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## Creating and Submitting a Loan at Mega Capital

- 1) Has the administrator in your office created a profile for you? [Click here for guide.](#)
- 2) Do you have your **Mercury Network user-ID and password to order appraisals?**  
If no, email [appraisals@mcfunding.com](mailto:appraisals@mcfunding.com) and provide your company name and all your contact details and proceed to #3 step below.
- 3) Have you obtained your **DU/DO sponsorship** so you can release your DO results?  
If no, go to [www.efanniemae.com](http://www.efanniemae.com) to request sponsorship with Mega, then forward the request confirmation email from Fannie to your AE for final processing of the sponsorship request. [For assistance, click here.](#)

### --LENDER FEES:

Standard Fee: \$1095; Non QM & Jumbo: \$1,395; Redraw \$100; Desk Review \$150; Field Review \$350

[QUICK REFERENCE GUIDE](#) (Corp. email addresses, Loss Payee, Fees by loan type and state)

[SSA-89](#) –Wet signature only (Recommend obtaining up-front reducing future surprises)

[Appraisal Fees Page](#)

[3<sup>RD</sup> PARTY PROCESSING FEE POLICY](#)

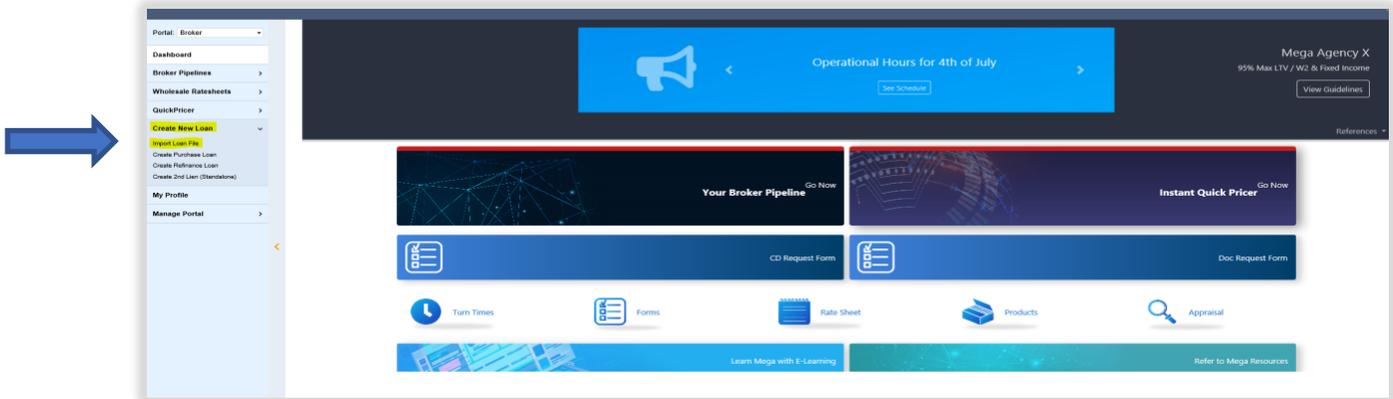
[LOCK POLICY](#)

[APPRAISAL TRANSFER REQUIREMENTS](#)

Proceed to [www.mcfunding.com](http://www.mcfunding.com) and login.

## STEP 1: Creating a loan and Updating Interview Date

From the Dashboard, click on **Create New Loan**



Broker can import a FNMA 3.2 file and then reissue credit at time of pricing.

### Import Loan File

\* Indicates required fields

Import Fannie Mae file

No file chosen \*

I understand that applicants' Social Security Numbers may be stored and potentially visible to other users. \*

Broker can import with FNMA Case Number and this will bring the credit report over at the same time. Any credit vendor approved with Fannie Mae is acceptable

### Import Loan File

\* Indicates required fields

Import Fannie Mae file

Import Calyx Point file

Retrieve existing loan from DO/DU

Casefile ID \*

DO/DU User ID \*  Remember my User ID

DO/DU Password \*

Get credit report from casefile (if any)

I understand that applicants' Social Security Numbers may be stored and potentially visible to other users. \*

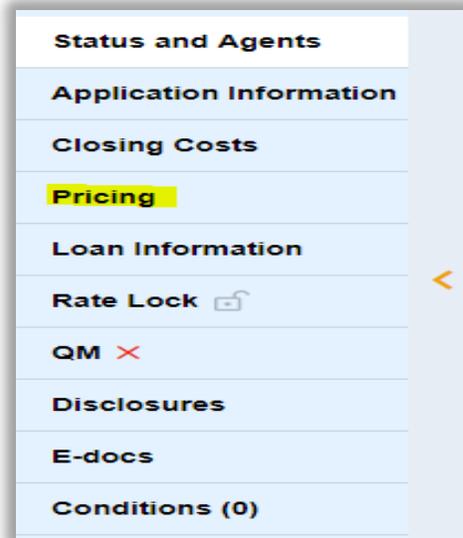
Retrieve existing loan from LPA

Submitting a loan to Mega Capital

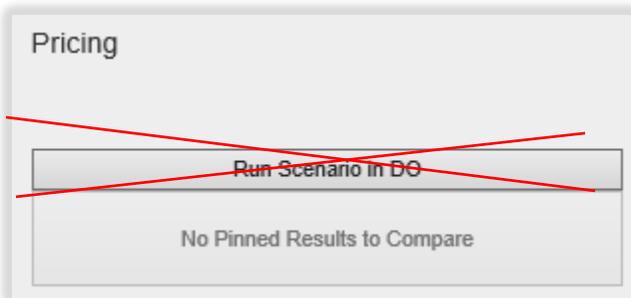
Loan number will be created, and the Application will open. Confirm borrower email on page 1. Confirm mortgages are linked to the Schedule of Real Estate. **Broker must confirm the interview date on page 3. The interview date should be the date you are registering the loan with Mega Capital – please update.**

