PwrTPO

Initial Disclosures Request: Start Here, Then Choose Your Path

IMB Loans PWR PLAY

Loans where the IMB is responsible for sending thier own disclosures (not using PwrTPO's disclosures) will need to upload a copy of their initial disclosures at the time of underwriting request.

There are two ways to complete initial disclosures with PwrTPO.
1) Start with the same loan and fees setup, then choose whether you want PwrTPO to complete the disclosure process or; 2) send disclosures directly from the portal.

1 **Prepare the Loan**

Lock or float the loan if pricing is available. If applicable, obtain MI quote and enter MI information.

2 **Anti-Steering**

Complete the Anti-Steering Loan Action.

- Required for Lender Paid
- Optional for Borrower Paid

3 **Fee Setup**

Enter all of your originating fees, third party processing fees, or any fee to be disclosed on the LE

4 **Request Title/Closing Fees**

Generate the settlement agent fees, recording fee, and transfer taxes. These may also manually be entered.

5 **Save**

Don't forget to save your work.

You're Ready to Choose Your Path!

WHO WILL SEND THE DISCLOSURES?

Option 1 - Have PwrTPO Send My Disclosures

PwrTPO reviews the fees, prepares the Loan Estimate (LE), and sends you the LE for approval. Once approved PwrTPO will send the full disclosures package to your borrower.

OR

Option 2 - Send Disclosures Myself On The PwrTPO Portal

You complete the setup of the initial disclosures, review the Loan Estimate (LE) and send the full initial disclosures package to your borrowers directly from the PwrTPO Portal.

Option 2 - Send Disclosures Myself On the PwrTPO Portal **is not available on the following loans:** TX Refinances, NonQM programs, Jumbo loan programs, DPA programs requiring a second lien, and loans with a purpose of "other".

Initial Disclosures Request: Prepare the Loan for Initial Disclosures

Step 1: Follow the steps to “**Float or Lock** a New Loan”; while not required this will simplify the disclosure process.

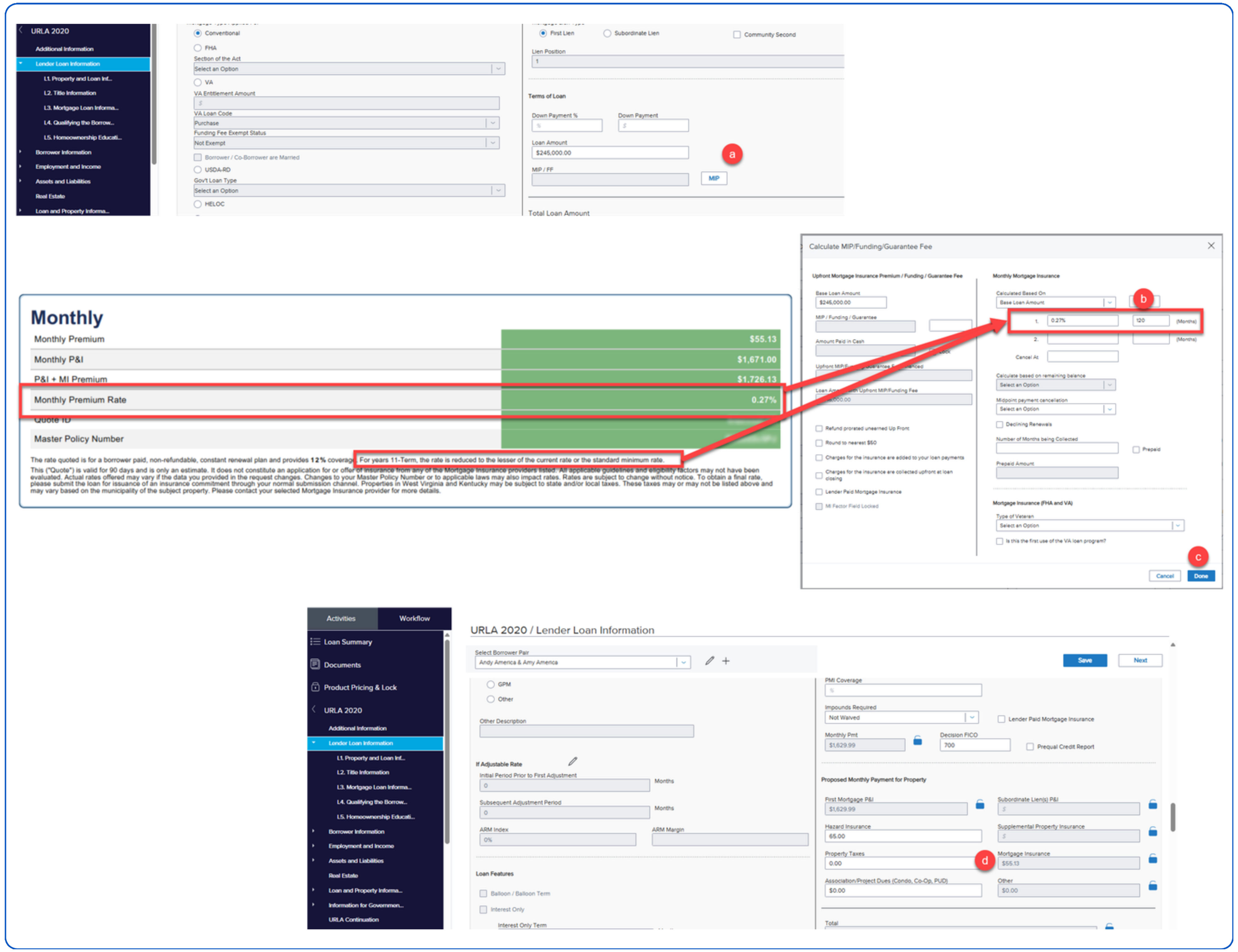
Step 2: If your loan has **Mortgage Insurance**, follow the “Mortgage Insurance Quote” process to get your quote. You will need to enter the Mortgage Insurance into the URLA.

a. Go to URLA > Lender > Mortgage Loan Information and click on the “MIP” button

b. Enter the “Monthly Premium Rate” and the number of months the Mortgage Insurance will be collected

c. Click “Done”

d. The Mortgage Insurance will be added to your loan



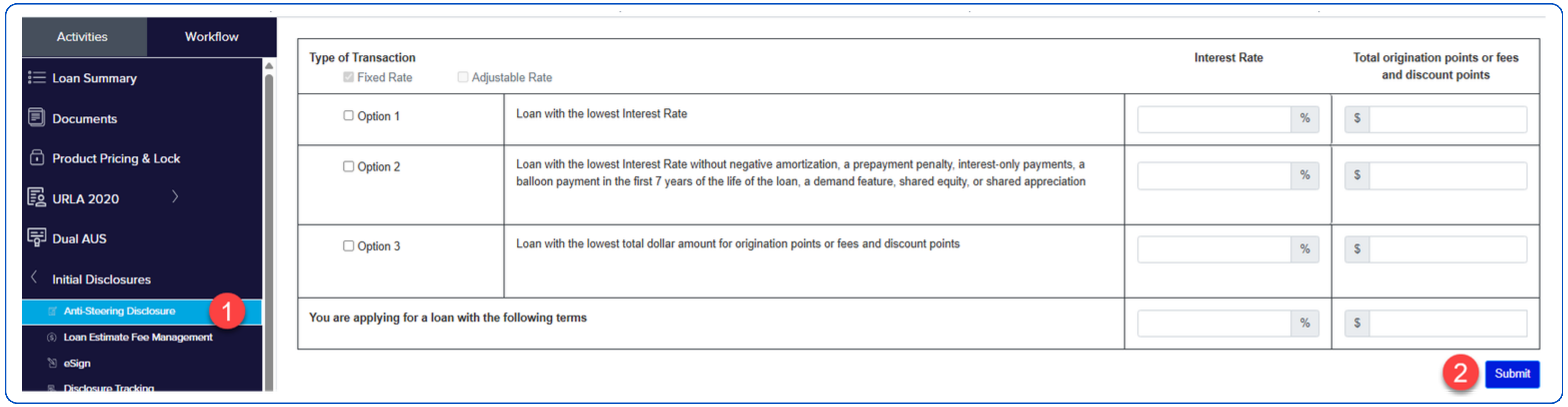
MI Quote

PWR PLAY

Upload a copy of your MI Quote to “Documents” > “*TPO - Initial Submission” to assist your underwriter with the the MI certificate.

