



# Ordering the Flood Certification

RETAIL



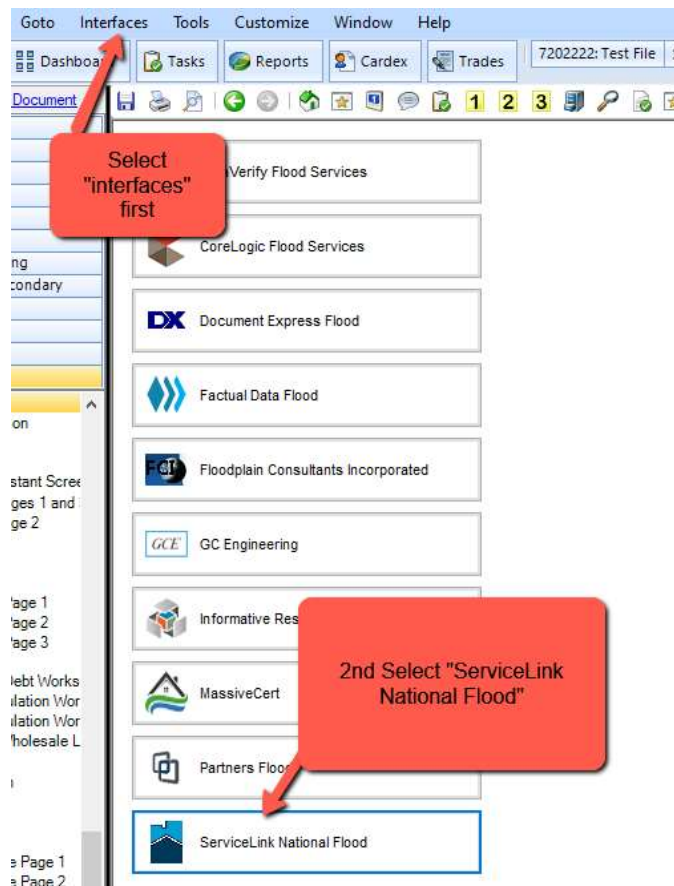
## How to order a Flood Certificate

Each file will need a Flood Certificate. This report is for the Underwriter to review and will need to be pulled and uploaded into each file at the same time your order the Appraisal Report.

Select the borrowers file in BytePro by double clicking on the mouse while hovering over the borrower file.

Loan Status: Test File - 9 item(s)																			
Investor	Loan Number	Borrower	Account	Exec	Transaction	UW Name	Broker	Loan Amount	Int Rate	Credit G	LTV	Occupancy	T. Loan Purpos	Loan Purpos	Sub Prop	City	State	Status Date	Submitted Da
NP	3333128 T...	Test Morgan	Andrew H...	LRamirez	CAS	Avant Capital Solutions		340,000.00	4.750		60.71	Primary R...	Refinance	Cash-Out...	Santa Clarita	CA	11/11/2020		
NP	2222933 T...	TEST Guy	Karen Pet...	TrudyB	JT	Hamilton Home Loans, Inc.		286,300.00	6.249	BBB	80.00	Primary R...	Purchase	Cash-Out...	Jacksonville	FL	11/10/2020	10/27/2020	12-Mths B...
NP	7202222	Test File	Doug Perry	TrudyB		Broker Company Name		672,000.00	2.990	C	80.00	Primary R...	Purchase	Cash-Out...	Irvine	CA	06/25/2020	07/13/2020	Full
ODF	Prepay Te...	TEST	Greg Flores	DarcL		Credence Funding Corpo...		500,000.00	6.000	A+		Primary R...	Purchase	Cash-Out...	Orlando	CA	06/27/2018	06/20/2018	1-Mth Ban...
	Testco-Ma...	Testco														CA	06/20/2018		
	T.BARTO...	TEST FILE	Adam Morris	AOlson				581,000.00	4.875	A	70.00	Primary R...	Purchase	Limited Ca...	Irvine	CA	04/28/2018		

Once in the file select Interfaces on the top tool bar, then select "ServiceLink National Flood" from the drop down:



The borrowers/property data and ordering dates should enter in automatically select “Submit”

The screenshot shows the 'ServiceLink National Flood' application window. The 'Borrower And Subject Property' tab is active. The 'Borrower' section contains fields for 'First, M, Last' with values 'Lauren', 'Helen', and 'Barus'. The 'Subject Property' section contains fields for 'Street' (2029 King Charles Place), 'City, State, Zip' (Alabaster, AL, 35007), 'County' (Shelby), 'Legal Desc.' (Legal description attached hereto and made a part hereof), and 'Parcel No.' (13-7-26-1-002-013.000). On the left, the 'Order' section has 'Request Type' set to 'Status Query' and 'Product Type' set to 'Life of Loan + HMDA'. There is a checked 'Rush' checkbox, 'Order No' (1412771442), and 'Lender Case No' (7121269). A red arrow points to the 'Submit' button at the bottom left of the window.