To be Completed by Loan Originator			
This application was taken by		Interview Date	
by telephone	<input type="text" value="7/8/2019"/>		
Loan Originator's Name	Loan Originator NMLS ID	Loan Originator's License Number	Loan Originator's Phone
Greg Handy	123456		(818) 437-6453
Loan Origination Company's Name	Loan Origination Company NMLS ID	Loan Origination Company's License Number	
Mega Capital Funding, inc	303203	01233872	
Loan Origination Company's Address			
Street	City	State	ZIPCode
5000 N. Parkway Calabasas, Suite 100	Calabasas	CA	91302
Loan Origination Company's Phone	Fax		
(818) 657-2600			

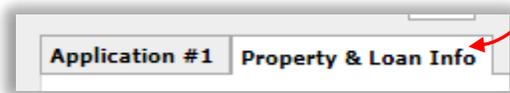
## STEP 2: Registering the loan



**Do not attempt to run DU through the portal.** Mega Capital has disabled this function to allow broker to import your own DU *Fannie Mae* AUS findings.



In the Pricing section begin with Property & Loan Info tab



Review parameters closely.

Are you wanting impounds? What is your Doc Type? What rate lock period do you want? Is this borrower paid or lender paid comp? Will you need to buyout the Lender fee? Number of Financed Properties must be 1 or more. Total Properties Owned must be 1 or more.

**Loan Information**

Refinance Type: Refi Rate/Term

Current Loan P&I Payment: \$2,394.00  Modify

Current MIP/Month: \$0.00

Impound?  Yes

Doc Type: Full Document

Home Value: \$608,000.00

Equity: 26.974% (\$164,000.00)

1st Lien: 73.027% (\$444,000.00)

2nd Financing?  No  Yes

Rate Lock Period: 30 days

Rate Lock Expiration Date: 9/19/2019 (Assumes a 30-day lock.)

**Other Information**

Loan Originator is Paid By:  Lender  Borrower

Lender Fee Buyout Requested?: No

**For loans created with FNM 3.2 REISSUE CREDIT:**

Switch to the **Application #1** tab, scroll down to the bottom and *reissue credit*. If broker is releasing DU to Mega Capital, the FNMA DU credit vendors are OK. If broker is not releasing DU findings to Mega, then broker will need to be sure the credit vendor broker uses is on Mega's [acceptable credit vendor list found on the website](#) under Resource Center.

Order New Credit Report  
 Re-Issue Credit Report  
 Upgrade Existing Credit Report to Tri-Merge Report  
 Manually Enter Credit Report

**Credit Provider Information**

Credit Provider: [Is my credit provider supported?](#)

<-- Select Credit Provider -->

YOU WILL NEED YOUR CREDIT VENDOR PASSWORD INFO HERE

Once credit is reissued, **the credit score will appear on the top right of the loan information bar.** Choose pricing filters, Terms, Then click **Price**

When the pricing results populate, you can “register” or “request lock” for your rate and program. **There is another pop up that comes when broker registers the file.**

Results

Rates shown in red are expired.  
\* - The costs displayed are the borrower's non-financed settlement charges.  
\*\* - exceeds Max DTI

Eligible Loan Programs			RATE	POINT	PAYMENT	DTI	APR	CLOSING COSTS	CASH TO CLOSE	RESERVE MONTHS	
<b>30 YR FIXED CONFORMING</b>											
<a href="#">pin</a>	<a href="#">register</a>	<a href="#">request lock</a>	4.875	-4.500	3,175.25	40.609	4.912	\$8,527.85	(\$99,831.15)	89.6	HB30
<a href="#">pin</a>	<a href="#">register</a>	<a href="#">request lock</a>	4.750	-4.000	3,129.88	40.298	4.786	\$9,707.43	(\$98,651.57)	90.5	HB30
<a href="#">pin</a>	<a href="#">register</a>	<a href="#">request lock</a>	4.625	-3.500	3,084.84	39.989	4.661	\$12,672.02	(\$95,686.98)	91.5	HB30
<a href="#">pin</a>	<a href="#">register</a>	<a href="#">request lock</a>	4.500	-3.375	3,040.11	39.683	4.535	\$13,386.60	(\$94,972.40)	92.4	HB30
<a href="#">pin</a>	<a href="#">register</a>	<a href="#">request lock</a>	4.375	-3.000	2,995.71	39.378	4.409	\$15,601.18	(\$92,757.82)	93.4	HB30
<a href="#">pin</a>	<a href="#">register</a>	<a href="#">request lock</a>	4.250	-2.500	2,951.64	39.076	4.283	\$18,565.77	(\$89,793.23)	94.4	HB30
<a href="#">pin</a>	<a href="#">register</a>	<a href="#">request lock</a>	4.125	-2.000	2,907.90	38.777	4.158	\$21,530.35	(\$86,828.65)	95.4	HB30
<a href="#">pin</a>	<a href="#">register</a>	<a href="#">request lock</a>	4.000	-1.500	2,864.49	38.479	4.032	\$24,494.93	(\$83,864.07)	96.5	HB30
<a href="#">pin</a>	<a href="#">register</a>	<a href="#">request lock</a>	3.875	-0.875	2,821.42	38.184	3.906	\$28,209.52	(\$80,149.48)	97.5	HB30
<a href="#">pin</a>	<a href="#">register</a>	<a href="#">request lock</a>	3.750	-0.250	2,778.69	37.891	3.781	\$31,924.10	(\$76,434.90)	98.6	HB30

(Far-right column: **program name** – click & shows comp and pricing adjustments, etc).  
If the preferred program is not displayed, the loan might be ineligible for that program, or the credit scores have not properly populated. You can review the reasons for ineligibility under “Display Ineligible Loan Programs”.

