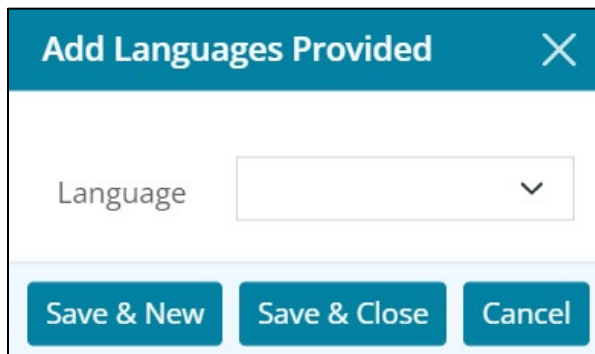
At the bottom, there are two sections with plus icons:

- LANGUAGES PROVIDED** (+)
- COUNSELING SERVICES PROVIDED** (+)

At the very bottom are three buttons: **Save & New**, **Save & Close**, and **Cancel**.

Figure 272: Add Counseling List

3. Enter **Address** information.
4. Enter **Phone number**.
5. Enter **Web Site Address**.
6. Enter **Email Address**.
7. Select **Counselor Visited** from the dropdown.
8. Enter **Agency ID#**.
9. Click the **Languages Provided Add** button to select the preferred language.



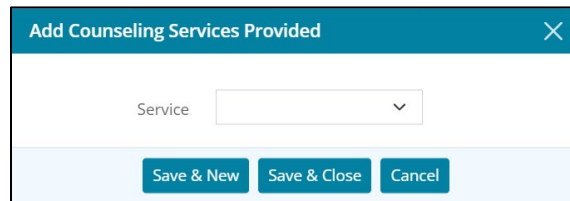
The 'Add Languages Provided' form is a modal window with a blue header and a close button (X). It contains the following fields:

- Language: Dropdown menu

At the bottom are three buttons: **Save & New**, **Save & Close**, and **Cancel**.

Figure 273: Add Languages Provided

- Click the **Counseling Services Provided Add** button to select the service.



The dialog box titled "Add Counseling Services Provided" has a close button (X) in the top right corner. It contains a "Service" dropdown menu. At the bottom, there are three buttons: "Save & New", "Save & Close", and "Cancel".

Figure 274: Add Counseling Services Provided

- Click **Save & Close**.

### Edit HOEPA Counseling List

Use the following steps to edit a listed HOEPA counseling service provider.

- Select the service provider to edit. (See [Figure 271](#).)
- Update the *Edit Counseling List* dialog. (See [Add HOEPA Counseling List](#) for details.)
- Click **Save & Close**.

### Delete HOEPA Counseling List

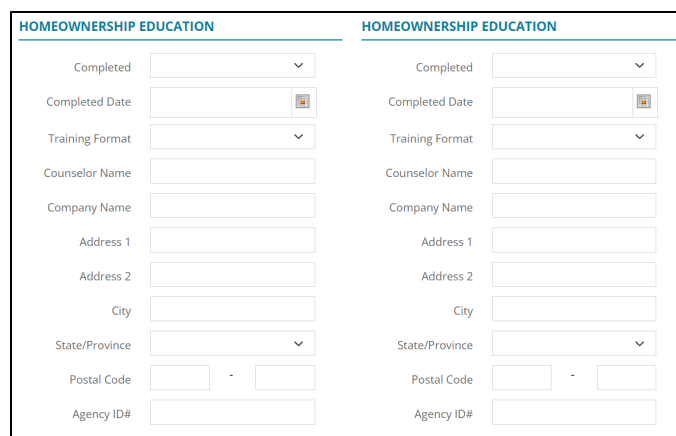
Use the following steps to delete a listed HOEPA counseling service provider.

- Select the service provider to delete. (See [Figure 271](#).)
- Click **Delete** on the *Delete Confirmation* dialog.

## Homeownership Education

Use the **Homeownership Education** section to track the completion status of the borrower/co-borrower homeownership education.

- Select **Yes** from the *Completed* dropdown when borrower finishes the required education.



The form is titled "HOMEOWNERSHIP EDUCATION" and is divided into two identical columns. Each column contains the following fields: "Completed" (dropdown), "Completed Date" (calendar icon), "Training Format" (dropdown), "Counselor Name" (text), "Company Name" (text), "Address 1" (text), "Address 2" (text), "City" (text), "State/Province" (dropdown), "Postal Code" (text with a hyphen separator), and "Agency ID#" (text).

Figure 275: Homeownership Education

2. Select the **Completion Date**.
3. Select the **Training Format** option.
4. Enter **Counselor Name**.
5. Enter the **Company Name** and **Address**.

**Note:** Enter the **Postal Code** to auto-populate the **City** and **State**.

6. Enter **Agency ID#** the borrower received after education completion.
7. Repeat Steps 1 – 6 for the co-borrower.

## Housing Counseling

Use the **Housing Counseling** section to track the completion status of the borrower/co-borrower housing counseling.

1. Select **Yes** from the **Completed** dropdown when borrower finishes the required housing counseling.
2. See [Homeownership Education](#) for completion details.
3. Repeat Steps 1 – 2 for the co-borrower when appropriate.

## Loan Processing

Use the *Loan Processing* screens to prepare for form printing.

**Note:** Printing is performed from the *Documents* screen. (See [Documents](#) for additional information.)

## Credit Information

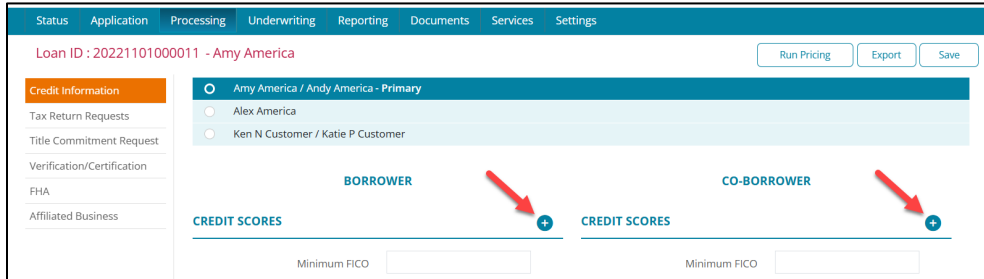
Use the *Credit Information* screen to prepare for *Credit Report* requests.

### Credit Scores

Complete the following section to request *Credit Reports*.

1. Select the **Processing** tab.
2. Select **Credit Information**.

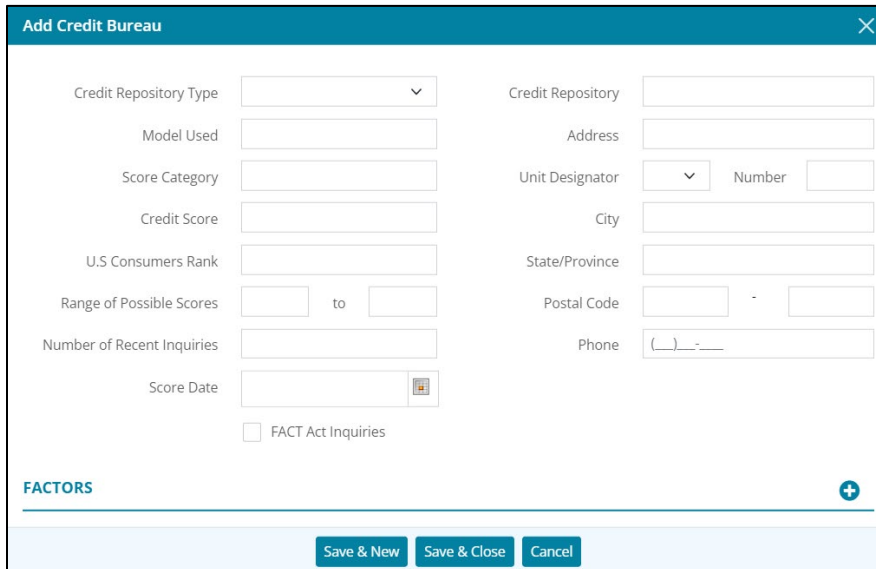
3. Click the Borrower *Credit Scores* **Add** button.



The screenshot shows the Zenly application interface. At the top, there's a navigation bar with tabs: Status, Application, Processing, Underwriting, Reporting, Documents, Services, and Settings. Below this, the loan ID is 20221101000011 - Amy America. On the left, there's a sidebar with 'Credit Information' selected. The main area shows the 'Borrower' section with a dropdown menu for 'Amy America / Andy America - Primary'. Below this, there are two sections: 'Borrower' and 'Co-Borrower'. Each section has a 'CREDIT SCORES' header and a 'Minimum FICO' input field. Red arrows point to the '+' buttons next to the 'CREDIT SCORES' headers in both sections.

Figure 276: Add Credit Score

4. Select the **Credit Repository Type** from the dropdown menu.

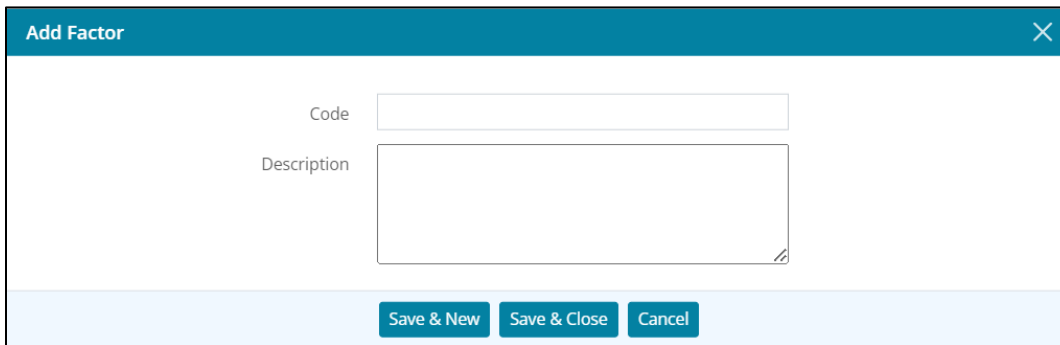


The screenshot shows the 'Add Credit Bureau' dialog box. It has a title bar with a close button. The dialog is divided into two columns. The left column contains fields for: Credit Repository Type (dropdown), Model Used, Score Category, Credit Score, U.S Consumers Rank, Range of Possible Scores (with 'to' separator), Number of Recent Inquiries, Score Date (with a calendar icon), and a checkbox for FACT Act Inquiries. The right column contains fields for: Credit Repository, Address, Unit Designator (dropdown), Number, City, State/Province, Postal Code, and Phone. At the bottom, there's a 'FACTORS' section with a '+' button. At the very bottom, there are three buttons: 'Save & New', 'Save & Close', and 'Cancel'.

Figure 277: Add Credit Bureau Dialog

5. Enter the **Model Used**.
6. Enter the **Score Category**.
7. Enter the **U.S Consumers Rank**.
8. Enter the **Range of Possible Scores**.
9. Enter the **Number of Recent Inquiries**.
10. Use the **Calendar** to enter the **Score Date**.
11. Select the **FACT Act Inquiries** checkbox if appropriate.
12. Enter the **Credit Repository**.
13. Complete the **Address** fields.

14. Click **Add** if additional factors are required.



The 'Add Factor' dialog box has a title bar with a close button. It contains two input fields: 'Code' and 'Description'. The 'Description' field is a larger text area. At the bottom, there are three buttons: 'Save & New', 'Save & Close', and 'Cancel'.

Figure 278: Add Factor Dialog

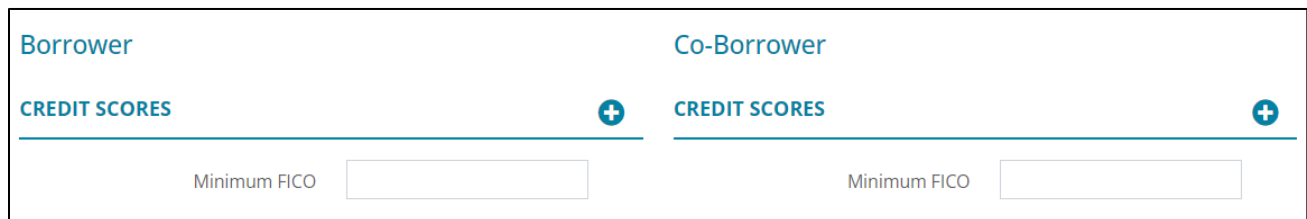
15. Enter the **Code**.
16. Enter code **Description**.
17. Click **Save & Close** on the *Add Factor* dialog.

**Note:** Click **Save & New** to add additional factors.

18. Click **Save & Close** on the *Add Credit Bureau* dialog.

**Note:** Click **Save & New** to add another credit bureau.

19. Enter **Minimum FICO** score.



The form shows two columns: 'Borrower' and 'Co-Borrower'. Each column has a 'CREDIT SCORES' section with a plus icon. Below this, there is a 'Minimum FICO' label and an input field for each column.

Figure 279: Minimum FICO Score

20. Repeat steps 1 – 19 for co-borrower.

## Alternate Creditor Names

Complete the following section when the borrower/co-borrower has obtained credit under a different name.

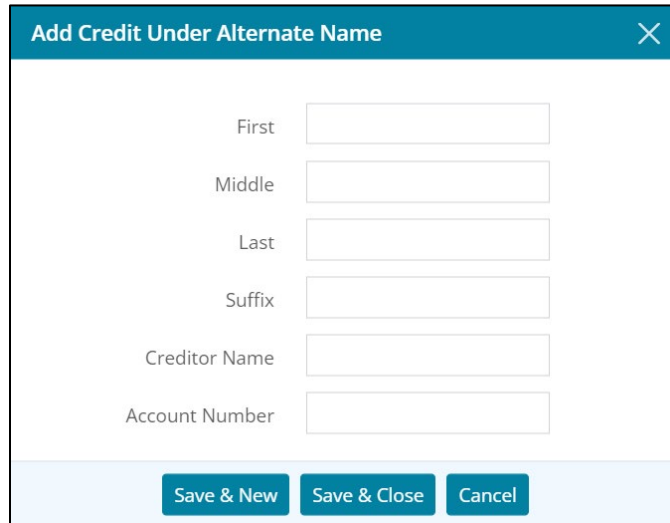
1. Click the **Borrower Alternate Creditor Names Add** button.



The 'Add Alternate Creditor Names' button is a rectangular button with the text 'ALTERNATE CREDITOR NAMES' and a plus icon on the right.

Figure 280: Add Alternate Creditor Names

2. Enter the name the **Borrower Name** previously used for credit.



The dialog box titled "Add Credit Under Alternate Name" contains the following fields:

- First
- Middle
- Last
- Suffix
- Creditor Name
- Account Number

At the bottom, there are three buttons: "Save & New", "Save & Close", and "Cancel".

Figure 281: Add Credit Under Alternate Name

3. Enter **Creditor Name**.
4. Enter **Account Number** under which the credit was obtained.
5. Click **Save & Close**.

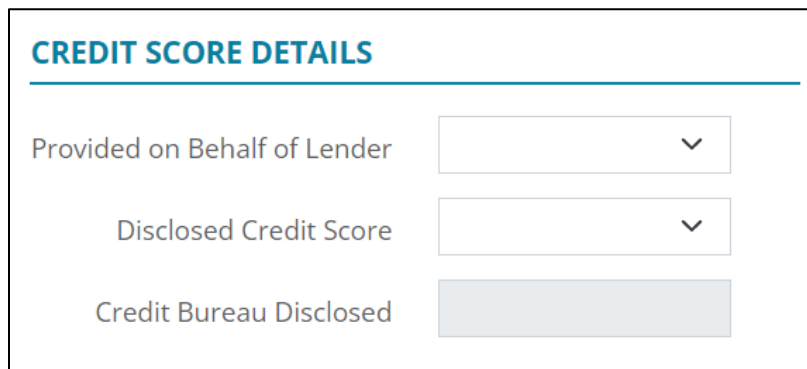
**Note:** Click **Save & New** to add another previous name.

6. Repeat Steps 1 – 5 for co-borrower.

## Credit Score Details

Enter the credit score details for the borrower and co-borrower.

1. Select the appropriate borrower **Provided on Behalf of Lender** option.



The form titled "CREDIT SCORE DETAILS" contains the following fields:

- Provided on Behalf of Lender (dropdown menu)
- Disclosed Credit Score (dropdown menu)
- Credit Bureau Disclosed (text input field)

Figure 282: Credit Score Details

2. Select the appropriate borrower **Disclosed Credit Score** option.
3. Repeat Steps 1 – 2 for the co-borrower.

## Tax Return Requests

Use the **Tax Return Requests** tab to provide the borrower authorization to verify tax information with the Internal Revenue Service (IRS).

- Form 4506 orders copies of tax returns.
- Form 4506-T orders transcripts of tax returns.
- Form 4506-C enables Income Verification Express Service (IVES) participants to order tax transcript records electronically for a third-party.

**Note:** Zenly creates a clean version of Form 4506-C that is compatible with OCR (Optical Character Recognition) technology.

## Request Transcript

Use the following steps to request *Tax Return Transcripts*.

**Note:** Complete separate request for each borrower.

1. Select the **Processing** tab.
2. Select **Tax Return Requests**.
3. Click **Add**.

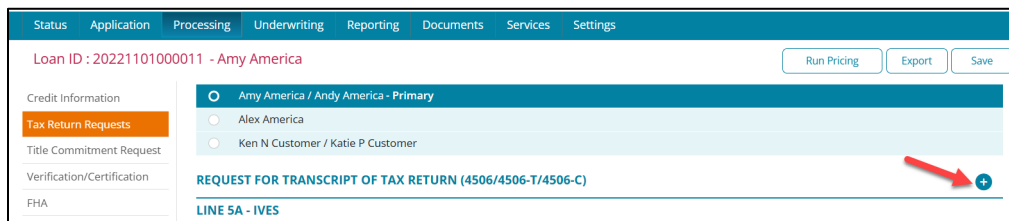
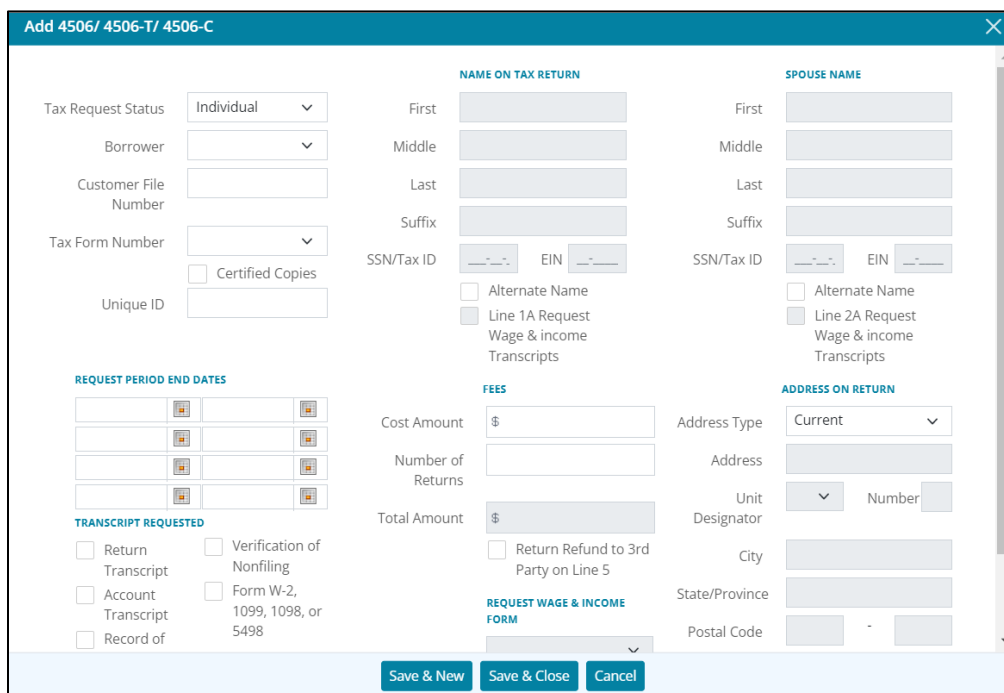


Figure 283: Request Transcripts



4. Select the **Tax Request Status** option.

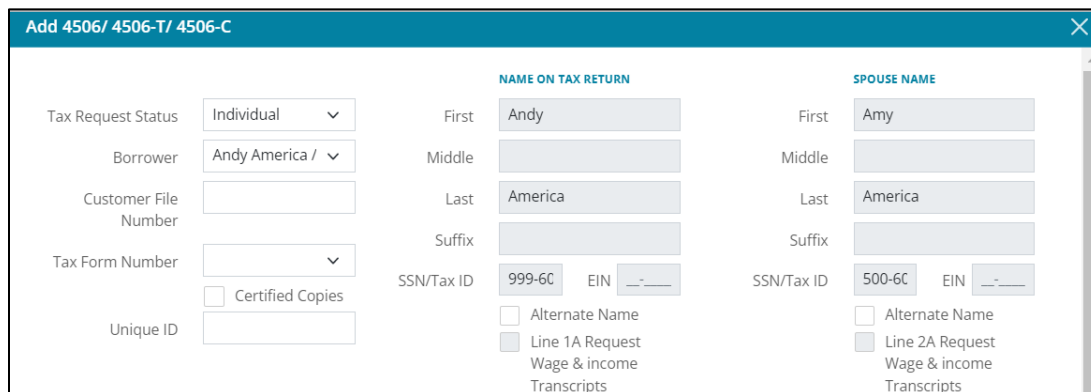


The screenshot shows the 'Add 4506/ 4506-T/ 4506-C' form. The 'Tax Request Status' dropdown is set to 'Individual'. Other fields include 'Borrower', 'Customer File Number', 'Tax Form Number', 'Unique ID', 'Certified Copies' checkbox, and sections for 'NAME ON TAX RETURN', 'SPOUSE NAME', 'REQUEST PERIOD END DATES', 'TRANSCRIPT REQUESTED', 'FEES', and 'ADDRESS ON RETURN'.

Figure 284: Add Transcript Details

5. Select the appropriate **Borrower** option.

**Note:** The **Borrower's** information auto-populates into the **Name on Tax Return** fields. The spouse's information auto-populates if the Borrower dropdown menu contains both the Borrower and Co-Borrower. See the figure below.



The screenshot shows the 'Add 4506/ 4506-T/ 4506-C' form. The 'Borrower' dropdown is set to 'Andy America /'. The 'NAME ON TAX RETURN' and 'SPOUSE NAME' fields are populated with 'Andy America' and 'Amy America' respectively. The 'SSN/Tax ID' fields are also populated with '999-6C' and '500-6C'.

Figure 285: Borrower/Spouse Information

6. Enter the **Customer File Number**.
7. Select the **Tax Form Number** option.
8. If needed, select the **Certified Copies** checkbox.
9. Enter a **Unique ID**.

10. Complete the **Request Period End Dates**.
  11. Select the appropriate checkboxes for **Transcript Requested**.  
Selecting the *Form W-2, 1099, 1098, or 5498* checkbox will enable the **Request Wage & Income Form**.
  12. Select the **Alternate Name** checkbox if applicable.
  13. Select the **Line 1A Request Wage & Income Transcripts** if applicable.  
This checkbox is unavailable by default.
  14. Enter the **Cost Amount**.
  15. Enter **Number of Returns**.
  16. Select the **Return Refund to 3<sup>rd</sup> Party on Line 5** if applicable.
  17. Use the dropdown menus to select which forms to request in the **Request Wage & Income Form** section.  
This section is unavailable by default.
  18. For the **Spouse Name** section, select the **Alternate Name/ Joint Return** checkbox if applicable.
  19. Select the **Line 2B Request Wage & Income Transcripts** if applicable.  
This checkbox is unavailable by default. See step 11 of the **Request Transcript** section.
  20. Select the **Address Type**.
- Note:** The *Address* fields populate for the selected address.
21. Click **Save & Close**.

**Note:** Click *Save & New* to request additional returns.

## Line 5a – IVES

Complete **IVES** fields to order tax transcript records for a third-party.

1. Enter **Participant Name**.

LINE 5A - IVES

Participant Name	<input type="text"/>	Telephone	<input type="text" value="( ) - -"/>
Address	<input type="text"/>	Extension	<input type="text"/>
Unit Designator	<input type="text" value="v"/> Number <input type="text"/>	Fax	<input type="text" value="( ) - -"/>
City	<input type="text"/>	SOR Mailbox ID	<input type="text"/>
State/Province	<input type="text" value="v"/>	Participants ID	<input type="text"/>
Postal Code	<input type="text"/> - <input type="text"/>		

Figure 286: Line 5a – IVES Dialog

2. Complete the **Address** fields.
3. Enter **Telephone** number.
4. Enter **Extension** if applicable.
5. Enter **Fax** number.
6. Enter **SOR Mailbox ID**.
7. Enter **Participants ID**.

## Line 5d – Client

Use the fields in this section to enter the client's information.

1. If needed, select the **Same as IVES** checkbox.

LINE 5D - CLIENT

☐ Same as IVES

Client Name

Address

Unit Designator

▼

Number

City

State/Province

▼

Postal Code

-

Telephone

Extension

Figure 287: Client

2. Enter the Client's name.
3. Complete the **Address** fields.
4. Enter **Telephone** number.
5. Enter telephone **Extension** if applicable.

## Line 5 – Return To

Use the **Return To** fields to indicate where the requested returns should be sent.

1. Enter the **Company Name**.

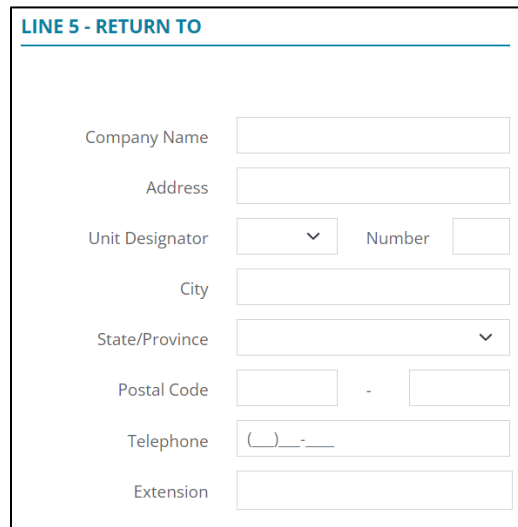


Figure 288 is a screenshot of a form titled "LINE 5 - RETURN TO". The form contains the following fields:

- Company Name: Text input field.
- Address: Text input field.
- Unit Designator: Dropdown menu.
- Number: Text input field.
- City: Text input field.
- State/Province: Dropdown menu.
- Postal Code: Text input field with a hyphen separator.
- Telephone: Text input field with a country code dropdown and hyphen separator.
- Extension: Text input field.

Figure 288: Return To Dialog

2. Complete the **Company Address** field.
3. Enter **Company Telephone Number**.
4. Enter **Extension** if applicable.

## Tax Request - ID & W-9

Complete the **Tax Request - ID & W-9 Borrower** fields to verify company ID and W-9 certification if applicable.

1. Select the **Borrower Alternate Name** checkbox if applicable.

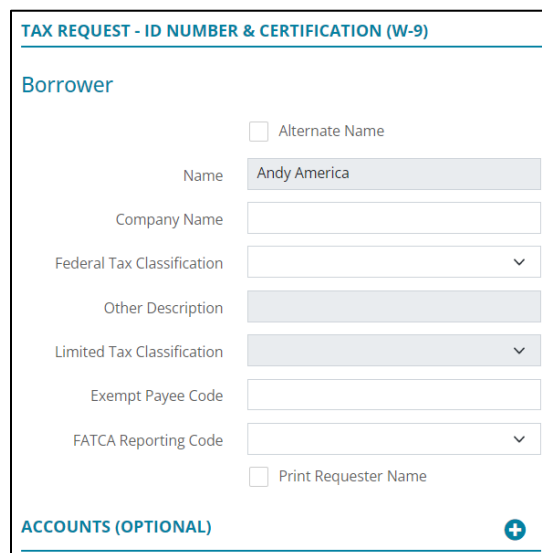


Figure 289 is a screenshot of a form titled "TAX REQUEST - ID NUMBER & CERTIFICATION (W-9)". The form contains the following fields:


- Borrower** (Section Header)
- ☐ Alternate Name
- Name: Text input field (pre-filled with "Andy America").
- Company Name: Text input field.
- Federal Tax Classification: Dropdown menu.
- Other Description: Text input field.
- Limited Tax Classification: Dropdown menu.
- Exempt Payee Code: Text input field.
- FATCA Reporting Code: Dropdown menu.
- ☐ Print Requester Name
- ACCOUNTS (OPTIONAL)** (Section Header)
- 

Figure 289: Tax Request – ID & Certification (W-9)

2. Enter **Borrower Name**.
3. Enter the **Company Name**.
4. Select the **Federal Tax Classification** option.

**Note:** Enter **Other Description** when selecting **Other Federal Tax Classification**.

5. Select the appropriate **Limited Tax Classification** option if applicable.
6. Enter the **Exempt Payee Code** if applicable.
7. Select the **FATCA Reporting Code** option.
8. Select the **Print Requester Name** to include the requester name.
9. Repeat Steps 1 – 8 for the co-borrower if applicable.

### Add Tax Account

Use the following steps to add a tax account.

1. Click the **Accounts (optional) Add** button to enter an **Account Number**.

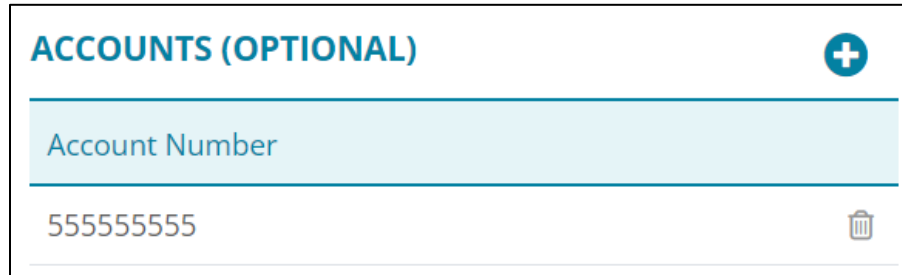


Figure 290: Accounts (optional)

2. Enter **Account Number**.

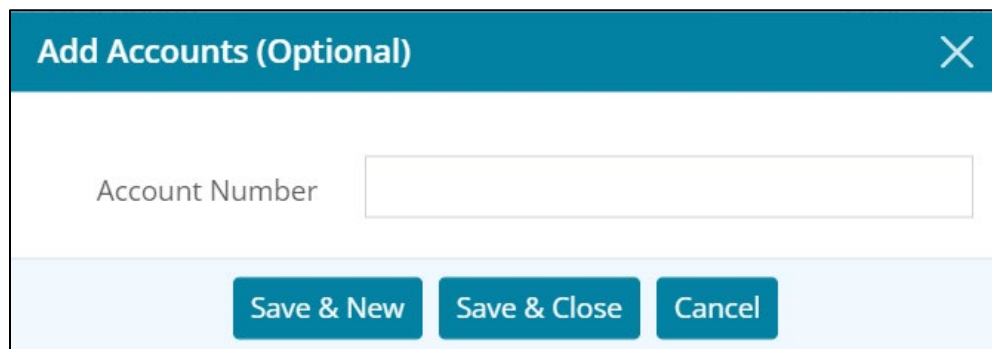


Figure 291: Add Accounts

3. Click **Save & Close**.

**Note:** Click *Save & New* to add another account.

### Edit Tax Account

Use the following steps to edit a tax account.

1. Click the **Account Number** to edit. (See [Figure 290](#).)
2. Change the Account Number as applicable. (See [Add Tax Account](#) for details.)
3. Click **Save & Close**.

## Delete Tax Account

Use the following steps to delete a tax account.

1. Click the **Delete** icon. (See [Figure 290](#).)
2. Click **Delete** on the *Delete Confirmation* dialog.

## Tax Authorization 8821

Complete the **Tax Authorization (8821)** fields to provide taxpayer authorization for personal taxes to be reviewed.

1. Enter the **Borrower SSN/Tax ID** if applicable.

TAX INFORMATION AUTHORIZATION (8821)	
<b>Borrower</b>	<b>Co-Borrower</b>
Name: Andy America	Name: Amy America
SSN/Tax ID: 999-60-3333	SSN/Tax ID: 500-60-2222
EIN: --	EIN: --
Plan Number:	Plan Number:
Specific Use not recorded on Centralized Authorization File (CAF)?	
<input type="button" value="v"/>	<input type="button" value="v"/>
Retention/revocation of tax information. This tax information authorization automatically revokes all prior authorizations for the same tax matters listed unless you selected "Yes" for "Specific Use not recorded on Centralized Authorization File (CAF)" or select "Yes" for "Retain a prior tax information authorization". (You must attach a copy of any authorization you want to remain in effect.)	
Retain prior a tax information authorization?	
<input type="button" value="v"/>	<input type="button" value="v"/>

Figure 292: Tax Authorization (8821)

2. Enter the **Borrower EIN** if applicable.
3. Enter the **Borrower Plan Number**.
4. Select **Yes** or **No** appropriately for **Centralized Authorization File (CAF)** question.
5. Select **Yes** or **No** appropriately for prior tax information authorization question.
6. Repeat Steps 1 – 5 for co-borrower if applicable.

## Designees

Use the following sections to complete **Borrower/Co-Borrower Designees**.

## Add Designees

1. Click the **Borrower Designees Add** button.



Figure 293: Designees and Tax Matters

2. Complete the **Designee Name** fields.

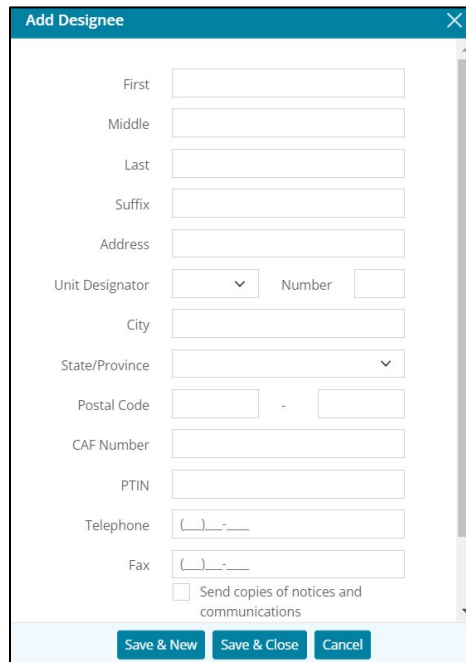


Figure 294: Add Designee Dialog

3. Complete the **Designee Address** fields.

**Note:** Entering **Postal Code** populates the **City & State/Province**.

4. Enter **Designee CAF Number**.
5. Enter **Designee PTIN**.
6. Enter **Designee Telephone**.
7. Enter **Designee Fax**.
8. Select the appropriate checkboxes.
9. Click **Save & Close**.

**Note:** Click *Save & New* to add another *Designee*.

10. Repeat Steps 1 - 9 for co-borrower if applicable.

## Edit Designees

Use the following steps to edit a designee.

1. Click the **Designee** to edit. (See [Figure 293.](#))
2. Update the designee details on the *Edit Designee* dialog. (See [Add Designees](#) for details.)
3. Click **Save & Close**.

## Delete Designees

1. Click the **Delete** icon. (See [Figure 293.](#))
2. Click **Delete** on the *Delete Confirmation* dialog.

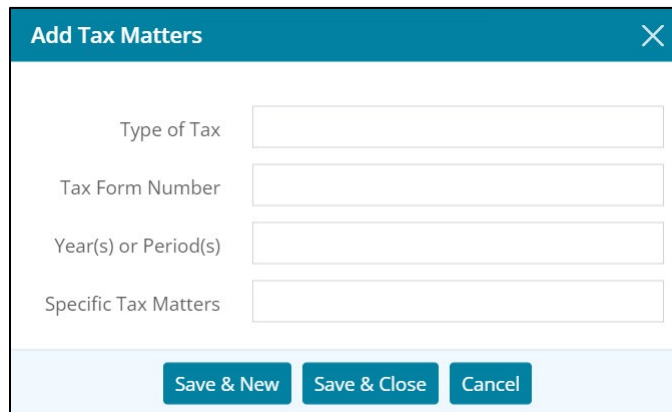
## Tax Matters

Use the following steps for borrower/co-borrower **Tax Matters** information.

### Add Tax Matters

Use the following steps to add additional tax information.

1. Click the **Borrower Tax Matters Add** button. (See [Figure 293.](#))
2. Enter **Type of Tax**.



The image shows a dialog box titled "Add Tax Matters" with a close button (X) in the top right corner. Inside the dialog, there are four text input fields labeled "Type of Tax", "Tax Form Number", "Year(s) or Period(s)", and "Specific Tax Matters". At the bottom of the dialog, there are three buttons: "Save & New", "Save & Close", and "Cancel".

Figure 295: Add Tax Matters Dialog

3. Enter **Tax Form Number**.
4. Enter **Year(s) or Period(s)**.
5. Enter **Specific Tax Matters**.
6. Click **Save & Close**.

**Note:** Click *Save & New* to add other *Tax Matters*.

7. Repeat Steps 1 – 6 for co-borrower if applicable.



## Edit Tax Matters

Use the following steps to edit tax matters.

1. Click the **Tax Matters** to edit. (See [Figure 293.](#))
2. Edit the **Designee** as applicable. (See [Add Tax Matters](#) for details.)
3. Click **Save & Close**.

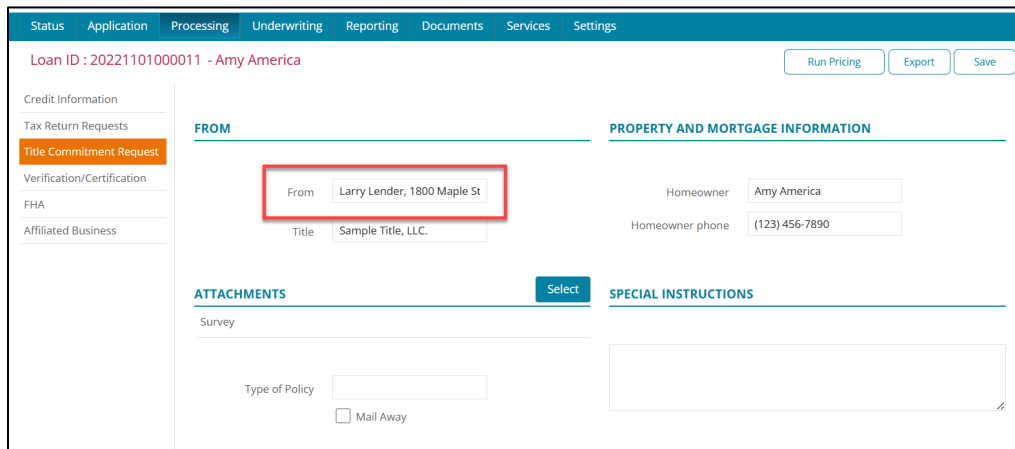
## Delete Tax Matters

4. Click the **Delete** icon. (See [Figure 293.](#))
5. Click **Delete** on the *Delete Confirmation* dialog.

## Title Commitment Request

Use this screen to add information for title commitment requests.

1. Enter the name and address of the requester.



**Figure 296: Request Title Commitment**

2. Enter the name of the **Title** company.
3. Enter the name of the **Homeowner**.
4. Enter the homeowner's phone number.
5. Add any **Attachments** if applicable.
6. Enter the **Type of Policy**.
7. If needed, select the **Mail Away** option.
8. If needed, add **Special Instructions**.
9. Click **Save**. See [Generate Processing Document List](#).

## Verification Certification

The **Verification Certification** options enable printing forms to verify borrower/co-borrower provided information. Verification must be completed for borrower and co-borrower.

### Verification of Benefits

Complete the **Verification of Benefits (VOB)** fields in preparation for printing.

#### Copy VOB

Copy VOB before adding other income.

1. Select the **Processing** tab.
2. Select **Verification/Certification**.

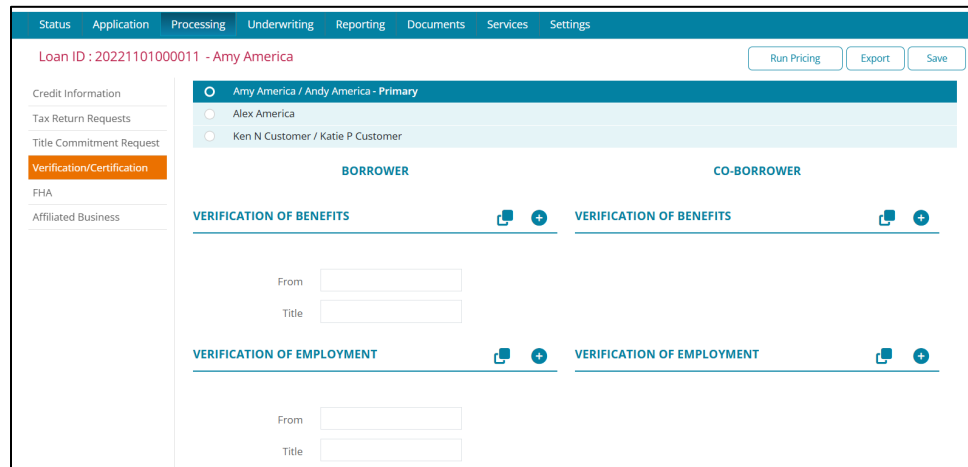
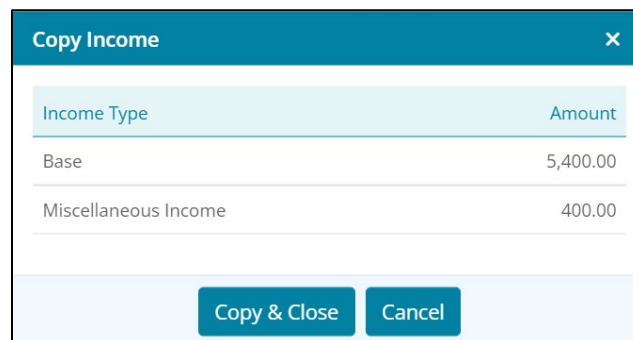


Figure 297: Verification/Certification

3. Click the **Borrower Copy Income** button to copy the income from the application.



Income Type	Amount
Base	5,400.00
Miscellaneous Income	400.00

Figure 298: Copy Income

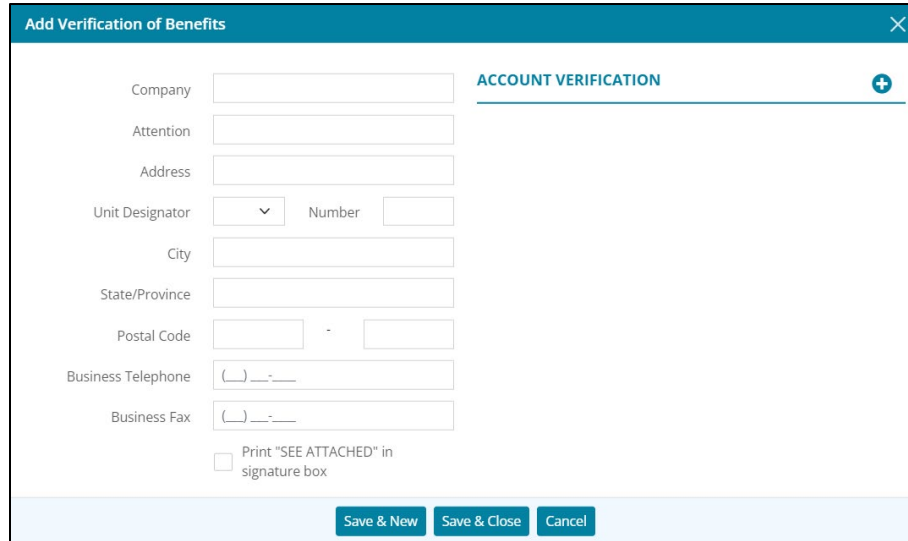
4. Select **Income Type** form(s) to print on the *Copy Income* dialog.
5. Click **Copy & Close**.

6. Enter the form requestor name in **From** field. (See [Figure 297](#).)
7. Enter form requestor **Title**.

## Add VOB

Use the following steps to add a VOB.

1. Click the **Add** button to add another income source. (See [Figure 297](#).)



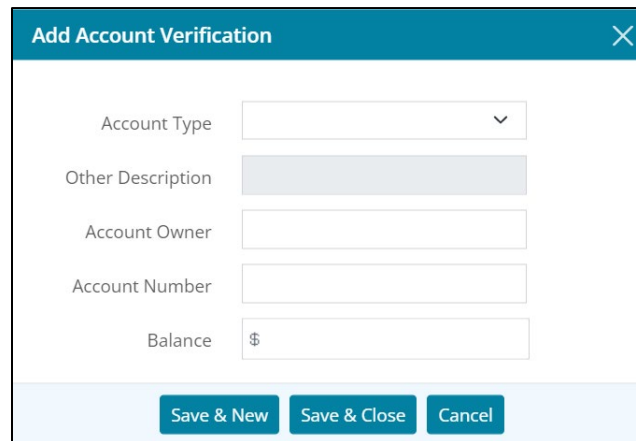
The dialog box is titled "Add Verification of Benefits" and has a close button (X) in the top right corner. It contains the following fields and controls:

- Company: Text input field
- Attention: Text input field
- Address: Text input field
- Unit Designator: Dropdown menu
- Number: Text input field
- City: Text input field
- State/Province: Text input field
- Postal Code: Text input field with a hyphen separator
- Business Telephone: Text input field with a hyphen separator
- Business Fax: Text input field with a hyphen separator
- Print "SEE ATTACHED" in signature box: Checkbox
- Buttons at the bottom: Save & New, Save & Close, Cancel

There is a tab labeled "ACCOUNT VERIFICATION" with a plus icon (+) on the right side of the dialog.

**Figure 299: Add Verification of Benefits**

2. Complete the *Add Verification of Benefits* dialog fields.
3. Click **Add** to add another account for new income source.



The dialog box is titled "Add Account Verification" and has a close button (X) in the top right corner. It contains the following fields and controls:

- Account Type: Dropdown menu
- Other Description: Text input field
- Account Owner: Text input field
- Account Number: Text input field
- Balance: Text input field with a dollar sign (\$) prefix
- Buttons at the bottom: Save & New, Save & Close, Cancel

**Figure 300: Add Account Verification Dialog**

4. Complete the *Add Account Verification* dialog fields.
5. Click **Save & Close** on the *Add Account Verification* dialog.

**Note:** Click **Save & New** to add another account.

6. Click **Save & Close** on the *Add Verification of Benefits* dialog.

**Note:** Click **Save & New** to add another account.

7. Enter form requester name in **From** field.
8. Enter form requester **Title**.
9. Repeat Steps 1 – 8 for co-borrower.

### Edit VOB

Use the following steps to edit a VOB.

1. Select the **VOB** to **Edit**. (See [Figure 297](#).)
2. Edit the **VOB** as applicable. (See [Add VOB](#) for details.)
3. Click **Save & Close**.

### Delete VOB

Use the following steps to delete a VOB.

1. Select the **Delete** icon. (See [Figure 297](#).)
2. Click **Delete** on the *Delete Confirmation* dialog.

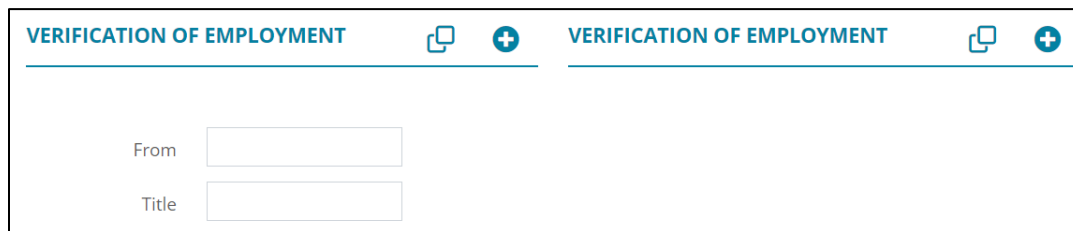
## Verification of Employment

Complete the **Verification of Employment** fields in preparation for printing.

### Copy VOE

Copy VOE before adding another employer.

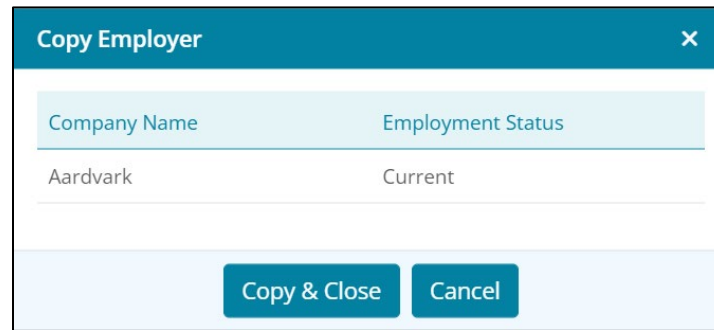
1. Click **Copy Employer**.



VERIFICATION OF EMPLOYMENT	
From	<input type="text"/>
Title	<input type="text"/>

Figure 301: Verification of Employment

2. Select **Employment Verification** form(s) to print.



The dialog box titled "Copy Employer" has a close button (X) in the top right corner. It contains two columns of text: "Company Name" and "Employment Status". Below these, the text "Aardvark" and "Current" are displayed. At the bottom, there are two buttons: "Copy & Close" and "Cancel".

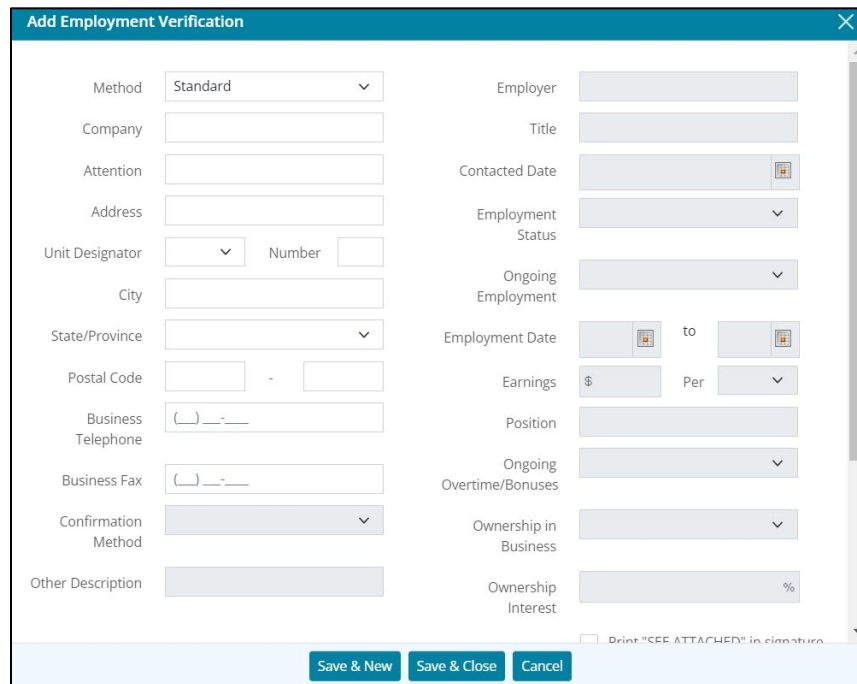
Figure 302: Copy Employer Dialog

3. Click **Copy & Close**.
4. Enter form requester name in **From** field. (See Figure 301.)
5. Enter form requester **Title**.

### Add VOE

Use the following steps to add employment.

1. Click the **Add** button to add another employer. (See Figure 301.)
2. Complete the *Add Employment Verification* dialog fields.



The dialog box titled "Add Employment Verification" has a close button (X) in the top right corner. It contains two columns of fields. The left column includes: Method (Standard), Company, Attention, Address, Unit Designator (dropdown), Number, City, State/Province (dropdown), Postal Code, Business Telephone, Business Fax, Confirmation Method (dropdown), and Other Description. The right column includes: Employer, Title, Contacted Date, Employment Status, Ongoing Employment, Employment Date (with calendar icons), Earnings (\$), Per (dropdown), Position, Ongoing Overtime/Bonuses, Ownership in Business, and Ownership Interest (%). At the bottom, there are three buttons: "Save & New", "Save & Close", and "Cancel". A checkbox labeled "Print 'SEE ATTACHED' in signature" is located at the bottom right.

Figure 303: Add Employment Verification Dialog

3. Select the **Print "SEE ATTACHED" in signature box** checkbox to include the statement on the verification form.

- Click **Save & Close** to add the employment verification information.

**Note:** Click *Save & New* to add another employment verification.

### Edit VOE

Use the following steps to edit employment.

- Select the **VOE** to edit. (See [Figure 301](#).)
- Edit the **VOE** as applicable. (See [Add VOE](#) for details.)
- Click **Save & Close**.

### Delete VOE

Use the following steps to delete employment.

- Select the **VOE** to **Delete**. (See [Figure 301](#).)
- Click **Delete** on the *Delete Confirmation* dialog.

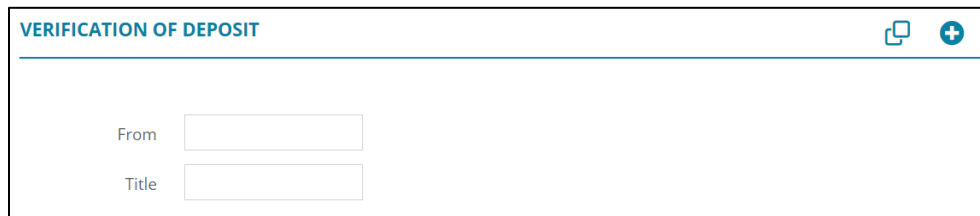
## Verification of Deposit

Complete the **Verification of Deposit** fields in preparation for printing.

### Copy VOD

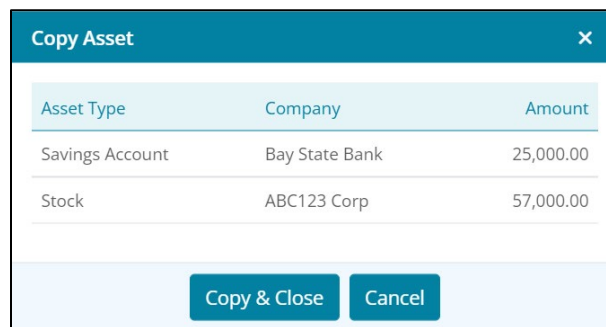
Copy VOD before adding other deposits.

- Click **Copy Assets**.



**Figure 304: Verification of Deposit**

- Select the **Asset** to copy.



Asset Type	Company	Amount
Savings Account	Bay State Bank	25,000.00
Stock	ABC123 Corp	57,000.00

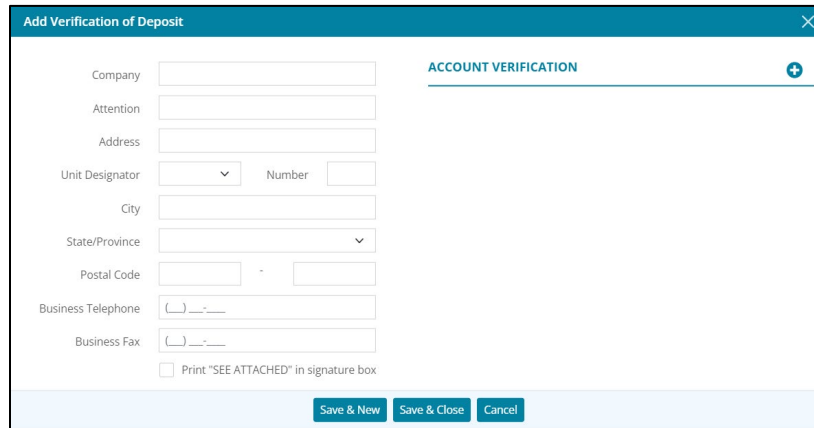
**Figure 305: Copy Asset Dialog**

3. Click **Copy & Close**.
4. Enter form requester name in **From** field. (See [Figure 304.](#))
5. Enter form requester **Title**.

### Add VOD

Use the following steps to add deposits.

