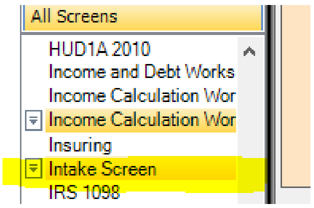
<u>Intake Screen – Byte Pro</u>

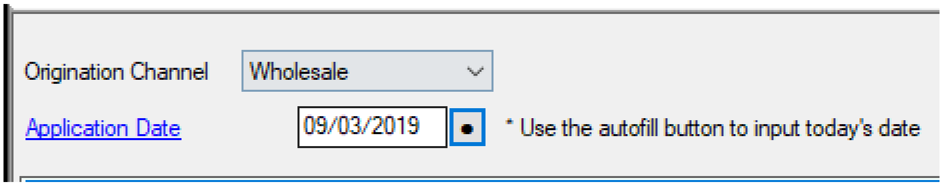
(Revised 02/14/20)

- Create your file in Byte Pro and go to the Intake Screen to begin setting up your file.
  To access this screen from the HOME SCREEN, select '**<u>All Screens</u>**'. The screens will be listed in alphabetical order. Locate the '**<u>Intake Screen</u>**.



TIP: Save this screen as a shortcut on your MAIN TOOLBAR.

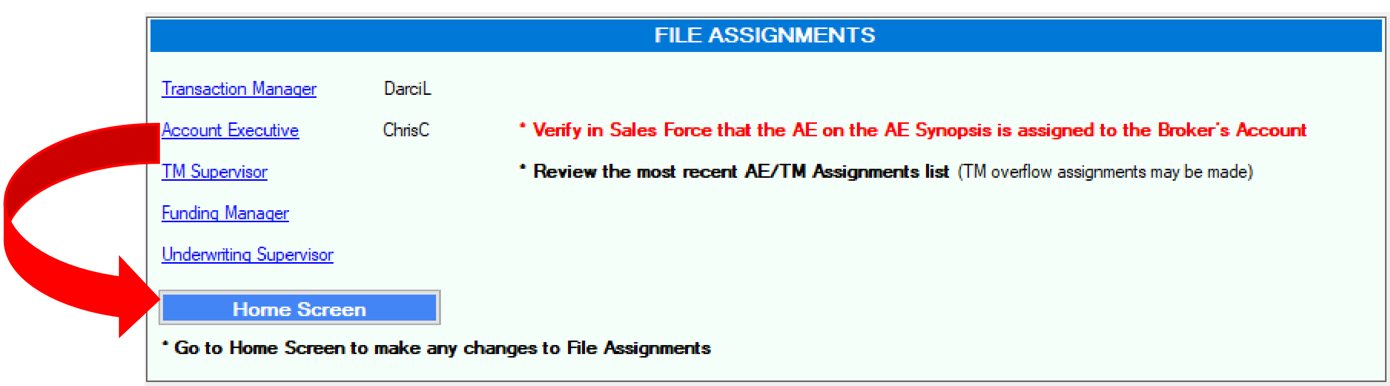
- Select the **<u>Origination Channel</u>** and input the **<u>Application Date.</u>**



- Complete the **RE-SUBMISSIONS** section if applicable. The LSU clerk must email Trudy Barton, Stephanie Ponce and Kyle Gunderlock to get clearance to proceed with submitting a file that is being re-submitted.

<u>NOTE:</u> The TM Scrub Date and Scrubbed by fields are completed by TB or SP.

- File Assignments
  - Select the '**<u>Home Screen</u>**' button to complete file assignments.