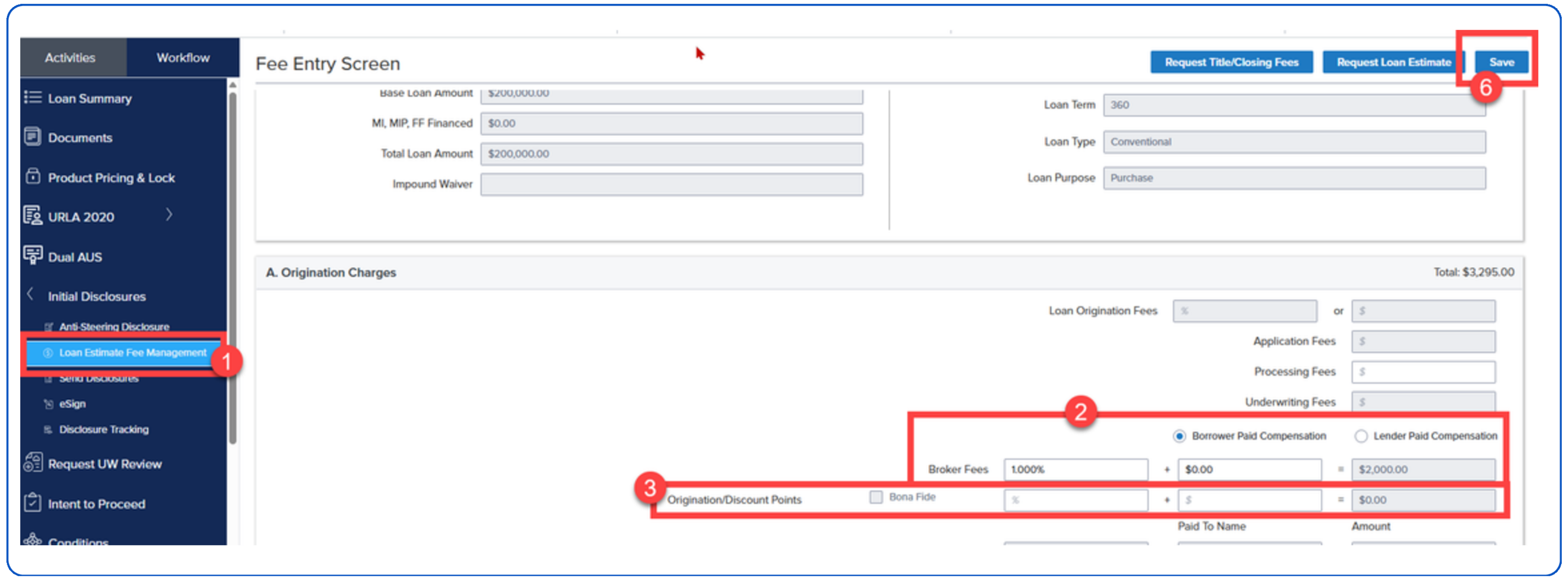
Initial Disclosures Request: Anit-Steering Disclosure

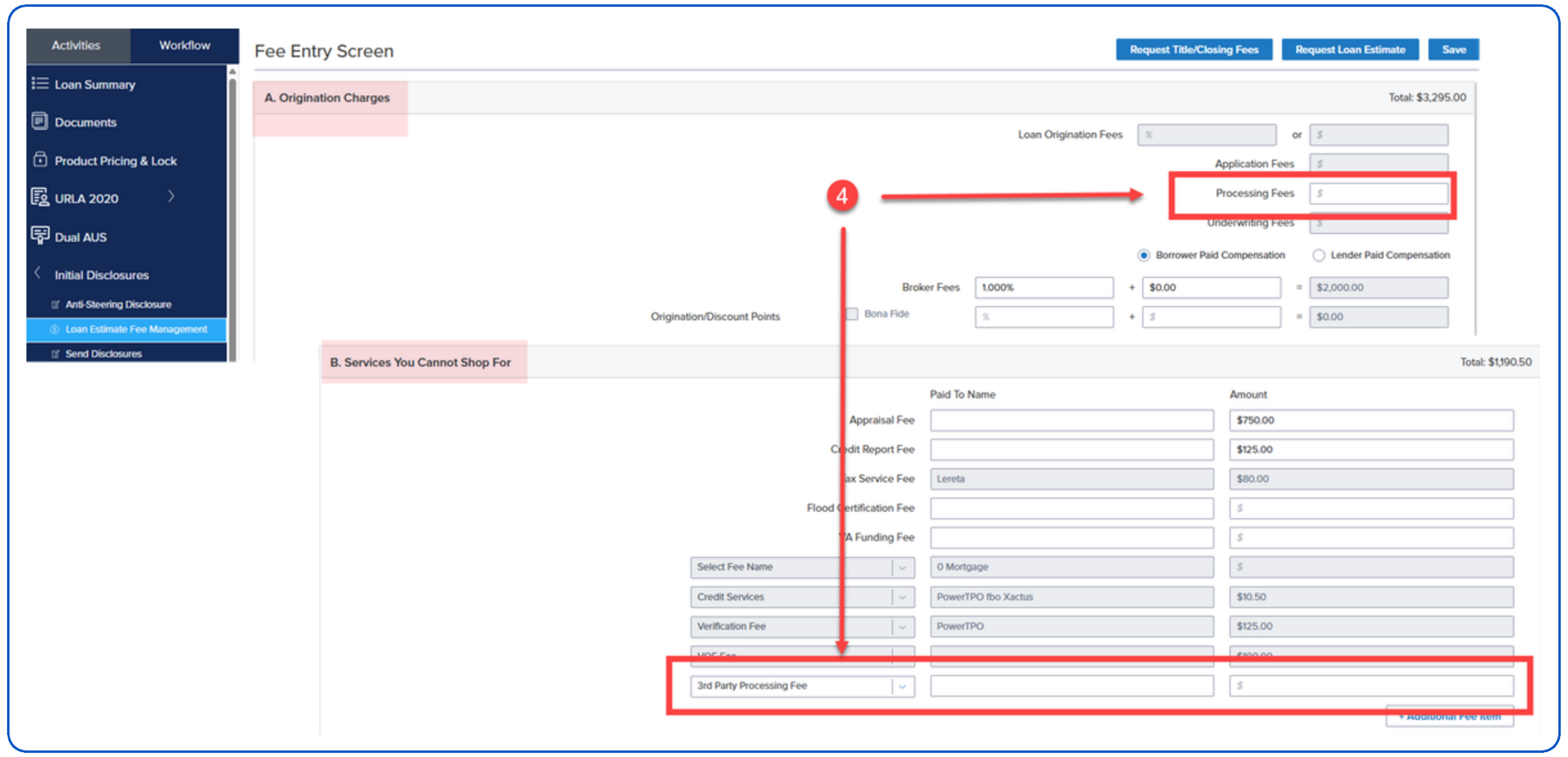
Step 1: If this is a Lender Paid transaction, click on “**Anti-Steering Disclosure**” under “Initial Disclosures”;
Borrower Paid transactions can still complete the disclosure, but are not required to
Step 2: Complete the required fields and click “Submit”



