ENCOMPASS | GMFS PARTNERS PORTAL

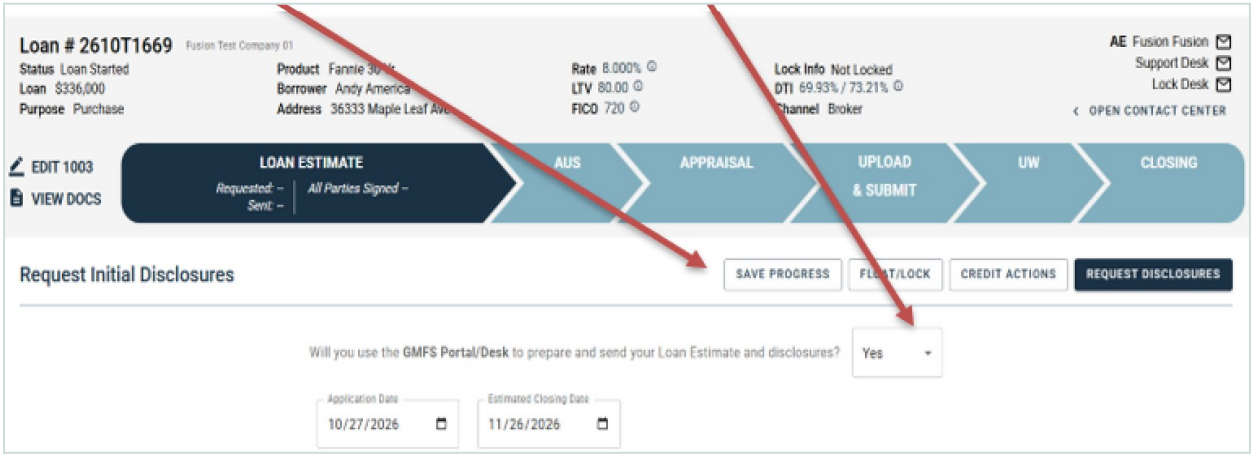
Generate GMFS Disclosures

Use this guide to mark your file for GMFS to disclose, complete the disclosure inputs and fee itemization, run the loan application audit, and send initial disclosures to your borrower.

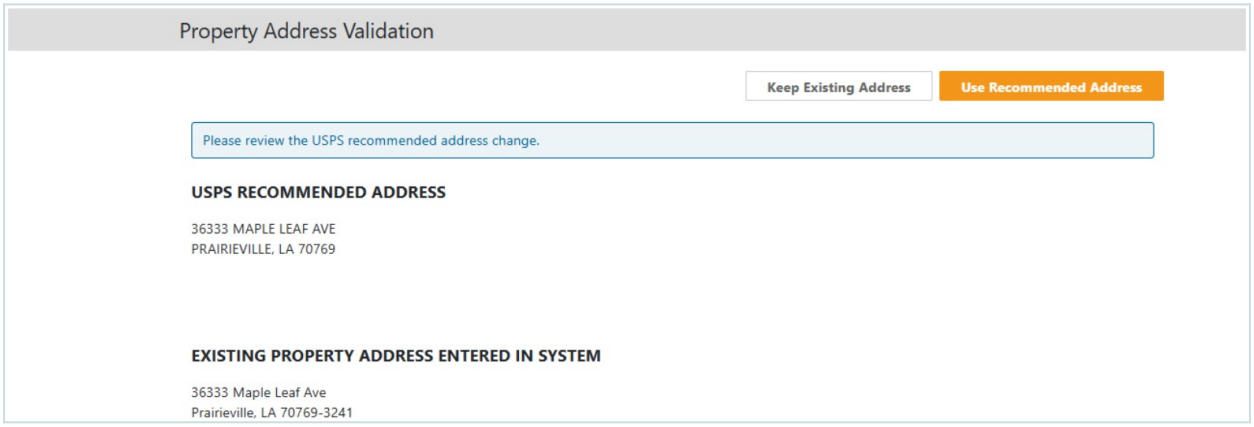
> Before you begin, finish pricing, register your loan, and reissue your credit report.

Start the disclosure request

- **Mark the file for GMFS to disclose -** On the Loan Estimate ribbon, select **Yes** in the drop-down question asking whether you will use the GMFS Portal/Desk to prepare and send your Loan Estimate and disclosures. Then click **SAVE PROGRESS** so the status is saved for GMFS to disclose.
- **Open Request Disclosures -** Click **REQUEST DISCLOSURES** to begin the GMFS disclosure process.



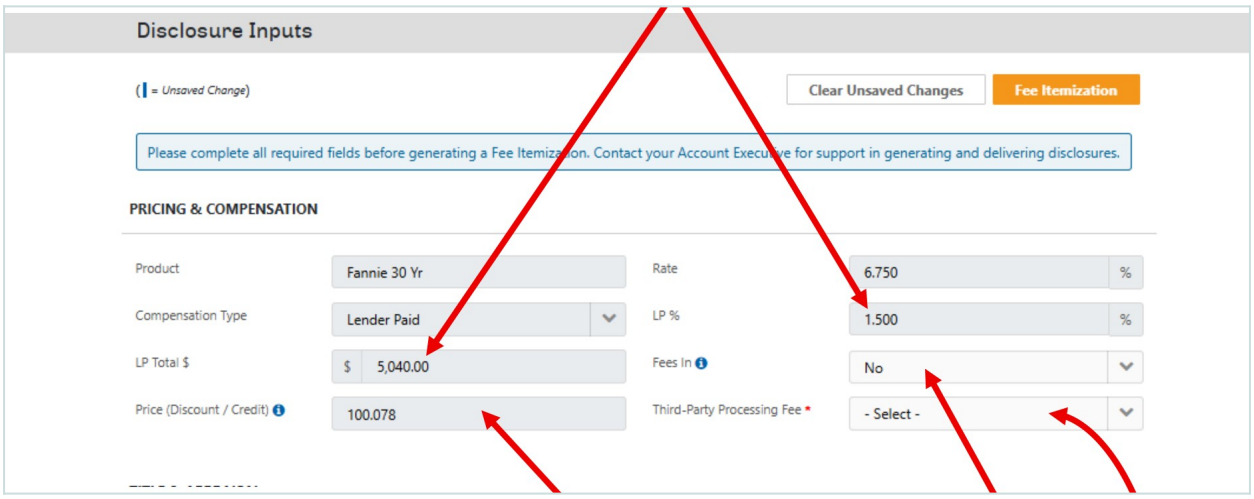
- **Validate the property address -** The Property Address Validation screen compares the USPS recommended address with the existing property address entered in the system. Click **Keep Existing Address** to keep your address, or click **Use Recommended Address**. The system then opens the first disclosure screen.



Red circles, boxes, and arrows identify the controls used in each screenshot. Screenshots show sample information; your loan details will vary.

Complete the disclosure inputs

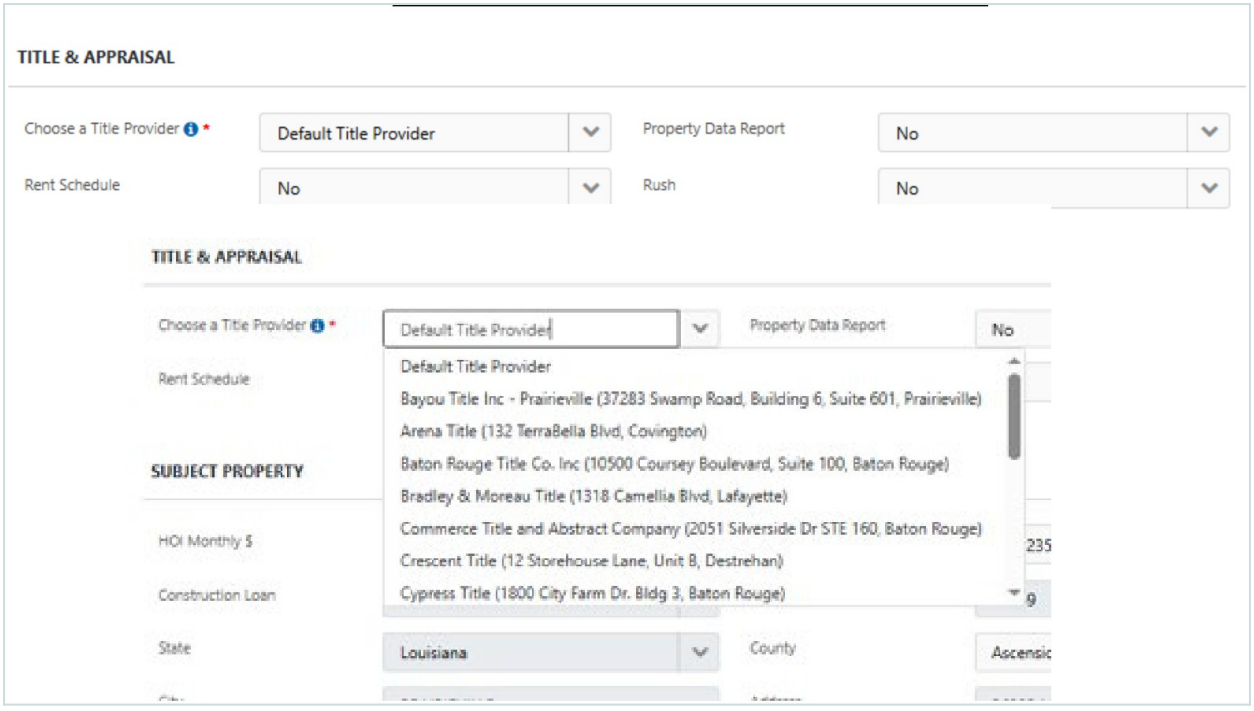
- **Review Pricing & Compensation -** Every grayed-out field comes from your selections in Optimal Blue, including your product, whether compensation is lender paid or borrower paid, and your rate.
  - **Lender paid** - the lender-paid compensation percentage and total dollar amount display automatically.
  - **Borrower paid** - enter either the BP % or the BP Total $ amount.



