

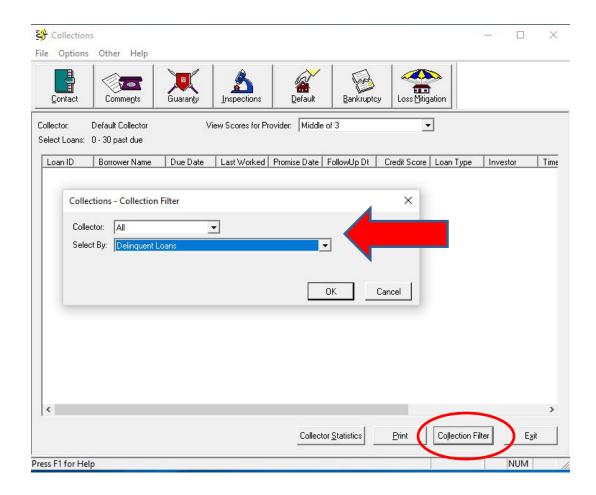
Collections Module

Servicing





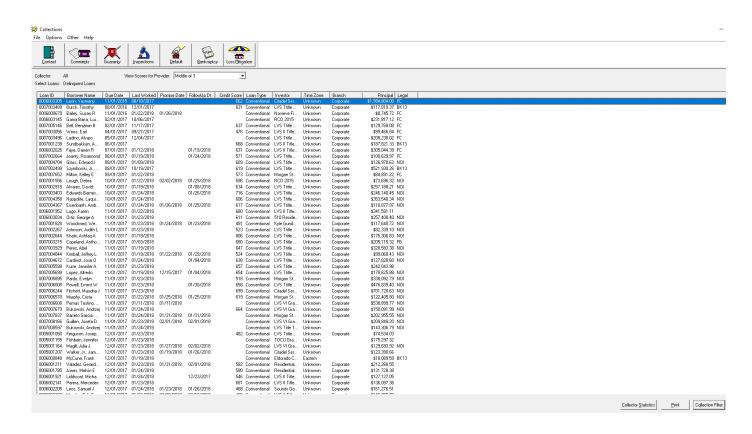




A pop-up will appear. From the drop downs, select All and Delinquent Loans.

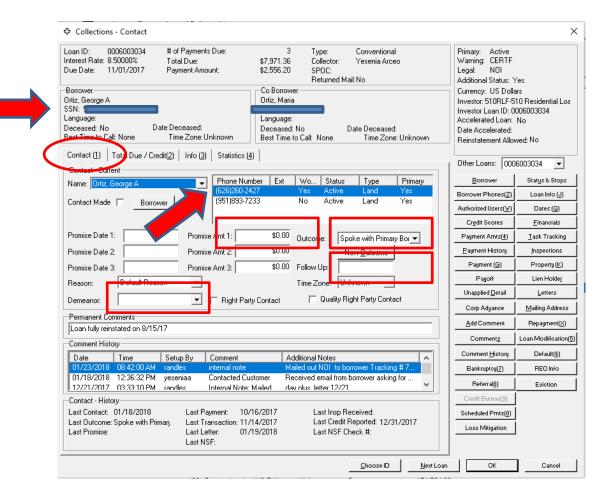


Notes:



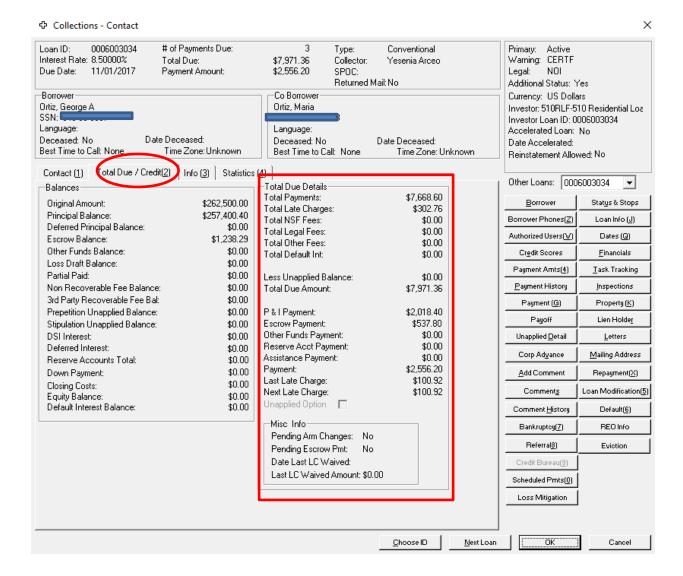
From this screen you will select Sort. The select the Borrower by moving the curser down and clicking on the loan number.