FILE ASSIGNMENTS

Account Executive	DexterY	Loan Officer Manager	[Not Assigned]
Transaction Manager	TomE	Loan Officer	[Not Assigned]
JR Transaction Manager	[Not Assigned]	JR Loan Officer	[Not Assigned]
Disclosure Processor	AytaA	Loan Processor	[Not Assigned]
Disclosure Supervisor	JorgeM	JR Processor	[Not Assigned]
Assistant TM	HayleeC	QC Analyst	AlexB
Underwriter	RajJ	TM Supervisor	AOlson
Doc Drawer	[Not Assigned]	Shipper Manager	[Not Assigned]
Doc Drawer - 2nd	[Not Assigned]	Shipper	[Not Assigned]
Funder	[Not Assigned]	Document Control	[Not Assigned]
Closer	[Not Assigned]	Valuation Specialist	[Not Assigned]
Closing Support Specialist	[Not Assigned]	Secondary	[Not Assigned]
Assistant Funder	[Not Assigned]	Disclosure Clerk	MadisonB
Funding Manager	Veronica.T	Legal	VivianT
Underwriting Supervisor	RodneyH		

Account Executive = AE – Reference the AE/TM Assignments List

Transaction Manager = TM – Reference the AE/TM Assignments List; identify any ‘overflow’ assignments as directed by TM Management.

Disclosure Processor = Reference list issued by Disclosure Department; assignment is based on the last digit of the CSC Loan Number

Disclosure Supervisor = Jorge M (Jorge Martin)

Assistant TM = LSU Clerk completing the file

Funding Manager = Veronica T (Veronica Tillis)

Underwriting Supervisor = Rodney H (Rodney Hixon)

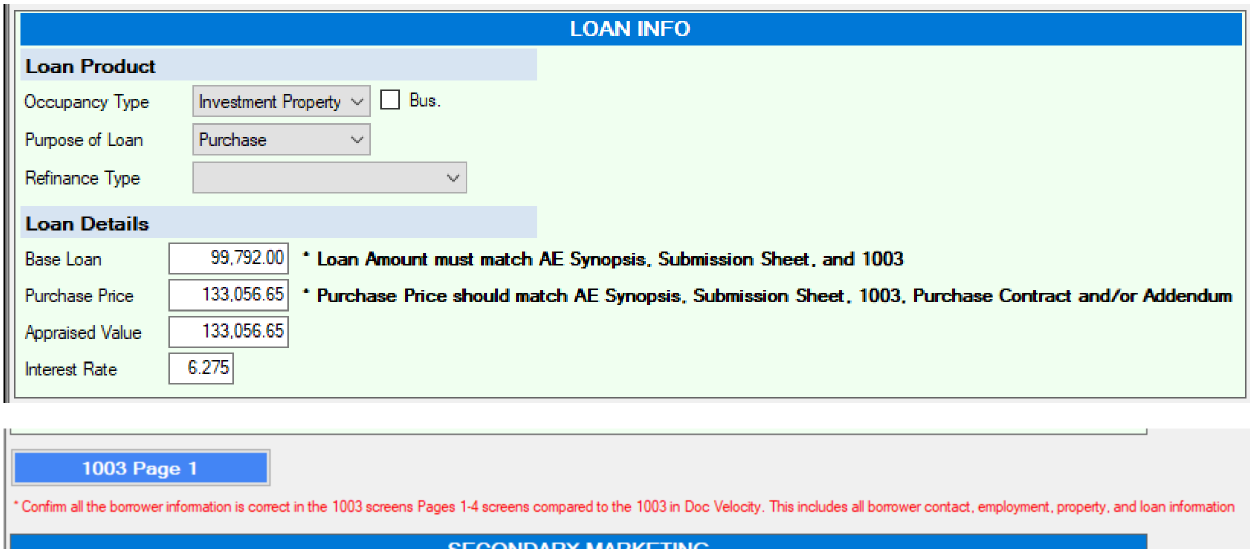
QC Analyst = Alex B (Alex Barba) (CSC loan ending in even #)
Jimmy H (Jimmy Ho) (CSC loan ending in odd #)

TM Supervisor = TM Lead – Reference the TM Lead List

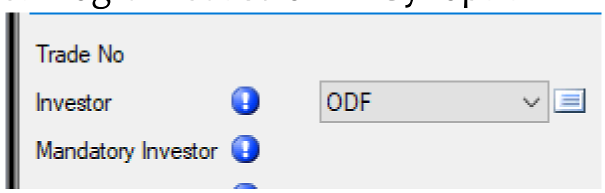
Disclosure Clerk = Madison B (Madison Black)