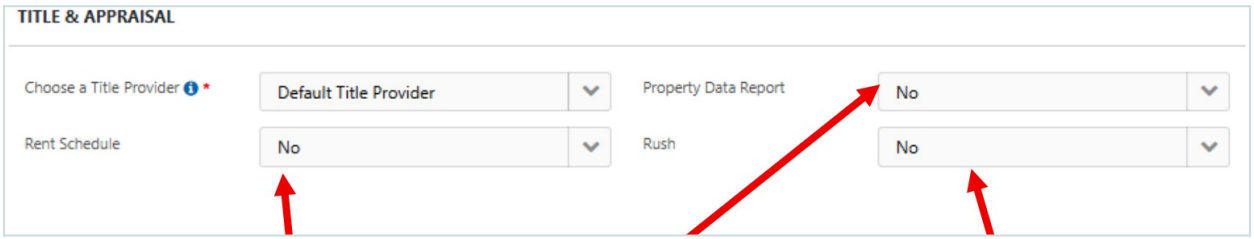
- **Check Discount/Credit and Fees In -** Your pricing (Discount/Credit) displays below compensation. **Fees In** defaults to **No** unless the loan is locked fees in. If your loan is floating and you quoted the rate as fees in, change the Fees In drop-down to **Yes** manually.
- **Answer the third-party processing question -** Select **Yes** only if you are using an actual third-party processor, not your internal processor.

> **Important:** If you answer Yes, you will need a closing invoice from the third-party processing company in the file when you request your CD.

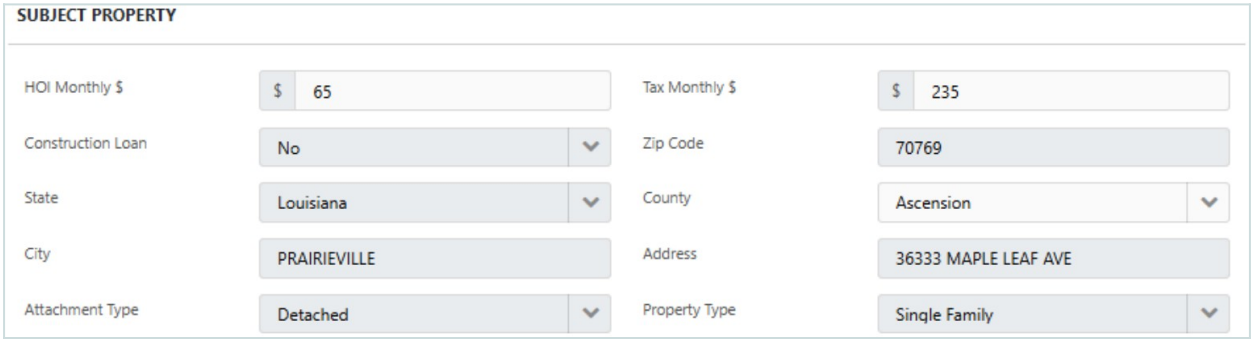
- **Choose a title provider -** Under Title & Appraisal, the title provider defaults to a provider in the area of your subject property. Leave the default to use that company's information, or open the drop-down and choose from the list of title companies.



- **Answer the appraisal questions -** The Property Data Report, Rush, and Rent Schedule questions add fees to the appraisal cost. All three default to **No**. If your file needs a PDR, a rush, or a rent schedule, change the answer to **Yes** so the fee is disclosed correctly on your itemization.

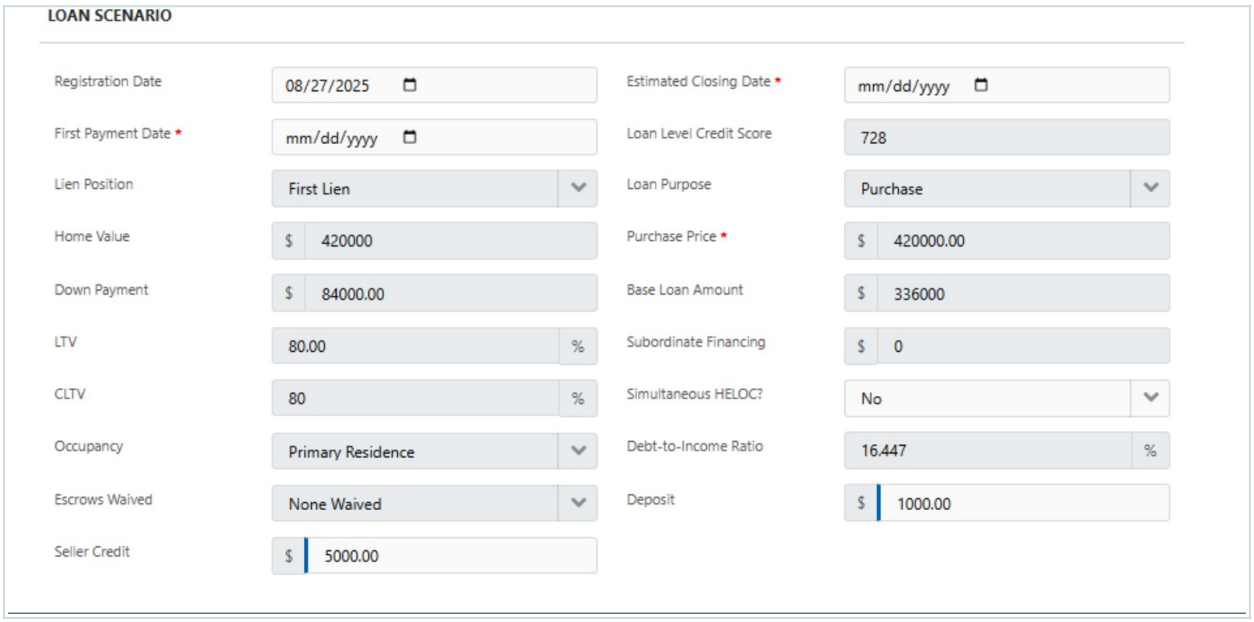


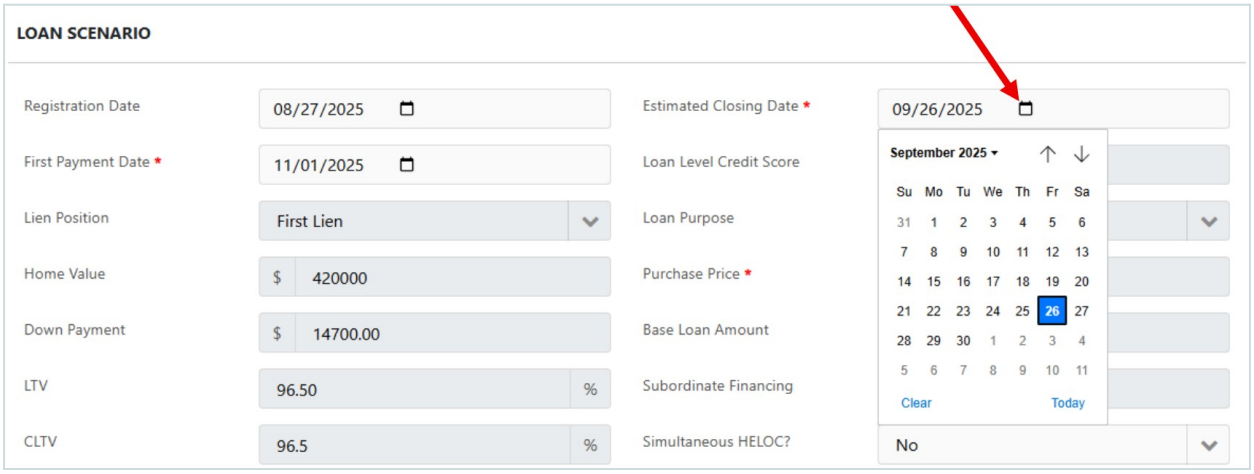
- **Review the subject property -** This section displays your monthly HOI and property taxes.



Tip: To change HOI or tax amounts, update them on the Fee Itemization screen, covered later in this guide.

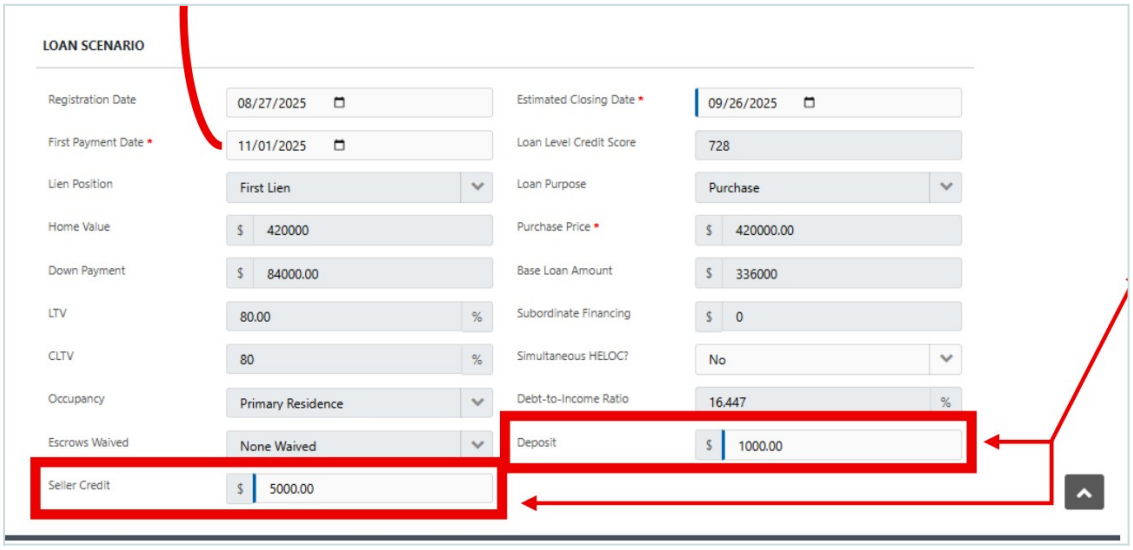
- **Set the estimated closing date -** The Loan Scenario section shows your registration date. Click the calendar icon in Estimated Closing Date and select the date from the calendar view.



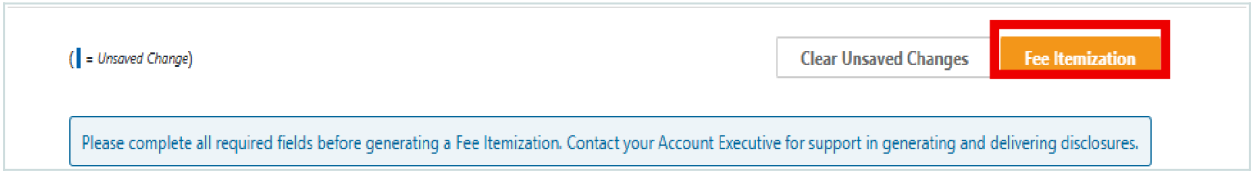


Once you select a closing date, the First Payment Date is calculated automatically. If any grayed-out information is incorrect, return to your loan application to make the change.