NOIGS.		

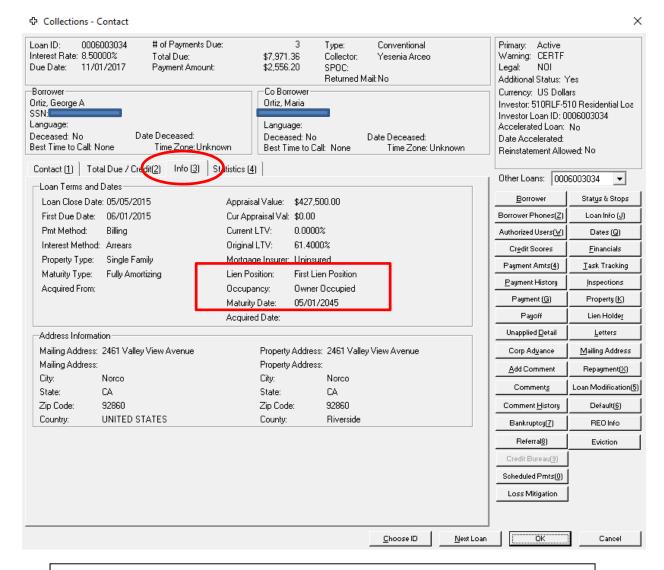


The Collections Contact Screen will appear. From this screen you will verify the Borrowers Name, Social Security, and Telephone Numbers.

If contact is made, you will notate who the contact was made with, verify the telephone number and select the promise amount.

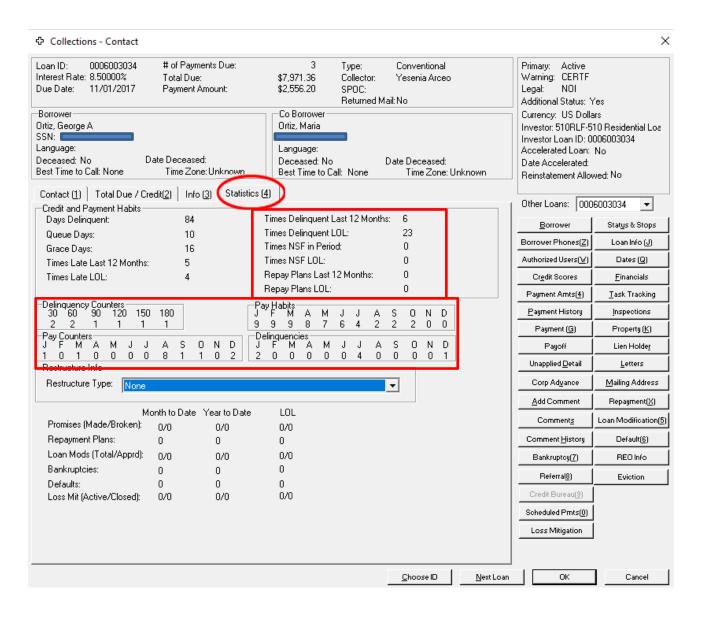


On this screen you will the Past Due amounts and discuss with the borrower.