Initial Disclosures Request: Fee Setup

Step 1: Go to “Initial Disclosures” > **“Loan Estimate Fee Management”**
Step 2: If you have not floated or locked your loan, select your compensation method (borrower or lender paid) and save the loan
a. If you have already floated or locked your loan and would like to change your compensation method, contact lockdesk@pwrtpo.com
b. If you select borrower paid, update your compensation if necessary
Note: If you selected “Borrower Paid” and do not have the option to add fees to section A, please save and then reload the page (refresh or go to a different page and come back)
Step 3: If you floated your rate, you can enter in the discount for the rate. To see the credit on a floated rate, email sales@pwrtpo.com and ask them to enter the amount you are providing (this will appear in section J)
Step 4: If you are charging a **processing fee**, please add the fee. Is the processor with your company and **there is not a seperate invoice**? Add the fee to “Processing Fees” in section A. **Is (or will there be) an invoice** from a 3rd Party Processor? Add the fee to “3rd Party Processing Fee” in section B.
Step 5: Add any additional origination fees, 3rd party fees (see the next page for settlement agent fees), prepaids, escrow amounts, or other fees to be disclosed to the borrower on the LE
Step 6: Save the loan (we recommend saving often)



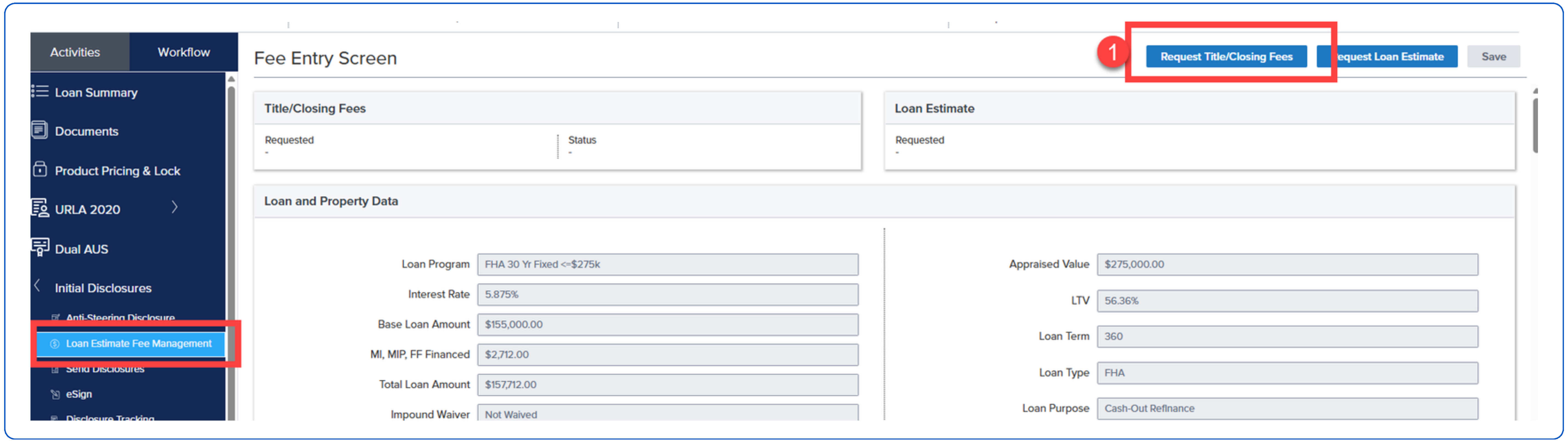


Initial Disclosures Request: Reqeust Title/Closing Fees

This step will generate the settlement agent fees, recording fee, transfer taxes, and stamp(s) fees, showing them to be paid for by the borrower. You are not required to use SmartFees and can manually enter these fees.

Step 1: In "Initial Disclosures" > "Loan Estimate Fee Management", click on "Request Title/Closing Fees" to run SmartFees
a. You will receive a pop up asking if you are sure you want to save and request title/closing fees at this tme. Clicking "Continue", will save the loan and run SmartFees. Clicking "Cancel" will exit the popup, SmartFees will not run and the loan will not be saved.
Step 2: If any required fields are missing, you will receive a pop up to complete those fields. Complete the fields and click "Save"

If SmartFees fails or does not return fees, please email sales@pwrtpo.com and copy your AE.



Please **do not modify fees returned from SmartFees**. If the seller is paying for the fee and not the borrower, upload the purchase contract showing the seller is paying the fee to "Documents" > "*TPO - Initial Submission" for review.

Initial Disclosures Request: Important Details

PwrTPO is working to improve the process and also wants to ensure that there are no unexpected closing delays when it comes to fees and cures.
Below are important details for how fees are showing Loan Estimate that will help with our current process.

- **Certain fees are defaulted** based on current market trends; upload your invoices to "Documents" > "*TPO - Initial Submission" for PwrTPO to review and update these fees on the initial loan estimate

- The **VA Funding Fee** is defaulted to the highest amount. To change this amount, upload a copy of the Certificate of Eligiblity (COE) to "Documents" > "*TPO - Initial Submission"

- The **LE will only show the fees being paid for by the borrower**. To adjust any borrower paid fees to account for the amount the seller is paying (transfer taxes, prorations, etc.), upload a copy of the executed purchase contract to "Documents" > "*TPO - Initial Submission"

- Buying out the **PwrTPO Admin Fee** (lock and float): If you have bought out the PwrTPO Admin Fee, the fee will still show on the Loan Estimate until it has been manually reviewed by PwrTPO

- The "**Deposit**" listed under "Calculating Cash to Close" on the "Loan Esitmate Fee Management" screen may show incorrectly. It will show correctly on the Loan Estimate. If PwrTPO is competing the disclosure request on your behalf, be sure to revew the amount listed on the Loan Estimate. If you are completing the disclosure request on the PwrTPO, prevew the LE prior to sending the disclosures to your borrower to confirm the deposit amount.

WHO WILL SEND THE DISCLOSURES?

Option 1 - Have PwrTPO Send My Disclosures

The uploaded purchase contract, COE, lock confirmation, and invoices will be reviewed by our Disclosures Desk prior to sending you the LE for approval. Questions or changes should be directed to **disclosuresptpo@pwrtpo.com and your Account Executive (AE) should be copied** on the email.

OR

Option 2 - Send Disclosures Myself On The PwrTPO Portal

After uploading your documents (purchase contract, COE, or invoices), contact **sales@pwrtpo.com and copy your AE** with the requested fee changes. **If this step is bypassed** fees may not be updated until a revised LE or Closing Disclosure (CD) is sent. **REMINDER:** some fee changes require a valid Change of Circumstance (COC) and can impact your borrowers APR and cause a delay in closing.

