



Disclosure Request Process

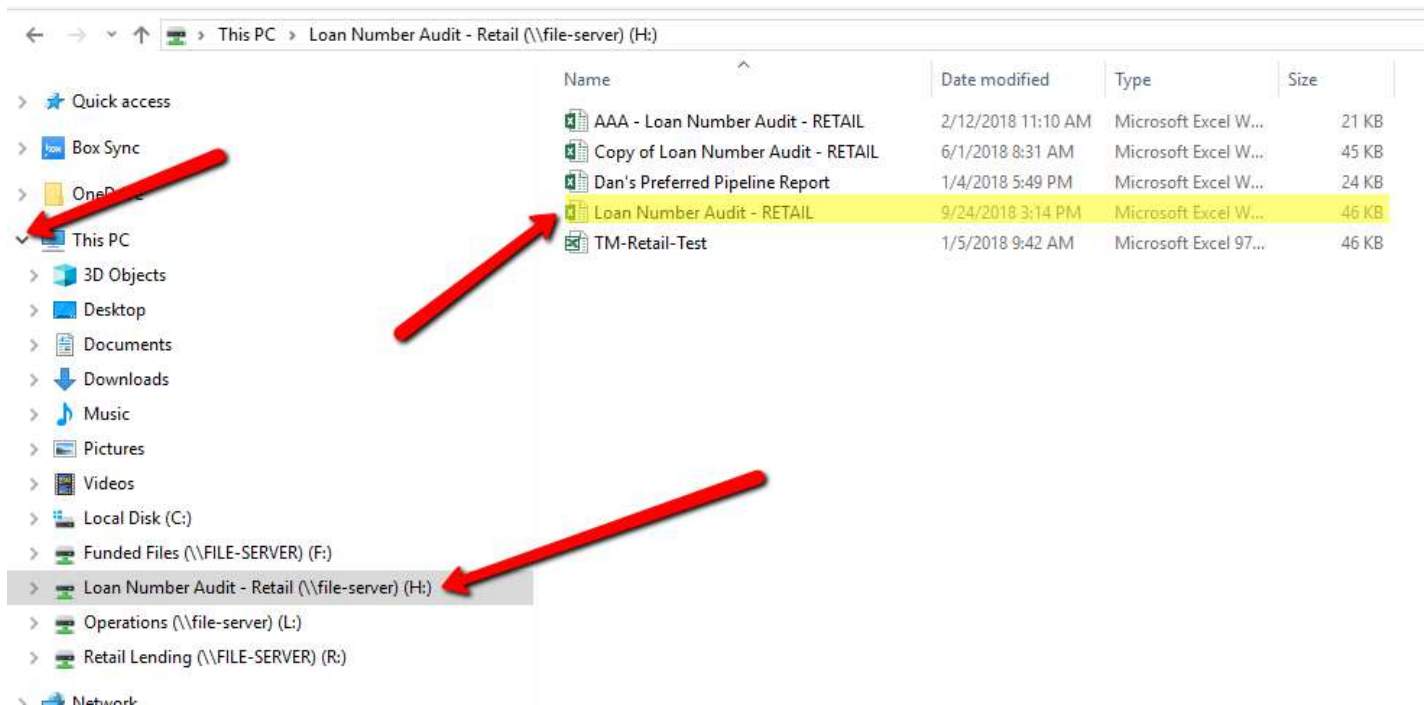
RETAIL



Disclosure Request Process

When you are assigned a new loan file the following are the steps that will need to be done in order to request disclosures to be sent to the borrower.

Open the Loan Number Audit – Retail file in the H: drive



Open the file and scroll down to find the next blank line then enter in the last name of the borrower and loan amount. The number to the far left will be your new loan number

5001697	5001697	CSC	Pedrie	\$328,000.00
5001698	5001698	CSC	Nunnery	\$131,250.00
5001699	5001699	CSC	Davis	\$248,800.00
5001700	5001700	CSC	Green	\$168,000.00
5001701	5001701	CSC	Bucklaw	\$734,000.00
5001702	5001702	CSC		
5001703	5001703	CSC		
5001704	5001704	CSC		
5001705	5001705	CSC		
5001706	5001706	CSC		
5001707	5001707	CSC		
5001708	5001708	CSC		
5001709	5001709	CSC		
5001710	5001710	CSC		
5001711	5001711	CSC		
5001712	5001712	CSC		
5001713	5001713	CSC		

Now you will go into DocVelocity to change the loan number on the file.