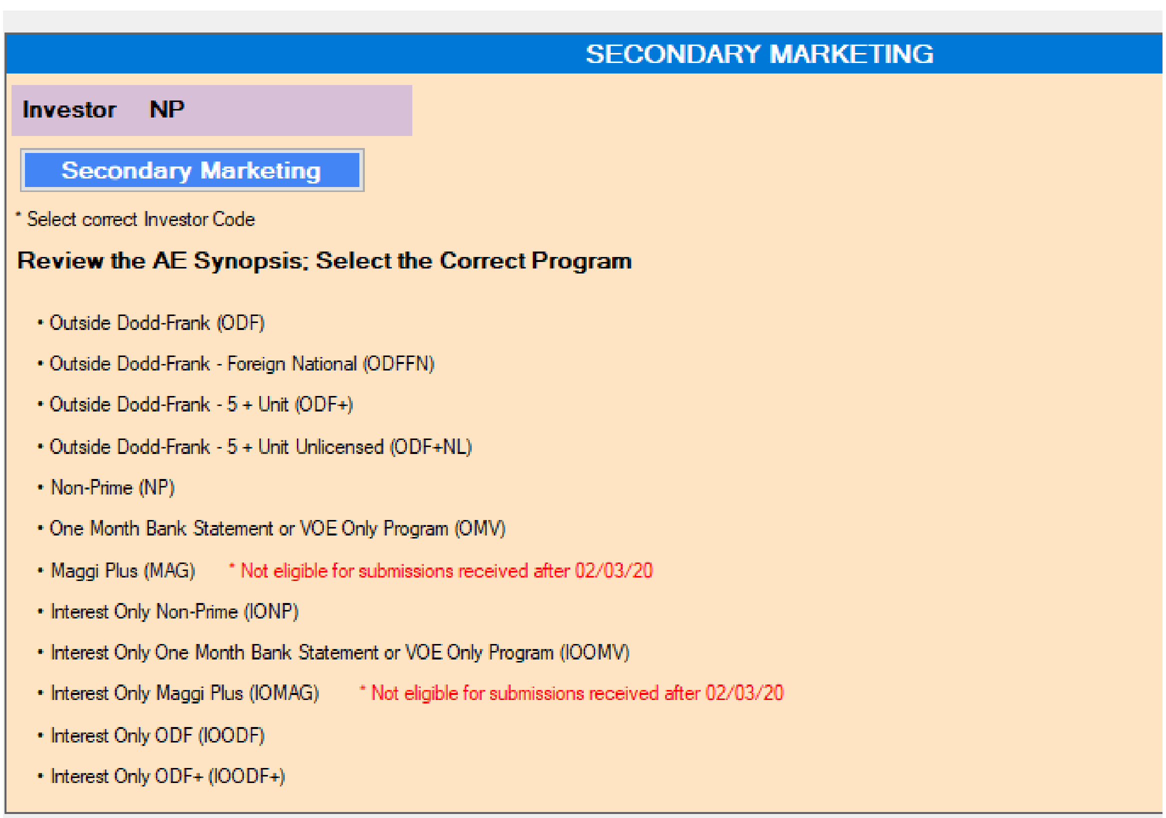
Legal = Vivian T (Vivian Tran)

- Loan Info
    - Double check that the **Loan Product** & **Loan Details** match the AE Synopsis

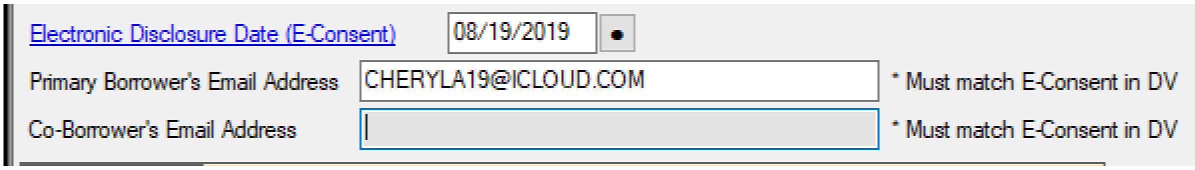


- Secondary Marketing
    - Click on the '**Secondary Marketing**' button, this will direct you to the page. Select Program based on AE Synopsis