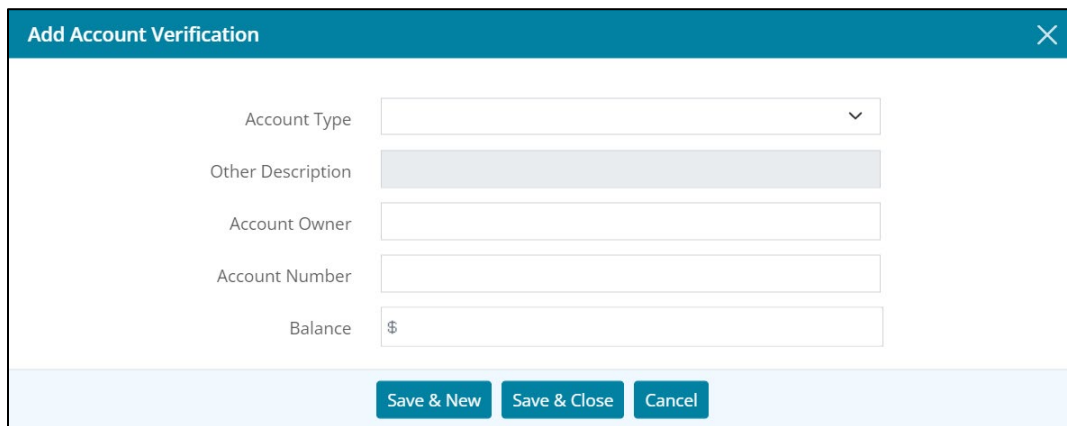
1. Click the **Add** button to add another deposit. (See [Figure 304.](#))
2. Complete the **Add Verification Deposit** dialog fields.



The dialog box is titled "Add Verification of Deposit" and has a close button (X) in the top right corner. It contains several input fields for company information: Company, Attention, Address, Unit Designator (a dropdown menu), Number, City, State/Province (a dropdown menu), Postal Code, Business Telephone, and Business Fax. There is also a checkbox labeled "Print 'SEE ATTACHED' in signature box". At the bottom right, there is a tab labeled "ACCOUNT VERIFICATION" with a plus icon. At the bottom of the dialog, there are three buttons: "Save & New", "Save & Close", and "Cancel".

**Figure 306: Add Verification of Deposit Dialog**

3. Select the **Print "SEE ATTACHED" in signature box** checkbox to include the statement on the verification form.
4. Click **Add** to complete another account for the new deposit company.



The dialog box is titled "Add Account Verification" and has a close button (X) in the top right corner. It contains several input fields: Account Type (a dropdown menu), Other Description, Account Owner, Account Number, and Balance (with a dollar sign prefix). At the bottom of the dialog, there are three buttons: "Save & New", "Save & Close", and "Cancel".

**Figure 307: Add Account Verification Dialog**

5. Complete the fields.
6. Click **Save & Close** on the *Add Account Verification* dialog.

**Note:** Click *Save & New* to add another deposit account.

7. Click **Save & Close** on the *Add Verification of Deposit* dialog.

**Note:** Click **Save & New** to add another deposit account.

8. Enter form requester name in **From** field. (See [Figure 304](#).)
9. Enter form requester **Title**.

### Edit VOD

Use the following steps to edit deposits.

1. Select the **VOD** to edit. (See [Figure 304](#).)
2. Edit the **VOD** as applicable. (See [Add VOD](#) for details.)
3. Click **Save & Close**.

### Delete VOD

Use the following steps to delete a deposit.

1. Select the **Delete** icon. (See [Figure 304](#).)
2. Click **Delete** on the *Delete Confirmation* dialog.

## Verification of Loan

Complete the **Verification of Loan** (VOL) fields in preparation for printing.

### Copy Liabilities

1. Click **Copy Liabilities**.

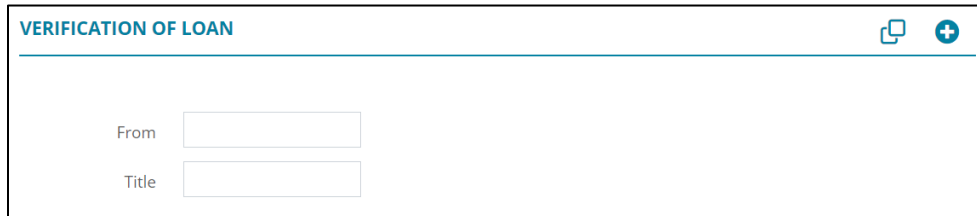


Figure 308: Verification of Loan

2. Select **Liability** form(s) to print.

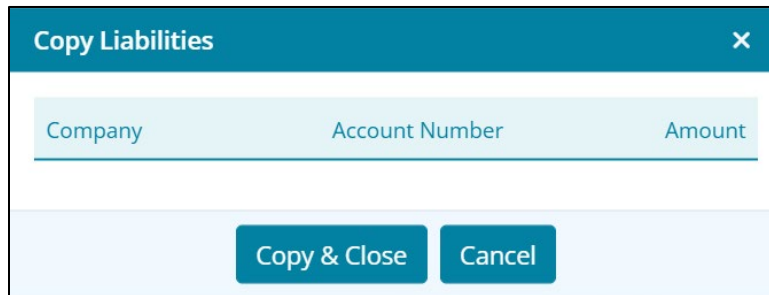


Figure 309: Copy Liabilities Dialog

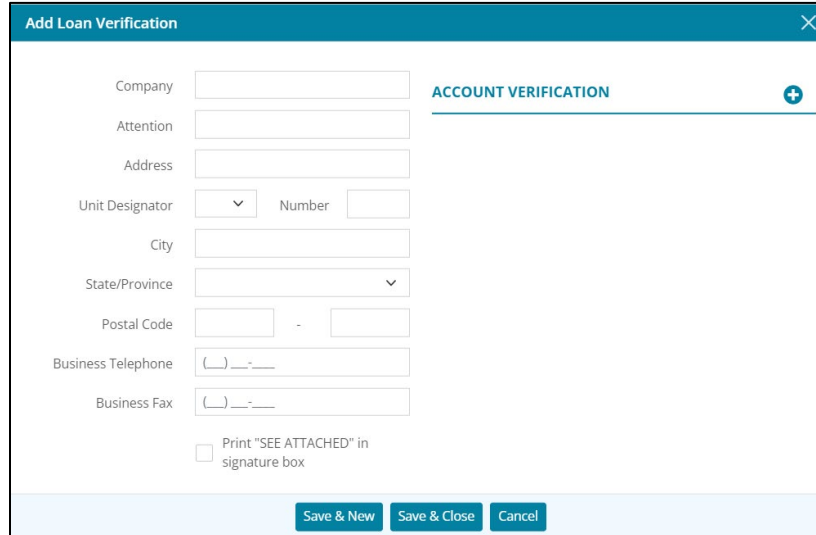


3. Click **Copy & Close**.
4. Enter form requester name in **From field**. (See [Figure 308](#).)
5. Enter form requester **Title**.

### Add VOL

Use the following steps to add VOL.

1. Click **Add** to add another liability account. (See [Figure 308](#).)
2. Complete the *Add Loan Verification* dialog fields.

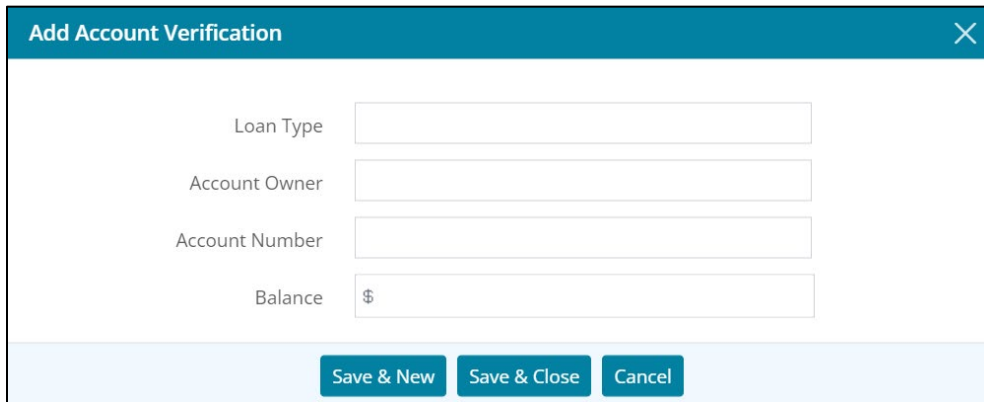


The **Add Loan Verification** dialog box contains the following fields and controls:

- Company**: Text input field.
- Attention**: Text input field.
- Address**: Text input field.
- Unit Designator**: Dropdown menu.
- Number**: Text input field.
- City**: Text input field.
- State/Province**: Dropdown menu.
- Postal Code**: Text input field with a hyphen separator.
- Business Telephone**: Text input field with area code and number separators.
- Business Fax**: Text input field with area code and number separators.
- Print "SEE ATTACHED" in signature box**: Checkbox.
- ACCOUNT VERIFICATION**: Section header with a plus icon.
- Buttons**: **Save & New**, **Save & Close**, and **Cancel**.

**Figure 310: Add Loan Verification Dialog**

3. Select the **Print "SEE ATTACHED" in signature box** checkbox to include the statement on the verification form.
4. Click **Add** to add another account to the new liability company.
5. Complete the *Add Account Verification* dialog fields.



The **Add Account Verification** dialog box contains the following fields and controls:

- Loan Type**: Text input field.
- Account Owner**: Text input field.
- Account Number**: Text input field.
- Balance**: Text input field with a dollar sign prefix.
- Buttons**: **Save & New**, **Save & Close**, and **Cancel**.

**Figure 311: Add Account Verification Dialog**

6. Click **Save & Close** on the *Add Account Verification* dialog.

**Note:** Click **Save & New** to add another liability account to the new liability company.

7. Click **Save & Close** on the *Add Loan Verification* dialog.

**Note:** Click **Save & New** to add another loan account.

8. Enter form requester name in **From** field. (See [Figure 308.](#))
9. Enter form requester **Title**.

### Edit VOL

Use the following steps to edit a loan.

1. Select the **VOL** to edit. (See [Figure 308.](#))
2. Edit the **VOL** as applicable. (See [Copy Liabilities](#) for details.)
3. Click **Save & Close**.

### Delete VOL

Use the following steps to delete a loan.

1. Select the **Delete** icon. (See [Figure 308.](#))
2. Click **Delete** on the *Delete Confirmation* dialog.

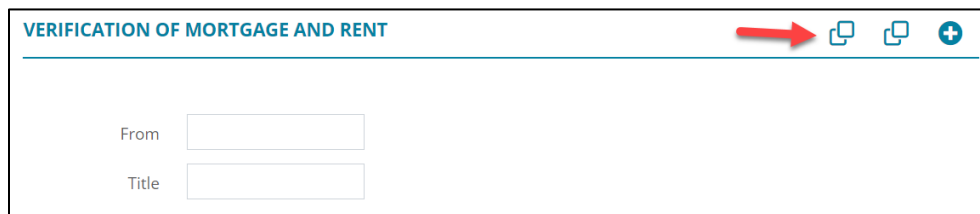
## Verification of Mortgage and Rent

Complete the appropriate **Verification of Mortgage and Rent (VOM/R)** fields in preparation for printing.

### Rental Verification

Complete the **Rental Verification** fields if borrower/co-borrower currently rents.

1. Click **Copy Rentals**.



VERIFICATION OF MORTGAGE AND RENT

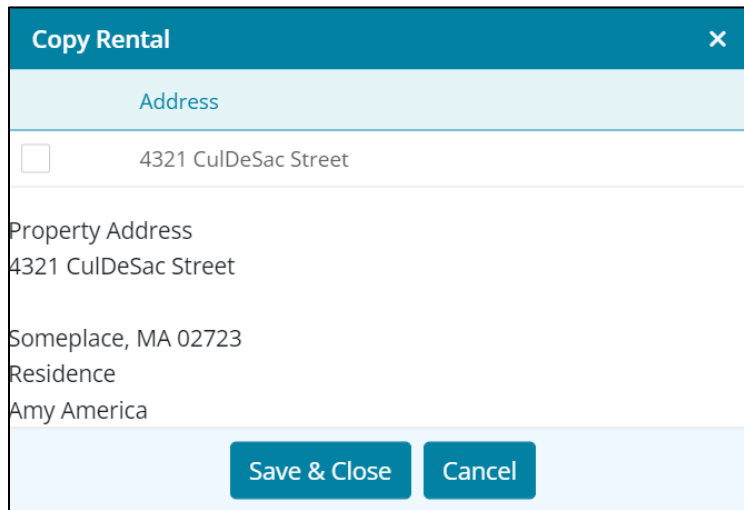
From

Title

**Figure 312: Rental Verification**

**Note:** Proceed to step 4 if borrower/co-borrower currently owns property.

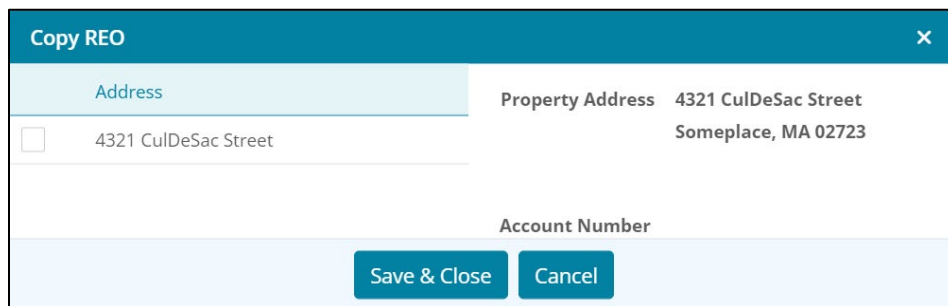
2. Select the **Address** checkbox.



The dialog box is titled "Copy Rental" with a close button (X) in the top right corner. It features a section labeled "Address" with a checkbox and the text "4321 CulDeSac Street". Below this, the text "Property Address" is followed by "4321 CulDeSac Street", "Someplace, MA 02723", "Residence", and "Amy America". At the bottom, there are two buttons: "Save & Close" and "Cancel".

Figure 313: Copy Rental Dialog

3. Click **Save & Close**.
4. Click **Copy REOs** when borrower/co-borrower currently owns property.
5. Select the **Address** checkbox.



The dialog box is titled "Copy REO" with a close button (X) in the top right corner. It features a section labeled "Address" with a checkbox and the text "4321 CulDeSac Street". To the right of this, the text "Property Address" is followed by "4321 CulDeSac Street" and "Someplace, MA 02723". Below this, the text "Account Number" is displayed. At the bottom, there are two buttons: "Save & Close" and "Cancel".

Figure 314: Copy REOs

6. Click **Save & Close**.
7. Enter requestor name in **From** field. (See [Figure 312](#).)
8. Enter requestor **Title**.

**Note:** Use the *Delete* icon to remove table items.

### Mortgage Verification

Complete the **Mortgage Verification** fields if borrower/co-borrower currently falls into the Real Estate Owned (REO) category.

1. Click **Copy REOs**. (See [Figure 312](#).)
2. Select the **Address** checkbox.
3. Click **Save & Close**.

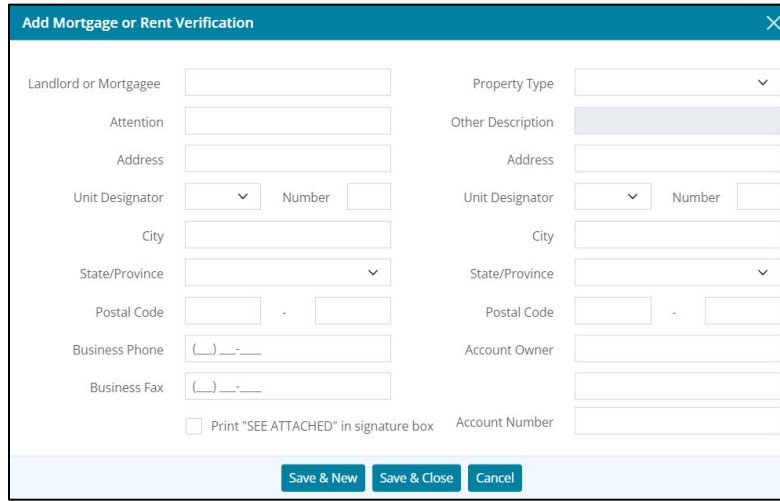
- Complete the **From** and **Title** fields. (See [Figure 312.](#))

**Note:** Use the *Delete* icon to remove table items.

### Add Mortgage or Rent Account

Use the **Add** button to add the mortgage or rent details to the *Property List* if not present.

- Click the **Add** button. (See [Figure 312.](#))
- Complete the *Add Mortgage or Rent Verification* dialog fields to verify landlord or mortgage holder details.



**Figure 315: Add Mortgage or Rent Verification**

- Click **Save & Close**.

**Note:** Click *Save & New* to add another mortgage or rent verification.

- Complete the **From** and **Title** fields. (See [Figure 312.](#))

### Edit VOM/R

Use the following steps to edit mortgage/rent.

- Select the **VOM/R** to edit. (See [Figure 312.](#))
- Edit the **VOM/R** as applicable. (See [Add Mortgage or Rent Account](#) for details.)
- Click **Save & Close**.

### Delete VOM/R

Use the following steps to delete a mortgage/rent.

- Select the **Delete** icon. (See [Figure 312.](#))
- Click **Delete** on the *Delete Confirmation* dialog.

## Social Security Number Verification (SSA-89)

Complete the **Social Security Number Verification (SSA-89)** fields to verify the social security number matches the borrower/co-borrower providing the documentation.

1. Enter **Information Released for the Business Transaction** details.

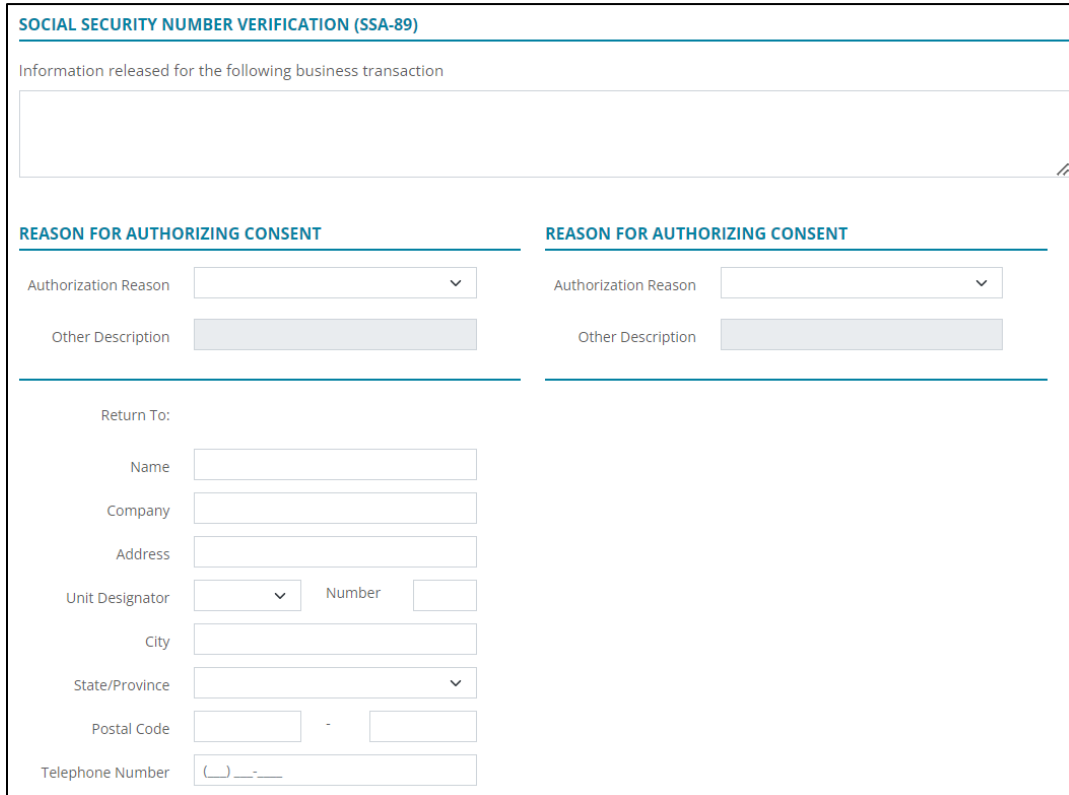


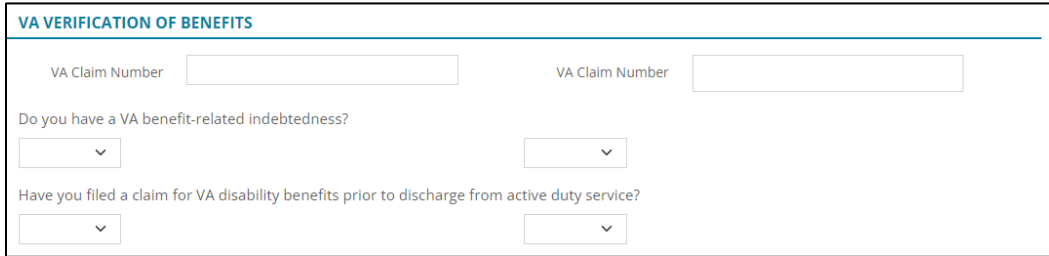
Figure 316: Social Security Number Verification

2. Select the **Borrower Reason for Authorizing Consent**.
3. Enter **Other Description** when selecting **Other** as the reason.
4. Repeat Steps 2 – 3 if applicable.
5. Enter the recipient **Name** for the returned SSA-89.
6. Enter the recipient **Address Information**.
7. Enter recipient **Telephone Number**.

## VA Verification and Certification

Complete the **VA Verification and Certification** details to verify the borrower/co-borrower VA benefits.

1. Enter the borrower **VA Claim Number**.



**VA VERIFICATION OF BENEFITS**

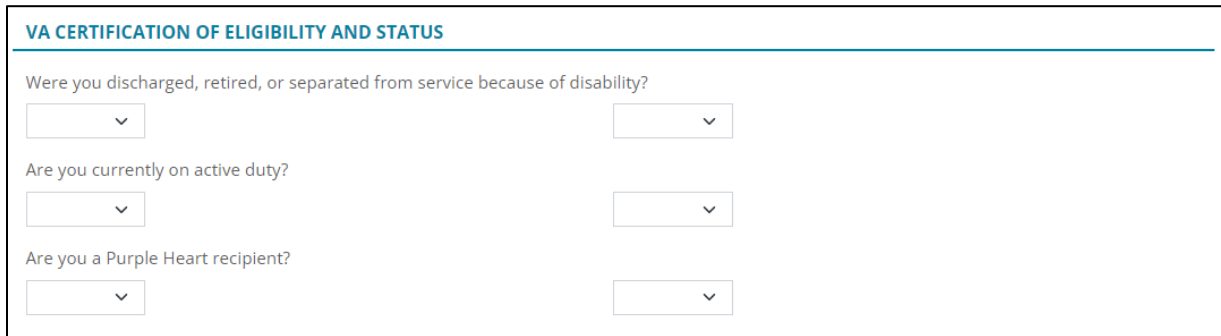
VA Claim Number  VA Claim Number

Do you have a VA benefit-related indebtedness?

Have you filed a claim for VA disability benefits prior to discharge from active duty service?

Figure 317: VA Verification of Benefits

2. Select the appropriate **VA benefit-related indebtedness** option.
3. Select the appropriate **VA disability benefits prior to discharge from active duty service** option.
4. Complete the **Certification of Eligibility and Status** options.



**VA CERTIFICATION OF ELIGIBILITY AND STATUS**

Were you discharged, retired, or separated from service because of disability?

Are you currently on active duty?

Are you a Purple Heart recipient?

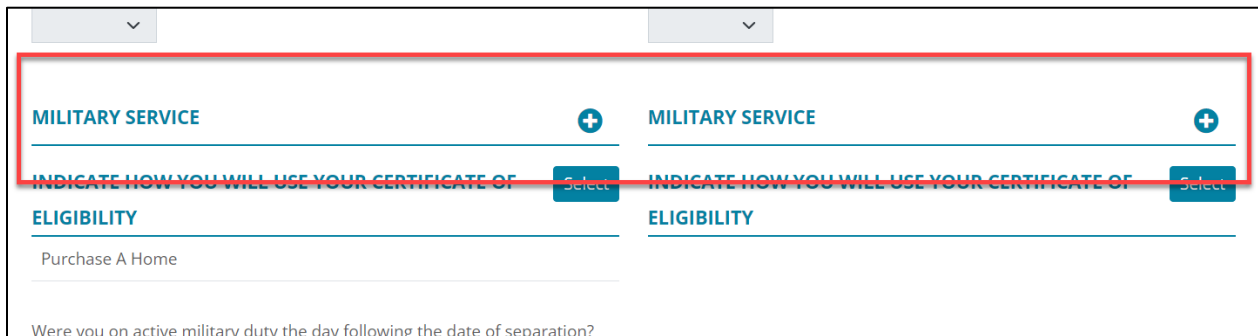
Figure 318: VA Certification of Eligibility & Status

5. Repeat Steps 1 - 4 for co-borrower.

## Military Service

Complete the **Military Verification and Certification** details to verify the borrower/co-borrower military benefits.

1. Click the borrower **Add** button.



**MILITARY SERVICE**  **MILITARY SERVICE**

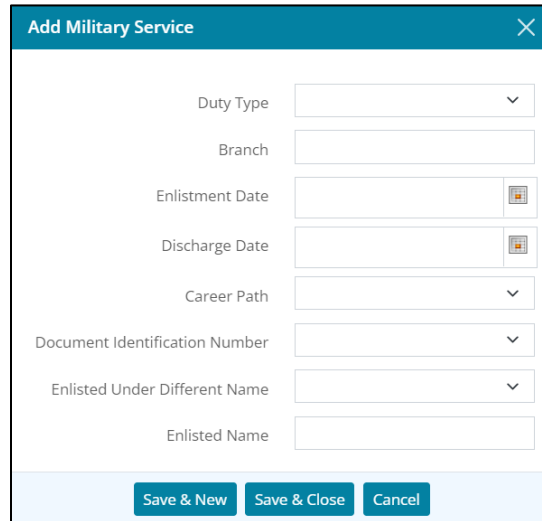
**INDICATE HOW YOU WILL USE YOUR CERTIFICATE OF ELIGIBILITY**  **INDICATE HOW YOU WILL USE YOUR CERTIFICATE OF ELIGIBILITY**

Purchase A Home

Were you on active military duty the day following the date of separation?

Figure 319: Military Service

2. Complete the **Add Military Service** dialog fields.



The **Add Military Service** dialog box contains the following fields:

- Duty Type (dropdown menu)
- Branch (text input)
- Enlistment Date (calendar icon)
- Discharge Date (calendar icon)
- Career Path (dropdown menu)
- Document Identification Number (dropdown menu)
- Enlisted Under Different Name (dropdown menu)
- Enlisted Name (text input)

Buttons at the bottom: **Save & New**, **Save & Close**, **Cancel**.

**Figure 320: Add Military Service Dialog**

3. Click **Save & Close**.

**Note:** Click *Save & New* to add additional military service.

## Indicate How You Will Use Your Certificate of Eligibility

Use this section to indicate how the Certificate of Eligibility will be used for either the borrower or the co-borrower.

1. Click on the **Select** button.

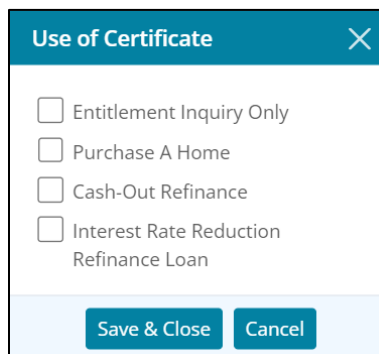


The **Certificate of Eligibility Indicator** shows two identical sections:

- INDICATE HOW YOU WILL USE YOUR CERTIFICATE OF ELIGIBILITY** (text)
- Select** (button)

**Figure 321: Certificate of Eligibility Indicator**

2. Select the desired options.



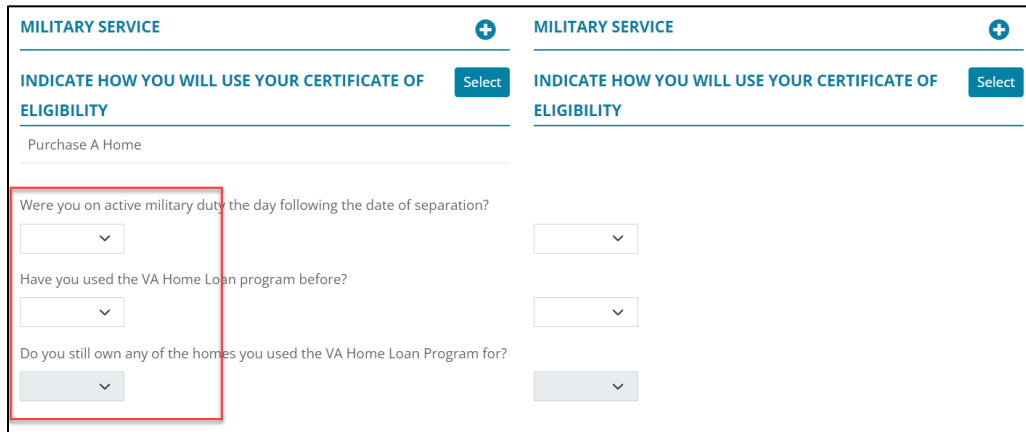
The **Use of Certificate** dialog box contains the following options:

- ☐ Entitlement Inquiry Only
- ☐ Purchase A Home
- ☐ Cash-Out Refinance
- ☐ Interest Rate Reduction Refinance Loan

Buttons at the bottom: **Save & Close**, **Cancel**.

**Figure 322: Use of Certificate**

3. Click **Save & Close**.
4. Complete the **Military Service** options.




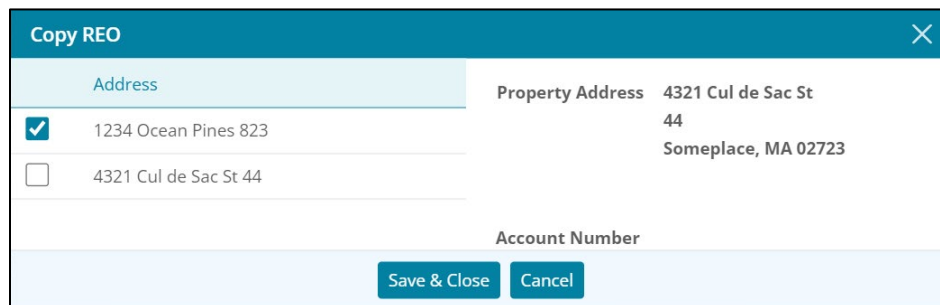
**Figure 323: Military Service Options**

4. Repeat Steps 1 – 4 for co-borrower.

## VA Property Address

The *VA Property Address* options are available when *Yes* is selected for the borrower or co-borrower questions: *Have you used the VA Home Loan program before?*, *Do you still own any of the homes you used the VA Home Loan Program for?*. See [Figure 323](#).

1. If applicable, use the **Copy REO**  button to auto-populate property information.
2. Select the desired **Address**.

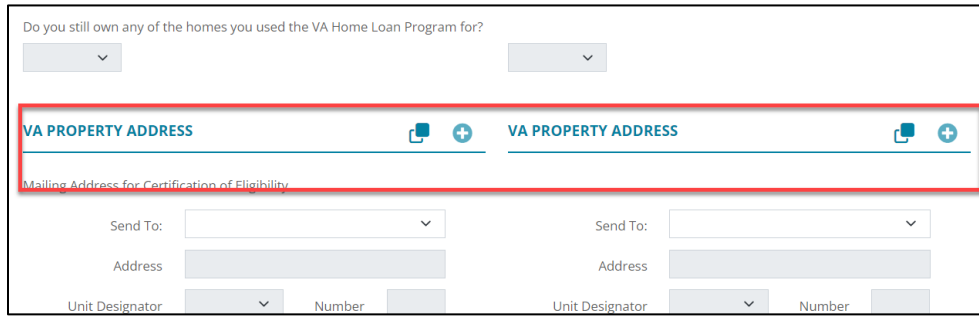


**Figure 324: Copy REO (VA Property Address)**

3. Click **Save & Close**.



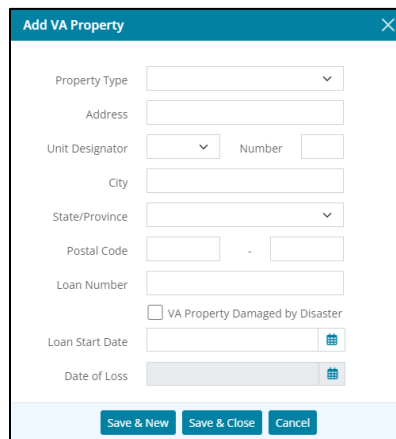
4. Click the **VA Property Address Add** button.



The screenshot shows a web interface with a header section. Below the header, there are two tabs labeled "VA PROPERTY ADDRESS". The first tab is highlighted with a red border. Below the tabs, there are two columns of form fields. Each column has a "Send To:" dropdown, an "Address" text field, and a "Unit Designator" dropdown followed by a "Number" text field.

Figure 325: Add VA Property Address

5. Complete the **Add VA Property** dialog fields.



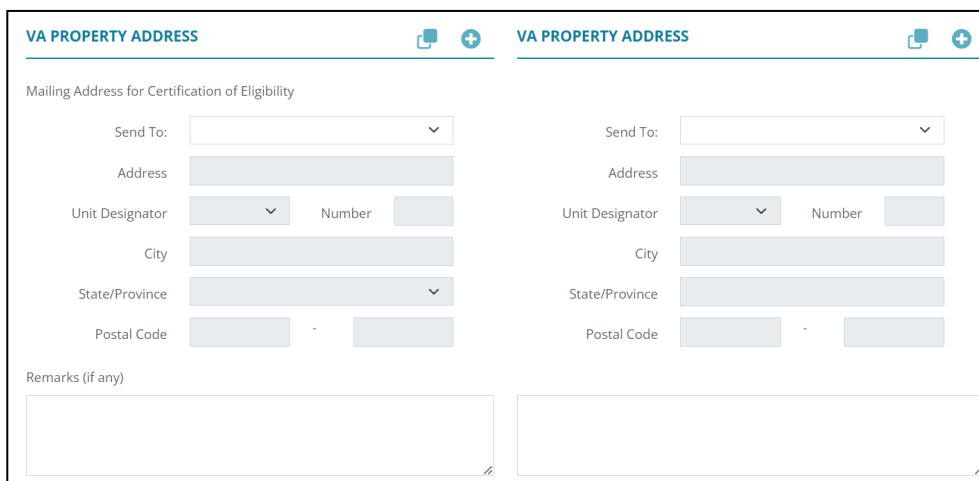
The screenshot shows a modal dialog box titled "Add VA Property". It contains the following fields: "Property Type" (dropdown), "Address" (text field), "Unit Designator" (dropdown) and "Number" (text field), "City" (text field), "State/Province" (dropdown), "Postal Code" (text field with a hyphen separator), "Loan Number" (text field), a checkbox for "VA Property Damaged by Disaster", "Loan Start Date" (calendar icon), and "Date of Loss" (calendar icon). At the bottom, there are three buttons: "Save & New", "Save & Close", and "Cancel".

Figure 326: Add VA Property Dialog

6. Click **Save & Close**.

**Note:** Click *Save & New* to add another property.

7. Enter the **Mailing Address** details for the returned *Certification of Eligibility*.



The screenshot shows a web interface with two tabs labeled "VA PROPERTY ADDRESS". The first tab is highlighted. Below the tabs, there are two columns of form fields. Each column has a "Send To:" dropdown, an "Address" text field, a "Unit Designator" dropdown followed by a "Number" text field, a "City" text field, a "State/Province" dropdown, and a "Postal Code" text field with a hyphen separator. At the bottom, there are two large text areas labeled "Remarks (if any)".

Figure 327: Certification of Eligibility Address

8. If needed, add any **Remarks**.
9. Repeat Steps 1 – 4 for Co-borrower.

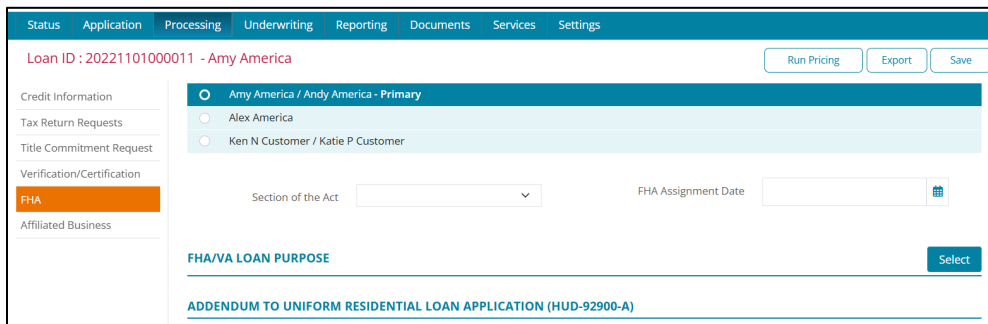
## FHA

Complete the **FHA** options for FHA loans.

### FHA/VA Loan Purpose

Complete the **FHA/VA Loan Purpose** section for an FHA or VA loan.

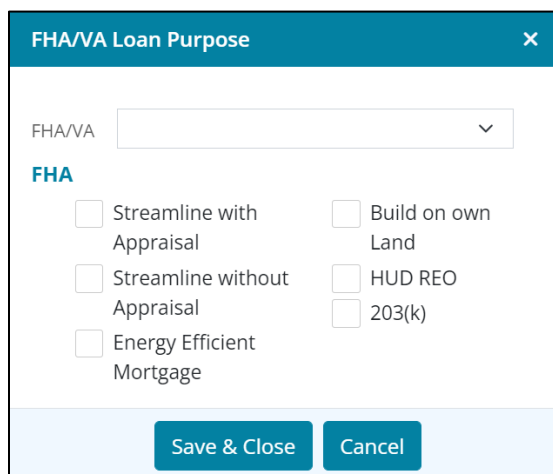
1. Select the **Processing** tab.
2. Select **FHA**.



The screenshot shows the Calyx Zenly application interface. The top navigation bar includes tabs for Status, Application, Processing, Underwriting, Reporting, Documents, Services, and Settings. The 'Processing' tab is active. Below the navigation bar, the 'Loan ID: 20221101000011 - Amy America' is displayed. On the left, a sidebar menu lists various sections: Credit Information, Tax Return Requests, Title Commitment Request, Verification/Certification, **FHA** (highlighted in orange), and Affiliated Business. The main content area shows the 'FHA/VA Loan Purpose' section. It includes a dropdown menu for 'Section of the Act' and a date picker for 'FHA Assignment Date'. Below these, there is a 'Select' button. The section is titled 'FHA/VA LOAN PURPOSE' and 'ADDENDUM TO UNIFORM RESIDENTIAL LOAN APPLICATION (HUD-92900-A)'.

Figure 328: FHA/VA Loan Purpose

3. Select the appropriate **Section of the Act** option.
4. Use the **Calendar** to select the **FHA Assignment Date**.
5. Click the **Select** button.
6. Select the **FHA/VA Loan Purpose** from the dropdown.



The screenshot shows the 'FHA/VA Loan Purpose' dialog box. It has a title bar with a close button (X). Inside, there is a dropdown menu for 'FHA/VA'. Below this, the 'FHA' section is highlighted. It contains several checkboxes: 'Streamline with Appraisal', 'Streamline without Appraisal', 'Energy Efficient Mortgage', 'Build on own Land', 'HUD REO', and '203(k)'. At the bottom, there are two buttons: 'Save & Close' and 'Cancel'.

Figure 329: FHA/VA Loan Purpose Dialog

7. Select applicable checkboxes.
8. Click **Save & Close** to add to the **FHA/VA Loan Purpose** table.

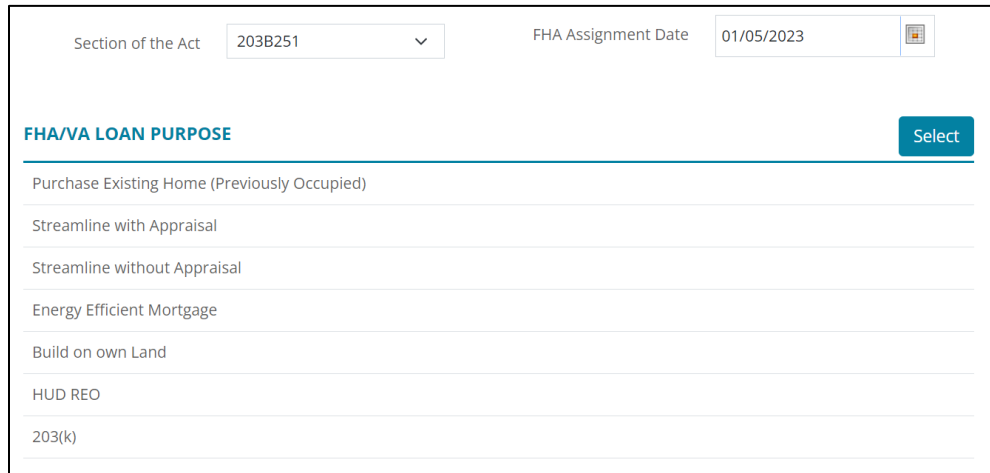


Figure 330: FHA/VA Loan Purpose Table

## Addendum to Uniform Residential Loan Application

Complete the **HUD-92900-A** fields for an FHA or VA loan.

1. Select the appropriate **(VA) Title Vested in** option.

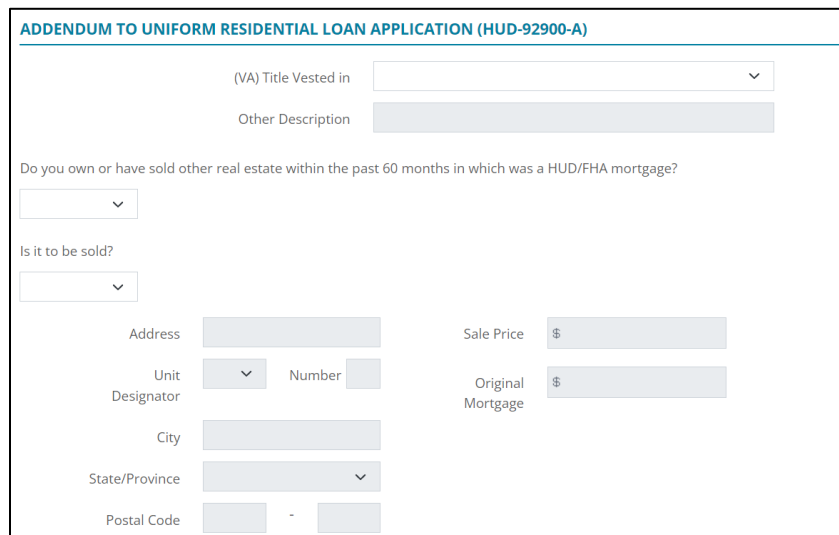


Figure 331: HUD-92900-A

2. Enter **Other Description** when selecting other as the **(VA) Title Vested in** option.
3. Select the appropriate **HUD/FHA mortgage** option.
4. Select the appropriate **To be sold** option.
5. Complete the **To Be Sold** fields when selecting **Yes**.

## 6. Complete the remaining **HUD-92900-A** fields appropriately.

If the dwelling to be covered by this mortgage is to be rented, is it a part of, adjacent or contiguous to any project subdivision or group of concentrated rental properties involving eight or more dwelling units in which you have any financial interest?

Have you ever had a VA home Loan?

Will the Borrower or Co-Borrower occupy the property within 60 days of signing the security instrument, and intend to continue occupancy for at least one year?

Property Value      \$

Property value derived from:

☐ The reasonable value of the property as determined by VA

☐ The Statement of appraised value as determined by HUD FHA

Note: If the contract price or cost exceeds the VA "Reasonable Value" or HUD/FHA "Statement of Appraised Value", mark either item (a) or item (b), whichever is applicable.

☐ (a) I was aware of this valuation when I signed my contract and I have paid or will pay in cash from my own resources at or prior to loan closing a sum equal to the difference between the contract purchase price or cost and the VA or HUD/FHA established value. I do not and will not have outstanding after loan closing any unpaid contractual obligation on account of such cash payment.

Figure 332: HUD-92900-A Fields

## Property Improvements (HUD-56001)

Complete the **Property Improvements** sections if appropriate.

### 1. Select the appropriate answers for **HUD-56001** options.

**PROPERTY IMPROVEMENTS (HUD-56001)**

Do you have any past due obligations owned to or insured by any agency of the Federal Government?

Do you have any other applications for an FHA Title I loan pending at this time?

With whom?

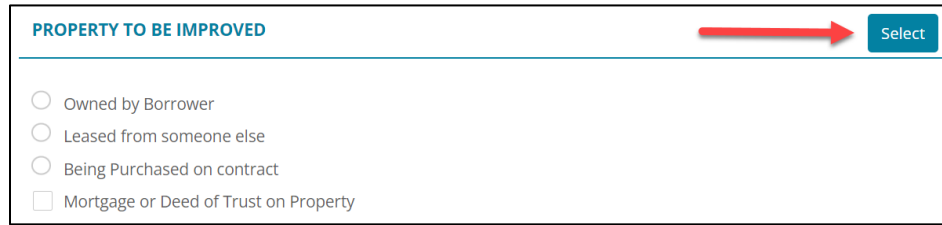
Are you refinancing a Title I loan?

Loan Number  Current Balance \$

If this is a new residential structure, has it been completed and occupied for 90 days or longer?

Figure 333: HUD-56001 Options

2. Click the **Property to be Improved Select** button.



**PROPERTY TO BE IMPROVED**

☐ Owned by Borrower

☐ Leased from someone else

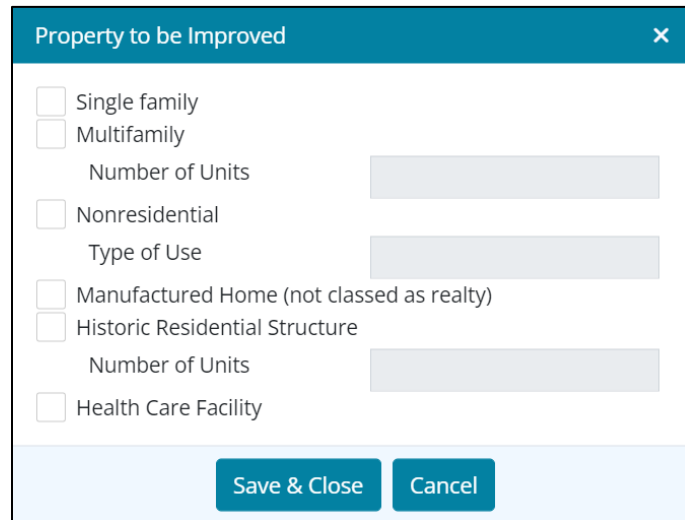
☐ Being Purchased on contract

☐ Mortgage or Deed of Trust on Property

**Select**

**Figure 334: Select Property to be Improved**

3. Select the appropriate checkboxes on the *Property to be Improved* dialog.



**Property to be Improved**

☐ Single family

☐ Multifamily

Number of Units

☐ Nonresidential

Type of Use

☐ Manufactured Home (not classed as realty)

☐ Historic Residential Structure

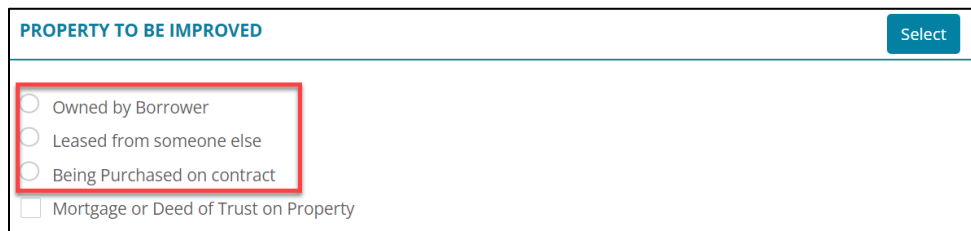
Number of Units

☐ Health Care Facility

**Save & Close** **Cancel**

**Figure 335: Property to be Improved Dialog**

4. Click **Save & Close**.
5. Select the applicable radio button.



**PROPERTY TO BE IMPROVED**

**Select**

☐ Owned by Borrower

☐ Leased from someone else

☐ Being Purchased on contract

☐ Mortgage or Deed of Trust on Property

**Figure 336: Property to be Improved Options**

6. Select the **Mortgage or Deed of Trust on Property** checkbox if appropriate.

☐ Mortgage or Deed of Trust on Property


Property Owner	<input type="text"/>	Lease Payment	\$ <input type="text"/>
Address	<input type="text"/>	Lease Expiration	<input type="text"/> 
Unit Designator	<input type="text"/> <input type="text"/>		
City	<input type="text"/>		
State/Province	<input type="text"/>		
Postal Code	<input type="text"/> <input type="text"/>		

Figure 337: Mortgage or Deed of Trust Details

7. Complete the **Mortgage or Deed of Trust** details.

## Bank Accounts

The displayed borrower/co-borrower Bank Account information is transferred from **Assets List** on the *Application Borrower* screen.

**Note:** Separate processing forms are required for each account.

1. Select the **Account Type** to process for printing.
2. Enter missing borrower **Bank Account** details.

BORROWER BANK ACCOUNT	CO-BORROWER BANK ACCOUNT
Account Type <input type="text"/>	Account Type <input type="text"/>
Company Name <input type="text"/>	Company Name <input type="text"/>
Address <input type="text"/>	Address <input type="text"/>
Unit Designator <input type="text"/> Number <input type="text"/>	Unit Designator <input type="text"/> Number <input type="text"/>
City <input type="text"/>	City <input type="text"/>
State/Province <input type="text"/>	State/Province <input type="text"/>
Postal Code <input type="text"/> - <input type="text"/>	Postal Code <input type="text"/> - <input type="text"/>

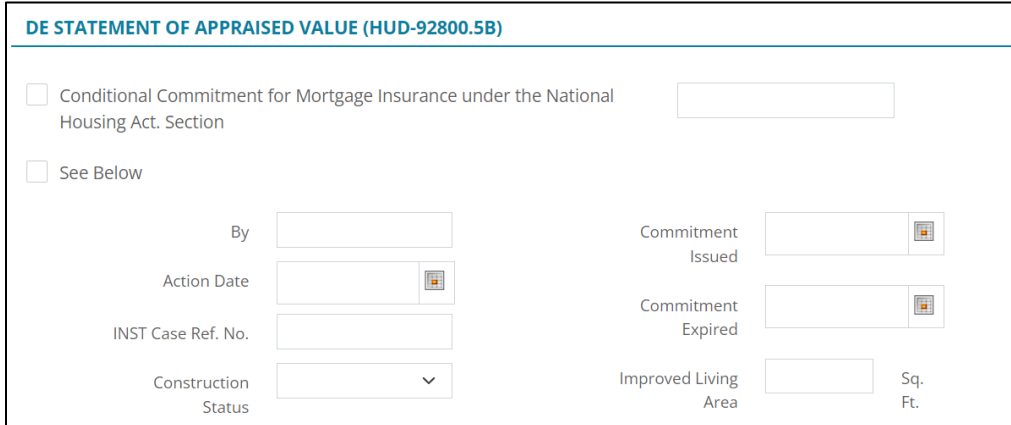
Figure 338: Bank Account Details

3. Enter the co-borrower **Bank Account** details.

## DE Statement of Appraised Value (HUD-92800.5B)

Complete the **HUD-92800.5B** fields to process the *Direct Endorsement (DE) Statement of Appraised Value* form for printing.

1. Select the **Conditional Commitment to Mortgage Insurance** checkbox when appropriate.



**DE STATEMENT OF APPRAISED VALUE (HUD-92800.5B)**

☐ Conditional Commitment for Mortgage Insurance under the National Housing Act, Section

☐ See Below

By

Action Date

INST Case Ref. No.

Construction Status

Commitment Issued

Commitment Expired

Improved Living Area  Sq. Ft.

**Figure 339: HUD-92800.5B Options**

2. Select the **See Below** checkbox to mark the **See Below** checkbox on the printed *HUD-92800.5B* form.

**Note:** The *See Below* form checkbox indicates additional form fields to complete.

3. Enter the appraiser's name in the **By** field.
4. Use the **Calendars** to enter the appropriate appraisal dates.
5. Enter the assigned lender case number in the **INST Case Ref. No.** field.
6. Enter the home square footage value in the **Improved Living Area** field.
7. Select the appropriate **Construction Status**.

8. Complete the remaining selections.

Estimated remaining economic life of the property?

 years

Eligible for Maximum Financing?

Assurance of Completion?

If the required repairs can't be completed before closing, HUD-92300 made in the amount of may be established as the means to ensure completion

 \$

See additional items on attached?

See additional conditions on the back?

Figure 340: HUD-92800.5B Selections

9. Click **Select** to review the **Condition Statements** entered on the *Underwriting Conditions* screen. (See [Underwriting](#) for details.)
10. Select the **Conditions** to include on the form.

Conditions

Description

☐ Condition Example 1

☐ Condition Example 2

Save & Close

Cancel

Figure 341: Conditions Dialog

11. Click **Save & Close**.



## Energy-Efficient Mortgage Fact Sheet

Enter the Maximum Mortgage Amount value in preparation for printing the *FHA Energy Efficient Mortgage Fact Sheet*.

ENERGY-EFFICIENT MORTGAGE FACT SHEET	
Maximum mortgage amount for a single-family unit is	<div> <div>\$</div> <input type="text"/> </div> plus the cost of the eligible energy-efficient improvements.

Figure 342: Energy-Efficient Mortgage Fact Sheet

## Housing Counseling Lender Certification of Completion

Complete the fields in preparation for printing the verification of *Housing Counseling* form.

1. Select the appropriate **Delivery Method** party.

HOUSING COUNSELING LENDER CERTIFICATION OF COMPLETION	
Delivery Method	<input type="text"/>
Training Format	<input type="text"/>

Figure 343: Counseling Cert. of Completion

2. Select the appropriate **Training Format**.

## Affiliated Business

Complete this screen if there are any business relationships with service provider(s) that offer services for the loan.

## Option A

1. Select option **A** if services are NOT required to be used.

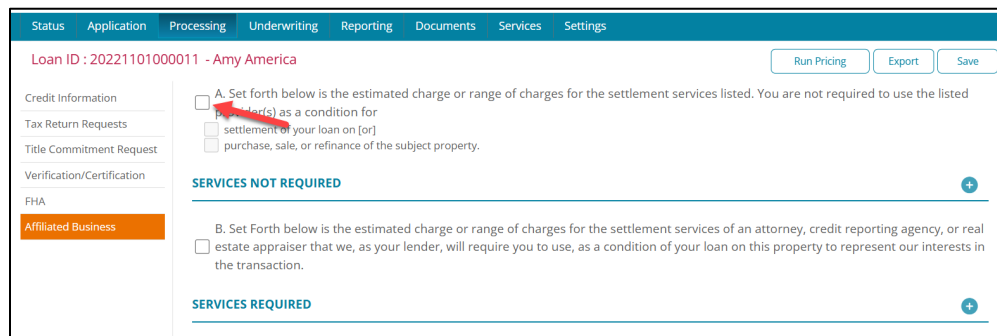


Figure 344: Affiliated Business

2. Select the appropriate condition.
3. Click on the **Add** button to list any affiliated business.

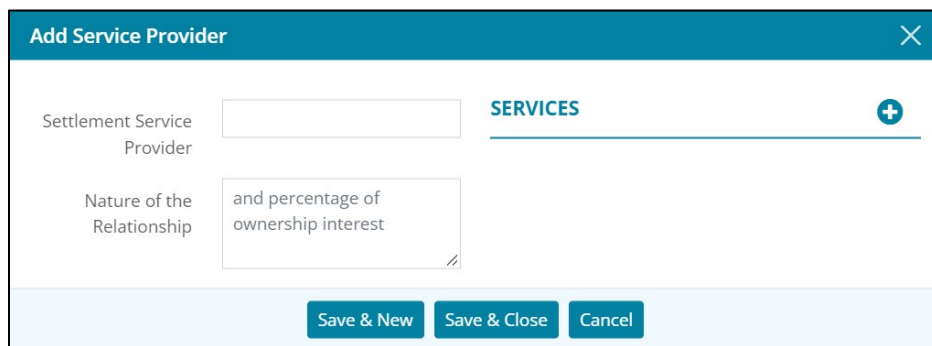


Figure 345: Add Service Provider

4. Enter the **Settlement Service Provider**.
5. Enter the **Nature of the Relationship**.
6. Click the **Add** button to list the service(s).

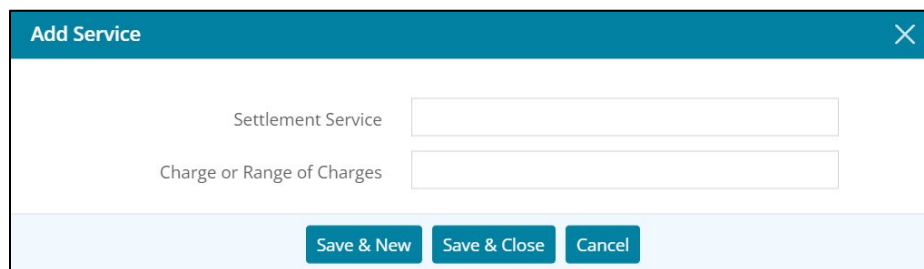


Figure 346: Add Service

7. Enter the **Settlement Service**.
8. Enter the **Charge or Range of Charges**.
9. Select **Save & Close** or **Save & New** for both the Service and the provider screens.