Open the file then select More...

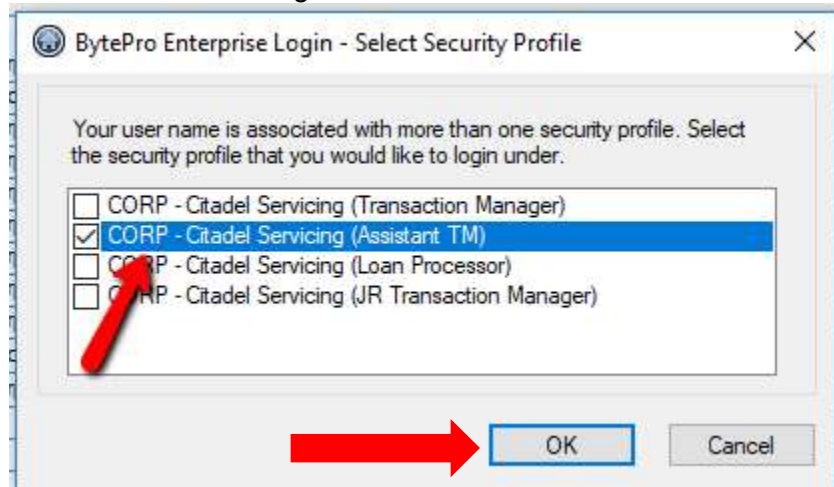


Change the loan number and add the assigned processor.

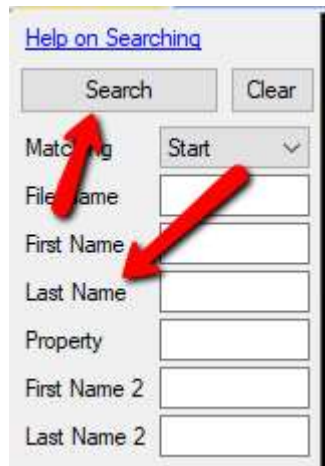
LOAN DETAILS	
Loan Number:	5001683
Borrower First Name:	Michael
Borrower Last Name:	Gaffaney
Lien Position:	First Lien
Processor:	Beth Owens

In BytePro you must change your profile if you are not already logged in under Junior Processor or Assistant TM.

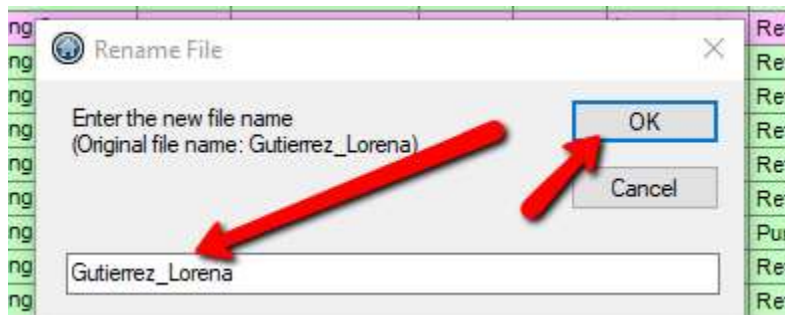
Go to File and Select “Change Profile” then select Assistant TM select “OK”.



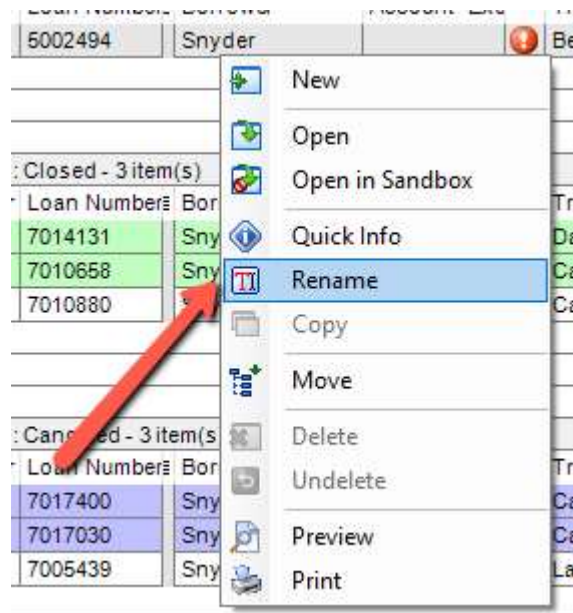
Now go into the BytePro system and search for the file by last name