[+ Display Ineligible Loan Programs](#)

Ineligible programs and the reasons will display

- Hide Ineligible Loan Programs

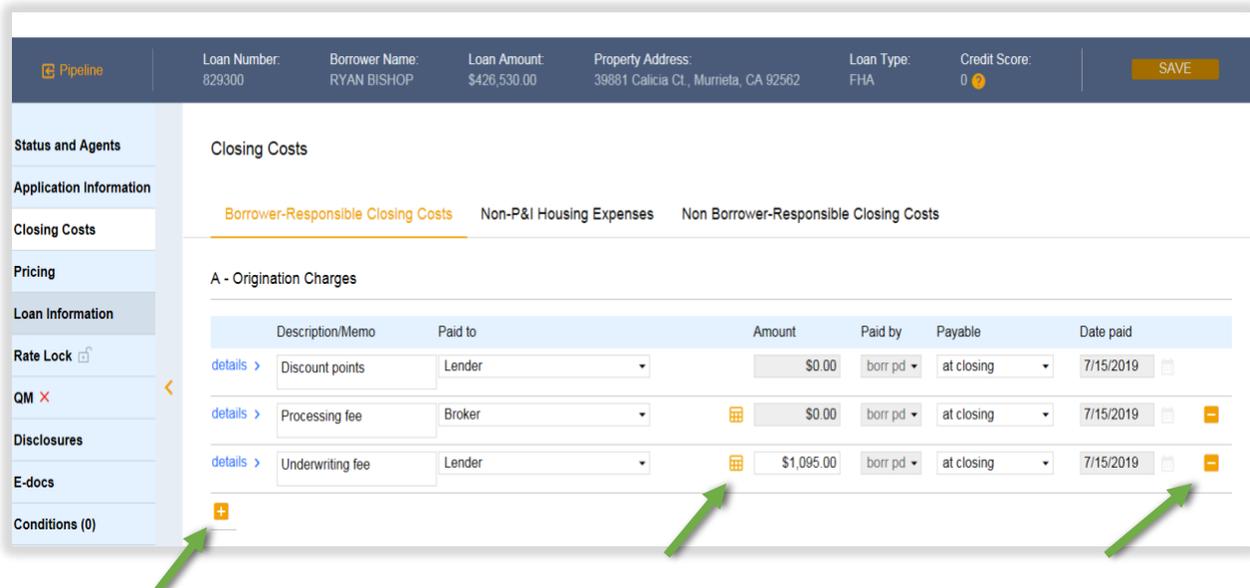
Rates shown in red are expired.  
\* - The costs displayed are the borrower's non-financed settlement charges.

	RATE	POINT	PAYMENT	DTI	APR	CLOSING COSTS	CASH TO CLOSE	RESERVE MONTHS
<b>AGN-30</b>								
* * STANDARD CONFORMING LOAN AMTS ONLY								
* LOAN AMOUNT EXCEED CONFORMING LIMITS								
<a href="#">preview</a>	3.625	-0.375	2,736.31	37.601	N/A	\$31,138.68	(\$77,220.32)	99.6
View More <input type="checkbox"/> <a href="#">register</a> <a href="#">request lock</a>								
<b>AGNP-30</b>								
* * * PORTFOLIO PROGRAM: BORROWER(S) MUST OWN >2 BUSINESSES								
* LOAN AMOUNT EXCEED CONFORMING LIMITS								
* STANDARD CONFORMING LOANS ONLY								
<a href="#">preview</a>	3.625	-0.375	2,736.31	37.601	N/A	\$31,138.68	(\$77,220.32)	99.6
View More <input type="checkbox"/> <a href="#">register</a> <a href="#">request lock</a>								

The GREEN STATUS BAR will change from Loan Opened to **Registered**. Once a file is registered, it appears on the Mega Capital pipeline.

### STEP 3: Editing the Closing Costs

- **Fees are pre-populated with an estimate of common charges** as per a Purchase transaction, which need to be edited by Broker for accuracy, per their fee worksheet.
    - The idea is to have Broker input their fees rather than Mega Capital. **The charges are not generated from any Mega Capital fee schedule.**
  - Fees can be adjusted by directly accessing the **calculator icon**, direct input. Fees can be deleted by clicking on the  icon.
  - Fees can be added by clicking the  icon in the lower left corner of each section
- A. **Origination Charges:** These fees cannot increase after initial disclosure.
- a. Discount points will automatically populate after pricing and registering the loan.
  - b. Broker Processing fee only applies to borrower paid transactions. If applicable, broker can add the fee name by clicking on the  and choosing it from the drop down list.
  - c. Underwriting fee is defaulted to \$1095 but will automatically update based on program code selection in pricing engine during loan registration. Broker will see the change after broker registers the loan.
  - d. If a Borrower Paid transaction, the origination fee will automatically generate on the Loan Estimate after you run your pricing.