## Option B

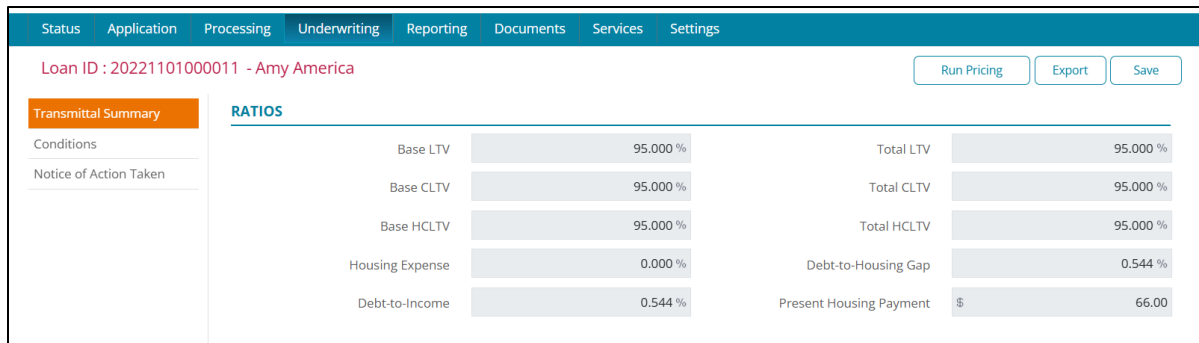
1. Select option **B** if a service is required to be used.
2. Click the **Add** button to list any affiliated businesses.
3. Repeat *Option A* steps 4-10 to list any affiliated businesses.

## Underwriting

Complete the required fields in preparation for printing the *Uniform Underwriting and Transmittal Summary* form and *Property Conditions* form.

## Transmittal Summary

Many of the *Underwriting Transmittal* screen fields are auto populated and non-editable.



RATIOS	
Base LTV	95.000 %
Base CLTV	95.000 %
Base HCLTV	95.000 %
Housing Expense	0.000 %
Debt-to-Income	0.544 %
Total LTV	95.000 %
Total CLTV	95.000 %
Total HCLTV	95.000 %
Debt-to-Housing Gap	0.544 %
Present Housing Payment	\$ 66.00

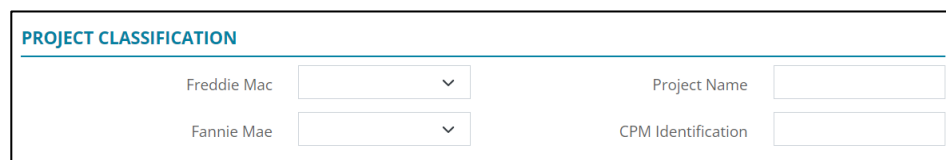
**Figure 347: Transmittal Summary**

**Note:** The *Ratios*, *Stable Monthly Income*, and *Total Monthly Payments* tables are auto populated.

## Project Classification

The *Project Classification* fields are displayed on the *Project Classification* section of the *Uniform Underwriting and Transmittal Summary* form for Freddie Mac or Fannie Mae submittals.

1. Select the **Freddie Mac** option if appropriate.



PROJECT CLASSIFICATION	
Freddie Mac	Project Name
Fannie Mae	CPM Identification

**Figure 348: Project Classification**

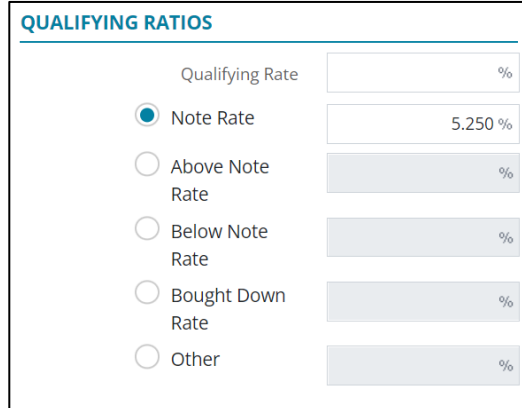
2. Select **Fannie Mae** option if appropriate.

3. Enter the assigned **Project Name**.
4. Enter the **Constant Payment Mortgage (CPM) Identification** number.

## Qualifying Ratios

Complete the fields for the *Uniform Underwriting and Transmittal Summary* form **Qualifying Ratios** fields.

1. Enter the **Qualifying Interest Rate**.



QUALIFYING RATIOS	
Qualifying Rate	<input type="text" value=""/>
<input checked="" type="radio"/> Note Rate	<input type="text" value="5.250 %"/>
<input type="radio"/> Above Note Rate	<input type="text" value=""/>
<input type="radio"/> Below Note Rate	<input type="text" value=""/>
<input type="radio"/> Bought Down Rate	<input type="text" value=""/>
<input type="radio"/> Other	<input type="text" value=""/>

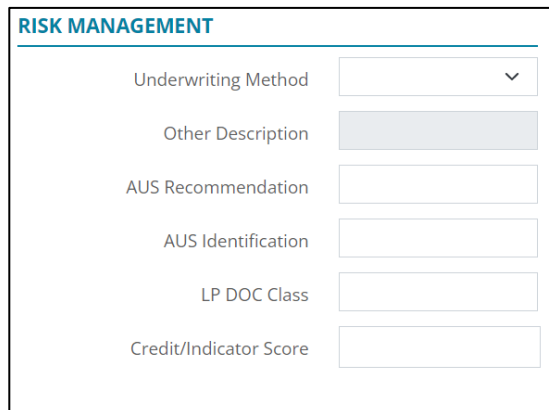
Figure 349: Qualifying Ratios

2. Select the **Note Rate** radio button if appropriate.
3. Enter the **Note Rate**.

## Risk Management

Complete the fields for the *Uniform Underwriting and Transmittal Summary* form **Risk Assessment** fields.

1. Select the **Underwriting Method** option.



RISK MANAGEMENT	
Underwriting Method	<input type="text" value=""/>
Other Description	<input type="text" value=""/>
AUS Recommendation	<input type="text" value=""/>
AUS Identification	<input type="text" value=""/>
LP DOC Class	<input type="text" value=""/>
Credit/Indicator Score	<input type="text" value=""/>

Figure 350: Risk Management

2. Enter **Other Description** when selecting **Other** from the **Underwriting Method** dropdown.
3. Enter the **Automated Underwriting System (AUS) Recommendation**.
4. Enter the AUS identifier in the **AUS Identification** field.
5. Enter the Loan Prospector (LP) document class in the **LP DOC Class** field.
6. Enter the **Credit/Indicator Score**.

## Escrow Account and Funds to Close

Complete the fields for the *Uniform Underwriting and Transmittal Summary* form **Escrow** and **Borrower Funds to Close** fields.

1. Select the appropriate **Escrow Account** radio button.

ESCROW ACCOUNT	FUNDS TO CLOSE
<input type="radio"/> Will have an Escrow Account	Funds Required \$ <input type="text"/>
<input type="radio"/> Your Loan will not have an Escrow account	Verified Assets \$ <input type="text"/>
	Source <input type="text"/>
	Months in Reserve <input type="text"/>
	Interested Party Contribution <input type="text"/> %

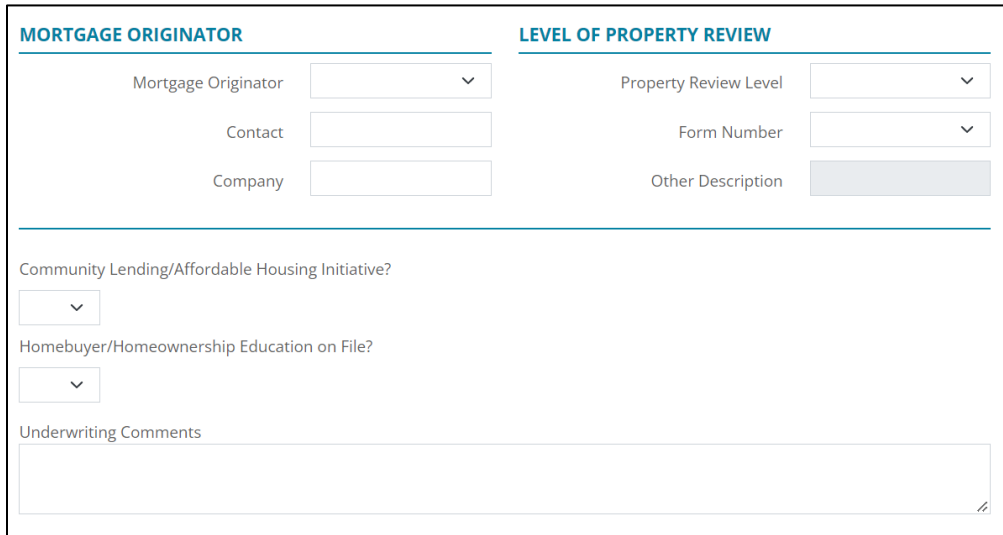
Figure 351: Escrow Account and Funds to Close

2. Enter the **Funds Required** amount.
3. Enter the **Verified Assets** amount.
4. Enter the verified assets **Source**.
5. Enter the total **Months in Reserve**.
6. Enter the **Interested Party Contribution** percentage.

## Mortgage Originator and Level of Property

Use the following steps to complete the *Mortgage Originator/Level of Property* sections.

1. Select the **Mortgage Originator** from the dropdown.



The form is divided into two main sections: **MORTGAGE ORIGINATOR** and **LEVEL OF PROPERTY REVIEW**.

**MORTGAGE ORIGINATOR** section includes:

- Mortgage Originator (dropdown menu)
- Contact (text input field)
- Company (text input field)

**LEVEL OF PROPERTY REVIEW** section includes:

- Property Review Level (dropdown menu)
- Form Number (dropdown menu)
- Other Description (text input field)

Below these sections are two additional dropdown menus:

- Community Lending/Affordable Housing Initiative?
- Homebuyer/Homeownership Education on File?

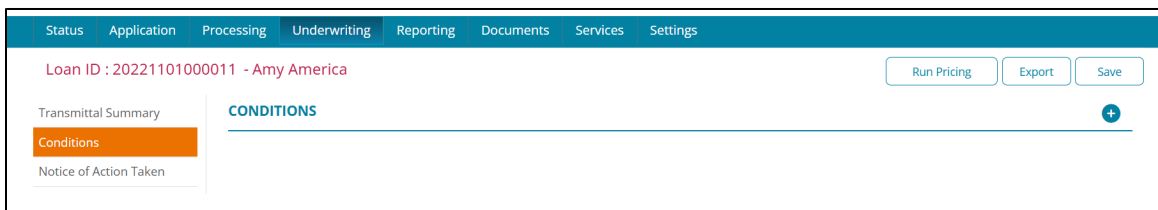
At the bottom is a large text area for **Underwriting Comments**.

Figure 352: Mortgage Originator/Level of Property

2. Enter the **Mortgage Contact** name.
3. Enter the **Mortgage Company** name.
4. Select the **Property Review Level** from the dropdown.
5. Enter the **Form Number** from the dropdown.
6. Enter **Other Description** if selecting **Other** from **Form Number** option.
7. Select **Yes** or **No** for **Community Lending/Affordable Housing Initiative?**
8. Select **Yes** or **No** for **Homebuyer/Homeownership Education on File?**
9. Enter **Underwriting Comments** if applicable.
10. Click **Save**.

## Conditions

Add an *Underwriting* condition by selecting the *Add* button.



The screenshot shows the application interface with the **Underwriting** tab selected. The top navigation bar includes: Status, Application, Processing, Underwriting, Reporting, Documents, Services, and Settings.

Below the navigation bar, the **Loan ID : 20221101000011 - Amy America** is displayed. To the right are buttons for **Run Pricing**, **Export**, and **Save**.

On the left side, there is a sidebar with the following items:

- Transmittal Summary
- Conditions** (highlighted in orange)
- Notice of Action Taken

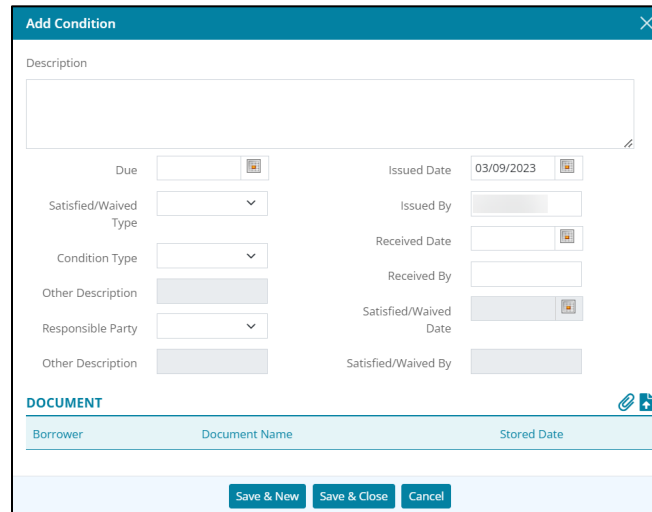
The main content area is titled **CONDITIONS** and features a blue **+** button to add a new condition.

Figure 353: Conditions

## Adding Conditions

To add an *Underwriting* condition:

1. Select the **Add +** button.
2. Add a **Description** to the *Condition*.



The **Add Condition** dialog box contains the following fields:

- Description**: A large text area for entering the condition description.
- Due**: A date picker field.
- Satisfied/Waived Type**: A dropdown menu.
- Condition Type**: A dropdown menu.
- Other Description**: A text field.
- Responsible Party**: A dropdown menu.
- Other Description**: A text field.
- Issued Date**: A date picker field showing 03/09/2023.
- Issued By**: A text field.
- Received Date**: A date picker field.
- Received By**: A text field.
- Satisfied/Waived Date**: A date picker field.
- Satisfied/Waived By**: A text field.

At the bottom, there is a **DOCUMENT** section with a table:

Borrower	Document Name	Stored Date

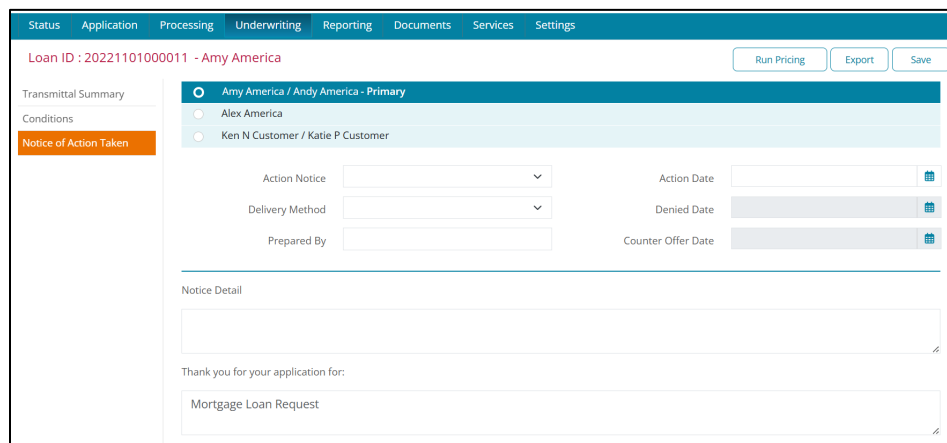
Buttons at the bottom: **Save & New**, **Save & Close**, and **Cancel**.

**Figure 354: Add Condition**

3. Enter the desired information in the fields on the *Add Condition* dialog.
4. If needed, select the paper clip icon to link stored documents.
5. If needed, select the upload icon to upload a PDF.
6. Select the **Save & Close** button to complete the Condition.

## Notice of Action Taken

The *Notice of Action Taken* allows the user to generate an action notice.



The **Notice of Action Taken** screen shows the following information:

- Loan ID**: 20221101000011 - Amy America
- Run Pricing**, **Export**, and **Save** buttons.
- Transmittal Summary** section with a list of conditions:
  - Amy America / Andy America - Primary** (selected)
  - Alex America
  - Ken N Customer / Katie P Customer
- Notice of Action Taken** section with the following fields:
  - Action Notice**: A dropdown menu.
  - Action Date**: A date picker field.
  - Delivery Method**: A dropdown menu.
  - Denied Date**: A date picker field.
  - Prepared By**: A text field.
  - Counter Offer Date**: A date picker field.
- Notice Detail** section with a large text area for entering details.
- Thank you for your application for:** section with a text field containing "Mortgage Loan Request".

**Figure 355: Notice of Action Taken**

To fill out the notice:

1. Select the **Action Notice** dropdown and select an appropriate option.
2. Select a **Delivery Method** for the dropdown menu.
3. Enter who the notice was **Prepared By**.
4. Select an **Action Date**.
5. If the *Credit Denial* action was selected, add a **Denied Date**.
6. If the *Counter Offer* action was selected, add the **Counter Offer Date**.
7. If the Incomplete Application was selected, add **Provide Missing Information By** date.
8. Type a **Notice Detail** to explain in-depth the reason for the notice.
9. If needed, select the **If checked...** checkbox.

**Note:** The *If checked...* checkbox only applies to the Counter Offer Action.

☐ If checked, our principal reasons for denying your original request are indicated below

**PART I - PRINCIPAL REASON(S) FOR CREDIT DENIAL, TERMINATION, OR OTHER ACTION TAKEN CONCERNING CREDIT**

**PART II - DISCLOSURE OF USE OF INFORMATION OBTAINED FROM AN OUTSIDE SOURCE**

☐ Information obtained in a report from a consumer reporting agency

**BORROWER**

**CO-BORROWER**

**CREDIT INFORMATION**

**CREDIT INFORMATION**

Score Date
Inquiries
Credit Score
Range of Scores

Score Date
Inquiries
Credit Score
Range of Scores

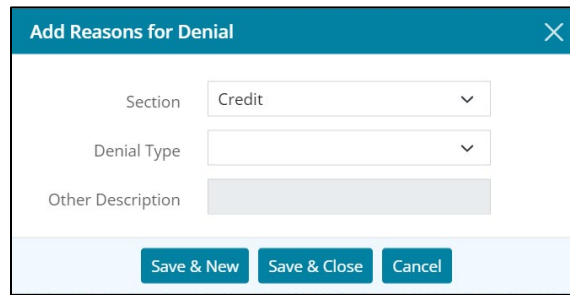
Figure 356: Principal Reasons of Action

## Add Reasons of Denial

For *Part 1 – Principal Reason(s) for Credit Denial, Termination, or Other Action Taken*, to add a reason:



1. Click on the **Add** button.



**Figure 357: Add Reason of Denial**

2. Click on the **Section** dropdown menu and select the desired option.
3. Click on the **Denial Type** dropdown menu and select the desired option.
4. If *Other* was selected, enter a description in the **Other Description** field.
5. Select **Save & Close**.

## Part II

Select the check box if the information was obtained in a report from a consumer *Reporting* agency.

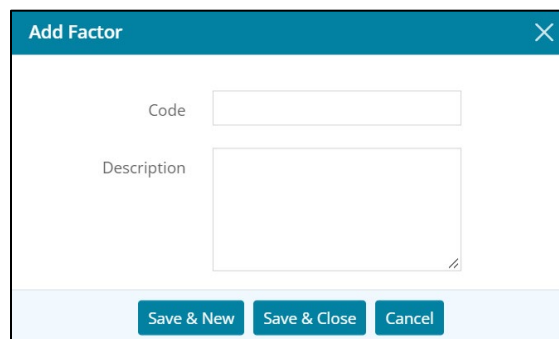
## Credit Information

1. If needed, click the **Copy Credit Information** button for *Borrower* and/or *Co-Borrower*.  
OR
2. Enter the **Borrower's** and, or **Co-Borrower's Credit Information manually**.

## Factors

To add Factors:

1. Click on the **Add** button.



**Figure 358: Factors**

- ## Credit Agency

CREDIT AGENCY

Credit Agency

Address

Unit Designator

▼

Number

City

State/Province

▼

Postal Code

-

Phone

( )

-

☐ Information obtained from outside sources other than a consumer reporting agency. You have the right to request, in writing, a disclosure of the nature of this information

☐ Additional Statement

## Reporting

Calyx Software: 6475 Camden Avenue, Suite 207 San Jose CA 95120  
3500 Maple Ave, Suite 500 Dallas, TX 75219 [Calyxcds@calyxsoftware.com](mailto:Calyxcds@calyxsoftware.com)  
[www.calyxsoftware.com](http://www.calyxsoftware.com)

## Mortgage Call Report 2024

The *Mortgage Call Report 2024* (MCR) screen allows the user to enter loan origination information required for the NMLS (Nationwide Mortgage Licensing System). The Reporting tab is hidden by default for new users. Ensure to enable the tab in the *User Information* screen. See [Add User](#).

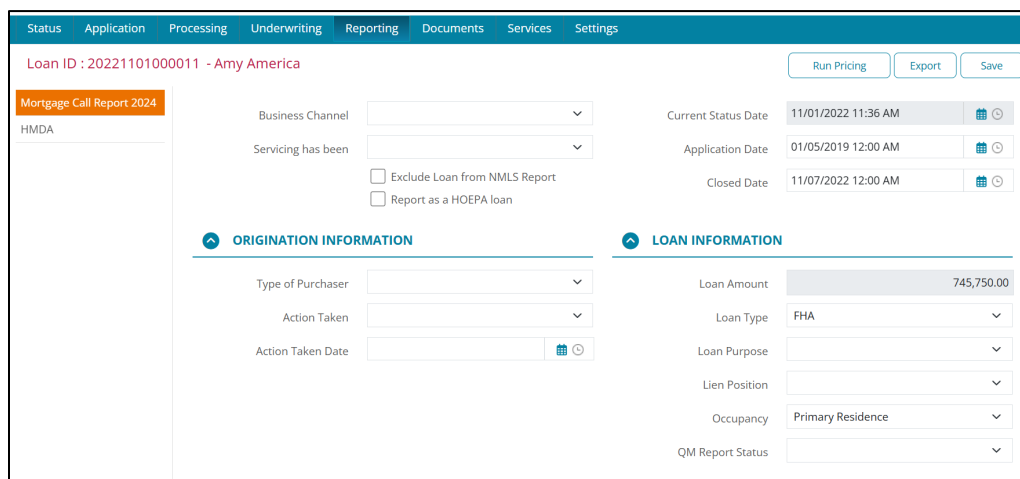


Figure 360: Mortgage Call Report

1. Select a **Business Channel**.
2. Use the **Servicing has been** dropdown menu to select a service status.
3. Select the **Exclude Loan from NMLS Report** if applicable.
4. Select the **Report as a HOEPA loan** checkbox if applicable.
5. If needed, change the **Application Date**.
6. If needed, change the **Closed Date**.

**Note:** Setting a Closed Date will synch and update the Status in the *Status > Tracking* screen.

### Origination Information

1. Select the **Type of Purchaser**.
2. Select the **Action Taken**.
3. Choose when the Action was taken (**Action Taken Date**).

### Loan Information

The information in this section is auto-populated from the Loan Application screen. Edit the fields in this section if applicable.

## Subject Property Information

This section is auto-populated from the *Application > Subject Property* screen. Edit fields if applicable.

SUBJECT PROPERTY INFORMATION		LOAN ORIGINATOR INFORMATION	
Address	1234 Ocean Pines	Loan Originator	
Unit Designator	<input type="text"/>	NMLS License Number	
City	Rehobeth	License	
State/Province	MD	Email	
Postal Code	21857	Phone	
Property Type	<input type="text"/>		

Figure 361: Subject Property/Loan Originator

## Loan Originator Information

This section auto-populates the assigned Loan Originators information from the Status > Contacts screen.

## Profit & Loss Information

Use this section to enter the Profit and loss information for the loan if applicable. If needed, follow these steps for both tables.

1. Enter the **Lender Comp.** (compensation).

PROFIT & LOSS INFORMATION							
Origination Points	\$	+ Lender Comp.	\$	650.00	+ Broker Charges	\$	500.00
- Commissions Paid	\$	410.00	- Lender Charge	\$	53.00	- Other Costs	\$
						= Net Profit	\$
Origination Points	\$	+ Gain/Loss on Sale	\$		+ Lender Charges	\$	
- Commissions Paid	\$		- Warehouse Costs	\$		- Other Costs	\$
						= Net Profit	\$

Figure 362: Profit & Loss Information

2. Enter the **Broker Charges**.
3. Enter the **Commissions Paid**.
4. Enter the **Lender Charge**.
5. If needed, enter **Other Costs**.
6. Select **Save**.

## HMDA

The *HMDA* screen contains application, underwriting, and closing information for the selected loan. Most screen fields are pre-populated with data entered on other Zenly screens.

Select the **Exclude Loan from HMDA Report** checkbox to exclude the loan from the *HMDA Report*.

1. Select **HMDA**.

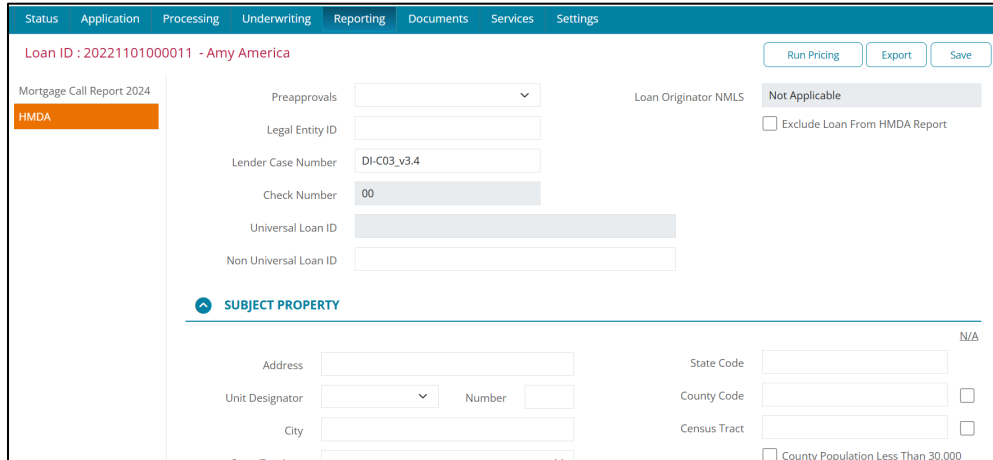


Figure 363: HMDA Application

2. Select **Application**.
3. Select the **Preapprovals** option from the dropdown.
4. Enter the **Legal Entity ID**.
5. Enter the **Non Universal Loan ID**.
6. Select the **Exclude Loan From HMDA Report** checkbox to exclude the selected loan from the yearly *HMDA Report*.

**Note:** The *Universal Loan Information* field is ungrayed for users that are operating as a Broker. This functions the same for Loan Application screen.

7. Verify the following information:
  - Subject Property
  - Applicant
  - Co-Applicant
  - Applicant & Co-Applicant Ethnicity
  - Applicant & Co-Gender
  - Race
8. Click **Save**.

## Underwriting (HMDA)

Most screen fields are pre-populated with data entered on other Zenly screens.

1. Select the **Application Submission** from the dropdown.

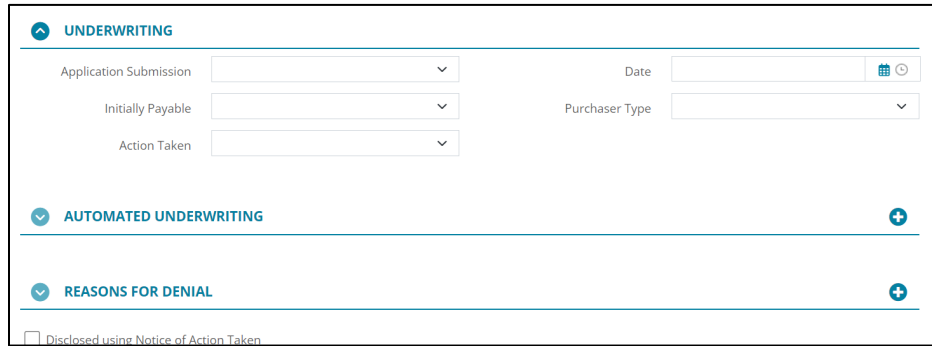


Figure 364: Underwriting (HMDA)

2. Select an **Initially Payable** option from the dropdown.
3. Select the **Action Taken** from the dropdown.
4. Select the **Date**.
5. Select the **Purchaser Type** from the dropdown.

## Automated Underwriting

Use the automated underwriting options to select the *Automated Underwriting Service (AUS)* details.

### Add AUS

1. Click the **Automated Underwriting Add** button to select the AUS options.

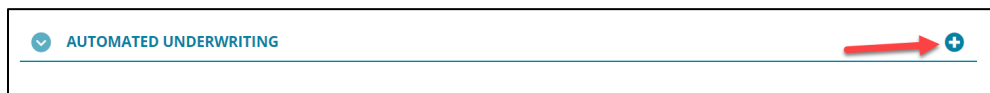
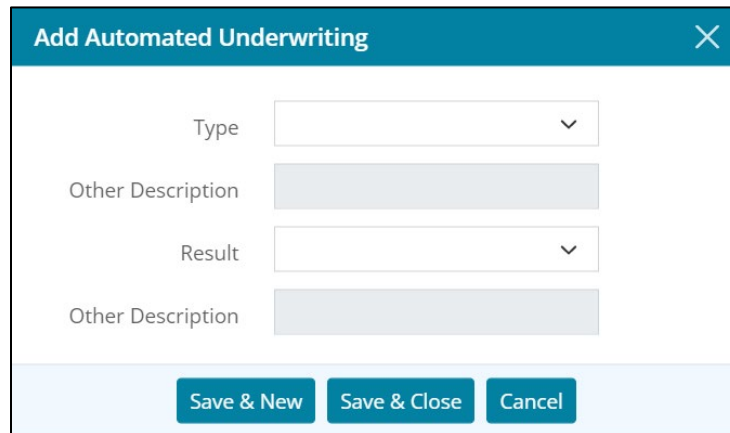


Figure 365: Automated Underwriting Section

2. Select the **Add Automated Underwriting** system from the *Type* dropdown.



The dialog box titled "Add Automated Underwriting" contains the following fields and buttons:

- Type**: A dropdown menu.
- Other Description**: A text input field.
- Result**: A dropdown menu.
- Other Description**: A text input field.
- Buttons**: "Save & New", "Save & Close", and "Cancel".

**Figure 366: Add Automated Underwriting Dialog**

**Note:** Enter *Other Description* when selecting *Other* from *Type* dropdown.

3. Select the appropriate **Result**.

**Note:** Enter *Other Description* when selecting *Other* from *Result* dropdown.

4. Click **Save & Close**.

### Edit AUS

Use the following steps to edit an AUS.

1. Select the **AUS** to edit. (See [Figure 365](#).)
2. Edit the **AUS** as applicable. (See [Add AUS](#) for details.)
3. Click **Save & Close**.

### Delete AUS

Use the following steps to delete an AUS.

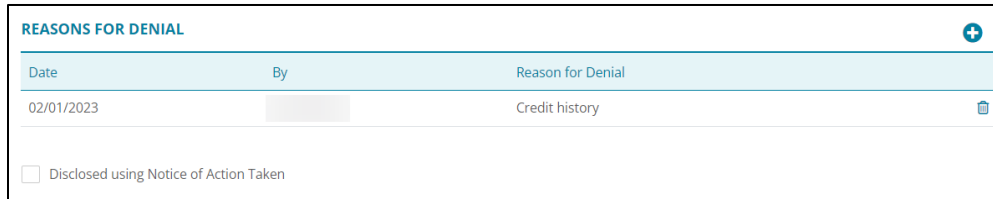
1. Select the **Delete** icon. (See [Figure 365](#).)
2. Click **Delete** on the *Delete Confirmation* dialog.

### Reason for Denial

Use the reason for denial to select the *Reason for Denial Service (US)* details.

## Add Denial Reason

1. Click **Reasons for Denial Add** button to enter loan denial information.



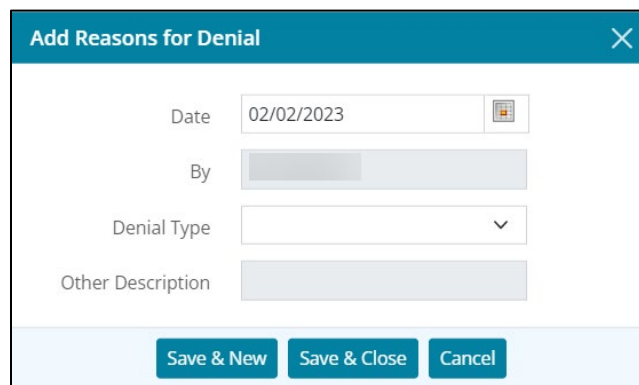
Date	By	Reason for Denial
02/01/2023		Credit history

☐ Disclosed using Notice of Action Taken

Figure 367: Reasons for Denial Section

2. Select the **Denial Type** option from the dropdown.

**Note:** The *Date* field auto populates.



**Add Reasons for Denial**

Date: 02/02/2023

By:

Denial Type:

Other Description:

Save & New Save & Close Cancel

Figure 368: Add Reasons for Denial Dialog

**Note:** Enter *Other Description* when selecting *Other* from *Denial Type* dropdown.

3. Click **Save & Close**.

**Note:** Click *Save & New* to add another reason for denial.

4. Select the **Disclosed using Notice of Action Taken** checkbox if appropriate.

## Edit Denial Reason

Use the following steps to edit denial reason.

1. Select the **Denial Reason** to edit. (See [Figure 367](#).)
2. Edit the **Denial Reason** as applicable. (See [Add Denial Reason](#) for details.)
3. Click **Save & Close**.

## Delete Denial Reason

Use the following steps to delete a denial reason.

1. Select the **Delete** icon. (See [Figure 367](#).)
2. Click **Delete** on the *Delete Confirmation* dialog.



## Closing

Most screen fields are pre-populated with data entered on other Zenly screens.

1. Review the screen fields and add missing information.

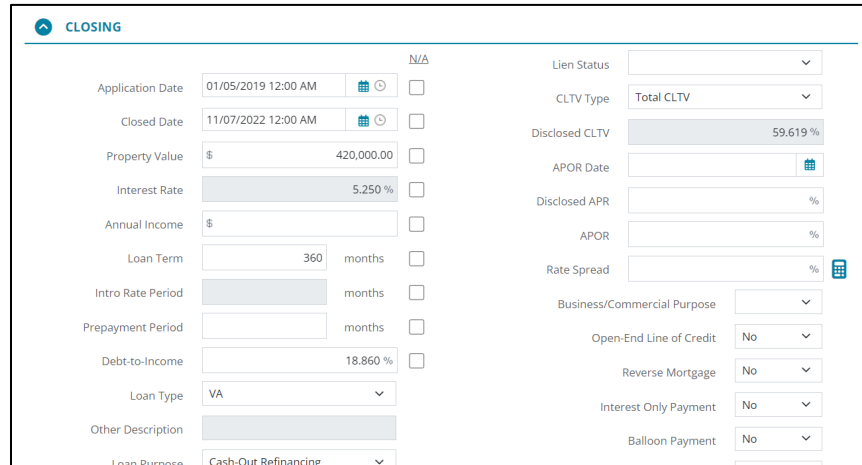


Figure 369: Closing

2. Enter the **Origination Charges** in the *Disclosed Fees* section.

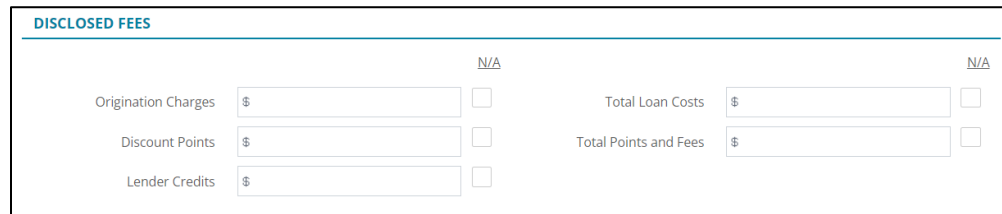


Figure 370: Disclosed Fees

3. Enter the **Discount Points**.
4. Enter the **Lender Credits**.
5. Enter the **Total Loan Cost**.
6. Enter the **Total Points and Fees**.
7. Check **NA** checkbox when applicable.

## Documents

The *Documents* screens provide management options for loan associated documents.

## Stored

Generated documents are moved to the *Stored* page after clicking the **Generate Store** button.

## Document Search

Use the *Document Search* feature to quickly locate stored documents in a long list.

1. Select **Documents**.
2. Select **Stored**.

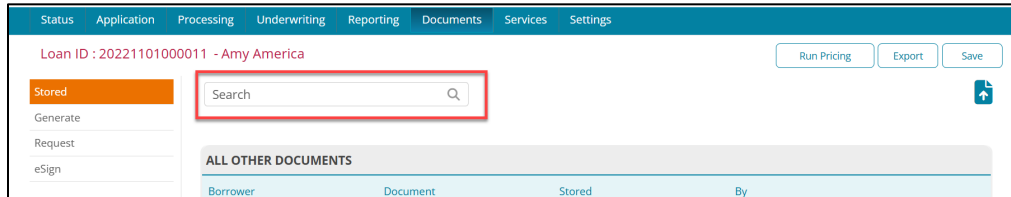


Figure 371: Search Documents

3. Enter the **Search** criteria.
4. Press **Enter**.

## Upload Documents

Upload locally saved documents.

File Types allowed:

- TXT
- MSG
- PDF
- PNG
- JPEG
- JPG
- GIF
- DOCX
- BMP
- RTF
- HTML
- TIFF
- XML

1. Click the **Upload** icon.

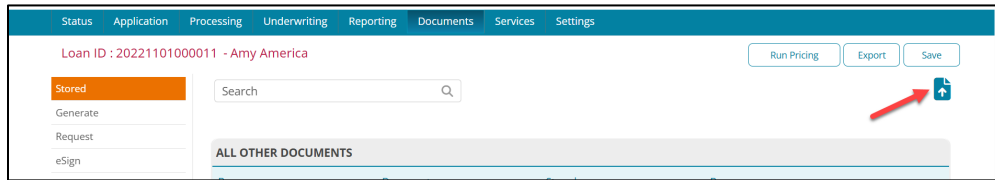


Figure 372: Upload Documents

2. Enter the **Document Name**.

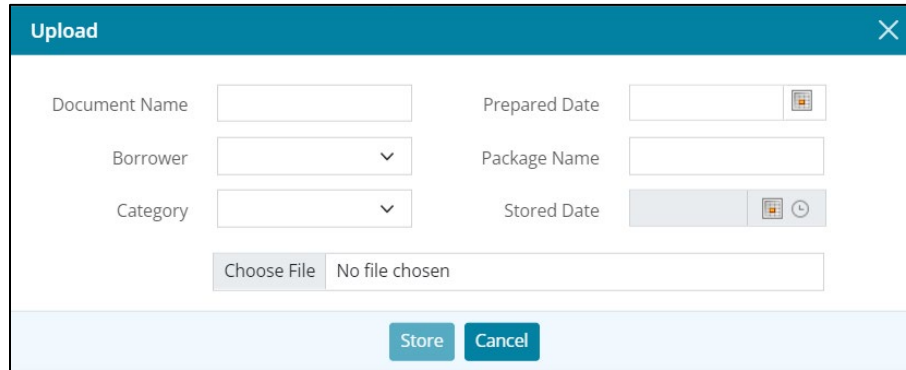


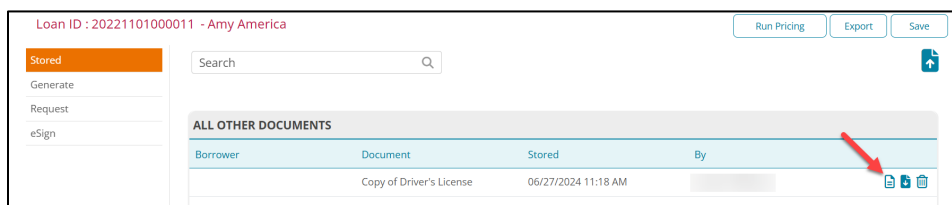
Figure 373: Upload Dialog

3. Select the appropriate **Borrower** when the document is received from a borrower.
4. Select the appropriate document type from the **Category** dropdown.
5. Click **Choose File**.
6. Use the **Calendar** to select the *Prepared Date*.
7. Enter the **Package Name** if the document is part of a package.
8. Use the *Calendar* to select the **Stored Date** if applicable.
9. Browse to the file location and upload.
10. Click **Store**.

## View Documents

View stored documents for accuracy and details in the Zenly application prior to download. The document opens in PDF when PDF is installed on the computer.

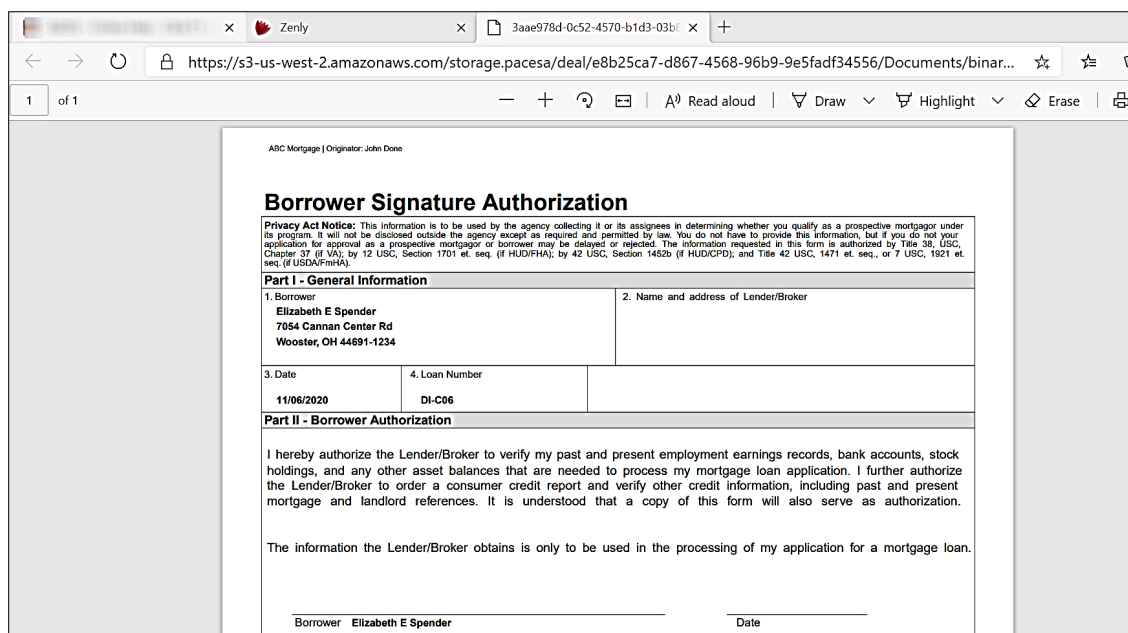
1. Select the **View** icon for the document to view.



**Figure 374: View Document**

**Note:** The document opens in a *Browser* window.

2. Perform one of the following for the open document.



**Figure 375: Document Browser View**

3. Click **Save** to save the document locally.
4. Click **Print** to print the document.

## Download Documents

Download multiple documents to perform batch printing.

1. Click the **Download** icon.

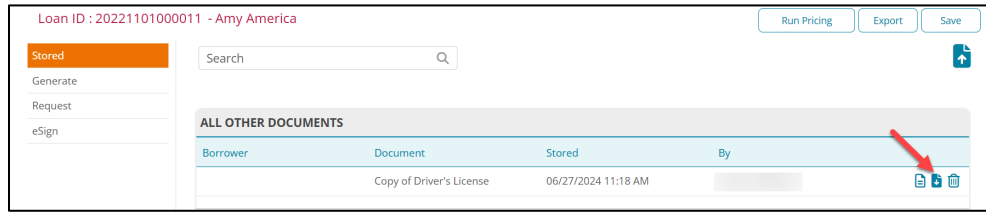


Figure 376: Download Document

2. Click **Open File** to view the document.



Figure 377: Open File

## Generate

Generate the files created on the following screens:

- Application
- Processing
- Underwriting

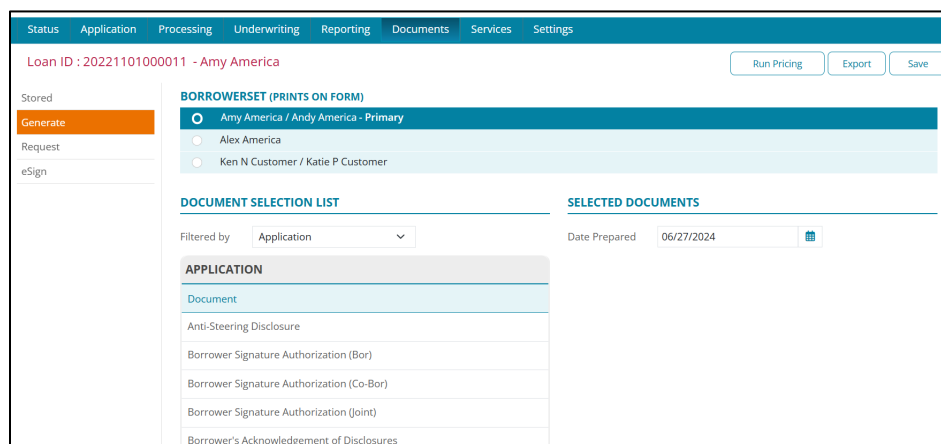
Generated documents display with a **DRAFT** watermark. Save them to **Storage** to remove the watermark in preparation for printing.

## Generate Application

Use the following steps to generate the Loan Application.

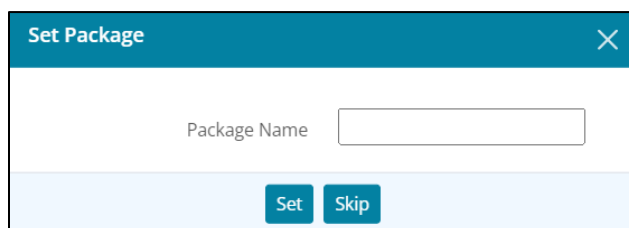
1. Select **Document**.

## 2. Select **Generate**.



**Figure 378: Generate Application**

3. Select the **Borrower** radio button.
4. Select **Application** from the dropdown.
5. Enter **Date Prepared**.
6. Select the documents from the **Application List** to store for loan application submittal.
7. Click **Store**.



**Figure 379: Set Package**

8. Enter the **Package Name** when prompted.
9. Click **Set**. View document in the using the *Document > Stored* menu option.

## Generate Processing Document List

Use the following steps to generate the processing document list.

1. Select the appropriate borrower radio button. (See [Figure 378](#).)
2. Select the **Processing** from the dropdown.
3. Enter **Date Prepared**.
4. Select the processing documents to generate.
5. Click **Store**. View document in the using the *Document > Stored* menu option.

## Generate Underwriting Documents

Use the following steps to generate the processing document list.

1. Select the appropriate borrower radio button. (See [Figure 378](#).)
2. Select the **Underwriting** from the dropdown.
3. Enter **Date Prepared**.
4. Select the processing documents to generate.
5. Click **Store**. View document in the using the *Document > Stored* menu option.

## Request

The *Request* screen has options to request and track requested documents.

**Note:** Document request recipients must have a valid email address on file.

1. Select **Document**.
2. Select **Request**.

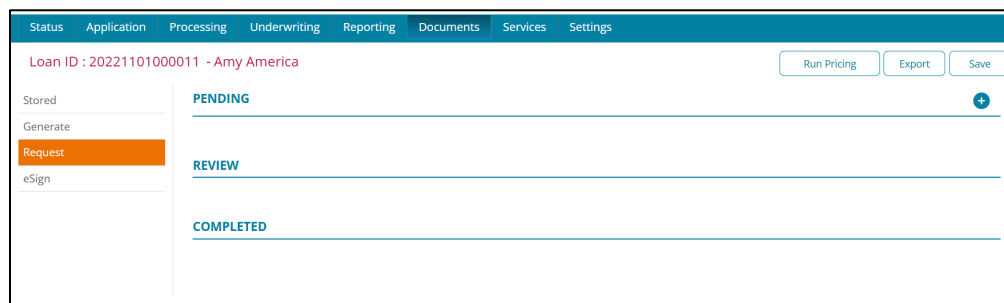


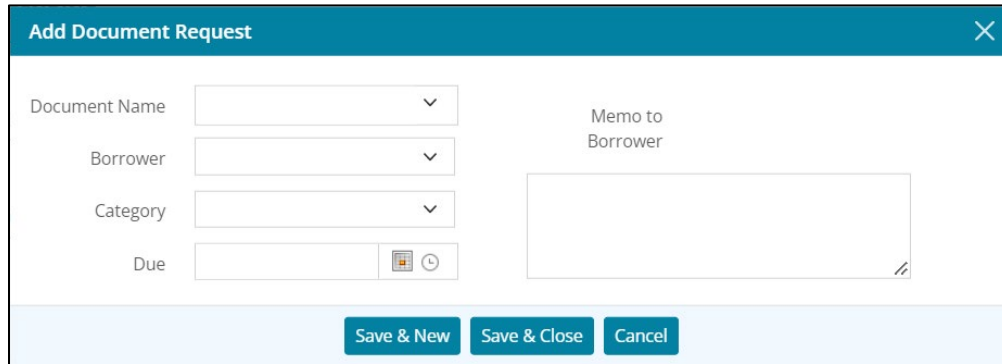
Figure 380: Document Request

## Pending

Use the **Pending** options to request missing documents from appropriate parties.

1. Click the **Add** button. (See [Figure 380](#).)

2. Select or enter the **Document Name**.



The dialog box titled "Add Document Request" contains the following fields:

- Document Name:** A dropdown menu.
- Borrower:** A dropdown menu.
- Category:** A dropdown menu.
- Due:** A date and time picker.
- Memo to Borrower:** A text area.

At the bottom, there are three buttons: "Save & New", "Save & Close", and "Cancel".

**Figure 381: Add Document Request Dialog**

3. Select the request recipient from the **Borrower** dropdown.
4. Select the document **Category** from the dropdown.

**Note:** Leave **Category** blank when the document category is not listed.

5. Use the **Calendar** to select the **Due Date** and **Time**.
6. Enter a memo to the request recipient if **Memo to Borrower** does not auto populate.
7. Click **Save & Close**.

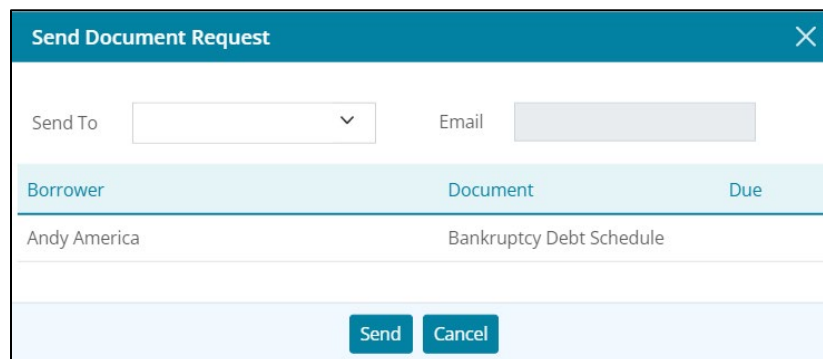
**Note:** Click *Save & New* to add another document request.

8. Click **Send** when requested documents are listed.

PENDING				
Borrower	Document Name	Due	Requested	Sent To
Andy America	Bankruptcy Debt Schedule			
<div>Send</div>				

**Figure 382: Send Document Request**

9. Click **Send To**.



The dialog box titled "Send Document Request" contains the following fields:

- Send To:** A dropdown menu.
- Email:** A text input field.

Below the input fields is a table with the following data:

Borrower	Document	Due
Andy America	Bankruptcy Debt Schedule	

At the bottom, there are two buttons: "Send" and "Cancel".

**Figure 383: Send To**



## Review

Documents requested appear in the *Review List* after return from requestor.

1. Click the **Preview** icon.


REVIEW					
Borrower	Document Name	Requested	Received	Preview	
Andy America	Bank Statements	02/01/2023	02/01/2023		<div>Accept</div> <div>Reject</div>

Figure 384: Review Received Document

2. Click **Accept** to approve the received document.
3. Click **Reject** to reject the document.

**Note:** The rejected document moves back to the *Pending List* to return to the requestor.

## Completed

Accepted documents move to the **Completed List**.


REVIEW					
COMPLETED					
Borrower	Document Name	Requested	Received	Preview	Accepted
Andy America	Bank Statements	02/01/2023	02/01/2023		02/01/2023

Figure 385: Completed Document Requests

## eSign

eSign documents are available from the **Stored Documents List**. Upload documents not auto generated and save to the **Stored Documents List** that require eSignatures.

Use the *eSign* screen to request electronic signatures.

1. Select **Documents**.
2. Select **eSign**.
3. Click **Request eSignatures**.

Status	Application	Processing	Underwriting	Reporting	Documents	Services	Settings
Loan ID : 20221101000011 - Amy America							
<div>Run Pricing</div> <div>Export</div> <div>Save</div>							
<div>Stored</div> <div>Generate</div> <div>Request</div> <div><b>eSign</b></div>							
<div>Request eSignatures</div>							

Figure 386: eSign Application

4. Select the appropriate signee radio button.
5. Click **Next**.

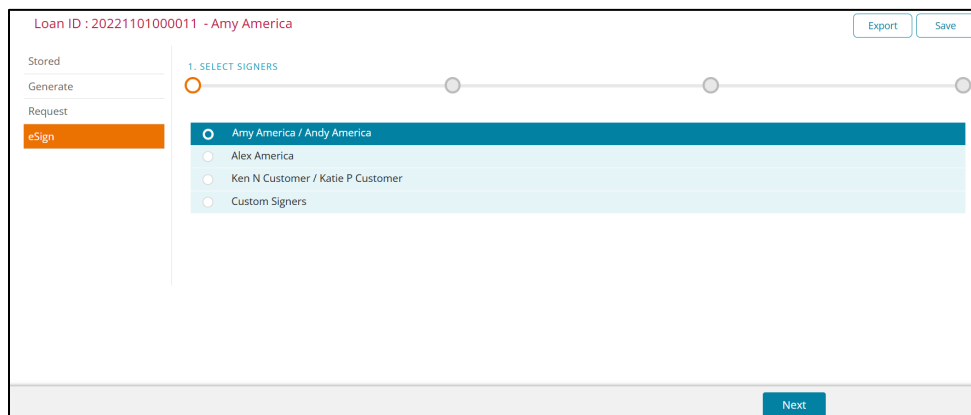
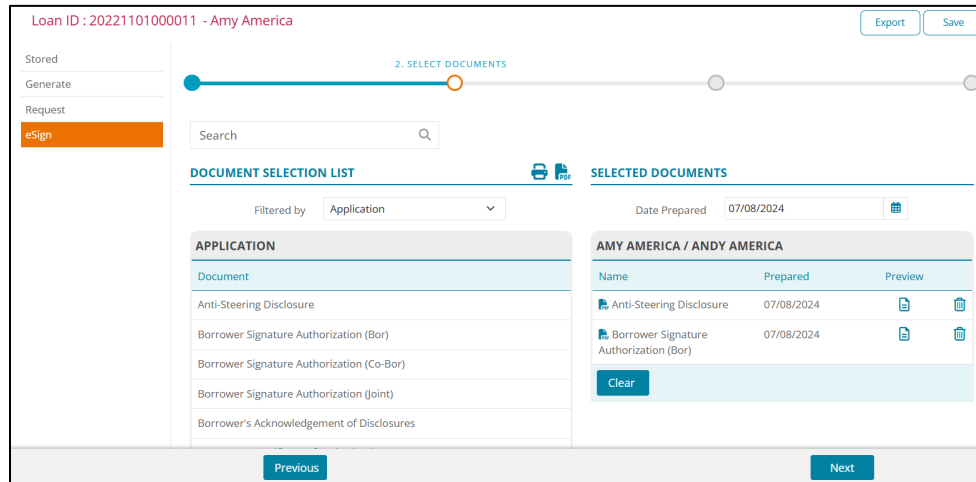


Figure 387: Retrieve Document List

6. Select the appropriate **Filtered by** option to return the appropriate **Stored Documents List**.

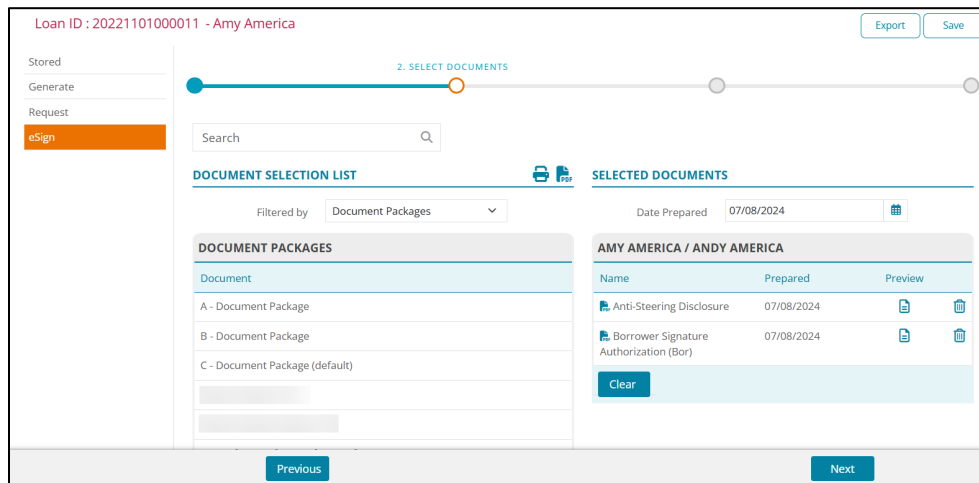
**Note:** Select the *Uploaded PDF* icon to display uploaded documents.