- **Enter deposit or seller credit -** The last two fields let you enter an earnest money **Deposit** or **Seller Credit**. Amounts entered here display on your Loan Estimate.



- **Continue to Fee Itemization -** When the screen is complete, scroll back to the top and click **Fee Itemization** to continue.



Review the fee itemization

The Fee Itemization screen breaks down your fees based on the information entered for your loan. The example below shows what you may see; your fees will vary based on loan program and the answers throughout the file.

Fee Itemization

Add Fee

Fee	Borrower	Seller	Total	Paid To / Provider	APR	EDIT / DELETE
A. Origination Charges						
UW Fee	$1,050.00	$0	$1,050.00	Lender	Yes	
B. Services You Cannot Shop For						
Appraisal - Final Inspection	$200.00	$0	$200.00	Other	No	
Appraisal Fee	$712.00	$0	$712.00	Other	No	
Credit Report	$200.00	$0	$200.00	Other	No	
Mortgage Insurance	$5,066.25	$0	$5,066.25	Other	Yes	
Verification	$150.00	$0	$150.00	Other	Yes	
C. Services You Can Shop For						
Lender's Title Policy	$1,191.41	$0	$1,191.41	Fleur De Lis Title Company	No	
Title - Closing Fee	$360.00	$0	$360.00	Fleur De Lis Title Company	Yes	
Title - Closing Protection Letter	$25.00	$0	$25.00	Fleur De Lis Title Company	Yes	
Title - Courier Fee	$25.00	$0	$25.00	Fleur De Lis Title Company	Yes	
Title - Endorsement Fees	$650.00	$0	$650.00	Fleur De Lis Title Company	No	
Title - Tax Research Fee	$75.00	$0	$75.00	Fleur De Lis Title Company	No	
Title - Update Fee	$75.00	$0	$75.00	Fleur De Lis Title Company	No	
Title - Wire Fee	$15.00	$0	$15.00	Fleur De Lis Title Company	Yes	
Title - eRecording Fee	$8.00	$0	$8.00	Fleur De Lis Title Company	No	
Title Exam	$200.00	$0	$200.00	Fleur De Lis Title Company	No	
Title Search Fee	$275.00	$0	$275.00	Fleur De Lis Title Company	No	
E. Taxes and Other Government Fees						
Recording Fee Total	$540.00	$0	$540.00	Other	No	
F. Prepaids						
Homeowners Insurance Premium (12 mo.)	$1,800.00	$0	$1,800.00	Other	No	
Prepaid Interest	$296.58	$0	$296.58	Lender	Yes	
G. Initial Escrow Payment at Closing						
Homeowners Insurance Escrow (2 mo.)	$300.00	$0	$300.00	Other	No	
Property Tax Escrow (6 mo.)	$990.00	$0	$990.00	Other	No	
H. Other						
Owner's Title Policy	$498.31	$0	$498.31	Fleur De Lis Title Company	No	

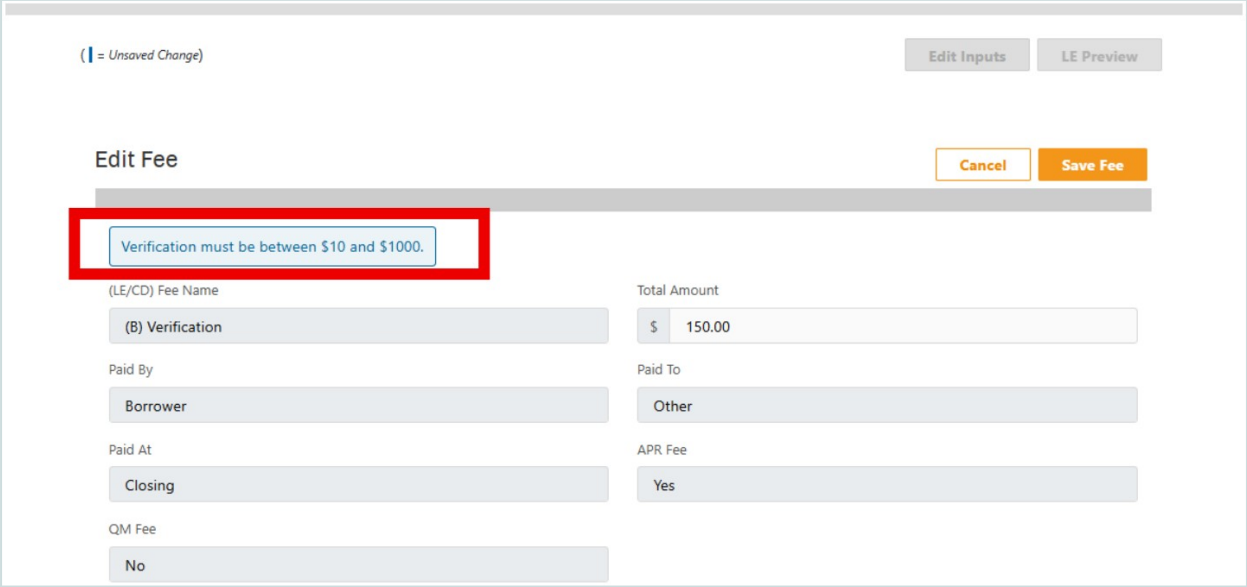
MI Quote

FHA - $131.97 Monthly

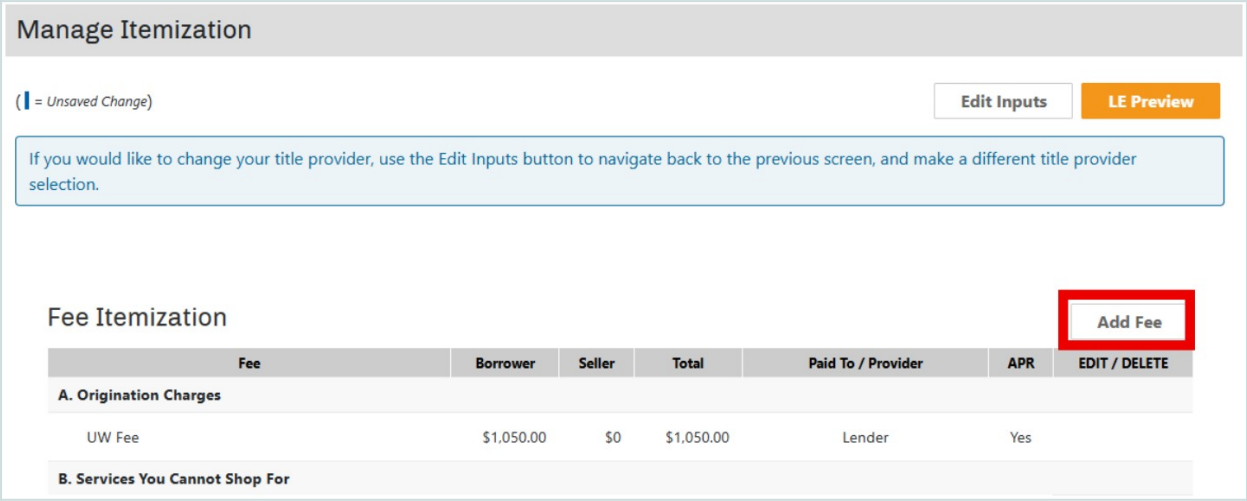
- **Edit or remove a fee -** A **pencil** icon means the fee can be edited. An **X** icon means the fee can be removed.



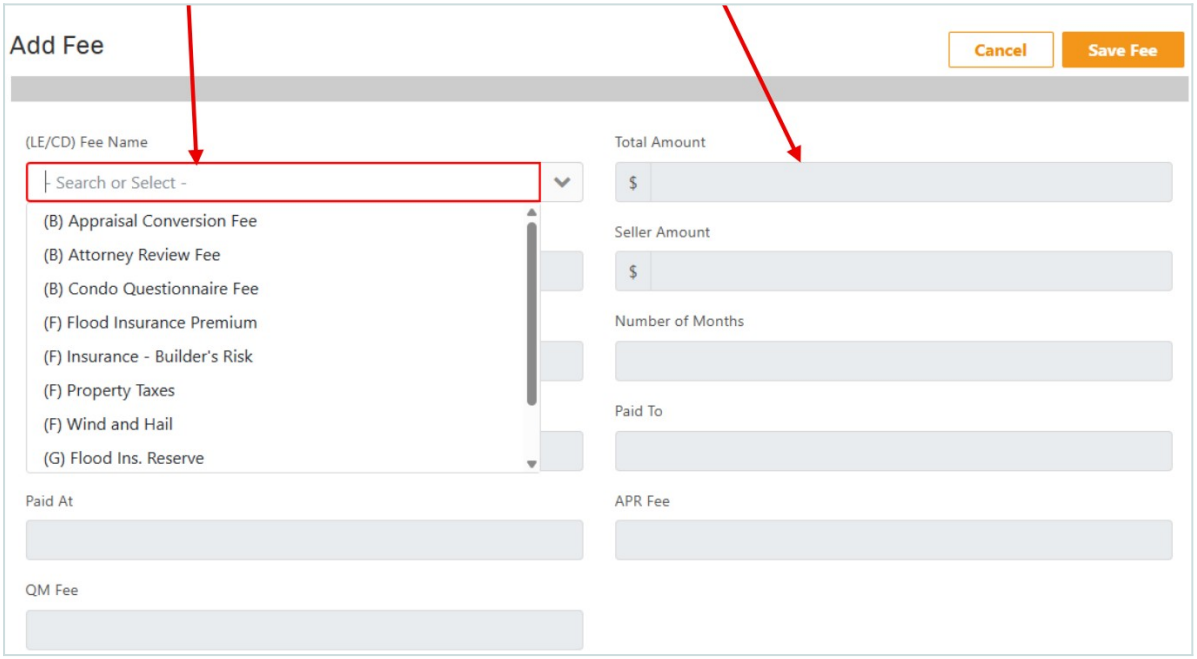
When you edit a fee, a blue box shows the minimum and maximum amount you can disclose for that fee. For example, if the Verification fee allows $10 to $1,000, you can change it to $200, but the system will not accept $5.



