

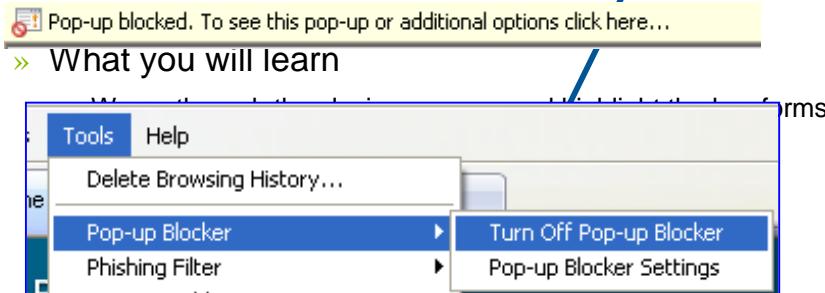


Closing with Encompass360

C O N F I D E N T I A L



Introduction



- » What you will learn
- » Who should take this Training?
 - Anyone who has to use Encompass360 to close loans
- » Duration
 - About 30 minutes
- » The course manual is available for you to print.

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This self-paced interactive lesson will take you through the closing process. We will show you a recommended step by step process flow for closing. We will show you the key forms that you need to complete, and we will highlight some of the areas that you should be aware of. We won't show you every box on every form; but we have spoken to the experts and found out the most important points. Before we start, you can get a copy of the course material by clicking on the Attachment tab at the upper right of the lesson player. A PDF document is available for download if you desire.

In order to complete this course, you should turn off your pop up blockers. If you see this yellow bar at the top of your browser later on in the course, open another browser window and select Tools then PopUp Blocker then Turn Off PopUp blocker. You may need to click on the slide in the topic list on the left side of the lesson player to go back to the slide you were on.

Let's get started....

How to Navigate in this course

The screenshot shows a course navigation interface. At the top, there's a title bar with the text "How to Navigate in this course". Below it is a toolbar with standard window controls (minimize, maximize, close) and a "Live Search" field. The main area displays a slide titled "Introduction". The slide content includes a large text block about navigating the course, a bulleted list of requirements, and a "Who should take this Training?" section. On the left, a sidebar lists various course topics. At the bottom, there's a "PROPERTIES" section with settings for "Allow user to leave interaction:", "Show 'Next Slide' Button:", and "Completion Button Label:". To the right of the properties are two buttons: "Properties..." and "Edit in Engage".

Introduction

If you haven't taken training in this format before, take a moment to explore the lesson player to see the features that can make it easy for you to find the topics that you want and repeat content or jump ahead when you need to. Move your mouse over the red buttons to get a highlight of what the controls do, and click on the red button in any area that you want to explore. Whenever you are ready to start the course, just click the Next Slide button in the upper right.

Who should take this Training?

- > Anyone who has to use Encompass 360 to close loans
- * Duration
- > 25 minutes

PROPERTIES

Allow user to leave interaction:
Show 'Next Slide' Button:
Completion Button Label:

Anytime
Show always
Next Slide

Properties... Edit in Engage

Getting Started

- » Log in Encompass360 with a closer persona



- » Select a loan to work with from your pipeline.

Pipeline View Closer View

Loan Folder: My Pipeline View: All Loans

Filter: None

Ale	Mess	Loan #	Borrower Name	Est Closing
=	=	0909EM000002	Sample, Ken	
1		0909EM000001	Sample, Ken	09/30/2009

C O N F I D E N T I A L

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To get started, run Encompass360, and login with a closer persona. Please see your system administrator if you are uncertain. Select a loan to work with from your pipeline



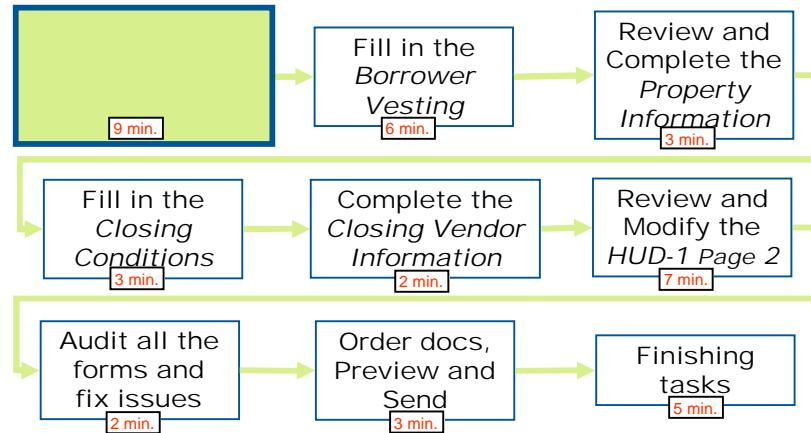
MOVIE (full screen view)

As we work through the forms in Encompass360, we will follow a standard set of steps. Let me show you how this looks. Once you have opened the loan from your pipeline,

click on the form that you are working on in the forms tab in the lower left. This will bring the form into your workspace. Currently, the Borrower Information-Vesting form is showing. When I click on Closing RegZ form,

that is now available for us to work on. As we highlight different parts of the form, you can find them by scrolling down to the appropriate section. In this case, we have scrolled down to Mortgage Insurance section of the Closing RegZ. That's how easy it is to work with Encompass360 and find the key areas that we will highlight in this class.

Here's the process you will follow:



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Here is a high level overview of the process you will follow. We are going to work through the forms shown one by one. The estimated times for each section are shown on this slide. You can jump to any section by clicking on the topic list on the left side of the lesson player. Let's get started by working on the Closing RegZ form.

Review and Modify the Closing RegZ

The screenshot shows a software application window with a blue border. On the left, there is a vertical list of status items with dates: File started (08/26/09), Qualification finished (09/15/09), Sent to processing (09/15/09), Submitted (09/15/09), Cond. Approval finished (09/15/09), Resubmittal finished (09/15/09), Approved (09/15/09), Doc Preparation (09/18/09), Doc signing (09/21/09), Funding (09/25/09), Post Closing (09/30/09), Shipping (10/03/09), and Completion (10/03/09). Below this is a 'Log' section with several empty entries. At the bottom of this column are buttons for 'Forms', 'Tools', and 'Services'. A dropdown menu is open, showing 'Closing RegZ' as the selected item, along with other options like 'Borrower Information - Vesting', 'Property Information', and 'Closing Conditions'. To the right of the status list is a large form titled 'Closing RegZ'. It contains sections for 'Borrower' (First Name: Ken, Middle: , Last: Sample, Address: 10655 Birch Street, City: Burbank, State: CA, Zip: 91502), 'Loan Information' (Plan Code: [redacted], Alt Lender: [redacted], Transfer to: [redacted], Purchase Price: 234,000.0, Date Prepared: //), and 'Closing Dates' (Application Date: 03/19/2009, Rate Lock Date: 10/31/2009, Rate Lock Exp. Date: 11/29/2009, Document Date: //, Closing Date: //). The entire application window has a 'CONFIDENTIAL' watermark at the bottom.

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Click on the *Closing RegZ* form on your Forms tab to bring it into your workspace. We will first look at the plan codes and the role they play in the closing process.

Plan Codes

- » For specific vendor loan programs
- » Apply the details to the closing documents

When you start

- » You may have no codes already set up
- » Use the Add feature to:
 - Locate investors
 - Find specific programs that match your loan



Use the Plan Code selection process at the beginning to get a basic review of your loan parameters.

C O N F I D E N T I A L

8 The Ellie Mae logo consists of the company name in a stylized, italicized font with a registered trademark symbol.

Plan Codes are detailed sets of values that are a part of specific loan programs offered by investors. Use the Plan Code feature to select a loan program that will be applied to the closing documents. You will use the Add feature to find plan codes, as you may find no codes when you get started.

From time to time, we have some expert advice for you. Here's the first tip from Jane D, our documents expert from the Encompass Docs Group: Locating plan codes and matching them to your loan is a good way to review the loan as you get started. It's a great idea to make this your first step.

Plan Codes - step by step

Loan Information	
Plan Code	BANK OF AMERICA/PREV. COUNT
Alt Lender	1881
Transfer to	
Purchase Price	234,000.00
Date Prepared	//

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To start with Plan Codes, In the Loan Information section of the Closing RegZ form, click the **Plan Code** button:

Plan Codes - Login

- » You may need to login to Encompass Docs next.

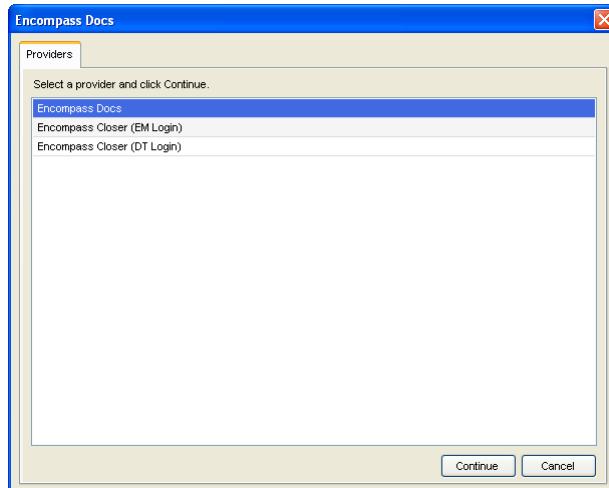


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You may now need to login. If you are already logged in, you will not see this screen. Enter your company ID, user name and password for encompass docs. Contact your administrator if you are unsure. Check the Save Password box to save time in the future.

Plan Codes - Select Docs Provider

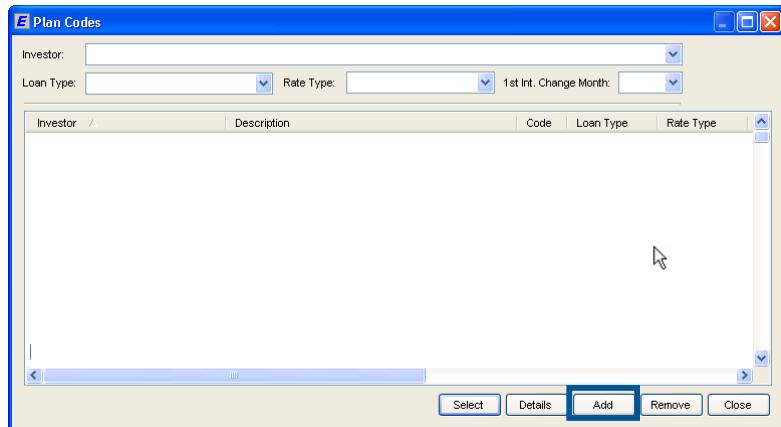


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After you login, you may see this screen asking you to select your Encompass Docs Provider. In most cases, choose the first selection, and click Continue.

Plan Codes - add a code



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You may find that your plan codes list is empty. Click on the Add button to add new plan codes.

Plan Codes - select an investor

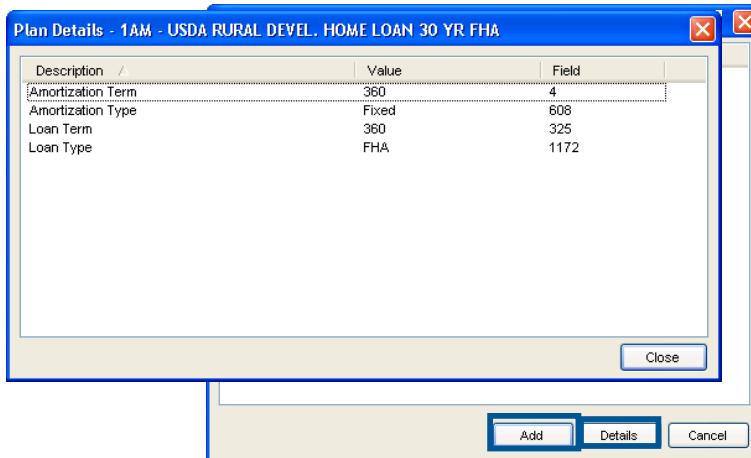


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Select the investor you want from the Ellie Mae investor list.
Double click on the investor, or select the investor and click "OK".

