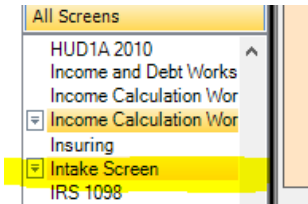


## Intake Screen – Byte Pro

(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 'All Screens'. The screens will be listed in alphabetical order. Locate the 'Intake Screen'.



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

- Select the Origination Channel and input the Application Date.

- 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.

**NOTE:** The TM Scrub Date and Scrubbed by fields are completed by TB or SP.

- File Assignments
  - Select the 'Home Screen' button to complete file assignments.

## FILE ASSIGNMENTS

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

LOAN INFO		
<b>Loan Product</b>		
Occupancy Type	Investment Property <input type="checkbox"/> Bus.	
Purpose of Loan	Purchase	
Refinance Type		
<b>Loan Details</b>		
Base Loan	99,792.00	* Loan Amount must match AE Synopsis, Submission Sheet, and 1003
Purchase Price	133,056.65	* Purchase Price should match AE Synopsis, Submission Sheet, 1003, Purchase Contract and/or Addendum
Appraised Value	133,056.65	
Interest Rate	6.275	

1003 Page 1
* Confirm all the borrower information is correct in the 1003 screens Pages 1-4 screens compared to the 1003 in Doc Velocity. This includes all borrower contact, employment, property, and loan information

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

Trade No	
Investor	ODF
Mandatory Investor	

SECONDARY MARKETING	
Investor	NP
<a href="#">Secondary Marketing</a>	
* Select correct Investor Code	
<b>Review the AE Synopsis; Select the Correct Program</b>	
<ul style="list-style-type: none"> <li>• Outside Dodd-Frank (ODF)</li> <li>• Outside Dodd-Frank - Foreign National (ODFFN)</li> <li>• Outside Dodd-Frank - 5 + Unit (ODF+)</li> <li>• Outside Dodd-Frank - 5 + Unit Unlicensed (ODF+NL)</li> <li>• Non-Prime (NP)</li> <li>• One Month Bank Statement or VOE Only Program (OMV)</li> <li>• Maggi Plus (MAG) * Not eligible for submissions received after 02/03/20</li> <li>• Interest Only Non-Prime (IONP)</li> <li>• Interest Only One Month Bank Statement or VOE Only Program (IOOMV)</li> <li>• Interest Only Maggi Plus (IOMAG) * Not eligible for submissions received after 02/03/20</li> <li>• Interest Only ODF (IOODF)</li> <li>• Interest Only ODF+ (IOODF+)</li> </ul>	

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

<a href="#">Electronic Disclosure Date (E-Consent)</a>	08/19/2019	<input type="radio"/>
Primary Borrower's Email Address	CHERYLA19@ICLOUD.COM	* Must match E-Consent in DV
Co-Borrower's Email Address		* Must match E-Consent in DV

- Change the Initial Valuation to No

<b>Appraised Value</b>	150,000.00
<b>Initial Valuation Used in Underwriting</b>	No <input type="button" value="v"/>

\* Change the Initial Valuation Used in UW 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.

Parties Screen			
NMLS Consumer Access for Broker Company uploaded to DV?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Broker is licensed to do business in subject property state	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> ODFNL
NMLS Consumer Access for Branch uploaded to DV?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
NMLS Consumer Access for LO uploaded to DV?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
NMLS Consumer Access for Contract Processor uploaded to DV?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Zillow results for subject property are uploaded to DV?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
SSN Search Completed for ALL Borrowers on Loan	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
<i>* Duplicate submissions must be validated before sending file into UW</i>			

- 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

County

County Code

019

☐ N/A

Census Tract

0309.03

☐ N/A

Units

1

FFIEC Geocoding System

**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](mailto: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**

FOREIGN NATIONAL VERIFICATION	
<a href="#" style="color: #007bff; text-decoration: underline;">SMARTY STREETS</a>	
<b>Investor   NP</b>	<b>* only to be completed on ODFFN</b>
ODFFN - mailing address has been run through Smarty Streets	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
Smarty Streets address verification has been uploaded to DV	<input type="checkbox"/> Yes <input type="checkbox"/> Unverifiable
ODFFN mailing address fields have been completed	<input type="checkbox"/> Yes <input type="checkbox"/> Unverifiable
<div style="border: 1px solid black; padding: 2px; background-color: #fce4ec; display: inline-block;"><b>Primary Application</b></div>	<div style="border: 1px solid black; padding: 2px; background-color: #fce4ec; display: inline-block;"><b>Co-Signer Application</b></div>
<input type="checkbox"/> Primary Borrower Foreign Address Verified	<input type="checkbox"/> Co-Signer Foreign Address Verified
Street <input style="width: 150px;" type="text"/>	Street <input style="width: 150px;" type="text"/>
City <input style="width: 80px;" type="text"/> Zip <input style="width: 60px;" type="text"/>	City <input style="width: 80px;" type="text"/> Zip <input style="width: 60px;" type="text"/>
Province <input style="width: 150px;" type="text"/>	Province <input style="width: 150px;" type="text"/>
Country <input style="width: 150px;" type="text"/>	Country <input style="width: 150px;" type="text"/>

- Status
  - Click all boxes that apply, once completed click on the **‘[Status Screen](#)’** button to move the file to a SUBMITTED status.