- B. **Services you Cannot Shop For:** These fees can never increase after initial disclosure.
- Input the correct Appraisal Fee.** It is required that the broker accurately quote the appraisal fee at initial disclosures. Broker is expected to know characteristics of the property that would drive the cost of the appraisal to obtain an accurate quote. Hint: this fee can always be decreased but never increased. **The Broker should be using the fee schedule listed on the portal for the AMC they will be choosing for the appraisal order. Will the loan need 2 appraisals; a desk review??**
  - Credit report fee must be accurate. Hint: this fee can be decreased but never increased.
  - Click on the  to find more fees to add to this section; i.e. Third Party processing, Desk review fee, 1004D, HOA Cert fee.

B - Services You Cannot Shop For

Description/Memo	Paid to	Amount	Paid by	Payable	Date paid
<a href="#">details &gt;</a> Appraisal fee	Appraisal Management Company	650	borr pd	at closing	7/15/2019
<a href="#">details &gt;</a> Credit report	Credit Report	\$50.00	borr pd	at closing	7/15/2019
<a href="#">details &gt;</a> Upfront Mortgage Insurance Premium	Lender	\$7,464.28	split (see details)		

C. **Services You Can Shop For:**

- Fees can increase aggregately by 10% Max **IF** the Borrower uses the Service Providers disclosed on the Service Provider List (SPL).
- If Borrower chooses **different** Service Providers than what is disclosed on SPL, there is **no** limit to an increase in fees.

C - Services You Can Shop For

Description/Memo	Paid to	Amount	Paid by	Payable	Date paid
<a href="#">details &gt;</a> Archive Fee	Escrow	\$50.00	borr pd	at closing	7/15/2019
<a href="#">details &gt;</a> Closing/Escrow fee	Escrow	\$2,200.00	borr pd	at closing	7/15/2019
<a href="#">details &gt;</a> Document preparation fee	Escrow	\$100.00	borr pd	at closing	7/15/2019
<a href="#">details &gt;</a> Endorsement Fee	Title	\$150.00	borr pd	at closing	7/15/2019
<a href="#">details &gt;</a> Lender's title insurance	Title	\$500.00	borr pd	at closing	7/15/2019
<a href="#">details &gt;</a> Loan Tie In Fee	Escrow	\$300.00	borr pd	at closing	7/15/2019

Again, the costs shown are defaults for a purchase. Use the  to remove fees from the section that do not apply.

D. **E-Taxes and Other Government Fees**

- a. Recording fees have a 10% tolerance.
- b. Transfer Taxes have ZERO tolerance.
- c. Remove the transfer taxes when submitting a refinance.

E - Taxes And Other Government Fees

Description/Memo	Paid to	Amount	Paid by	Payable	Date paid
<a href="#">details &gt;</a> Deed recording fee	Other	\$50.00	borr pd	at closing	7/10/2019
<a href="#">details &gt;</a> Mortgage recording fee	Other	\$245.00	borr pd	at closing	7/10/2019
<a href="#">details &gt;</a> SB-2	Other	\$225.00	borr pd	at closing	7/10/2019
<a href="#">details &gt;</a> Transfer Taxes	Other	\$1,000.00	borr pd	at closing	7/10/2019

E. **F-Prepays – No tolerance limit**

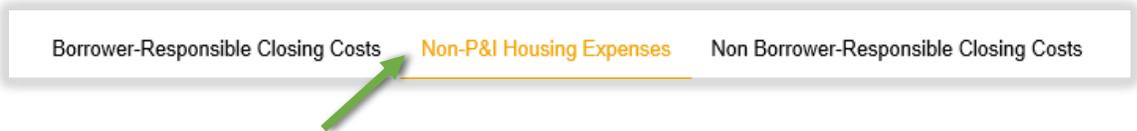
- a. Hazard Insurance is shown from the broker 1003 It can be edited.
- b. The per diem interest is automatically calculated based on your close date from your system.

F - Prepays

Description/Memo	Paid to	Amount	Paid by	Payable	Date paid
<a href="#">details &gt;</a> Hazard Insurance	Homeowner Insurance	\$1,554.00	borr pd	at closing	7/22/2019
<a href="#">details &gt;</a> Per-diem interest	Lender	\$477.92	borr pd	at closing	7/22/2019

F. **G – Initial Escrow Payment At Closing – No tolerance limit**

- a. If the loan is to be impounded, click on the Non-P&I Housing Expense tab. Check your 1<sup>st</sup> payment Date



## Submitting a loan to Mega Capital

Estimated Closing Date	7/10/2019	1st Payment Date	9/1/2019	Aggregate Adjustment	\$0.00	Total Escrow Collected at Closing	\$12,137.52
> Mortgage Insurance				\$0.00/month		Not Escrowed	
> Hazard Insurance				\$300.00/month		Escrowed	
> Flood Insurance				\$0.00/month		Not Escrowed	
> Windstorm Insurance				\$0.00/month		Not Escrowed	
> Condo HO-6 Insurance				\$0.00/month		Not Escrowed	
> Property Taxes				\$1,822.92/month		Escrowed	

- b. Hazard Insurance - The insurance amount automatically floods in from the 1003. Be sure the calculation source is Calculator. Escrowed? is checked YES. Broker should edit the Disbursement Schedule Month with the insurance expiration date. The system will automatically calculate the # of months of impounds based on the 1<sup>st</sup> payment date.