Plan Codes - List of Codes



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You will see the list of plan codes for that investor. Read the plan descriptions to make a selection.

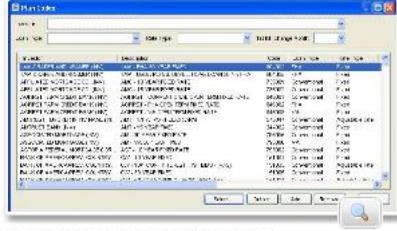
Click the "add" button to choose a plan code.

Click the “details” button to view the highlights of each plan.

Plan Code Addition

Question 1 of 1 ▾

Here's a quick knowledge check question about plan codes. If you are looking for a plan code for a loan, and you don't see it in your plan code list, which of these is the next step you should follow? Click the zoom button on the image to see the plan codes screen.



- Contact your Ellie Mae Documents Account Manager
- Click the Add button to select an investor and locate a code
- Call your investor and get their assistance

PROPERTIES

On passing, 'Finish' button:
On failing, 'Finish' button:
Allow user to leave quiz:
User may view slides after quiz:
User may attempt quiz:

Goes to Next Slide
Goes to Next Slide
At any time
At any time
Unlimited times

Properties...

Edit in Quizmaker

Here's a quick knowledge check question about plan codes. If you are looking for a plan code for a loan, and you don't see it in your plan code list, which of these is the next step you should follow?

- a) Click the Add button to select an investor and locate a code
- b) Contact your administrator to get this taken care of
- c) Select an existing code and modify it
- d) Call your investor and get their assistance

Plan Codes - Make Your Choice

E Plan Codes

Investor	Description	Code	Loan Type	Rate Type
1AM-DRAPER AND KRAMER (INV)	1AM - FHA 30 YEAR FIXED	804002	FHA	Fixed
1AM-DRAPER AND KRAMER (INV)	1AM - USDA RURAL DEVEL. HOME LOAN 30 YR FHA	804005	FHA	Fixed
AFFILIATED MORTGAGE CO. (INV)	AMC - 10 YEAR FIXED RATE	735001	Conventional	Fixed
AFFILIATED MORTGAGE CO. (INV)	AMC - 15 YEAR FIXED RATE	735002	Conventional	Fixed
AFFILIATED MORTGAGE CO. (INV)	AMC - 20 YEAR FIXED RATE	735003	Conventional	Fixed
AGFIRST FARM CREDIT BANK (INV)	AGFIRST - CONVENTIONAL OPEN TERM FIXED RATE	846001	Conventional	Fixed
AGFIRST FARM CREDIT BANK (INV)	AGFIRST - FHA OPEN TERM FIXED RATE	846002	FHA	Fixed
AGFIRST FARM CREDIT BANK (INV)	AGFIRST - VA OPEN TERM FIXED RATE	846003	VA	Fixed
AMTRUST - BROKER IN INV NAME (INV)	AMT - 1/1 A- PORT LIBOR ARM	575047	Conventional	AdjustableRate
AMTRUST BANK (INV)	AMT - 15 YEAR FIXED	344002	Conventional	Fixed
ASSOCIATED MORTGAGE (INV)	AM - 30 YEAR FIXED RATE	795005	Conventional	Fixed
ASSOCIATED MORTGAGE (INV)	AM - VA 30 YEAR FIXED	795006	VA	Fixed
ASTORIA FEDERAL MORTGAGE COR...	AST - 10 YEAR FIXED RATE	793002	Conventional	Fixed
BANK OF AMERICA/PREV. COUNTRY...	CW - 10 YEAR FIXED	151001	Conventional	Fixed
BANK OF AMERICA/PREV. COUNTRY...	CW - 10/1 CONF INTEREST/FIRST LIBOR (+/-5)	151033	Conventional	AdjustableRate
BANK OF AMERICA/PREV. COUNTRY...	CW - 30 YEAR FIXED	151002	Conventional	Fixed

Select Details Add Remove Close

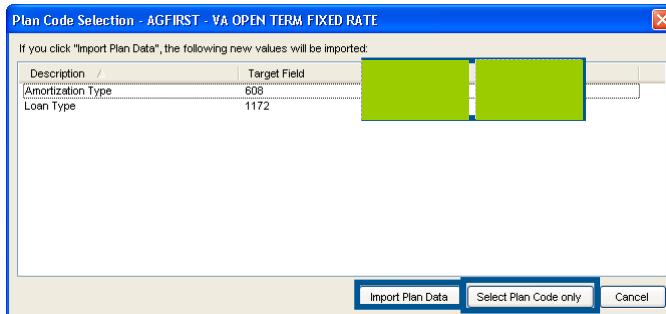
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The plan code appears in your list. Highlight the plan code that you want, and click on the select button it to choose it for this loan.

Plan Codes - Matching

- » Match of codes – ready to continue closing
- » If any fields don't match – compare differences



C O N F I D E N T I A L

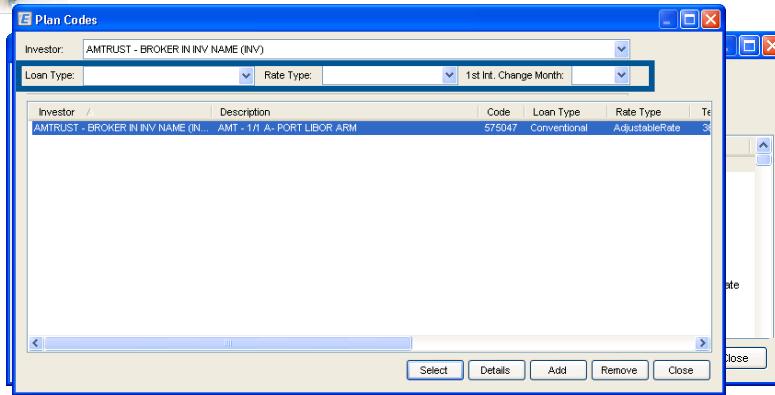
17 

If the data in your Encompass file matches the details in the plan code, then you will be ready to continue the closing process. If they don't match, you will see the Plan Code Selection screen. It is your decision which to choose between the Existing Values and the New Values in the Plan code. You can keep the existing values in the loan, or you can bring in the values that are in the Plan Code. To select the values in the Plan Code, click on the Import Plan Data button. If you want to keep the existing values, then click on the Select Plan Code only button. Remember – it is your decision which choice to make on this screen.

Plan Codes - Tip



When you have a longer list of Plan Codes, use the filters in the Plan Code Screen to more easily find the plan you are looking for.



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Here's another tip from Jane D, our documents expert: Use the filters at the top of the plan codes page to filter your choices and make it easier to find the plan code that is exactly right for this loan. In this example, The investor filter narrows your choices to a specific investor. The Loan Type filter allows you to pick Conventional, FHA or VA loans. The Rate Type allows you to pick adjustable or fixed, and you can also filter by the 1st Interest Change Month

Plan Codes - One More Tip

You can click on the column header for any column on this screen. This will put the Plan Codes in order by that column. In this example, we have re-ordered the list by the Rate Type.

Investor	Description	Code	Loan Type	Rate Type
WYOMING COMMUNITY DEV AUTHO...	WCDA - DOWN PAYMENT PROGRAM OPEN TERM SEC...	818021	Conventional	Fixed
WYOMING COMMUNITY DEV AUTHO...	WCDA - MRB 30 YR FIXED RATE	818005	Conventional	Fixed
WYOMING COMMUNITY DEV AUTHO...	WCDA - MRB FHA 30 YEAR FIXED RATE	818006	Conventional	Fixed
WYOMING COMMUNITY DEV AUTHO...	WCDA - MRB RURAL DEVEL RHS 30 YR FHA	818009	FHA	Fixed
WYOMING COMMUNITY DEV AUTHO...	WCDA - MRB RURAL DEVEL RHS 30 YR FIXED	818008	Conventional	Fixed
WYOMING COMMUNITY DEV AUTHO...	WCDA - MRB RURAL DEVEL RHS 30 YR VA	818010	VA	Fixed
WYOMING COMMUNITY DEV AUTHO...	WCDA - MRB VA 30 YEAR FIXED	818007	VA	Fixed
AMTRUST - BROKER IN INV NAME (IN...	AMT - 1/1 A-PORT LIBOR ARM	575047	Conventional	AdjustableRate
BANK OF AMERICA/PREV. COUNTRY...	CW - 1/01 CONF INTERESTFIRST LIBOR (+/-5)	151033	Conventional	AdjustableRate
BANK OF AMERICA/PREV. COUNTRY...	CW - 5/1 CONFORMING LIBOR ARM (+/-5)	151027	Conventional	AdjustableRate
B&T MORTGAGE WHOLESALE (INV)	BBT - (302) 7/1 LIBOR ARM (2/5)	653021	Conventional	AdjustableRate
B&T MORTGAGE WHOLESALE (INV)	BBT - (303) 10/1 LIBOR ARM (+/-5)	653025	Conventional	AdjustableRate
B&T MORTGAGE WHOLESALE (INV)	BBT - (311) 1 YEAR CMT ARM	653007	Conventional	AdjustableRate
B&T MORTGAGE WHOLESALE (INV)	BBT - (320) 1 YEAR LIBOR ARM	653015	Conventional	AdjustableRate
B&T MORTGAGE WHOLESALE (INV)	B&T - (324) 1H CMT ARM	653000	Conventional	AdjustableRate

One more hot tip from Jane D. Click on the column header in the Plan Codes box to re-order the list by any of the Column Headers like Investor or Loan Type. In this case, we have clicked on the Rate Type column header, and this has changed the display so that the Adjustable Rates are shown first, and the Fixed Rates are shown second. One more click on the Rate Type and the order changes to put the Fixed first and Adjustable Rate second.

Investor Funding Selection Exploration

Introduction

To have a loan fund with table funding or in the investor's name, you need to select the correct investor from the list. Click below to learn more about models that are 1) traditional, 2) table funding, or 3) in the investor's name

Code	Investor Name
810	CENTRAL NATIONAL BANK (INV)
842	CHARTER BANK (INV)
440	CHASE - CLOSED SECONDS (INV)
418	CHASE - TABLE (INV) ②
612	CHASE - TABLE IN INVESTOR NAME (INV) ③
163	CHASE (INV) ①
645	CHEVY CHASE BANK (INV)
803	CIMARRON MORTGAGE COMPANY (INV)
677	CITIMORTGAGE - TABLE - ST. LOUIS BRANCH (INV)
678	CITIMORTGAGE - TABLE IN INV NAME - ST. LOUIS (INV)
208	CITIMORTGAGE, INC. (INV)
827	CITY MORTGAGE SERVICES (INV)

OK Cancel

PROPERTIES

Allow user to leave interaction: Anytime
Show 'Next Slide' Button: Show always
Completion Button Label: Next Slide

Properties... Edit in Engage

The screenshot shows a software application window titled "Investor Funding Selection Exploration". Inside, there's an "Introduction" section with text and a modal dialog box displaying a list of investors with their codes and names. The modal has "OK" and "Cancel" buttons. Below the dialog are "PROPERTIES" settings for the slide.