The system will show it is completed by the following message. Select “OK”

The screenshot shows the same application window as before, but with a 'BytePro Enterprise' dialog box overlaid in the center. The dialog box has a title bar 'BytePro Enterprise' and contains the text 'Complete - Product Delivery' and 'One or more documents were downloaded.' A red arrow points to the 'OK' button at the bottom right of the dialog box.

Select “View Documents”

The screenshot shows a web application interface with several sections. On the left, there's a sidebar with links like 'Getting Started with ServiceLink', 'National Flood', 'Customer Support', 'About Us', and '800.833.6347'. Below this is a 'Provider' section with a 'Defaults' link. The main area has tabs for 'Borrower And Subject Property', 'Flood Results', and 'HMDA Info'. The 'Borrower And Subject Property' tab is active, showing fields for 'Borrower' (First, M, Last: Lauren, Helen, Bonus) and 'Subject Property' (Street: 2029 King Charles Place, City, State, Zip: Alabaster, AL, 35007, County: Shelby, Legal Desc.: Legal description attached hereto and made a part hereof, Parcel No.: 13-7-26-1-002-013.000). At the bottom, there are buttons for 'Submit', 'View Documents ...', and 'View Status Messages ...'. A red arrow points to the 'View Documents ...' button.

This screen will automatically pop up on your desktop along with the Flood Certificate.

Go to the Print Icon

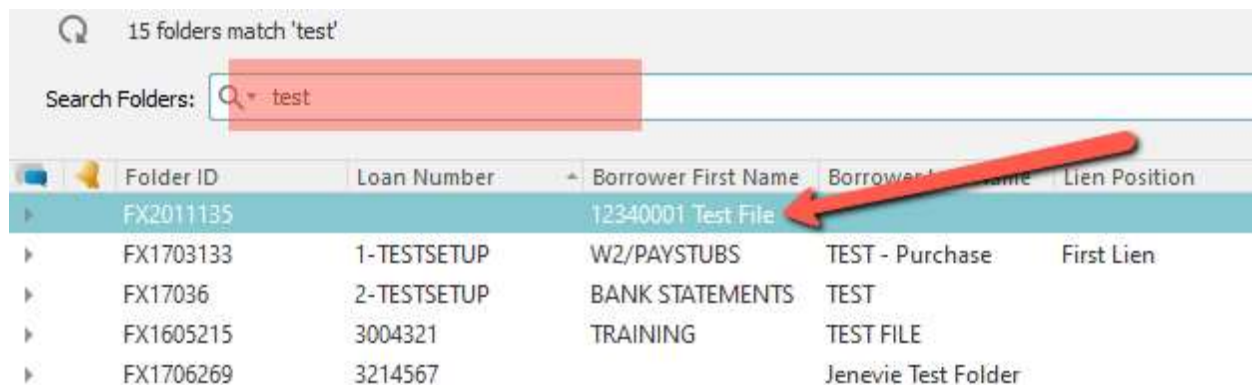
The screenshot shows a desktop window with a document titled 'STANDARD FLOOD HAZARD DETERMINATION FORM (SFH)'. The document is from the 'DEPARTMENT OF HOMELAND SECURITY Federal Emergency Management Agency'. It contains sections for '1. LENDER/SERVICER NAME AND ADDRESS' (Citadel Servicing Corporation), '2. COLLATERAL DESCRIPTION (Building/Mobile more information.)' (Borrower: BARRUS, LAUREN HELENE, Determination Address: 2029 KING CHARLES PL, ALABASTER, AL 35007-9167, SHELBY COUNTY), and '3. LENDER/SERVICER ID #'. A red arrow points to the print icon in the top-left corner of the window.