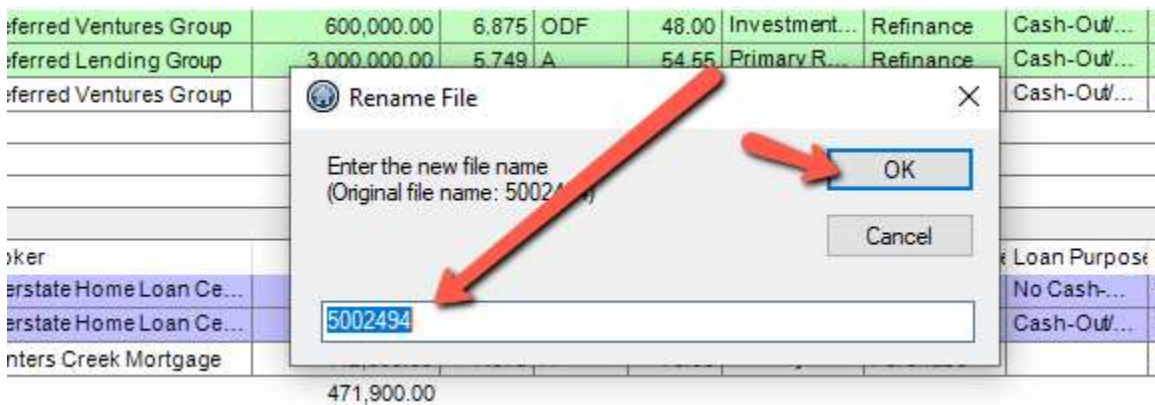
Select your file by right clicking on it. Once the “Rename File” box appears, type in the new loan number.



An additional screen will appear. Select “Rename”.



The “Rename File” screen will pop up type over the old name with the new loan number. Then select “OK”



Open your new file which will open to the “HOME” page



On the top of the page, input the application date to match the 1003.

NOTE: If 1003 date is blank next to the loan officers signature input today's date on the 1003 and on the application date.

For Origination Channel select “Retail” from the drop down.

STATUS		CRITICAL DATES	
Follow Up Flag	<input type="text" value="v"/>	Application Date	09/27/2018 <input type="checkbox"/>
Loan Status	Not Assigned	Sched. Approval Date	<input type="text"/> <input type="checkbox"/>
Origination Channel	Retail <input type="text" value="v"/>	Sched. Closing Date	<input type="text"/> <input type="checkbox"/>
Template File:	No	Signing Date & Time	<input type="text"/> Time: <input type="text"/>
Synchronized File:	No	Case No. Date:	<input type="text"/>
		Agency Case No:	<input type="text"/>

Check the email box. If it is blank review the E-Consent form for the email address and enter it in the email box.

It must match E-consent form uploaded in DocVelocity.

Application 1 - Borrower

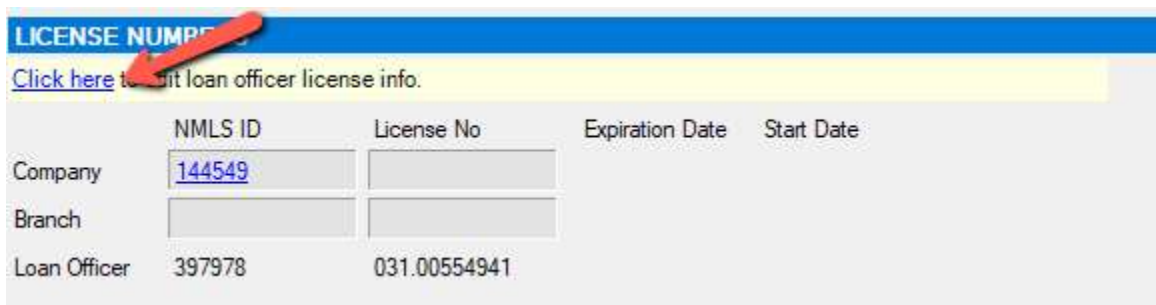
Name	First	Middle	Last	Suffix
	Jose		Aponte-Rodrigu	
D.O.B.	01/15/1977	Age	41	Nickname
SSN	583-47-5758	Taxpayer ID Type	SSN	
Non - Person Entity	<input type="checkbox"/>			
Work	(717) 672-8278	Home	(717) 557-8396	
Mobile		Fax		
E-Mail				
Street	232 E Market St Apt 109			
City-State-Zip	York	PA	17403	
Credit	647 (652, 647, 626)			
Citizen		Self Employed	<input type="checkbox"/>	
CAIVRS		Order	LDP/GSA	
First Time Homebuyer	<input type="checkbox"/>		MLA	

Select from the drop down of the Highlighted boxes.