Initial Disclosures Request: Follow Your Path

You've complete the same setup steps needed for all disclosure requests. Now follow the steps based on how you want to handle disclosures.

WHO WILL SEND THE DISCLOSURES?

Option 1 - Have PwrTPO Send My Disclosures

PwrTPO reviews the fees, prepares the Loan Estimate (LE), and sends you the LE for approval. Once approved PwrTPO will send the full disclosures package to your borrower.

OR

Option 2 - Send Disclosures Myself On The PwrTPO Portal

You complete the setup of the initial disclosures, review the Loan Estimate (LE) and send the full initial disclosures package to your borrowers directly from the PwrTPO Portal.

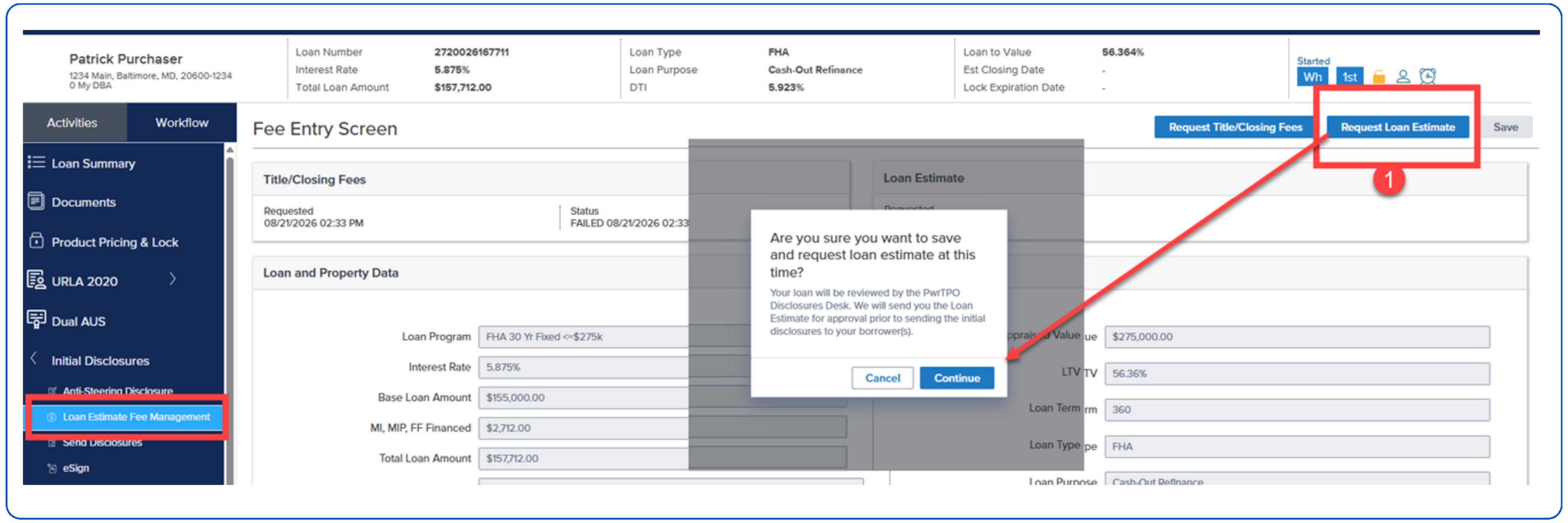
Option 2 - Send Disclosures Myself On the PwrTPO Portal **is not available on the following loans:** TX Refinances, NonQM programs, Jumbo loan programs, DPA programs requiring a second lien, and loans with a purpose of "other".

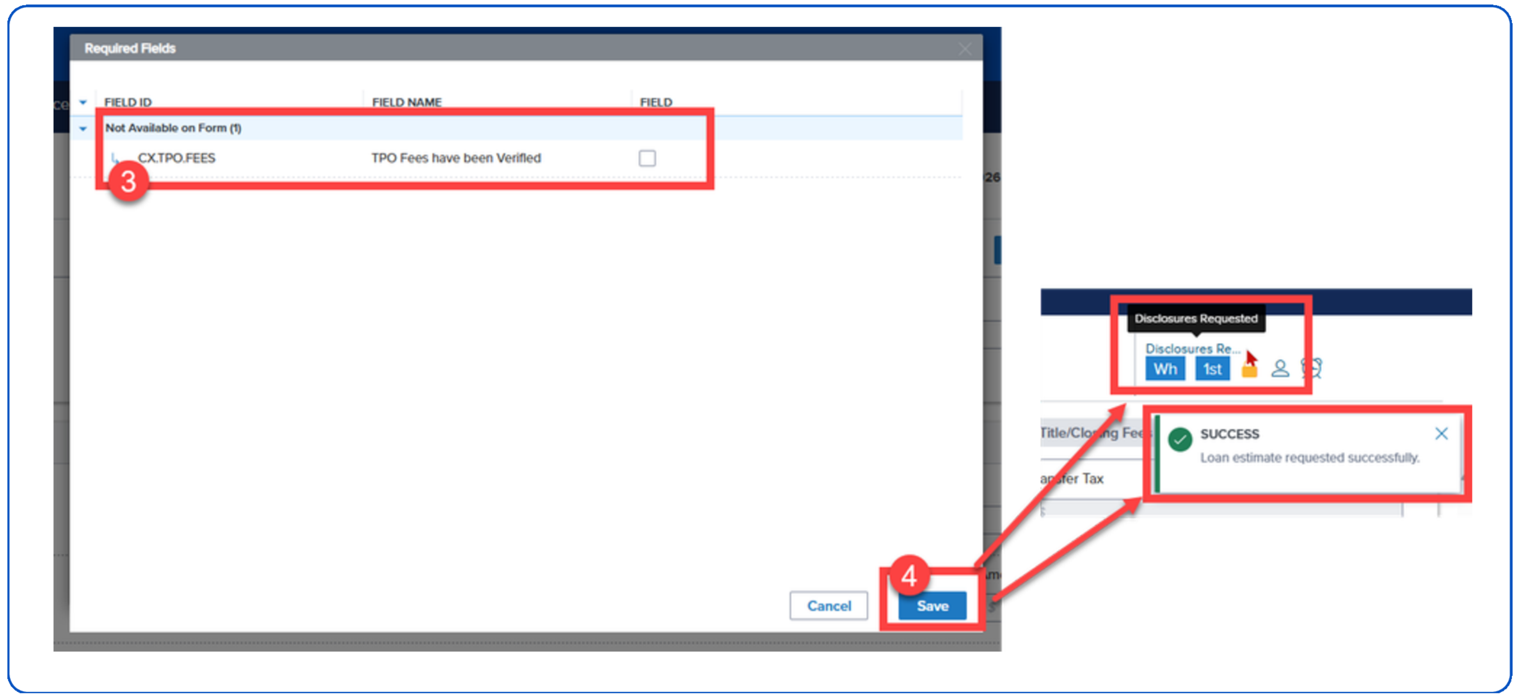
Initial Disclosures Request: Option 1 - Have PwrTPO Send My Disclosures

DO NOT click on “Request Loan Estimate” on the “Loan Estimate Fee Management” loan action if you intend to send disclosures yourself on the portal. Go to the next page.