Closing Costs

Borrower-Responsible Closing Costs    **Non-P&I Housing Expenses**    Non Borrower-Responsible Closing Costs

▼ Hazard Insurance    \$100.00/month    Escrowed

Summary

Description: Hazard Insurance    Prepaid Amount for: 0 months    \$0.00

Calculation Source: Calculator    Monthly Amount (Servicing): \$100.00

Annual Amount: \$1,200.00    Reserves Amount for: 13 months    \$1,300.00

Monthly Amount (PITI): \$100.00

Calculator

Monthly Amount (PITI)     $((0.000\% \text{ of Loan Amount}) / 12) + \$100.0000 = \$100.00$

Prepaid?     Yes

Prepaid Months    0    Prepaid Amount    \$0.00

Escrowed?     Yes

Payments repeat    Annual

Disbursement Schedule Months

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
0	0	0	0	0	0	0	0	12	0	0	0

Reserve Months Cushion    2 months

Reserve Months    13 months    Initial Reserve Amount    \$1,300.00

Submitting a loan to Mega Capital

- c. Broker to follow the same process for Property Taxes. However, there is no need to edit the Disbursement Schedule for the state of CA. the system will automatically figure the # of months based on the 1<sup>st</sup> payment date.

Property Taxes
\$1,822.92/month
Escrowed

Summary

Description	Property Taxes	Prepaid Amount for	0 months	\$0.00
Tax Type		Monthly Amount (Servicing)		\$1,822.92
Calculation Source	Calculator	Reserves Amount for	6 months	\$10,937.52
Annual Amount	\$21,875.04			
Monthly Amount (PITI)	\$1,822.92			

Calculator

Monthly Amount (PITI)  $(( 0.000\% \text{ of Purchase Price } ) / 12) + 1,822.92 = 1,822.92$

Prepaid?  Yes

Prepaid Months  Prepaid Amount \$0.00

Escrowed?  Yes

Payments repeat

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Disbursement Schedule Months	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="6"/>	<input type="text" value="0"/>	<input type="text" value="6"/>	<input type="text" value="0"/>					

Reserve Months Cushion  months

Reserve Months  months Initial Reserve Amount \$10,937.52

Once those figures have been inputted the impound amounts will flood to Section G.

G - Initial Escrow Payment At Closing						
	Description/Memo	Paid to	Amount	Paid by	Payable	Date paid
<a href="#">details &gt;</a>	Hazard Insurance Reserves	Lender	\$1,300.00	borr pd	at closing	7/10/2019
<a href="#">details &gt;</a>	Property Taxes Reserves	Lender	\$10,937.52	borr pd	at closing	7/10/2019

G. **H-Other** – No tolerance Limit

- a. Here is where Broker can add other charges that pertain to the transaction. Use the  icon to add the fees you need
- b. Remember the fees default to a purchase therefore on refi's Broker can remove the Owners Title fee using the .

## Submitting a loan to Mega Capital

H - Other

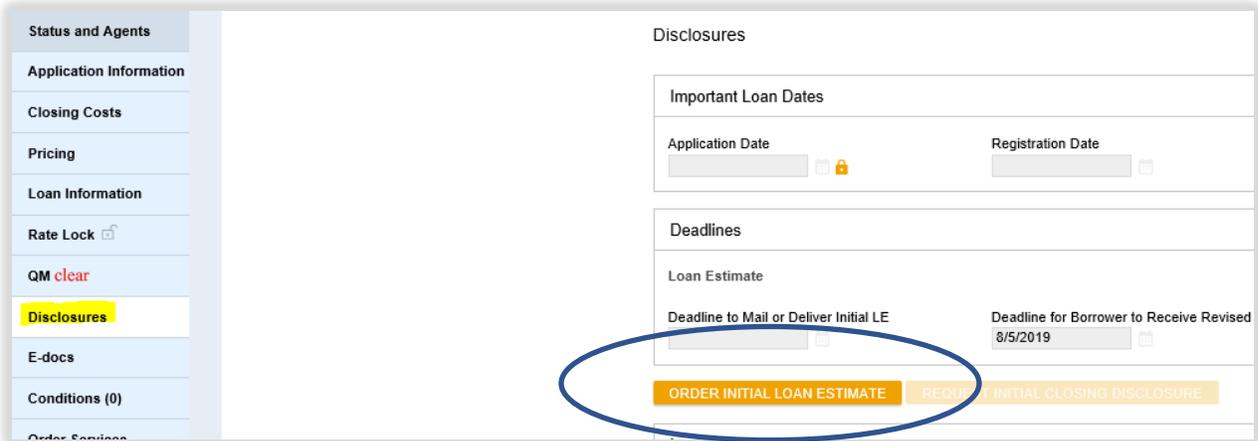
Description/Memo	Paid to	Amount	Paid by	Payable	Date paid
<a href="#">details &gt;</a> 1ST HALF PROPERTY TAXES	Other	\$0.00	borr pd	at closing	7/15/2019
<a href="#">details &gt;</a> Owner's title insurance	Title	\$2,000.00	borr pd	at closing	7/15/2019

[+](#)

Click **Save** in the Upper Right hand corner of the screen.