- Transaction Manager = Assigned Processor
- JR. Transaction Manager = Enter Your Name
- Disclosure Processor = Check the disclosure number assignment list for this person. Use the last digit of the new loan number and match it to the following
 - Stacy = 013579
 - Ayta = 2468
- Disclosure supervisor = Jorge
- Assistant TM = Enter Your Name
- Funding manager = Dale H.
- Underwriting Supervisor = Lisa Curry
- Loan officer field should be completed by the loan officer
- Loan Processor = input the assigned processor or leave blank until assigned
- JR. Processor = Enter Your Name
- TM Supervisor = Stephanie Ponce

FILE ASSIGNMENTS			
Account Executive	[Not Assigned]	Loan Officer	BethO
Transaction Manager	BethO	JR Loan Officer	[Not Assigned]
JR Transaction Manager	BethO	Loan Processor	BethO
Disclosure Processor	AytaA	JR Processor	BrinS
Disclosure Supervisor	JorgeM	QC Analyst	[Not Assigned]
Assistant TM	BrinS	TM Supervisor	BethO
Underwriter	[Not Assigned]	Shipper Manager	[Not Assigned]
Doc Drawer	[Not Assigned]	Shipper	[Not Assigned]
Doc Drawer - 2nd	[Not Assigned]	Document Control	[Not Assigned]
Funder	[Not Assigned]	Valuation Specialist	[Not Assigned]
Closer	[Not Assigned]	Secondary	[Not Assigned]
Closing Support Specialist	[Not Assigned]	Disclosure Clerk	[Not Assigned]
Assistant Funder	[Not Assigned]	Legal	[Not Assigned]
Funding Manager	DaleH	Sales Manager	[Not Assigned]
Underwriting Supervisor	LisaC	Pre-Screen	[Not Assigned]

In the License number section, select the “Click Here”

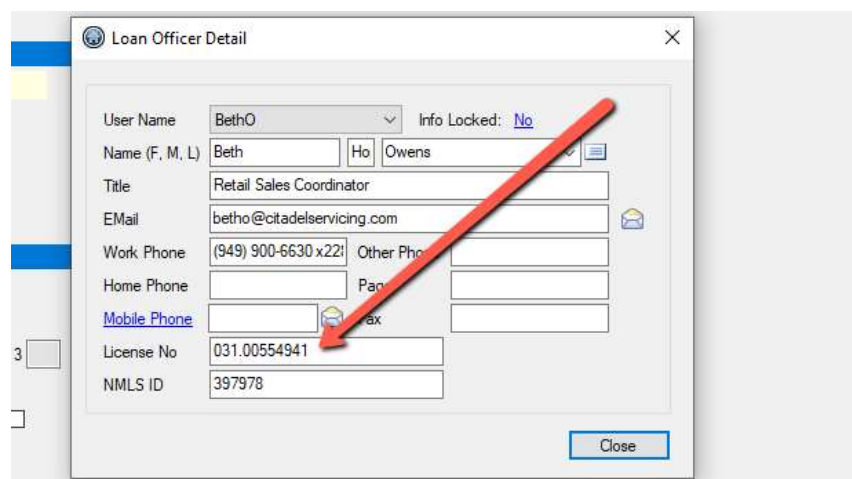


LICENSE NUMBER

[Click here](#) to edit loan officer license info.

	NMLS ID	License No	Expiration Date	Start Date
Company	<input type="text" value="144549"/>	<input type="text"/>		
Branch	<input type="text"/>	<input type="text"/>		
Loan Officer	397978	031.00554941		

Enter in the License number of the loan officer for the state from the NMLS report you have pulled.