Code	Investor Name
810	CENTRAL NATIONAL BANK (INV)
842	CHARTER BANK (INV)
440	CHASE - CLOSED SECONDS (INV)
418	CHASE - TABLE (INV) ②
612	CHASE - TABLE IN INVESTOR NAME (INV) ③
163	CHASE (INV) ①
645	CHEVY CHASE BANK (INV)
803	CIMARRON MORTGAGE COMPANY (INV)
677	CITIMORTGAGE - TABLE - ST. LOUIS BRANCH (INV)
678	CITIMORTGAGE - TABLE IN INV NAME - ST. LOUIS (INV)
208	CITIMORTGAGE, INC. (INV)
827	CITY MORTGAGE SERVICES (INV)

OK Cancel

PROPERTIES

Allow user to leave interaction: Anytime
Show 'Next Slide' Button: Show always
Completion Button Label: Next Slide

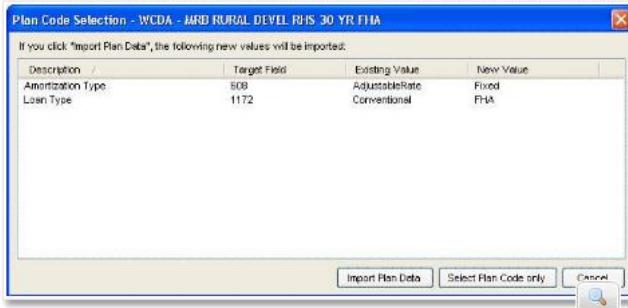
Properties... Edit in Engage

Plan Codes

Question 1 of 1 ▾

Let's do a quick Knowledge Check.

In this Plan Code Evaluation screen, which button should you click on if you want to change the loan from Conventional to FHA? Click the looking glass icon to zoom in.



Select Plan Code Only

Import Plan Data

PROPERTIES

On passing, 'Finish' button:

[Goes to Next Slide](#)

On failing, 'Finish' button:

[Goes to Next Slide](#)

Allow user to leave quiz:

[After user has completed quiz](#)

User may view slides after quiz:

[At any time](#)

User may attempt quiz:

[Unlimited times](#)

Properties...

Edit in Quizmaker

RegZ - Review Dates

The screenshot shows two windows side-by-side. On the left is the 'Alerts & Messages' window, which has a 'Log' tab selected. It lists various milestones with their corresponding dates. A green arrow points from the 'Doc signing' entry in the log to the 'Doc Signing Date' field in the main window. On the right is the 'Dates' section of the application. It contains several date fields: Application Date (03/19/2009), Rescission Date (05/15/2009), Rate Lock Date (03/19/2009), Disbursement Date (06/01/2009), Rate Lock Exp. Date (04/17/2009), Document Date (05/01/2009), Closing Date (05/31/2009), Last Audit Date, Last Docs Ordered, and Doc Signing Date (10/20/2009). A blue oval highlights the 'Doc Signing Date' field, and a green arrow points from the 'Doc signing' entry in the log to this field.

Milestone	Date
File started	02/26/09
Qualification finished	09/15/09
Sent to processing	09/15/09
Submitted	09/15/09
Cond. Approval finished	09/15/09
Resubmittal finished	09/15/09
Approved	09/15/09
Doc Preparation	10/17/09
Doc signing	10/20/09
Funding	10/29/09
Post Closing	10/29/09
Shipping	11/01/09
Completion	11/01/09

C O N F I D E N T I A L

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We have finished working with Plan Codes. Now, let's scroll down to the Dates section. These dates are important and should be checked thoroughly. First, make sure that the "Sync with Prepaid Interest Date" box is checked. This will be important when you work on the prepaid interest calculation on the HUD-1 Page 2.

The dates highlighted on the screen are all mapped directly to specific forms. The Doc Signing date in the circle is a milestone date that maps to the Doc Signing milestone and will appear as the milestone date in your log.

RegZ - Prepayment Penalty

Prepayment

If you pay off early, you
may have to
will not be entitled

Prepayment Penalty

Quick Entry - Prepayment Penalty

Type of Prepay	Prepayment Period	Prepayment as a %
1 Hard	60	3.000
2 Soft	120	1.000
3		
4		
5		

Prepay Penalty Fee months

Penalty Based on Unpaid Balance

REGZ50CLOSER_PREPAYMENT

C O N F I D E N T I A L

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Use this section of the Closing Regz if you have a prepayment penalty. Scroll down to this section. Click the Prepayment Penalty button to work with this calculator to enter the Hard and Soft penalties and terms.

RegZ - Mortgage Insurance

The screenshot shows the RegZ software interface. On the left, there is a 'Mortgage Insurance' section with fields for '1. MI' and 'Cancel at'. A blue cursor is over the '1. MI' field. On the right, a 'MIP/PMI Calculation' dialog box is open. This dialog box contains three main sections: 'Upfront Mortgage Insurance Premium / Funding Fee', 'Monthly Mortgage Insurance Premium', and 'Mortgage Insurance (FHA and VA)'. The 'Upfront' section shows a base loan amount of 187,200.00, an upfront MIP/Funding Fee of 187,200.00, and a checkbox for 'Lock'. The 'Monthly' section includes fields for 'Calculated Based On' (Loan Amount), two sets of rates and months (1. %, 2. %), and checkboxes for 'Calculate based on remaining balance' and 'Midpoint payment cancellation'. The 'Mortgage Insurance (FHA and VA)' section has a dropdown for 'Type of Veteran' and a checkbox for 'Is this the first use of the VA loan program?'. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

C O N F I D E N T I A L

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Scroll down to the Mortgage Insurance section of the form. Click on the “edit field value” button to bring up the “MIP/PMI Calculation” worksheet.

Use the interaction on the next screen to learn more about this calculation. Select FHA or Conventional to learn about these specific applications. When you are done with the interaction, click on the next slide button at the top right of player.

Mortgage Insurance Calculation

The slide has a title bar with navigation icons. The main content area contains two blue rectangular boxes labeled 'For FHA Loans' and 'For Conventional Loans'. To the right of these boxes is a text box titled 'Introduction' with the following text:

To learn about the key fields in the MIP/PMI Calculation worksheet, click on the appropriate box. If you need to learn how to do these calculations for FHA loans, click the first box. If you are interested in calculations for Conventional Loans, click the second box. When you are done, or if you don't need to know this information, click on the Next Slide button in the upper right of the player.

PROPERTIES

Allow user to leave interaction:
Show 'Next Slide' Button:
Completion Button Label:

Anytime
Show always
Next Slide

[Properties...](#) [Edit in Engage](#)

RegZ - Other fields

- » We have covered the key areas of the Closing RegZ form.
- » There are many other fields available – be sure to review the form for any pertinent areas.

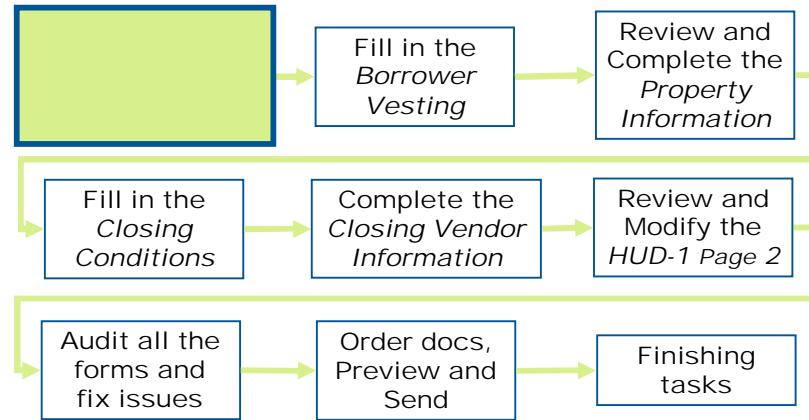
C O N F I D E N T I A L

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We have covered the key areas of the Closing RegZ form.

There are many other fields available – be sure to review the form for any pertinent areas.

Process Steps Checkpoint



C O N F I D E N T I A L

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We have finished our review of the key areas of the Closing RegZ form.
Let's move on to Borrower vesting.

Borrower Vesting

The screenshot shows a software interface for managing document processing. On the left, there is a 'Log' window listing various file milestones with dates: File started (02/26/09), Qualification finished (09/15/09), Sent to processing (09/15/09), Submitted (09/15/09), Cond. Approval finished (09/15/09), Resubmittal finished (09/15/09), Approved (09/15/09), Doc Preparation (10/17/09), Doc signing (10/20/09), Funding (10/24/09), Post Closing (10/29/09), Shipping (11/01/09), and Completion (11/01/09). Below the log are 'Forms', 'Tools', and 'Services' buttons. A 'Closing Page' section contains links for 'Borrower Information - Vesting', 'Property Information', and 'Closing Conditions'. The main right panel is titled 'Borrower Information - Vesting' and is divided into two sections: 'Borrower' and 'Vesting Information'. The 'Borrower' section includes fields for Corp/Trust Name, Org. State, Org. Type, Tax ID, Trust Date, and a 'Build Beneficiary' button. The 'Vesting Information' section displays a table with columns for Name, SSN, AKA, and Type. Two entries are listed: Ken Sample (500-50-7000, Kenneth Sample, Individ) and Mary Sample (500-60-8000, Co-sig).

Name	SSN	AKA	Type
Ken Sample	500-50-7000	Kenneth Sample	Individ
Mary Sample	500-60-8000		Co-sig

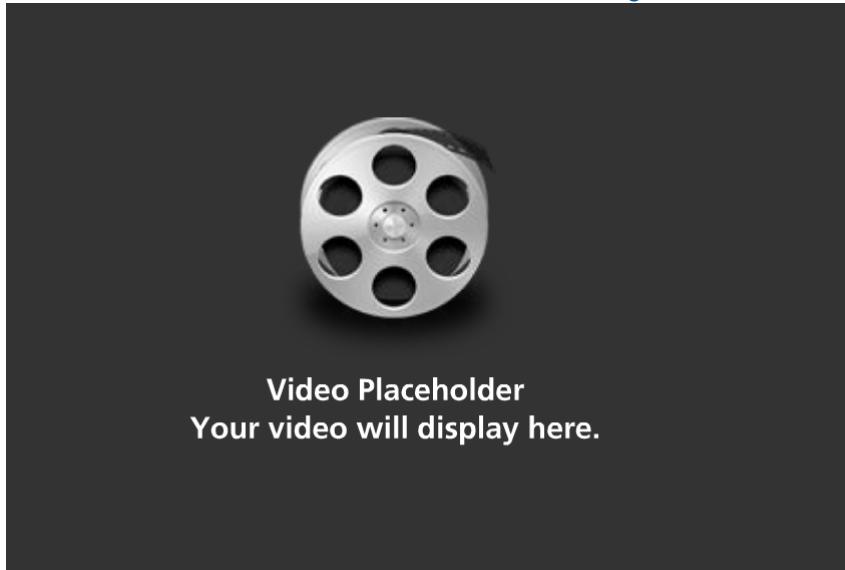
C O N F I D E N T I A L

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Now, click on the Borrower Vesting form in the Forms list on the lower left of your screen.

We will start by completing the vesting information for a married couple. Then, it will be your turn to complete the form for an individual with a co-signer – here we go!

Borrower Information - Vesting - Married Couple



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Movie Script.

Movie Script.

We start by double clicking on the name of the first spouse. This brings up the borrower vesting screen. Add any “also known as” name to the correct box, separating multiple names with a semicolon.

Select individual in the Type drop down list.

For Vesting for the first spouse, leave the Vesting field blank. The vesting information for a husband and wife is entered as part of the second spouse's information. Then click OK.

Now double click on the Second spouse and you will see the borrower vesting screen again. All information has to be entered in the same manner as the first spouse.

For vesting, select Husband and Wife. Click OK, and you have completed the borrower vesting information.

We have returned to the Borrower Information Vesting screen. Select the Vesting type from the drop down list. In this case, we choose “As Joint Tenants”.