## STEP 4: Generating Disclosures

- A. After Registering the loan and editing the Closing Costs, proceed to the Disclosure tab and click on Order Initial Loan Estimate button



**Disclosures**

**Important Loan Dates**

Application Date    Registration Date  

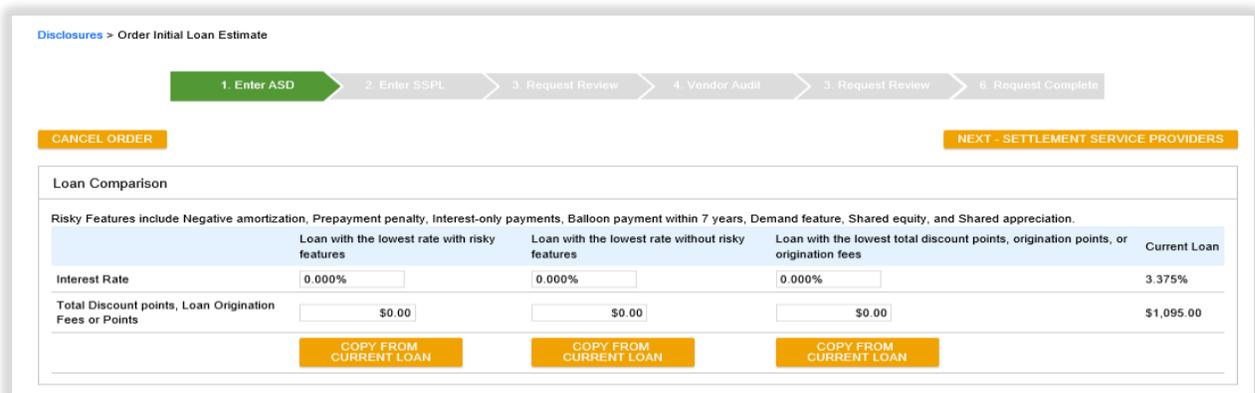
**Deadlines**

Loan Estimate

Deadline to Mail or Deliver Initial LE   Deadline for Borrower to Receive Revised 8/5/2019  

**ORDER INITIAL LOAN ESTIMATE** **REQUEST INITIAL CLOSING DISCLOSURE**

- B. If the loan is lender paid comp, broker will need to input the 3 options for the Anti Steering form. This information will be saved on this screen for this loan.



Disclosures > Order Initial Loan Estimate

1. Enter ASD 2. Enter SSPL 3. Request Review 4. Vendor Audit 5. Request Review 6. Request Complete

**CANCEL ORDER** **NEXT - SETTLEMENT SERVICE PROVIDERS**

**Loan Comparison**

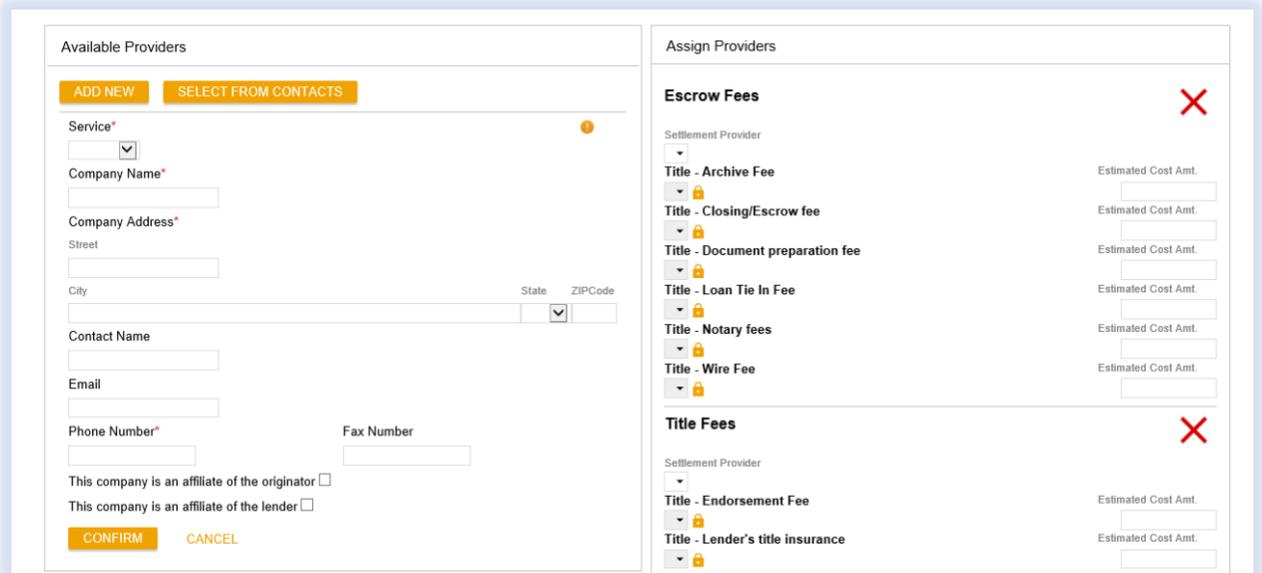
Risky Features include Negative amortization, Prepayment penalty, Interest-only payments, Balloon payment within 7 years, Demand feature, Shared equity, and Shared appreciation.

	Loan with the lowest rate with risky features	Loan with the lowest rate without risky features	Loan with the lowest total discount points, origination points, or origination fees	Current Loan
Interest Rate	<input type="text" value="0.000%"/>	<input type="text" value="0.000%"/>	<input type="text" value="0.000%"/>	3.375%
Total Discount points, Loan Origination Fees or Points	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$1,095.00

