Guardian 2.0 User Guide

FundingShield

Managing Mortgage Risk, Compliance & Fraud

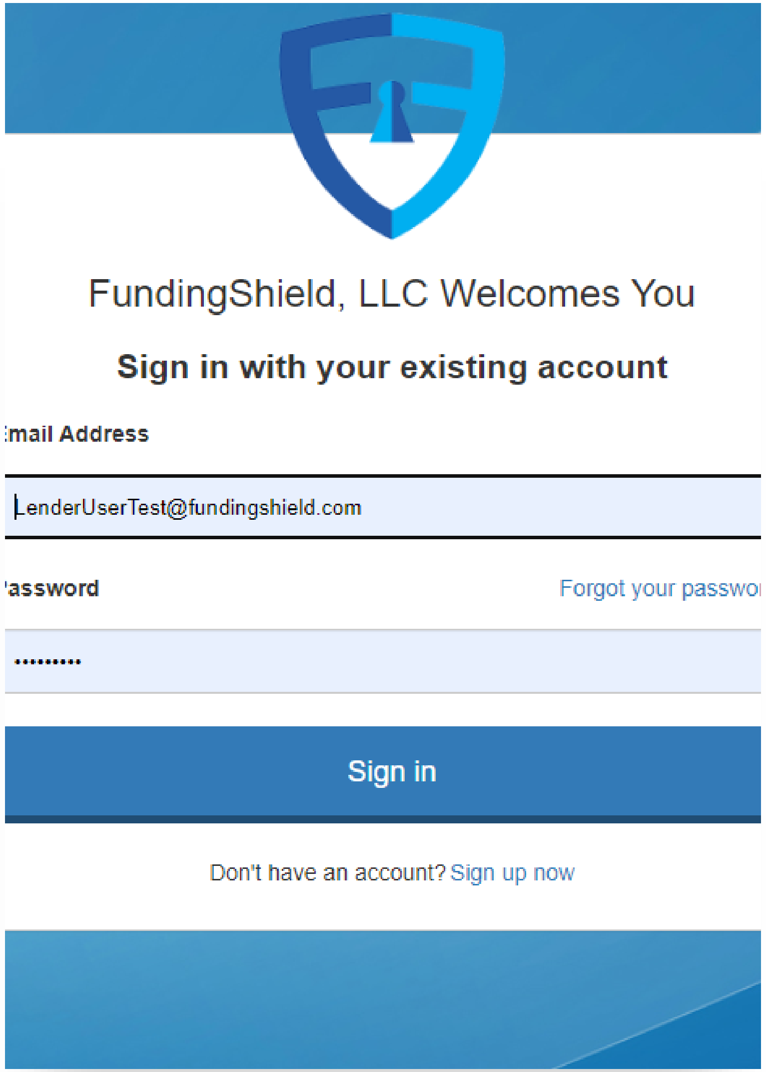
Welcome

Thank you choosing FundingShield as your service provide in Wire Fraud Prevention. The Guardian 2.0 guide is indented to provide the user a step – by – step illustration of submitting, managing and retrieving order details.

If there are inquiries regarding the order, please direct all communications to FundingShield Support Team via email at: docs@fundingshield.com

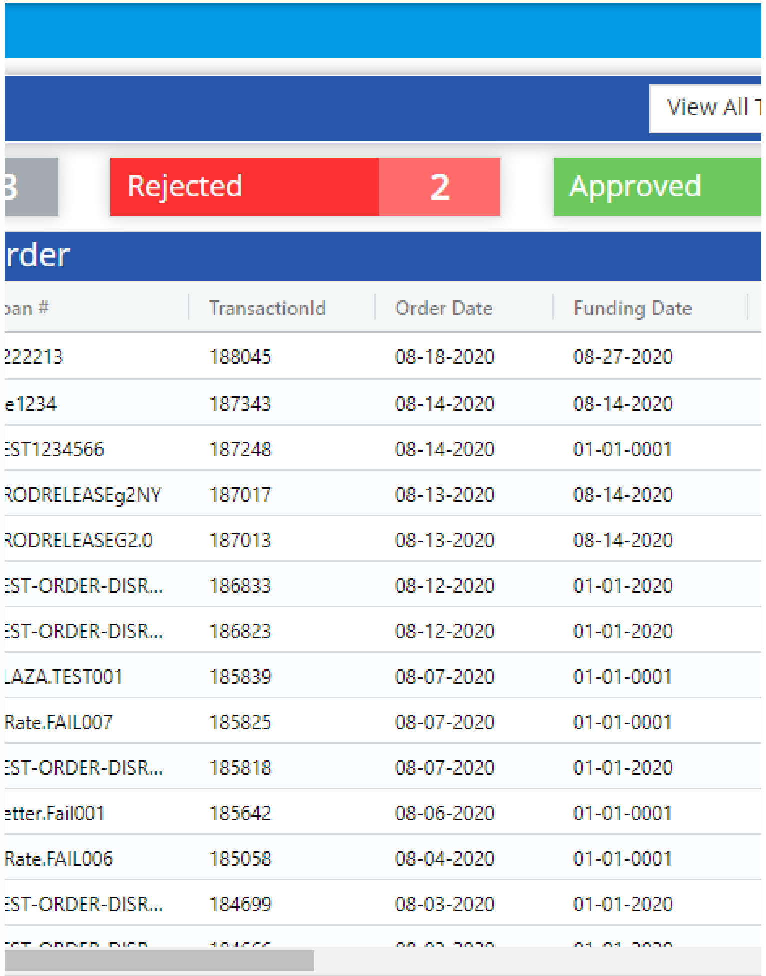
Guardian 2.0 Login

- For existing users, enter the email address and password associated with the FundingShield, LLC account to Sign In.