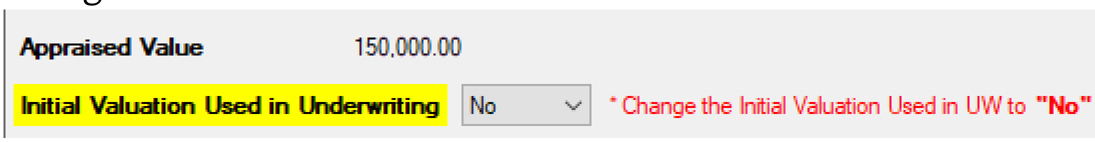




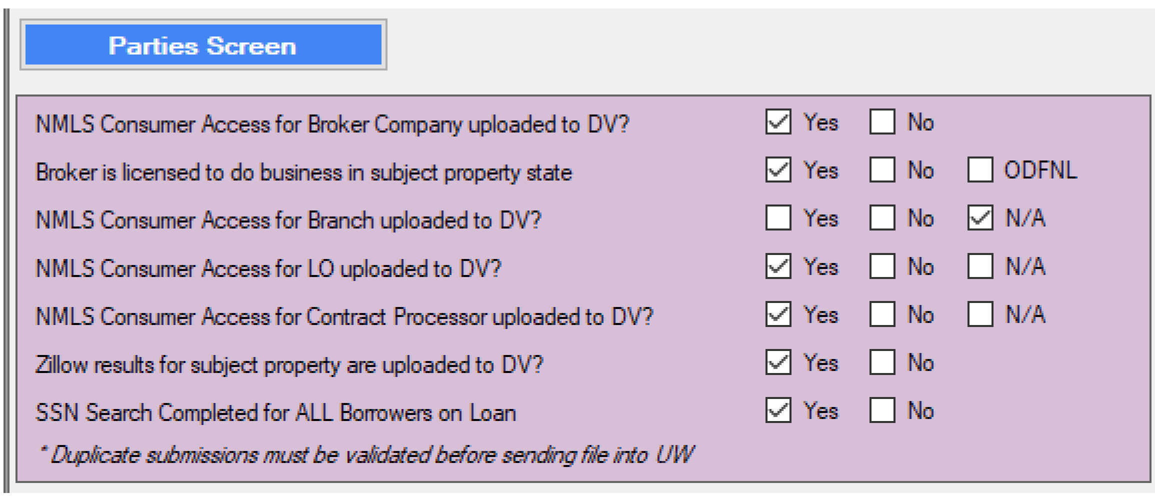
- ECOA Waiver Page
    - Enter in the **<u>E-Consent Signature Date</u>** & verify the email address is correct. If need be, please correct the email.