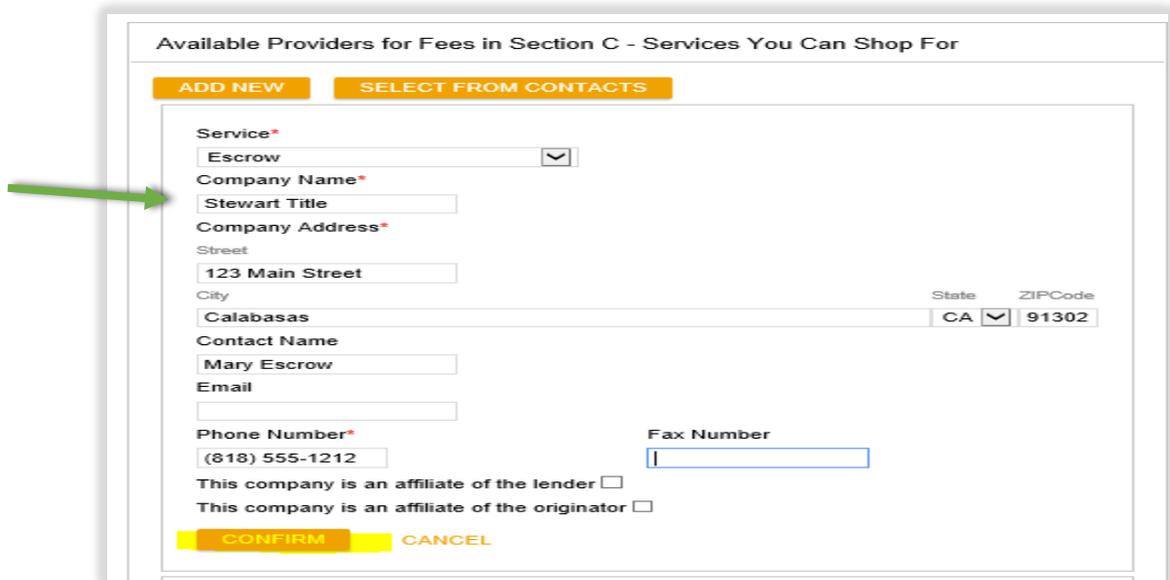
**COPY FROM CURRENT LOAN** **COPY FROM CURRENT LOAN** **COPY FROM CURRENT LOAN**

Then click NEXT-Settlement Service Provider.

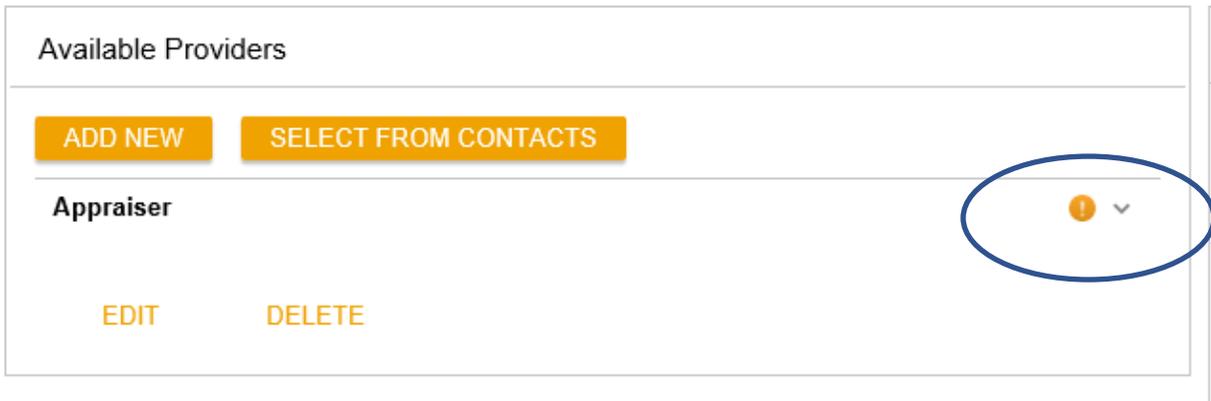
- C. The next step will require broker to pick a provider for the Selected Service Provider List (SSPL). The fees will be grouped by category. In the header for each category, you will have the ability to batch-edit a provider.



- a. Click ADD NEW buttons to input your escrow and title providers. Choose the Service from the dropdown that will be applied to the fees on the right-hand side. If Title and Escrow are the same – the contact information will need to be inputted for both service.



If not enough information is inputted for the contact, the system will be alert you.



Available Providers	
<b>ADD NEW</b>	<b>SELECT FROM CONTACTS</b>
<b>Appraiser</b>	
<b>EDIT</b>	<b>DELETE</b>

- b. Once Broker clicks Confirm this new provider will show in the list on the left. Go to your right and select the provider from the drop down in each section of fees. That provider will be selected for all the fees in that box. This batch edits all the fees in the section. No need to edit each individual fee



Suggested Settlement Service Providers for Fees in Section C

**Escrow Service Fees** 

Settlement Provider  
Stewart Title, Mary Escro... 

**Title - Archive Fee** Estimated Cost Amt.   
Settlement Provider\*  Stewart Title, Mary Escro... 

**Title - Closing/Escrow fee** Estimated Cost Amt.   
Settlement Provider\*  Stewart Title, Mary Escro... 

- D. Once the SPPL is complete and both sections have green checks, click **Next – Request Review**. **If the loan transaction is a VA Refi; Rapid Investor or Investor Solution, broker must save loan at this time and request Mega Capital to finish the disclosure process by uploading the Lender LE request form.**

### Submitting a loan to Mega Capital

Disclosures

Disclosures > Order Initial Loan Estimate

1. Enter ASD → 2. Enter SSPL → 3. Request Review → 4. Vendor Audit → 5. Request Review → 6. Request Complete

**CANCEL ORDER** **NEXT - REQUEST REVIEW**

Available Providers for Fees in Section C - Services You Can Shop For

**ADD NEW** **SELECT FROM CONTACTS**

Stewart Title

Suggested Settlement Service Providers for Fees in Section C

**Escrow Service Fees** ✓

- a. If there are **red hard stops**, the broker will need to remove the hard stop. In this instance, the broker had not changed the Interview Date to the date of registration date. The broker can fix this by going back to Application Information tab and changing the interview date on page 3.

