

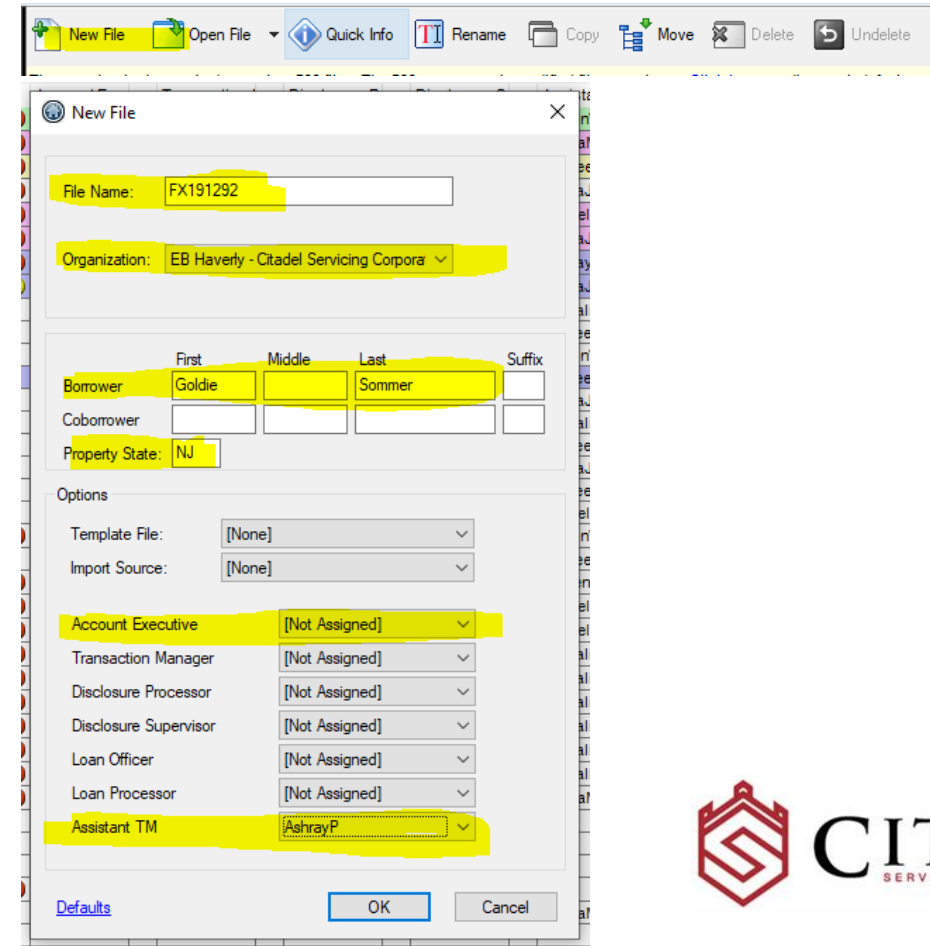
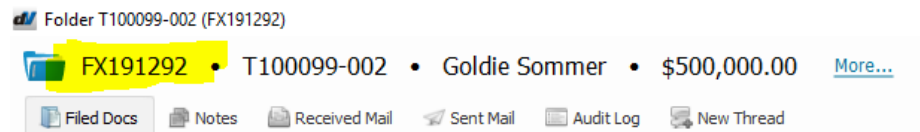
Incomplete Wholesale Lead

REVISED 12/10/2019



Creating New Lead in Byte Pro

- Select –NEW FILE to create a new Lead
- Fill in the fields as follows:
 - File Name – DV FX Number
 - Organization – Select the AE that is submitting the lead, if that AE's Name is not an option select Wholesale – Citadel Servicing
 - Borrower: enter First & Last Name
 - Property State: enter property State
 - Account Executive: if you selected an AE under organization please leave blank, if you selected Wholesale please enter the AE's name
 - Assistant TM: this should be automatic to your name
- Once all information is added click 'OK'



New File

File Name: FX191292

Organization: EB Haverly - Citadel Servicing Corpora

Borrower: First: Goldie, Middle: , Last: Sommer, Suffix:

Coborrower: , , ,

Property State: NJ

Options

Template File: [None]

Import Source: [None]

Account Executive: [Not Assigned]

Transaction Manager: [Not Assigned]

Disclosure Processor: [Not Assigned]

Disclosure Supervisor: [Not Assigned]

Loan Officer: [Not Assigned]

Loan Processor: [Not Assigned]

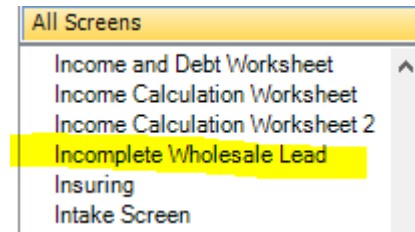
Assistant TM: AshrayP

Defaults OK Cancel



Incomplete Wholesale Lead Screen

- Once the Lead has been created, click on 'All Screens', scroll down to Incomplete Wholesale Lead & select the page
- You will be directed to this Incomplete Wholesale Lead screen, fill in the following information as follows:
 - Initial "Scrub Date": should be the day that you received the lead, scrubbed for missing items & placed it on hold
 - Subject Property Address: enter the information based off the 1003
 - Loan Purpose: enter based off the AE Synopsis
- Please note, if the file is cancelled/withdrawn by the AE please enter the date the file was cancelled within the Inactive Wholesale Lead field*