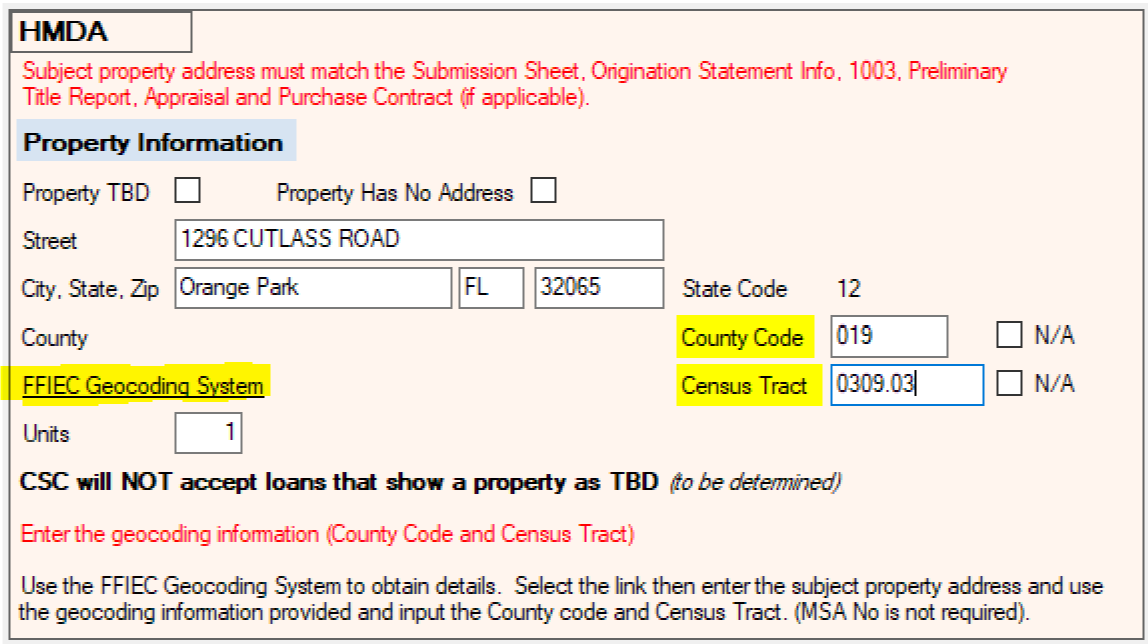
    - Change the Initial Valuation to No



- Parties & Validation Checks
    - You will see a list of validation questions, go through & answer all. Once completed, click on '**Parties Screen**' button to enter in Licensing Information.



- HMDA
  - You can click on the '**FFIEC Geocoding System**' link highlighted below, search the address & enter in the County Code & Census Tract



HMDA

Subject property address must match the Submission Sheet, Origination Statement Info, 1003, Preliminary Title Report, Appraisal and Purchase Contract (if applicable).