7. Select the document from the **Document Name List** to place in the *Selected Documents List*.



**Figure 388: Selected Documents**

8. Repeat Steps 7 – 8 until all documents requiring eSignatures are in the **Selected Documents List**.
9. If *Document Packages* is selected, choose the desired package.



**Figure 389: Document Packages**

10. Click **Next**.
11. Select the appropriate link to continue:
  - [Add Signature Fields](#)
  - [Request Signatures](#)

## Add Signature Fields

Use the *Add Signature* option to add signature fields to uploaded documents.

1. Select the **Read Receipt** checkbox to receive an email when the document is delivered.

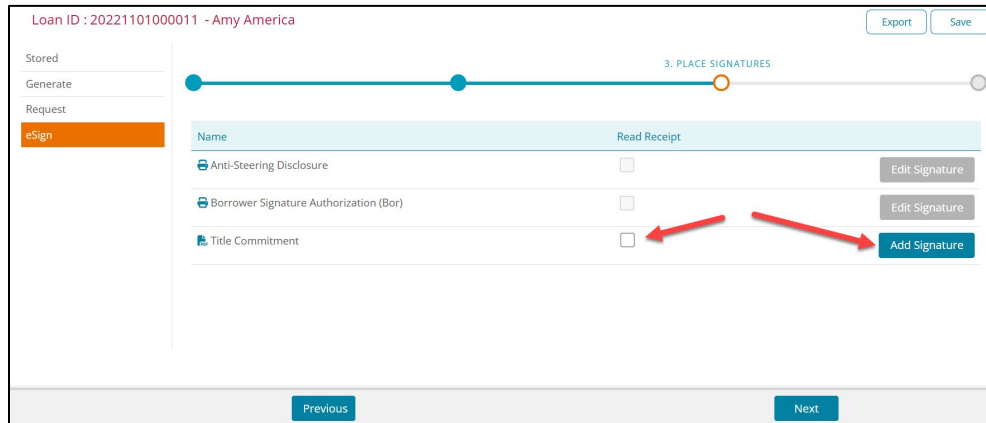


Figure 390: Add Signature

2. Click **Add Signature**.
3. Click the **Add Signature Block** icon.

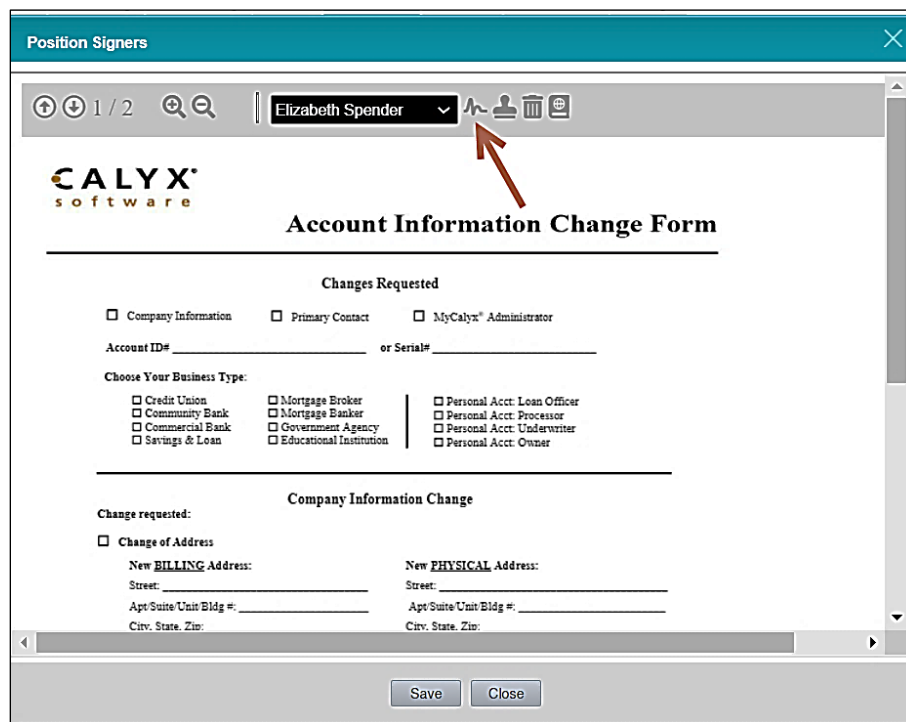


Figure 391: Position Signers Dialog

4. Drag the **Signature Block** to the appropriate location.

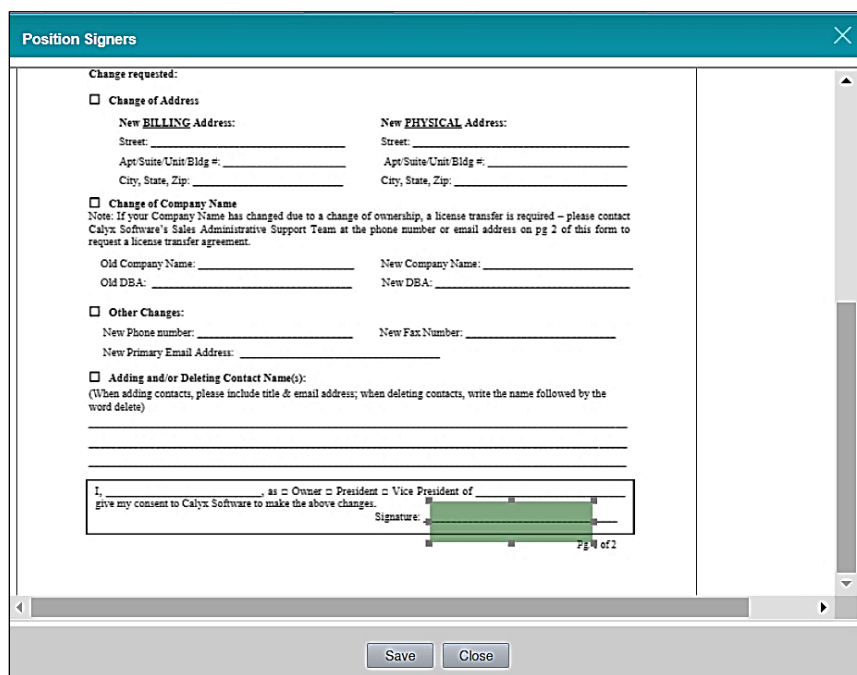


Figure 392: Position Signature Block

5. Resize the **Signature Block**.
6. Click **Save**.
7. Proceed to [Request Signatures](#).

## Request Signatures

Use the following steps to complete the eSignature request.

1. Click **Next**.

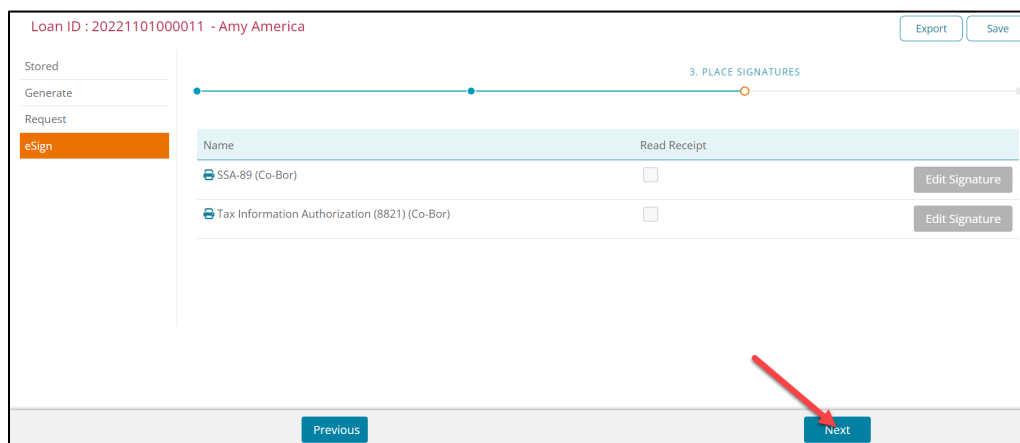


Figure 393: Complete eSignature Request

## 2. Enter a **Package Name**.

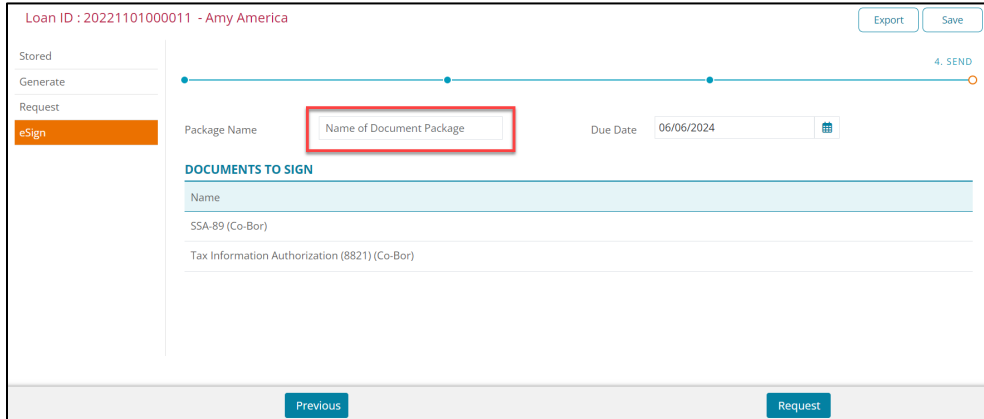


Figure 394: Send eSignature Request

3. Use the **Calendar** to select the **Due Date**.
4. Click **Request** to submit.
5. Use the **Resend Email** option on the **eSign Pending List** to resend documents.

## Services

Use **Services** options order credit reports and Automated Underwriting Services (AUS).

## Credit Reporting

Use the *Credit Reporting* screen to order borrower/co-borrower credit reports.

## Credit Order

Complete the individual credit report request for borrower and co-borrower.

1. Select **Services**.
2. Select **Credit Reporting**.

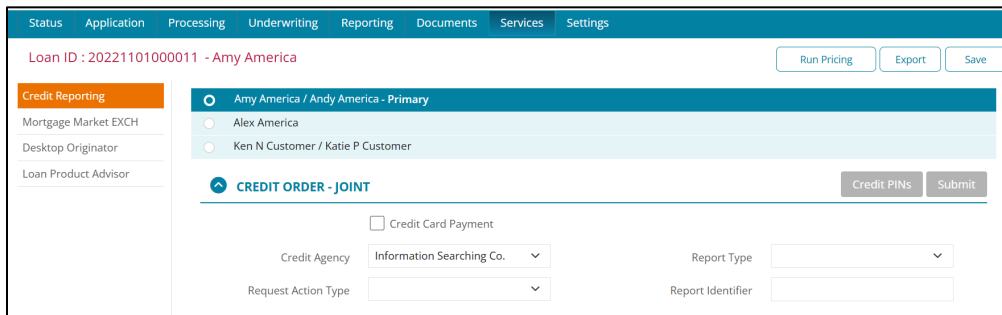
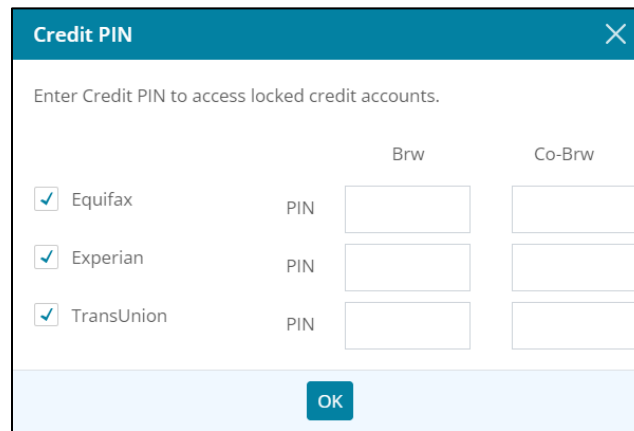


Figure 395: Borrower Credit Reporting

3. Check the **Credit Card Payment** checkbox if appropriate.

**Note:** Leave the **Credit Card Payment** checkbox blank to use credit card information stored on the *Services Settings* screen. (See [Services Settings](#).)

4. Enter the **Credit Agency** from the dropdown.
5. Enter the **Request Action Type** from the dropdown.
6. Enter the **Report Type** from the dropdown.
7. Enter the **Report Identifier** if applicable.
8. Click **Credit PINs** to enter the borrower-provided credit report **PIN** number.
9. Enter the appropriate **Credit PIN**.



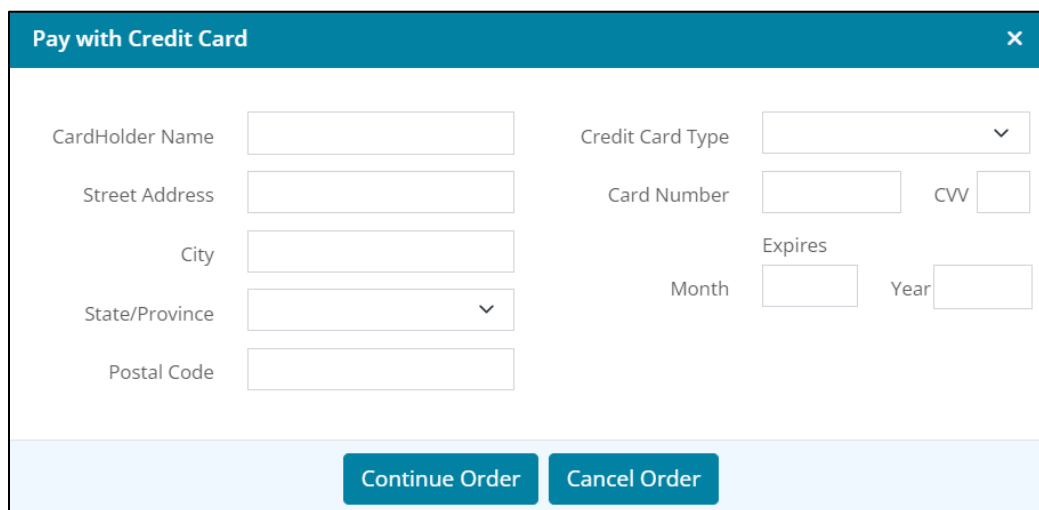
The **Credit PIN** dialog box has a title bar with a close button (X). Below the title bar is the instruction "Enter Credit PIN to access locked credit accounts." The main area contains a table with three columns: a checkbox column, a "Brw" (Borrower) column, and a "Co-Brw" (Co-Borrower) column. The rows are for Equifax, Experian, and TransUnion. Each row has a "PIN" label next to the input fields. At the bottom right is an "OK" button.

	Brw	Co-Brw
<input checked="" type="checkbox"/> Equifax	PIN <input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Experian	PIN <input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> TransUnion	PIN <input type="text"/>	<input type="text"/>

Figure 396: Credit PIN Dialog

10. Click **OK** on the *Credit PIN* dialog.
11. Click **Submit** to submit the *Credit Report Request*.

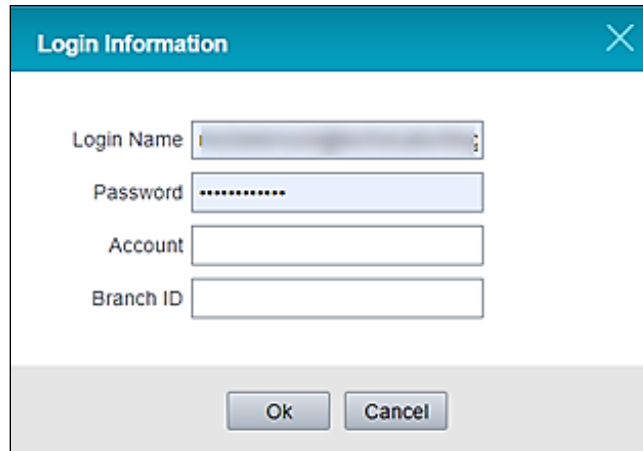
If the *Credit Card Payment* checkbox is selected the image below displays.



The **Pay with Credit Card** dialog box has a title bar with a close button (X). The form is divided into two main sections. The left section contains fields for CardHolder Name, Street Address, City, State/Province (dropdown), and Postal Code. The right section contains fields for Credit Card Type (dropdown), Card Number, CW (checkbox), Expires (Month and Year dropdowns), and Year (dropdown). At the bottom are "Continue Order" and "Cancel Order" buttons.

Figure 397: Pay with Credit Card Dialog

12. Enter credit card information in the *Pay with Credit Card* dialog.
13. Click **Continue Order** on the *Pay with Credit Card* dialog.
14. Enter credit agency **Login Information** in the *Login Information* dialog.



The dialog box titled "Login Information" has a close button (X) in the top right corner. It contains four input fields: "Login Name", "Password" (masked with dots), "Account", and "Branch ID". At the bottom, there are "Ok" and "Cancel" buttons.




**Figure 398: Credit Agency Login Information**

15. Click **OK** on the *Login Information* dialog.
16. Repeat Steps 1 – 13 for co-borrower.

## Results

The **Results List** auto populates when the requested credit report is returned.

1. Click **Credit Alerts** to review credit report alerts.

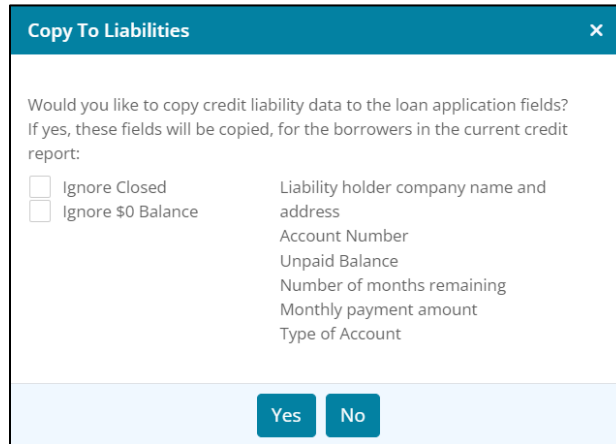
RESULTS					
Response Date/Time	User	Report Type	Import Liabilities	Credit Alerts	Report
01/19/2023 11:52:04 AM		5004549			
Credit Bureau		Calyx Demo			
Credit Technology Provider					

**Figure 399: Credit Report Results List**

2. Click **Report** to review the full credit report.



- Click the **Import Liabilities** icon to copy credit liabilities to Zenly.



**Copy To Liabilities** [X]

Would you like to copy credit liability data to the loan application fields?  
If yes, these fields will be copied, for the borrowers in the current credit report:

☐ Ignore Closed      Liability holder company name and address  
☐ Ignore \$0 Balance      Account Number  
                                  Unpaid Balance  
                                  Number of months remaining  
                                  Monthly payment amount  
                                  Type of Account

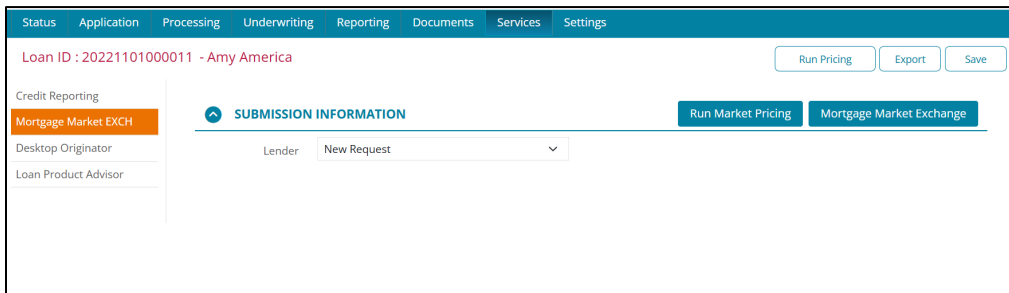
Yes No

**Figure 400: Copy to Liabilities Dialog**

- Select the appropriate checkboxes.
- Click **Yes** to import the liabilities to the *Application Borrower* screen.

## Mortgage Market Exchange

The *Mortgage Market Exchange (MME)* allows the user to submit the loan to multiple available wholesalers.



Status Application Processing Underwriting Reporting Documents Services Settings

Loan ID : 20221101000011 - Amy America [Run Pricing] [Export] [Save]

Credit Reporting

**Mortgage Market EXCH** [SUBMISSION INFORMATION] [Run Market Pricing] [Mortgage Market Exchange]

Desktop Originator

Loan Product Advisor

Lender New Request

**Figure 401: MME**

To run pricing options:

- Select the **Services** tab.
- Select **Mortgage Market EXCH**.
- Select an option from the dropdown menu.

4. Select a wholesaler from the **Mortgage Market Exchange**.

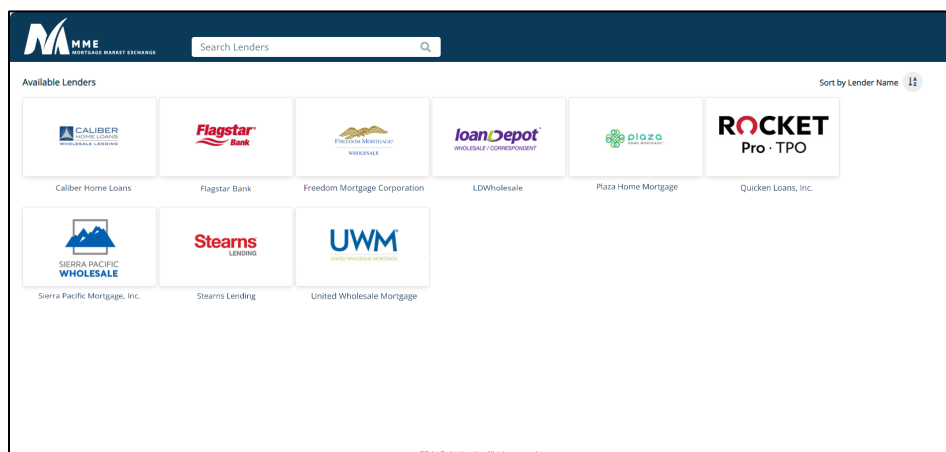


Figure 402: MME

5. Complete the wholesaler's requirements.

## Wholesaler Status and Received Documents

After a new request submission, the user may receive a status or documents from the wholesale. Those items will appear in the tables below the *Submission Information* section.

To view the status or documents received:

1. In the *Submission Information* section, select the dropdown menu and select the wholesaler.

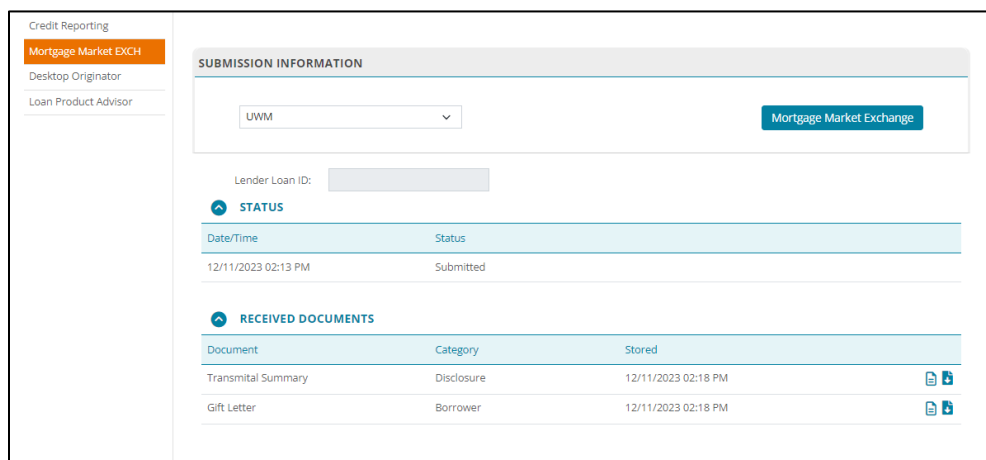


Figure 403: Status and Received Document

2. Preview or download any documents received by selecting the icons.
3. Click **Save**.

## Desktop Originator

The **Desktop Originator** settings determine how Zenly interacts with Fannie Mae Desktop Originator.

Fannie Mae *DO* and *Credit Logins* must be set up to submit to *Underwriting*.

**Note:** Proceed to [Services Settings](#) to set up Fannie Mae credentials.

1. Select **Desktop Originator**.

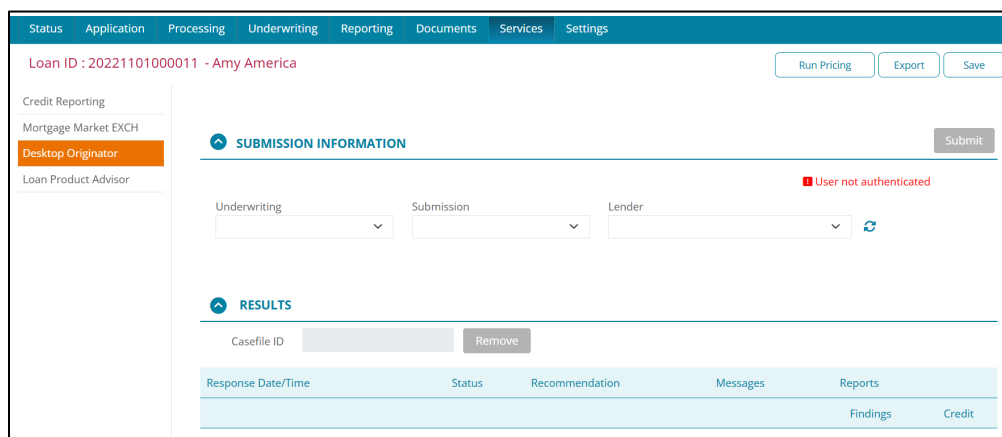


Figure 404: Desktop Originator Submission Info

2. Select **Credit & Underwriting** from the *Underwriting* dropdown.

**Note:** Select *Underwriting* from the *Underwriting* dropdown when re-submitting to *Desktop Originator*.

3. Select the appropriate **Submission** option.
4. Select the appropriate **Lender** option.

**Note:** Selecting a *Lender* is not required when the *Preliminary Submission* option is selected.

5. Click the **Lender Refresh** icon to refresh the **Lender** dropdown.
6. Click **Submit**.

**Note:** A red warning displays by **Submit** when a **Credit Reissue** is not attached.

7. Click the **Remove** button to remove the Fannie Mae assigned **Casefile ID** and the **Results List** information to resubmit and receive a new **Casefile ID**.

**Note:** The *Results List* populates after submittal.

## Loan Product Advisor

Freddie Mac's *Loan Product Advisor* (LPA) allows the user to access Freddie Mac credit requirements and view credit risks as well as the loan's overall underwriting risk.

Before submitting an LPA request. Ensure that the following is completed:

- LPA credentials are added to Zenly.
- The borrower's credit is pulled through Zenly.
- The loan application is reviewed.

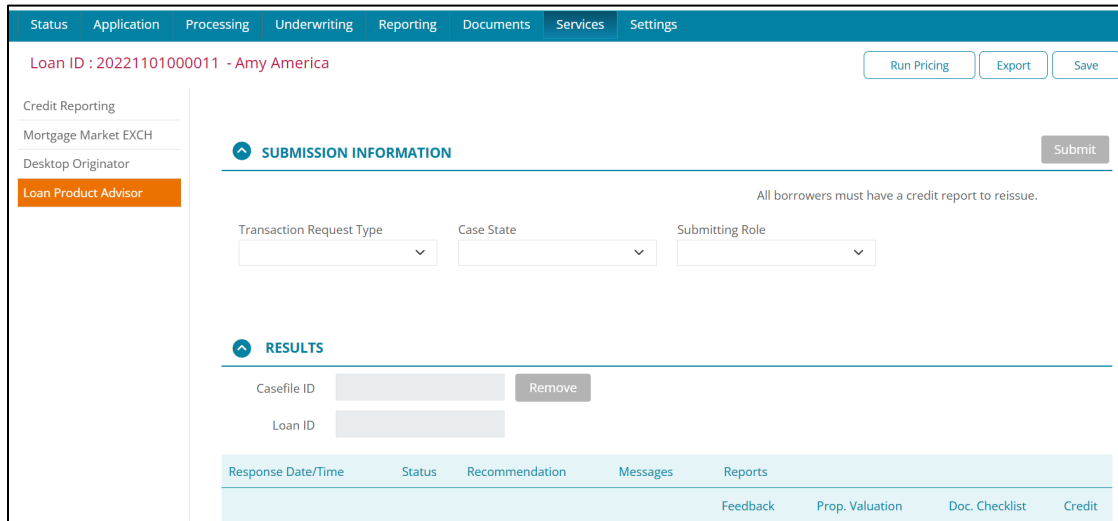


Figure 405: Loan Product Advisor

To submit an LPA request:

1. For the **Transaction Request Type** dropdown menu, select the desired option.
2. Enter the desired **Case State** option.
3. Enter the desired **Submitting Role**.
4. Click the **Submit** button.

The *Submit* button will change to a *Refresh* button after an *LPA is Processing* message appears.

5. To retrieve a result, select the **Refresh** button.

**Note:** Allow the screen a few seconds to process before selecting the *Refresh* button.

## Results Table

The *Results* table contains LPA information for submitted requests. Errors messages are views by selecting the icon in the *Messages* column. The LPA report is viewed by selecting the icon in the *Reports* column.

## Error Messages Table

The *Error Messages* table is a hidden table below the *Results* table and becomes visible if the LPA submission contains errors.

## Settings

Use the *Settings* tab to apply conditions for the selected loan. The *Settings* tab options override the *USER* tab selections.

## User Access

Apply **User Access** settings to the selected loan.

### Add User Access

Use the following steps to add user access to the loan.

1. Select **User Access** from the *Settings* tab.

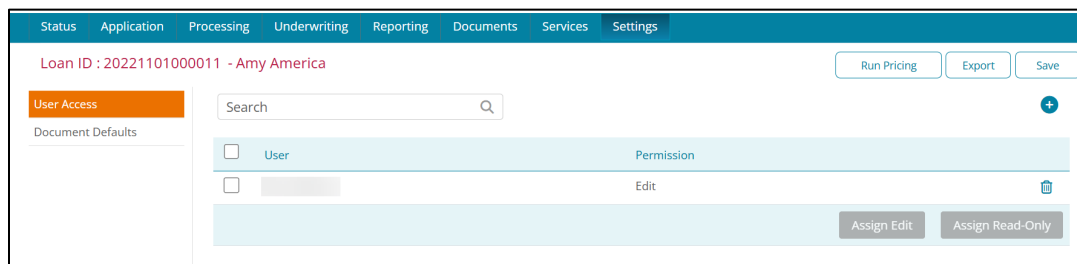


Figure 406: Loan User Access Settings

2. Click **Add** to add another user to the loan.
3. Enter the user in the **Search** field.

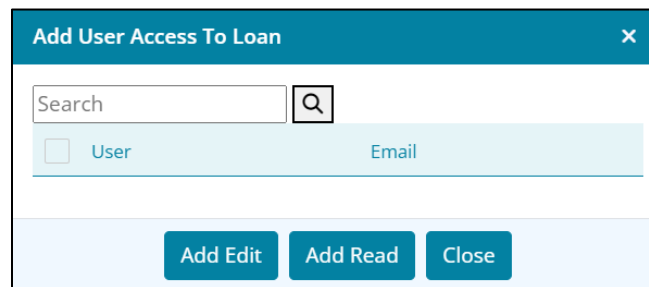


Figure 407: Set Loan User Access

4. Click the **Search** icon.
5. Click **Add Edit** to enable edit functionality.

**Note:** Click *Add Read* to enable read functionality.

6. Click **Close**.

## Edit User Access

Use the following steps to edit loan user access.

1. Select **User Access** from the *Settings* tab. (See [Figure 406](#).)
2. Update the *Edit User Access To Loan* dialog. (See [Add User Access](#) for details.)
3. Click **Save & Close**.

## Delete User Access

Use the following steps to delete loan user access.

1. Select the **Delete** icon. (See [Figure 406](#).)
2. Click **Delete** on the *Delete Confirmation* dialog.

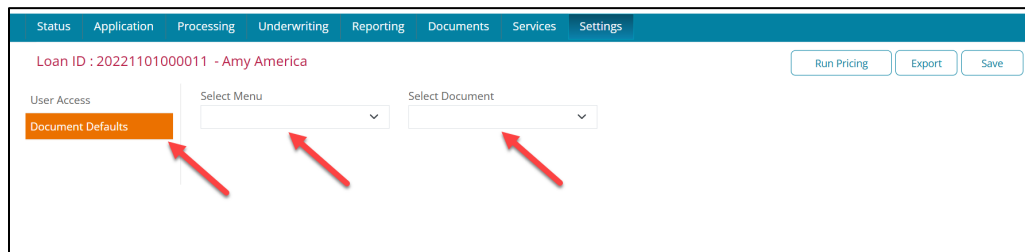
## Document Defaults

Use *Document Defaults* settings to set up the default information for specific documents.

## Status Defaults

Use the Status Defaults to set the company defaults to automatically print on forms.

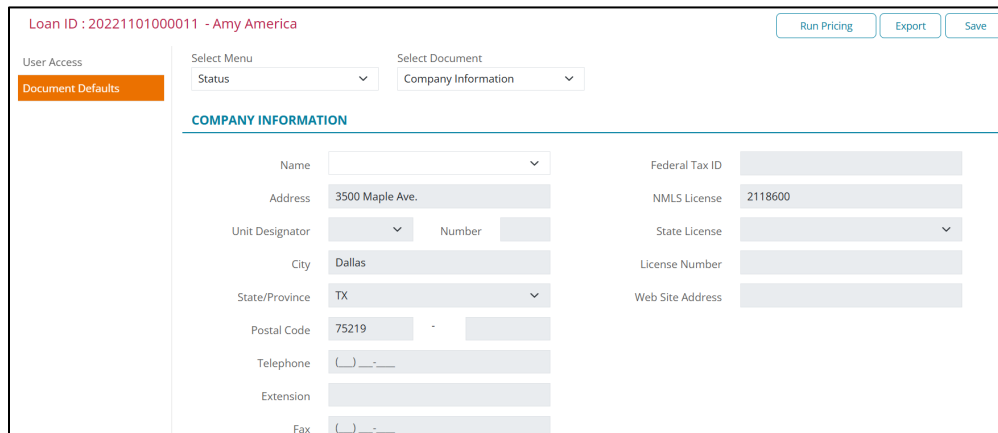
1. Select **Document Defaults** from the *Settings* tab.



**Figure 408: Document Defaults**

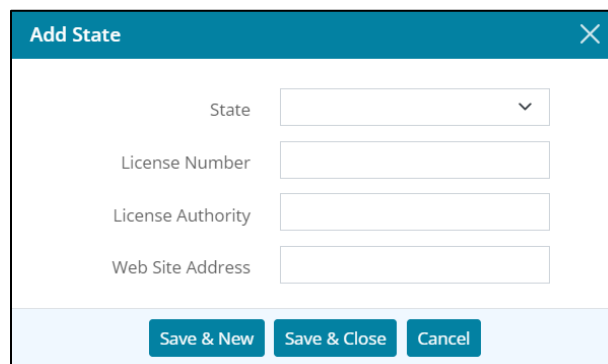
2. Select **Status** from the *Select Menu* dropdown.
3. Select **Company Information** from the *Select Document* dropdown.

#### 4. Enter **Company Information**.



**Figure 409: Default Company Information**

5. Click the **State License Add** button to automatically add state license information to documents.
6. Enter the licensed **State** from the dropdown menu.



**Figure 410: Add State Dialog**

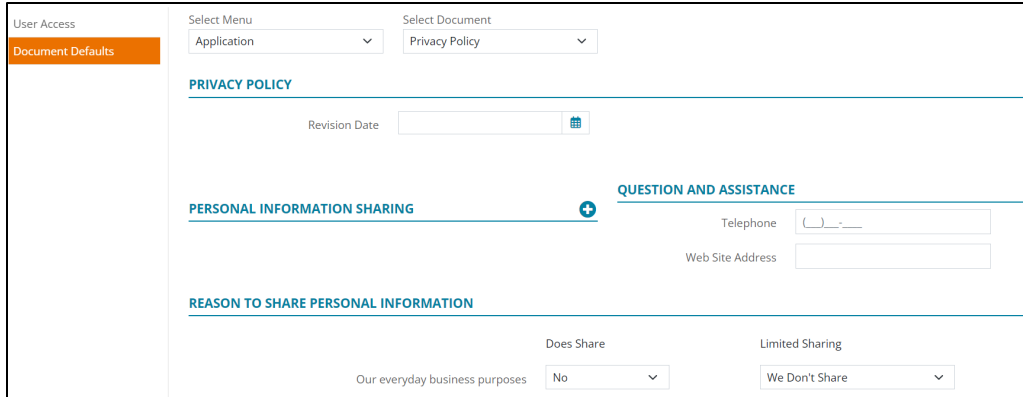
7. Enter **License number**.
8. Enter **License Authority**.
9. Enter **Web Site Address**.
10. Click **Save & Close**.

**Note:** Click *Save & New* to add additional licenses.

## Application Privacy Settings

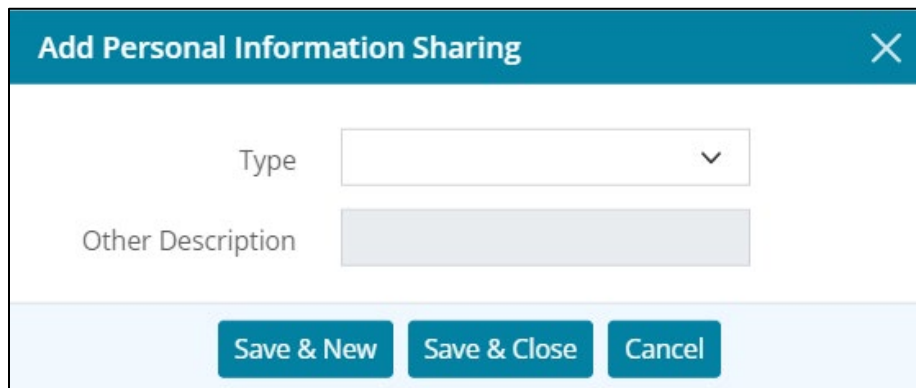
Select the information to appear on the *Privacy Statement Form*.

1. Select **Application** from *Select Menu*.



**Figure 411: Loan Application Privacy Settings**

2. Select **Privacy Policy** from *Select Document*.
3. Select the **Calendar** to set *Privacy Policy Revision Date*.
4. Click the **Personal Information Sharing Add** button to select document types impacted by personal sharing.



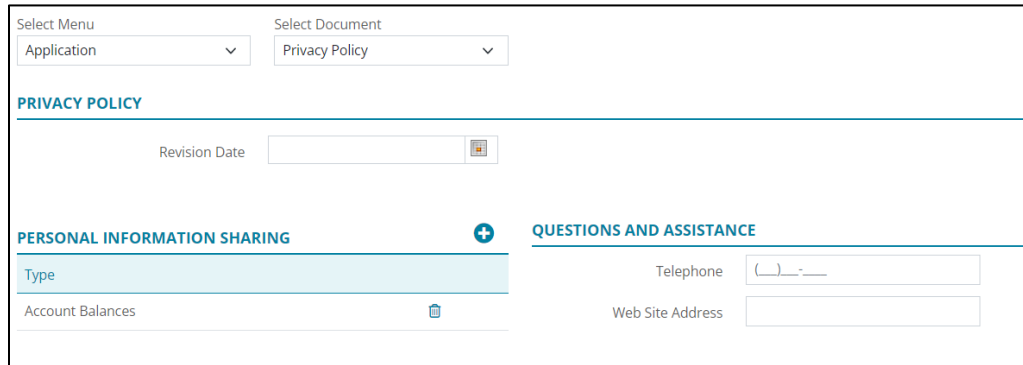
**Figure 412: Add Personal Information Sharing**

5. Select the appropriate **Type**.

**Note:** Enter *Other Description* when selecting *Other* from the *Type* dropdown.



6. Select **Save & Close** to add the document type to the **Personal Information List**.

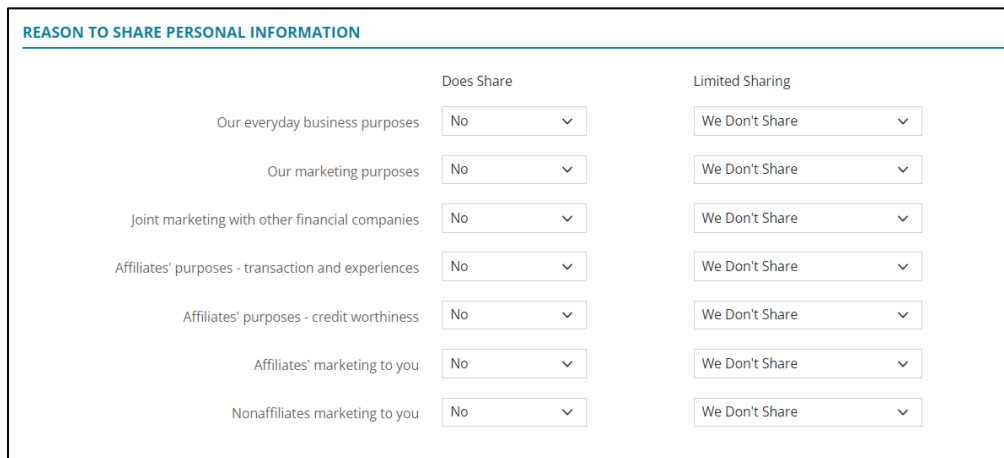


The screenshot shows a web form with two main sections. The top section is titled 'PRIVACY POLICY' and contains a 'Revision Date' field with a calendar icon. Below this is the 'PERSONAL INFORMATION SHARING' section, which has a table with a 'Type' column and a 'Document' column. The table lists 'Account Balances' as a document type. To the right of this section is the 'QUESTIONS AND ASSISTANCE' section, which contains fields for 'Telephone' and 'Web Site Address'.

**Figure 413: Document Type List**

**Note:** Select **Save & New** to add another document type.

7. Enter **Questions** and **Assistance Telephone** and **Web Site Address** to which the borrower/co-borrower can refer when questions arise.
8. Select **Yes** for the **Reason to Share Personal Information** statements to appear on the form.



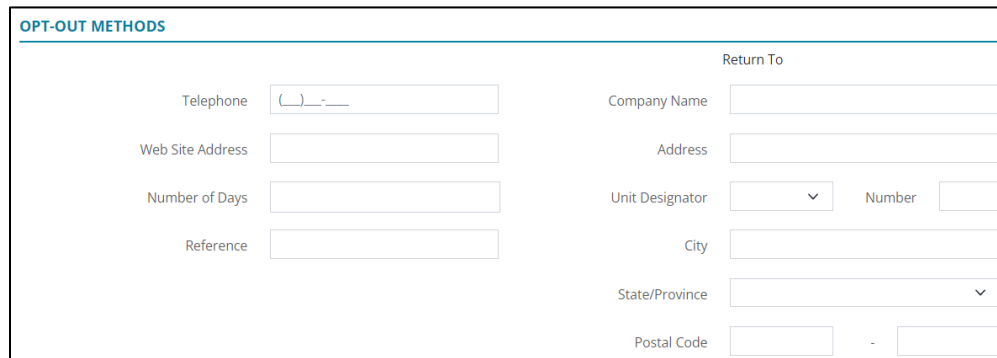
The screenshot shows a section titled 'REASON TO SHARE PERSONAL INFORMATION'. It contains a table with two columns: 'Does Share' and 'Limited Sharing'. The table lists various purposes for sharing information, each with a 'No' button and a 'We Don't Share' button.

	Does Share	Limited Sharing
Our everyday business purposes	No	We Don't Share
Our marketing purposes	No	We Don't Share
Joint marketing with other financial companies	No	We Don't Share
Affiliates' purposes - transaction and experiences	No	We Don't Share
Affiliates' purposes - credit worthiness	No	We Don't Share
Affiliates' marketing to you	No	We Don't Share
Nonaffiliates marketing to you	No	We Don't Share

**Figure 414: Reasons to Share Personal Info.**

9. Select the appropriate corresponding **Limited Sharing** option.

10. Select the appropriate **Opt-out Methods** details.

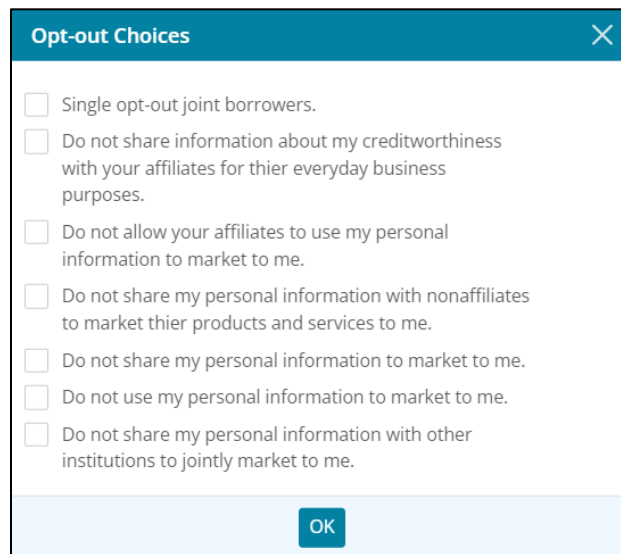


The form is titled "OPT-OUT METHODS" and contains the following fields:

- Telephone: ( ) - -
- Web Site Address:
- Number of Days:
- Reference:
- Company Name:
- Address:
- Unit Designator: (dropdown menu) Number:
- City:
- State/Province: (dropdown menu)
- Postal Code: -

**Figure 415: Opt-out Methods**

11. Click **Select** to add **Opt-out Choices**.
12. Select the checkboxes to include the information on the form.



The dialog is titled "Opt-out Choices" and contains the following checkboxes:

- ☐ Single opt-out joint borrowers.
- ☐ Do not share information about my creditworthiness with your affiliates for thier everyday business purposes.
- ☐ Do not allow your affiliates to use my personal information to market to me.
- ☐ Do not share my personal information with nonaffiliates to market thier products and services to me.
- ☐ Do not share my personal information to market to me.
- ☐ Do not use my personal information to market to me.
- ☐ Do not share my personal information with other institutions to jointly market to me.

There is an "OK" button at the bottom right.

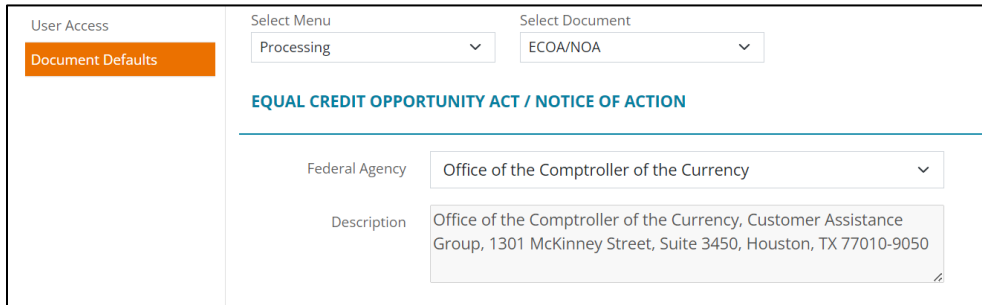
**Figure 416: Opt-out Choices Dialog**

13. Complete the remaining form fields.
14. Click **Save** to save the selections.

## ECOA Processing Settings

Select the statement to include on the *Equal Credit Opportunity Act (ECOA) Form*.

1. Select **Processing** from the *Select Menu* dropdown.

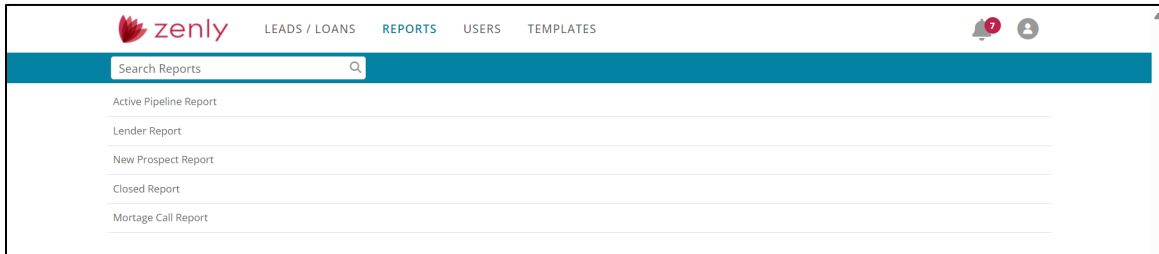


**Figure 417: ECOA Form Statement**

2. Select **ECOA** from the **Select Document** dropdown.
3. Select the appropriate **Federal Agency** from the dropdown.
4. Review the **Description** to ensure the correct one is selected.

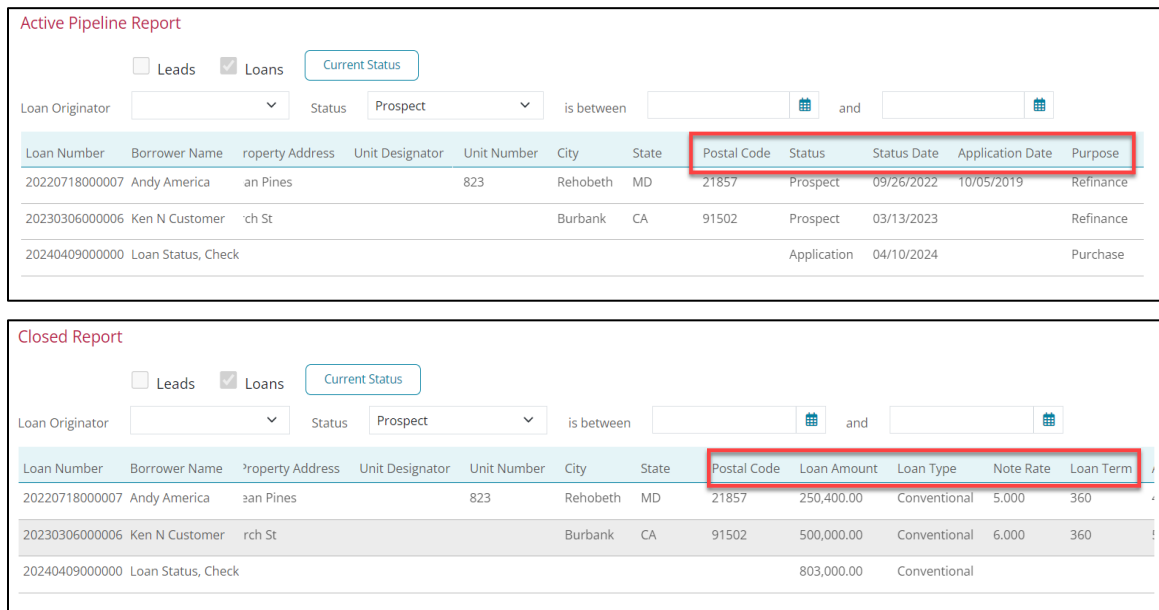
## Chapter 5: REPORTS TAB

The *Reports* tab allows users to generate reports with loan data from loan files in Zenly. Each *Report* has the export function to let the user download a CSV file of the loan data.



**Figure 418: Reports Tab**

The reporting options available in this tab function similarly to each other. The difference is the data generated in the report. See the figure below.

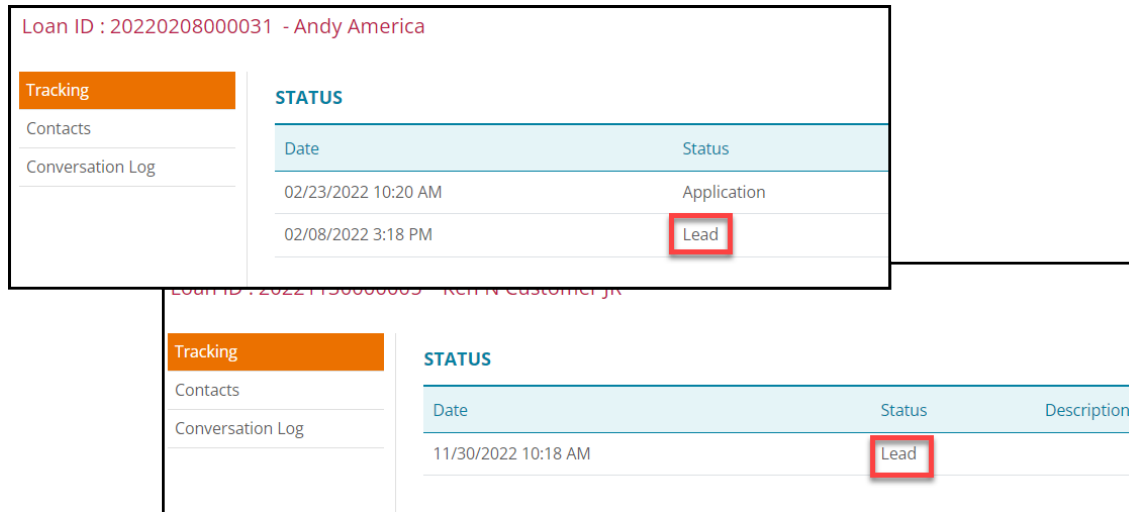


**Figure 419: Active Pipeline/Closed**

## Status Dropdown Menu

The user can use the *Status* dropdown menu to generate a report based on the *Status* of the loan files. Any loans labeled with the selected *Status* at any point will populate the table/report.

**Example:** The figure below shows that the loans are either currently a Lead or was Lead.



Loan ID : 20220208000031 - Andy America

Tracking		STATUS	
Date	Status		
02/23/2022 10:20 AM	Application		
02/08/2022 3:18 PM	Lead		

Loan ID : 20221130000000 - KENNY Customer Jr

Tracking		STATUS		Description
Date	Status			
11/30/2022 10:18 AM	Lead			

Figure 420: Status

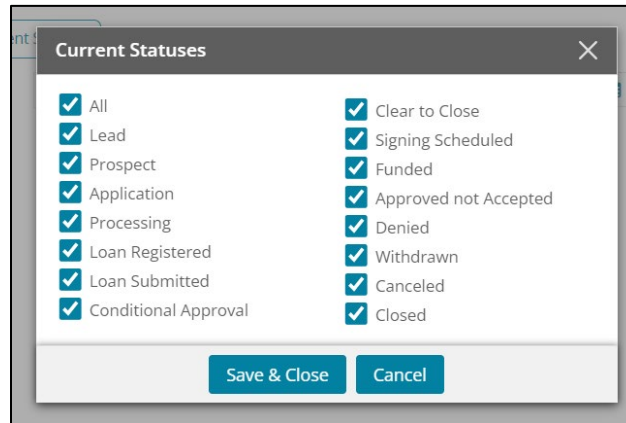
## Generating a Report

Follow the steps below to generate a report. Use one or all the functions to specify which loans appear in the table.

To generate a report:

1. Select the **Reports** tab.
2. Select the desired report (**Example:** *Active Pipeline Report*). See [Figure 418](#).
3. Click on the **Current Status** button.