Step 1: In “Initial Disclosures” > “Loan Estimate Fee Management”, click on “Request Loan Estimate”; you will receive a pop up asking if you are sure you want to request the loan estimate at this time - click “continue”
Step 2: Complete any required fields
Step 3: Check the box in the required fields pop up for “TPO Fees have been Verified” - this is your attestation that you have completed the fee entry based on your knowledge of the fees on the loan at this time
Step 4: Click “Save”. Once the save is successful, you will get a “success” popup on the right that you can close out telling you that the “Loan estimate requested successfully” and the status in the top right will now show “Disclosures Requested”

You have completed the request for disclosures. **PwrTPO will review the fees, documents uploaded, and send you the LE to review prior to sending the initial disclosures package to your borrowers).** Any important information that may be helpful for the disclosures team can be uploaded to “Documents” > “*TPO - Initial Submission”.



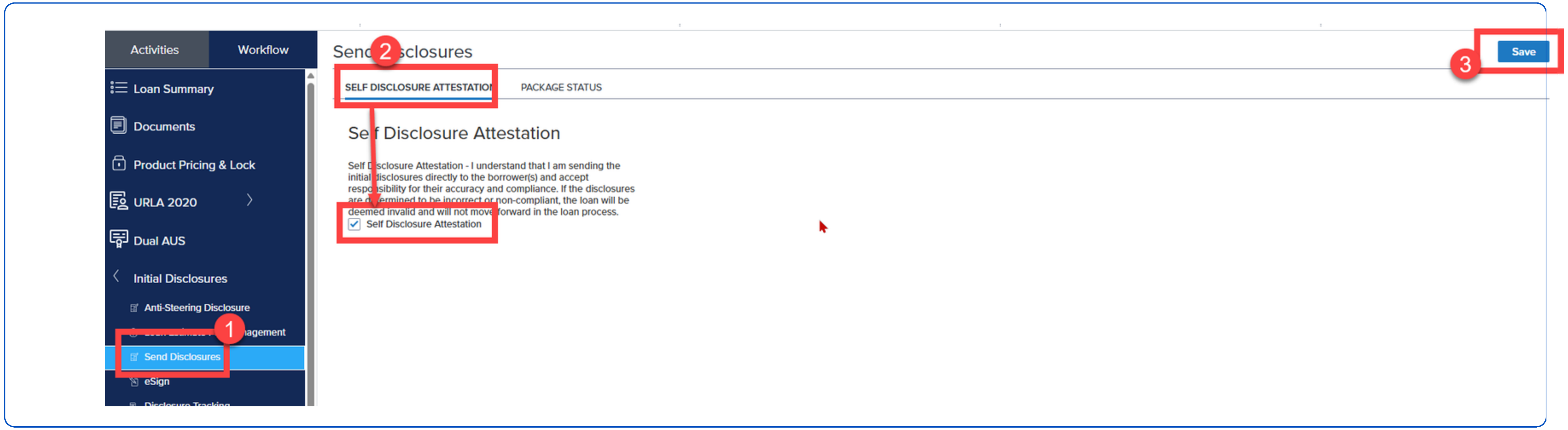


Initial Disclosures: Option 2 - Send Disclosures Myself on the PwrTPO Portal

You will commonly see this option referenced as "Self Serve" or "Self Service" disclosures process.

STOP **If you have already completed the "Request Loan Estimate" steps on the previous page, you will not be able to send disclosures yourself on the PwrTPO Portal.**

Step 1: Under "Initial Disclosures", click on "Send Disclosures"
Step 2: Complete the "Self Disclosure Attestation"
Step 3: Click "Save"



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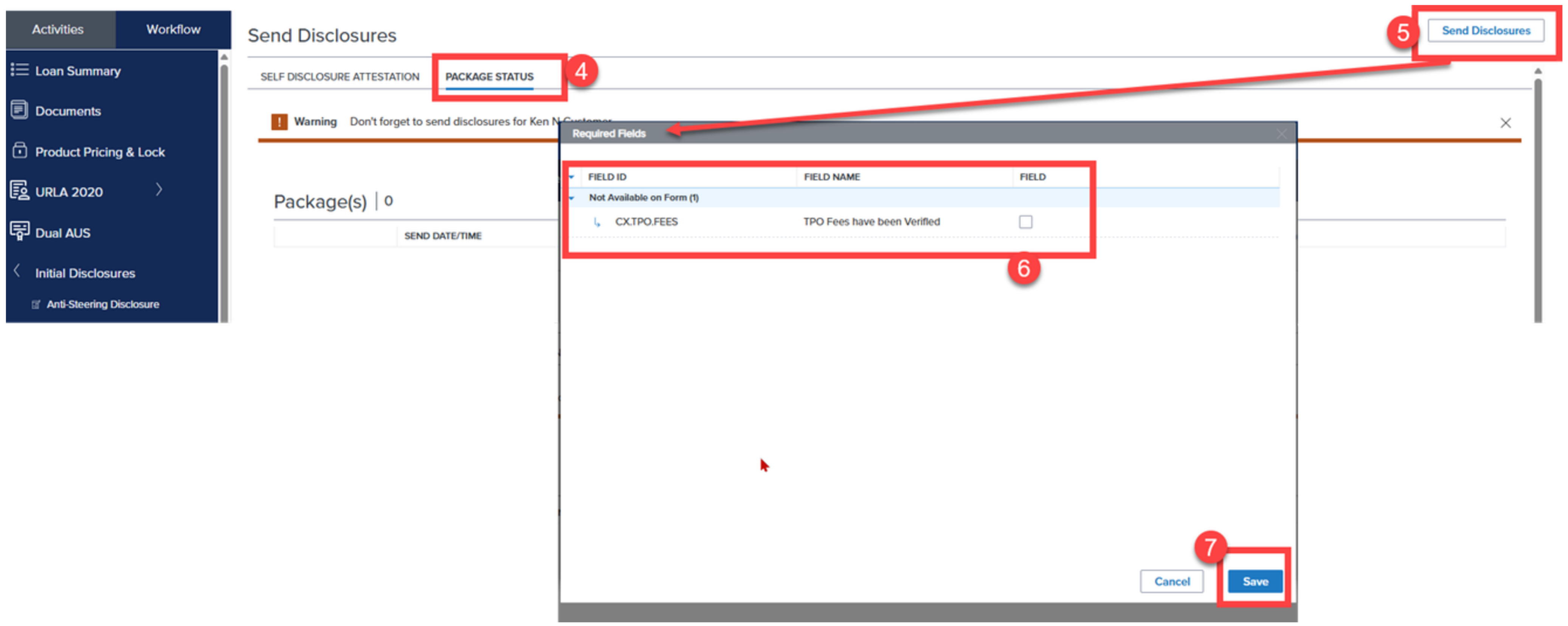
Initial Disclosures: Option 2 - Send Disclosures Myself on the PwrTPO Portal

You will commonly see this option referenced as "Self Serve" or "Self Service" disclosures process.

Each Borrower Pair will need to be disclosed separately. You will be asked to follow the steps starting on Step 4 for each borrower pair. Once initial disclosures have been sent on 1 borrower pair, the system will not let you move forward until disclosures for all borrower pairs have been sent.
The loan will be considered out of compliance if disclosures are NOT sent on all borrower pairs within three (3) days of the application date.