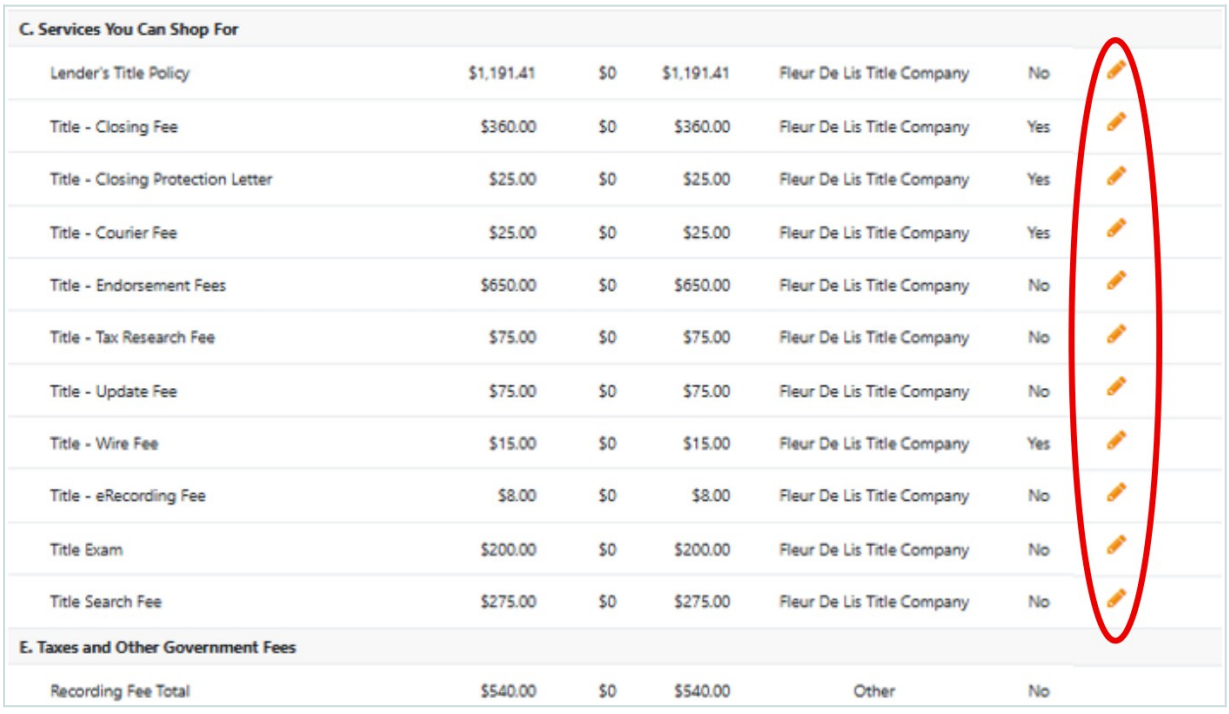
- **Add a fee -** If a fee you need is not listed, click **Add Fee**.



Choose the fee from the (LE/CD) Fee Name drop-down, then enter the amount in **Total Amount**.

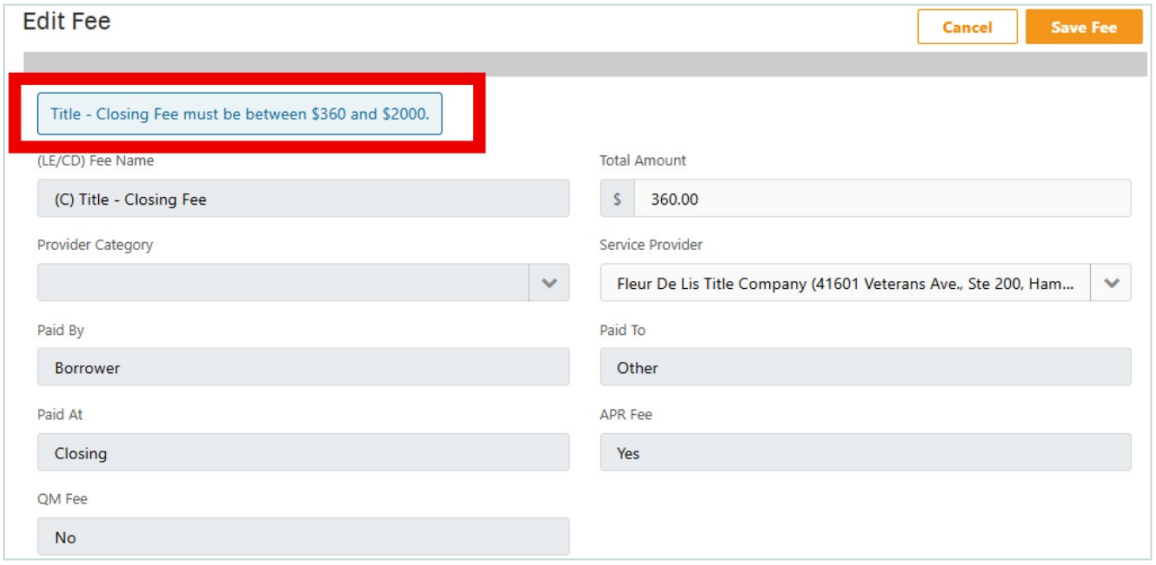


- **Review Services You Can Shop For -** This section lists your title fees. Click the pencil icon to edit a fee.

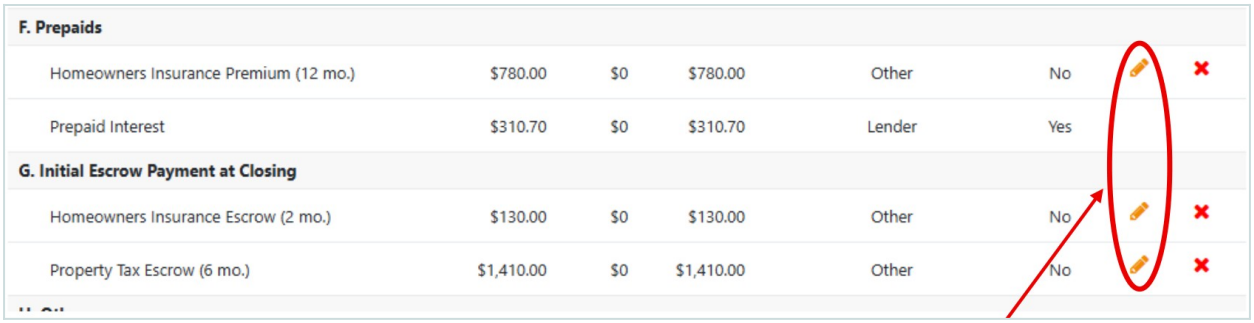


C. Services You Can Shop For						
Lender's Title Policy	$1,191.41	$0	$1,191.41	Fleur De Lis Title Company	No	
Title - Closing Fee	$360.00	$0	$360.00	Fleur De Lis Title Company	Yes	
Title - Closing Protection Letter	$25.00	$0	$25.00	Fleur De Lis Title Company	Yes	
Title - Courier Fee	$25.00	$0	$25.00	Fleur De Lis Title Company	Yes	
Title - Endorsement Fees	$650.00	$0	$650.00	Fleur De Lis Title Company	No	
Title - Tax Research Fee	$75.00	$0	$75.00	Fleur De Lis Title Company	No	
Title - Update Fee	$75.00	$0	$75.00	Fleur De Lis Title Company	No	
Title - Wire Fee	$15.00	$0	$15.00	Fleur De Lis Title Company	Yes	
Title - eRecording Fee	$8.00	$0	$8.00	Fleur De Lis Title Company	No	
Title Exam	$200.00	$0	$200.00	Fleur De Lis Title Company	No	
Title Search Fee	$275.00	$0	$275.00	Fleur De Lis Title Company	No	
E. Taxes and Other Government Fees						
Recording Fee Total	$540.00	$0	$540.00	Other	No	

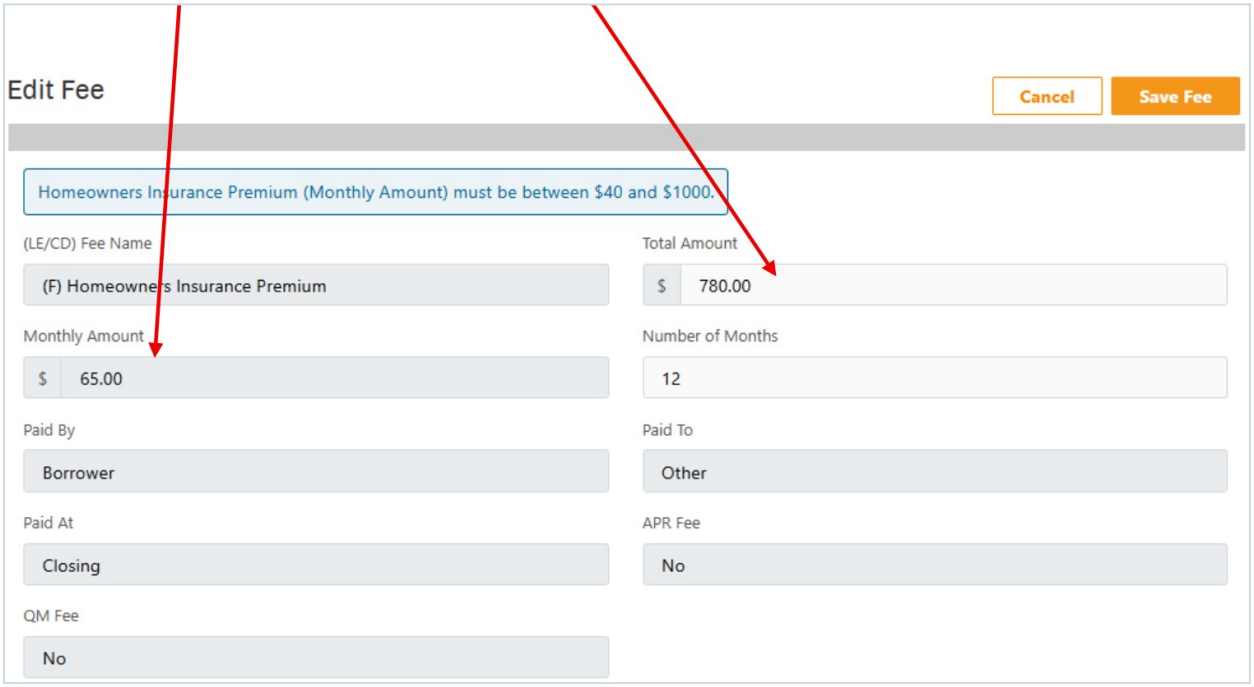
> **Important:** Title fees can be increased but not decreased.