Dashboard View

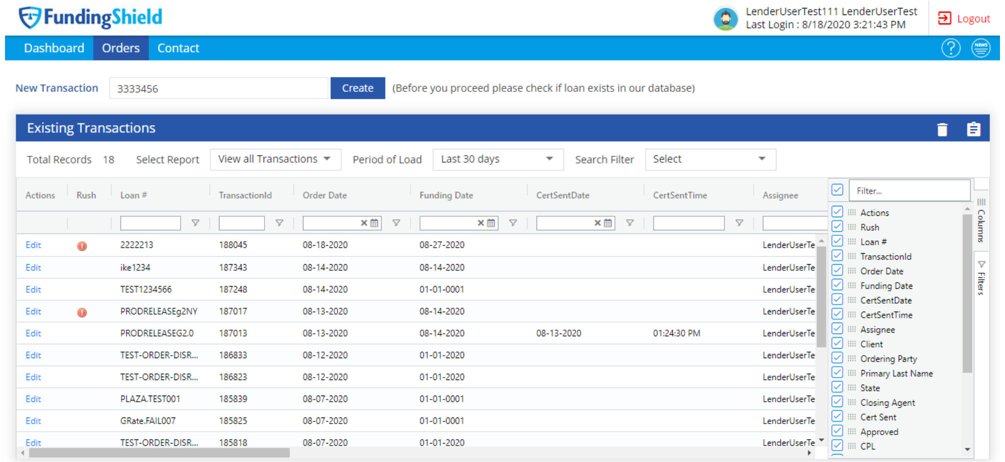
- The user is directed to the Main Dashoard, where order report and analytics are displayed to manage order metrics.



oan #	TransactionId	Order Date	Funding Date
222213	188045	08-18-2020	08-27-2020
e1234	187343	08-14-2020	08-14-2020
EST1234566	187248	08-14-2020	01-01-0001
RODRELEASEg2NY	187017	08-13-2020	08-14-2020
RODRELEASEG2.0	187013	08-13-2020	08-14-2020
EST-ORDER-DISR...	186833	08-12-2020	01-01-2020
EST-ORDER-DISR...	186823	08-12-2020	01-01-2020
LAZA.TEST001	185839	08-07-2020	01-01-0001
Rate.FAIL007	185825	08-07-2020	01-01-0001
EST-ORDER-DISR...	185818	08-07-2020	01-01-2020
etter.Fail001	185642	08-06-2020	01-01-0001
Rate.FAIL006	185058	08-04-2020	01-01-0001
EST-ORDER-DISR...	184699	08-03-2020	01-01-2020

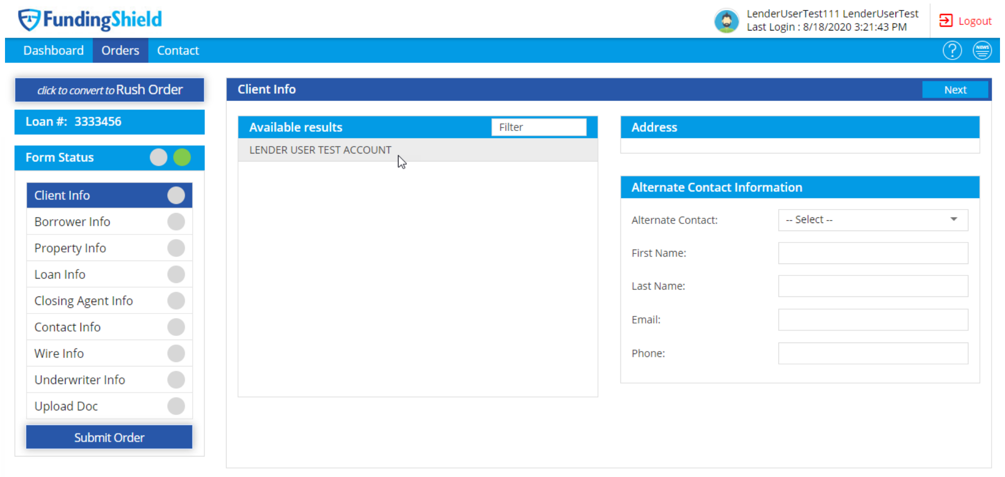
Creating an Order

- In the site header the user can select "Orders" to enter a new order or edit an existing order.