Borrower Vesting - Co-signer

The screenshot shows a software interface for managing borrower information. On the left, there is a vertical navigation bar with tabs for 'Alerts & Messages' (selected), 'Log' (highlighted in orange), 'Forms', 'Tools', and 'Services'. Below these are links to 'Closing RegZ', 'Borrower Information - Vesting' (which is currently active), 'Property Information', and 'Closing Conditions'. The main content area is titled 'Borrower Information - Vesting'. It has two sections: 'Borrower' and 'Vesting Information'. In the 'Borrower' section, fields include 'Corp/Trust Name' (empty), 'Org. State' (empty), 'Org. Type' (empty), and 'Tax ID' (empty). There is also a 'Build Beneficiary' button and a large text input field for beneficiary details. In the 'Vesting Information' section, there is a table with columns 'Name', 'SSN', 'AKA', and 'Type'. Two rows are listed: 'Ken Sample' with SSN 500-50-7000 and AKA Kenneth Sample, categorized as 'Individ'; and 'Mary Sample' with SSN 500-60-8000 and AKA empty, categorized as 'Co-sig'.

C O N F I D E N T I A L

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Now, it is your turn to enter the data for the case where Ken's sister Mary is the co-signer. Follow the prompts in the exercise on the next screen to direct you to correctly fill out the form. .

Borrower Vesting - Co-Signer

The exercise will open in a separate browser window. Please wait while it opens

When you are done, click on the white X in the red box at the top right of the browser to close the window. Then, click on the Play button below to restart the lesson.

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The exercise will open in a separate browser window. Please wait while it opens.

In this example, Mary is Ken's sister. Mary is going to co-sign the loan for Ken. She will not have any ownership interest in the property. The prompts will guide you through the process of entering the correct information. First double click on Ken. For his also known as names, type in Kenneth Sample semicolon Ken Sample and then click on the Type dropdown box and select the value "individual." Then, click on the vesting drop down box and select "A Single Man" from the list. Click OK. Then double click on Mary. Since she is the co-signer, change her type to co-signer. Leave her vesting blank. Click OK. Change the manner in which the title will be held to blank, and click on Build Final Vesting to show: Ken Sample, A Single Man. This complete the setup for a co-signer arrangement.

Borrower Vesting - Title Only

Borrower Vesting

Borrower Name	Mary Sample		
Also Known As	Mary Louise Maiden; Mary Lou Sample		
Social Security No.	500-60-8000	Type	Individual
POA Borrower			
Vesting	HUSBAND AND WIFE	Type dropdown menu:	Individual Co-signer Officer Title only Trustee
<input type="checkbox"/> Authorized to Sign for Non-Intervivos Trusts			
Learn more...		OK	Cancel

C O N F I D E N T I A L

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Let's look at one more common case. If Mary is not going to be on the loan, but is going to be on the title, here is what we change. In other words, we are setting up for a non-purchasing spouse.

We have just set up Ken and Mary as husband and wife. To make this change, we simply go to Mary's vesting screen and change her type to "Title Only". We do not have to change anything for Ken.

Borrower Vesting - Trusts



C O N F I D E N T I A L

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Let's take a quick look at how Trusts are handled. All Borrowers must be set up as shown with the Type and Vesting set to Trustee. Once that is done, the top of the Vesting form must be completed to indicate the Trust Name, state, Type and Date of Formation. Then, click the Build Beneficiary button. Then you can scroll down and click on the Build Final Vesting button which will reveal the final vesting. Note that the boxes for Beneficiary and Final Vesting can be edited should you need to make manual changes.

Vesting Quiz

Question 1 of 2 ▾

How do you set up the vesting for a married couple? What do you put in the vesting field?

- Select husband and wife for both people
- Select blank for the first person, and husband and wife for the second person
- Select blank for both people
- Select husband and wife for the first person, and leave the second person blank

PROPERTIES

On passing, 'Finish' button:

[Goes to Next Slide](#)

On failing, 'Finish' button:

[Goes to Next Slide](#)

Allow user to leave quiz:

[At any time](#)

User may view slides after quiz:

[At any time](#)

User may attempt quiz:

[Unlimited times](#)

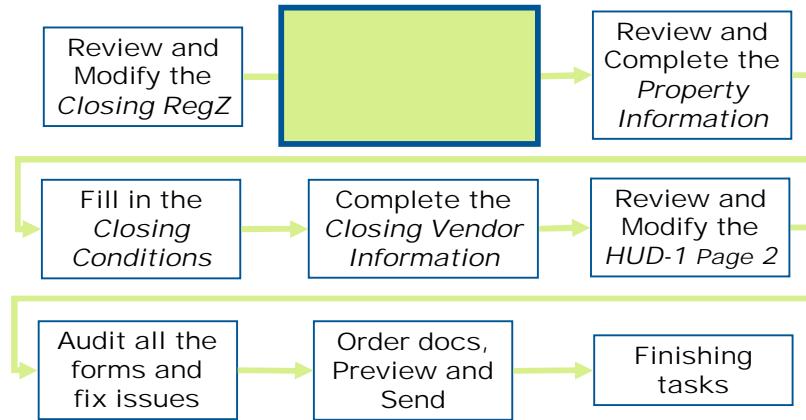


Properties...



Edit in Quizmaker

Process Steps Checkpoint



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We have completed the Borrower Vesting. Let's move on to the important parts of the Property Information form.

Property Information Form

Alerts & Messages Log

File started	02/26/09
Qualification finished	09/15/09
Sent to processing	09/15/09
Submitted	09/15/09
Cond. Approval finished	09/15/09
Resubmittal finished	09/15/09
Approved	09/15/09
Doc Preparation	10/17/09
Doc signing	10/20/09
Funding	10/24/09

Forms Tools Services

Closing RegZ
Borrower Information - Vesting
Property Information
Closing Conditions
Closing Vendor Information
HUD-1 Page 1
HUD-1 Page 2
1003 Page 1

Show in Alpha Order Show All Forms

Property Information Audit Order Docs View

Subject Property

Address	10655 Birch Street	Property Type		
City	Burbank	First Time Home		
State	CA	Zip	91502	Condo / PUD
County	Los Angeles			

Mailing Address

Address	10655 Birch Street		
City	Burbank		
State	CA	Zip	91502

Prelim Information

Title Information

Parcel Number	070300100999	Title Report Date
Lot		Approved Item
Block		Tax Message

09/18 10:29 | Friday, 9/18/2009

C O N F I D E N T I A L

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Click on the Property Information link in the Forms tab on the lower left of your screen to bring up the Property Information worksheet.

Property Information - Use ePass



C O N F I D E N T I A L

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The easiest way to complete the Property Information is to use ePass. Ellie Mae's ePASS® Network is an online transaction platform that seamlessly connects Encompass to the world of online lenders and settlement service providers.

Using the ePASS Network, you can order title from within Encompass360. **Using the ePASS Network is Free!**

You can send an unlimited number of submissions for every Encompass loan file at no additional charge to ePASS-enabled providers.

To get your files, click on the Services tab, and select Order Title and Closing. Ordering this during processing will save you time when completing the property information form. After your docs have been delivered, click on the icon that appears to look at your information.

Property Information - Validate

Title Information			
Parcel Number	070300100999	Title Report Date	04/02/2009 
Lot		Approved Items	1,3-5,8
Block		Tax Message	Pay 2nd. half installment due
Section		Serial Endorsements	R 1 116 100

C O N F I D E N T I A L

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Start working on the Property information form by checking over the information on the form to make sure that everything is correct. Be sure to check the parcel number under Title Information. The parcel number will print on the mortgage and assignments.

Property Information - Legal Description

Type your text in the box.
Press <enter> at the end of each line.
Text will appear properly if you do this.

**Be sure to hit return at the end of each line.
If you “word wrap”, the text will not appear
properly on the form.**

C O N F I D E N T I A L

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An important part of this form is the creation of the legal description.
Scroll down to the Legal Description section.

You can type in the text here. If you have the text in an attachment, just copy and paste it into this box.

Here's a quick tip from Jane D, our documents expert:

Be sure to hit return at the end of each line. Don't use word wrap by letting the text automatically flow to the next line as the text will not print correctly on the form.

Property Information - Other Fields

The screenshot shows a property information form with three main sections highlighted by blue boxes:

- Mineral Rights / Abbreviated Legal Description**: This section contains fields for Make, Model, Year, New / Used, Length, Width, and Enter the description.
- Manufactured Housing Details**: This section contains fields for Anchored (with a dropdown menu) and Manufacturer.
- Co-op Loans**: This section contains fields for Company Name, Building Name, Vacancy Percentage Notification (%), Company Exists Under the Laws of, Proprietary Lease Date (with a date picker), Number of Shares Owned, Assignment of Lease Date (with a date picker), Attorney in Fact, Stock Certificate Number, and Apartment Unit.

C O N F I D E N T I A L

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The property information form also has areas for you to input information about Mineral Rights, Manufactured Housing, and Co-op loans. Scroll down on the form if you need to use any of these other areas.

Property Information Form - Complete

Alerts & Messages		Log
File started	02/26/09	
Qualification finished	09/10/09	
Sent to processing	09/10/09	
Submitted	09/10/09	
Cond. Approval finished	09/10/09	
Resubmittal finished	09/10/09	
Approved	09/10/09	
Doc Preparation	09/17/09	
Doc signing	10/20/09	
Funding	10/24/09	
Post Closing	10/29/09	
Shipping	11/01/09	
Completion	11/01/09	

Subject Property

Address	10655 Birch Street	Property Type	Detached
City	Burbank	First Time Home Buyer	<input type="button" value="▼"/>
State	CA	Zip	91502
County	Los Angeles	Flood Zone	<input type="button" value="▼"/>
		Flood Cert Number	<input type="text"/>

Mailing Address

Address	10655 Birch Street		
City	Burbank		
State	CA	Zip	91502

Prelim Information

Title Information

Parcel Number	070300100999	Title Report Date	04/02/2009
Lot	<input type="text"/>	Approved Items	1,3-5,8
Block	<input type="text"/>	Tax Message	Pay 2nd half installment due
Section	<input type="text"/>	Special Endorsements	8.1.116.100

C O N F I D E N T I A L

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This finishes the review of the important fields to complete on the Property Information form.

Property Information Quiz

Question 1 of 1 ▾

What's the easiest way to get the correct verbiage in the Legal Description?

- Copy and paste the legal description directly from the title report ordered through ePASS.
- Type the information in and print the screen and show it to everyone.
- Have your lawyer dictate it to you as you type it in.
- This is not important. Don't worry about this step.

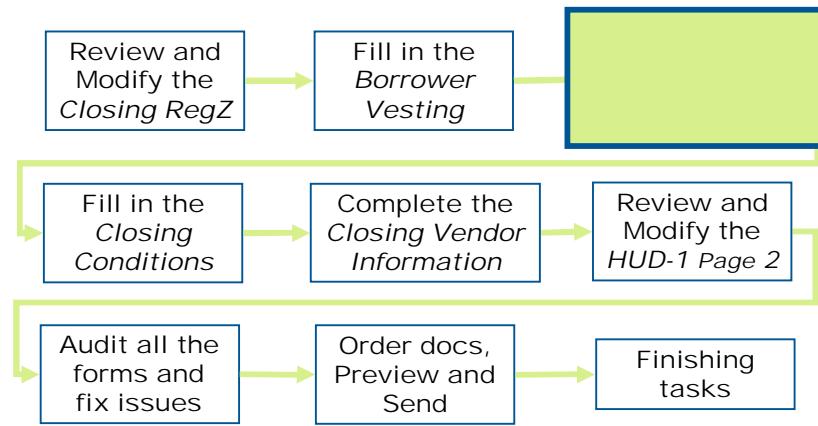
PROPERTIES

On passing, 'Finish' button:
On failing, 'Finish' button:
Allow user to leave quiz:
User may view slides after quiz:
User may attempt quiz:

Goes to Next Slide
Goes to Next Slide
At any time
At any time
Unlimited times



Process Steps Checkpoint



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We have completed the Property Information step. Let's move on to Closing Conditions.