Step 4: Click on "Package Status"; this will trigger the Home Counseling Provider search
Step 5: Click on "Send Disclosures" in the top right; this will do a check of all required fields to send the disclosures
Note: You may need to click this box more than once to continue the process if you have required fields to complete
Step 6: Complete all required fields
Step 7: Click Save

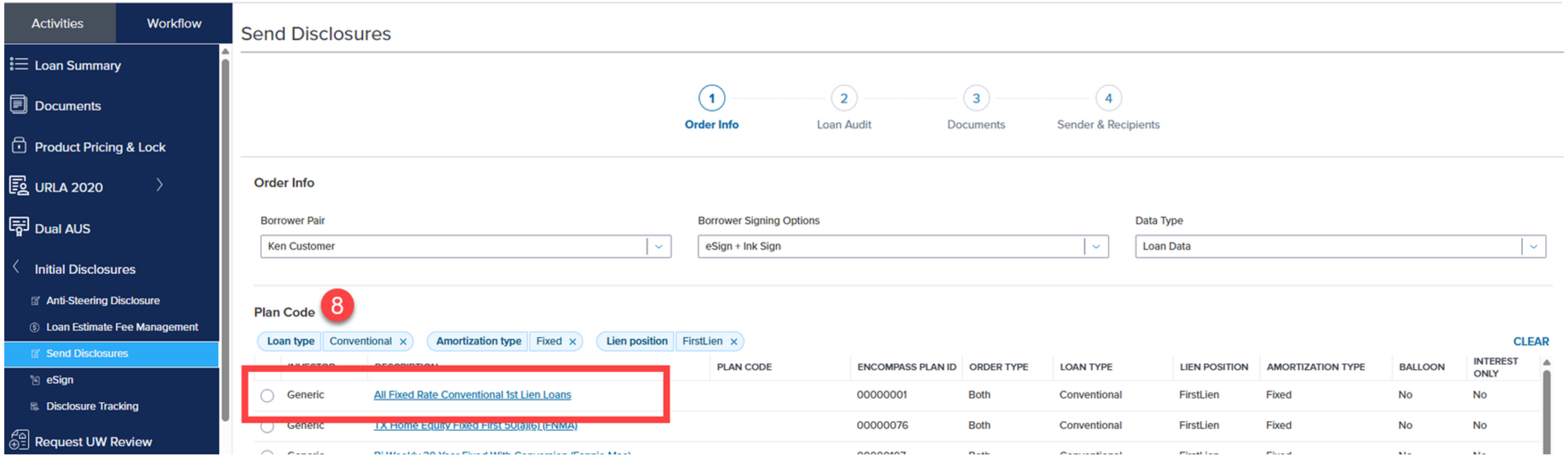
Repeat steps 5 - 7 until you have cleared all required fields. Once all required fields have been completed, clicking on "Send Disclosures" in the top right will redirect you to the next page to select a plan code.



Initial Disclosures: Option 2 - Send Disclosures Myself on the PwrTPO Portal

You will commonly see this option referenced as "Self Serve" or "Self Service" disclosures process.

Step 8: Select the first available plan code in the list of plan codes
Step 9: Scroll down and click "Next" (it will be at the bottom right of the page)
Step 10: Clicking "Next" in the step above will trigger the audit/compliance run



PwrTPO is here to help you if you get stuck, have questions, or are just not ready to do disclosures on your own.
Contact sales@pwrtpo.com OR complete the steps for "Option 1 - Have PwrTPO Send My Disclosures".

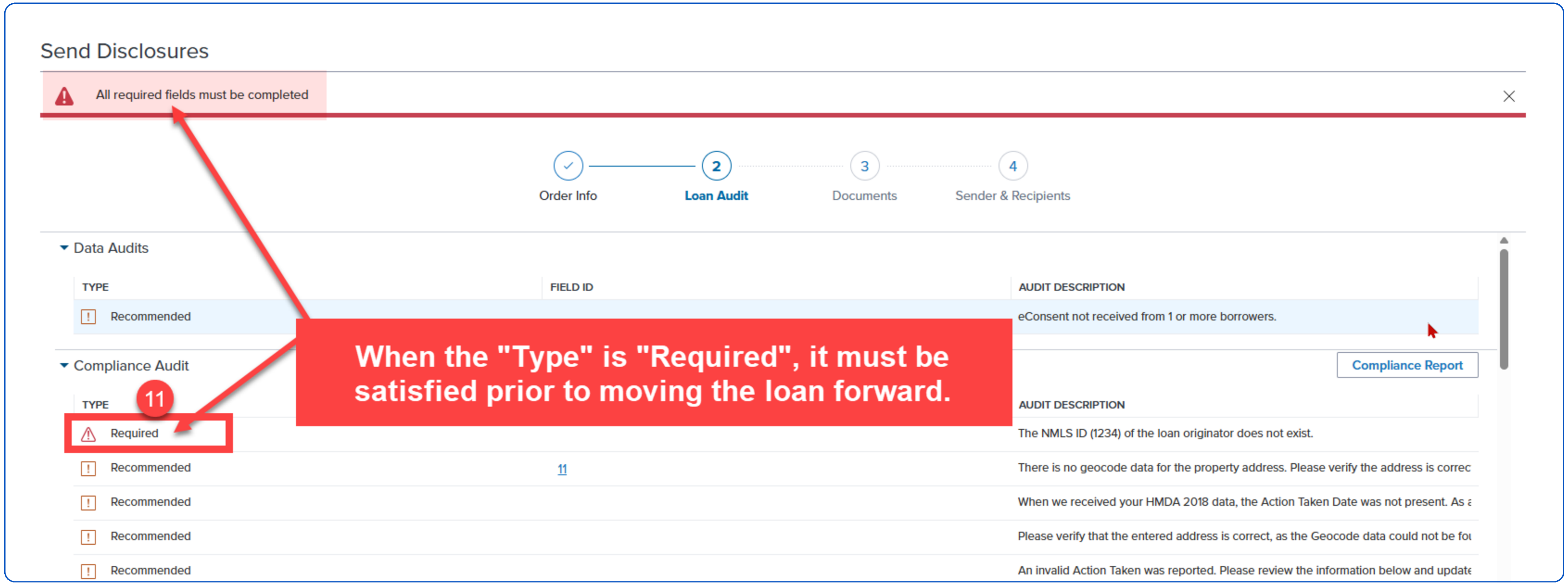
Initial Disclosures: Option 2 - Send Disclosures Myself on the PwrTPO Portal

You will commonly see this option referenced as “Self Serve” or “Self Service” disclosures process.

Step 11: Satisfy any audit types that show **“Required”**; an audit “Type” that shows “Recommended” does not prevent you from moving the loan forward.
Step 12: Click “Next” on the bottom right of your screen (you may have to scroll down)

If you receive an **audit “Type” for “Required”, this must be solved for before you can move to the next step**. Revise any required fields in the URLA or on the “Loan Estimate Fee Management” page to satisfy a “Required” audit type.