Creating an Order – Client Information

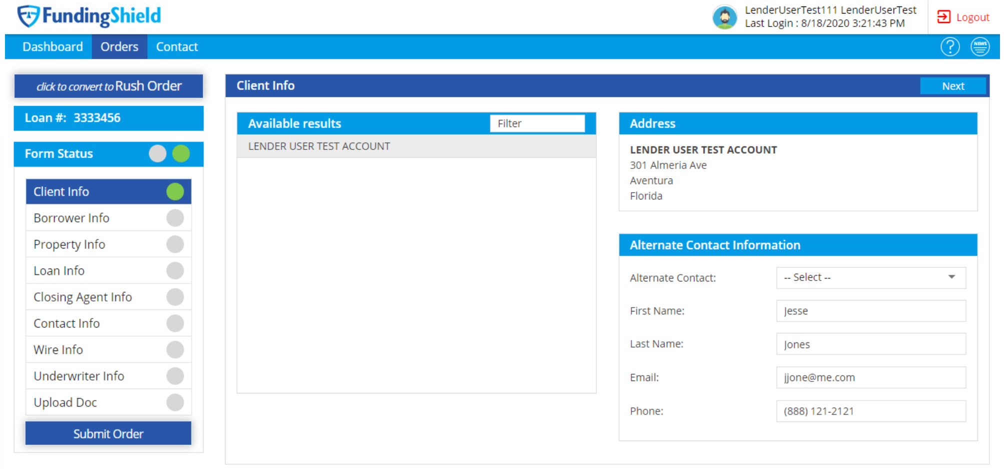
- Select the client account you wish to assign this order to



Creating an Order – Client Information

- After select the client account the client details will be displayed to the right.

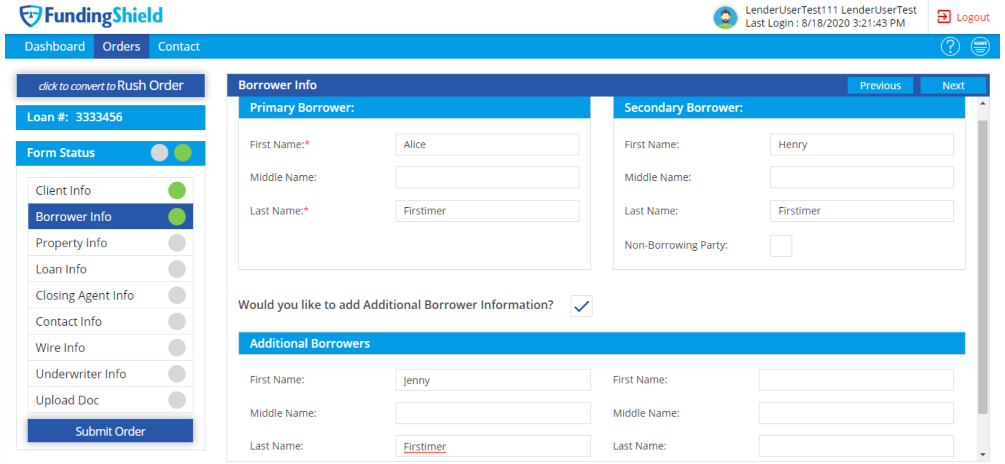
- The user will be able to enter alternate contact information to ensure additional parties are notified in the transaction.



Creating an Order – Borrower Information

- In the Borrower Information section the user is able to enter up to four (4) borrowers per transaction. The user can also specify Non-Borrowing entities as defined by the loan details.

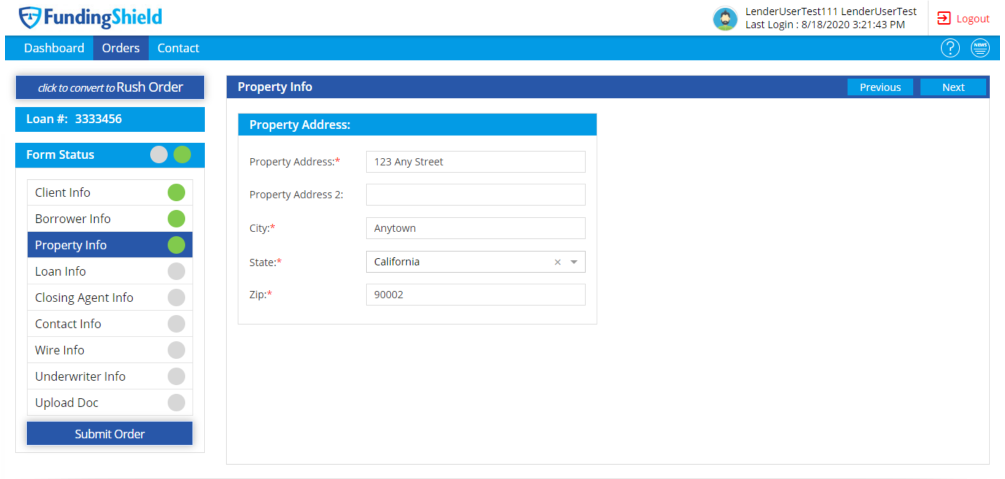
- **Fields with red asterisks are noted as required fields before submitting the order.*



Creating an Order – Property Information

- In the Property Information screen, the user will have the ability to enter the transaction property address.

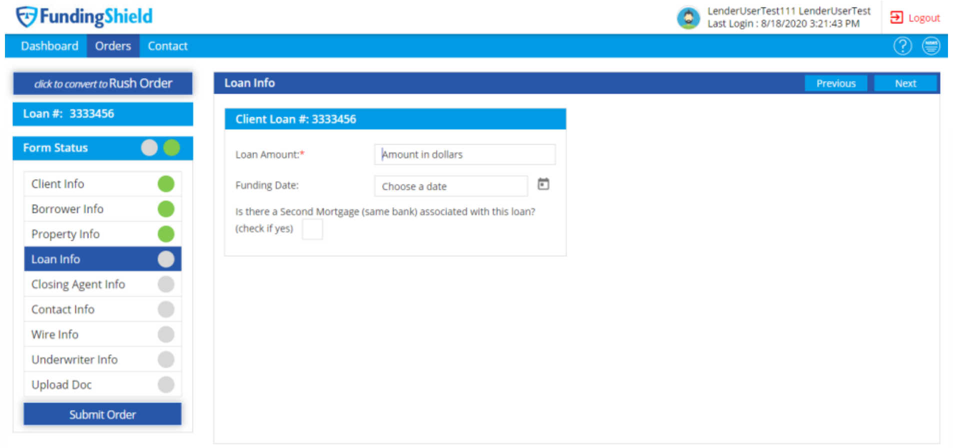
- **Fields with red asterisks are noted as required fields before submitting the order.*