A screenshot of the 'Incomplete Wholesale' form. The form has a title bar 'Incomplete Wholesale'. It contains several input fields and a dropdown menu. The fields are: 'Initial "Scrub Date"' (empty), 'Borrower First Name' (Goldie), 'Borrower Last Name' (Sommer), 'Subject Property Street' (18 Brighton Terrace), 'Subject Property City, State Zip' (Wayne, NJ, 07470), 'Loan Purpose' (Refinance), 'Account Executive' (VincenzaA), and 'Asst TM (LSU Clerk)' (MadisonK). There is also a field for 'Inactive Wholesale Lead' with a date input and a note: '* Input date if lead is being 'withdrawn''. The 'Inactive Wholesale Lead' field is highlighted with a yellow background.

Incomplete Wholesale Lead Screen

- For the second part of the screen, you will notice 5 sections. Within these 5 categories there are specific reasons for why the file was placed on hold. Please select the reason(s)
- Please note, if the reason is not listed in the drop down list(s), contact your LSU Supervisor and Director of Operations. It may be necessary for IT to add the item to the drop down list. For reporting purposes, we need to select an item from the drop down.*

EXAMPLE: This particular lead was placed on hold because an expired Prelim was provided & no appraisal was provided. This reason can be found under Property

- The LSU clerk should document “Follow Up” activity in the INCOMPLETE WHOLESale LEAD comment box. Include the date, time and LSU initials
(00/00/00 Date – Time – Initials – comments)

The screenshot displays the 'Incomplete Wholesale Lead' interface with five distinct sections, each containing a dropdown menu for selecting reasons for the lead being on hold:

- Missing Items** (light blue header): Three dropdown menus.
- Broker Approval** (green header): Three dropdown menus.
- 1003** (pink header): Three dropdown menus.
- Income** (purple header): Three dropdown menus.
- Property** (yellow header): Three dropdown menus. The first dropdown is currently selected and shows the option 'Need Updated Preliminary Title Report'.

This section is titled 'INCOMPLETE WHOLESale LEAD' and contains a large text area for documentation. Above the text area, a red instruction reads: '* LSU clerk to add follow up notes with: 00/00/00 Date - Time - Initials - comments'. The text area itself is empty and has a vertical scrollbar on the right side.



Incomplete Wholesale Lead Screen

- Next you will need to input specific Broker information:
 - Company Name
 - LO's First & Last Name
 - Broker Address
 - NMLS ID for LO & Loan Processor
- *Please note, you need to select the Broker similar to when you pull up the information for a New Submission*
- Once you have added all the information you can close out the Lead in Byte Pro

Parties Screen

Broker - Company

Broker - Individual

Company NMLS

Branch NMLS

INCOMPLETE WHOLESAL LEAD

Broker

General

Company Aceltis Financial Group Inc

Name (F, M, L) William Kane Halick

Title Loan Officer

Street 16 Orange St Ste 101

City State Zip Bloomfield NJ 07003

License No 0506477 Company Lic. 9958278

NMLS ID 206914 Company NMLS 185912

Tax ID/ EIN Branch



Once you have received the Missing Items, please proceed with the following process.

Please note, you will need to assign a CSC loan number prior to proceeding.

Merging 3.2 FNM

- First, you will need to search for the file under the 'Standard Tab'
- Search based off the FX number for the DV folder
- Once found, double click the file to open

BytePro Enterprise - [FX1912107 : Home]

File Edit Goto Interfaces Tools Customize Window Help

Pipeline Dashboard Tasks Reports Cardex Trades 7025807: Nuhn x 7026717: Sedaghat x FX1912107: Klingler x

Search Clear New File Open File Quick Info Rename Copy Move Delete Undelete

Matching Within

File Name fx1912107

First Name

Last Name

Property

First Name 2

Last Name 2

[Click here to edit search defaults.](#)

CSC Master Report Funding - Priority Scan Initial CD Tracker JR TM Doc Prep Tracker JR Transaction Manager Track

RETAIL - Beth RETAIL - David RETAIL - Jas RETAIL - Jessica RETAIL - Kimberly RETAIL - Mason RETAIL - Step

TM FUNDINGS - Andrea TM FUNDINGS - Aubra TM FUNDINGS - Beth TM FUNDINGS - Brin TM FUNDINGS - Carla

TM FUNDINGS - Lisa TM FUNDINGS - Lynda TM FUNDINGS - Stacy TM FUNDINGS - Stephanie TM FUNDINGS - To

TM-Charyl TM-Darci TM-Kelly TM-Kimberla TM-Kimberly TM-Laura TM-Lauren TM-Lisa TM-Lyr