Closing Conditions

Alerts & Messages Log

Event	Date
File started	02/26/09
Qualification finished	09/10/09
Sent to processing	09/10/09
Submitted	09/10/09
Cond. Approval finished	09/10/09
Resubmittal finished	09/10/09
Approved	09/10/09
Doc Preparation	09/17/09
Doc signing	10/20/09
Funding	10/24/09
Post Closing	10/29/09
Shipping	11/01/09
Completion	11/01/09

Closing Conditions

Draw City:

Draw State:

Closing County:

Hours Documents needed prior to disbursement:

Termite Report Required?

Closing Instructions/Conditions

Forms Tools Services

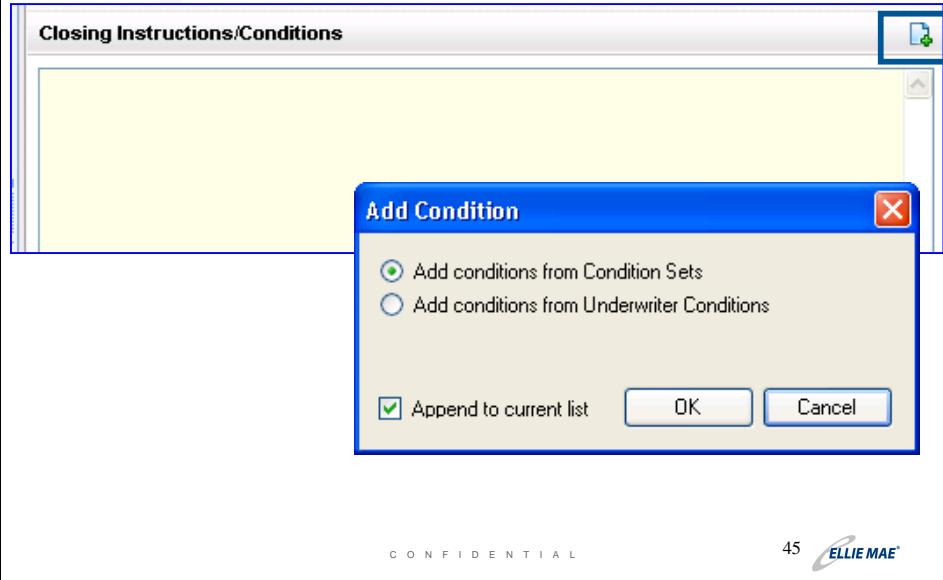
- 1003 Page 4
- 1098 Mortgage Interest
- 203k Max Mortgage WS
- Additional Disclosures Information
- Additional Requests Information
- Affiliated Business Disclosure
- Aggregate Escrow Account
- Borrower Information - Vesting
- Closing Conditions**

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Click on the Closing Conditions form in the Forms list in the lower left of your screen to open the Closing Conditions Worksheet.

Closing Conditions - Instructions



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You can now create the closing conditions in the box. You can type conditions directly into the box. You can click on the Add Icon in the upper right of the box. This will bring up the Add Condition box where you can choose from pre-defined condition sets, or from Underwriter conditions. NOTE users of the broker edition will only see “Add Conditions from Condition Sets”.

Closing Conditions - Other Information

Closing Conditions	
Draw City	Santa Clara
Draw State	CA
Closing County	Santa Clara
Hours Documents needed prior to disbursement	
Termite Report Required?	<input type="checkbox"/>
Closing Instructions/Conditions	
<input type="text"/>	

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Once you have the Closing Instructions and Conditions completed, you must put information in the Draw City, Draw State and Closing County fields.

Closing Conditions - Tips



**The Closing County should be the same as the Notary County.
The hours Documents needed defaults to 24.**

Draw City	Santa Clara
Draw State	CA
Closing County	Santa Clara
Hours Documents needed prior to disbursement	24
Termite Report Required?	(dropdown menu)

Closing Instructions/Conditions

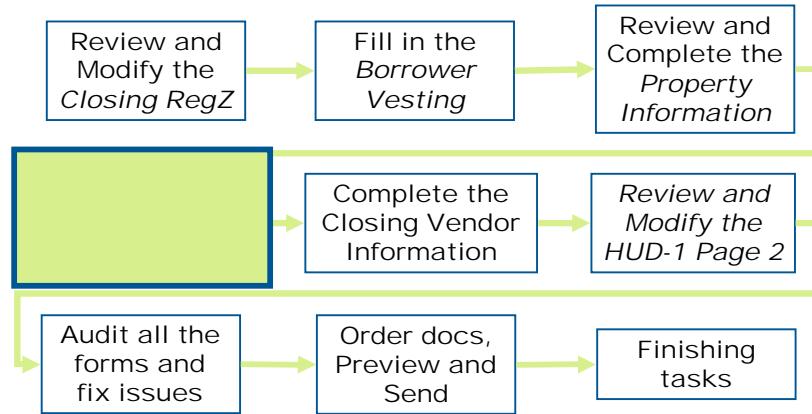
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Here's our expert, Jane D with a couple of pointers. The Closing County should be the same as the Notary County. Also, if you leave the Hours Documents needed prior to disbursement blank, it will default to 24. You can type your own value in this field if you choose.

This completes the Closing Conditions step in our process.

Process Steps Checkpoint



C O N F I D E N T I A L

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That wraps up the Closing Conditions work. Now, we will move on to the Closing Vendor Information.

Closing Vendor Information

Click on the Closing Vendor Information link in the Forms tab to bring up the Closing Vendor Information Worksheet.

Closing Vendor Information - Lendor

Closing Vendor Information					
Lender					
Company Name	<input type="text"/>		Contact Name	<input type="text"/>	
Address	<input type="text"/>		Phone	<input type="text"/>	
City	<input type="text"/>		Email	<input type="text"/>	
State	<input type="text"/>	Zip <input type="text"/>	Fax	<input type="text"/>	
Relationship	<input type="text"/>		Case #	<input type="text"/>	
Line Item Number	<input type="text"/>		License #	<input type="text"/>	
			Comments	<input type="text"/>	

C O N F I D E N T I A L

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Check your lender information. If you brought in the lender from your contacts file, the information will carry over to this form. If not, enter the data for your lendor.

Closing Vendor Information - Broker

Broker	
Company Name	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/> Zip <input type="text"/>
Relationship	<input type="text"/>
Org. State	<input type="text"/>
License #	<input type="text"/>
Line Item Number	<input type="text"/>
Contact Name	<input type="text"/>
Phone #1	<input type="text"/>
Phone #2	<input type="text"/>
Email	<input type="text"/>
Fax	<input type="text"/>
Org. Type	<input type="text"/>
Rec. Cty	<input type="text"/>
Comments	<input type="text"/>

C O N F I D E N T I A L

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If there is a Broker, it is important to complete this section, as this information must appear on the security instruments.

Closing Vendor Information - Trustee

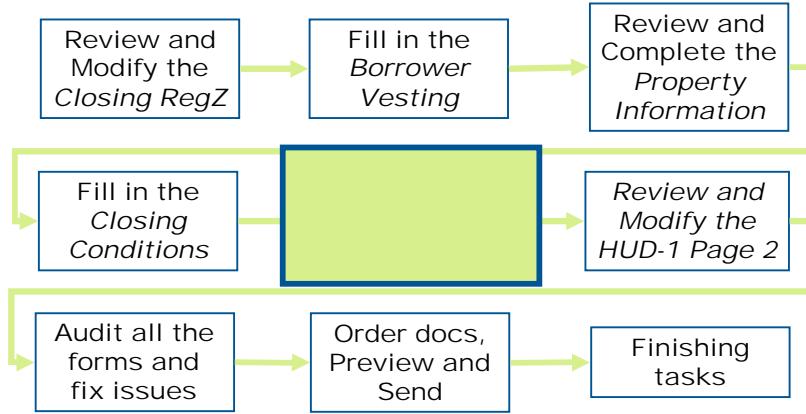
Closing Vendor Information					
Trustee					
Trust Name	Sample Family Trust		Trust Date	01/01/2000	
Address	1 Sample Ave		Org. State	California	
City	Sample City		Org. Type	An Inter Vivos Trust	
State	CA	Zip	91010	Comments	

C O N F I D E N T I A L

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If the trustee area is left blank, then the title company information will be used. Be sure to fill this section out if there is a trustee. This completes the review of the Closing Vendor Information form.

Process Steps Checkpoint



C O N F I D E N T I A L

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We have reviewed the Closing Vendor form, let's move on to the HUD-1 Page 2 form.

HUD-1 Page 2

HUD-1 Page 1				HUD-1 Pg 1	
A. Settlement Statement					
B. Type of Loan	Conventional	D. Name of Borrower	Ken Sample		
File Number		Name of Co-Borrower	Mary Sample		
Loan Number	0909EM000001	Address	10655 Birch Street		
Mtg. Insurance Case #	46318	City	Burbank		
E. Name of Seller		State	CA	Zip	91502
Address		F. Name of Lender	Bank of America		
City		Address	Hennesee Drive		
State		City	Dublin		
G. Property Location	10655 Birch Street	State	CA	Zip	94568
City	Burbank				
State	CA	Zip	91502		
H. Settlement Agent		I. Settlement Date	/	/	/
Place of Settlement					
J. Summary of Borrower's Transaction		K. Summary of Seller's Transaction			
100. Gross Amount Due From Borrower		400. Gross Amount Due to Seller			
101. Contract Sales Price	234,000.00	401. Contract Sales Price	234,000.00		
102. Personal Property		402. Personal Property			
103. Settlement Charges to Borrower (from line 1400)	55,926.52	403.			
104.		404.			
105.		405.			

C O N F I D E N T I A L

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Before we go through the HUD-1, Page 2, you should note that the HUD-1 Page 1 form is also available in the system. You can review all the data in this form to make sure everything is correct. We will not be covering the HUD-1 Page 1 during this training.

HUD-1 Page 2

Alerts & Messages

File started	02/26/09
Qualification finished	09/15/09
Sent to processing	09/15/09
Submitted	09/15/09
Cond. Approval finished	09/15/09
Resubmittal finished	09/15/09
Approved	09/15/09
Doc Preparation	10/17/09
Doc signing	10/20/09
Funding	10/24/09
Post Closing	10/29/09
Shipping	11/01/09
Completion	11/01/09

HUD-1 Page 2

Loan Program: B of A - 5/1 ARM
Closing Cost Program: Bank of America
Loan Number: 0909EM000002

Loan Terms and Amounts

Loan Amount	167,200.00
Interest Rate	5.500 %
Term / Due in w/ MIF, FF	360 / 360 months
Qual Rate	%
Monthly Payment	\$ 858.00

Loan Type

- Conventional
- FHA
- VA
- USDA-RH
- Other

700. Total Sales / Brokers Commission

Based on Price \$ [] @ []
Division of Commission as Follows

701. \$ [] To []
702. \$ [] To []

703. Commission Paid at Settlement
704. []

800. Items Payable in Connection with Loan

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Click on the HUD-1 Page 2 form in the Forms tab on the lower left of your screen to bring up the HUD-1 Page 2 worksheet.

HUD-1 Page 2

HUD-1 Page 2				HUD-1 Pg 1
Loan Program	B of A - 5/1 ARM	Date Prepared	//	
Closing Cost Program	Bank of America	Estimated Closing Date	//	
Loan Number	0909EM000001	1st Payment Date	07/19/2009	
Loan Terms and Amounts				
Loan Amount	187,200.00	Loan Type	<input checked="" type="checkbox"/> Conventional	
Interest Rate	5.500 %		<input type="checkbox"/> FHA	
Term / Due in	360 / 360 months		<input type="checkbox"/> VA	
w/ MIP, FF	234,000.00		<input type="checkbox"/> USDA-RHS	
Qual Rate	%		<input type="checkbox"/> Other	
Monthly Payment	\$ 1,072.50	Paid by / to: B = Broker, L = Lender, O = Other, S = Seller, I = Investor	<input type="checkbox"/> P = Paid outside closing, A = APR fees, F = FHA	

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Check over the data at the top of the form to make sure that everything has carried over properly.