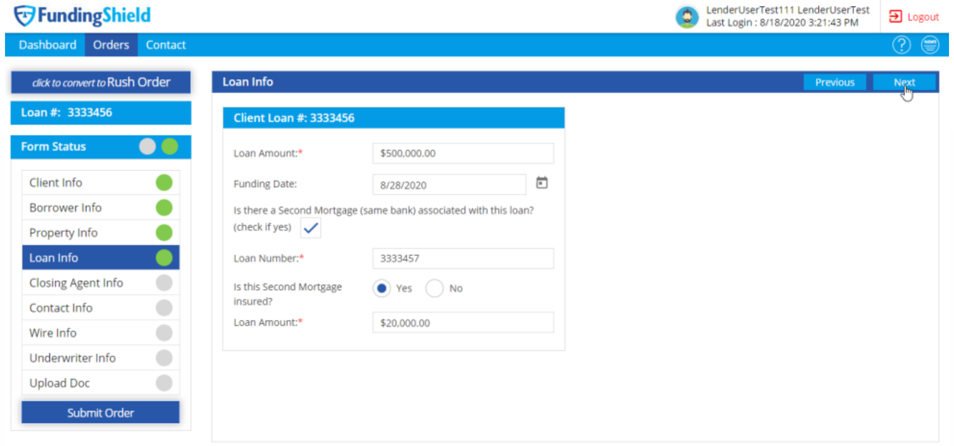


Creating an Order – Loan Information

- In the Loan Information screen, the user will have the ability to enter the loan amount and any additional concurrent second mortgage transaction details.

- **Fields with red asterisks are noted as required fields before submitting the order.*

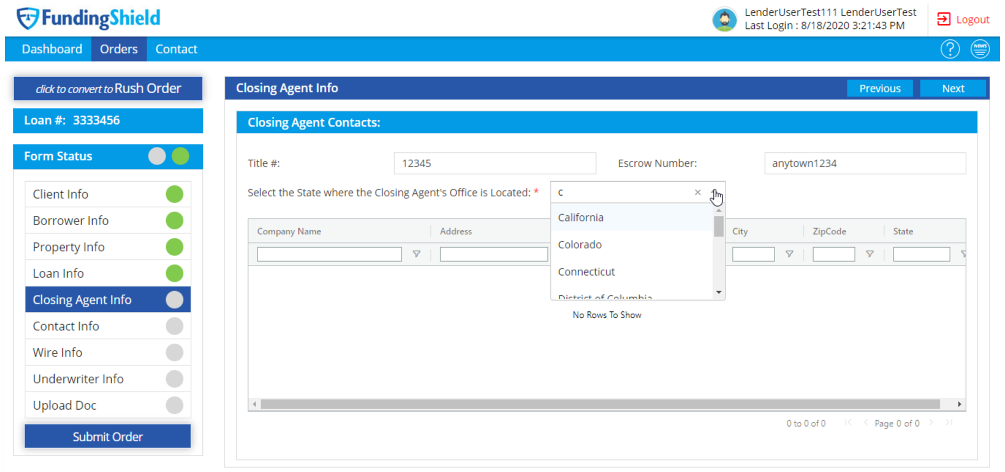




Creating an Order – Closing Agent Information

- In the Closing Agent Information screen, the user will have the ability to search for the Closing Agent Office by State.

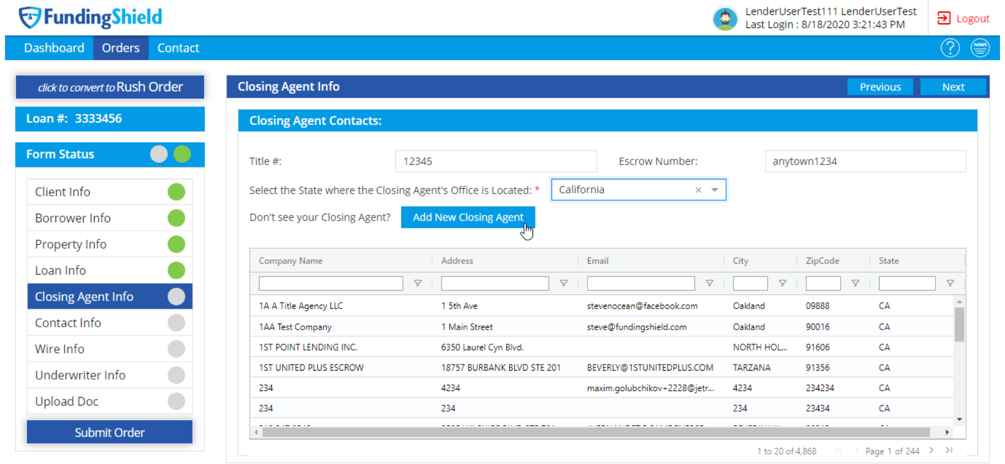
- **Fields with red asterisks are noted as required fields before submitting the order.*



Creating an Order – Closing Agent Information

- In the Closing Agent Information screen, if the Closing Agent Office was not found in the search, the user is able to add a New Closing Agent.