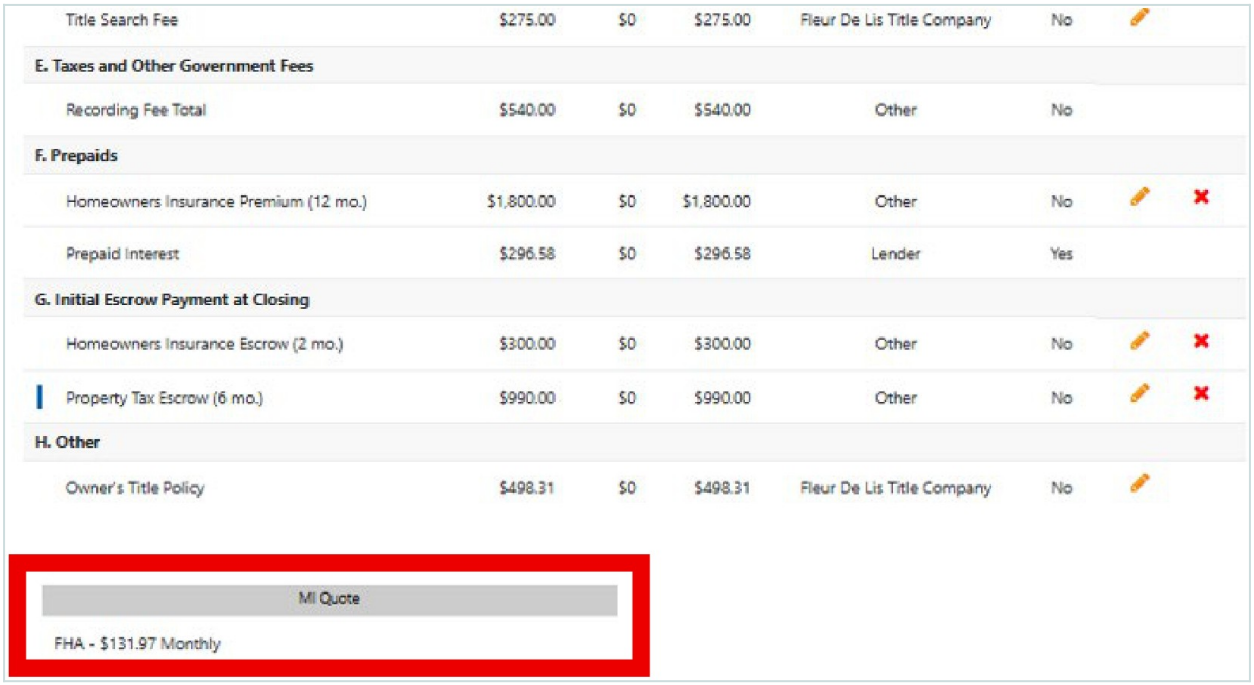
- **Adjust taxes and insurance -** Prepaids (F) and Initial Escrow Payment at Closing (G) are where you edit insurance and taxes.



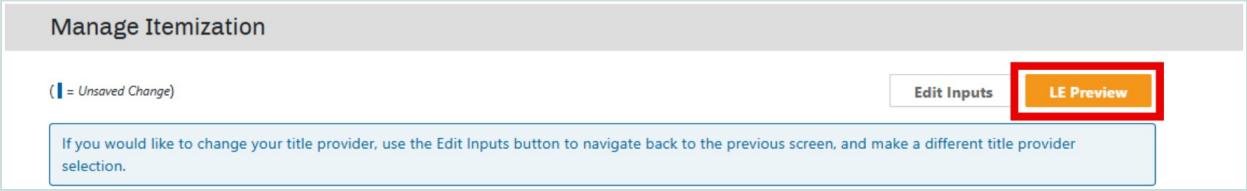
Click the pencil icon and update **Total Amount** with the annual premium. The system calculates the monthly amount automatically.



- **Review mortgage insurance -** If your loan has mortgage insurance, the system automatically selects the best available price and saves a copy of the quote to the Document folder.

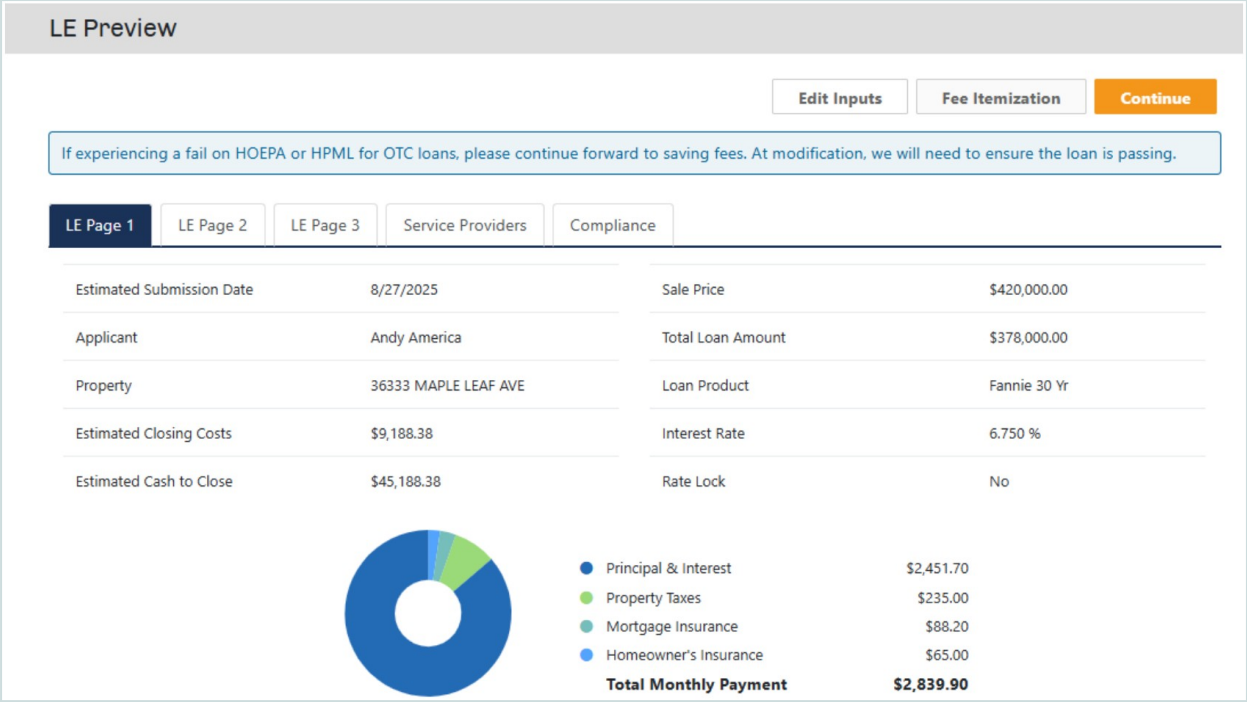


- **Continue to LE Preview -** When everything on the itemization looks correct, scroll to the top and click **LE Preview**.

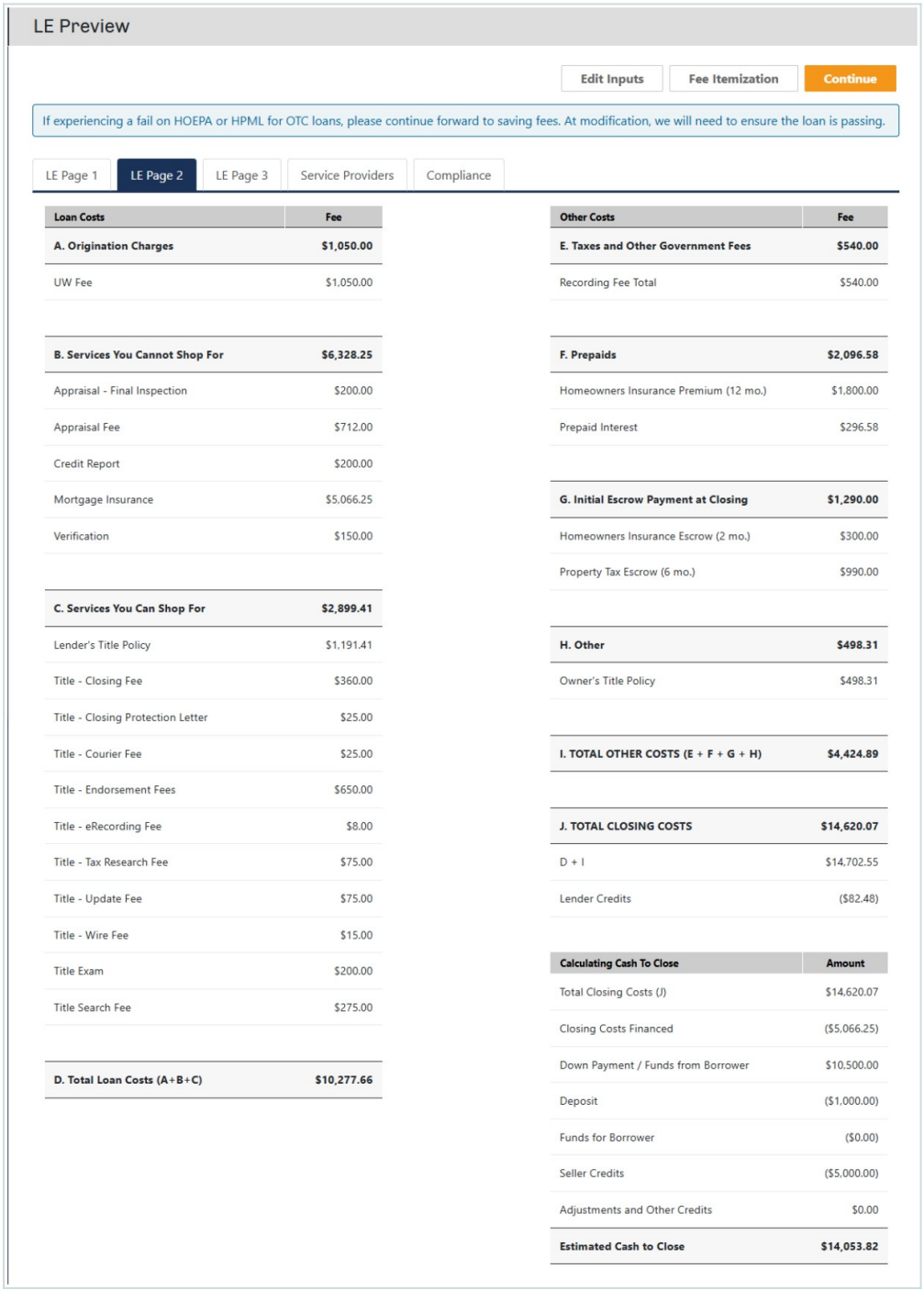


Review the LE preview

- **LE Page 1 -** Shows a breakdown of your loan data and the borrower's monthly payment.



- **LE Page 2 -** Shows all fees associated with your loan and the Calculating Cash to Close.