HUD-1 Page 2

- » Loan Information
- » Loan Terms and Amounts
- » Total Sales / Broker Commissions
- » Compensation to Broker from Lender
- » Title Charges
- » Government Recording and Transfer Charges
- » Additional Settlement Charges
- » Closing Costs Summary
- » Total Funds Needed

C O N F I D E N T I A L

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The HUD-1 Page 2 form has many sections. These are listed on this page. In this training, we are only going to talk about the sections that are highlighted.

HUD-1 Page 2

Paid by /to: B = Broker, L = Lender, O = Other, S = Seller, I = Investor P = Paid outside closing, A = APR fees, F = FHA.			
700. Total Sales / Brokers Commission			
Based on Price \$ <input type="text"/> @ <input type="text"/> % = <input type="text"/>			
Division of Commission as Follows			
701. \$ <input type="text"/> To <input type="text"/>	Borrower <input type="text"/>	Seller <input type="text"/>	P <input type="checkbox"/>
702. \$ <input type="text"/> To <input type="text"/>			<input type="checkbox"/>
703. Commission Paid at Settlement 704. <input type="text"/>			<input type="checkbox"/>
800. Items Payable in Connection with Loan			
801. Loan Origination Fee <input type="text"/> 1,000 % + \$ <input type="text"/> To <input type="text"/>	Borrower <input type="text"/> 2,340.00	Seller <input type="text"/>	Paid by P / A / F Paid to <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

C O N F I D E N T I A L

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As you scroll through the form, you will see the areas where fees have been brought into the form, and where you can add, modify or delete the information. At the top of the form, you will notice the key which indicates the symbols used to designate who pays the fee and who the payment goes to. It also shows whether the payment is paid outside closing, whether they are APR fees, and if they are FHA.

HUD-1 Page 2

Paid by:		Checkboxes	
B	Broker	P	Paid outside closing
L	Lender	A	APR fees
O	Other	F	FHA
S	Seller	Paid by / to: B = Broker, L = Lender, O = Other, S = Seller, I = Investor P = Paid outside closing, A = APR fees, F = FHA	
I	Investor	Borrower Seller Paid by P / A / F Paid to 2,340.00 <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

C O N F I D E N T I A L

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This table shows the designations as shown in the legend. If you select A to designate a fee as an APR fee, it will be used in the calculation of the APR. Let's watch a demonstration of these in action.

HUD-1 Page 2 - Key and Legend



Video Placeholder
Your video will display here.

C O N F I D E N T I A L

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We have scrolled down to the Items Payable in Connection with the Loan section. The Loan origination fee of 1 percent will be an APR fee that is paid to the investor. The appraisal fee of 350 dollars is payable outside of closing. The credit report fee is being paid by the Broker outside of closing.

I will scroll down to lines 813-821 which are for additional fees. Here is the proper way to enter these additional fees. In order to format it correctly in the printed forms, I will enter the Flood Certification as follows: "Flood Certification To Colon Company Name" and then I will enter the amount of the fee.

HUD-1 Page 2 - Key and Legend

Now it's your turn to enter values!

The exercise will open in a separate browser window. Please wait while it opens.

When you are done, click on the white x in the red box at the upper right of your browser to close the window. Then, click on the Play button below to restart the lesson.

C O N F I D E N T I A L

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Now it's your turn to enter the values. The exercise will open in a separate browser window. Please wait while it opens.

HUD-1 Page 2 - Interest per diem

The screenshot shows the 'Closing RegZ' software interface. At the top, there are fields for 'Borrower' (First Name: Ken, Middle: [empty]) and 'Seller' (Name: [empty], Address: [empty]). Below this, the 'Loan Information' section includes fields for 'Plan Code' (BANK OF AMERICA/PREV. COUNT), 'Alt Lender' (empty), 'Transfer to' (empty), 'Purchase Price' (234,000.00), 'Date Prepared' (03/19/2009), 'Loan Number' (0909EM000001), 'Export' (empty), 'MERS MIN' (empty), 'Appraised Value' (234,000), '1st Payment Date' (07/19/2009), 'Application Date' (03/19/2009), 'Rescission Date' (05/15/2009), 'Rate Lock Date' (03/19/2009), and 'Disbursement Date' (06/01/2009). A blue box highlights the 'Closing RegZ' tab at the top left.

C O N F I D E N T I A L

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To calculate dates automatically on the HUD-1A, Make sure that the checkbox for “Sync with prepaid interest” is checked on the Closing RegZ. It is checked by default. You can also key in the dates manually if you choose. Also, on the Closing RegZ , make sure that the Disbursement and First Payment dates are set correctly, as these are used in this calculation as well. Please note that the disbursement date refers to the funding date of the loan.

HUD-1 Page 2 - Interest per diem

900. Items Required by Lender to be Paid in Advance			Borrower	Seller	Paid by P / A / F / Paid to
901. Interest for	18 days @ \$ 35.7500		643.50		<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Interest from	06/01/2009 to 06/19/2009				<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
902. Mtg Ins Premium			46,800.00		<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
903. Hazard Insurance					<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
904. County Property Tax					<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
905. VA Funding Fee					<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
906. Flood Insurance					<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
907.					<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
908.					<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

C O N F I D E N T I A L

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If the checkbox for “Sync with prepaid interest” is checked on the Closing RegZ, this section of the HUD-1 Page 2 will be calculated accurately. As always, be sure to review the data to make sure that everything is correct.

HUD-1 Page 2 - Impounds Setup

1000. Reserves Deposited with Lender			Borrower	Seller	Paid by P / A / F / Paid to
1001. Haz Ins. Reserve	2 mths @ \$	68.25	136.50	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
1002. Mtg Ins Reserve	2 mths @ \$	585.00	1,170.00	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
1003. City Property Tax	mths @ \$			<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
1004. Tax Reserve	4 mths @ \$	243.75	975.00	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
1006. Flood Ins. Reserve	mths @ \$			<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
1007.	mths @ \$			<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
1008.	mths @ \$			<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
1009.	mths @ \$			<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
1010. Aggregate Adjust.				<input type="button" value="Aggregate Setup"/>	

C O N F I D E N T I A L

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Scroll down to the “Reserves Deposited with Lender” section. This area will show the impounds or escrows. For a simple way to set these up, <>click on the aggregate setup button.

HUD-1 Page 2 - Impounds Demo



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The Initial Escrow Account Setup screen appears after clicking the aggregate setup button on the HUD-1 Page 2. We are going to enter tow payments.

The first will be for tax, which is payable twice a year. We will start with a cushion of 2 months, and then enter 6, for the number of months, in April and November.

This causes the due dates to be filled in at the top of the form. These dates can be edited manually if desired.

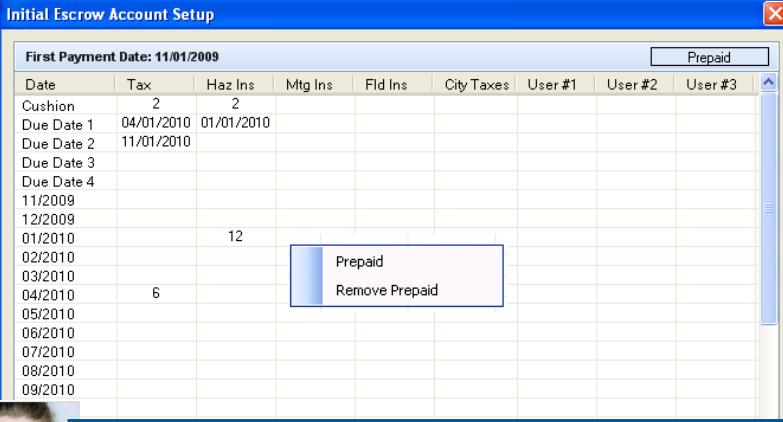
Then we will enter a payment for hazard insurance, which is payable once a year in January. We start with the 2 month cushion, and add the number 12 in January. We click OK when done to complete the entry in the Initial Escrow Account Setup screen.

Impounds Exercise

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HUD-1 Page 2 - Impounds Tip



Initial Escrow Account Setup

First Payment Date: 11/01/2009

Date	Tax	Haz Ins	Mtg Ins	Fld Ins	City Taxes	User #1	User #2	User #3
Cushion	2	2						
Due Date 1	04/01/2010	01/01/2010						
Due Date 2	11/01/2010							
Due Date 3								
Due Date 4								
11/2009								
12/2009								
01/2010		12						
02/2010								
03/2010								
04/2010		6						
05/2010								
06/2010								
07/2010								
08/2010								
09/2010								

Right click on a payment in the Initial Escrow Account Setup to indicate that it is prepaid.



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Here's another tip from JaneD our Encompass documents expert. Right click on a payment in the Initial Escrow Account Setup to indicate that it is prepaid. Locate the payment on this screen, right click on it, and select Prepaid from the menu.

HUD-1 Page 2 - HUD-1A

1500. HUD-1A	Show All (VOL)	HUD-1A
1520. Total Disbursed	<input type="text"/>	

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Scroll down to the HUD-1A section of the form. To set up disbursements , click on the HUD-1A button. The HUD-1A box will appear.

HUD-1 Page 2 - HUD-1A - Select

1500. HUD-1A 1520. Total Disbursed	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> HUD-1A <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4">Disbursement to Others</th> </tr> <tr> <th>Paid Off</th> <th>Creditor Name</th> <th>Balance</th> <th>Payoff Amount</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> 1</td> <td>HILLSIDE BANK</td> <td>14,748.00</td> <td></td> </tr> <tr> <td><input type="checkbox"/> 2</td> <td>HEMLOCKS</td> <td>437.00</td> <td></td> </tr> <tr> <td colspan="4" style="height: 40px;"></td> </tr> <tr> <td colspan="2" style="text-align: right;">1520. TOTAL DISBURSED (enter on line 1603)</td> <td colspan="2">0.00</td> </tr> </tbody> </table> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> Net Settlement <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>1600. Loan Amount</td> <td>234,000.00</td> </tr> <tr> <td>1601. Plus Cash/Check from Borrower</td> <td>0.00</td> </tr> <tr> <td>1602. Minus Total Settlement Charges (line 1400)</td> <td>55,901.52</td> </tr> <tr> <td>1603. Minus Total Disbursements to Others (line 1520)</td> <td>0.00</td> </tr> <tr> <td>1604. Equals Disbursements to Borrower (after expiration of any applicable rescission period required by law)</td> <td>178,098.48</td> </tr> </tbody> </table> </div> <div style="text-align: right; margin-top: 5px;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </div>	Disbursement to Others				Paid Off	Creditor Name	Balance	Payoff Amount	<input type="checkbox"/> 1	HILLSIDE BANK	14,748.00		<input type="checkbox"/> 2	HEMLOCKS	437.00						1520. TOTAL DISBURSED (enter on line 1603)		0.00		1600. Loan Amount	234,000.00	1601. Plus Cash/Check from Borrower	0.00	1602. Minus Total Settlement Charges (line 1400)	55,901.52	1603. Minus Total Disbursements to Others (line 1520)	0.00	1604. Equals Disbursements to Borrower (after expiration of any applicable rescission period required by law)	178,098.48
Disbursement to Others																																			
Paid Off	Creditor Name	Balance	Payoff Amount																																
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1520. TOTAL DISBURSED (enter on line 1603)		0.00																																	
1600. Loan Amount	234,000.00																																		
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1603. Minus Total Disbursements to Others (line 1520)	0.00																																		
1604. Equals Disbursements to Borrower (after expiration of any applicable rescission period required by law)	178,098.48																																		

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In the HUD-1A box, check off the items that are to be paid off by clicking on the box in the paid off column.