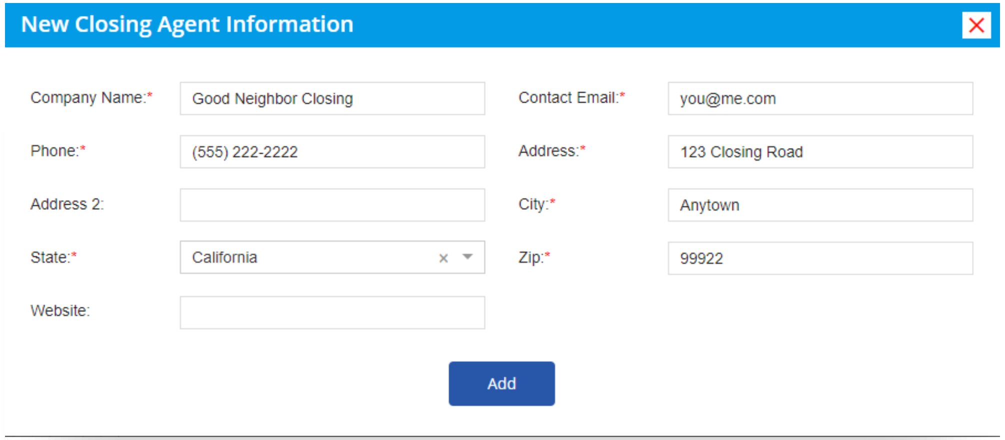
- **Fields with red asterisks are noted as required fields before submitting the order.*



Creating an Order – Closing Agent Information

- A pop up window will is displayed for the user to enter the New Closing Agent Information. Once all required fields are entered, the user will select "Add" to proceed.

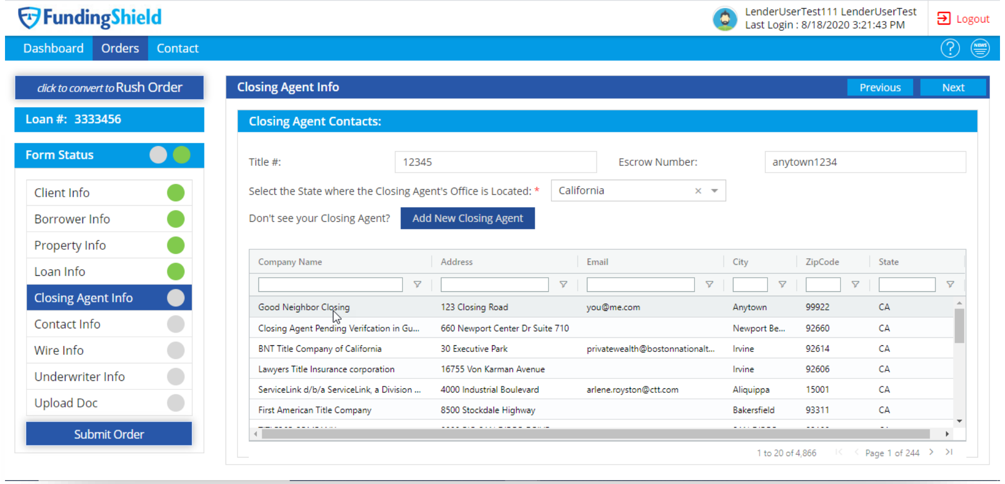
- **Fields with red asterisks are noted as required fields before submitting the order.*



Creating an Order – Closing Agent Information

- The user will be directed to the main Closing Agent Contacts Screen and the newly added Closing Agent information will be displayed and highlighted for the User to confirm selection

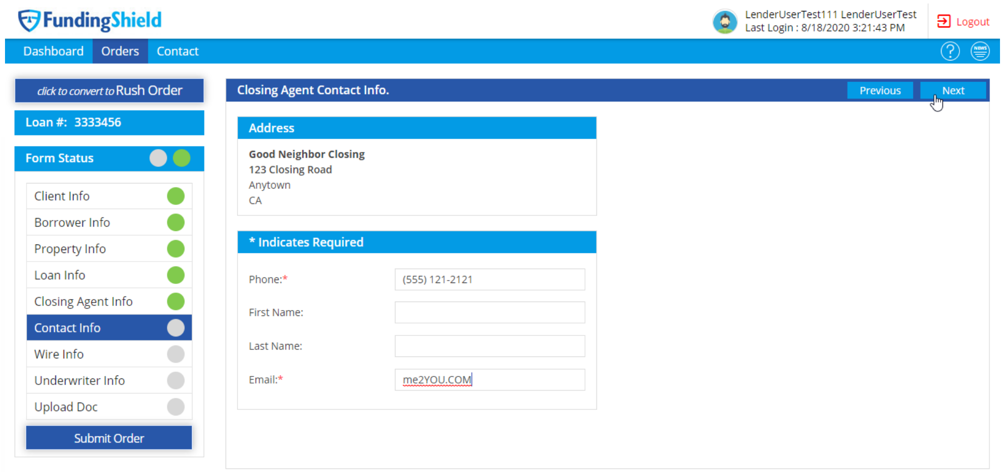
- **Fields with red asterisks are noted as required fields before submitting the order.*



Creating an Order – Closing Agent Contact

- In the Contact Information Screen the user will be required to enter the Closing Agent Representative Phone Number & Email Address. The First and Last Name are optional.