If you are **unable to satisfy the required field,** contact **sales@pwrtpo.com OR complete the steps for “Option 1 - Have PwrTPO Send My Disclosures”.**



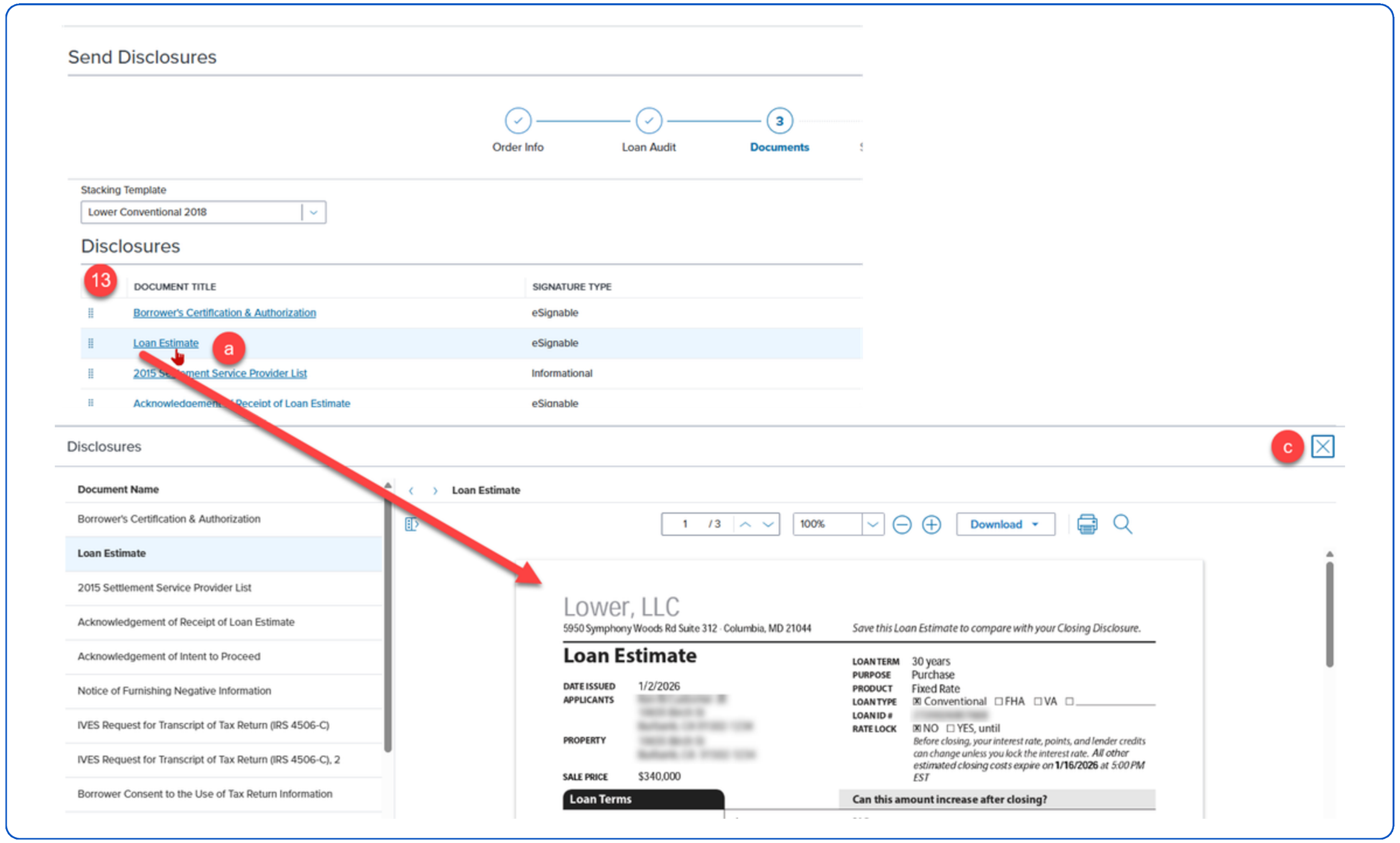
PwrTPO is here to help you if you get stuck, have questions, or are just not ready to do disclosures on your own.
Contact sales@pwrtpo.com OR complete the steps for “Option 1 - Have PwrTPO Send My Disclosures”.

Initial Disclosures: Option 2 - Send Disclosures Myself on the PwrTPO Portal

You will commonly see this option referenced as "Self Serve" or "Self Service" disclosures process.

Do not change the "Stacking Template" at the top of the page. All required disclosures will be sent to your borrower and the stacking template does not impact which disclosures are sent to your borrower.

Step 13: You have the option to view the Loan Estimate (LE) or any other disclosure prior to sending disclosures
a. click on the disclosure hyper link to view the document
b. If changes are needed, exit the "Send Disclosures" loan action and go back to the appropriate loan action to make the update
c. Reminder: if defaulted fees need to be reviewed, upload the invoice(s) or any supporting documentation to "Documents" > "*TPO - Initial Submission" and and contact sales@PwrTPO.com to review and update the loan.
e. Click on the "X" to exit the viewing of the document
Step 14: Scroll down and click "Next"



Anti-Steering Disclosure

PWR PLAY

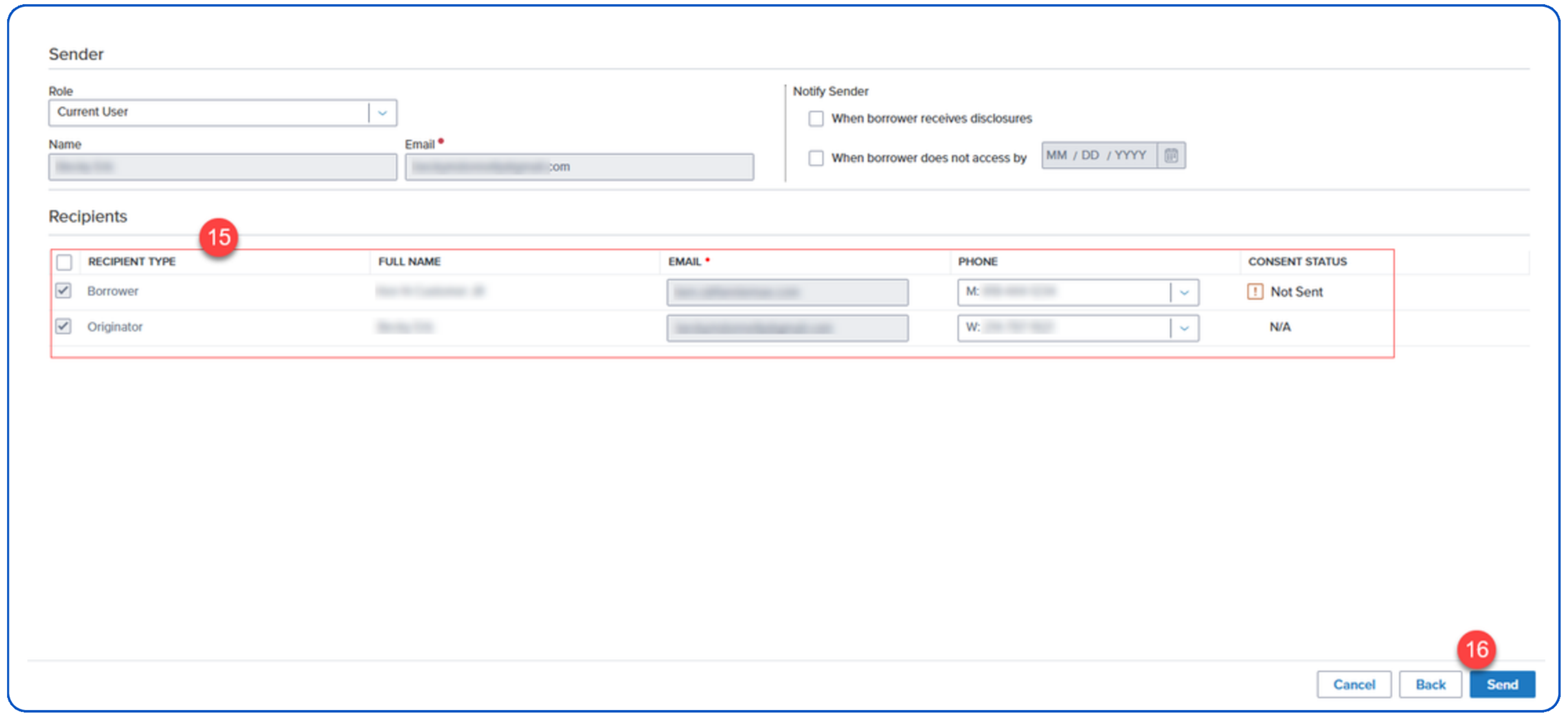
The Anti-Steering Disclosure (ASD) is only required on Lender Paid Compensation (LPC) transactions. It is optional for Borrower Paid Compensation (BPC) transactions. **IF you did not complete the ASD on a BPC transaction, you will see a "Loan Form Printing Rule".** This rule is to inform you that **ASD will NOT be included in the initial disclosures package.** The rule will not prevent you from moving forward in the process.