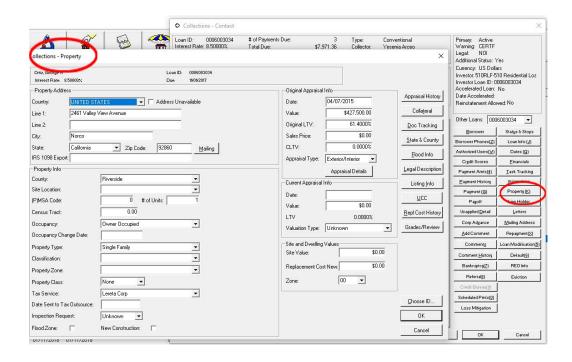


To gain a better idea of the loan, you may view this screen.

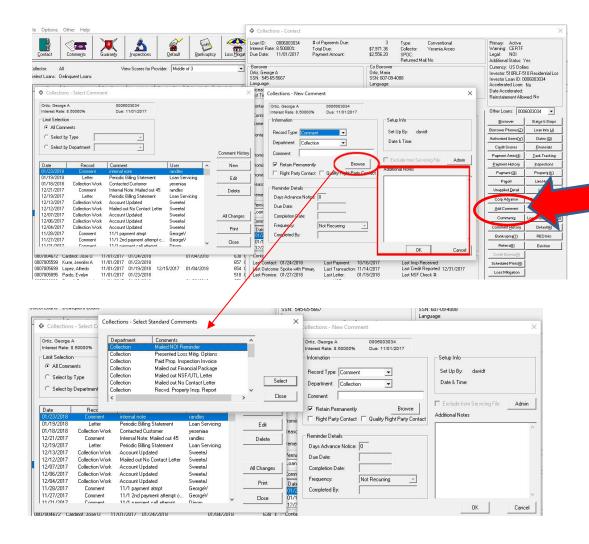




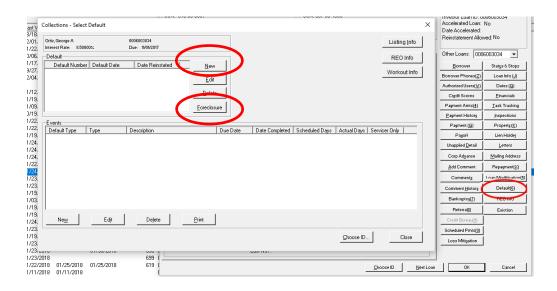
As the agent this will assist you in the discovery of the borrowers pay history and credit history

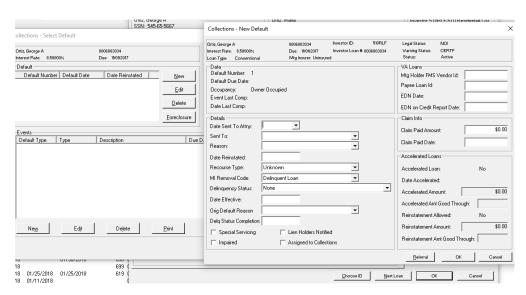


This screen will allow you to review the information in depth, such as if the borrower has multiple properties.



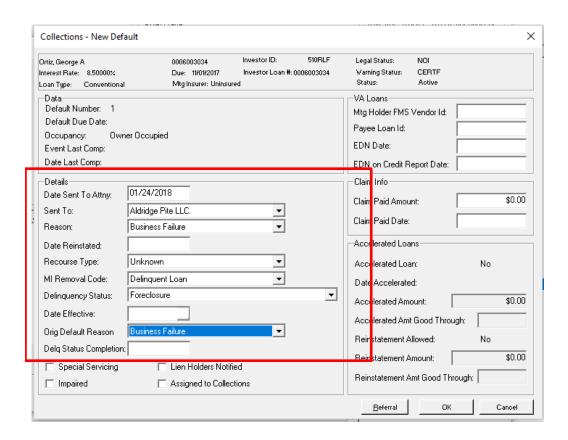
This screen shows how the Comments section works. Each comment once entered will be in chronological order.