**\* Review the AE Synopsis and select ALL boxes that apply**

**New Broker (First 5 Loan)**   ☒ Check if Yes

**Re-Submission of previously APPROVED**   ☐ Check if Yes

**Re-Submission of previously DECLINED**   ☐ Check if Yes

**Prior CSC Loan #**

**Premier Broker**   ☐ Check if Yes

**Business Purpose**   ☐ Check if Yes

- Mark "Business Purpose" for a **NOO Investment** transaction
- Mark "Business Purpose" for a **OO REFI BIZ** transaction
- Mark "Business Purpose" for a **2nd Home BIZ** transaction
- Mark "Business Purpose" for a **"Non-Person Entity" CLOSING IN A BUSINESS**

*DOES not apply to loans closing in a "Trust"*

**\* E-mail Kyle Gunderlock for authorization to re-submit; 'cc' LSU Supervisor and AE**

**\* Validate that Notice of Adverse Action notice has been processed for prior submission**

**Assign Loan # with "71" prefix**  
ex: 7111234

## Status screen continued...

<b>ODFFN Loan?</b> <input type="checkbox"/> Check if Yes	
<b>ODF+ Loan?</b> <input type="checkbox"/> Check if Yes	
<b>ODF+ NL Loan?</b> <input type="checkbox"/> Check if Yes	
<b>Commercial Loan?</b> <input type="checkbox"/> Check if Yes	
<b>Cross Collateral Loan?</b> <input type="checkbox"/> Check if Yes	
<b>Lender Paid/Credit</b> <input type="checkbox"/> Check if Yes <small>Check Box if Loan is Lender Paid (Wholesale) or Lender Credit (Retail) This selection can not be changed after loan has been disclosed. See manager for any issues</small>	<b>IMPORTANT</b> <small>Verify in Sales Force that broker is approved for LPC? If not yet approved, contact Vendor Management for confirmation.</small>

<b>Broker is approved to receive LPC?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>LPC Comp Tier(s) approved:</b> <input type="text"/>	
<small>* LSU clerk must document the conversation log regarding LPC compensation</small>	

<b>Non-Person Entity?</b> <input type="checkbox"/> Check if Yes	
<u>Personal Guarantor:</u>	
Application 3: <input type="checkbox"/> Borrower <input type="checkbox"/> Co-Borrower	
Application 4: <input type="checkbox"/> Borrower <input type="checkbox"/> Co-Borrower	
Application 5: <input type="checkbox"/> Borrower <input type="checkbox"/> Co-Borrower	
Application 6: <input type="checkbox"/> Borrower <input type="checkbox"/> Co-Borrower	
<small>* Application 1 will always be the Entity * Application 1 Co-Borrower will always be blank</small>	

<b>SPECIAL PRICING</b>	
<b>Special Pricing Program</b>	<input type="text"/>
<b>Competitor Name</b>	<input type="text"/>
<b>Check if Special Pricing Loan</b> <input type="checkbox"/> <input type="text"/> <input type="text"/>	

<b>DRAFT - Broker 1008/1003 Printed to</b> <input checked="" type="checkbox"/> Check if Yes	<b>* Check Yes if Completed</b>
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<b>STATUS</b>	
<small>* Click Submitted radio dial</small>	
<input type="button" value="Status Screen"/>	

[Click Here](#) to Edit the Status Screen Defaults

Current Loan Status	Important Dates
<input checked="" type="radio"/> <a href="#">Submitted</a> 02/14/2020	Date File Created: 02/14/2020 10:28 AM
<input type="radio"/> <a href="#">Incomplete Retail Submission</a>	<a href="#">Preapproval Application Date</a> <input type="text"/>
<input type="radio"/> <a href="#">Suspended</a>	<a href="#">Application Date</a> 02/14/2020
<input type="radio"/> <a href="#">Approved / In Process</a>	<a href="#">Scheduled Approval Date</a> <input type="text"/>
<input type="radio"/> <a href="#">Ready for Docs</a>	<a href="#">Signed Agent Confirmed</a> <input type="checkbox"/>