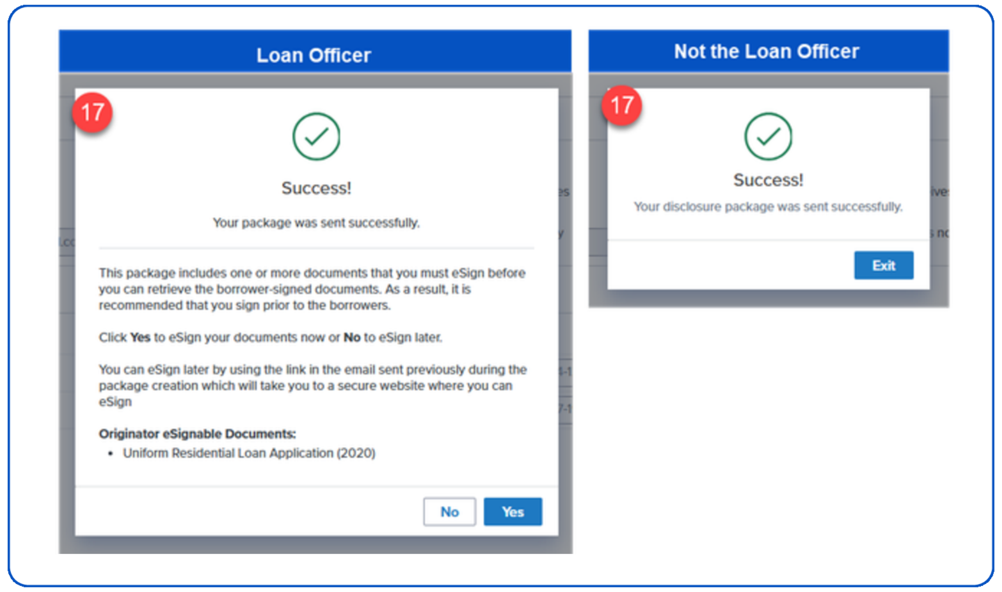
▾ Loan Form Printing Rules Results

TYPE	FIELD ID	AUDIT DESCRIPTION
Public:\Companywide\PowerTPO\PowerTPO - Anti-Steering Disclosure.DOC	CX.TPO.ASD.SELECTED.ORIGIN	

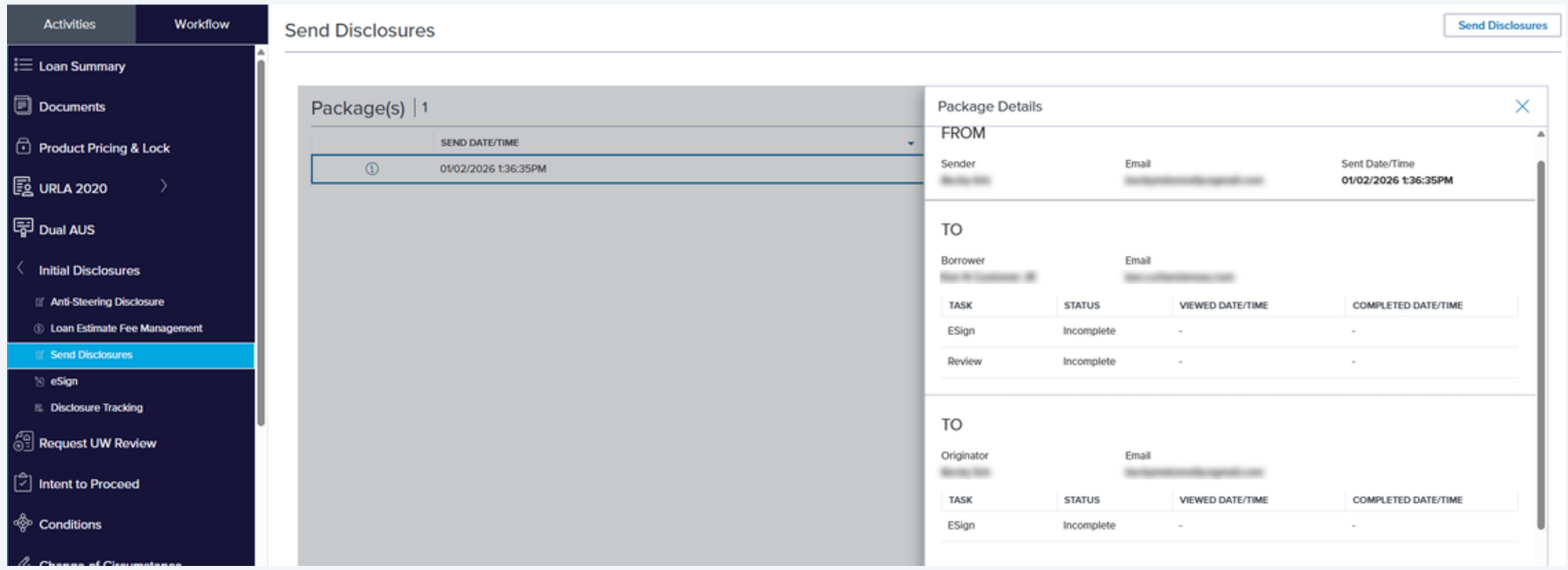
Initial Disclosures: Self-Service Guide

Step 15: Review the contact information; to update the borrower's contact information go to URLA 2020 > Borrower Information
Step 16: Click "Send" and the initial disclosures package will be process
a. Your borrower(s) and the Loan Officer will receive emails prompting them to complete the eSigning process.
Step 17: You will get a pop up that the disclosures were sent successfully. If you are the LO, your popup will include the ability to esign. If you are not the LO, you *will not* be able to sign the disclosures on their behalf.





You now have more transparency into disclosure status.
Go to Initial Disclosures > Send Disclosures and clicking on the package.
You can see when all parties have viewed and completed any disclosure task.



Each Borrower Pair will need to be disclosed separately. You will be asked to follow the steps starting on Step 11 for each borrower pair. Once initial disclosures have been sent on 1 borrower pair, the system will not let you move forward until disclosures for all borrower pairs have been sent.