HUD-1 Page 2 - HUD-1A - Add

Quick Entry - VOL

Creditor	Balance	Months	Payment	Exclude Mon. Pay	To Be Paid Off
HILLSIDE BANK	14,748.00	48	425.00	N	N
HEMLOCKS	437.00	10	44.00	N	N
1520. Total D					

Debt Information

Factor for Revolving Debt	<input type="text"/>	Balance	<input type="text" value="14,748.00"/>
No. Months to exclude from installment debts	<input type="text"/>	Months Left	<input type="text" value="48"/>
<input checked="" type="checkbox"/> Will be paid off (*)		Payment	<input type="text" value="425.00"/>
<input type="checkbox"/> Exclude from URLA page 2 Liabilities Total		Payoff Amount	<input type="text"/>
<input type="checkbox"/> Resubordinated Indicator			

Creditor Comments
From
Title Print user's name as title

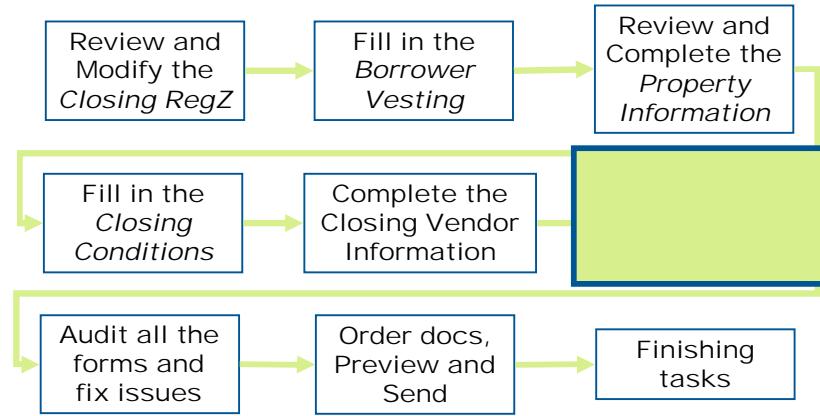
C O N F I D E N T I A L

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To add additional payments , click on the Show All (VOL) button. Use the “Quick Entry – VOL” form to enter additional payments that do not currently appear on the HUD-1A. Scroll down in this box to the Debt Information and check the “Will Be Paid off” box to add this item. This payment will be added to the HUD-1A.

This will be an additional liability that will show up on the 1003.

Process Steps Checkpoint



C O N F I D E N T I A L

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Here is a high level overview of the process you will follow. Let's get started by working on the RegZ form.

Auditing the Loan

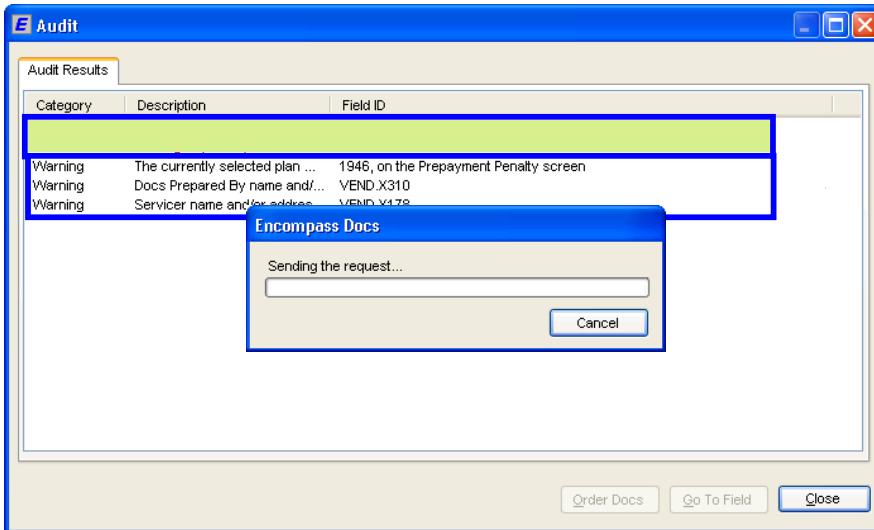
Open one of the closing forms from your Forms tab

The screenshot displays the Encompass360 software interface. At the top, the menu bar includes 'Encompass', 'View', 'Loan', 'Forms', 'Verifs', 'Tools', 'Services', and 'Help'. Below the menu is a toolbar with icons for Home, Borrowers, Closing RegZ, Closing Conditions, and others. The main window is titled 'Borrower Information – Vesting'. It contains fields for 'Seller' (Name: Ken Sample, Middle: , Last: Sample, Suffix: , Address: 10655 Birch Street, City: Burbank, State: CA, Zip: 91502) and 'Loan Information' (Plan Code: 1AM-DRAPER AND KRAMER (INV), Alt Lender: , Transfer to: , Purchase Price: 234,000.00, Date Prepared: //, Appraised Value:). On the left, a sidebar lists various closing forms: 'File started', 'Qualification finished', 'Sent to processor', 'Submitted', 'Cond. Approval finished', 'Resubmittal finished', 'Approved', 'Doc Preparation', and 'Doc signing'. The 'Closing RegZ' form is currently selected. The bottom of the screen shows a status bar with '09/18 14:04* Friday, 9/25/2009' and a 'CONFIDENTIAL' watermark.

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Open any one of the closing forms by clicking the appropriate form name in the Forms tab on the left side of your screen. You will see the audit button in the upper right. Any of the closing forms has the audit button at the upper right. You may need to login to Encompass Docs first.

Audit results

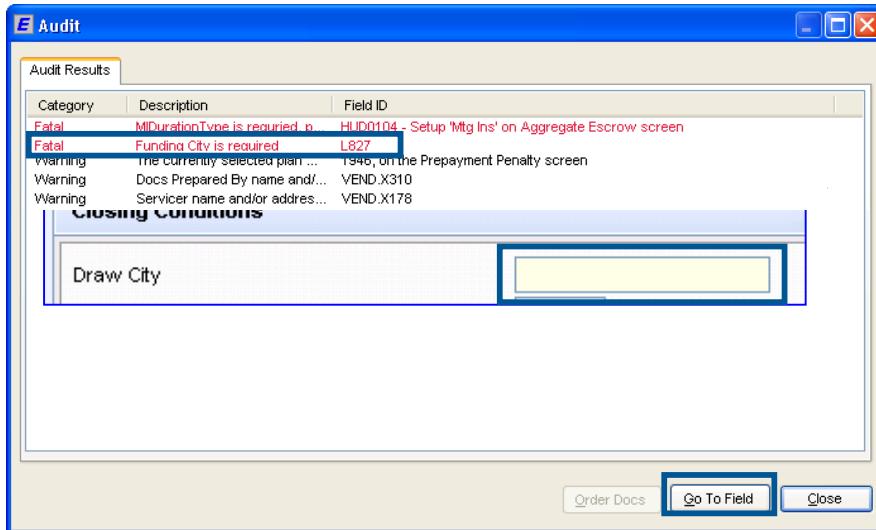


C O N F I D E N T I A L

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You may see a notice for a short time while the audit is preparing. The Audit box will then appear with the results of the audit. Fatal errors are highlighted in red, and must be corrected. Warnings appear at the bottom of the screen should be reviewed but do not have to be resolved.

Audit actions

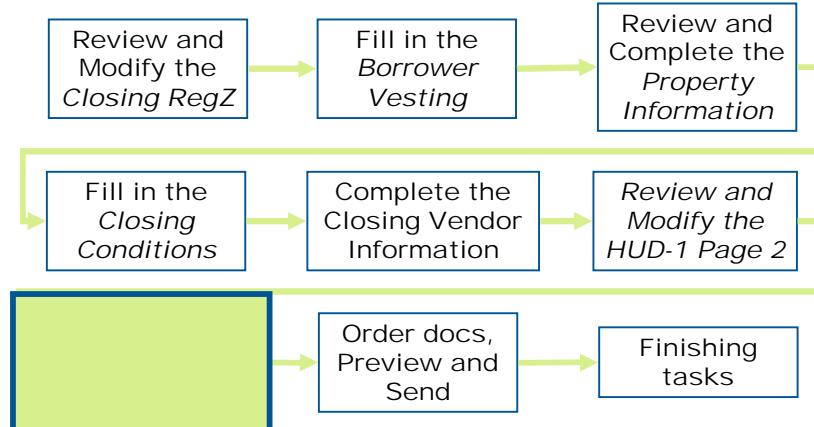


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To resolve the fatal errors, select the row for the error that you want to fix. Then click on the Go To Field button, and the field selected on the appropriate form will appear, with the field highlighted. Make the necessary entry or correction. To continue with corrections, open any Closing form and click on the Audit button to re-run the audit. When you have completed resolving all fatal errors, you may go ahead to order the docs.

Process Steps Checkpoint

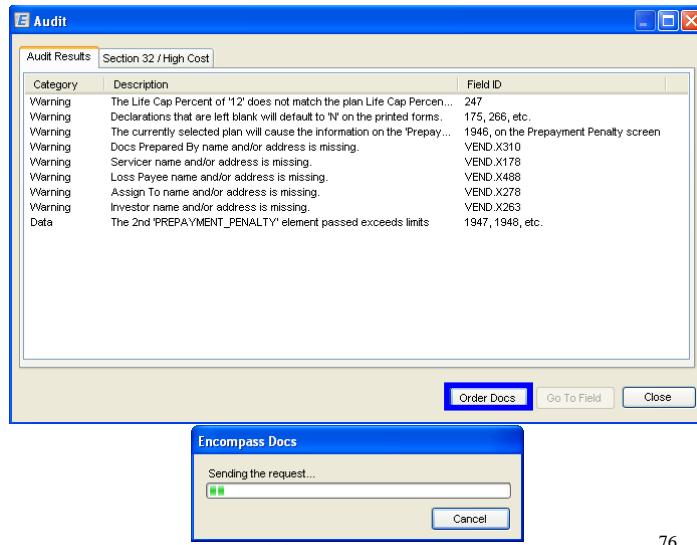


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Here is a high level overview of the process you will follow. Let's get started by working on the RegZ form.

Order Docs



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Click the Order Docs button to start the process.

Order Docs - document list

The image displays two overlapping windows titled "View Documents". The left window shows a list of documents with several items checked. The right window shows a larger list of documents, with one specific item highlighted.