LE Preview

Edit Inputs | Fee Itemization | Continue

If experiencing a fail on HOEPA or HPML for OTC loans, please continue forward to saving fees. At modification, we will need to ensure the loan is passing.

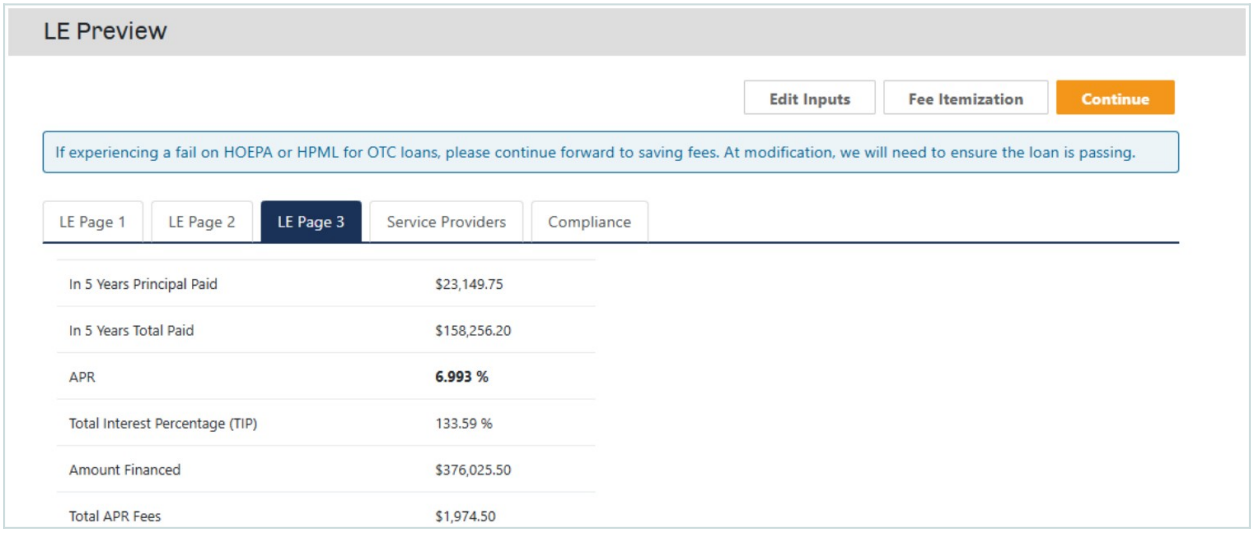
LE Page 1 | LE Page 2 | LE Page 3 | Service Providers | Compliance

Loan Costs	Fee
A. Origination Charges	**$1,050.00**
UW Fee	$1,050.00
B. Services You Cannot Shop For	**$6,328.25**
Appraisal - Final Inspection	$200.00
Appraisal Fee	$712.00
Credit Report	$200.00
Mortgage Insurance	$5,066.25
Verification	$150.00
C. Services You Can Shop For	**$2,899.41**
Lender's Title Policy	$1,191.41
Title - Closing Fee	$360.00
Title - Closing Protection Letter	$25.00
Title - Courier Fee	$25.00
Title - Endorsement Fees	$650.00
Title - eRecording Fee	$8.00
Title - Tax Research Fee	$75.00
Title - Update Fee	$75.00
Title - Wire Fee	$15.00
Title Exam	$200.00
Title Search Fee	$275.00
D. Total Loan Costs (A+B+C)	**$10,277.66**

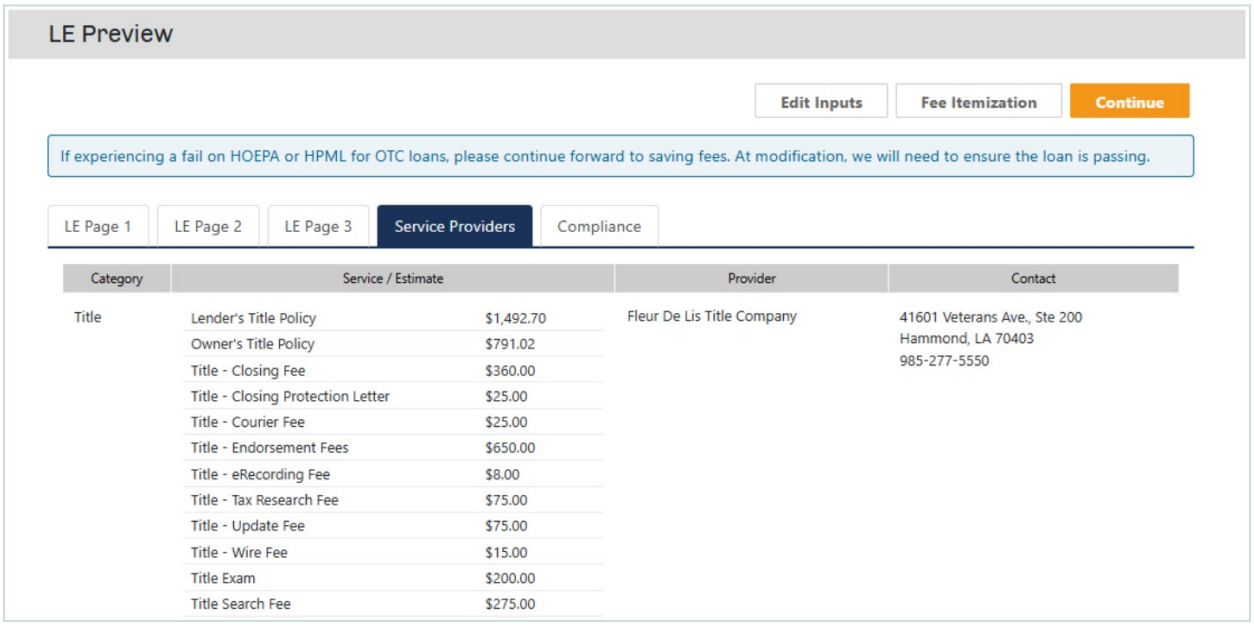
Other Costs	Fee
E. Taxes and Other Government Fees	**$540.00**
Recording Fee Total	$540.00
F. Prepaids	**$2,096.58**
Homeowners Insurance Premium (12 mo.)	$1,800.00
Prepaid Interest	$296.58
G. Initial Escrow Payment at Closing	**$1,290.00**
Homeowners Insurance Escrow (2 mo.)	$300.00
Property Tax Escrow (6 mo.)	$990.00
H. Other	**$498.31**
Owner's Title Policy	$498.31
I. TOTAL OTHER COSTS (E + F + G + H)	**$4,424.89**
J. TOTAL CLOSING COSTS	**$14,620.07**
D + I	$14,702.55
Lender Credits	($82.48)

Calculating Cash To Close	Amount
Total Closing Costs (J)	$14,620.07
Closing Costs Financed	($5,066.25)
Down Payment / Funds from Borrower	$10,500.00
Deposit	($1,000.00)
Funds for Borrower	($0.00)
Seller Credits	($5,000.00)
Adjustments and Other Credits	$0.00
Estimated Cash to Close	**$14,053.82**

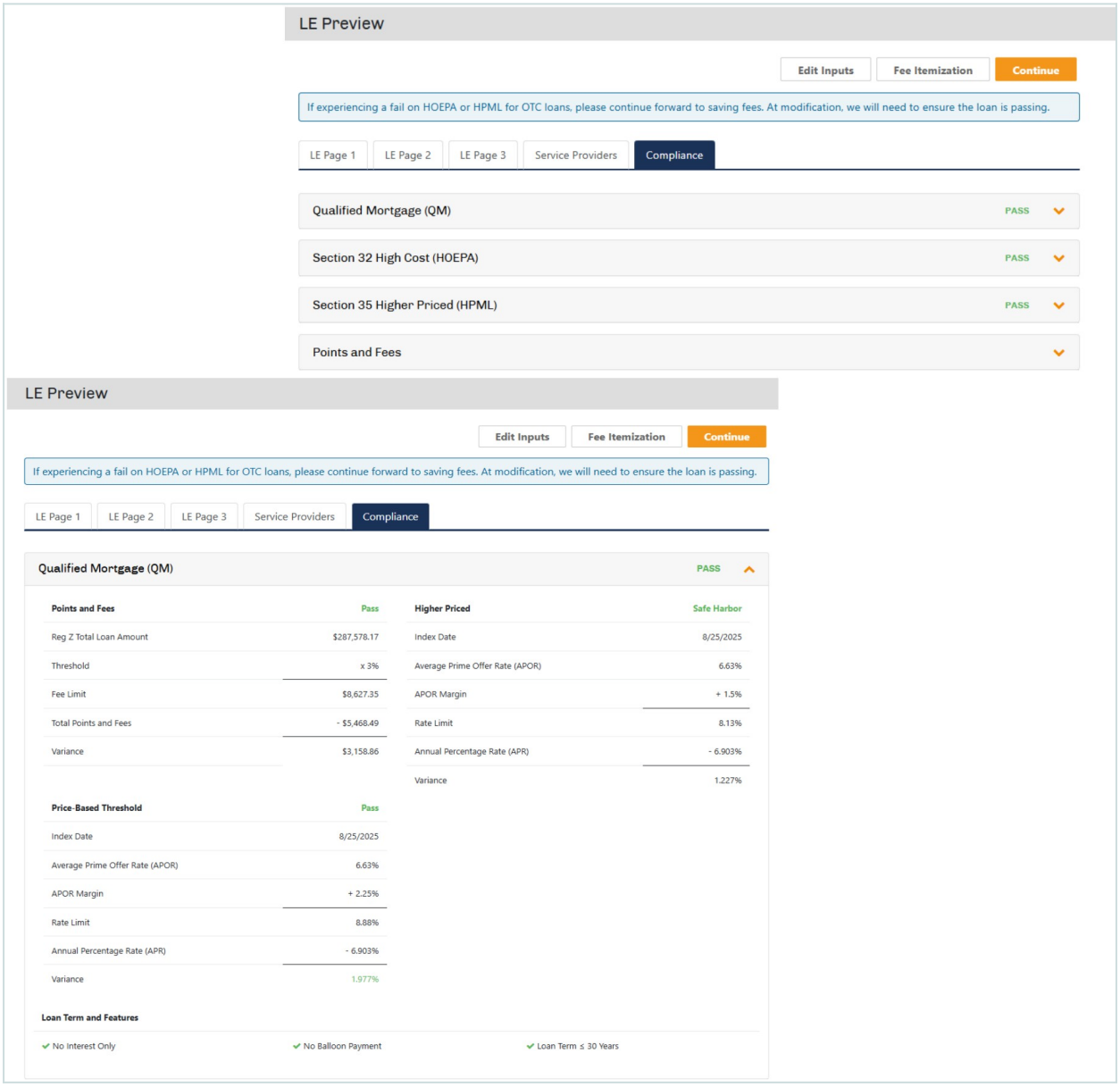
- **LE Page 3 -** Shows the payment comparisons, including APR and Total Interest Percentage.