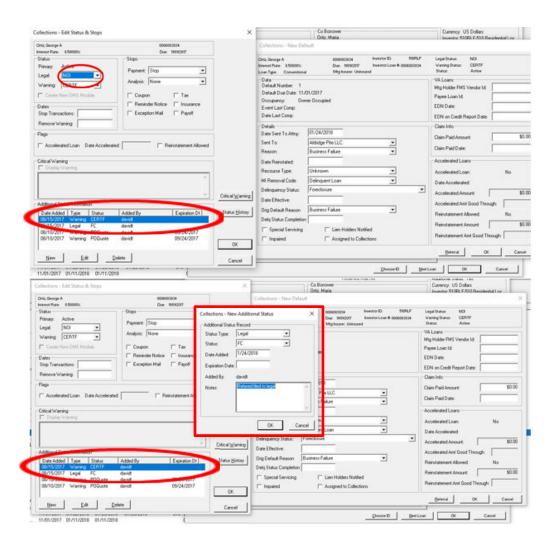
The following screens are used for setting up Foreclosure and Notices of Intent to Foreclousre. You will only use these screens when applicable.





The above is a completed screen as an example.

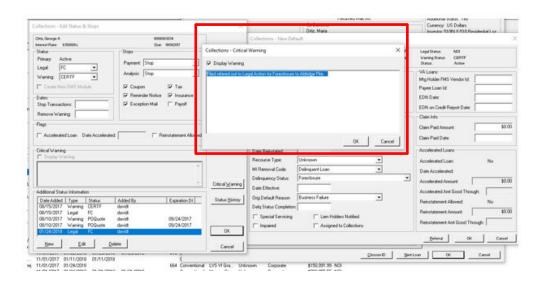




In the first drop down you will select the legal action; Notice of Intent etc. The second and third drop downs will show additional information such as correspondence.

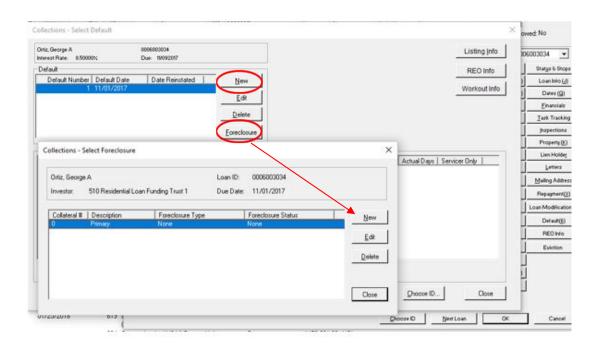
The middle screen area is for notes.





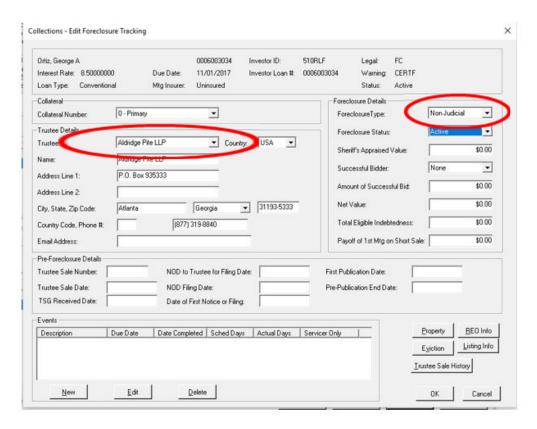
Warning Display - shows Critical Warning information. This could include, when a file has be referred to the Legal Department for review or other important information related to the file.





To capture the Default information Select New

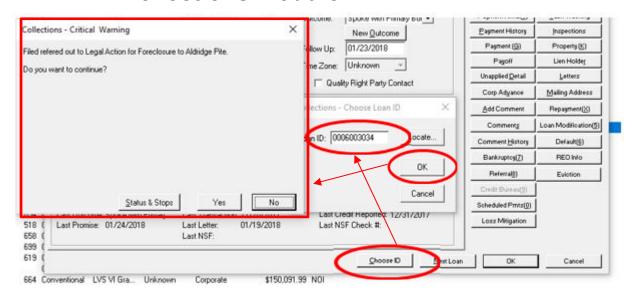




This screen will appear after the prior screen and will show you the approved Attorney's and/or Trustees



Collections Module



By selecting Choose ID with the ID number, then pressing the OK button the Critical Warning information will appear if activated.