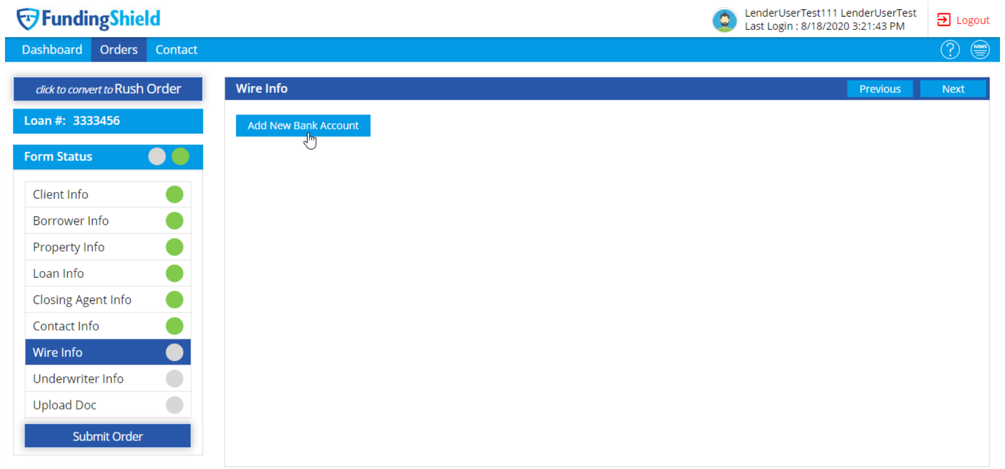
- **Fields with red asterisks are noted as required fields before submitting the order.*



Creating an Order – Wire Information

- In the Contact Information Screen the user will be required to enter the Closing Agent Representative Phone Number & Email Address. The First and Last Name are optional.

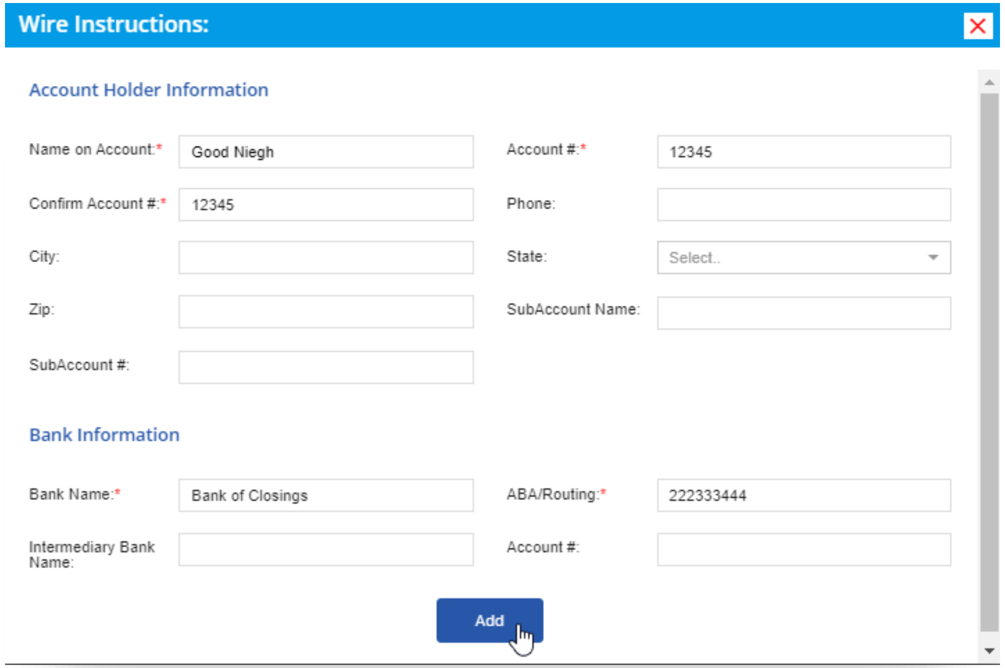
- **Fields with red asterisks are noted as required fields before submitting the order.*



Creating an Order – Wire Information

- In the Contact Information Screen the user will be required to enter the Closing Agent Representative Phone Number & Email Address. The First and Last Name are optional.

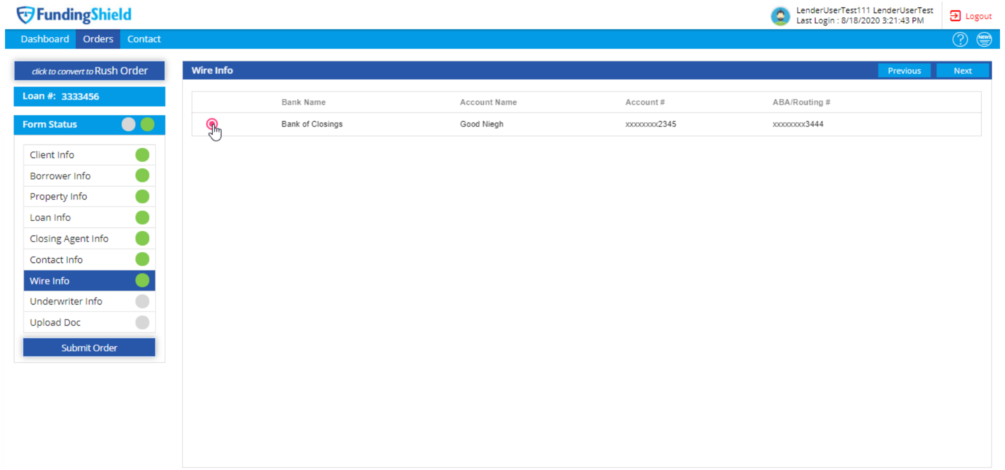
- **Fields with red asterisks are noted as required fields before submitting the order.*



Creating an Order – Wire Information

- In the Contact Information Screen the user will be required to enter the Closing Agent Representative Phone Number & Email Address. The First and Last Name are optional.