Loan Officer Detail

User Name: Info Locked: [No](#)

Name (F, M, L):

Title:

E-Mail:

Work Phone: Other Phone:

Home Phone: Pager:


[Mobile Phone](#): Fax:

License No:

NMLS ID:

[Close](#)

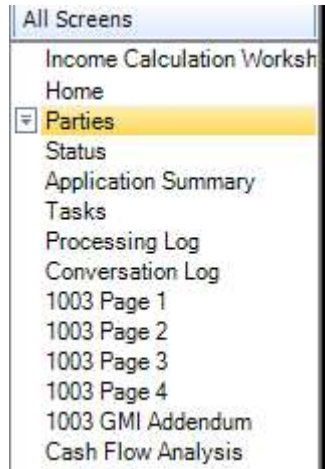
Scroll down to the “Loan Info” section and make sure that the Appraised Value has been input. If it has not, use the figure right below it which is either the Purchase Price or Estimated Value.



LOAN INFO

Loan Product	Loan Details
Occupancy Type: <input type="text" value="Primary Residence"/>	Appraised Value: <input type="text" value="139,000.00"/> Estimated
Purpose of Loan: <input type="text" value="Purchase"/>	Purchase Price: <input type="text" value="139,000.00"/>
Loan Program Code: <input type="text"/> Select	Base Loan: <input type="text" value="111,200.00"/> Calculate
	PMI Type: <input type="text" value="None"/> Quote

Select the "Parties" screen



By referring to the NMLS report in DV you will need to enter in the Lender information.
Select Lender and then go to the right of the screen.
Match the NMLS# to the report you pull from NMLS.

Select the lender line next

JR Processor					
JR Transaction Manager					
Lender					
Lender Attorney					
Listing Agent					

Go to the right of the screen and select the down arrow button next to the Company line.
For California loan select the 1st choice. All other states select the 2nd selection and check the company license number is correct and matched the NMLS report you pulled

Lender

General Additional Info

Company Citadel Servicing Corporation

Name (F, M, L)

Title

Street 15707 Rockfield Blvd Suite 320

City State Zip Irvine CA 92618

License No. Company Lic. 41DBO-741

NMLS ID Company NMLS 144549

Tax ID/ EIN Branch

Home Pager Work (888) 800-7661

Mobile Fax

E-Mail 1 DISCLOSURES@CITADELSERVICING.COM

Select the Secondary Marketing screen

All Screens

- Product and Pricing
- Purchase Advice
- Refinance Planner
- RegulatorConnect
- Rent vs Own
- Required Providers
- Sample Loan Info
- Secondary Marketing
- Servicing
- Servicing QC Call Aud

Proceed to the Investor Commitment Info section and select the loan program according to the AE synopsis in DocVelocity under “Investor”.

PRODUCT AND PRICING INTERFACE

[Select Interface] ▼

ORIGINATOR LOCK INFO

Lock Days [Fill Lock Info](#) [Original Lock Exp Date](#) ⓘ

Extensions Ext 1 Ext 2 Ext 3 Originator Commitment No

[Date Locked](#) • Regulatory Lock Date ⓘ

[Lock Exp. Date](#) Floating ☐

[Date Canceled](#) •

INVESTOR COMMITMENT INFO

Trade No [Registered Date](#) •

Investor ⓘ ⓘ Commitment Days

Mandatory Investor ⓘ Extensions Ext 1 Ext 2 Ext 3

Excluded Investor ⓘ [Commitment Date](#) •

Investor Commitment Type [Expiration Date](#) •

Investor ⓘ ⓘ

Mandatory Investor ⓘ

Excluded Investor ⓘ

Investor Commitment Type

Investor Commitment No

Master Commitment No

Investor Program Name

Investor Loan No

Origination Channel

▼

ODF

ODFFN

ODF+

ODF+NL

OMV

NP

MAG

NP2

IONP

IOMAG

IOODF

IOODF+

IOOMV

NPFN

IONPFN

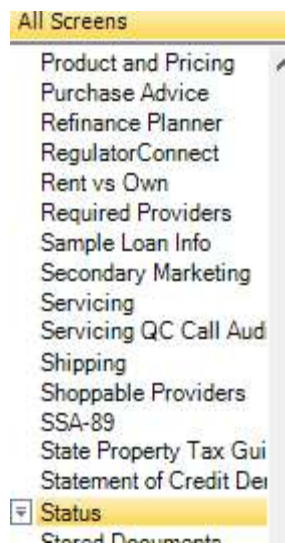
NP = NonPrime

IONP = Interest Only Non Prime

NPFN = Foreign National

IONPFN = Interest Only Foreign National

On the left of the screen - select the "Status" screen



Select the button for "Incomplete Retail Submission" to order the disclosures