Property Information

Property TBD ☐ Property Has No Address ☐

Street: 1296 CUTLASS ROAD

City, State, Zip: Orange Park | FL | 32065 State Code 12

County — County Code: 019 ☐ N/A

FFIEC Geocoding System — Census Tract: 0309.03 ☐ N/A

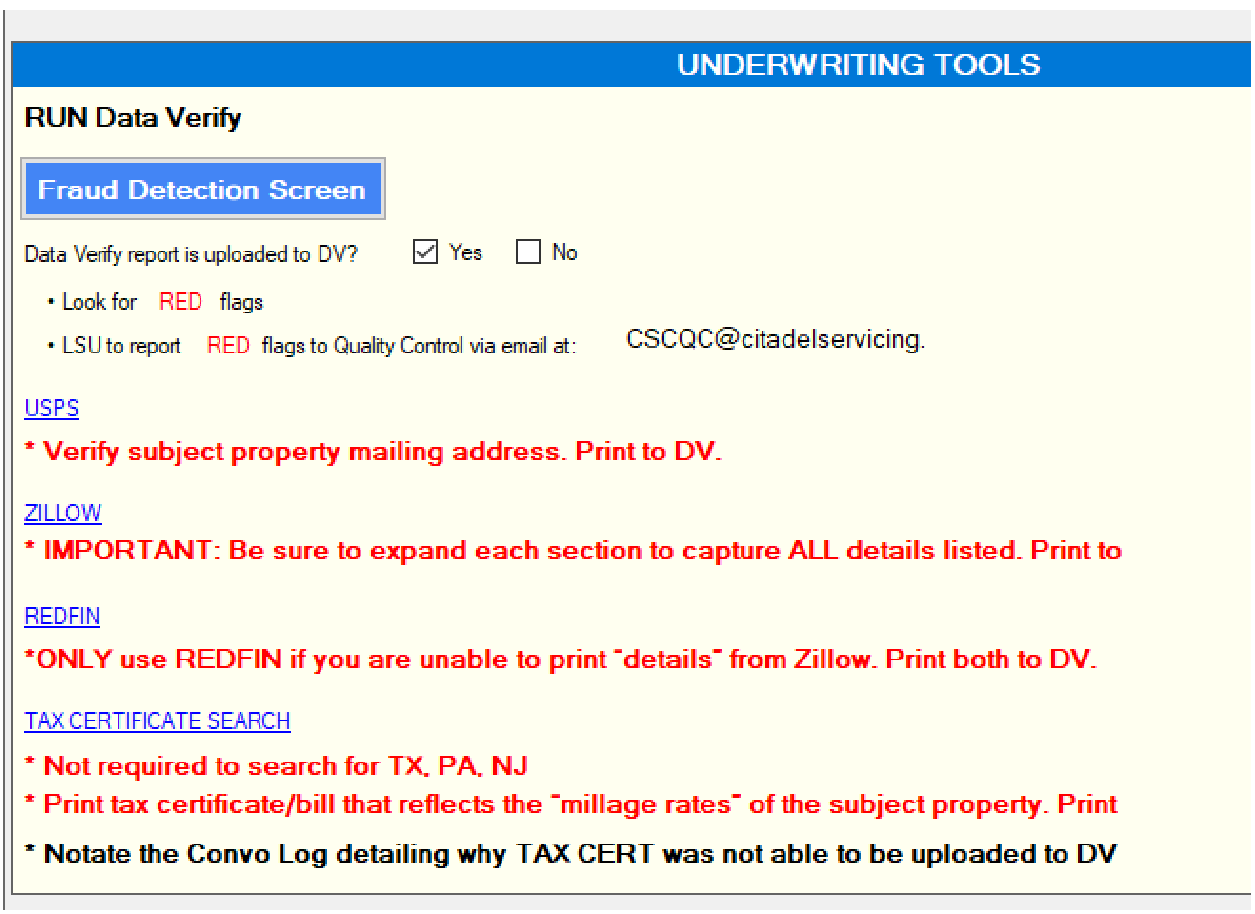
Units: 1

CSC will NOT accept loans that show a property as TBD *(to be determined)*

Enter the geocoding information (County Code and Census Tract)

Use the FFIEC Geocoding System to obtain details. Select the link then enter the subject property address and use the geocoding information provided and input the County code and Census Tract. (MSA No is not required).

- Underwriting Tools
  - Click on the **Blue Links** shown in the snippet below to access the reports. Click on '**Fraud Detection Screen**' to access DataV.



UNDERWRITING TOOLS

RUN Data Verify

Fraud Detection Screen

Data Verify report is uploaded to DV? ☑ Yes ☐ No

- Look for RED flags
- LSU to report RED flags to Quality Control via email at: CSCQC@citadelservicing.

USPS

*** Verify subject property mailing address. Print to DV.**

ZILLOW

*** IMPORTANT: Be sure to expand each section to capture ALL details listed. Print to**

REDFIN

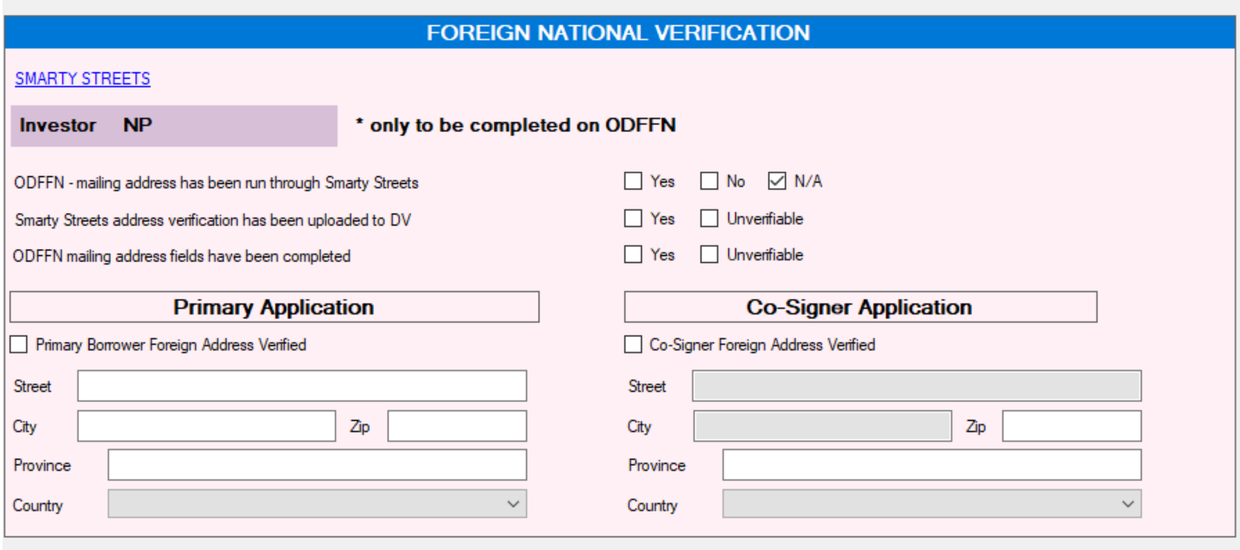
***ONLY use REDFIN if you are unable to print "details" from Zillow. Print both to DV.**