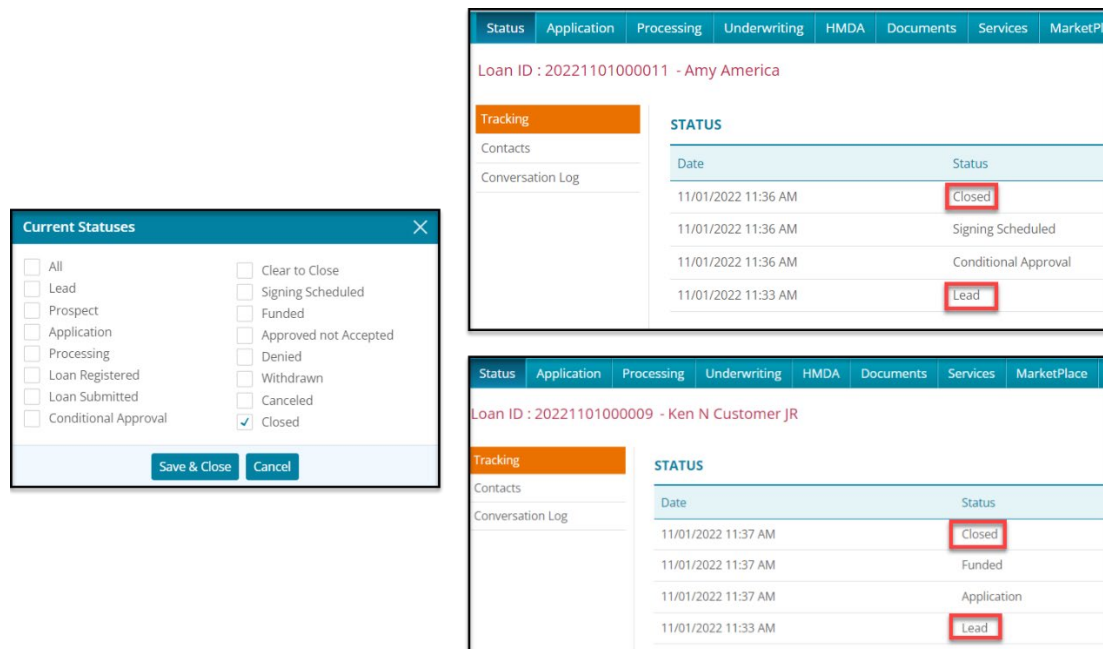
4. Select or unselect desired **Statuses**.  
Click on the **All** checkbox to unselect the other checkboxes.



**Figure 421: Status Dropdown**

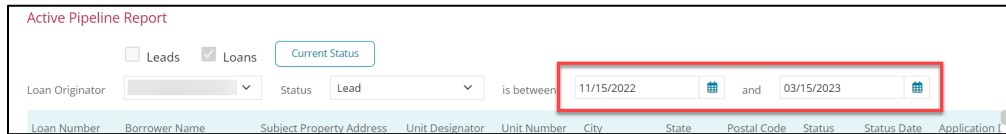
**Note:** Using both the *Status* dropdown menu and the *Statuses* button allows the user to pull loans that have had the same status and are at the same current *Status*. See the example below.

**Example:** Both loan files previously had the *Lead* status assigned, and both are currently *Closed*.



**Figure 422: Status/Current Status**

5. If needed, select the **Loan Originator** dropdown menu, and select the desired option.
6. Select a **Status** dropdown menu to select an option.
7. Select the **Calendar** icon to select the date interval.



Active Pipeline Report

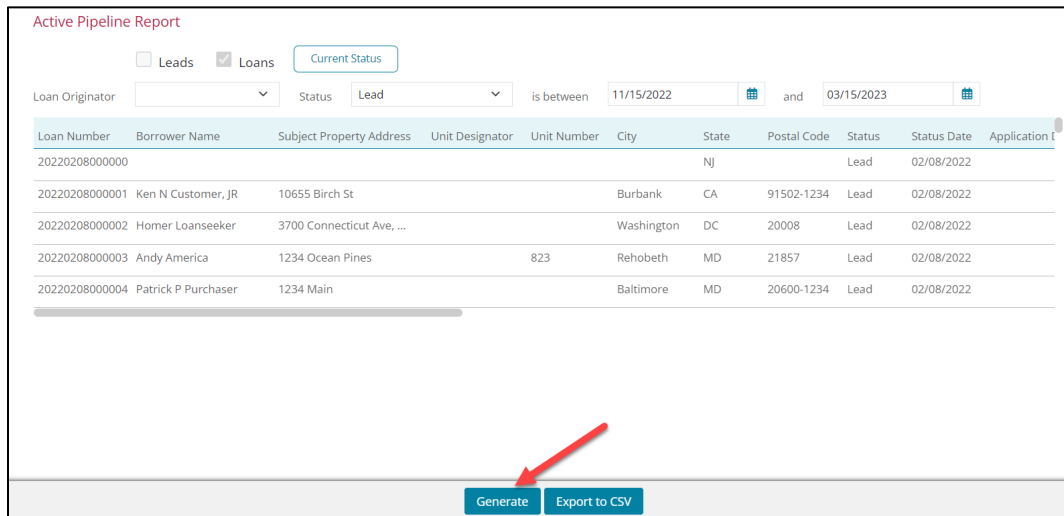
☐ Leads ☒ Loans Current Status

Loan Originator:  Status: Lead is between 11/15/2022 and 03/15/2023

Loan Number	Borrower Name	Subject Property Address	Unit Designator	Unit Number	City	State	Postal Code	Status	Status Date	Application I
-------------	---------------	--------------------------	-----------------	-------------	------	-------	-------------	--------	-------------	---------------

Figure 423: Select Dates

8. Click the **Generate** button to populate the table.



Active Pipeline Report

☐ Leads ☒ Loans Current Status

Loan Originator:  Status: Lead is between 11/15/2022 and 03/15/2023

Loan Number	Borrower Name	Subject Property Address	Unit Designator	Unit Number	City	State	Postal Code	Status	Status Date	Application I
20220208000000						NJ		Lead	02/08/2022	
20220208000001	Ken N Customer, JR	10655 Birch St			Burbank	CA	91502-1234	Lead	02/08/2022	
20220208000002	Homer Loanseeker	3700 Connecticut Ave, ...			Washington	DC	20008	Lead	02/08/2022	
20220208000003	Andy America	1234 Ocean Pines		823	Rehobeth	MD	21857	Lead	02/08/2022	
20220208000004	Patrick P Purchaser	1234 Main			Baltimore	MD	20600-1234	Lead	02/08/2022	

Generate Export to CSV

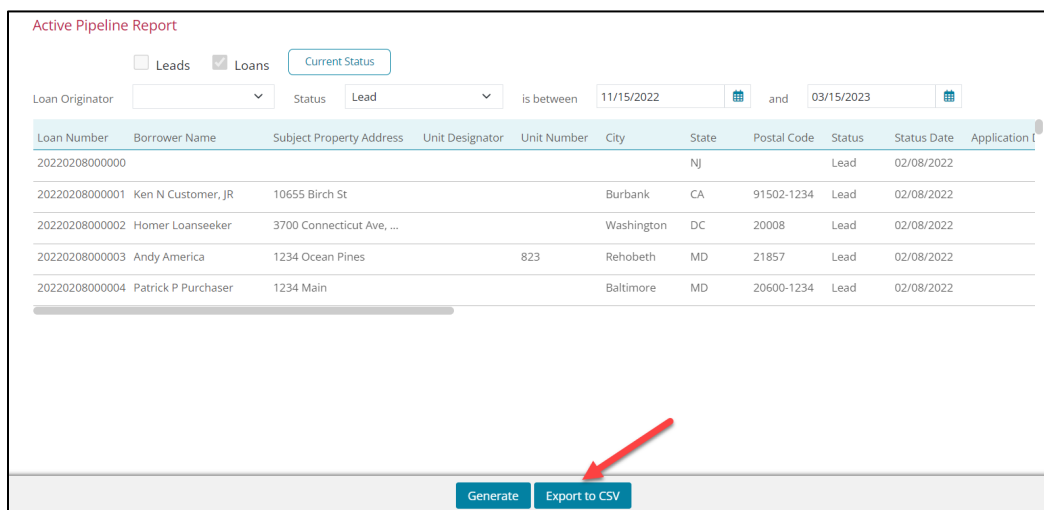
Figure 424: Generated Report

## Exporting Generated Report

Once generated, the user can export and download the report as a .csv file.

To export the report:

1. Select the **Export to CSV** button.



**Figure 425: Export to CSV**

2. Once the file is downloaded, click on **Open File**.
3. Save the report to the desired location.

## Mortgage Call Report

The *Mortgage Call Report (MCR)* contains features to generate a report for all the loan files. The data generated from the *Mortgage Call Report 2024* screen, located in the *Reporting* tab within a loan file. The generated MCR report contains fields specific to this report with the ability to export to an XML file.

To generate the MCR:

1. Click the **Reports** tab.
2. Select **Mortgage Call Report**.
3. Choose a **State** from the dropdown menu.



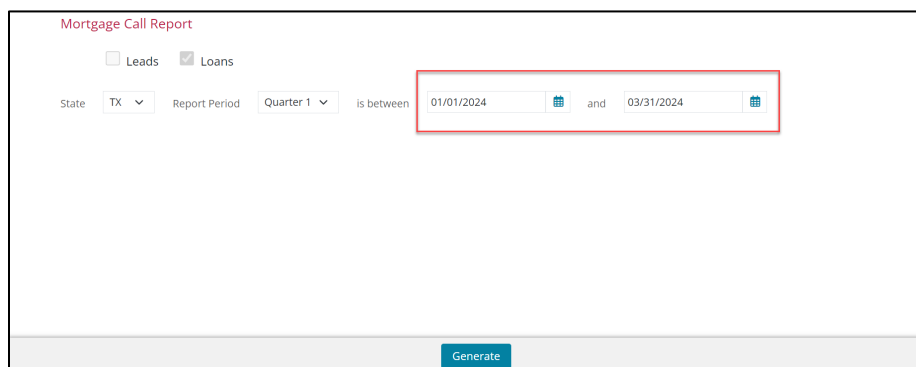
**Figure 426: Mortgage Call Report**

4. Select a quarter from the **Report Period** dropdown.

**Note:** Using the *Report Period* dropdown auto-populates the dates fields with the correct quarter interval.



- Click on the **Calendar** icon to choose date interval.



**Mortgage Call Report**

☐ Leads ☒ Loans

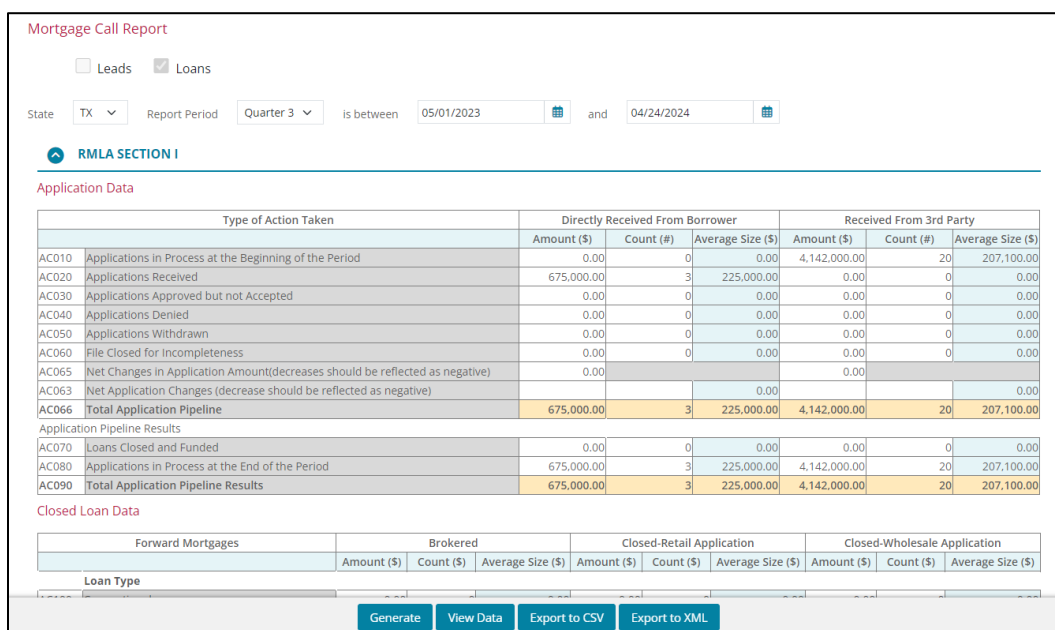
State: TX Report Period: Quarter 1 is between 01/01/2024 and 03/31/2024

**Generate**

**Figure 427: MCR Date Interval**

- Click **Generate**.

The generated report displays a view familiar to the user that can be exported.



**Mortgage Call Report**

☐ Leads ☒ Loans

State: TX Report Period: Quarter 3 is between 05/01/2023 and 04/24/2024

**RMLA SECTION I**

**Application Data**

Type of Action Taken		Directly Received From Borrower			Received From 3rd Party		
		Amount (\$)	Count (#)	Average Size (\$)	Amount (\$)	Count (#)	Average Size (\$)
AC010	Applications in Process at the Beginning of the Period	0.00	0	0.00	4,142,000.00	20	207,100.00
AC020	Applications Received	675,000.00	3	225,000.00	0.00	0	0.00
AC030	Applications Approved but not Accepted	0.00	0	0.00	0.00	0	0.00
AC040	Applications Denied	0.00	0	0.00	0.00	0	0.00
AC050	Applications Withdrawn	0.00	0	0.00	0.00	0	0.00
AC060	File Closed for Incompleteness	0.00	0	0.00	0.00	0	0.00
AC065	Net Changes in Application Amount(decreases should be reflected as negative)	0.00			0.00		
AC063	Net Application Changes (decrease should be reflected as negative)			0.00			0.00
AC066	<b>Total Application Pipeline</b>	<b>675,000.00</b>	<b>3</b>	<b>225,000.00</b>	<b>4,142,000.00</b>	<b>20</b>	<b>207,100.00</b>
<b>Application Pipeline Results</b>							
AC070	Loans Closed and Funded	0.00	0	0.00	0.00	0	0.00
AC080	Applications in Process at the End of the Period	675,000.00	3	225,000.00	4,142,000.00	20	207,100.00
AC090	<b>Total Application Pipeline Results</b>	<b>675,000.00</b>	<b>3</b>	<b>225,000.00</b>	<b>4,142,000.00</b>	<b>20</b>	<b>207,100.00</b>

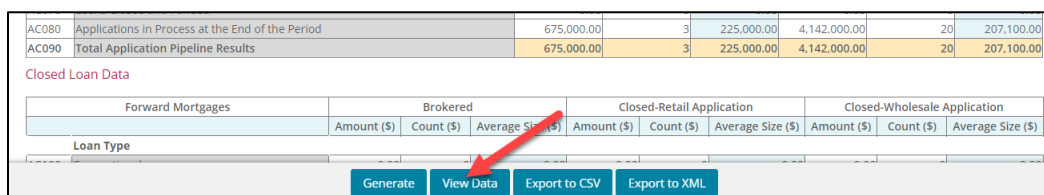
**Closed Loan Data**

Loan Type	Forward Mortgages			Brokered			Closed-Retail Application			Closed-Wholesale Application		
	Amount (\$)	Count (\$)	Average Size (\$)	Amount (\$)	Count (\$)	Average Size (\$)	Amount (\$)	Count (\$)	Average Size (\$)	Amount (\$)	Count (\$)	Average Size (\$)

**Generate View Data Export to CSV Export to XML**

**Figure 428: Generated MCR**

To view the report's data, click on the **View Data** button at the bottom of the screen.



**AC080** Applications in Process at the End of the Period 675,000.00 3 225,000.00 4,142,000.00 20 207,100.00

**AC090** **Total Application Pipeline Results** 675,000.00 3 225,000.00 4,142,000.00 20 207,100.00

**Closed Loan Data**

Loan Type	Forward Mortgages			Brokered			Closed-Retail Application			Closed-Wholesale Application		
	Amount (\$)	Count (\$)	Average Size (\$)	Amount (\$)	Count (\$)	Average Size (\$)	Amount (\$)	Count (\$)	Average Size (\$)	Amount (\$)	Count (\$)	Average Size (\$)

**Generate View Data Export to CSV Export to XML**

**Figure 429: View Data**

**Note:** Line items AC063 and AC1100 are user-defined. Those items are editable after the XML submission.

## Exporting

The *Mortgage Call Report (MCR)* allow the user to choose between two options; via CSV (See [Exporting Generated Report](#)), and via XML.

Use the CSV file to assist in cleaning up the data prior to submitting the report as an XML.

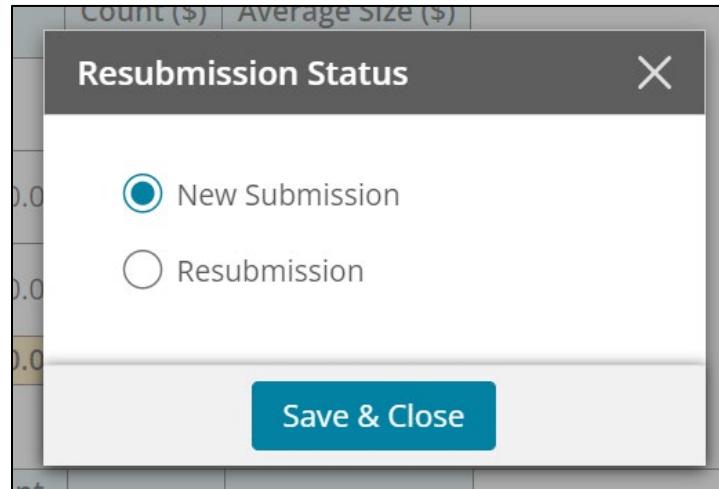


Figure 430: Resubmission Status

## Chapter 6: USERS

The **USERS** tab contains administrative options for Zenly user setup and maintenance.

### User Information

Access the *User Information* screen to view and update current user statuses.

### Add User

Use the following sections to create a new Zenly user.

### User Status and Contact

Setup the user status and contact information.

1. Select the **USERS** tab.
2. Click **New**.

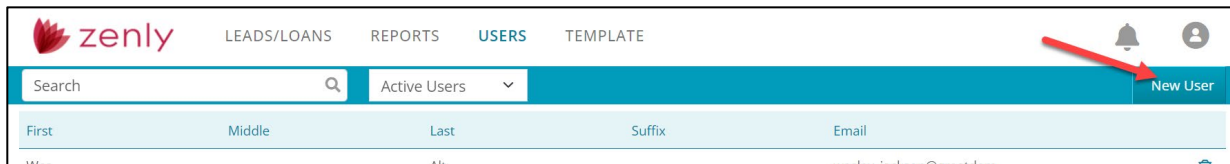


Figure 431: New User

3. Select the **Active** radio button to activate the new user.

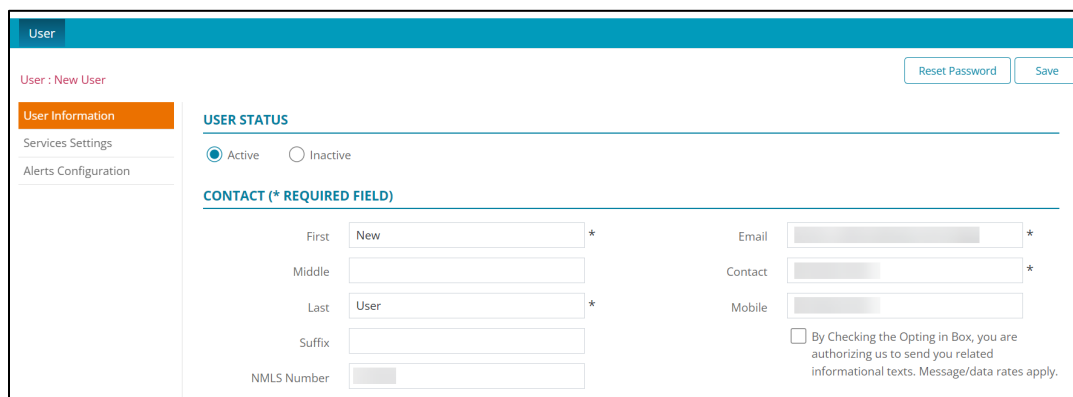

 A screenshot of the 'New User' form in the Zenly application. The form is titled 'User: New User' and has a 'Reset Password' button and a 'Save' button. On the left, there is a sidebar with 'User Information' selected, and options for 'Services Settings' and 'Alerts Configuration'. The main form area is divided into two sections: 'USER STATUS' and 'CONTACT (\* REQUIRED FIELD)'. In the 'USER STATUS' section, the 'Active' radio button is selected. In the 'CONTACT' section, there are input fields for First, Middle, Last, Suffix, and NMLS Number. The 'First' field contains 'New' and the 'Last' field contains 'User'. There are also input fields for Email, Contact, and Mobile. At the bottom right, there is a checkbox for 'By Checking the Opting in Box, you are authorizing us to send you related informational texts. Message/data rates apply.'

Figure 432: New User Contact Details

**Note:** Select Inactive to establish the user without activating user ability to access Zenly.

4. Enter **Contact First** name.
5. Enter **Contact Last** name.
6. Enter **Contact Email**.

7. Enter **Contact Phone** number.
8. Enter **Contact Mobile** number.
9. Enter **Contact NMLS Number** if applicable.
10. If needed, select the **By Checking the Opting in Box....**

**Note:** By opting into the informational texts, the user is provided with an additional method for sending password change requests.

## Loan Access

Set the options for determining which loans to which the user has access and the type of access granted.

1. Select the appropriate **Loan Access View** option.

LOAN ACCESS	MENU LOAN ACCESS
View <input type="text" value="All/Read Only"/>	Status <input type="text" value="Edit"/>
<input type="checkbox"/> Create New Loans <input type="checkbox"/> Delete Existing Loans	Application <input type="text" value="Edit"/>
<b>DOCUMENT MANAGEMENT ACCESS</b>	Processing <input type="text" value="Edit"/>
<input type="checkbox"/> Upload Documents <input type="checkbox"/> Delete Documents <input type="checkbox"/> eSignature	Underwriting <input type="text" value="Edit"/>
<b>DIRECTORY ACCESS</b>	Reporting <input type="text" value="Edit"/>
Contacts <input type="text" value="Edit"/>	Services <input type="text" value="Edit"/>
	Settings <input type="text" value="Edit"/>

**Figure 433: User Loan Access**

- **All/Edit:** Select to enable user to view and edit all loans.
  - **All/Read Only:** Select to enable user to view all loans.
  - **User's Only/Edit:** Select to enable user to view and edit assigned loans.
2. Select the **Create New Loans** checkbox to enable the user to create new loans.
  3. Select the **Delete Existing Loans** checkbox to enable user to delete loans from Zenly.

## Document Management Access

Set the user document management options.

1. Select the **Upload Documents** checkbox to enable the user to upload documents to Zenly.
2. Select the **Delete Uploaded Documents** to enable user to delete documents from Zenly.

3. Select the **eSignature** checkbox to enable user to capture borrower/co-borrower electronic signatures.

## Menu Loan Access

The options selected for **Menu Loan Access** determine the Zenly tabs to which the user has access and the level of assigned access. Different access options may be set for different tabs. Options include:

**No Access:** Removes the tab from user view and prevents the user from performing the action.

**Read Only:** Enables information viewing without editing capabilities.

**Edit:** Enables user to make changes to tab information

1. Select the appropriate **Status** option. (See [Figure 433](#).)
2. Select the appropriate **Application** option.
3. Select the appropriate **Processing** option.
4. Select the appropriate **Underwriting** option.
5. Select the appropriate **Reporting** option.
6. Select the appropriate **Services** option.
7. Select the appropriate **Settings** option.

## Directory Access

Enable or disable the user's ability to edit contacts.

- **Read Only:** Enables information viewing without editing capabilities.
- **Edit:** Enables user to make changes to tab information.

## User Profile

Admins can configure User Profiles to allow or disallow functions in the menu and for the *Interview Portal*.

For the *User* dropdown menu:

- **No Access:** Users will not have access to the user profile.
- **Read Only:** Users can view the User Profile, but not the ability to edit.
- **Edit:** Users have full access to the User Profile.

For the *Interview Portal* dropdown menu:

- **Disable Site:** This option prevents the user from accessing the *Interview Portal*.
- **Company Managed:** This option disables the site for the user.

- **Read Only/Limited Access:** This option allows the user to only view the *Interview Portal*, but not have any editing access.
- **Edit/User Configurable:** This option allows the user to have full access to the site.

## Administrator Access

**Administrator Access** options determine the administrative actions the user may access. Template options determine how the user interacts with the **TEMPLATE** tab.

Administrator User options include:

- **No Access:** Prevents user from seeing or interacting with administrative options.
- **Read Only:** Enables the user to see administrative options.
- **Edit:** Enables the user to modify administrative options

Template options include:

- **No Access:** Prevents user from using templates.
  - **Read Only:** Enables the user to access and use templates as-is.
  - **Edit:** Enables the user to modify and use templates
1. Select the appropriate **Administrator Users** option.
  2. Select the appropriate **Templates** option.

## State Licenses

Use the **State License Add** option to upload and add state licenses by the user.

1. Click **Add**.
2. See [Status Defaults](#) for details.
3. Repeat Steps 1 – 2 for additional user state licenses.

## Modify User

Modify access levels for existing Zenly users.

1. Select a user from the **User** table.

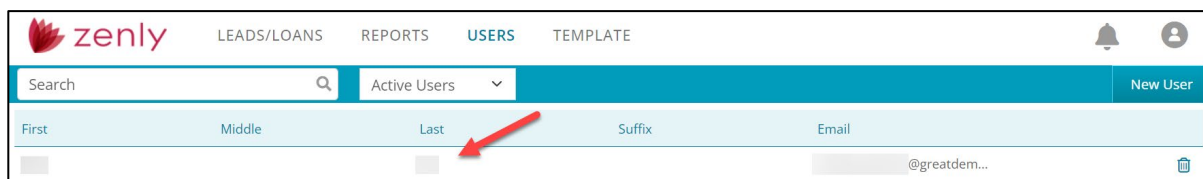


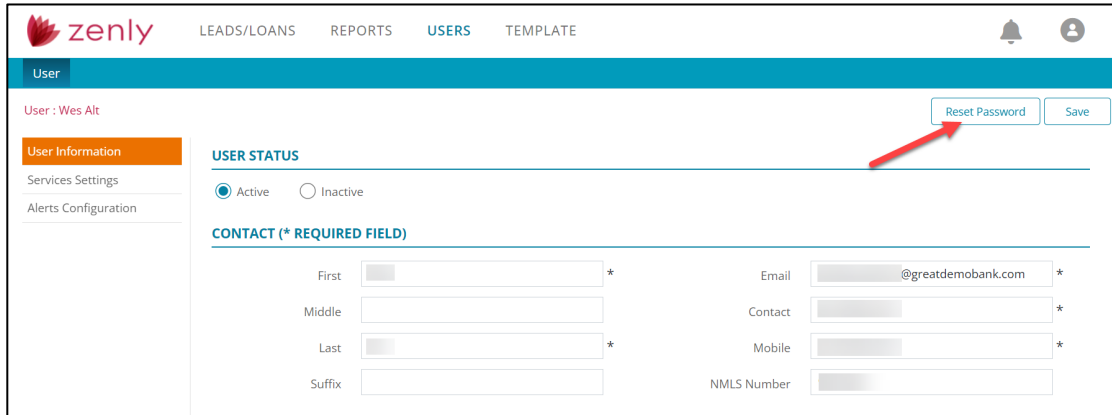
Figure 434: Select User

2. Update **User** fields as required.
3. Click **Save**.

## Reset User Password

Use the following steps to reset a user password.

1. Select a user from the **User** table. (See [Figure 434](#).)
2. Click **Reset Password**.



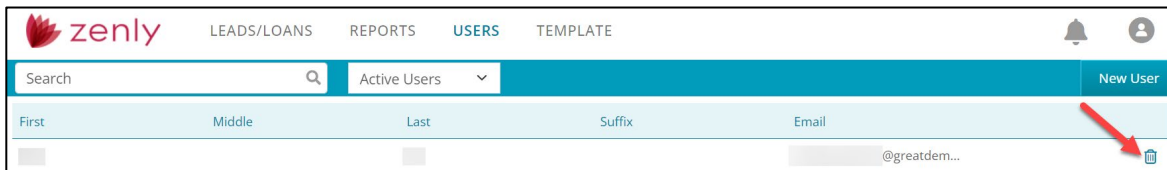
The screenshot shows the Zenly User Management interface. The top navigation bar includes 'LEADS/LOANS', 'REPORTS', 'USERS', and 'TEMPLATE'. The 'USERS' tab is selected. On the left, there is a sidebar with 'User Information', 'Services Settings', and 'Alerts Configuration'. The main content area shows the 'User: Wes Alt' profile. The 'USER STATUS' section has 'Active' selected. The 'CONTACT (\* REQUIRED FIELD)' section contains input fields for First, Middle, Last, Suffix, Email, Contact, Mobile, and NMLS Number. A red arrow points to the 'Reset Password' button in the top right corner of the user profile area.

Figure 435: Reset Password

## Delete User

Delete users that no longer require Zenly access.

1. Select the user to delete.



The screenshot shows the Zenly User Management interface. The top navigation bar includes 'LEADS/LOANS', 'REPORTS', 'USERS', and 'TEMPLATE'. The 'USERS' tab is selected. Below the navigation bar, there is a search bar and a dropdown menu for 'Active Users'. A table lists users with columns for First, Middle, Last, Suffix, and Email. A red arrow points to the 'Delete' icon (a trash can) in the bottom right corner of the table row.

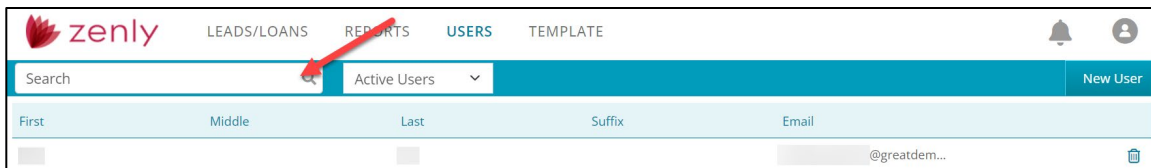
Figure 436: Delete User

2. Click the **Delete** icon.

## User Search

Enter search criteria to locate a Zenly user.

1. Enter the **Search** criteria.



The screenshot shows the Zenly User Management interface. The top navigation bar includes 'LEADS/LOANS', 'REPORTS', 'USERS', and 'TEMPLATE'. The 'USERS' tab is selected. Below the navigation bar, there is a search bar and a dropdown menu for 'Active Users'. A red arrow points to the search bar.

Figure 437: User Search

2. Press **Enter** to search.

## Activate/Inactivate User

Activate or deactivate users without removing them from Zenly.

1. Select the appropriate user from the **User List**.

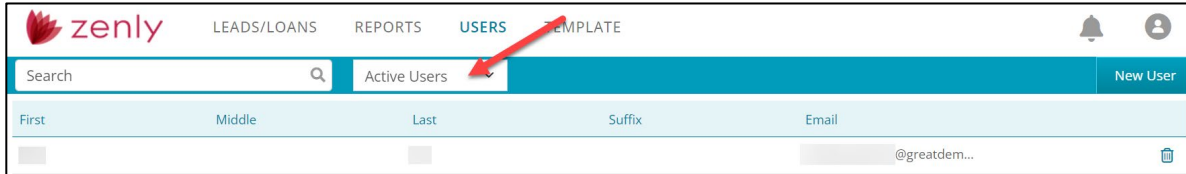


Figure 438: Activate/Deactivate User

2. Select **Active** User to enable *Zenly* access.
3. Select **Inactive** to remove *Zenly* access.

## Services Settings

Use the *Services Settings* screen to setup user credentials for selected service providers.

## Add User Services Credentials

Use the following steps to add user credentials to selected services.

1. Select the **USERS** tab.
2. Select the **User**.

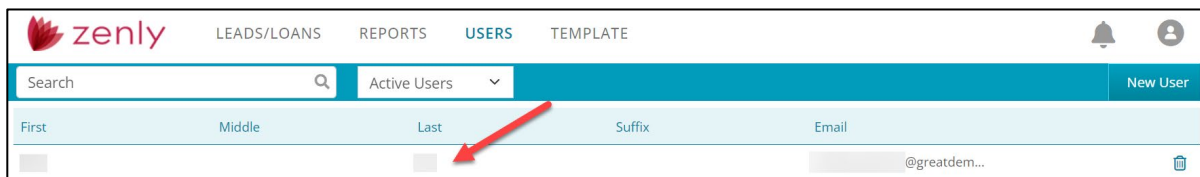


Figure 439: Select User

3. Select **Service Settings**.
4. Click **Add**.

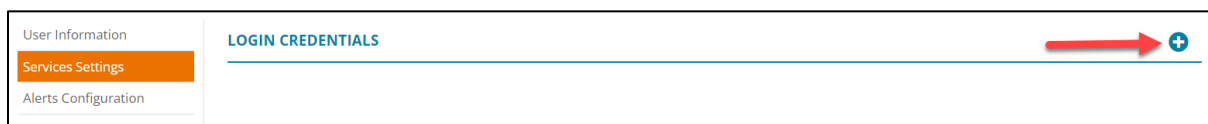
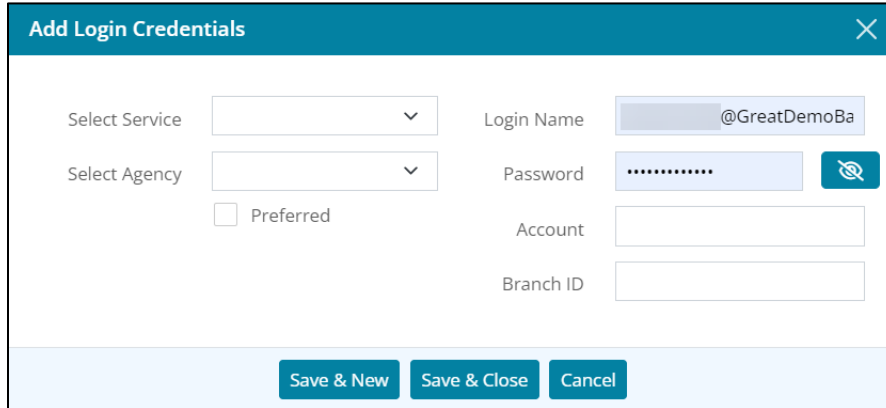


Figure 440: Add Service



5. Select the desired **Service** from the dropdown.



The dialog box titled "Add Login Credentials" contains the following fields and controls:

- Select Service:** A dropdown menu.
- Select Agency:** A dropdown menu.
- Preferred:** A checkbox.
- Login Name:** A text field containing "@GreatDemoBa".
- Password:** A text field with masked characters (dots) and a toggle icon.
- Account:** A text field.
- Branch ID:** A text field.
- Buttons:** "Save & New", "Save & Close", and "Cancel".

**Figure 441: Add Login Credentials**

6. Select the desired **Agency** from the dropdown.
7. Select the **Preferred** checkbox to set the agency as a preferred provider.
8. Enter the **Login Name**.
9. Enter the **Password**.
10. Enter the **Account Number**.
11. Enter the user **Branch ID**.
12. Enter the **Fannie Mae Account Number**.
13. Enter the **Fannie Mae Password**.

**Note:** The *Fannie Mae* fields only appear for credit vendors that require different authentication credentials for Fannie Mae vendors.

14. Click **Save & Close**.

**Note:** Click *Save & New* to add another provider.

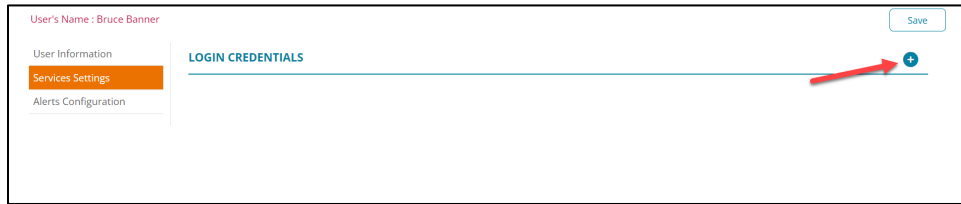
## Pricing Service

Adding login credentials for *Pricing* reveals the *Pricing Group ID* table. Configure the dialog to enable the *Pricing Group IDs* for Pricing. See [Run Pricing](#).

To add login credentials for Pricing.

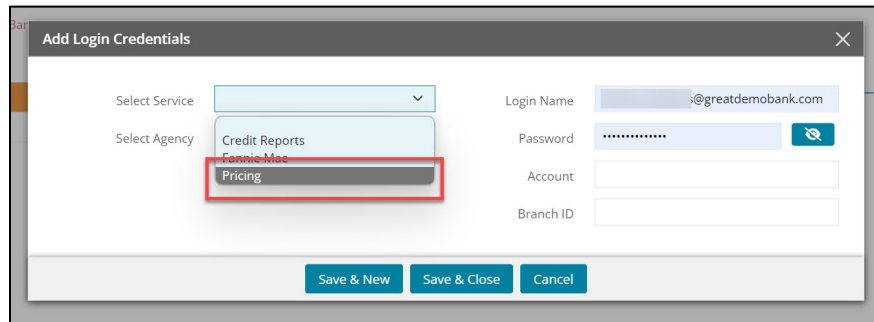
1. Select the **USERS** tab.
2. Select **Service Settings**.

3. Click on the **+** icon.



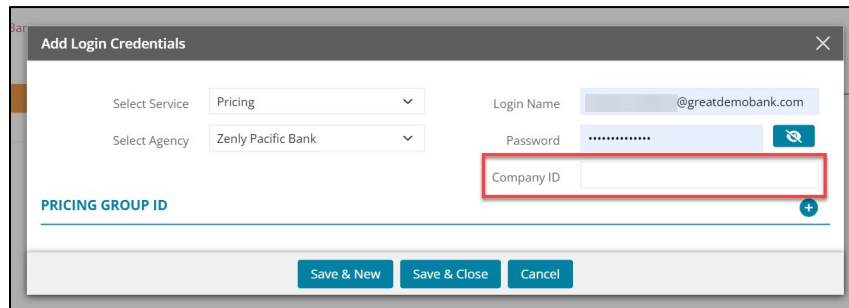
The screenshot shows the 'User Information' page for 'Bruce Banner'. The 'LOGIN CREDENTIALS' section is highlighted with a blue line. A red arrow points to a blue '+' icon at the end of this section.

4. For the *Select Service* dropdown menu, select **Pricing**.



The 'Add Login Credentials' dialog box is shown. The 'Select Service' dropdown menu is open, and 'Pricing' is selected. Other fields include 'Select Agency' (Credit Reports), 'Login Name' (@greatdemobank.com), 'Password' (masked), 'Account', and 'Branch ID'. Buttons at the bottom are 'Save & New', 'Save & Close', and 'Cancel'.

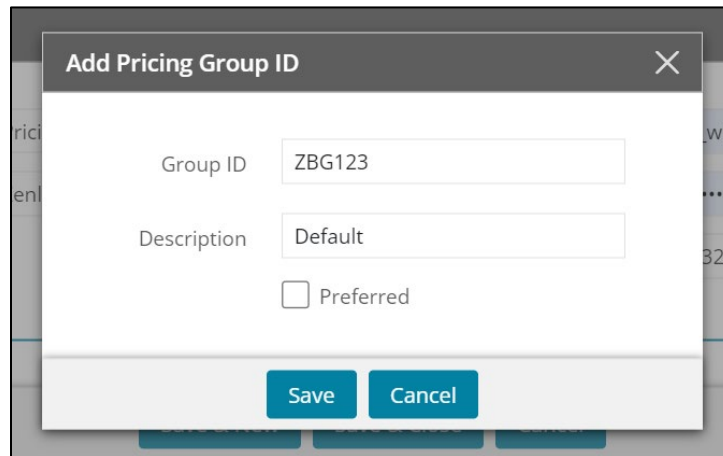
5. Select the desired agency (**Select Agency**).
6. Ensure that the **Login Name** is correct.
7. Ensure that the **Password** is correct.
8. Enter the **Company ID**.



The 'Add Login Credentials' dialog box is shown. The 'Select Service' dropdown is set to 'Pricing' and the 'Select Agency' dropdown is set to 'Zenly Pacific Bank'. The 'Company ID' field is highlighted with a red box. Other fields include 'Login Name' (@greatdemobank.com), 'Password' (masked), and 'Branch ID'. Buttons at the bottom are 'Save & New', 'Save & Close', and 'Cancel'.

9. Select the **+** icon to add a **Pricing Group ID**.

10. Enter the **Group ID**.



The dialog box titled "Add Pricing Group ID" contains the following fields and controls:

- Group ID:** A text input field containing the value "ZBG123".
- Description:** A text input field containing the value "Default".
- Preferred:** A checkbox that is currently unchecked.
- Buttons:** "Save" and "Cancel" buttons at the bottom.

11. If needed, add a **Description**.
12. If needed, select the **Preferred** checkbox.

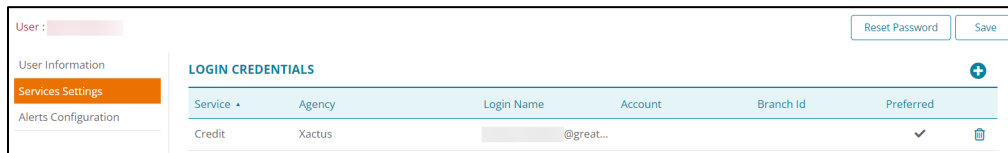
**Note:** To designate a default *Pricing Group ID* when running *Pricing*, ensure that the desired *Group ID* has the Preferred checkbox selected.

13. Click **Save**.
14. Review the added information.
15. Click **Save & Close** or **Save & New** to add additional credentials.

## Edit Provider

Use the following steps to edit a provider.

1. Access **Service Settings**.
2. Click the provider to edit.



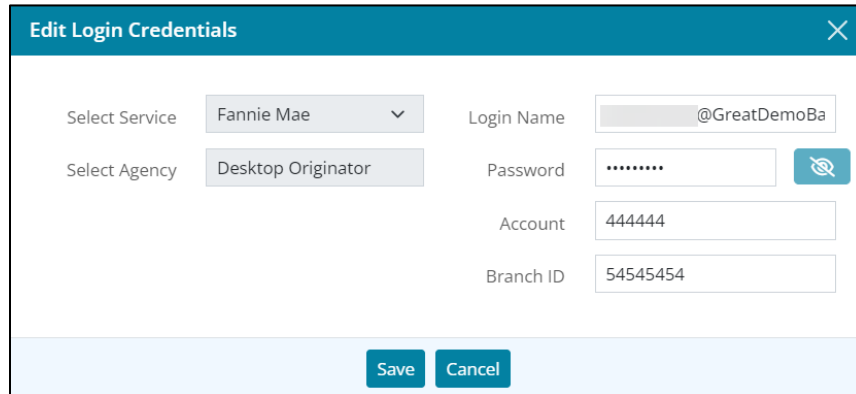
The interface shows the "Modify Provider" screen. On the left is a sidebar with "Services Settings" highlighted. The main area is titled "LOGIN CREDENTIALS" and contains a table with the following data:

Service	Agency	Login Name	Account	Branch Id	Preferred
Credit	Xactus		@great...		✓

At the top right of the main area are "Reset Password" and "Save" buttons. A "+" icon is visible in the top right corner of the table area.

Figure 442: Modify Provider

- Update the *Edit Login Credentials* dialog as appropriate.



The **Edit Login Credentials** dialog box contains the following fields:

- Select Service:** Fannie Mae (dropdown)
- Login Name:** @GreatDemoBa
- Select Agency:** Desktop Originator
- Password:** [masked] (with toggle icon)
- Account:** 444444
- Branch ID:** 54545454

Buttons at the bottom: **Save** and **Cancel**.

**Figure 443: Edit Login Credentials Dialog**

- Click **Save & Close**.

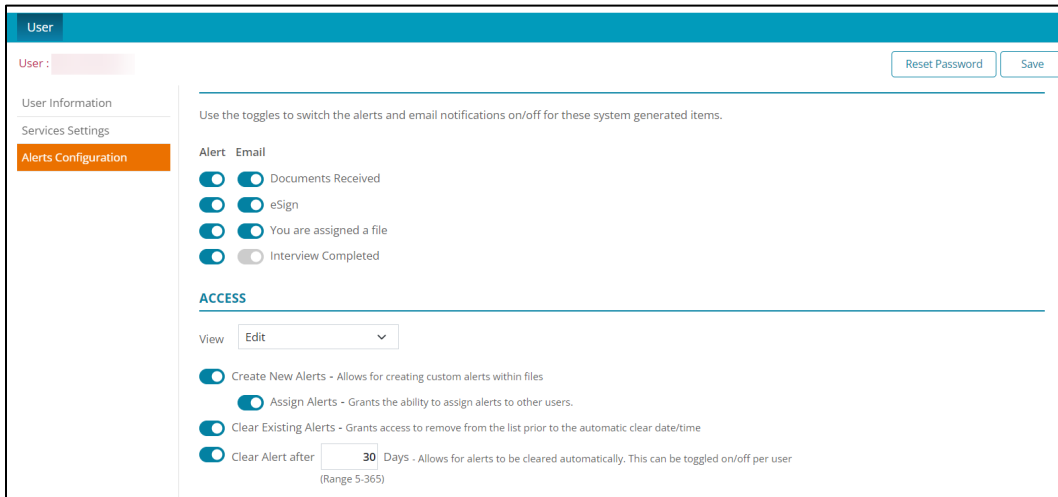
## Delete Provider

Use the following steps to delete a provider.

- Access **Service Settings**.
- Click the **Delete** icon. (See [Figure 442](#).)
- Click **Delete** on the *Delete Confirmation* dialog.

## Alerts Configuration

The *Alerts Configuration* screen allows the user to adjust the notifications that appear in Zenly. Use the toggles to select the notification types and access.



The **Alerts Configuration** screen shows the following configuration options:

- User:** [User Name] (with **Reset Password** and **Save** buttons)
- User Information** (tab)
- Services Settings** (tab)
- Alerts Configuration** (active tab)
- Alert: Email**
  - ☒ Documents Received
  - ☒ eSign
  - ☒ You are assigned a file
  - ☒ Interview Completed
- ACCESS**
  - View:** Edit (dropdown)
  - ☒ Create New Alerts - Allows for creating custom alerts within files
  - ☒ Assign Alerts - Grants the ability to assign alerts to other users.
  - ☒ Clear Existing Alerts - Grants access to remove from the list prior to the automatic clear date/time
  - ☒ Clear Alert after  Days - Allows for alerts to be cleared automatically. This can be toggled on/off per user (Range 5-365)

**Figure 444: Alerts Configuration**

## Alerts & Notifications

Two types of notifications are available: *Alerts* and *Email* (See [Figure 444](#)). Alerts appear in the bell icon 🔔 at the top of the screen. The three criteria for triggering a notification are:

- Document Received
- eSign Package Received
- Being assigned a file.
- New Lead from Interview

## Access

In the Access section, adjust the user's level of access by selecting an option from the *View* dropdown menu. Grant the user the ability to Edit alert configurations. The admin can remove that ability by choosing the *No Access* option.

## Chapter 7: TEMPLATE TAB

Use the **TEMPLATE** tab options to customize and manage templates.

### Fee Templates

Set up the *Fee Templates* used to populate loan fees. The set fees auto populate the Zenly corresponding fields.

### Update Standard Fee Template

The *Standard Fee Template* is a canned template used to populate the *Initial Fees Worksheet*.

**Note:** Use the *Add* button to create a new template. See [Create New Fees Template](#) for details.

1. Click **Fee Template** on the *Template* tab.

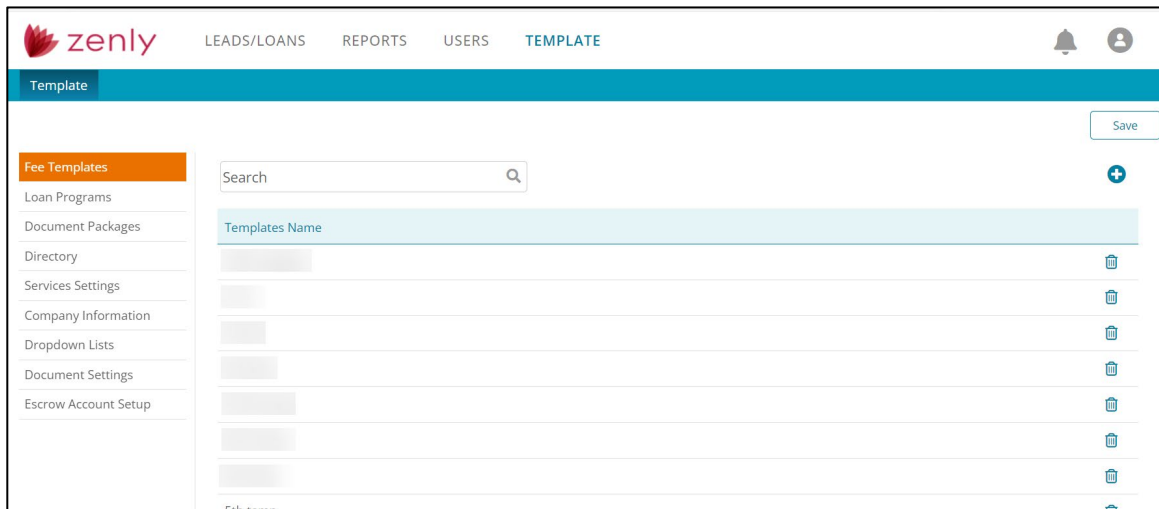
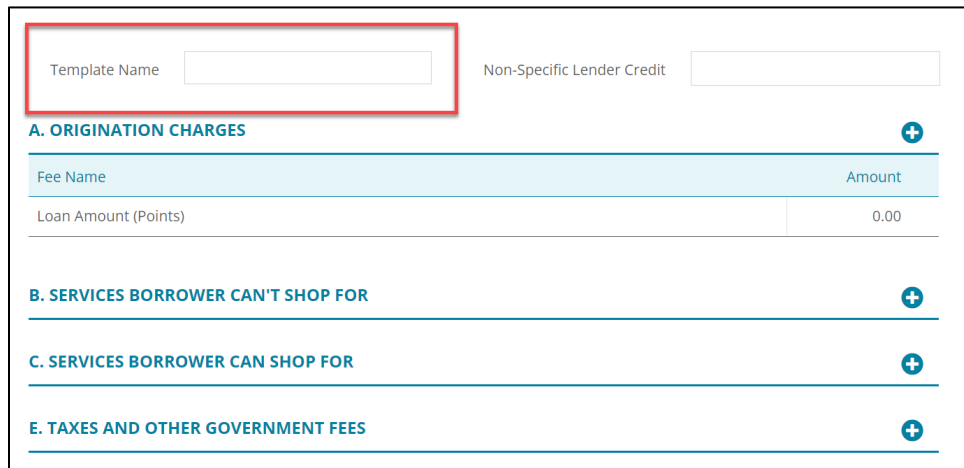


Figure 445: Standard Fee Template

2. Select the **Add**  button.

3. Enter the **Template Name**.



Template Name  Non-Specific Lender Credit

**A. ORIGATION CHARGES** +

Fee Name	Amount
Loan Amount (Points)	0.00

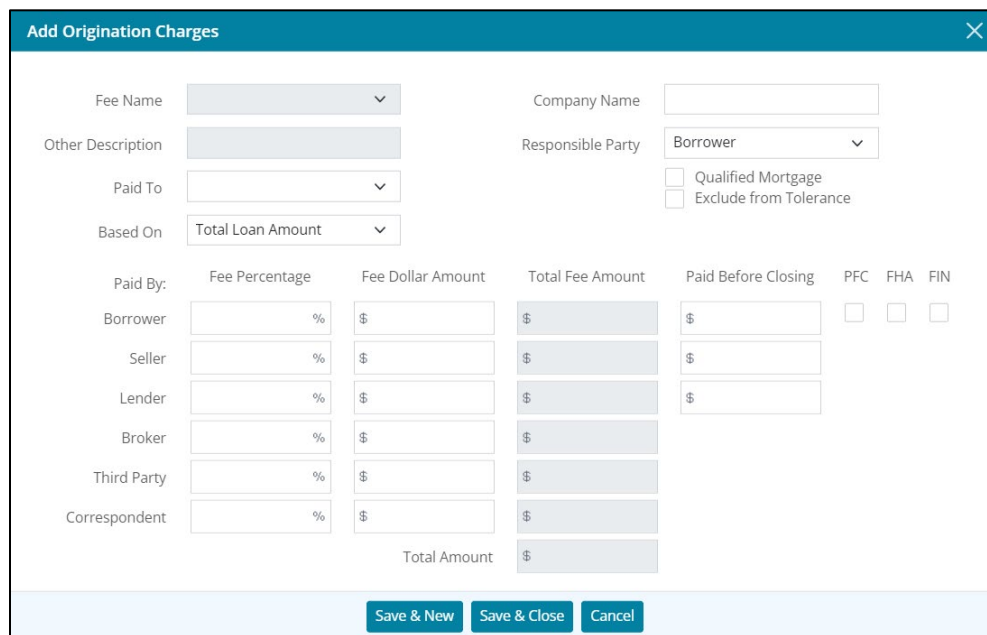
**B. SERVICES BORROWER CAN'T SHOP FOR** +

**C. SERVICES BORROWER CAN SHOP FOR** +

**E. TAXES AND OTHER GOVERNMENT FEES** +

Figure 446: Origination Charges

4. Enter the **Non-Specific Lender Credit** code if applicable.
5. Click the **Amount** field.



**Add Origination Charges** ×

Fee Name  Company Name

Other Description  Responsible Party

Paid To  ☐ Qualified Mortgage ☐ Exclude from Tolerance

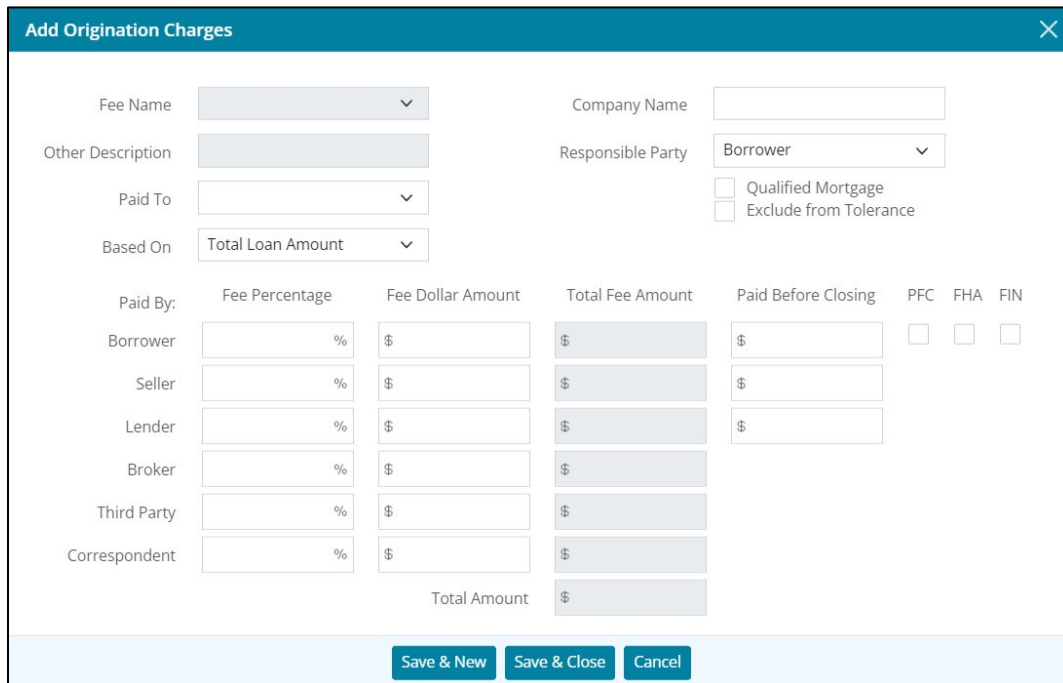
Based On

Paid By:	Fee Percentage	Fee Dollar Amount	Total Fee Amount	Paid Before Closing	PFC	FHA	FIN
Borrower	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seller	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
Lender	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
Broker	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
Third Party	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
Correspondent	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
Total Amount			<input type="text"/>				

Figure 447: Edit Origination Charges Dialog

6. Enter the **Origination Charges** details in the *Edit Origination Charges* dialog.
7. Click **Save & Close**.
8. Repeat Steps 3 – 4 for remaining **Origination Charge** additions.
9. Click **Origination Charges Add** to add additional origination charges. (See [Figure 446](#).)

10. Enter the new **Origination Charge** details in the *Add Origination Charges* dialog.



The dialog box is titled "Add Origination Charges" and contains the following fields and sections:

- Fee Name:** A dropdown menu.
- Other Description:** A text input field.
- Paid To:** A dropdown menu.
- Based On:** A dropdown menu with "Total Loan Amount" selected.
- Company Name:** A text input field.
- Responsible Party:** A dropdown menu with "Borrower" selected.
- Qualification Options:** Two checkboxes: "Qualified Mortgage" and "Exclude from Tolerance".
- Paid By:** A section with a table for fee distribution.
 