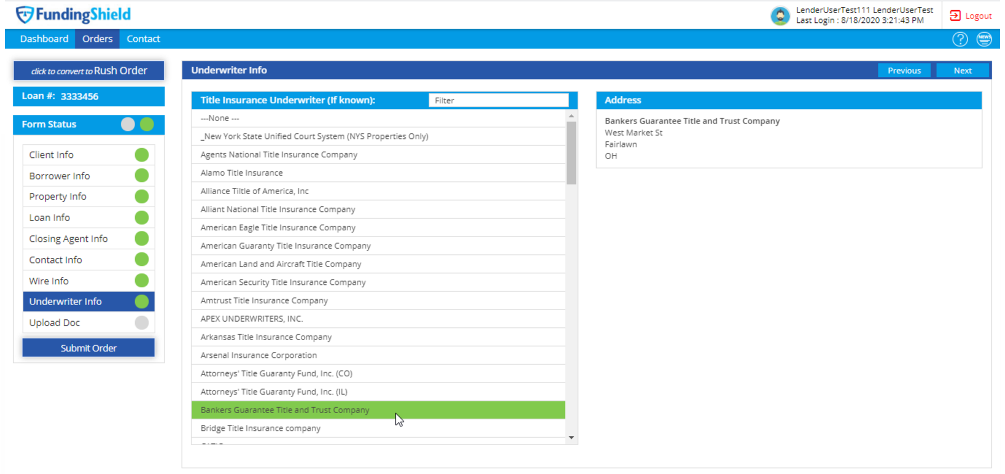
- **Fields with red asterisks are noted as required fields before submitting the order.*



Creating an Order – Underwriter Information

- In the Contact Information Screen the user will be required to enter the Closing Agent Representative Phone Number & Email Address. The First and Last Name are optional.

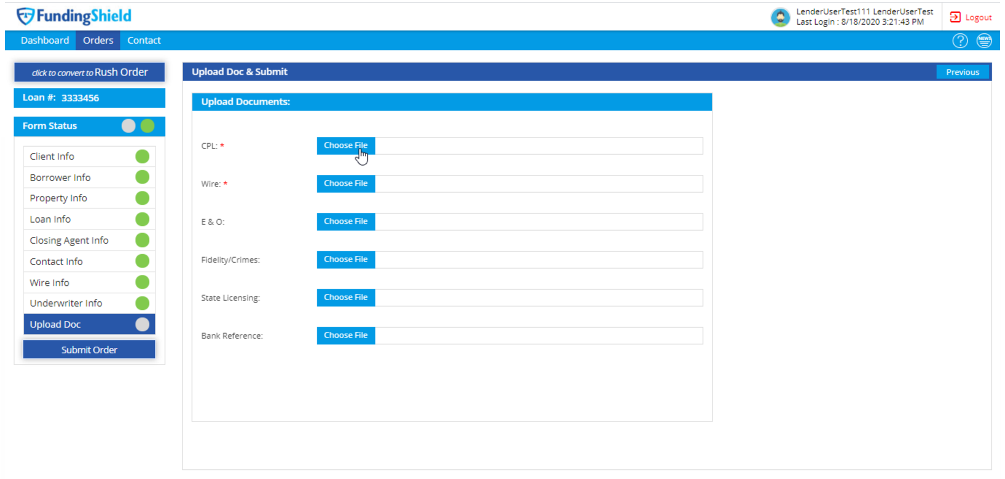
- **Fields with red asterisks are noted as required fields before submitting the order.*