TAX CERTIFICATE SEARCH

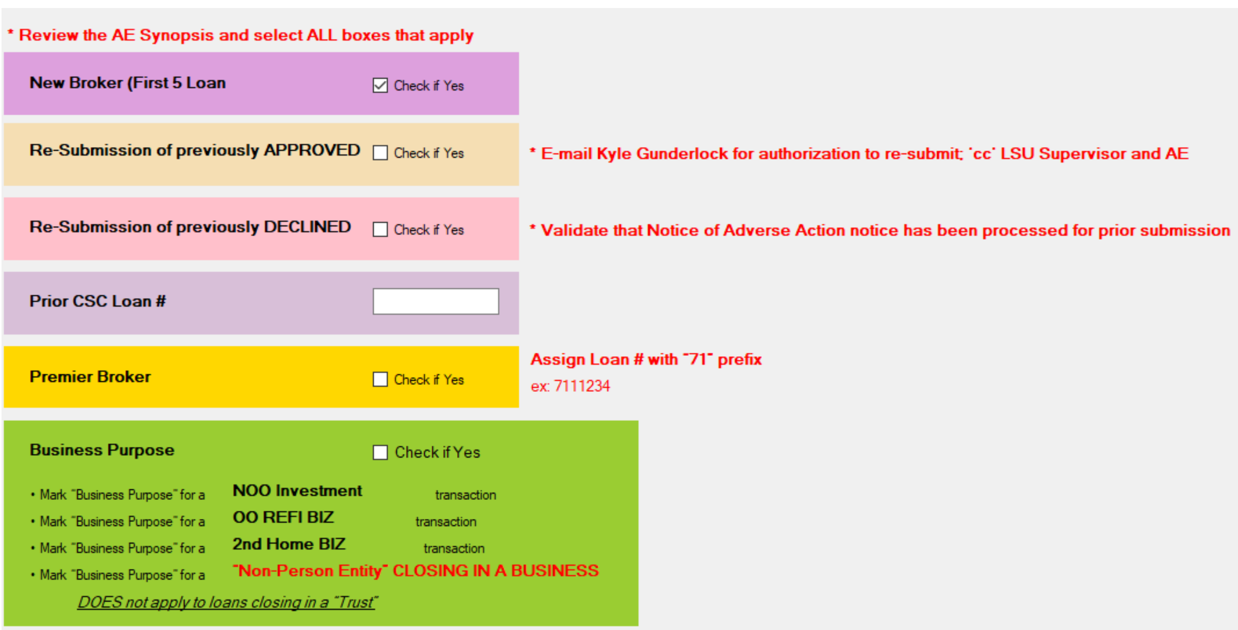
*** Not required to search for TX, PA, NJ**

*** Print tax certificate/bill that reflects the "millage rates" of the subject property. Print**

*** Notate the Convo Log detailing why TAX CERT was not able to be uploaded to DV**



- Status
  - Click all boxes that apply, once completed click on the '**Status Screen**' button to move the file to a SUBMITTED status.



Status screen continued…