	Fee Percentage	Fee Dollar Amount	Total Fee Amount	Paid Before Closing	PFC	FHA	FIN
Borrower	%	\$	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seller	%	\$	\$	\$			
Lender	%	\$	\$	\$			
Broker	%	\$	\$	\$			
Third Party	%	\$	\$	\$			
Correspondent	%	\$	\$	\$			
Total Amount			\$				

At the bottom of the dialog are three buttons: "Save & New", "Save & Close", and "Cancel".

**Figure 448: Add Origination Charges Dialog**

11. Click **Save & Close**.

**Note:** Click *Save & New* to add another new *Origination Charge*.

12. Repeat Steps 1 – 10 for the following Standard Fees:

- Services Borrower Can't Shop For
- Services Borrower Can Shop For
- Taxes and Other Government Fees
- Prepays
- Initial Escrow Payment at Closing
- Other

## Create New Fees Template

Create a new Fees Template by copying the *Standard Fee Template* or by using specific **Add** buttons.

### Create from Copy

Create a new *Fees Template* with different names to enable different fees for different loans and loan types.



1. Click and hold the **Template Name** to copy until the **Add** button changes to **Drag & Drop** here to Copy.

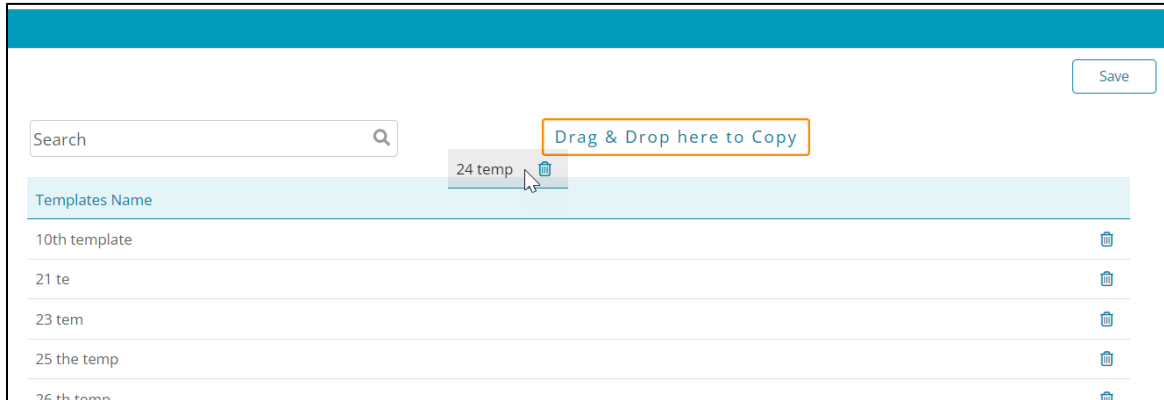


Figure 449: Copy Fees Template

2. Drag the selected template to the **Drag & Drop here to Copy** button to create a copy.

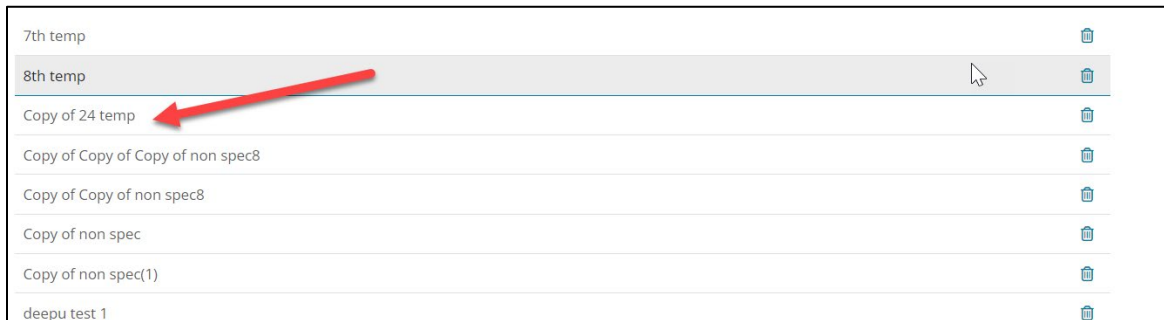


Figure 450: Copied Template

3. Rename the template appropriately.

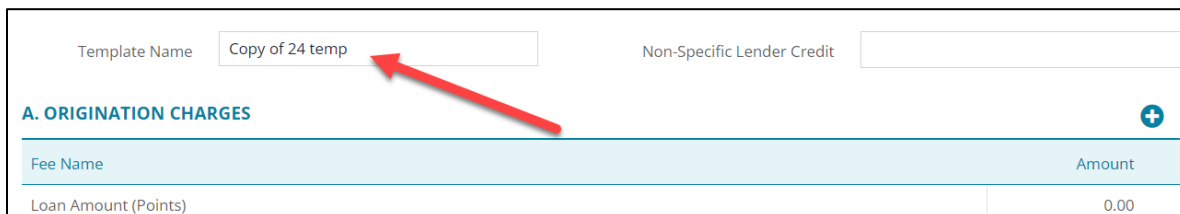


Figure 451: Rename Fees Template

4. Enter the **Non-Specific Lender Credit Identifier** if appropriate.
5. Use Steps 3 – 10 in [Update Standard Fee Template](#) to update the appropriate charges.

## Create a New Template

Use the appropriate **Add** button to create a new template.

1. Click the **Add** button.

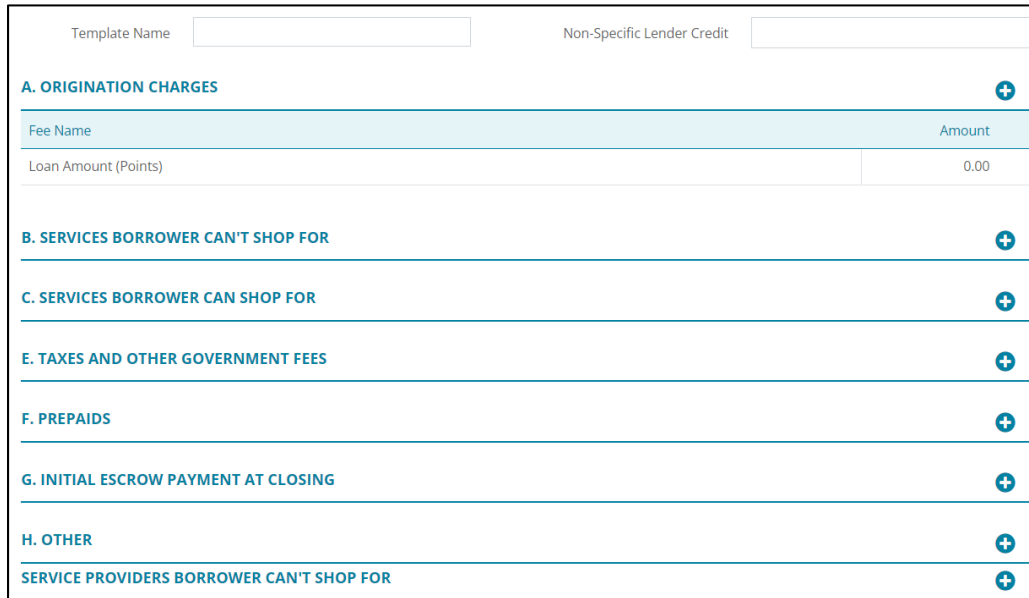


Figure 452: Add New Fees Template

2. Enter the **Template Name**.
3. Enter the **Non-Specific Lender Credit Identifier** if appropriate.
4. Click **Add** for the first type of charge to enter in the template.
5. Complete the appropriate **Add Charges** dialog fields.

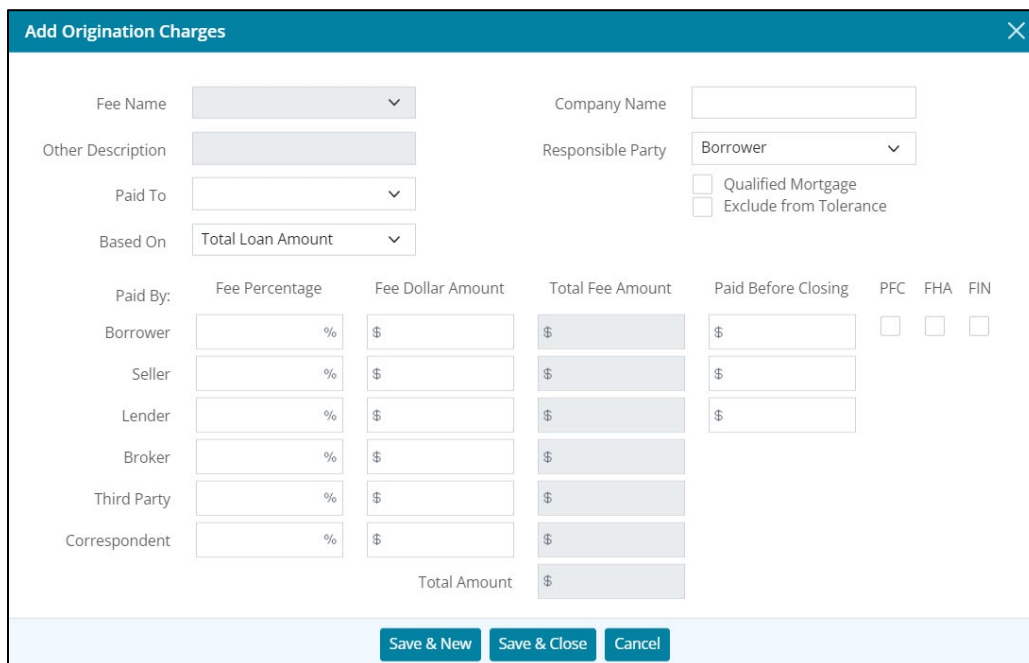


Figure 453: Add Charges Dialog

6. Click **Save & Close**.

**Note:** Click *Save & New* to add another new charge for the selected list.

7. Repeat Steps 4 – 6 for each charge type to add to the new template.
8. Click **Save** when complete.

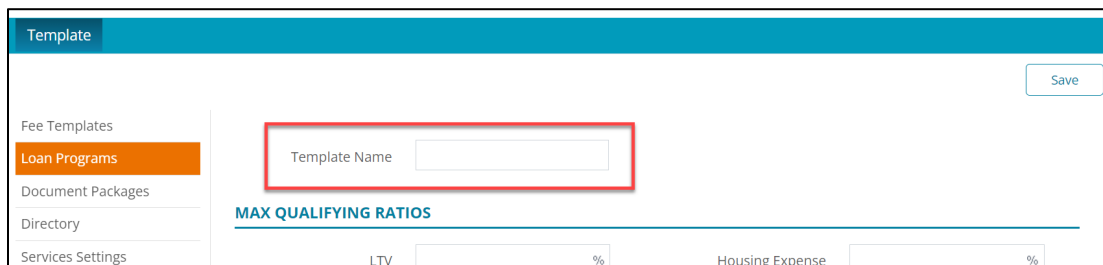
## Loan Program

This section allows the user to create, edit, or delete templates for loan programs that will auto-populate to a loan file. See [Application Loan](#).

### Creating a Loan Program Template

To create a new template:

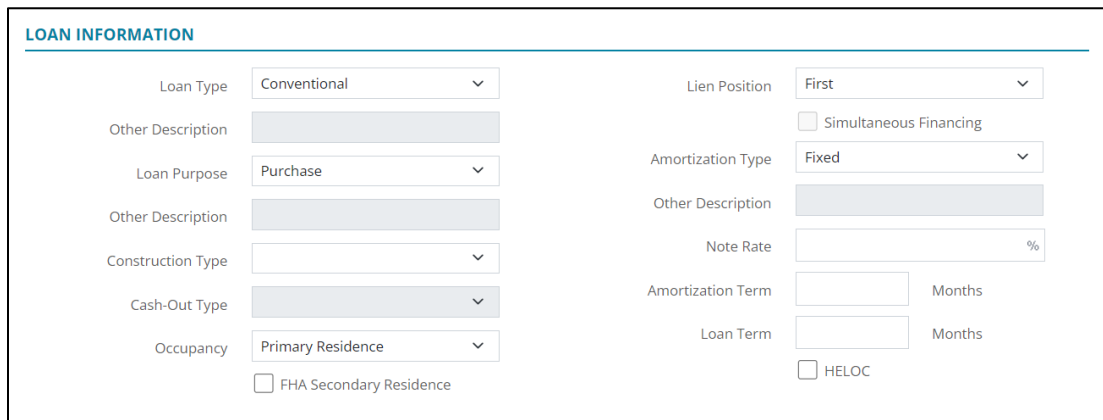
1. Select the **Add +** icon to add a template.
2. Enter the **Template Name**.



The screenshot shows the 'Template' section of the application. On the left, there is a sidebar with 'Loan Programs' highlighted. The main area has a 'Template Name' input field, which is highlighted with a red box. Below the input field, there is a section titled 'MAX QUALIFYING RATIOS' with two input fields: 'LTV' and 'Housing Expense', both followed by a '%' symbol. A 'Save' button is located in the top right corner of the main area.

**Figure 454: Template Name**

3. Adjust the desired fields in the **Loan Information** section.



The screenshot shows the 'LOAN INFORMATION' section. It contains two columns of fields. The left column includes: 'Loan Type' (Conventional), 'Other Description' (text input), 'Loan Purpose' (Purchase), 'Other Description' (text input), 'Construction Type' (dropdown), 'Cash-Out Type' (dropdown), and 'Occupancy' (Primary Residence). The right column includes: 'Lien Position' (First), 'Simultaneous Financing' (checkbox), 'Amortization Type' (Fixed), 'Other Description' (text input), 'Note Rate' (text input with %), 'Amortization Term' (text input with Months), 'Loan Term' (text input with Months), and 'HELOC' (checkbox). There is also a checkbox for 'FHA Secondary Residence' at the bottom left.

**Figure 455: Loan Information Template**

4. If needed, enter **Rate Adjustments**.

**RATE ADJUSTMENT**

	Adj Cap	Months	Index Type	<div style="border: 1px solid #ccc; padding: 2px;">▼</div>
1st Change	<div style="border: 1px solid #ccc; width: 60px; text-align: center;">%</div>	<div style="border: 1px solid #ccc; width: 60px; text-align: center;"></div>	Other Description	<div style="border: 1px solid #ccc; height: 20px;"></div>
Adj Period	<div style="border: 1px solid #ccc; width: 60px; text-align: center;">%</div>	<div style="border: 1px solid #ccc; width: 60px; text-align: center;"></div>	Rate Rounding Options	
Life Cap	<div style="border: 1px solid #ccc; width: 60px; text-align: center;">%</div>		Rate	<div style="border: 1px solid #ccc; width: 60px; text-align: center;">%</div>
Margin	<div style="border: 1px solid #ccc; width: 60px; text-align: center;">%</div>		Rate Round To	<div style="border: 1px solid #ccc; width: 60px; text-align: center;">▼</div>
Index	<div style="border: 1px solid #ccc; width: 60px; text-align: center;">%</div>			
Alt. Index	<div style="border: 1px solid #ccc; width: 60px; text-align: center;">%</div>			
Floor	<div style="border: 1px solid #ccc; width: 60px; text-align: center;">%</div>			

**Figure 456: Rate Adjustment**

5. If needed, enter **Payment Adjustments**.
6. If needed, enter the **Buydown Mortgage**.

**PAYMENT ADJUSTMENT**

Interest-Only	<div style="border: 1px solid #ccc; width: 60px; text-align: center;"></div> months	Extra Payment of	<div style="border: 1px solid #ccc; width: 60px; text-align: center;">\$</div> every	<div style="border: 1px solid #ccc; width: 60px; text-align: center;"></div> payment
<input type="checkbox"/> Calculate Qual Ratios at the Interest-Only Payment				
Initial Payment Rate	<div style="border: 1px solid #ccc; width: 60px; text-align: center;">▼</div> <div style="border: 1px solid #ccc; width: 60px; text-align: center;">%</div> <div style="border: 1px solid #ccc; width: 60px; text-align: center;"></div> months	<input type="checkbox"/> Bi-Weekly Payment Schedule		
Adj Cap	<div style="border: 1px solid #ccc; width: 60px; text-align: center;">%</div>	Adj Period	<div style="border: 1px solid #ccc; width: 60px; text-align: center;"></div> months	
Recast Pd/Stop	<div style="border: 1px solid #ccc; width: 60px; text-align: center;"></div> / <div style="border: 1px solid #ccc; width: 60px; text-align: center;"></div> months	<input type="checkbox"/> Simple Interest		
Max Balance	<div style="border: 1px solid #ccc; width: 60px; text-align: center;">%</div>	<input type="checkbox"/> Down Payment Assistance Program		
<input type="checkbox"/> Calculate Qual Ratios at the Max Adjusted Loan Balance				
		Principal Forgiven	<div style="border: 1px solid #ccc; width: 60px; text-align: center;">%</div> every	<div style="border: 1px solid #ccc; width: 60px; text-align: center;"></div> months
		Gruated Payment Mortgage	Years	<div style="border: 1px solid #ccc; width: 60px; text-align: center;"></div> at Rate <div style="border: 1px solid #ccc; width: 60px; text-align: center;">%</div>
		Payment Rounding Options	Payment Rounding	
		<div style="border: 1px solid #ccc; width: 60px; text-align: center;">%</div>	<div style="border: 1px solid #ccc; width: 60px; text-align: center;">▼</div>	

**BUYDOWN MORTGAGE**

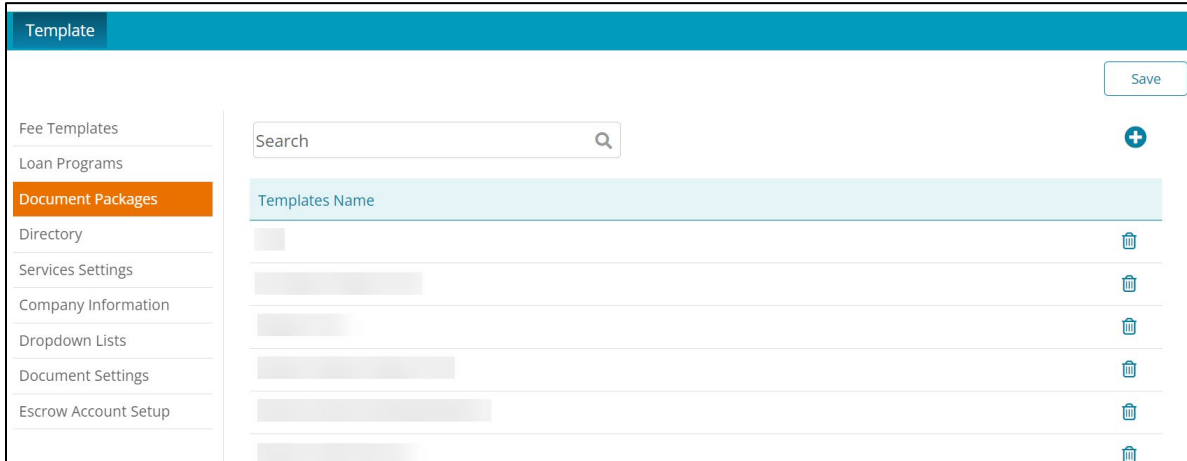
Paid By	<div style="border: 1px solid #ccc; width: 60px; text-align: center;">Borrower</div> ▼	Temporary Buydown Fee	<div style="border: 1px solid #ccc; width: 60px; text-align: center;">\$</div>	
Disclose LE/CD Product	<div style="border: 1px solid #ccc; width: 60px; text-align: center;">Step Rate</div> ▼	Type	<div style="border: 1px solid #ccc; width: 60px; text-align: center;">▼</div>	
<input type="checkbox"/> Temporary Subsidy				

**Figure 457: Payment Adjustment**

7. Click on **Save**.

## Document Packages

Use this section to create templates for print documents. The *Document Package* will appear when generating documents for a borrower. See [Generate](#).



**Figure 458: Document Packages**

To create a *Document Package*:

1. Select the **TEMPLATE** tab.
2. Select **Document Packages**.
3. Click on the **Add** icon.
4. Create a name for the template using the **Template Name** field.
5. In the **Filtered by** dropdown, select the desired document type.
6. Choose the desired document(s).
7. Select the **Save** button.

## Directory

The *Directory* allows the user to add or import contact information to Zenly.

To a contact:

1. Select the **Add** button.

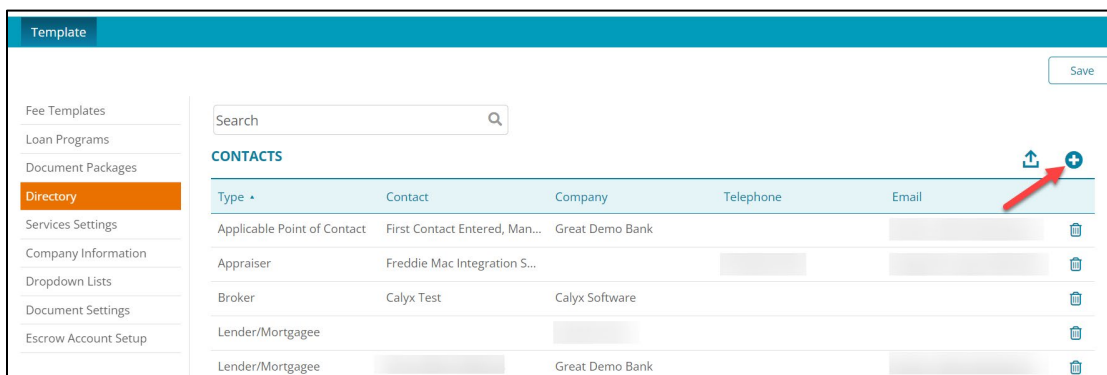


Figure 459: Directory

2. Select a **Contact Type**.

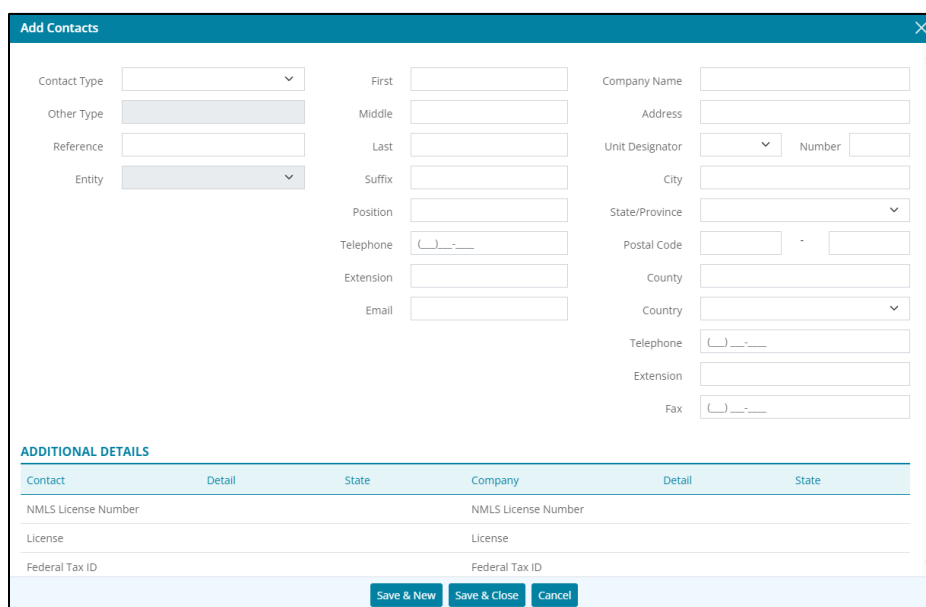


Figure 460: Contact Type (Directory)

3. Enter the desired contact information.
4. Select **Save & Close**.

## Importing Contacts

Import contacts using the import icon. A Sample CSV file is provided to assist with the importation of a directory.

**Note:** Use the headers from the Sample CSV file to format the desired directory CSV file before importing.

To import contacts:

1. Select the **Import** icon.

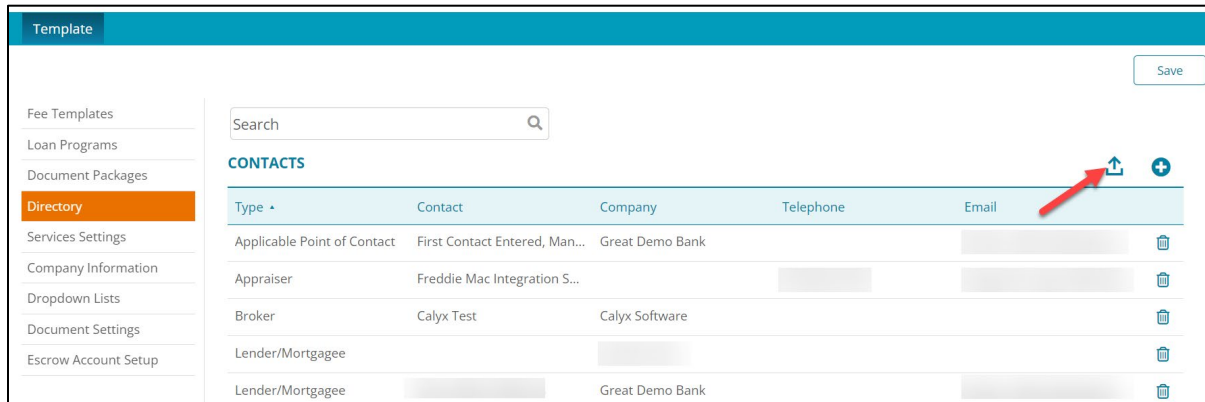


Figure 461: Use Directory Icon

2. Select **Choose File**.

**Note:** Click on the Sample .csv file link to open the CSV sample file.

3. Select the desired CSV file.

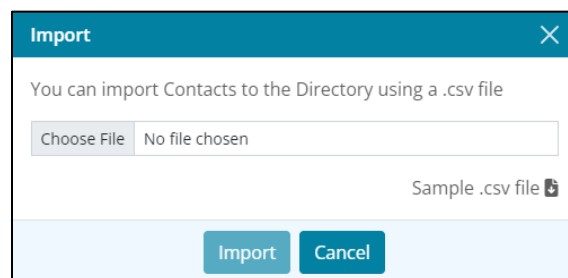


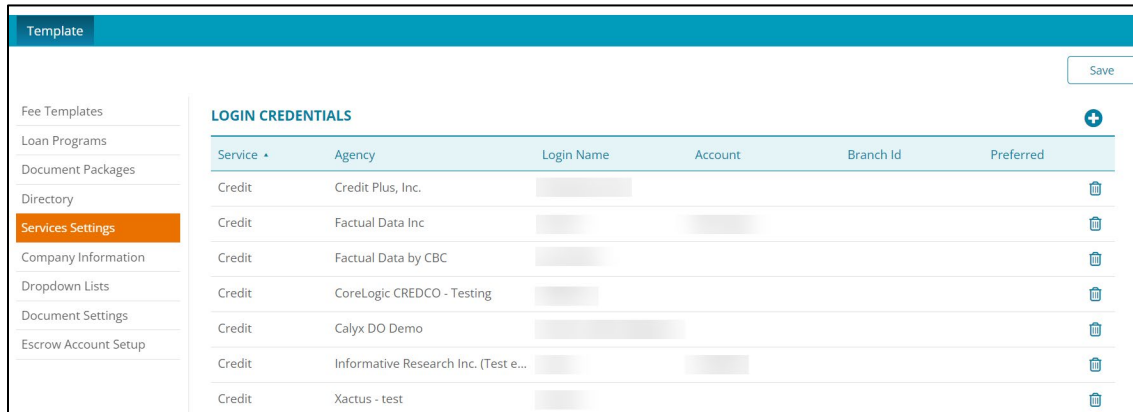
Figure 462: Import Directory

4. Ensure the format is correct.
5. Select **Open**.
6. Select **Import**.

## Global Services Settings

Use the *Services Settings* screen to set global service credentials for users.

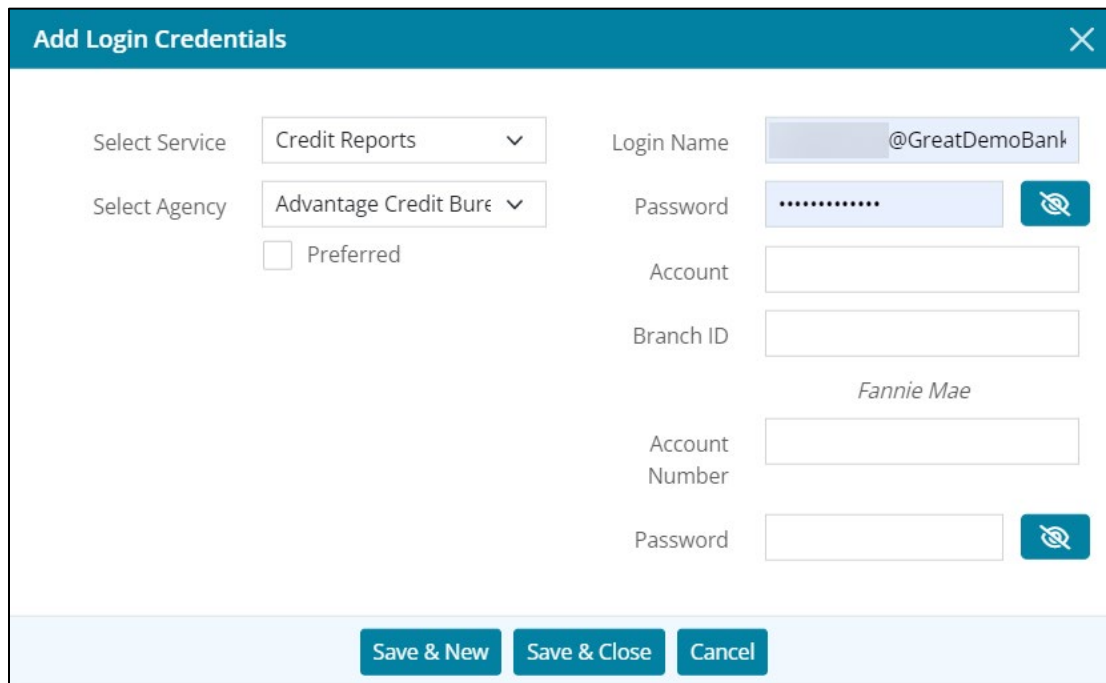
1. Select the **TEMPLATES** tab.



Service	Agency	Login Name	Account	Branch Id	Preferred
Credit	Credit Plus, Inc.				<input type="checkbox"/>
Credit	Factual Data Inc				<input type="checkbox"/>
Credit	Factual Data by CBC				<input type="checkbox"/>
Credit	CoreLogic CREDCO - Testing				<input type="checkbox"/>
Credit	Calyx DO Demo				<input type="checkbox"/>
Credit	Informative Research Inc. (Test e...				<input type="checkbox"/>
Credit	Xactus - test				<input type="checkbox"/>

Figure 463: Stored Credit Card

2. Select **Services Settings**.
3. Click **Add**.
4. Select the appropriate **Service**.



**Add Login Credentials**

Select Service: Credit Reports

Select Agency: Advantage Credit Bure

☐ Preferred

Login Name: @GreatDemoBank

Password: [Masked]

Account: [Empty]

Branch ID: [Empty]

Fannie Mae

Account Number: [Empty]

Password: [Masked]

Buttons: Save & New, Save & Close, Cancel

Figure 464: Add Login Credentials Dialog

5. Select the appropriate **Agency**.
6. Select the **Preferred** checkbox to save settings as preferred.
7. Enter **Login Name**.

**Note:** The *Login Name* for the *Loan Product Advisor Agency* is given by Freddie Mac.

8. Enter the login **Password**.



9. Enter the **Account number**.
10. Enter the company **Branch ID** if appropriate.
11. Enter the **Fannie Mae Account Number**.
12. Enter the **Fannie Mae Password**.

**Note:** The *Fannie Mae* fields only appear for credit vendors that require different authentication credentials for Fannie Mae vendors.

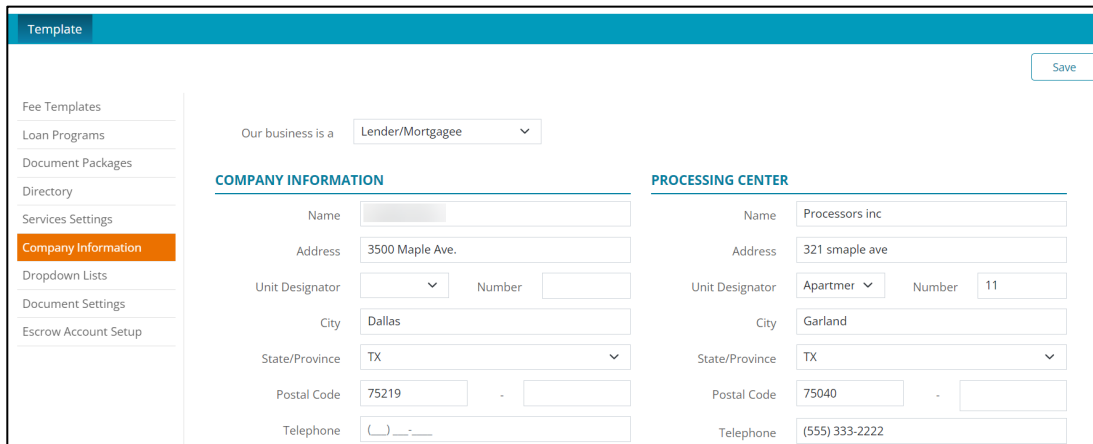
13. If needed, enter **TPO/NOTP** (*Freddie Mac*).
14. If needed, enter **Seller Servicer** number (*Freddie Mac*).
15. Click **Save & Close**.

**Note:** Click *Save & New* to add another service setting.

## Company Information

Set company information defaults that will appear on all printed documents.

1. Select **Company Information**.



**Figure 465: Company Information**

2. Select the business type from the **Our business is a** dropdown.
3. Enter **Company Information**.
4. Enter **Processing Center** information if required.
5. Click the **Company Information State License Add** button.
6. Complete the *Add State* dialog fields.
7. Click the **Processing Center State License Add** button.
8. Complete the *Add State* dialog fields.

## Dropdown Lists

Use the **Dropdown List** options to customize dropdown lists on some Zenly screens. Choose either *Leads* or the *Loans* option to add list items to the selected location.

## Select List Items

Use the following steps to select a listed item not included in a dropdown.

1. Select **Dropdown Lists**.

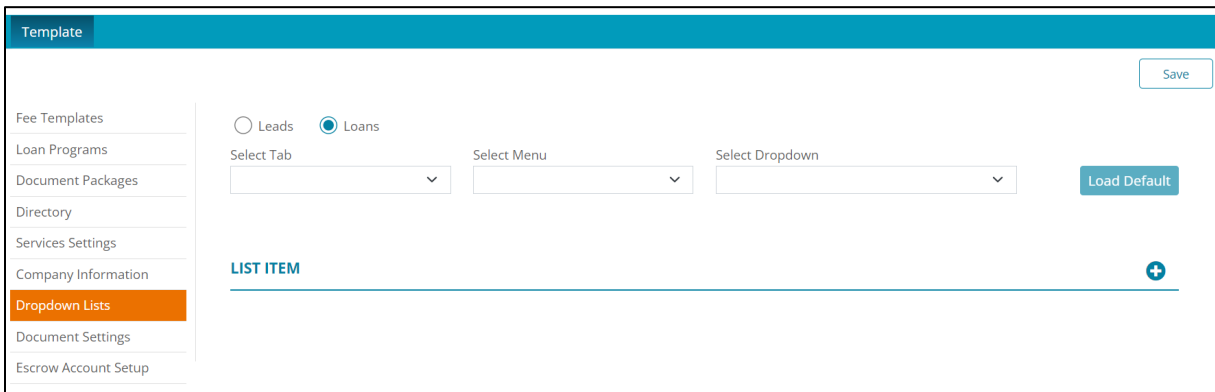


Figure 466: Status Dropdown Lists

2. Select either the **Leads** or the **Loans** option.
3. Select the **Tab** option.
4. Select the **Menu** option.
5. Select the **Dropdown** option.
6. Select the required option.

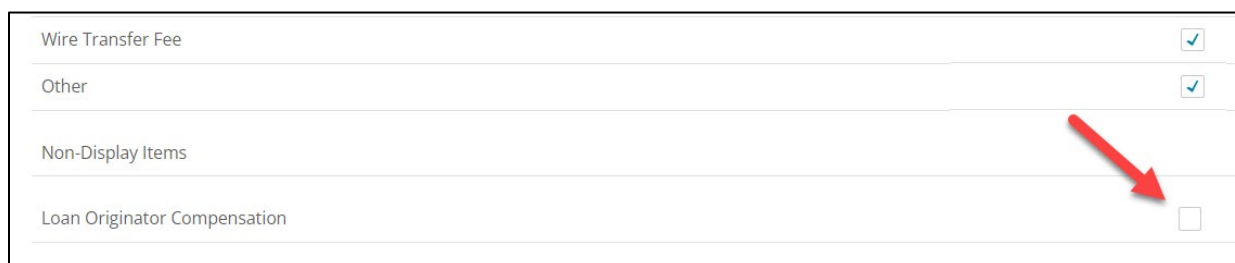


Figure 467: Select List Option

7. Click **Add**.
8. Click **Load Default** to add the option to the **Default List**.
9. Click **Log Out** to save the change.

**Note:** *Log Out* is required to save the default selection.

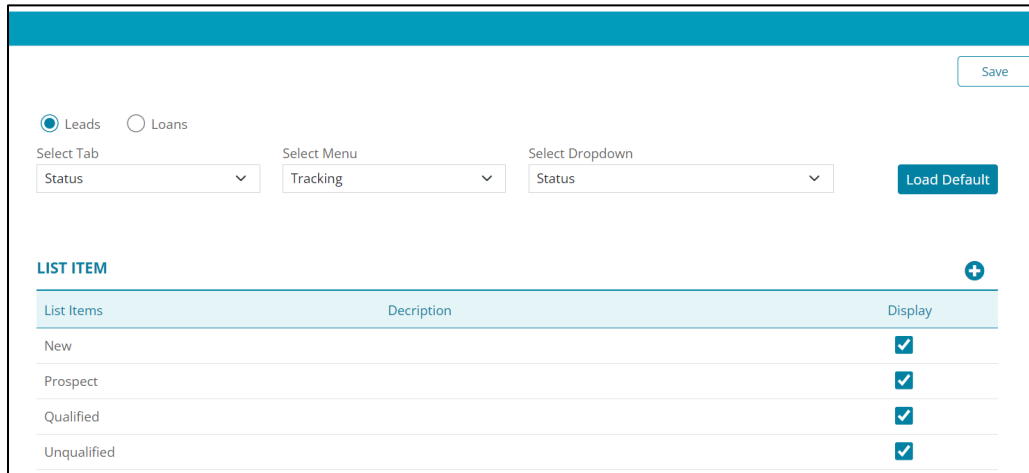
## Add List Items

Use the following sections to add custom items to dropdown lists.

### Leads Status Dropdown


Use the following steps to add list items to the Leads *Tracking* screen.

1. Select **Dropdown Lists**.
2. Select **Leads**.
3. Select the **Status** option in the *Select Tab* menu.
4. Select the **Tracking** option from the *Select Menu*.
5. Select the **Status** option from the *Select Dropdown* menu.



List Items	Decription	Display
New		<input checked="" type="checkbox"/>
Prospect		<input checked="" type="checkbox"/>
Qualified		<input checked="" type="checkbox"/>
Unqualified		<input checked="" type="checkbox"/>

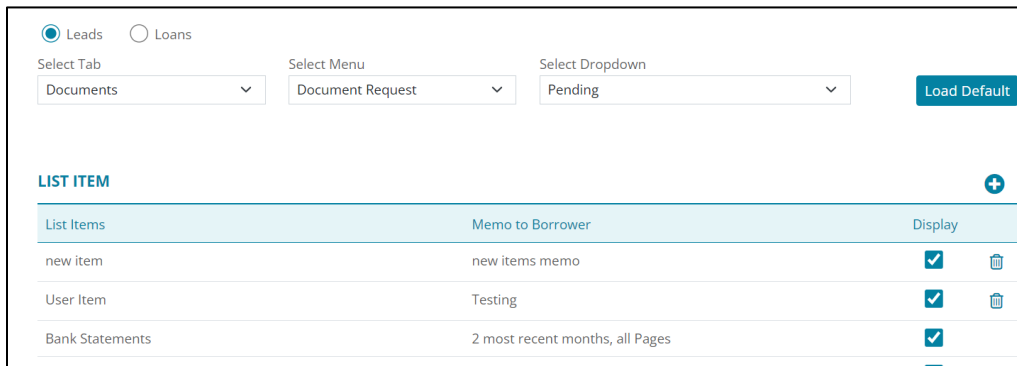
**Figure 468: Leads Status Dropdown**

6. Click on the **Add**  icon to create a *Status* for a lead.

### Leads Documents Dropdown

Use the following steps to add list items to the *Documents Request* screen *Pending* options.

1. Select **Documents** from the *Select Tab* dropdown menu.



List Items	Memo to Borrower	Display
new item	new items memo	<input checked="" type="checkbox"/>
User Item	Testing	<input checked="" type="checkbox"/>
Bank Statements	2 most recent months, all Pages	<input checked="" type="checkbox"/>

Figure 469: Leads Documents Dropdown

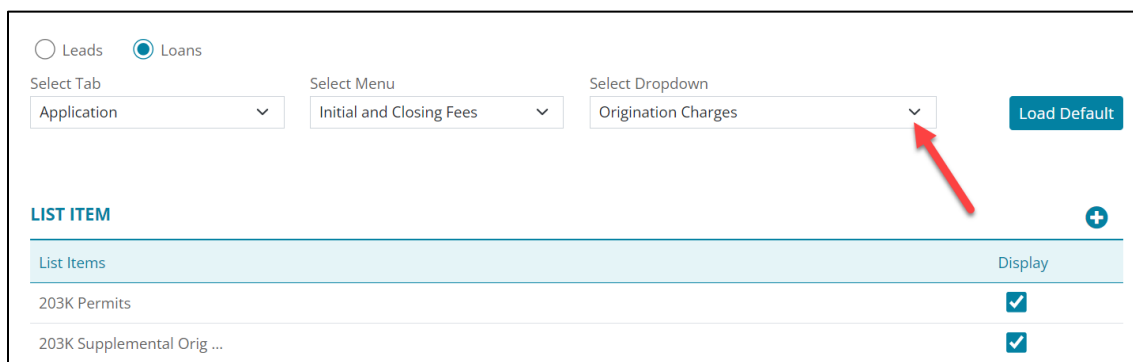
2. Select **Document Request** from *Select Menu*.
3. Select **Pending** from *Select Dropdown*.
4. Click **Add** to add a new dropdown menu item.
5. Repeat steps for additional **Select Dropdown** options as required.

## Application Dropdown

New *Fees* must be added to the *Application* dropdown before the *Fees* are available on the *Application* screens.

Use the following steps to add list items to the *Application* screen *Initial* and *Closing fees* options.

1. Select **Application** from *Select Tab* menu.

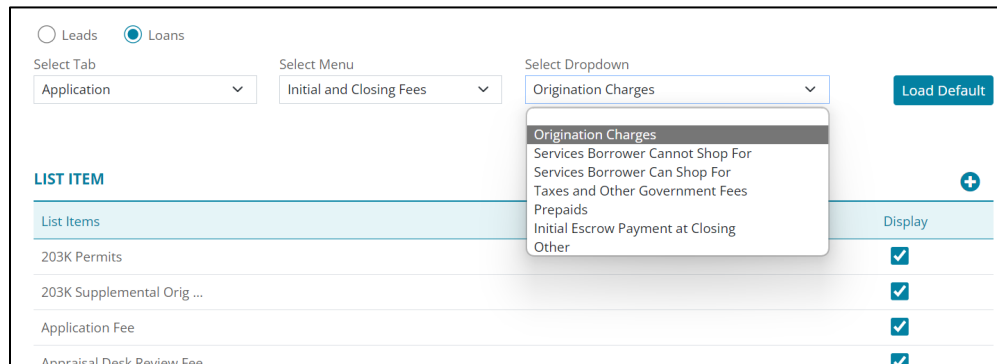


List Items	Display
203K Permits	<input checked="" type="checkbox"/>
203K Supplemental Orig ...	<input checked="" type="checkbox"/>

Figure 470: Initial & Closing Fees Dropdown

2. Select **Initial and Closing Fees** from *Select Menu*.

3. Select the appropriate **Select Dropdown** option.



**Figure 471: Application Select Dropdown List**

4. Click **Add** to add a new dropdown menu item.

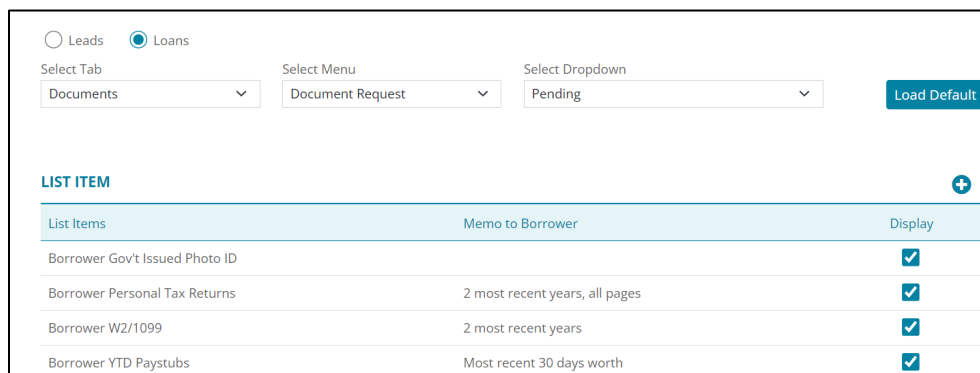
**Note:** See steps 5 -8 in Leads Documents Dropdown.

5. Repeat these steps to add additional Dropdown options.

## Documents Dropdown

Use the following steps to add list items to the *Documents Request* screen **Pending** options.

1. Select **Documents** from *Select Tab*.



**Figure 472: Select Document Pending Option**

2. Select **Document Request** from *Select Menu*.
3. Select **Pending** from *Select Dropdown*.
4. Click **Add** to add a new dropdown menu item.

**Note:** See steps 5-8 in the Leads *Documents Dropdown*.

5. Repeat these steps for additional dropdown options.

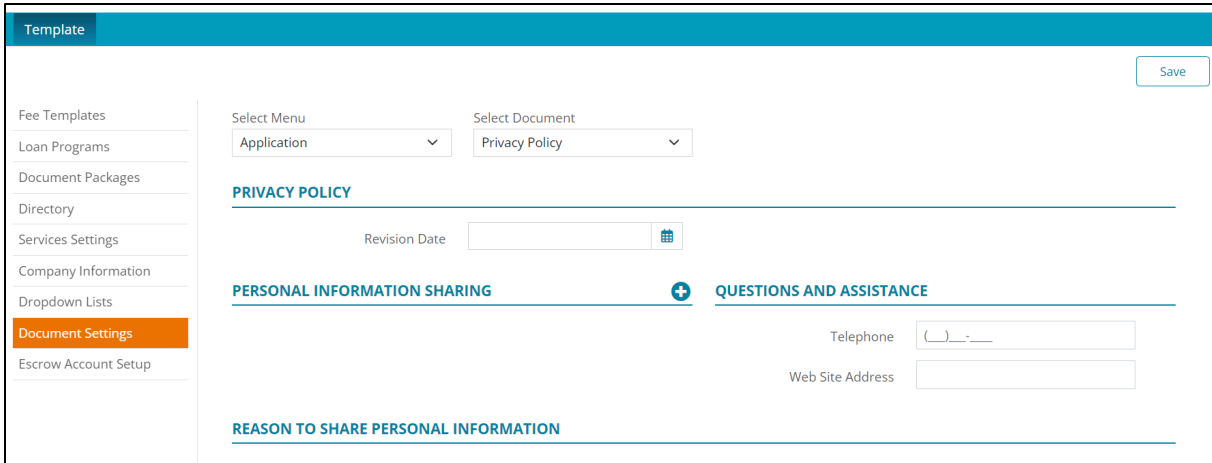
## Document Settings

Use the following sections to set *Application* and *Processing* document settings.

### Application Privacy Settings

Select the information to appear on the *Privacy Statement Form*.

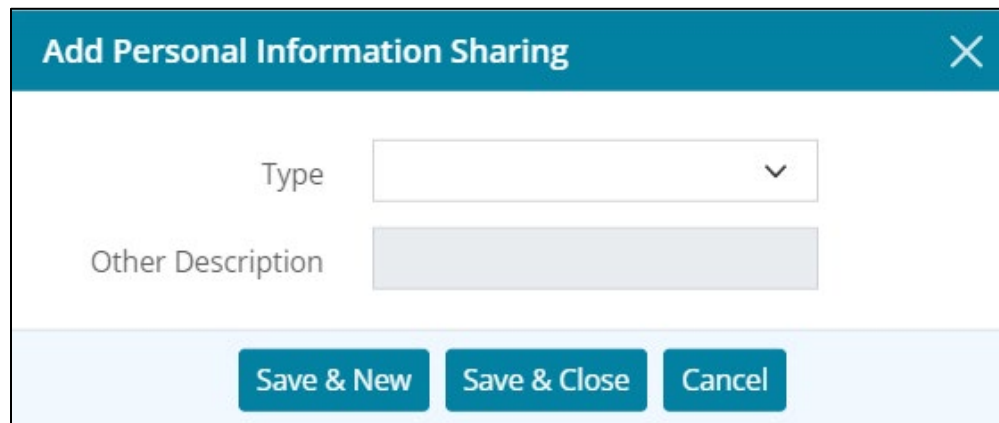
1. Select **Application** from *Select Menu*.



The screenshot shows the 'Template' settings page. On the left is a sidebar with a menu: Fee Templates, Loan Programs, Document Packages, Directory, Services Settings, Company Information, Dropdown Lists, Document Settings (highlighted in orange), and Escrow Account Setup. The main area has a 'Select Menu' dropdown set to 'Application' and a 'Select Document' dropdown set to 'Privacy Policy'. Below these are sections for 'PRIVACY POLICY' (with a 'Revision Date' field and a calendar icon), 'PERSONAL INFORMATION SHARING' (with a blue '+' button), 'QUESTIONS AND ASSISTANCE' (with a blue '-' button), and 'REASON TO SHARE PERSONAL INFORMATION'. At the bottom right are fields for 'Telephone' and 'Web Site Address'. A 'Save' button is in the top right corner.

Figure 473: Loan Application Privacy Settings

2. Select **Privacy Policy** from *Select Document*.
3. Select the **Calendar** to set *Privacy Policy Revision Date*.
4. Click the **Personal Information Sharing Add** button to select document types impacted by personal sharing.



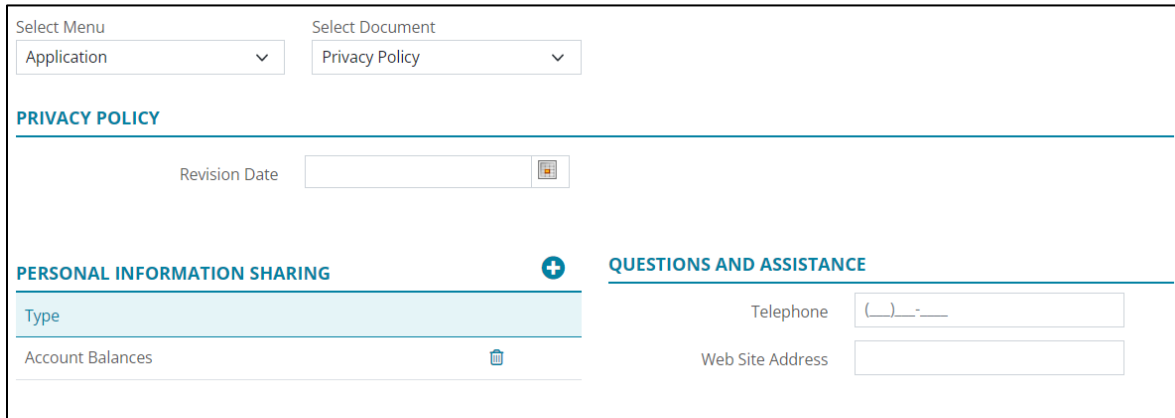
The screenshot shows a modal dialog box titled 'Add Personal Information Sharing' with a close button (X) in the top right. It contains a 'Type' dropdown menu and an 'Other Description' text field. At the bottom are three buttons: 'Save & New', 'Save & Close', and 'Cancel'.

Figure 474: Add Personal Information Sharing

5. Select the appropriate **Type**.

**Note:** Enter *Other Description* when selecting *Other* from the *Type* dropdown.

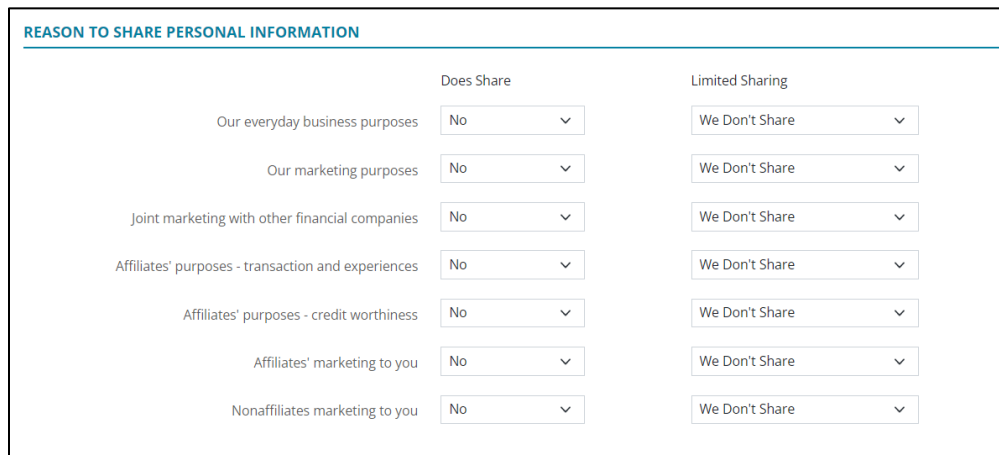
6. Select **Save & Close** to add the document type to the **Personal Information List**.



**Figure 475: Document Type List**

**Note:** Select *Save & New* to add another document type.

7. Enter **Questions** and **Assistance Telephone** and **Web Site Address** to which the borrower/co-borrower can refer when questions arise.
8. Select **Yes** for the **Reason to Share Personal Information** statements to appear on the form.

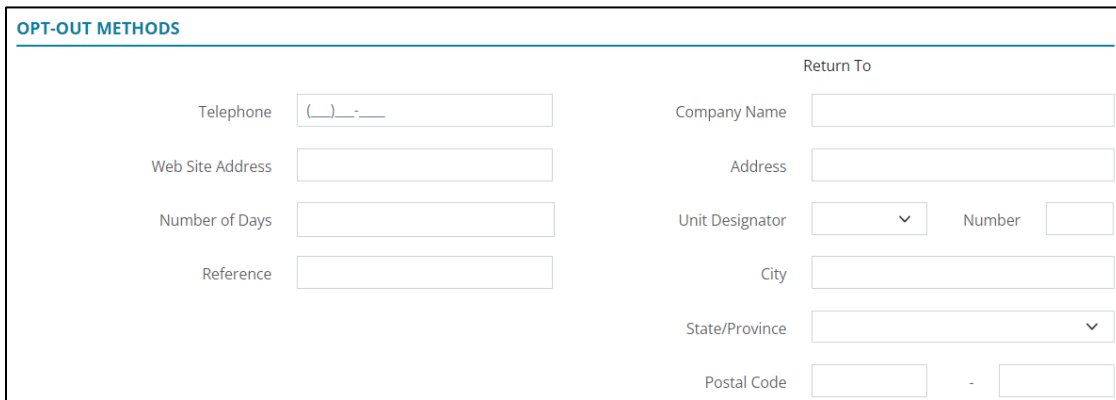


	Does Share	Limited Sharing
Our everyday business purposes	No	We Don't Share
Our marketing purposes	No	We Don't Share
Joint marketing with other financial companies	No	We Don't Share
Affiliates' purposes - transaction and experiences	No	We Don't Share
Affiliates' purposes - credit worthiness	No	We Don't Share
Affiliates' marketing to you	No	We Don't Share
Nonaffiliates marketing to you	No	We Don't Share

**Figure 476: Reasons to Share Personal Info.**

9. Select the appropriate corresponding **Limited Sharing** option.

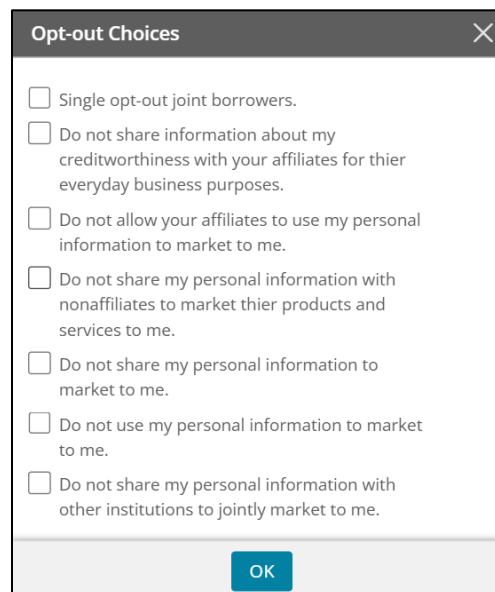
10. Select the appropriate **Opt-out Methods** details.