Creating an Order – Upload Documents

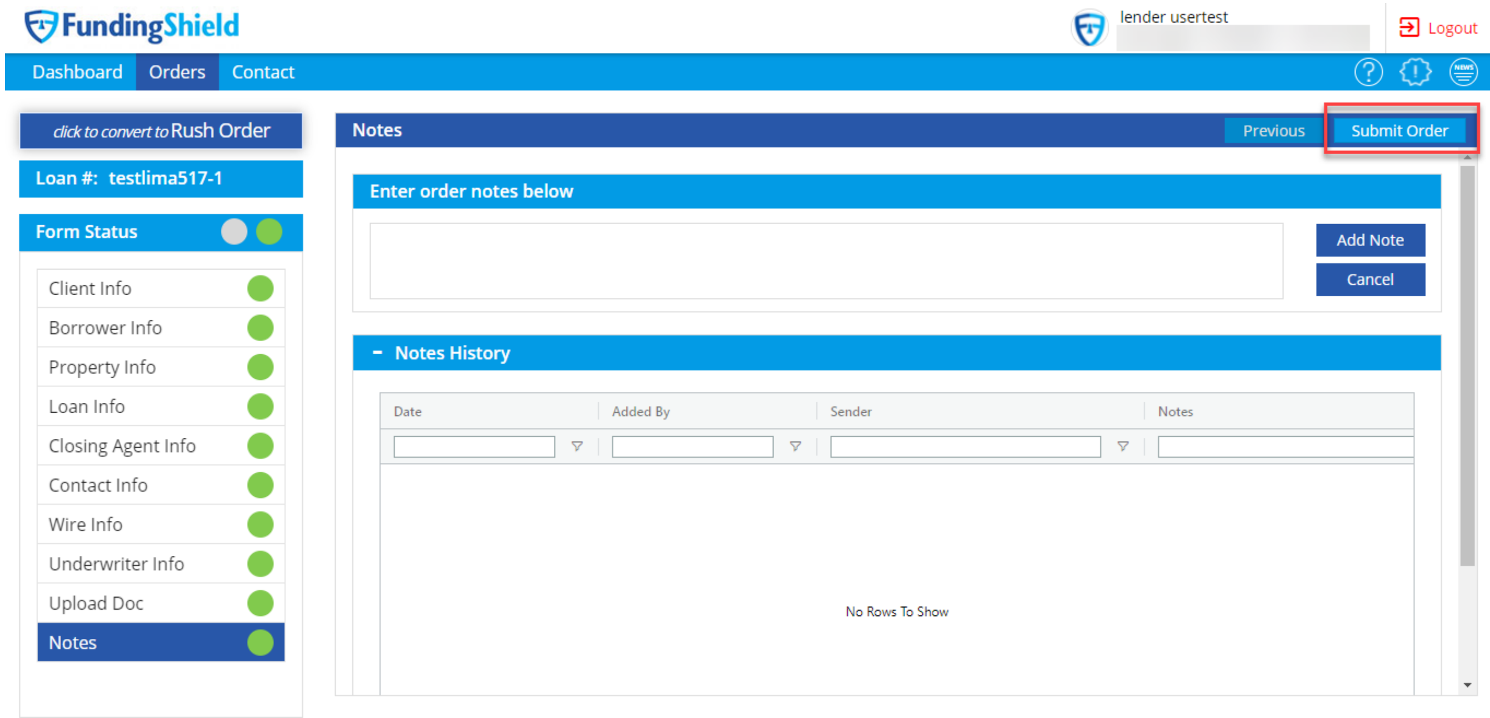
- In the Contact Information Screen the user will be required to enter the Closing Agent Representative Phone Number & Email Address. The First and Last Name are optional.

- **Fields with red asterisks are noted as required fields before submitting the order.*



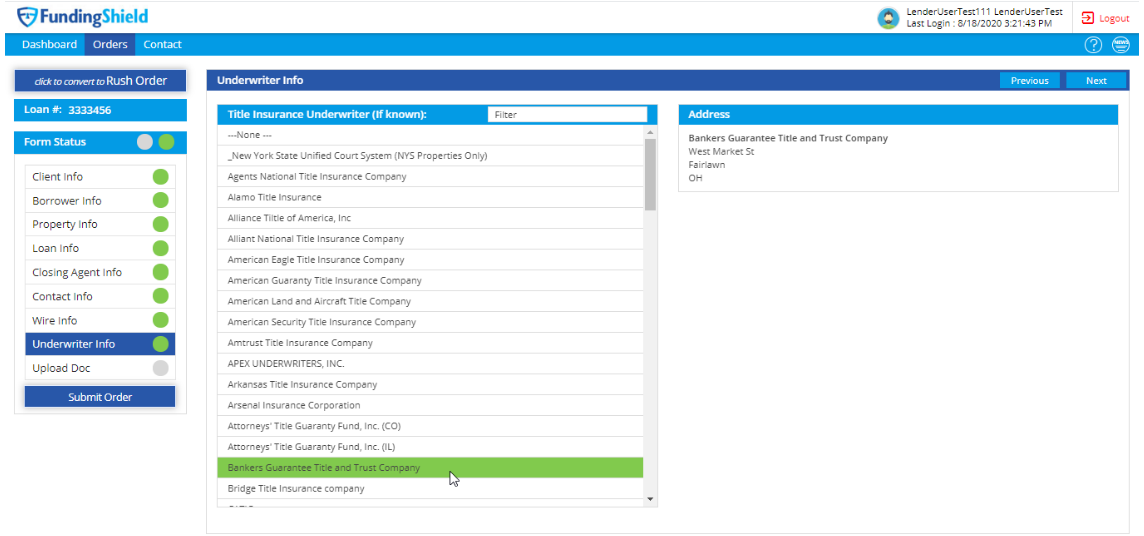
Creating an Order – Entering Notes & Submission

- Last section in the navigation will be to have an option to enter notes and submit the order.



Edit an Order Submission

- The user is able to navigate to the Dashboard and select edit at the order level.



- *Please note that only open orders can be updated. Certified orders will require a new submission.*

- *All screens except Closing Agent information are allowed to be updated in existing orders. If the order requires a change regarding the Closing Agent please specify in the notes section and attach the revised/new documents*

Order Status and Guardian Certificate Access

- The Guardian Certification status will be available to manage via the Dashboard. Filter by CertificateDate.

- To access and review the certificate, select the order on the Dashboard. On the left side of the order details screen “Guardian Certificate” should appear. Please the icon and the certificate will render in a separate window.