Valuations Tracker - OPS Vetting Task Report z Incomplete Submissions zLegal - POA Reviews Standard

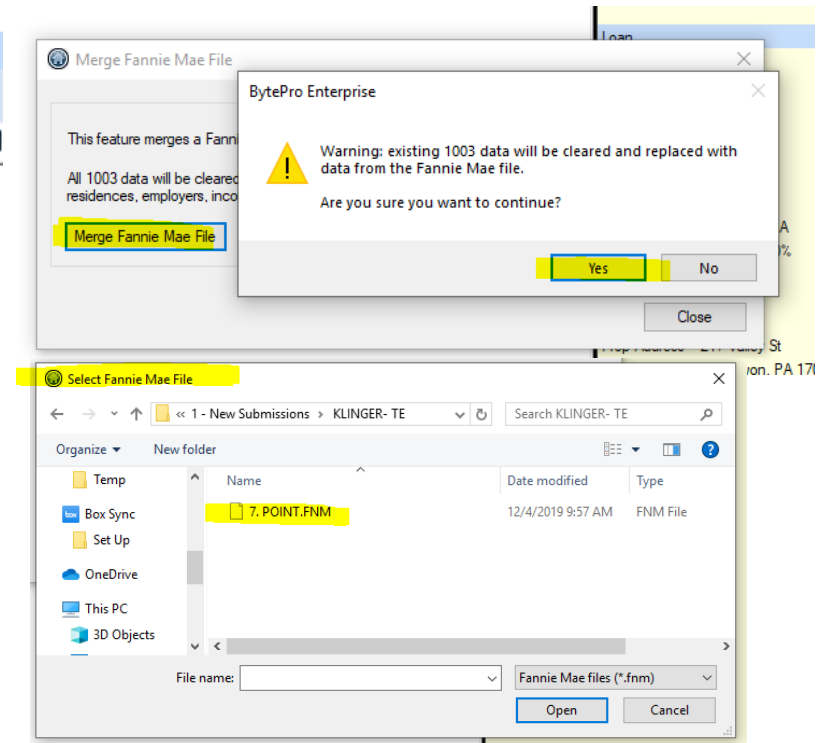
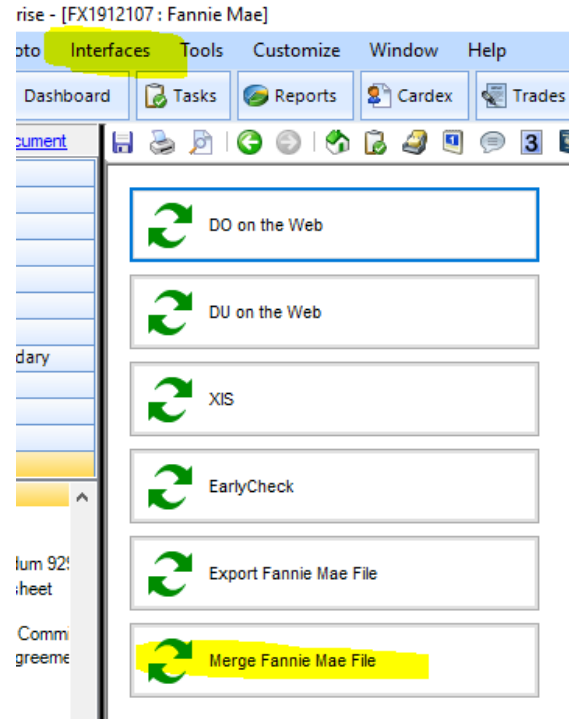
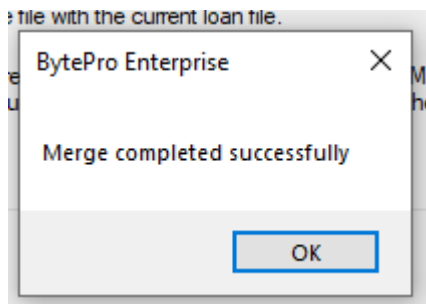
FileName	Borrower	Amount	Purpose	Loan Officer	Processor	Account Exec
FX1912107	Klingler, Adam		Refinance			SarahB

[Statuses: Not Filtered](#)



Merging 3.2 FNM

- Once the file is opened, up on the top you will see an Interfaces tab
- A drop down will appear, click the first option 'Fannie Mae'
- It will take you to the screen shown to the right
 - Click on 'Merge Fannie Mae File'
 - A window will pop up, click on 'Merge Fannie Mae File'
 - A second window will pop up, click on 'Yes'
 - A third window will pop up, here you will either look for the FNM in the L-Drive or you can drag & drop



3.2 FNM Merged

- You will receive a notification that the Merge was successfully completed, you may proceed as usual with the review of the file and completing all required Byte Pro fields.
- Once you have reviewed/completed the file, please notify the LSU Supervisor or designated LSU Team Member to rename the file to the CSC Loan Number so that you so that you can submit the file to UW.
 - *Please note, the change in name for the loan should be done prior to you submitting the file*