The form is titled "OPT-OUT METHODS" and is divided into two columns. The left column contains fields for Telephone (with a format guide ( ) - -), Web Site Address, Number of Days, and Reference. The right column contains a "Return To" section with fields for Company Name, Address, Unit Designator (a dropdown menu), Number (a text field), City, State/Province (a dropdown menu), and Postal Code (a text field with a hyphen separator).

**Figure 477: Opt-out Methods**

11. Click **Select** to add **Opt-out Choices**.
12. Select the checkboxes to include the information on the form.



The dialog is titled "Opt-out Choices" and contains a list of seven checkboxes, each followed by a description of an opt-out choice. The choices are: Single opt-out joint borrowers, Do not share information about my creditworthiness with your affiliates for thier everyday business purposes, Do not allow your affiliates to use my personal information to market to me, Do not share my personal information with nonaffiliates to market thier products and services to me, Do not share my personal information to market to me, Do not use my personal information to market to me, and Do not share my personal information with other institutions to jointly market to me. An "OK" button is located at the bottom right of the dialog.

**Figure 478: Opt-out Choices Dialog**

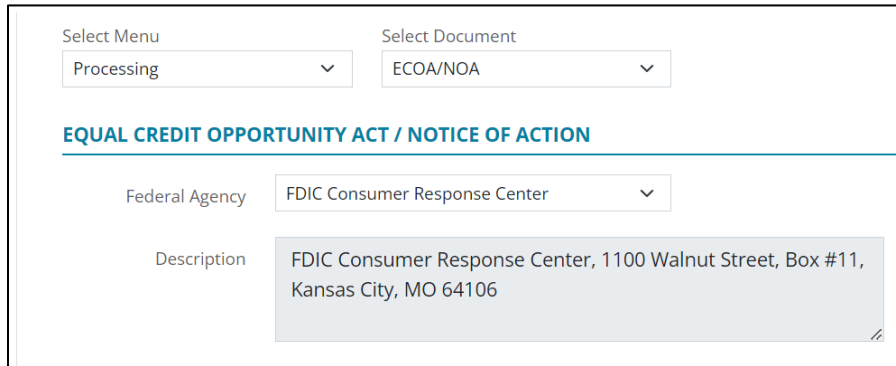
13. Complete the remaining form fields.
14. Click **Save** to save the selections.

## ECOA Processing Settings

Select the statement to include on the *Equal Credit Opportunity Act (ECOA) Form*.



1. Select **Processing** from the *Select Menu* dropdown.



**Figure 479: ECOA Form Statement**

2. Select **ECOA** from the **Select Document** dropdown.
3. Select the appropriate **Federal Agency** from the dropdown.
4. Review the **Description** to ensure the correct one is selected.

## Escrow Account Setup

Use this section to set up Escrow account fees.

**Note:** The user can customize what fees/items are shown on *Escrow Account Setup* screen by using the [Dropdown Lists](#) screen.



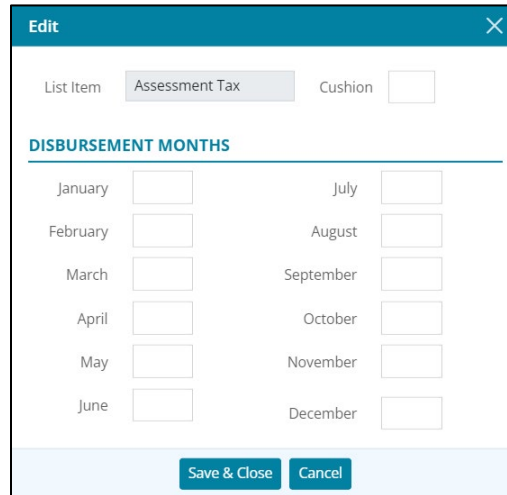
Fee	Cushion	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Assessment Tax	2	6						6					
City Bond Tax	2						6					6	
City Property Tax	2			4				4				4	
Condo Association Dues	2	3			3			3			3		
Condo Assoc Assessment													
Construction Completion Funds													
Co-op Association Dues													

**Figure 480: Escrow Account Setup**

To edit a fee:

1. Locate the desired fee.
2. Click on the fee.

3. If needed, enter a **Cushion**.



The screenshot shows a window titled "Edit" with a close button (X) in the top right corner. Inside the window, there is a "List Item" dropdown menu set to "Assessment Tax" and a "Cushion" input field. Below this is a section titled "DISBURSEMENT MONTHS" with a horizontal line underneath. This section contains two columns of month names, each followed by an input field: January, February, March, April, May, June in the first column, and July, August, September, October, November, December in the second column. At the bottom of the window are two buttons: "Save & Close" and "Cancel".

**Figure 481: Editing Escrow Fees**

4. Enter the desired value for each month.
5. Enter **Save & Close**.

## Chapter 8: ZIP

The **Interview Portal** provides options for setting up Zip users. To access the Zip user settings, select on the Users name in the User Profile.

### Interview Portal

Use the *Interview Portal* to customize and manage Zip information. The options enable design and message configuration for the company *Zip* website used to introduce the borrower to organizations and loan officers. Borrowers may apply for loans and select specific loan officers via the company *Zip* website.

**Note:** Not all described options are available to all Zenly users.

To access the *Interview Portal*:

1. Open the **User Profile**.
2. Select **Interview Configuration**.

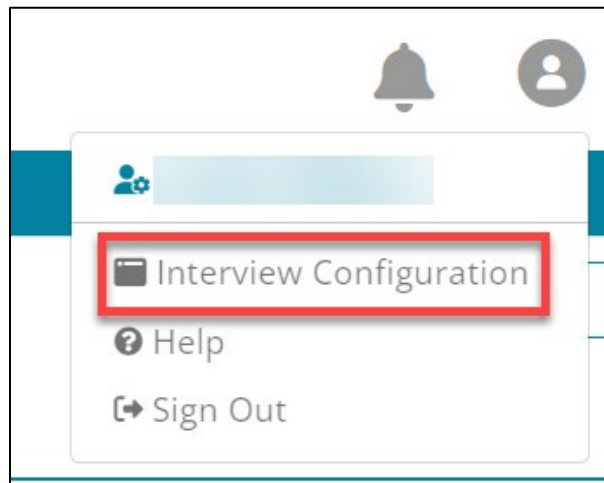


Figure 482: User Profile (Zip)

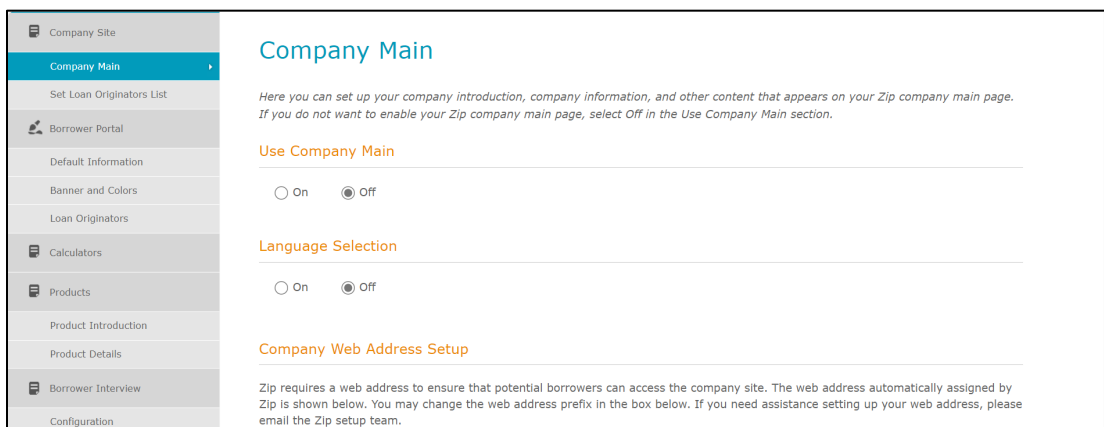
## Company Site

The **Company Site** options enable selecting what appears on the company *Zip Main* page. Include which Loan Originators appear on the Zip site.

## Company Main

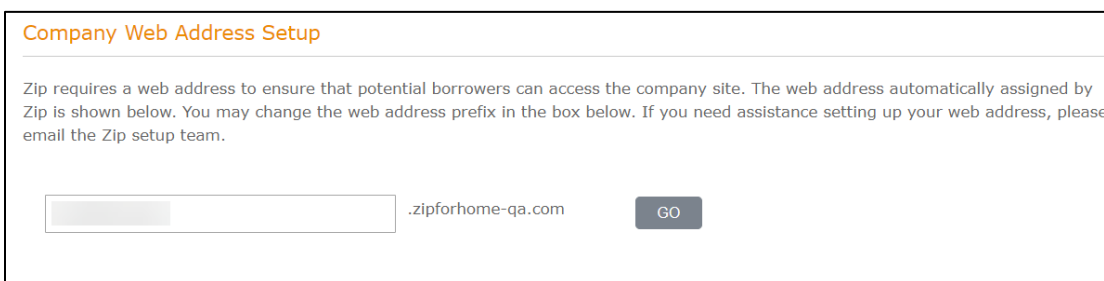
Configure the design and layout of the landing page for the company Zip landing site.

1. Select **Company Main** from the sidebar.



**Figure 483: Company Main Page Setup**

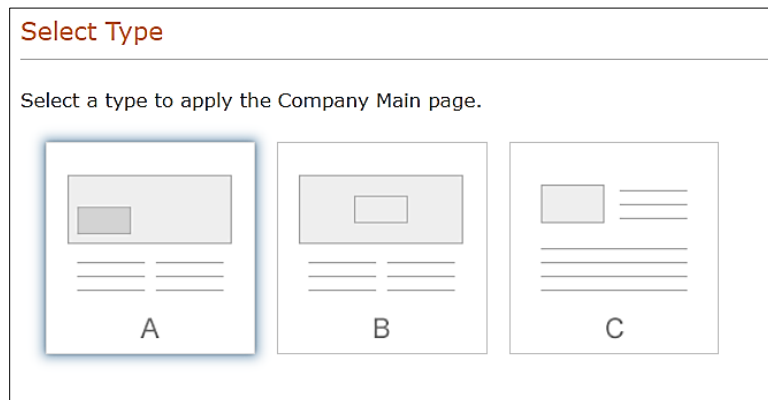
2. Select the **Use Company Main On** radio button to enable the company *Zip Main* page.
3. Select the **Language Selection On** radio button to enable language selection on the company *Zip Main* page.
4. Enter the company website **URL** in the field to enable access to the company site.



**Figure 484: Company URL**

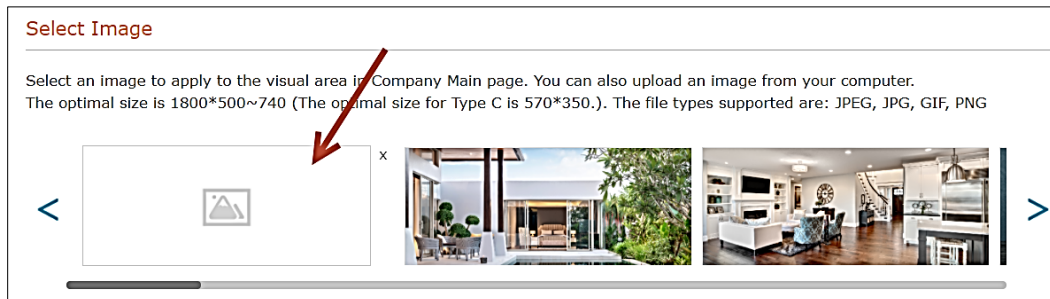
5. Select **GO** to test the **URL**.

6. Select the *Zip Main* page layout design.



**Figure 485: Zip Main Page Layout**

7. Click the **Blank** image to browse to the stored **Company** image to use on the *Zip Main* page.

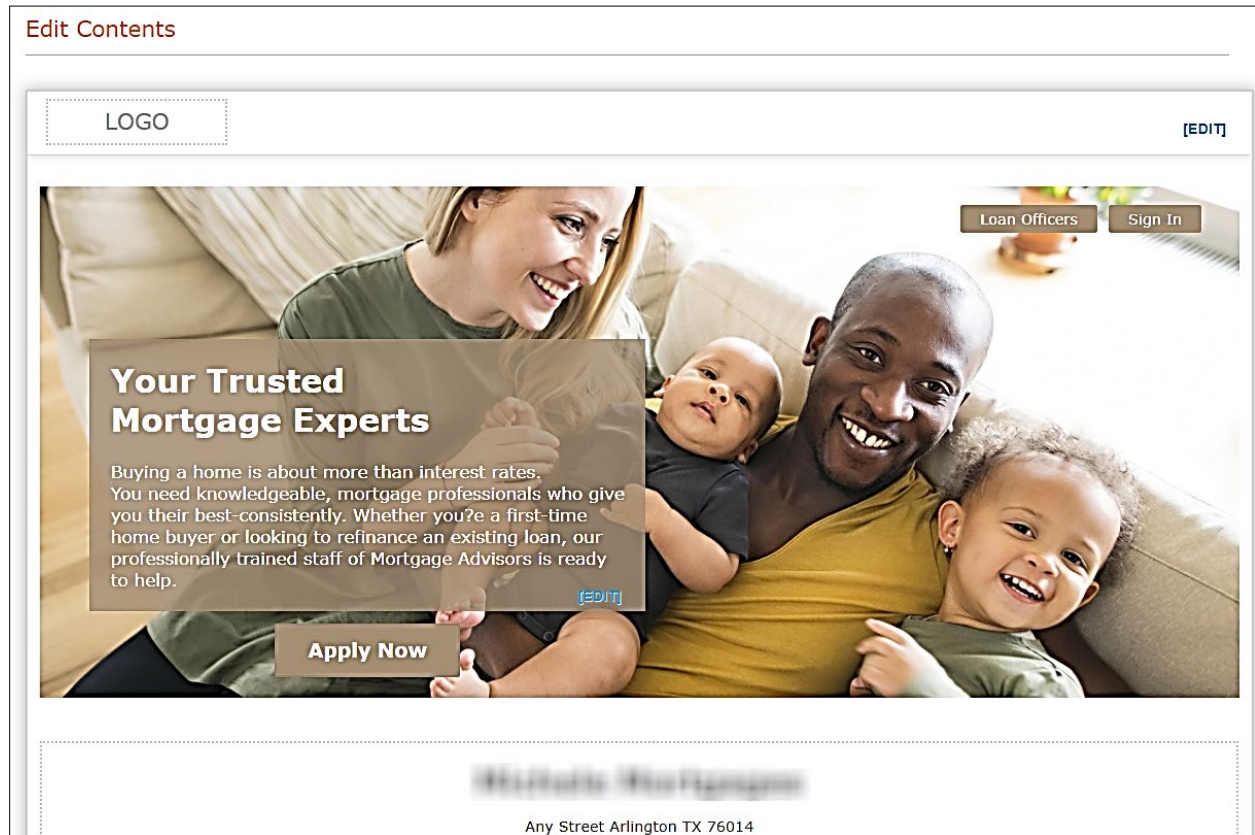


**Figure 486: Zip Main Page Image**

**Note:** Select a provided image when electing to not use a stored image. Use the **Arrows** to browse all available provided images.

8. Browse to and upload the image.

9. Make changes to the **Edit Contents** section as appropriate.



**Figure 487: Edit Zip Main Page Contents**

10. Click the **EDIT** links to change the text.

**Purchasing a home?**  
The home of your dreams is waiting for you. By offering personalized service, we quickly help secure the right home loan for our clients. We make the loan process simple, straightforward, and fast. Our team of knowledgeable originators are on staff and ready to work for you, give us a call today.

**Looking to refinance?**  
If you're considering refinancing your current mortgage, we can help you understand your options. We listen to your specific needs then present personalized mortgage options for you in real-time. Your needs can change, so can your mortgage loan. Let us help.

[EDIT]

Preview

Save

**Figure 488: Edit Links**

11. Click **Preview** to view the updates.
12. Click **Save**.

## Set Loan Originators List

Select the Loan Originators to list on the company *Zip Main* page.

1. Select **Set Loan Originators List** from the sidebar.

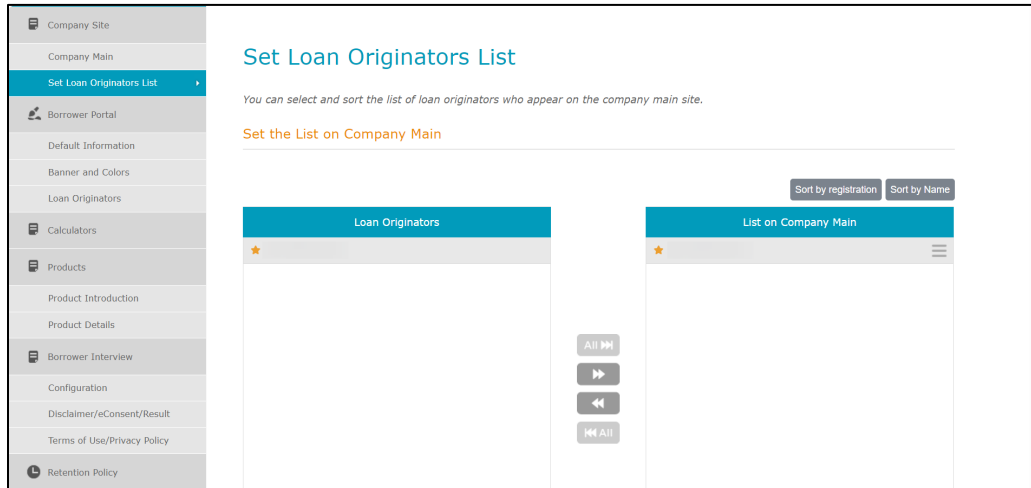


Figure 489: Set Originators List

2. Select the appropriate *Originators* from **Loan Originators** list.
3. Click the >> to move the selected Originators to the **List on Company Main** list.

**Note:** Select Originators from the *List on Company Main* list and use the << to move to the Loan Originators list.

4. Click **Sort by Registration** to sort Originators by registration number.
5. Click **Sort by Name** to sort Originators by name.
6. Click **Save** to save changes.

## Borrower Portal

Use the **Borrower Portal** options to set up *Borrower Portal* page.

## Default Information

Use the following options to set the *Borrower Portal* images and comments the borrower will see.

1. Click **Default Information** from the sidebar.

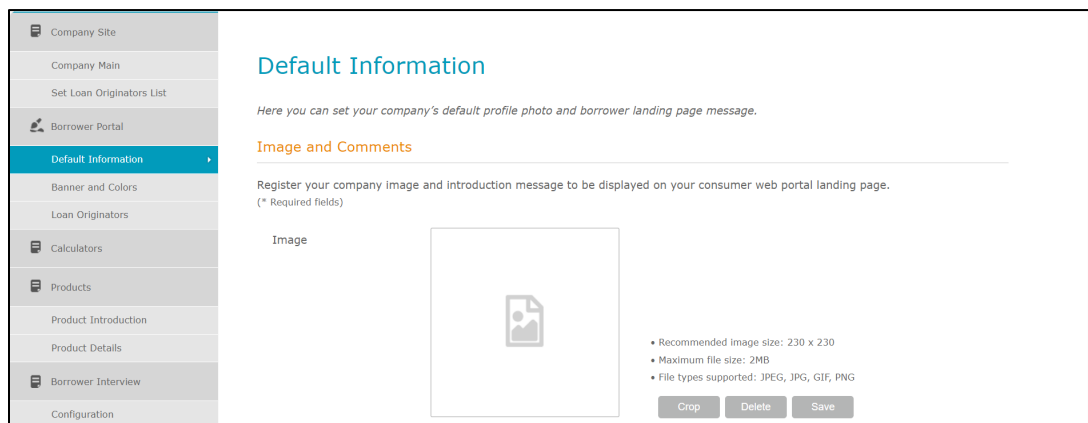


Figure 490: Borrower Portal Image

2. Click the **Image** field to browse to and upload a stored image.
3. Below the company image registry, enter the company's information.
4. Enter a **Borrower Portal Welcome** message.

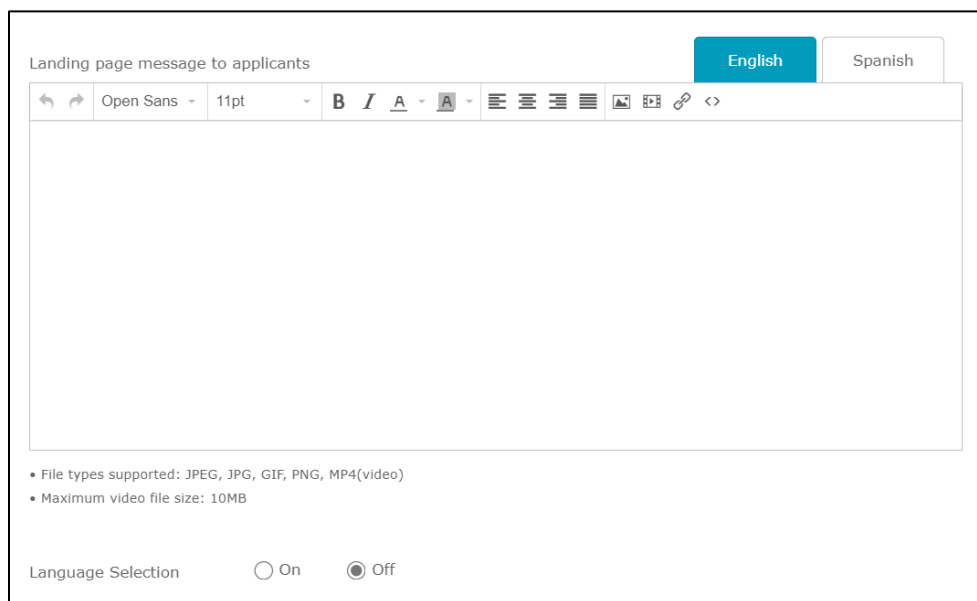
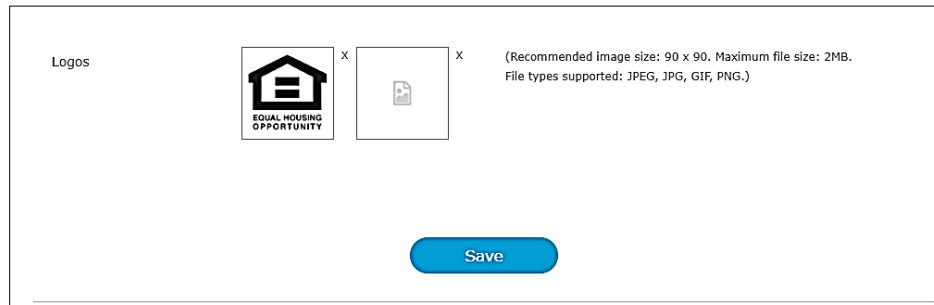


Figure 491: Borrower Portal Welcome Message

5. Enter the message in **Spanish** if appropriate.
6. Select the **Language Select On** radio button when using the Spanish message option, if not selected.



7. Select the provided **Logo** to display on the *Borrower Portal*.



**Figure 492: Borrower Portal Logo**

**Note:** Select the *Blank Logo* to browse to and upload a stored logo image.

8. Click **Save** to save the **Default Information**.

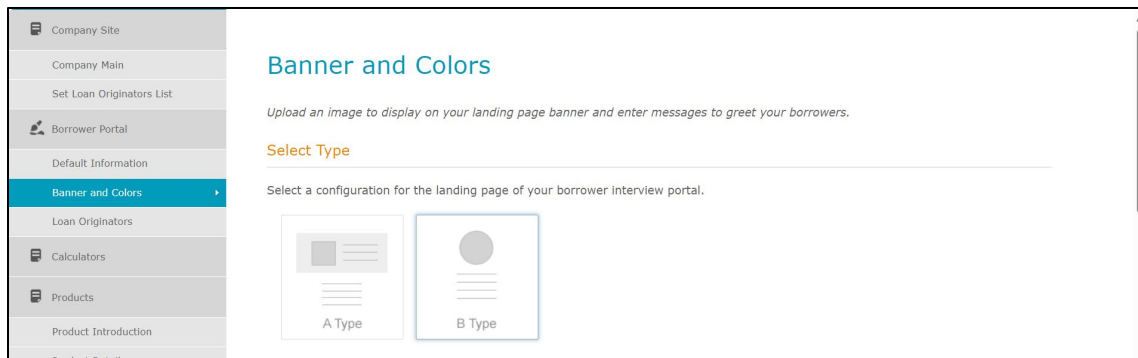
## Banner and Colors

Set the banner and colors options to display on the **Borrower Portal**.

### Banner Types

Two banner type configurations are available for the user.

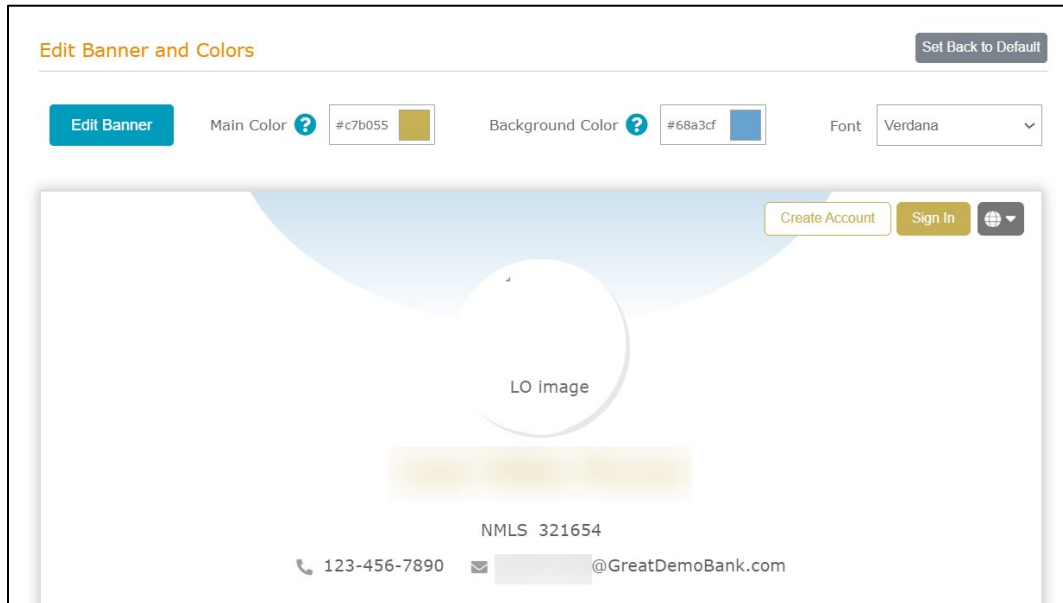
1. Select **Banner and Colors**.
2. Select the **A Type** or the **B Type** configuration.



**Figure 493: Banner Options**

## Edit Banner and Colors

This section of *Banners and Colors* allows the user to customize the banner.



**Figure 494: Edit Banner and Colors**

To edit the banner:

3. Select the **Edit Banner** button to open the *Edit Banner* dialog. See [Figure 495](#).
4. Select the appropriate options. See [Figure 495](#).

## Banner Options

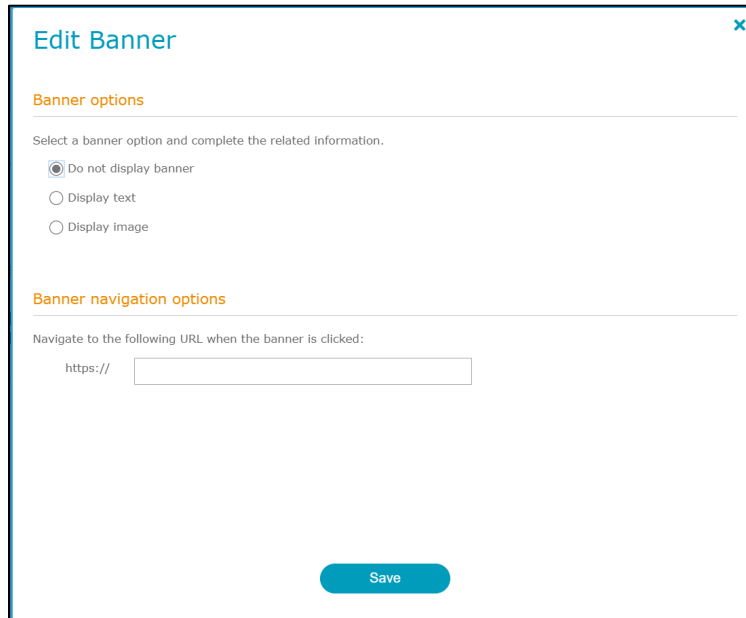
The *Edit Banner* dialog displays additional banner options that include:

- Displaying no banner.
- Displaying a text banner.
- Displaying an image banner.

Use the radio buttons to choose the desired option.

## Do Not Display Banner

If no banner will be displayed, use the *Banner Navigation Options* to enter the URL.



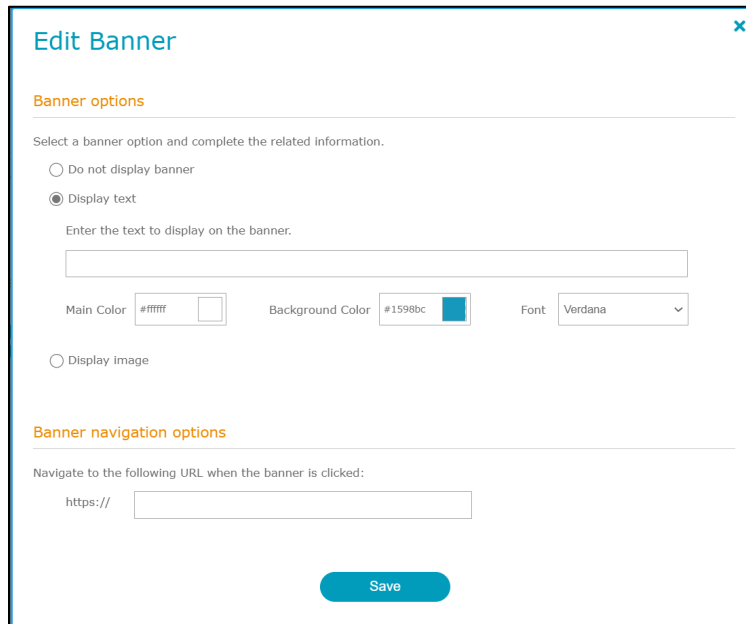
The screenshot shows the 'Edit Banner' dialog box. Under the 'Banner options' section, the 'Do not display banner' radio button is selected. The 'Banner navigation options' section is visible below, with a text input field for a URL starting with 'https://'. A 'Save' button is at the bottom.

Figure 495: Edit Banner

## Display Text

Complete the following text options.

1. Enter the text to display on the banner.



The screenshot shows the 'Edit Banner' dialog box with the 'Display text' radio button selected. Below this, there is a text input field for the banner text. Further down, there are styling options: 'Main Color' (set to #ffffff), 'Background Color' (set to #1598bc), and 'Font' (set to Verdana). The 'Banner navigation options' section is also visible at the bottom. A 'Save' button is at the bottom.

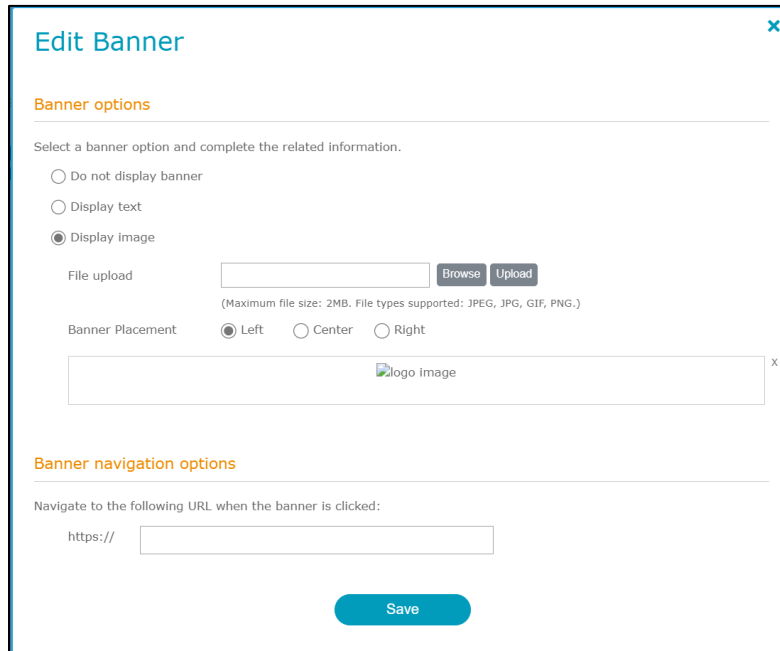
Figure 496: Text Banner Options

2. Select the **Text Color**.
3. Select the banner **Background Color**.
4. Select the text **Font**.
5. Proceed to **Color Settings** and **Font** to select the *Borrower Portal* color options.

## Display Image

Complete the following image options.

1. Click **Browse** to browse to and upload the stored **Banner Image**.



**Figure 497: Image Banner Options**

2. Select the appropriate **Banner Placement** radio button.
3. Enter the **URL** the banner opens when clicked on the *Borrower Portal*.
4. Proceed to **Color Settings and Font** to select the *Borrower Portal* color options.

## Color Settings and Font

Two *Borrower Portal* colors are allowed. The selected *Font* overrides the **Display Text** selected above.

1. Click the **Hex Color Code** for page titles and buttons on the active page.

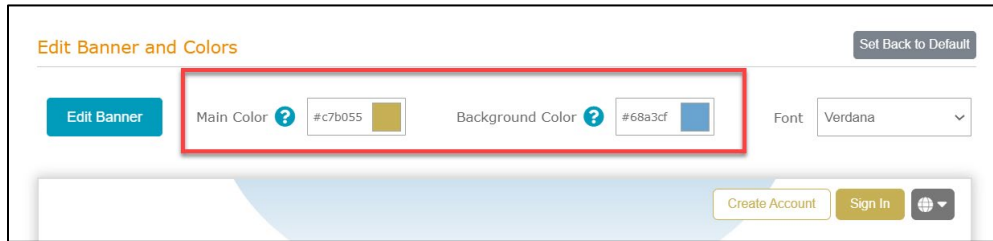


Figure 498: Text Colors

2. Select the appropriate color from the **Color Palette**.

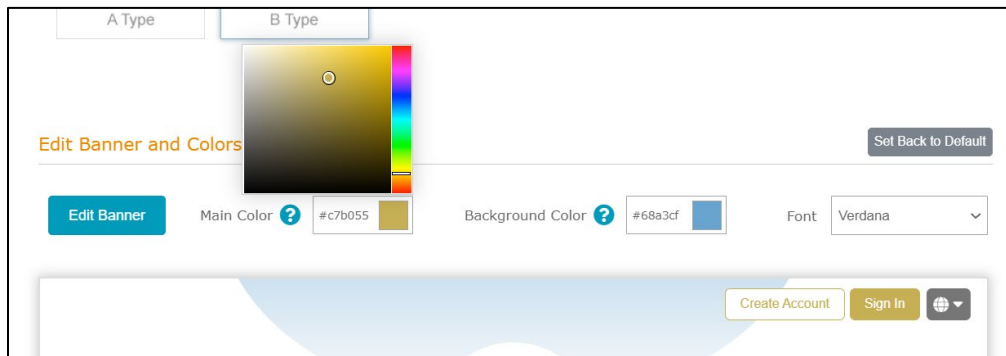


Figure 499: Color Palette

3. Click the **Hex Color Code** for completed pages, background text, tooltip buttons, etc.
4. Select the appropriate color from the **Color Palette**.
5. Select the appropriate **Font** from the dropdown.

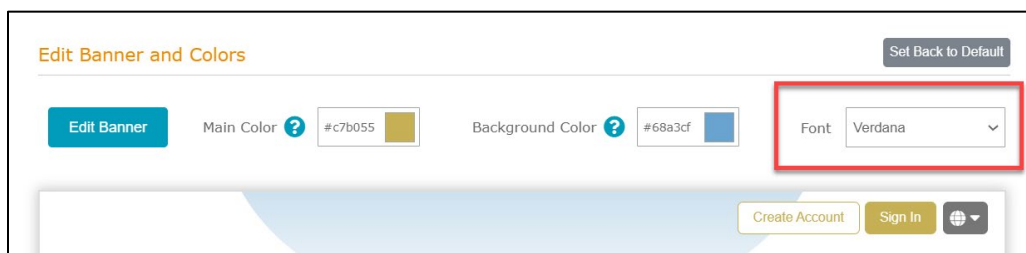


Figure 500: Borrower Portal Font

**Note:** Font selection supersedes font selected in *Display Text* section.

6. Click **Preview** to view selections.
7. Click **Save** to save **Borrower Portal** selections.

## Loan Originators

The Loan Originators search for and change the image, borrower landing page message and web address of a loan originator.

## Add Loan Originators

1. Select **Loan Originators**.

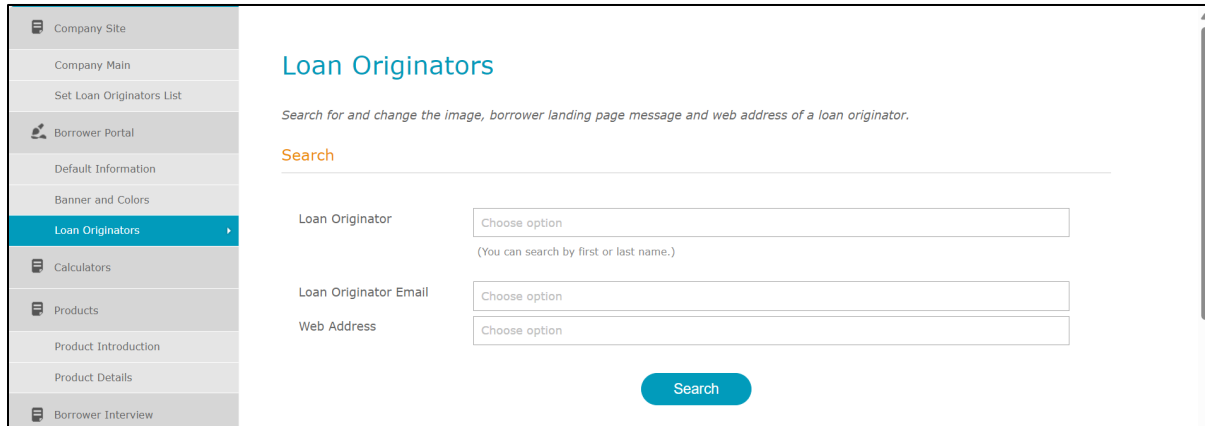


Figure 501: Loan Originators

2. Choose the **Loan Originator** option.
3. Choose the **Loan Originator Email**.
4. Choose the **Loan Originator Web Address**.
5. Click **Search**.
6. Verify the search **Results**.

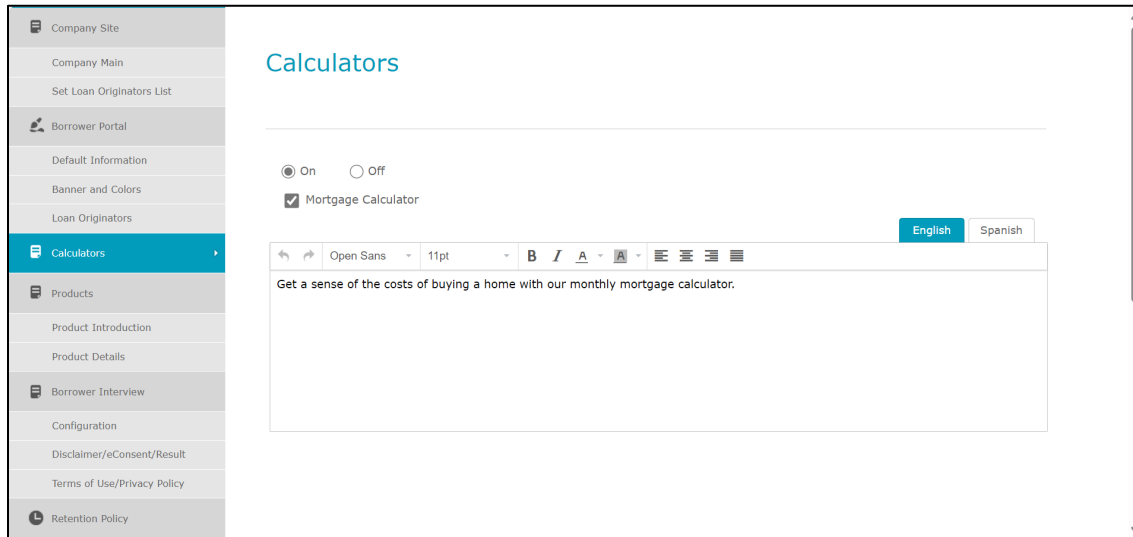
## Edit Loan Originators

Use the following steps to edit a user.

1. Select **Edit User** from the *Results* table.
2. Enter the user **Email Address**.
3. Enter the user **Password**.
4. Enter the user **Website Number**.
5. Select the **Checkbox** if appropriate.
6. Click **Login**.

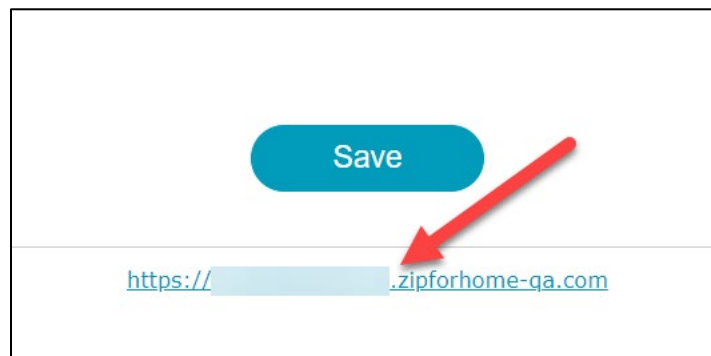
## Calculators

When borrowers visit the landing page, they can use a *Calculator* to see their expected monthly payments. As the administrator, use this screen to enable this function.



**Figure 502: Calculators**

1. Choose the **On** option to enable the *Calculator* for the borrowers to use.
2. Use the textbox to enter a message for the borrowers using the calculator.
3. Click on the **Spanish** to enter a message in Spanish if applicable.
4. Use the toolbar above the textbox to edit the message.
5. Click **Save**.
6. To preview the site, click on the link at the bottom of the screen.



**Figure 503: Zip Site Link**

## Products

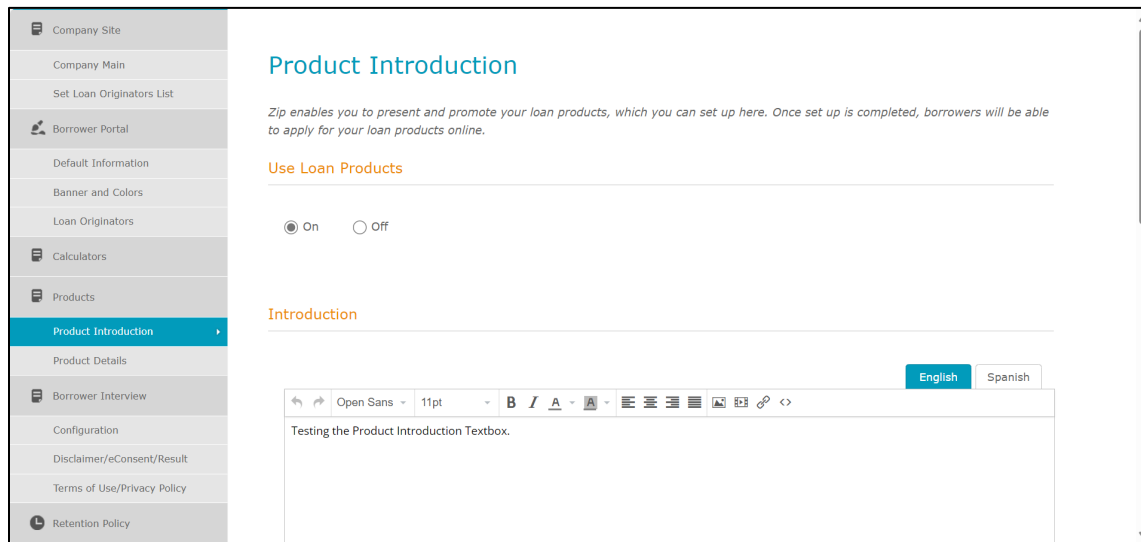
Set up loan products that borrowers can choose from the Zip portal. The menu is divided into two screens:

**Product Information:** Use the screen to provide borrowers with an introduction to the loan products offered.

**Product Details:** Use this screen to provide borrowers with details about what the loan products contain.

### Product Introduction

Use this section to add information about the loan products offered.



**Figure 504: Production Introduction**

To set up a product introduction:

1. Select the **On** option to enable the borrowers to view the offered loan products.
2. Enter an Introduction for the products offered.
3. Enter additional information in the **Footer** textbox.  
Information added in the *Footer* textbox will appear below the offered products.
4. Click **Save**.
5. Use the **Preview** button to open a sample.

### Product Details

The *Product Details* screen allows the user to add what loan products are offered by your company. Use the button on the table to add, delete, or copy a loan product.



1. Click on the **New Loan Product** button.

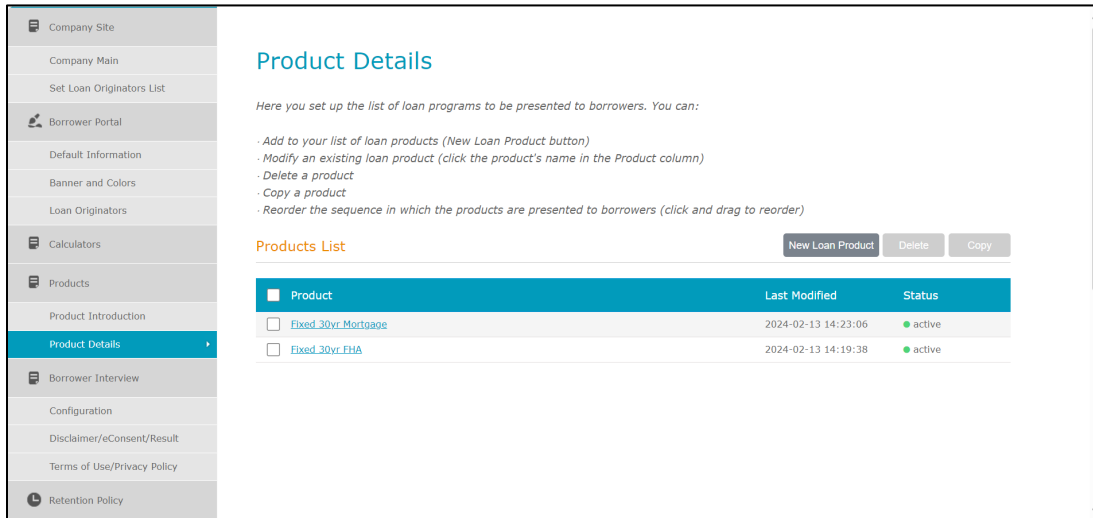


Figure 505: Product Details

2. Enter information about the product.

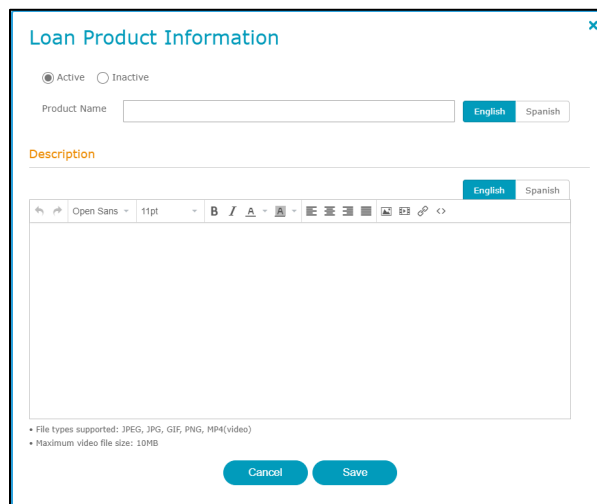


Figure 506: Loan Product Information

3. Scroll down to enter loan information for the offered product.
4. Click **Save**.
5. If needed, click the **Preview** button to view a sample of the screen.

## Borrower Interview

Use the **Borrower Interview** options to customize the information collected from Zip users.

## Configuration

Select the interview questions.

1. Select **Configuration**.

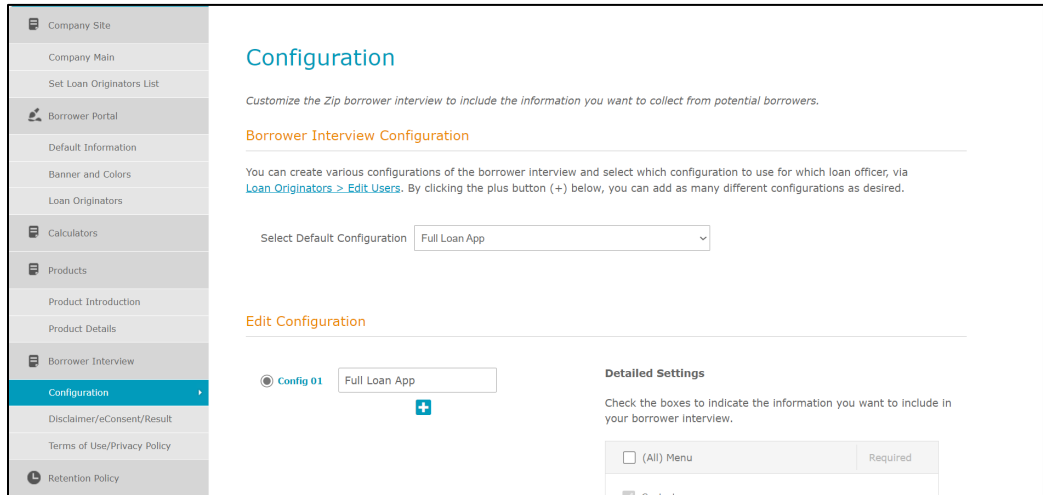


Figure 507: Set Loan Interview Configurations

2. Select the **Default Configuration** from the dropdown when more than one configuration is available.
3. Select the appropriate **Config** radio button when more than one is available.
4. Select the appropriate **Detailed Settings**.
5. Select the **Classic** or **New** radio button.
6. Click **Save**.

## Disclaimer/eConsent/Result

Set the **Disclaimer** and **Thank you** statements.

1. Select **Disclaimer/eConsent/Result** from the sidebar.

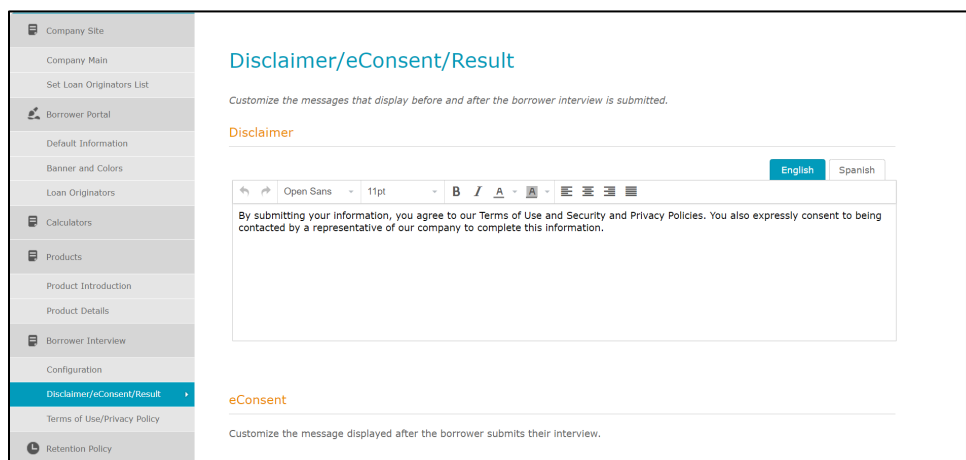


Figure 508: Zip Disclaimer/eConsent/Result

2. Enter the Zip **Disclaimer** in English.
3. Enter the Zip **Disclaimer** in Spanish if required.
4. Enter the Zip **eConsent** if required.
5. Enter the Zip **Thank You Message** in English.

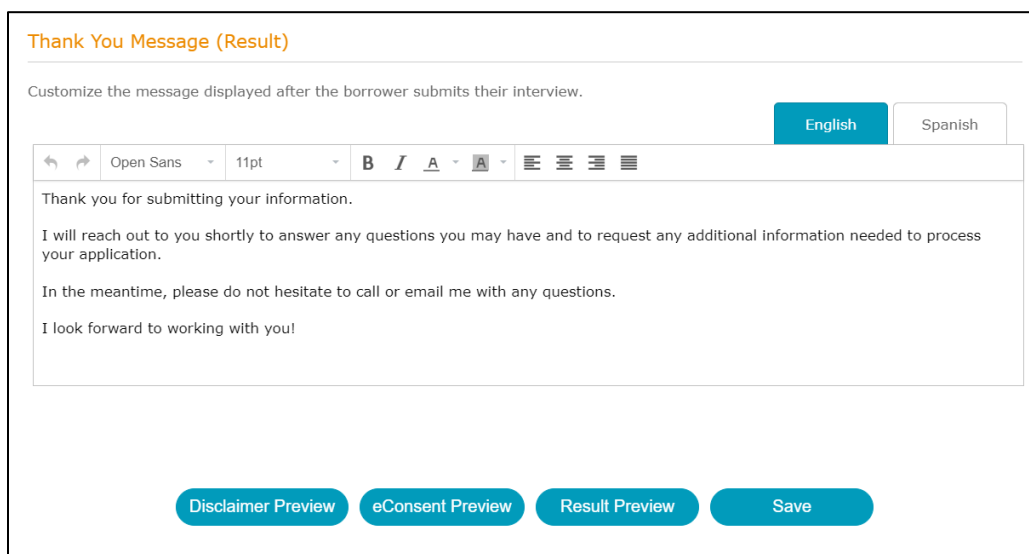


Figure 509: Zip Thank You Message

6. Enter the Zip **Thank You Message** in Spanish if required.
7. Click **Disclaimer Preview** to review.
8. Click **eConsent Preview** to review.
9. Click **Result Preview** to review.
10. Click **Save** to save the Zip messages.

## Terms of Use/Privacy Policy

Set the **Terms of Use** and **Privacy Policy** statements.

