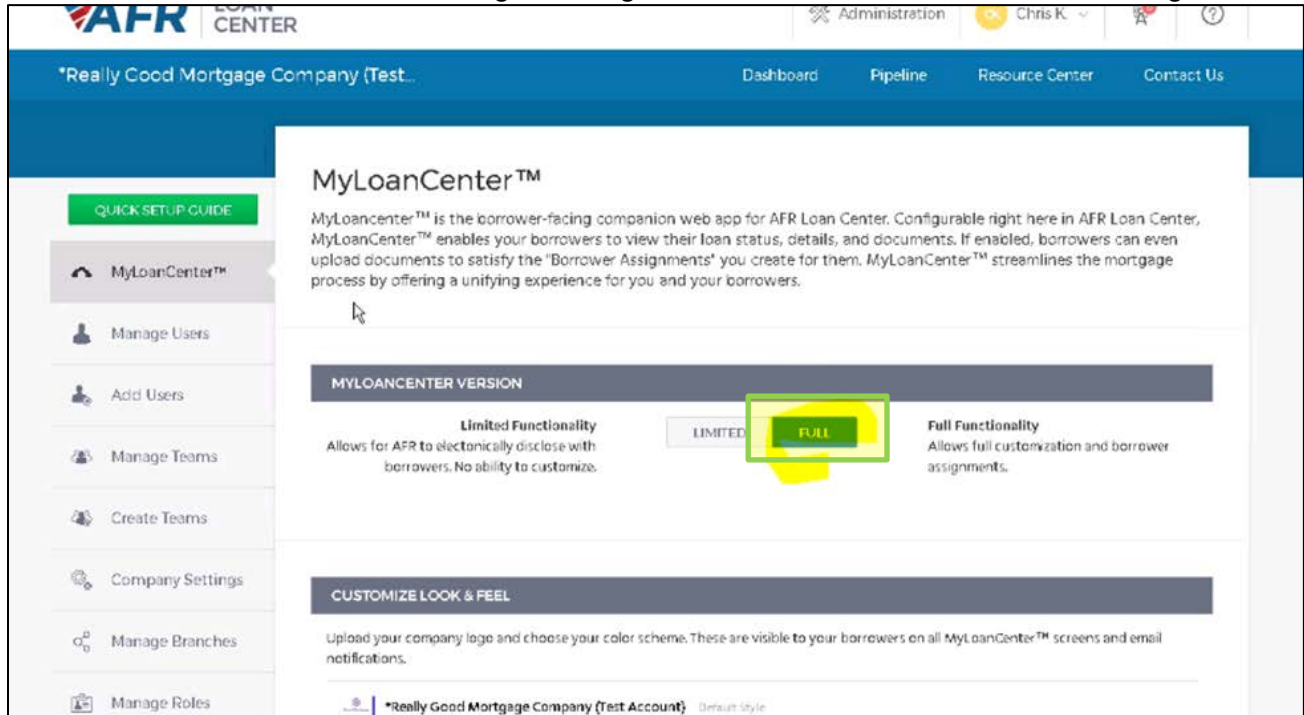
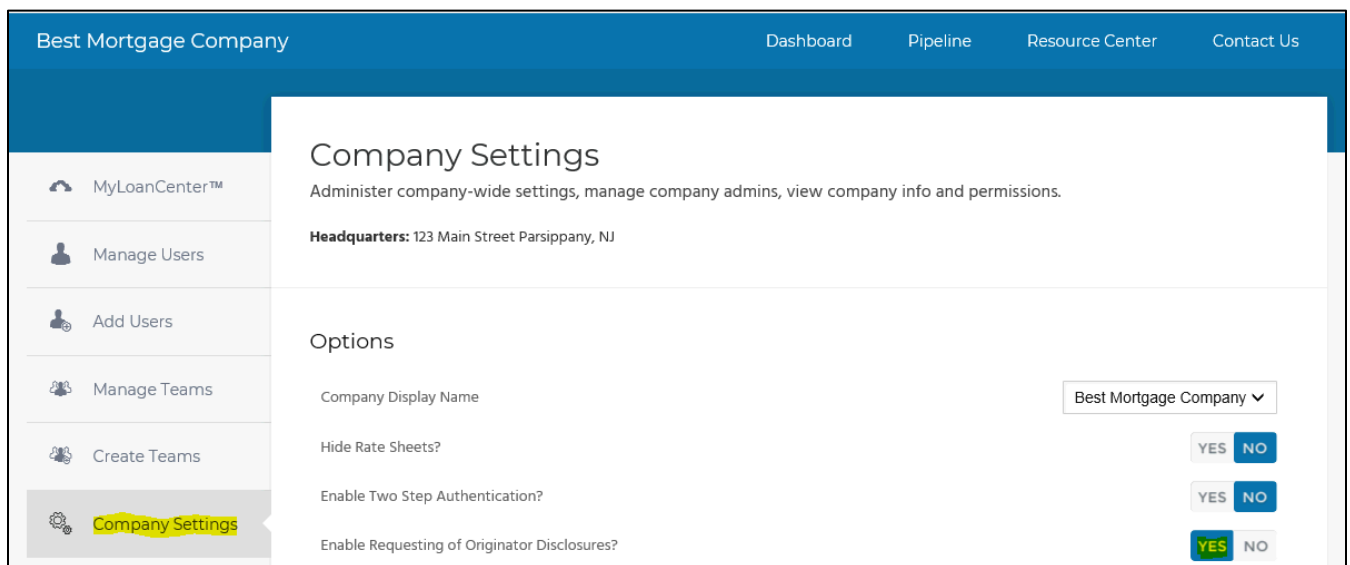