- **Service Providers -** Lists your title company and any other service providers on the file.



- **Compliance -** A light compliance run that validates QM, Section 32 High Cost (HOEPA), Section 35 Higher Priced (HPML), and Points and Fees. Click the down arrow on any test to see how it was calculated.



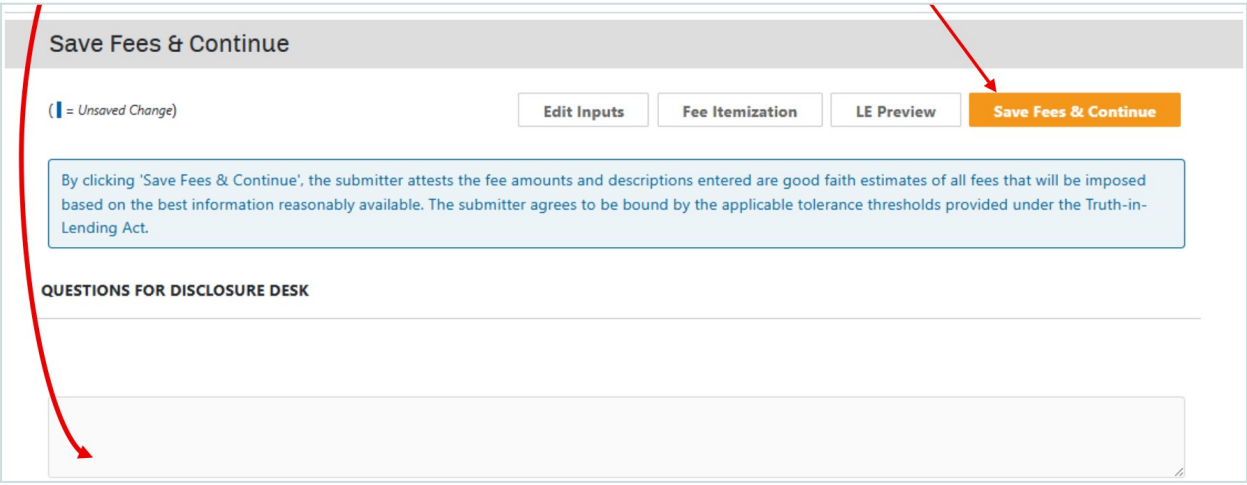
Important: If any of these items fail, continue anyway. This is only the initial report. The main compliance run happens later and will direct you to the correct path if the loan is failing.

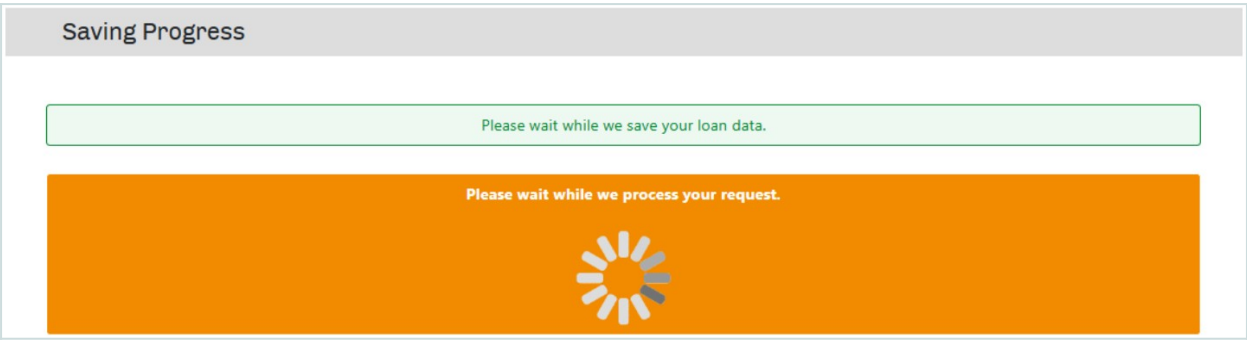
- **Continue -** After reviewing LE Page 1, LE Page 2, LE Page 3, Service Providers, and Compliance, click **Continue**.



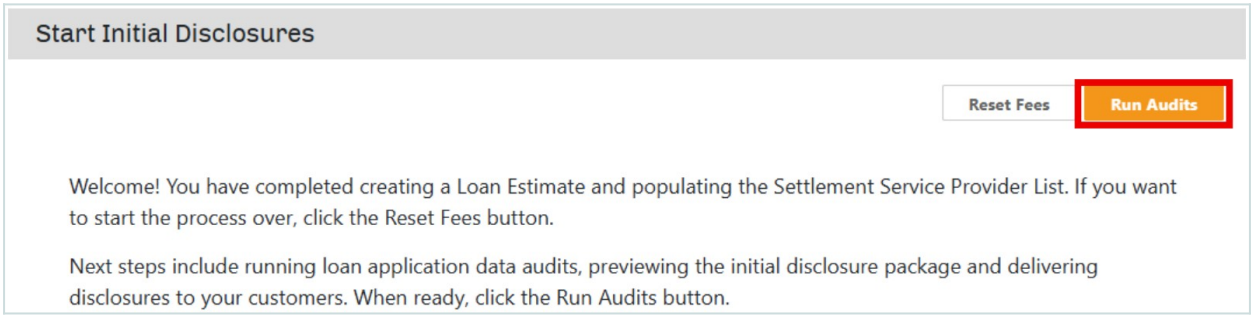
Save fees and run audits

- **Save fees and continue -** Use the **Questions for Disclosure Desk** box to send any notes to the disclosure desk. Then click **Save Fees & Continue**. The system pushes all of your fees to the GMFS side, and the file is ready for audit.

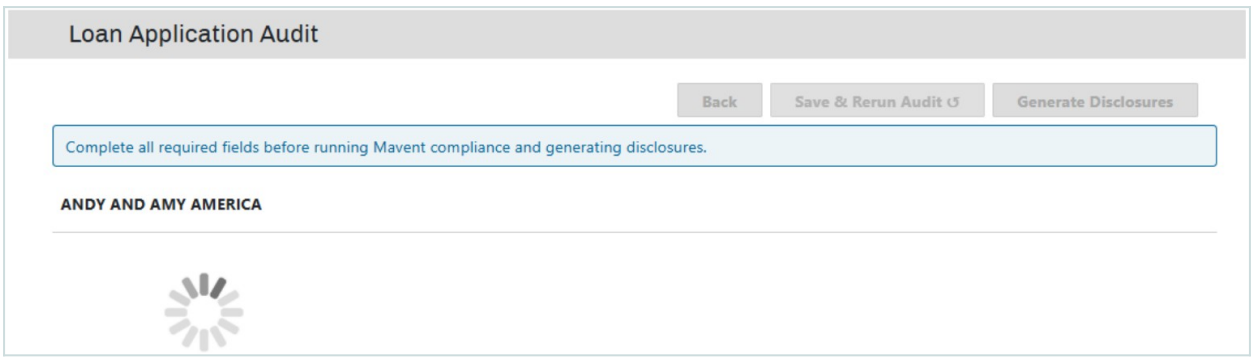




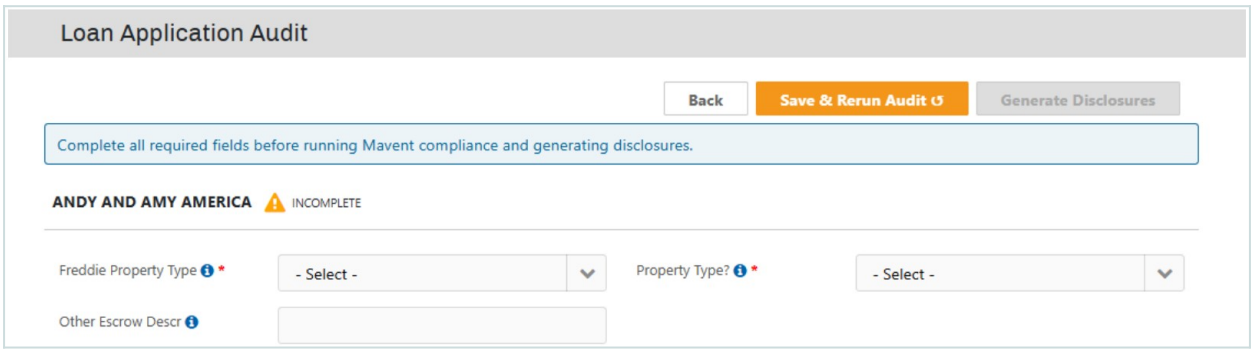
- **Run audits -** Once the fees are saved, click **Run Audits**.

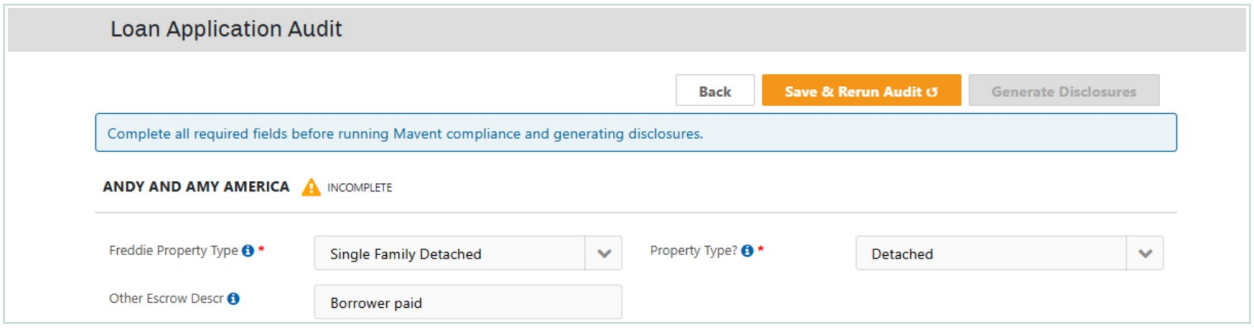


The audit reviews your loan application to confirm you have all the information required to disclose and flags any required fields that still need to be completed.