1. Select **Terms of Use/Privacy Policy** from the sidebar.

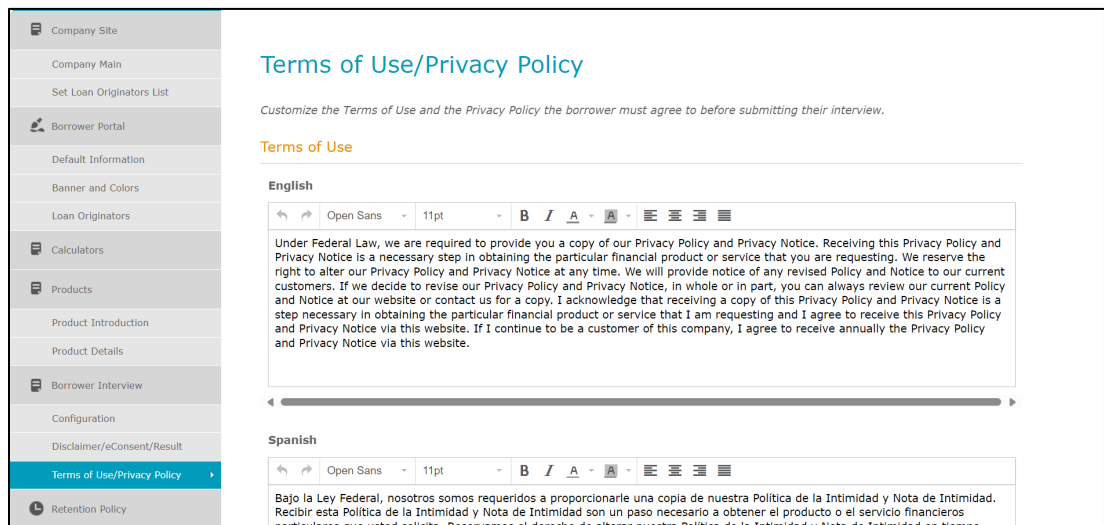


Figure 510: Terms of Use/Privacy Policy

2. Enter the **Terms of Use** in **English**.

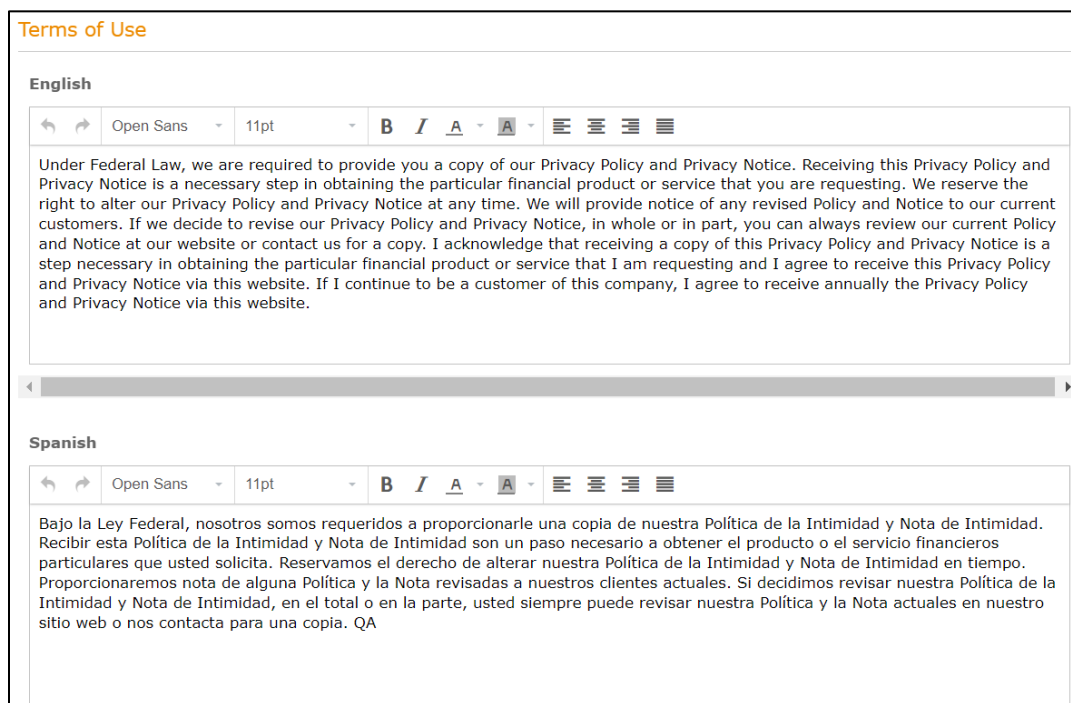


Figure 511: Terms of Use Statement.

3. Enter the **Terms of Use** in **Spanish** if required.

4. Enter the **Privacy Policy** in **English**.

### Privacy Policy

Customize the Privacy Policy to inform visitors to your site how information collected on your website is used.

**English**

↶ ↷
Verdana
11pt
**B**
*I*
A
□
□
□
□

I acknowledge that receiving a copy of this Privacy Policy and Privacy Notice is a step necessary in obtaining the particular financial product or service that I am requesting and I agree to receive this Privacy Policy and Privacy Notice via this website. If I continue to be a customer of this company, I agree to receive annually the Privacy Policy and Privacy Notice via this website.

1. We collect nonpublic personal information about you from the following sources:

**Spanish**

↶ ↷
Verdana
11pt
**B**
*I*
A
□
□
□
□

Reconozco que eso recibiendo una copia de esta Política de la Intimidad y Nota de Intimidad es un paso necesario en obtener el producto o el servicio financieros particulares que solicito y concuerdo en recibir esta Política de la Intimidad y Nota de Intimidad vía este sitio web. Si continúo ser un cliente de esta compañía, yo concuerdo en recibir anualmente la Política de Intimidad y Nota de Intimidad vía este sitio web.

1. Recopilamos información personal no pública sobre usted de las siguientes fuentes:

Terms of Use Preview
Privacy Policy Preview
Save

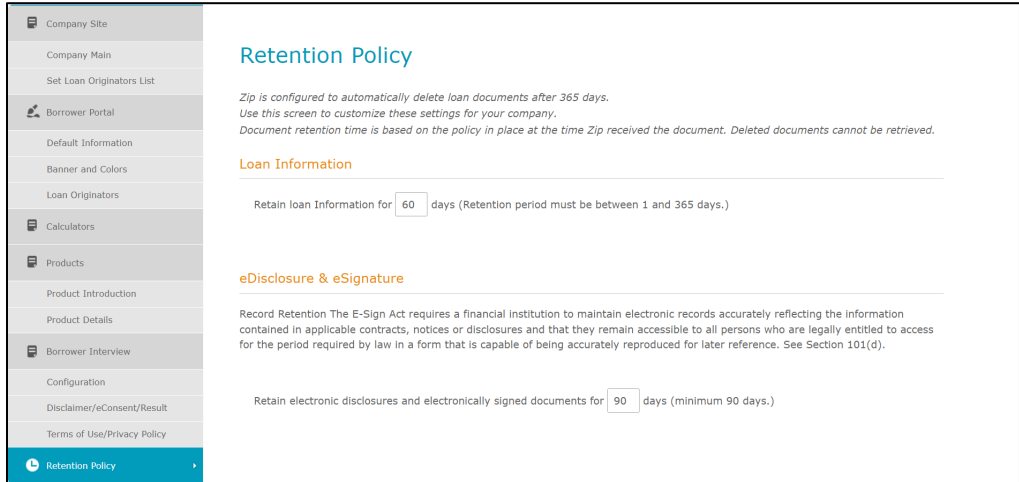
**Figure 512: Privacy Policy**

5. Enter the **Privacy Policy** in **Spanish** if required.
6. Click **Terms of Use Preview** to review.
7. Click **Privacy Policy Preview** to review.
8. Click **Save** to save the Zip statements.

## Retention Policy

Use the **Retention Policy** options to change the default Zip loan document and eSignature retention settings.

1. Select **Retention Policy** from the sidebar.



**Retention Policy**

Zip is configured to automatically delete loan documents after 365 days.  
Use this screen to customize these settings for your company.  
Document retention time is based on the policy in place at the time Zip received the document. Deleted documents cannot be retrieved.

**Loan Information**

Retain loan Information for  days (Retention period must be between 1 and 365 days.)

**eDisclosure & eSignature**

Record Retention The E-Sign Act requires a financial institution to maintain electronic records accurately reflecting the information contained in applicable contracts, notices or disclosures and that they remain accessible to all persons who are legally entitled to access for the period required by law in a form that is capable of being accurately reproduced for later reference. See Section 101(d).

Retain electronic disclosures and electronically signed documents for  days (minimum 90 days.)

**Figure 513: Zip Retention Policy**

2. Change the **Loan Information** retention setting to modify the retention length.
3. Change the **eDisclosure & eSignature** retention setting to modify the retention length.
4. Click **Save**.

## Notifications

Use the following section to setup borrower reminders.

### Email Settings

Use the following sections to set up email addresses and email preferences.

#### Set Email Address

Use the *Set Email Address* to set email preferences.

1. Select **Set Email Address** from the sidebar.

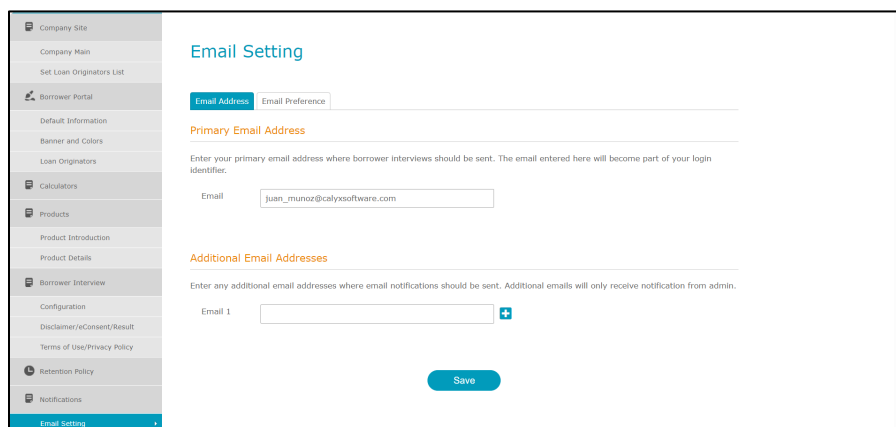


Figure 514: Zip Email Preferences

2. Enter the **Primary Email** address.
3. Use the + to add **Additional Email Addresses**.
4. Click **Save**.
5. Select the **On** radio button to receive the **Loan Officer (LO) Notifications Emails** when borrowers interact with **Zip**.
6. Enter the email to **Receive Notification Email with Borrower Contact Information**.
7. Click **Save**.

## Edit Emails

Use *Edit Emails* screen to customize email notifications sent to the borrowers after submitting a loan.

Use the following steps to customize email notifications.

1. Select **Edit Emails** from the sidebar.

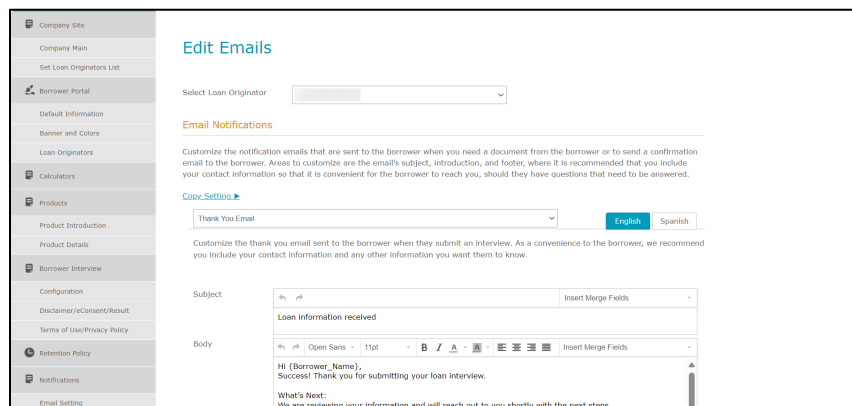


Figure 515: Edit Emails

- Click the **Select Loan Originator** dropdown and select an originator.

## Email Notifications

- Select the **Copy Setting >** link if applicable.
- Select an email template from the dropdown menu.

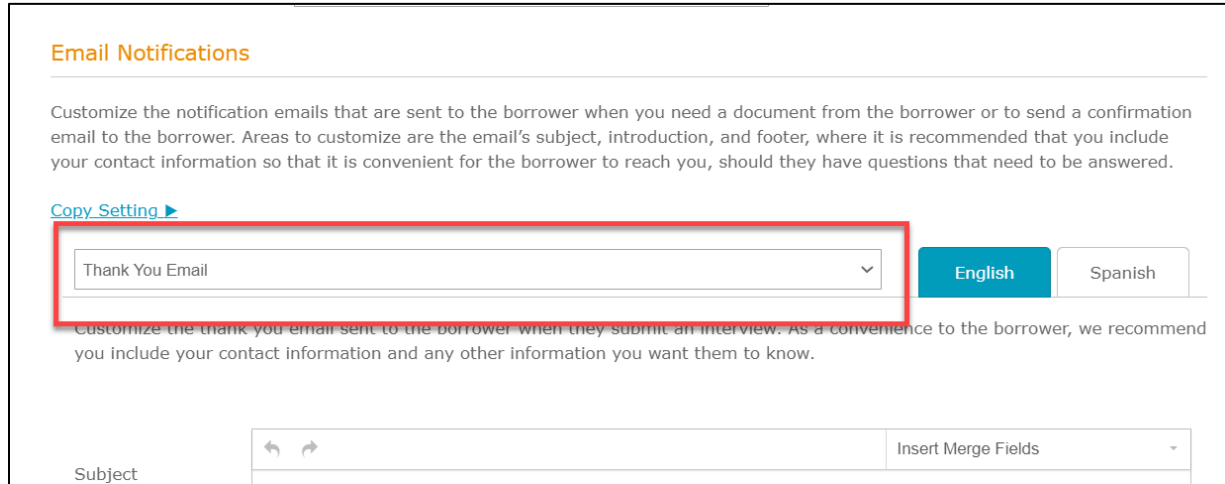


Figure 516: Email Template

- Select either **English** or **Spanish** tab.
- Use the **Insert Merge Fields** dropdown to add automation to the email.

**Note:** The default email template contains bracketed tags (merged fields) that autofill common elements within the email (Ex. **{Sender\_Name}**).

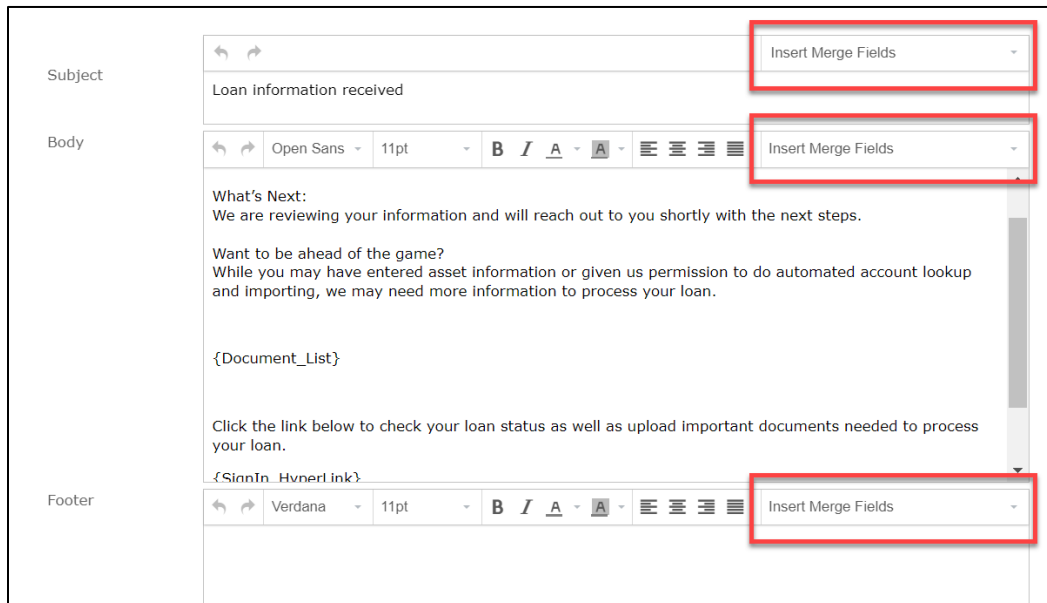


Figure 517: Insert Merge Fields



5. Customize the **Subject** content.

**Note:** Before entering a *Merge Field*, place the insertion mark at the desired location. The Merge Field will appear wherever the user places the insertion mark. See the image below.

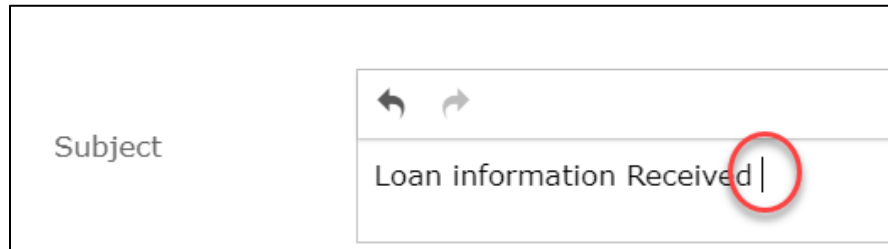


Figure 518: Placing a Merge Field

6. Customize the **Body** content.
7. Customize the **Footer** content.
8. Select the **Save** button.

### Set Back to Default

Use the *Set Back to Default* button to reset the *Subject*, *Body*, and *Footer* to the email's original format.

1. Select the **Set Back to Default** button.
2. Click on **Yes** to reset the email.

### Send Sample

Use the *Send Sample* button to send a sample of the modified email to the desired email address.

1. Click the **Send Sample** button.
2. Enter an email address in the **Send To** field.

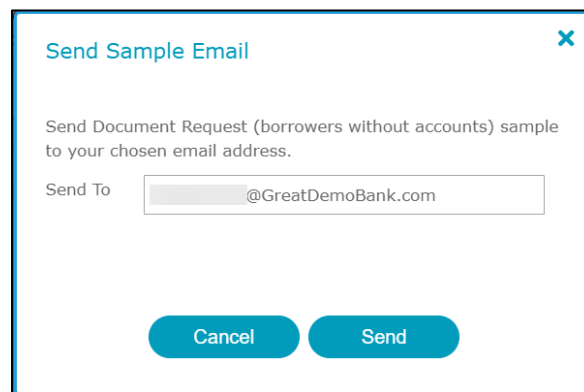


Figure 519: Send Sample Email

3. Click **Send**.

## Email Signature

Use this section to create an *Email Signature*. Choose between *Default*, *Use HTML*, or *None*.

1. Select a signature option.

The *Default* option will apply a signature with the loan originators information set in Loan Originators.

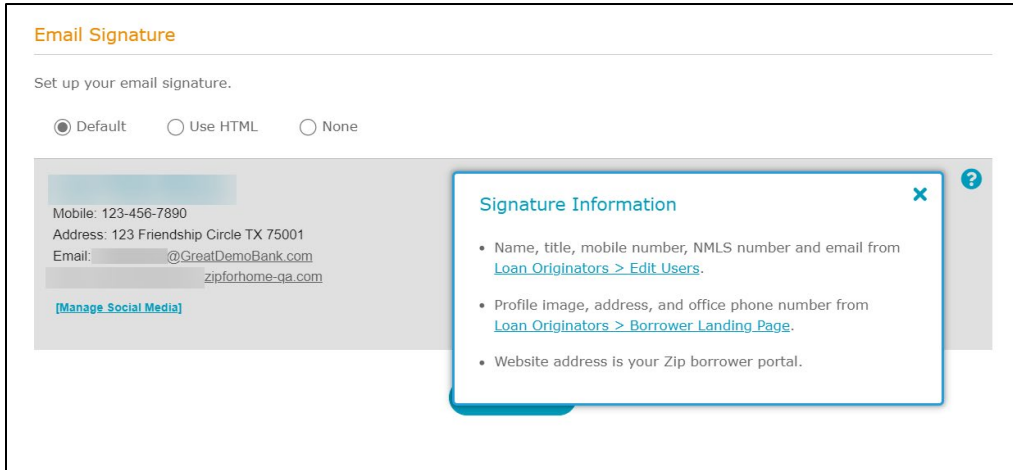


Figure 520: Email Signature

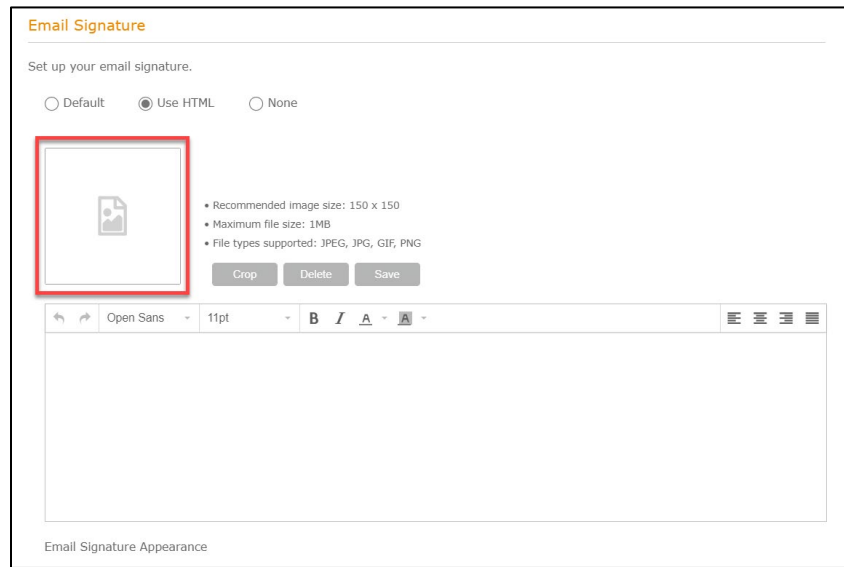
2. Select the **Manage Social Media** link.
3. In the **Manage Social Media** dialog, add the desired social media URLs.
4. Click **Save**.
5. After adding social media accounts, click the **Save** button to complete the signature setup.

## Use HTML

The user can design their own signature by selecting the *Use HTML* option. If the user prefers not assigning a signature, the *None* option is available.

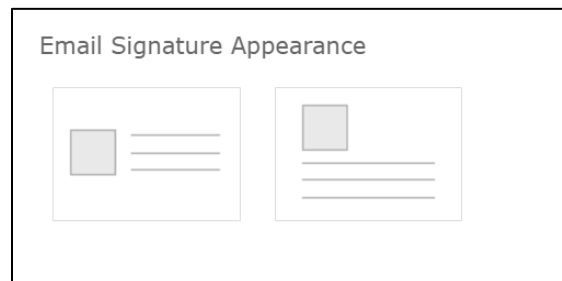
If the *Use HTML* option is selected:

1. Click on the blank image field to add an image to the signature.



**Figure 521: Use HTML**

2. Browse to the desired image.
3. Select **Open** to upload the image.
4. Click on the **Crop** button to edit the image.
5. Click **Save** to keep the crop.  
Use the **Delete** button to remove the uploaded image.
6. Enter the signature information in the text box.  
Use the functions for the text box to design the signature.
7. Select an appearance for the signature.



**Figure 522: Email Signature Appearance**

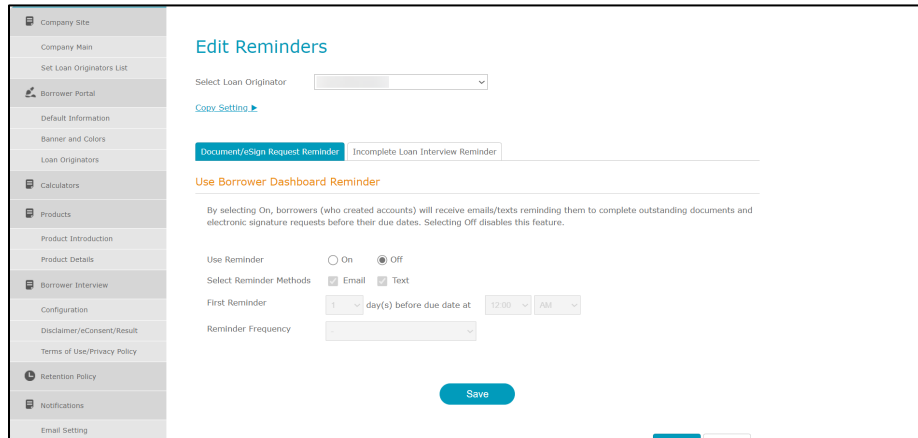
8. Click the **Save** button to save the email signature.

## Edit Reminders

Use the following section to set up reminders.

1. Select **Edit Reminders**.

## 2. Choose a **Loan Originator**.



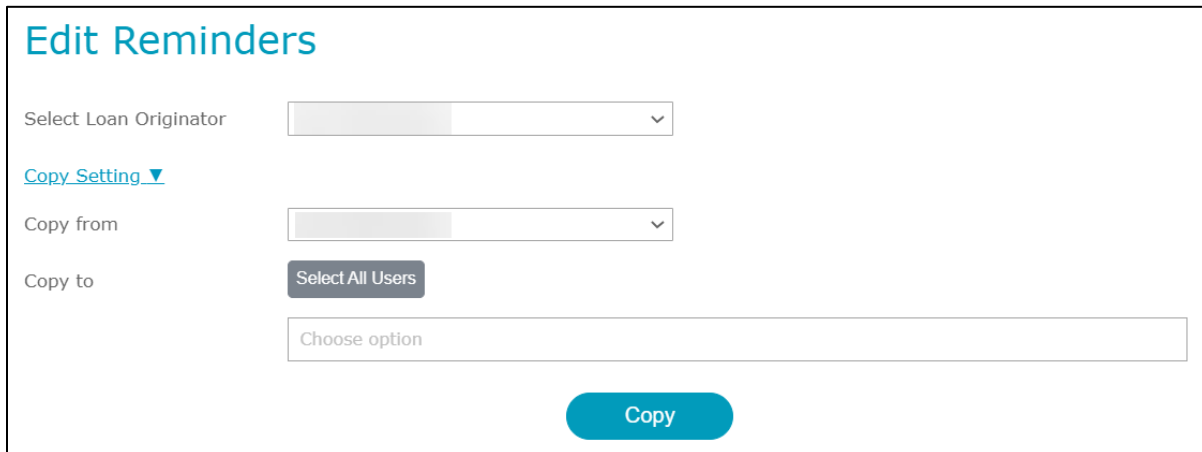
**Figure 523: Edit Reminder**

### **Copy Setting**

Use the Copy Setting > link to copy the settings from a chosen loan originator and apply them to other loan originators.

After selecting the link:

1. Select the **Copy from** dropdown menu and chose whose settings to copy.



**Figure 524: Copy Setting**

2. If needed, click on the **Select All Users** button.
3. Or enter which originators to apply the settings to.
4. Click on the **Copy** button.

## Document/eSign Dashboard Reminder

Selecting *On* will alert borrowers (with accounts created) with emails/text messages about completing any outstanding documents or electronic signature requests before their due dates. The *Off* option disables this feature.

To set a reminder:

1. Select either **On** or **Off**.

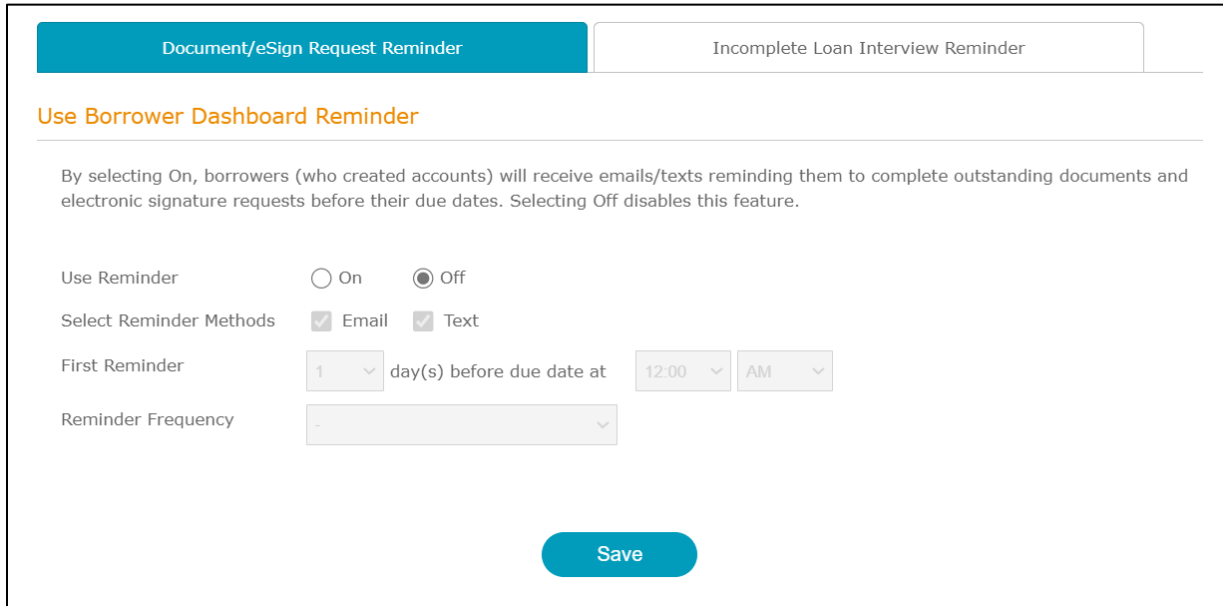


Figure 525: Document/eSign Reminder

2. Chose **Email**, **Text**, or select both options.
3. Select the number of days before the due date to remind the borrower.
4. Select the time of day.
5. Click on the **Reminder Frequency** dropdown menu and select an option.
6. Click **Save**.
7. If selected, customize the email reminder.
8. If selected, customize the text reminder.

## Loan Interview Reminder

Selecting *On* will alert borrowers (with accounts created) with emails/text messages about completing loan interviews. The *Off* option disables this feature.

To set a reminder:

1. Select either **On** or **Off**.

### Use Loan Interview Reminder

By selecting On, borrowers (who have not completed the interview) will receive emails/texts reminding them to complete their loan interviews. Selecting Off disables this feature.

Use Reminder

☐ On
 ☒ Off

Select Reminder Methods

☒ Email
 ☒ Text

First Reminder

1

day(s) after an unfinished interview at

12:00

AM

Reminder Frequency

-

Save

**Figure 526: Loan Interview Reminder**

2. Chose **Email**, **Text**, or select both options.
3. Select the number of days after an unfinished interview before notifying the borrower.
4. Select the time of day.
5. Click on the **Reminder Frequency** dropdown menu and select an option.
6. Click **Save**.
7. If selected, customize the email reminder.
8. If selected, customize the text reminder.

## Reports

Use the **Reports** options to run *Zip Reports*.

### Borrower Interview Report

Set the *Borrower Interview Report* options to retrieve the list of borrower interviews for a specified timeframe.

1. Select **Borrow Interview Report** from the sidebar.

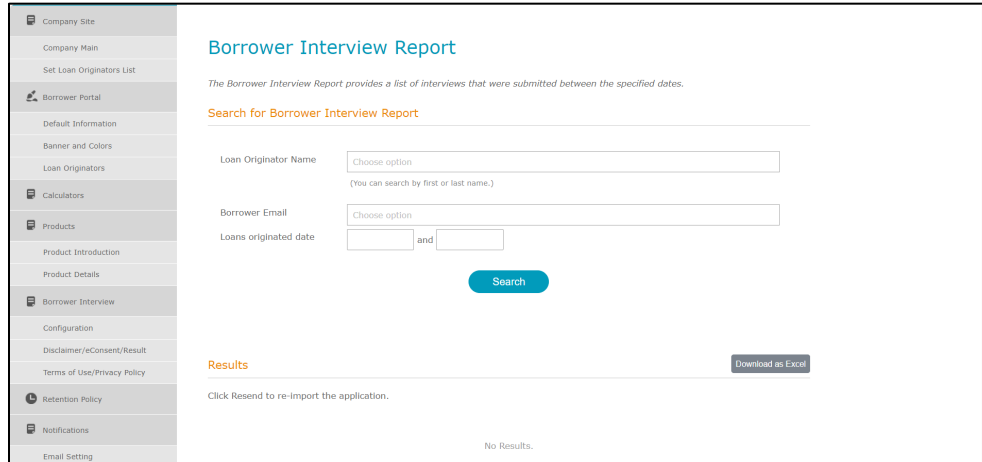


Figure 527: Run Borrower Interview Report

2. Enter **Loan Originator Name**.
3. Enter **Borrower Email**.
4. Set **Loans originated dates**.
5. Click **Search**.
6. Click **Download as Excel** to download the results in an Excel spreadsheet.

### Billing Statement Report

Use the **Billing Statement Report** options to run billing reports for a selected month.

## 1. Select **Billing Statement Report**.

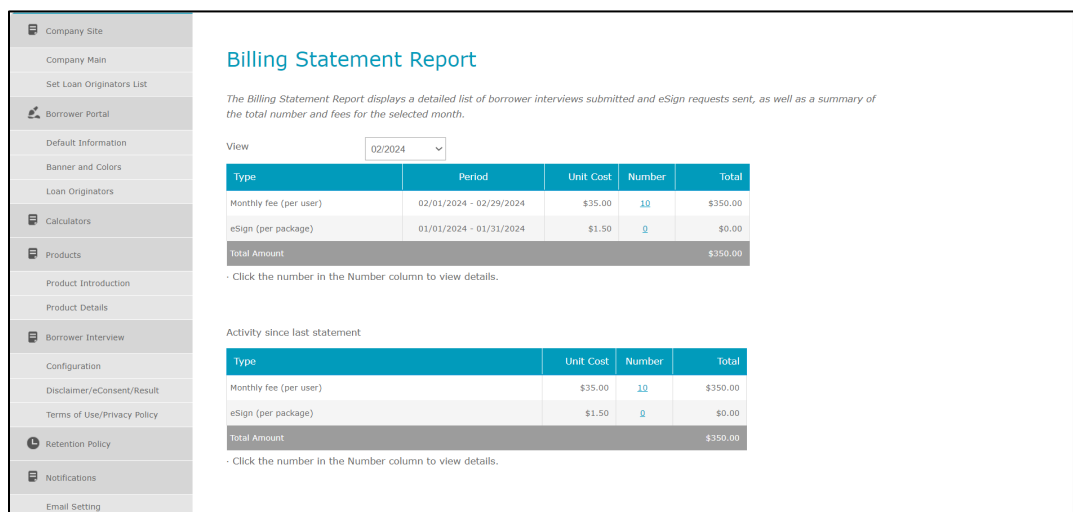


Figure 528: Billing Statement Report

- Enter the **Loan Originator Name**.
- Select the **Month** for the report.
- Click **Search**.

**Note:** Results display in the **Results List**.

## Borrower Statistics

Use the **Borrower Statistics** options to review Zip borrower activity.

### Registered Borrowers

Review the Zip registered borrowers.

- Select **Borrower Statistics** from the sidebar.

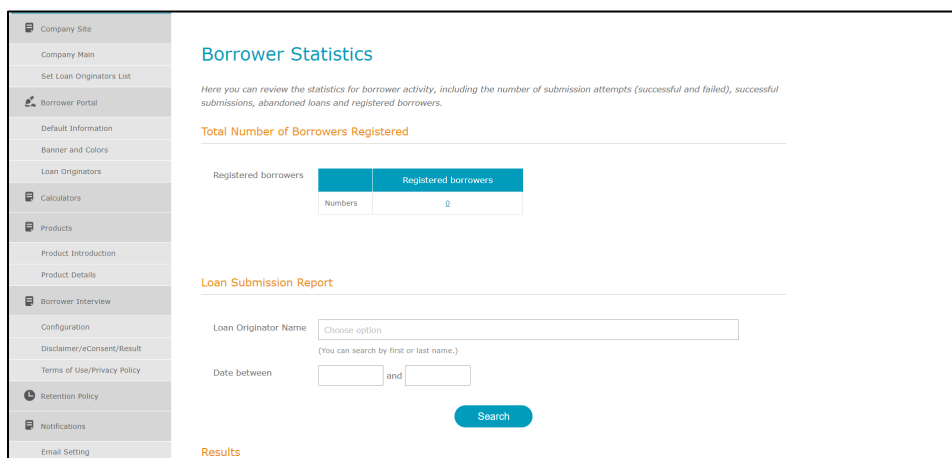
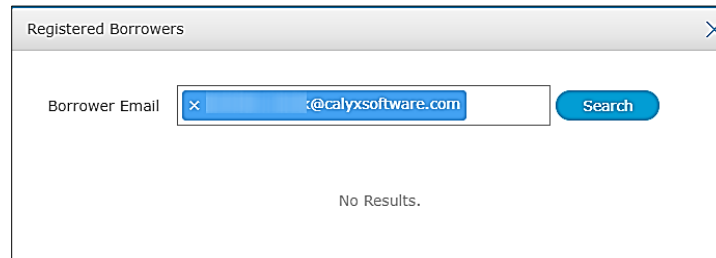


Figure 529: Borrower Statistics



- Click the **Registered Borrowers** link to review the registered borrowers.



**Figure 530: Registered Borrowers**

- Click **Search** to locate a borrower when the registered borrowers appear in a list.

## Loan Submission Report

Use the **Loan Submission Report** options to return a report containing the Zip submitted loans.

- Select **Borrower Statistics**.
- Enter the **Loan Originator Name**.
- Enter the **Date Between** range to include in the report.
- Click **Search**.

**Note:** The results display in a **Results List**.

## Settings

As the administrator, configure the settings for document collection and VOA (verification of asset) via the *Settings* menu.

## Google Analytics

From the *Google Analytics* screen, the user can register *Google Analytics ID* to track the pattern on how borrowers use the interview portal.

To register *Google Analytics ID*:

1. Choose the **On** option.

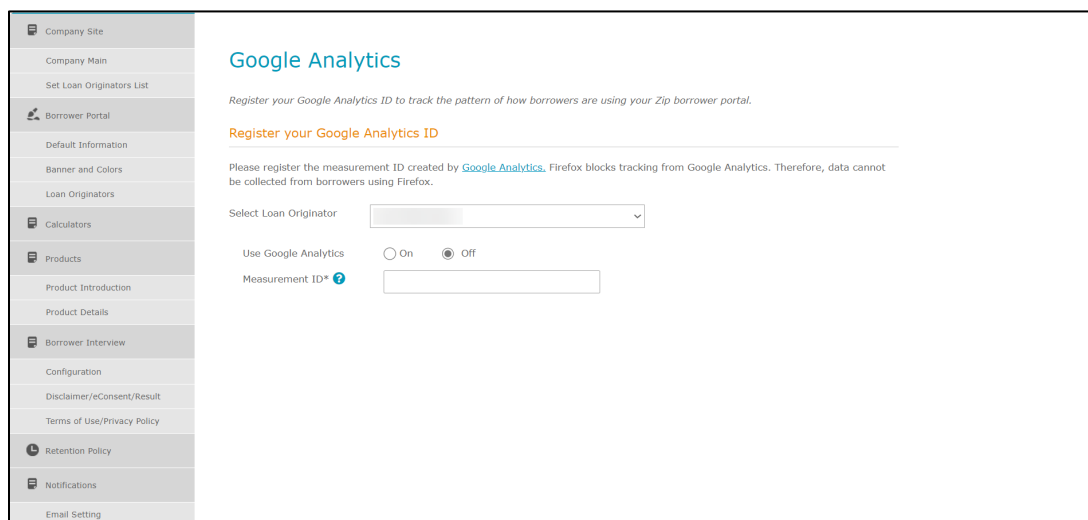


Figure 531: Google Analytics

2. Enter the **Google Analytics ID** into *Measurement ID* field.

## Document Template

Use the *Document Template* screen to Set the document collection that you want to receive from borrower during Loan Interview.

1. Select **Document Template** from the sidebar.

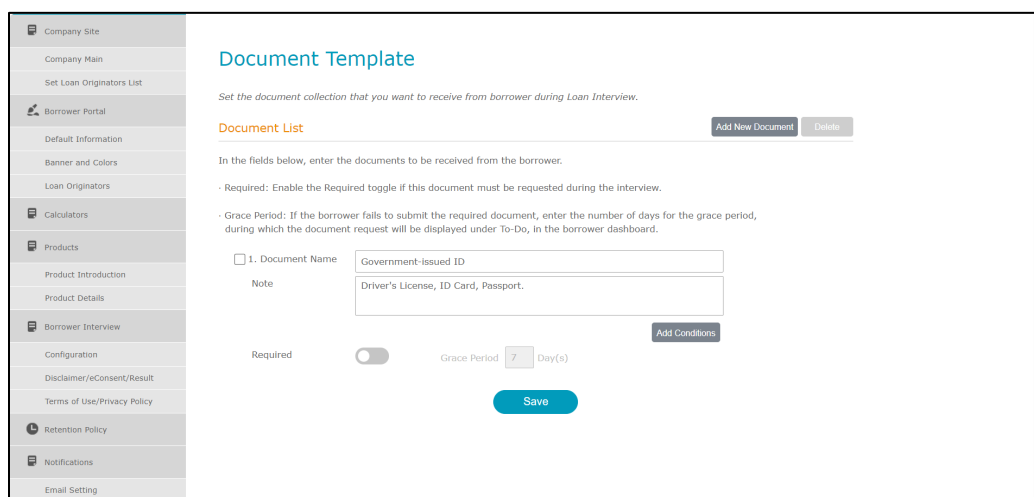
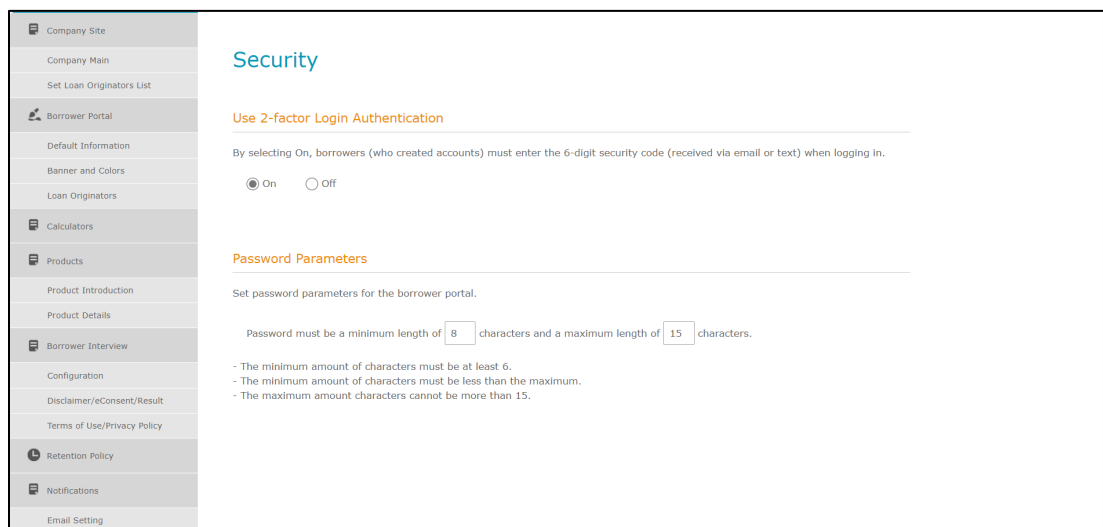


Figure 532: Document Template

2. Enter **Document 1** name.
3. Enter description in the **Note** field.
4. Click **+** to add additional documents.
5. Click **Save**.

## Security

1. Select the **2-factor Login Authentication** option.



**Security**

**Use 2-factor Login Authentication**

By selecting On, borrowers (who created accounts) must enter the 6-digit security code (received via email or text) when logging in.

☒ On ☐ Off

**Password Parameters**

Set password parameters for the borrower portal.

Password must be a minimum length of  characters and a maximum length of  characters.

- The minimum amount of characters must be at least 6.
- The minimum amount of characters must be less than the maximum.
- The maximum amount characters cannot be more than 15.

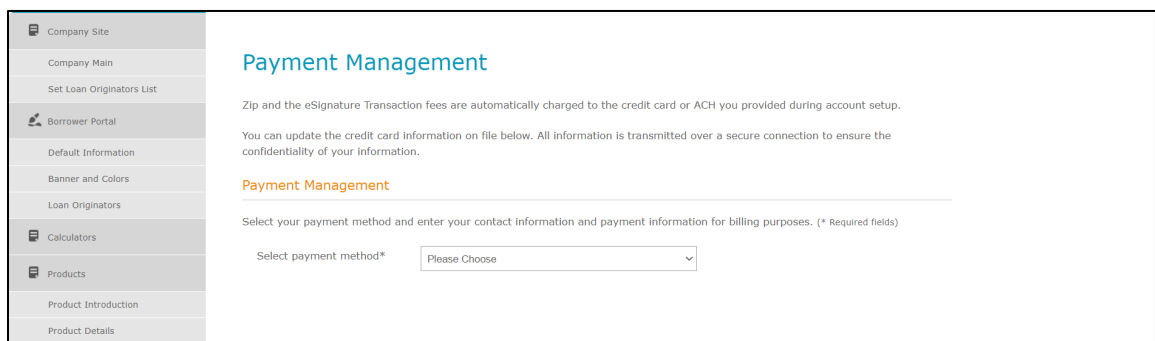
Figure 533: Security Login

2. If needed, set **Password Parameters**.
3. Click **Save**.

## Payment Management

Use the *Payment Management* screen to update the credit card information used for Zip and eSignature transactions.

1. Select **Payment Method** from the sidebar.



**Payment Management**

Zip and the eSignature Transaction fees are automatically charged to the credit card or ACH you provided during account setup.

You can update the credit card information on file below. All information is transmitted over a secure connection to ensure the confidentiality of your information.

**Payment Management**

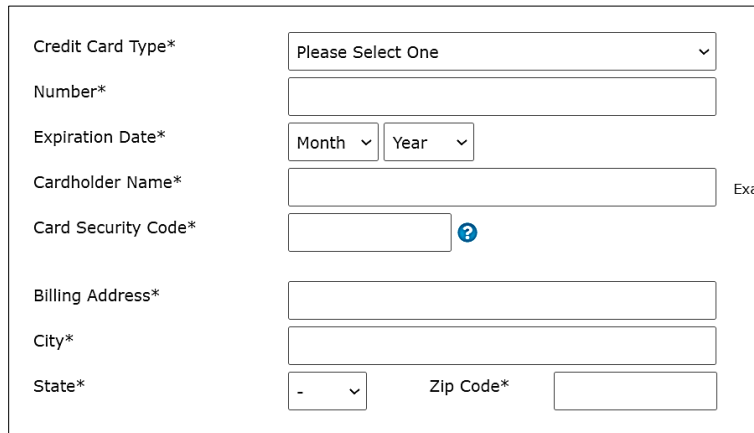
Select your payment method and enter your contact information and payment information for billing purposes. (\* Required fields)

Select payment method\*

Figure 534: Payment Method

2. Select the appropriate **Payment Method**.

- Enter **Credit Card** or **Automatic Clearing House (ACH)** information.



The form contains the following fields:

- Credit Card Type\*: Please Select One (dropdown)
- Number\*: (text input)
- Expiration Date\*: Month (dropdown) Year (dropdown)
- Cardholder Name\*: (text input) Exac
- Card Security Code\*: (text input) ?
- Billing Address\*: (text input)
- City\*: (text input)
- State\*: (dropdown) Zip Code\*: (text input)

Figure 535: Payment Management Credit Card

- Click **Save**.

## User Profile

User Settings determine the *Loan Originator* information to display on the *Zip Borrower Dashboard*.

To access the *User Profile Settings*:

- Open the **User Profile**.
- Select the username.

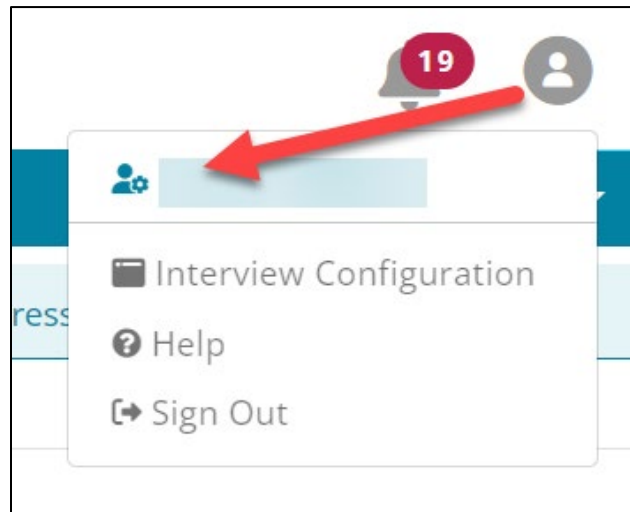
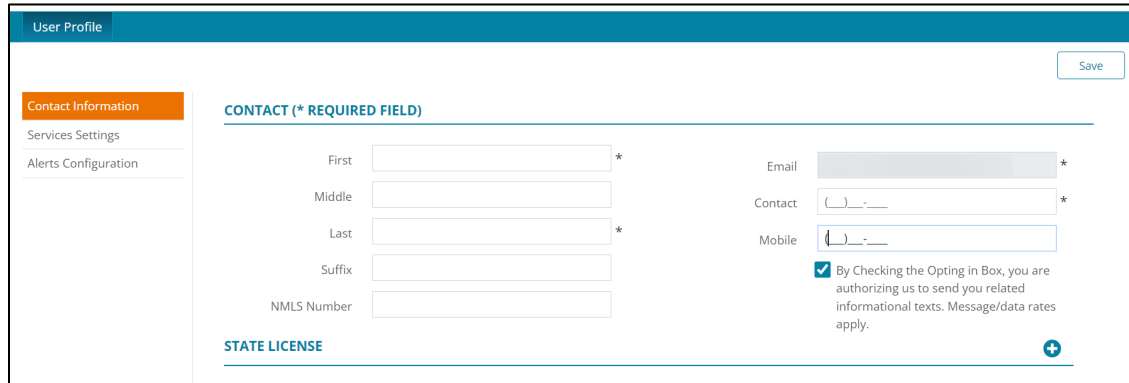


Figure 536: Access User Settings

## Contact Information

Set the user contact information and state licensing options.

1. Select the **User Profile**.
2. Enter **Loan Originator First** name.



The screenshot shows the 'User Profile' form. On the left is a sidebar with 'Contact Information' selected. The main area has two sections: 'CONTACT (\* REQUIRED FIELD)' and 'STATE LICENSE'. The 'CONTACT' section includes fields for First, Middle, Last, Suffix, NMLS Number, Email, Contact, and Mobile. The 'STATE LICENSE' section has an 'Add +' button. A checkbox is checked with the text: 'By Checking the Opting in Box, you are authorizing us to send you related informational texts. Message/data rates apply.' A 'Save' button is in the top right.

**Figure 537: Loan Originator Contact Information**

**Note:** Asterisks indicate required fields.

3. Enter Loan Originator **First** and **Last** name.
4. Enter Middle name if applicable.
5. Enter Loan Originator **Email**.
6. Enter Loan Originator **Contact** number.
7. Enter Loan Originator **Mobile** number.
8. If needed, select the **By Checking the Opting in Box....**

**Note:** By opting into the informational texts, the user is provided with an additional method for sending password change requests.

9. Click the *State License* **Add +** button.
10. Enter **State License** information.
11. Click **Save & Close**.

**Note:** Click *Save & New* to add additional licenses.

## Services Settings

Use the *Services Settings* to create *Loan Originator Login* credentials.

1. Select **Services Settings**.

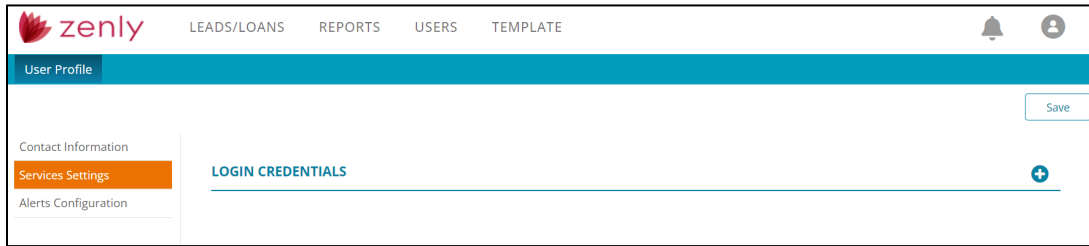



Figure 538: Add Login Credentials

2. Click on the **Add**  icon.
3. Select the appropriate **Service**.

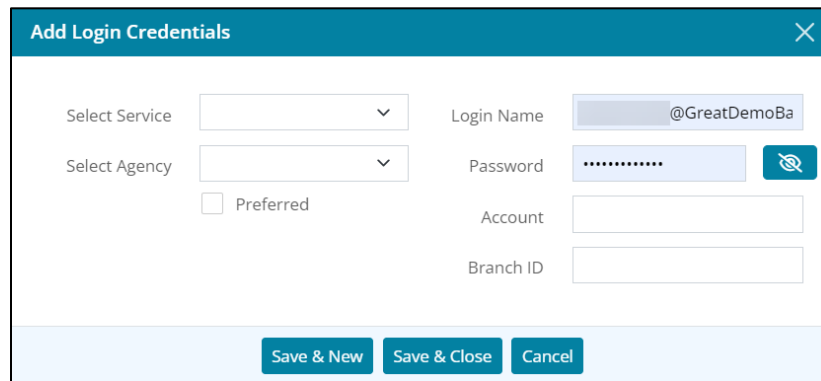


Figure 539: Add Login Credentials Dialog

4. Select the appropriate **Agency**.
5. Select the **Preferred** checkbox to save settings as preferred.
6. Enter **Login Name**.
7. Enter the login **Password**.
8. Enter the **Account number**.
9. Enter the company **Branch ID** if appropriate.
10. Enter the **Fannie Mae Account Number**.
11. Enter the **Fannie Mae Password**.

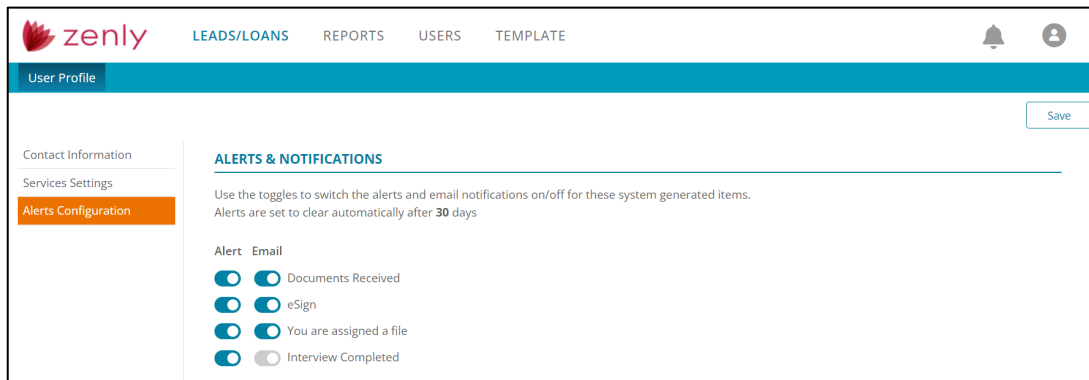
**Note:** The *Fannie Mae* fields only appear for credit vendors that require different authentication credentials for Fannie Mae vendors.

12. Click **Save & Close**.

**Note:** Click *Save & New* to add another service setting.

## Alerts Configuration (User Profile)

Use the *Alerts Configuration* to set notifications. Toggle the switches for the desired alerts.



The screenshot shows the Zenly user interface. At the top, there's a navigation bar with 'LEADS/LOANS', 'REPORTS', 'USERS', and 'TEMPLATE'. Below this, a 'User Profile' tab is selected. The main content area is titled 'ALERTS & NOTIFICATIONS'. It includes a 'Save' button and a table of alerts. The table has columns for 'Alert' and 'Email'. The alerts listed are 'Documents Received', 'eSign', 'You are assigned a file', and 'Interview Completed'. The 'Alert' column has toggle switches, and the 'Email' column has toggle switches. The 'Interview Completed' alert has a greyed-out toggle switch.

Alert	Email	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Documents Received
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	eSign
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	You are assigned a file
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview Completed

**Figure 540: Alerts Configuration (Zip)**

## Chapter 9: ACRONYMS

The following tables contain acronym definitions used in this document.

**Table 4: Acronyms**

Acronym	Definition
ADA	Americans with Disabilities Act
ARM	Adjustable-Rate Mortgage
CBSV	Consent Based Social Security Number Verification
FHA	Federal Housing Administration
HMDA	Home Mortgage Disclosure Act
FNM	Fannie Mae Data file developed by Calyx.
HTML	Hyper Text Markup Language
HOEPA	Homeownership and Equity Protection Act
MIP	Mortgage Insurance Premium
PMI	Private Mortgage Insurance
POS	Point of Sale
SCIF	Supplemental Consumer Information Form
USDA	United States Department of Agriculture
URLA	Uniform Residential Loan Application (Form 1003)
VA	Veterans Affairs
XML	Extensible Markup Language



## APPENDIX A: LOAN ESTIMATE MAPPING TABLES

See [Loan Estimate](#).

### Loan Terms

Table 5: Loan Terms Mapped Fields

Loan Estimate Field(s)	Mapped from Screen	Mapped from Section/Field
Loan Amount	Loan Application	Summary of Total Loan Amount
Can this amount increase after closing?	Loan Application	Determine by various loan data and loan terms.
Interest Rate	Loan Application	Payment Schedule
Monthly Principal & Interest	Loan Application	Payment Schedule
Prepayment Penalty	Loan Estimate	Prepayment Penalty Checkbox and the fields below the checkbox.
Balloon Payment	Loan Application	Loan Features

### Projected Payments

Table 6: Project Payments Mapped Fields

Loan Estimate Field(s)	Mapped from Screen	Mapped from Section/Field
Principal & Interest (MIN/MAX)	Loan Application	Payment Schedule – Mth Pmt column
Mortgage Insurance (MI)	Loan Application	Payment Schedule – MI
Escrow	Initial Fees Worksheet	G. Initial Escrow Payment at Closing