How to Enable Originator Disclosures in Loan Center

- **Before using this tool**
 - 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, [CLICK HERE](#) to visit Administrator Training in the Resource Center.
 - **Note:** Administrator will need to agree to Originator Disclosures disclaimer before continuing.



- 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.





✓ **Reassign Loan Contacts**

User(s) can change the assigned Loan Originator, Processor & Post-Closing Contact on a loan.

[Learn More](#) Last Modified: 10/25/16 1:39 PM

✓ **Register New Loans**

User(s) can create new loans.

[Learn More](#) Last Modified: 10/25/16 1:39 PM

✓ **Request Originator Disclosures**

User(s) can submit a request to AFR to generate and send Originator Disclosures.

[Learn More](#) Last Modified: 6/16/17 3:00 PM

✓ **Scenarios**

User(s) can see/create scenarios.

[Learn More](#) Last Modified: 10/25/16 1:39 PM

✓ **Submit Lock Request**

User(s) can submit lock, lock extension and relock requests

[Learn More](#) Last Modified: 10/25/16 1:39 PM

✓ **U/W Queue Exchange**

User(s) can swap loan's position in underwriting queue

[Learn More](#) Last Modified: 4/25/17 9:26 AM

✓ **Upload Documents**

User(s) can upload documents to a loan

[Learn More](#) Last Modified: 10/25/16 1:39 PM



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

AFR

LOAN CENTER

Administration

CW Carmine W.

Best Mortgage Company

DashboardPipelineResource CenterContact Us

MyLoanCenter™

Manage Users

Add Users

Manage Teams

Manage Users

Manage permissions, roles, access and info for all users.

ADD USERS

ALL BRANCHESALL ROLESACTIVE

Find by Keywords/Names

User

USER PERMISSIONS

Loan Visibility

Can see all loans

Can see all loans within their branch

Can see all loans assigned to a team member

Can only see their own loans

Delivery Channels

Brokered

Correspondent - Table Funded

Correspondent - Non-Delegated Underwriting

Correspondent - Delegated Underwriting

MyLoanCenter™

Invite Borrowers

Loan Actions

Archive

Bulk Loan Upload

Can View Price Sensitive Data (Holdbacks)

Download FNM 3.2 File

Edit Loan / Submit To Setup / Change Request

Escalate/Boost

Generate LE

Loan Withdrawal

Manage Loan Subscriptions

Manage One Time Close Loans

Reassign Loan Contacts

Register New Loans

Request Originator Disclosures

Scenarios

Submit Lock Request

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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LOAN CENTER

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Lend Family Loan

AFR Loan #

SUBSCRIBED

PRICE & LOCK

GENERATE LE

ORIGINATOR DISCLOSURES

SUBMIT TO SETUP

EDIT LOAN

ESCALATE / BOOST

WITHDRAW LOAN

MORE

How to Enable Originator Disclosures in Loan Center
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