

How to Enable Originator Disclosures in Loan Center

- Before using this tool
 - o AFR admin must enable the company to generate Originator Disclosures in Loan Center
 - ✓ Contact your AE to have our Originator Disclosure system enabled by AFR Administrator
 - Once AFR has enabled the ability to configure Originator Disclosures, your Administrator will login to AFR Loan Center and verify MyLoanCenter is set to "FULL". If not, set to FULL and complete configuration.
 - For training on how to configure MyLoanCenter, <u>CLICK HERE</u> to visit Administrator Training in the Resource Center.
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 Note: Administrator will need to agree to Originator Disclosures disclaimer before continuing.

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Real	ly Cood Mortgage (Company (Test Dashboard Pipeline Resource Center Contact Us
Q	UICK SETUP CUIDE	MyLoanCenter™ MyLoancenter™ is the borrower-facing companion web app for AFR Loan Center. Configurable right here in AFR Loan Center.
^	MyLoanCenter™	MyLoanCenter™ enables your borrowers to view their loan status, details, and documents. If enabled, borrowers can even upload documents to satisfy the "Borrower Assignments" you create for them. MyLoanCenter™ streamlines the mortgage process by offering a unifying experience for you and your borrowers.
Ł	Manage Users	l≩
4.	Add Users	MYLOANCENTER VERSION
æ	Manage Teams	Limited Functionality Allows for AFR to electonically disclose with borrowers. No ability to customize.
45	Create Teams	
0,	Company Settings	CUSTOMIZE LOOK & FEEL
00	Manage Branches	Upload your company logo and choose your color scheme. These are visible to your borrowers on all MyLoanCenter TM screens and email notifications.
ŝ	Manage Roles	

- In Company Settings, enable **REQUESTING OF ORIGINATOR DISCLOSURES**.
 - Note: Decide which roles or users will be permitted to request originator disclosures.
 These users must understand how to disclose and how to choose fees.
 - Click Company Settings inside the admin panel and then enable the "Request Originator Disclosures" permission for each role or user that will be requesting originator disclosures.

Best Mortgage Company	y	Dashboard	Pipeline	Resource Center	Contact Us
MyLoanCenter™	Company Settings Administer company-wide settings, manage company ad	mins, view compar	ny info and perm	issions.	
👗 Manage Users	Headquarters: 123 Main Street Parsippany, NJ				
Add Users	Options				
🆇 Manage Teams	Company Display Name			Best Mortgage	Company 🗸
🖇 Create Teams	Hide Rate Sheets?				YES NO
🧠 Company Settings	Enable Two Step Authentication? Enable Requesting of Originator Disclosures?				YES NO



- Enable permissions based on Users or Roles.
 - To enable permissions based on Roles: Click MANAGE ROLES then click REQUEST ORIGINATOR DISCLOSURES.

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Best	Mortgage	Company		Das	hboard Pipeline	Resource Center	Contact l	Js				
^	MyLoanCent	ter™	Roles Set default permissions for roles.									
+	Manage Use	rs										
4	👆 Add Users		Power User Standard User Limited User									
28	Manage Tea	ms		LOAN VISIBILITY								
46	Create Team	IS	 Can see all loans User(s) can see all loans, online applications, a 	nd								
¢,	Company Se	ttings	collection sessions. Last Modified: 5/2/17 8:39 PM	collection sessions within their branch and teams.								
¢,	Manage Bra	nches	Can see all loans assigned to a team member		• Can only see their	own loans						
Ê	Manage Role	es	User(s) can see all their loans, online application collection sessions, and those assigned to a ter member.	tions, and User(s) can only see loans, online applications, and								
θ	Compensati	on	member.									
~	User(s) ca Processor	r & Post-Clo	acts he assigned Loan Originator, osing Contact on a loan. fied: 10/25/16 1:39 PM	L	egister New Loan Jser(s) can create i eam More Last Mor							
 Request Originator Disclosures User(s) can submit a request to AFR to generate and send Originator Disclosures. Leam More Last Modified: 6/16/173:00 PM 					cenarios Jser(s) can see/cre eam More Last Mor	ate scenarios. Irified: 10/25/16 1:39 PM						
Submit Lock Request User(s) can submit lock, lock extension and relock requests Leam More Last Modified: 10/25/16 1:39 PM						nge ban's position in unde tified: 4/25/17 9:26 AM	erwriting q	ueue				
~		an upload d	ocuments to a loan lied: 10/25/16 1:39 PM									



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To enable permissions based on Users: Click MANAGE USERS, then click REQUEST ORIGINATOR DISCLOSURES.

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Best Mortgage Compar	ıу	Dashboard	Pipeline	Resource Center	Contact Us	
	Manago Heore				DD USERS	
MyLoanCenter™	Manage Users Manage permissions, roles, access and info for all users.			A	DD JERE	
Anage Users						
👍 Add Users	ALL BRANCHES + ALL ROLES + ACTIVE	•		Find by Keywords/	Names Q	
🕮 Manage Teams	User					
USER PERMISSIONS						

Loan Visibility	EDIT 🖋	Loan Actions	EDIT 🖋			
✓ Can see all loans		✓ Archive				
Can see all loans within their branch		Bulk Loan Upload				
Can see all loans assigned to a team member		 Can View Price Sensitive Data (Holdbacks) 				
Can only see their own loans		 Download FNM 3.2 File 				
		🛩 Edit Loan / Submit To Setup / Change Request				
		✓ Escalate/Boost				
		✓ Generate LE				
Delivery Channels	EDIT 🖋	Loan Withdrawal				
✓ Brokered		 Manage Loan Subscriptions 				
		Manage One Time Close Loans				
 Correspondent - Table Funded Correspondent - Non-Delegated Underwriting 		 Reassign Loan Contacts 				
		 Register New Loans 				
Correspondent - Delegated Underwriting		 Request Originator Disclosures 				
		✓ Scenarios				
		 Submit Lock Request 				
MyLoanCenter™	EDIT 🖋	✓ U/W Queue Exchange				
		✓ Upload Documents				

Once completed, **ORIGINATOR DISCLOSURES TAB** is enabled for permitted users on registered loans. • **Note:** The Borrower(s) must have accepted the eConsent.

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Best Mortgage Company Dashboard Pipeline Resource								Center Con	tact Us
Lend Family Loan AFR Loan #									
	PRICE & LOCK	LE GENERATE LE	ORIGINATOR DISCLOSURES	SUBMIT TO SETUP	🥟 EDIT LOAN	D ESCALATE / BOOST	WITHDRAW LOAN	··· MORE	