Left Window (Selected Documents):

Document Title	Document Type
REG - Z	Encompass Docs
ITEMIZATN	Encompass Docs
FIXED/ADJ	Encompass Docs
FIXED/ADJ	Encompass Docs
CALIFORN	Encompass Docs
CA ASSIG	Encompass Docs
INSTRUCTI	Encompass Docs
LOAN DISB	Encompass Docs
SETTLEMENT	Encompass Docs
ESCROW A	Encompass Docs
PAYMENT	Encompass Docs
HAZARD IN	Encompass Docs
WAIVER OF	Encompass Docs
COMPLIAN	Encompass Docs
FLOOD ZON	Encompass Docs
TAX INFO	Encompass Docs
TRANSFER	Encompass Docs
HAZARD IN	Encompass Docs
INVESTOR	Encompass Docs
DISCRIMIN	Encompass Docs

Right Window (Full Document List):

Document Title	Document Type
REG - Z	Encompass Docs
ITEMIZATION	Encompass Docs
FIXED/ADJUSTABLE RATE NOTE	Encompass Docs
FIXED/ADJUSTABLE RATE RIDER	Encompass Docs
CALIFORNIA CONV DEED	Encompass Docs
CA ASSIGNMENT OF DEED OF TRUST LTR	Encompass Docs
INSTRUCTION TO ESCROW-TITLE-CLOSING AGENT	Encompass Docs
LOAN DISBURSEMENT INSTRUCTIONS	Encompass Docs
SETTLEMENT STATEMENT	Encompass Docs
ESCROW ACCOUNT DISCLOSURE	Encompass Docs
PAYMENT LETTER / COUPONS	Encompass Docs
HAZARD INSURANCE REQUIREMENTS	Encompass Docs
WAIVER OF ESCROW	Encompass Docs
COMPLIANCE AGREEMENT	Encompass Docs
FLOOD ZONE FORM	Encompass Docs
TAX INFORMATION SHEET	Encompass Docs
TRANSFER OF SERVICING DISCLOSURE STM	Encompass Docs
HAZARD INSURANCE ENDORSEMENT LETTER	Encompass Docs
INVESTOR PAYMENT LETTER	Encompass Docs
DISCRIMINATION ACT OF 1977	Encompass Docs

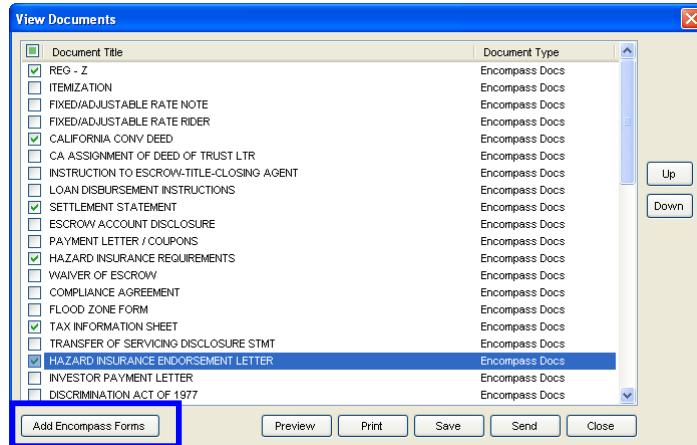
Buttons at the bottom of both windows include: Add Encompass Forms, Preview, Print, Save, Send, and Close.

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The next screen will show the corresponding documents for the plan code selected in the RegZ form.. Click on the check box at the upper left to deselect all documents. Then check the documents that you want to order.

Order Docs - Encompass Docs

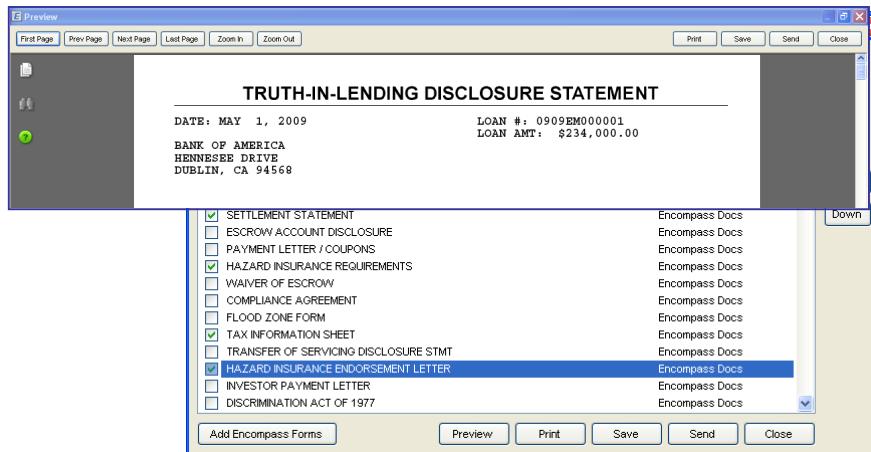


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If you want to add Encompass Docs such as a custom letter or a standard encompass document, click the Add Encompass Forms document.

Order Docs - Preview

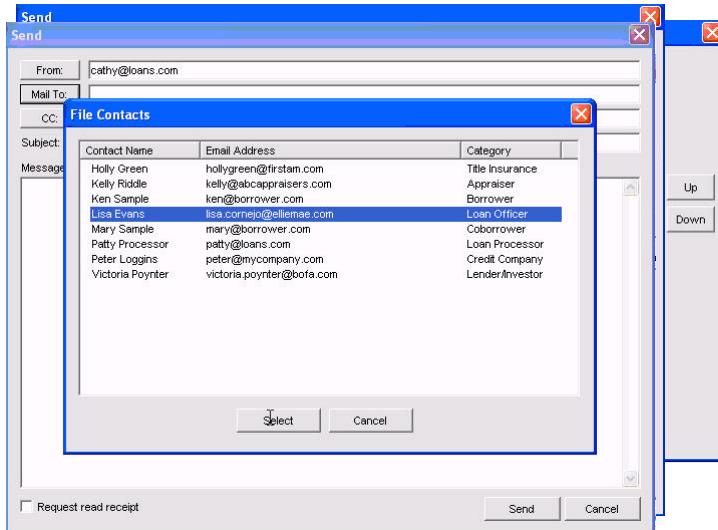


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Click on the preview button to get an on screen view of all the documents you have ordered. Use the buttons at the upper left to navigate through the Preview. You can use the buttons at the upper right to print, save or send the documents. We will close this view by clicking the close button.

Order Docs - Sending Documents Securely

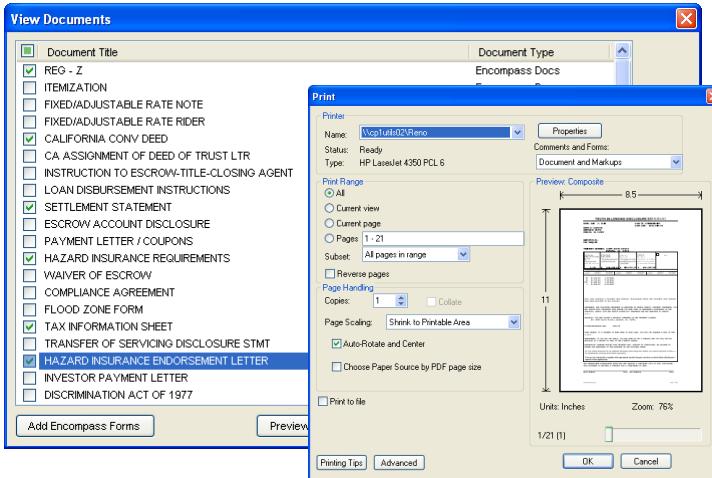


C O N F I D E N T I A L

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Now that you have ordered the docs and previewed them, it is time to transmit them. The most common way to do this is by secure electronic transfer. The documents are transferred to a secure web site that is safe and easy to use for everyone involved. Start by clicking on the Send button. This will create an email. You can customize the email – who it goes to, and the message you put in it. When you click the Mail To button, you will see your File contacts so you can choose who to send the message to.

Order Docs - Print



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While it is most common to transmit the documents electronically, you can also print them if you choose. From the View Documents screen, click the Print button. You will see the standard Windows Print dialog box. Make sure that you have all of the settings correct, and have loaded the correct type of paper to match the forms output. Click OK when you are ready to print.

Order Docs - Sending Documents Securely

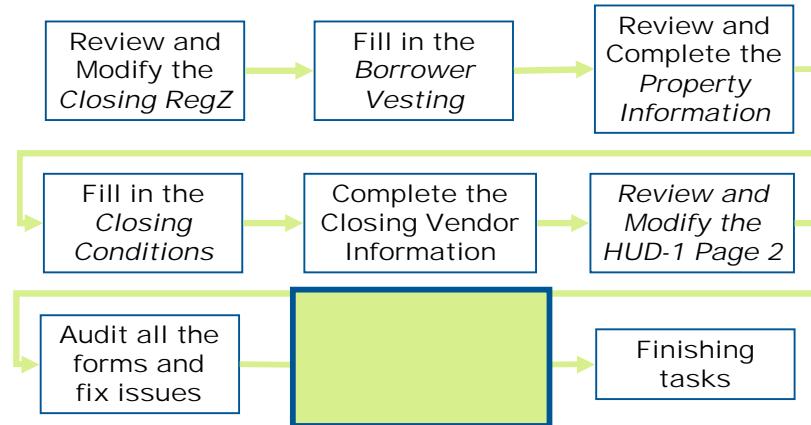


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When you send the email, you will see the progress bar for a moment. Let's look at the email that will show how to access the documents. The email includes a link to a secure web site, which is password protected. A new users will be guided to set up an account. After login, the documents are available for review on the site. Secure Form Transfer documents are place on your Company's Website created through Ellie Mae's WebCenter. An example of that is pictured here. If you do not have a Centerwise account, the documents are placed on the Ellie Mae Loan center website. Using Secure Form Transfer is safe and easy.

Process Steps Checkpoint



C O N F I D E N T I A L

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We have now completed the closing process. Let's talk about some important points in Finishing Tasks.

Finishing Up - The Log

- » The log is automatically updated

The screenshot shows the Ellie Mae software interface for managing loan documents. At the top, it displays basic loan information: Loan Amount: \$187,200.00, LTV: 80.000/80.000, DTI: 37.320/37.320, and a note that the document was received today. Below this, the '1st Loan Position' section is visible, showing tracking details for a 'Document Preparation' task. The task is assigned to 'Ken Sample' and ordered from 'Encapsus Docs'. It includes fields for 'Days to Receive' and 'Days to Expire', both set to 0. The 'Ordered on' field is set to 07/07/2009. A comment in the 'Comments' section notes that the document was ordered by 'Cathy Closer' at 11:04:29 AM on 07/07/2009. The bottom right corner of the interface features the Ellie Mae logo.

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When you finish ordering Docs, your co-workers can see the status in the log. They don't need to bother you with a phone call to find out what is going on – they can simply look in the log to see the status.

Finishing Up - Your Changes

- » All changes go to a single database
- » Make a change during closing?
 - Saved
 - No need to go back and re-enter
- » You have unlimited re-draws of your docs
 - 30 days
 - As many as you need

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Remember that all of your documents are stored in one place by Encompass360. If you made any changes to any information during the closing process, everything is updated automatically. You don't have to go back and correct or re-enter anything.

Also remember that you can re-order docs for 30 days. There is no additional charge for the additional re-draws.

Finishing Up - Docs are Stored

- » You can review all previous Doc versions

The screenshot shows the eFolder interface with two main windows. The top window is titled 'Documents' and displays a grid of documents. The bottom window is titled 'Document Details' and shows a 'Details' section with dropdown menus for Name, For Borrower, For Milestone, Access, and For Condition. To the right is a 'Files' section listing two versions of a document named 'Document Preparation' with dates 10/01/09 01:52 PM and 10/01/09 01:55 PM. A blue box highlights these two entries. At the bottom right of the interface is the Ellie Mae logo.

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Finally, if you want to view or re-use docs that were in a previous version, click on the eFolder icon within the loan file to view all closing document requests on the file. You can view each document associated with the order. This will bring up a list of previous versions of the docs, in case you need to review or to restore a previous version. Now, it's time to take a knowledge check of 7 questions to see what you remember.

Final Knowledge Check

Question 1 of 7 ▾

Point Value: 10

What step do we recommend to do first to begin the closing process?

- Go through your HUD 1 Page 1 thoroughly to look for errors.
- That depends on your company's process. Most start by setting up the borrower vesting.
- Review your 1003 first.
- Complete review of the Closing Regz starting with the Plan Code Selection.

PROPERTIES

On passing, 'Finish' button:
On failing, 'Finish' button:
Allow user to leave quiz:
User may view slides after quiz:
User may attempt quiz:

[Goes to Next Slide](#)
[Goes to Next Slide](#)
[After user has completed quiz](#)
[At any time](#)
[Unlimited times](#)



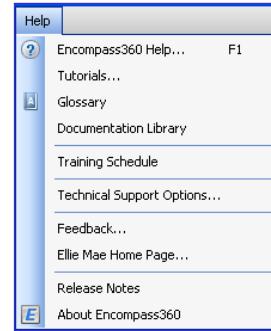
Properties...



Edit in Quizmaker

Congratulations

- » You have completed the Closing course.
- » If you need additional assistance while working with Encompass360, be sure to check out all of the resources available in the Help menu in your software.



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