In the “Select Printer” section choose “Upload to Doc Velocity” then print

The screenshot shows a 'Select Printer' dialog box. It has a 'General' tab and an 'Options' tab. Under 'Select Printer', there are three options: 'OneNote (Desktop)', 'OneNote for Windows 10', and 'Upload to DocVelocity'. A red arrow points to 'Upload to DocVelocity'. Below this, there's a 'Status' section with 'Ready' and a 'Print to file' checkbox. There's also a 'Page Range' section with radio buttons for 'All', 'Selection', and 'Current Page', and a 'Pages' field with the value '1'. A red arrow points to the 'Print' button at the bottom. A blue box with the text 'Then Select' is overlaid on the 'Print' button.

Then go to Search Folders where you can locate your file.

Select the file and open by double clicking on the appropriate file.

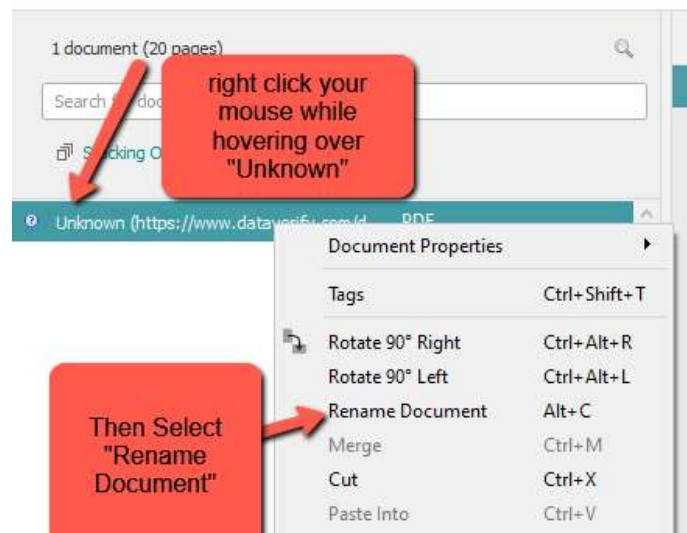


15 folders match 'test'

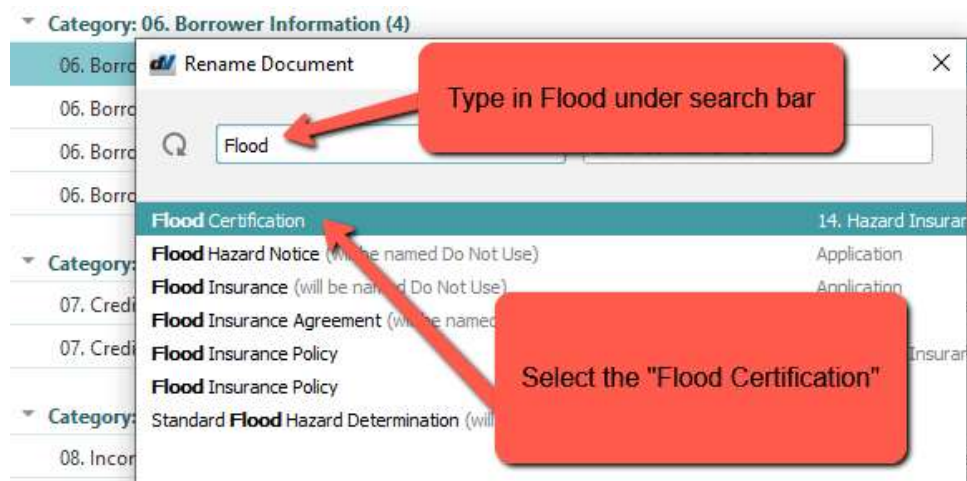
Search Folders:

Folder ID	Loan Number	Borrower First Name	Borrower Last Name	Lien Position
FX2011135		12340001	Test File	
FX1703133	1-TESTSETUP	W2/PAYSTUBS	TEST - Purchase	First Lien
FX17036	2-TESTSETUP	BANK STATEMENTS	TEST	
FX1605215	3004321	TRAINING	TEST FILE	
FX1706269	3214567		Jenevie Test Folder	

Naming the document in DocVelocity. You will right click under “Unknown”



Select the name of this document- this will be named: **Flood Cert**



Save document in DocVelocity by selecting the **Send** button.