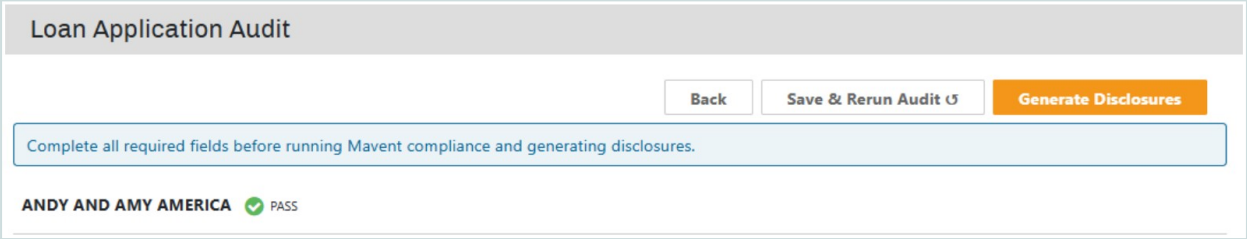


- **Complete any required fields -** Answer the questions directly on this screen and click **Save & Rerun Audit**. You do not need to return to the loan application.



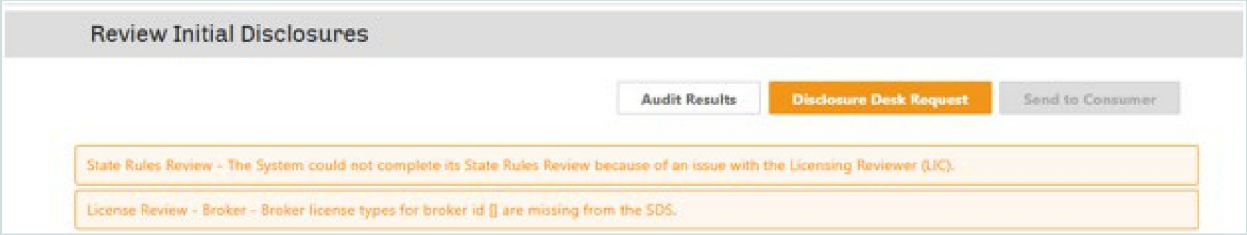


When the audit passes, a green check mark appears and **Generate Disclosures** becomes available.

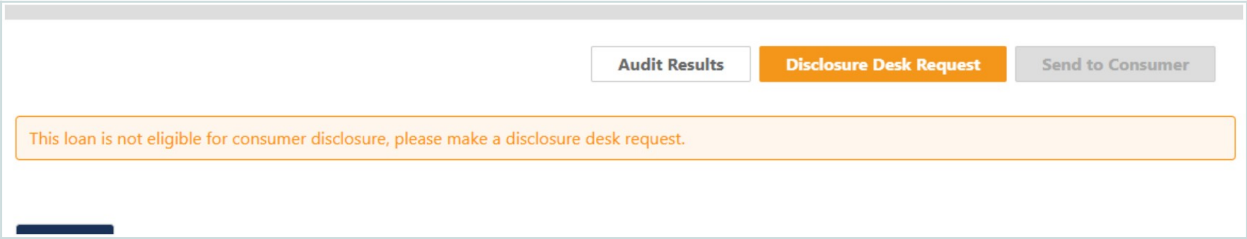


Generate and send disclosures

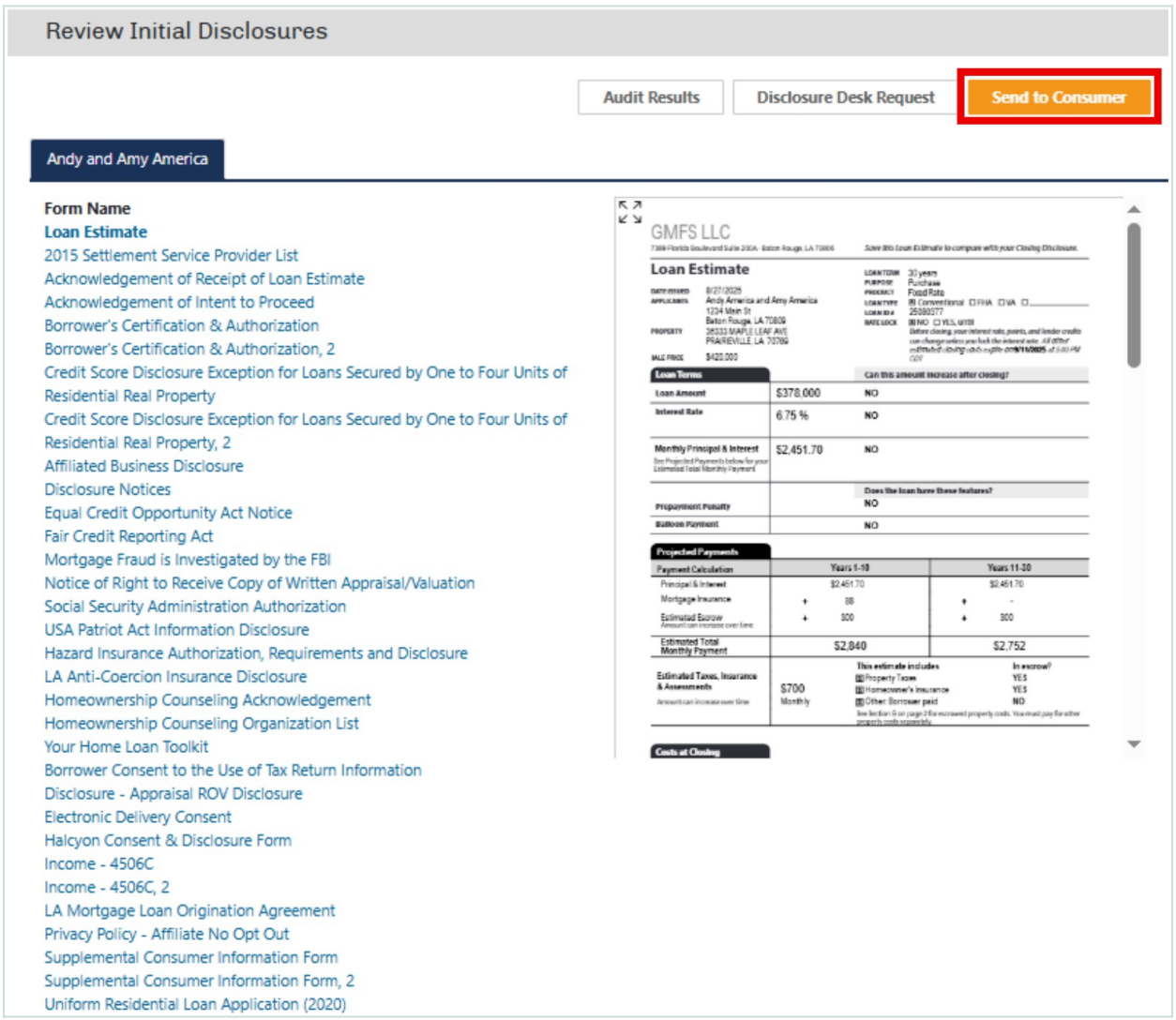
- **Generate disclosures -** Click **Generate Disclosures** to run the main integrated compliance report (Mavent). If the loan fails the compliance check, click **Disclosure Desk Request** and the Disclosure Desk will help you clear the issue.



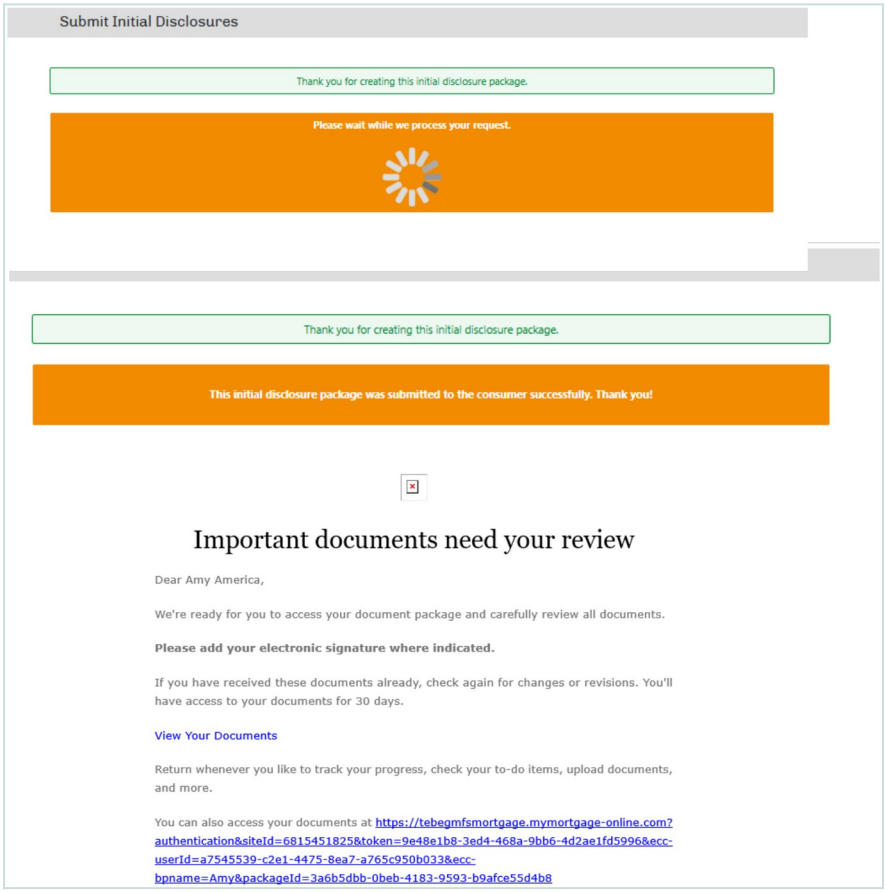
Important: If you see "This loan is not eligible for consumer disclosure, please make a disclosure desk request," the loan program is outside the scope of this disclosure tool. Click **Disclosure Desk Request** so the Disclosure Desk can work up the file and issue disclosures.



- **Review the disclosure package -** When the loan passes compliance review, a list of disclosures appears. Click through each one to review it.
- **Send to consumer -** Once you have verified the package is complete and accurate, click **Send to Consumer**.



The system processes the request, and your borrower or borrowers receive an email letting them know disclosures are ready to review and sign.



After disclosures are sent

Once your borrower and the LO have signed the disclosures, the GMFS Disclosure Desk will notify you that the documents have been retrieved and are in the system. You can then log in and submit your file for processing.

> **Questions?** Contact the Disclosure Desk at **TPOdisclosing@gmfslending.com**. For next steps, see the How to Submit Your Loan to GMFS guide in the How-To Guides section of the GMFS Partners site.