Please review the information below. All requirements must pass to proceed with the order.

**CANCEL ORDER** **REQUEST LENDER TO COMPLETE ORDER** **NEXT - DOCUMENT VENDOR AUDIT**

**Requirements Checklist**

- ✓ Verified Loan Application Information is Correct (Including Borrower(s) Names and Property Address)
- ✓ Verify that all closing cost fees are True and Correct
- ✗ Loan Originator Interview Date is less than or equal to 2 business days of current date
- ✓ Processing Fee Cannot Exceed \$1500
- ✓ Appraisal Fee must be quoted from the Appraisal Fee Schedule
- ✓ City/County Tax Stamps (Transfer Tax) and Owners Title Insurance should be indicated on Purchase Transactions Only
- ✓ QM status is eligible
- ✓ Loan Program Name does not begin with 'IS' or 'DCR'
- ✓ \$1,095.00 Underwriting Fee

**Borrower Information**

Name	Email
Donald test5	conf@mcfunding.com
Stacey test	conf@mcfunding.com

**Loan Officer Information**

<b>Name</b>	Greg Handy
<b>NMLS#</b>	123456
<b>License ID</b>	
<b>Email</b>	ghandy@mcfunding.com
<b>Phone Number</b>	(818) 437-6453

- b. Once the broker fixes the hard stops, they will go back through the Disclosure process to get back to this screen. They will then see all green checks. Click **NEXT-Document Vender Audit**

**CANCEL ORDER** **NEXT - DOCUMENT VENDOR AUDIT**

**Requirements Checklist**

- ✓ Verified Loan Application Information is Correct (Including Borrower(s) Names and Property Address)
- ✓ Verify that all closing cost fees are True and Correct
- ✓ Loan Originator Interview Date is less than or equal to 2 business days of current date
- ✓ Processing Fee Cannot Exceed \$1500
- ✓ Appraisal Fee must be quoted from the Appraisal Fee Schedule
- ✓ City/County Tax Stamps (Transfer Tax) and Owners Title Insurance should be indicated on Purchase Transactions Only
- ✓ QM status is eligible
- ✓ Loan Program Name does not begin with 'IS' or 'DCR'
- ✓ \$1,095.00 Underwriting Fee

**Borrower Information**

Name	Email
Donald test5	conf@mcfunding.com
Stacey test	conf@mcfunding.com

**Loan Officer Information**

<b>Name</b>	Greg Handy
<b>NMLS#</b>	123456
<b>License ID</b>	
<b>Email</b>	ghandy@mcfunding.com
<b>Phone Number</b>	(818) 437-6453

## Submitting a loan to Mega Capital

- E. Warning on the Document Vendor Audit are ok. These are not hard stops. Click **NEXT – ORDER DOCUMENT PREVIEW**

Please review the results of the audit from our document vendor below. If there are any fatal audit results, you will need to submit to the lender for disclosure.

**CANCEL ORDER** **NEXT - ORDER DOCUMENT PREVIEW**

Document Vendor Audit Findings

Type	Message
Warning	Lender Credit of \$0.00 is below the baseline amount of \$628.00. Fee violates TILA/RESPA Tolerance.
Warning	PropertyTax(OIP): Has NO TRID Section Type
Warning	Total Lender Credits \$0.00 is less than baseline value of \$628.00
Info	This loan meets Temporary Agency/GSE QM guidelines.
Info	This loan does not have a Negative Amortization feature.

- F. The broker will now review the disclosures based on their inputted fees and information. If any fees are incorrect, go back to the Closing costs tab and make changes to the fees. Then start the disclosure process on the disclosure tab.

**CANCEL ORDER** **NEXT - COMPLETE REQUEST**

I have reviewed and accept the previewed Initial Disclosure PDF. \*

**Mega Capital Funding Inc.**  
5000 North Parkway Calabasas, Suite #100, Calabasas, CA 91302

*Save this Loan Estimate to compare with your Closing Disclosure.*

**Loan Estimate**

<b>DATE ISSUED</b>	7/1/2019	<b>LOAN TERM</b>	30 years
<b>APPLICANTS</b>	Donald test5 and Stacey test 5000 Parkway Drive Pleasanton, CA 94588	<b>PURPOSE</b>	Purchase
<b>PROPERTY</b>	5000 Turnstone Pk Calabasas, CA 91302	<b>PRODUCT</b>	Fixed Rate
<b>SALE PRICE</b>	\$440,000	<b>LOAN TYPE</b>	<input checked="" type="checkbox"/> Conventional <input type="checkbox"/> FHA <input type="checkbox"/> VA <input type="checkbox"/> _____
		<b>LOAN ID #</b>	8829219
		<b>RATE LOCK</b>	<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES, until

Before closing, your interest rate, points, and lender credits can change unless you lock the interest rate. All other estimated closing costs expire on 7/16/2019 at 12:00 a.m. PDT

**Loan Terms** **Can this amount increase after closing?**

- G. After thoroughly reviewing the preview disclosures, click the checkbox for *I have reviewed and accept the previewed Initial Disclosure PDF* and click **Next – Complete Request** to send initial disclosures to the borrowers.

**CANCEL ORDER** **NEXT - COMPLETE REQUEST**

I have reviewed and accept the previewed Initial Disclosure PDF. \*

- H. Initial Disclosures are now sent to the Borrower (s) email for Esigning. See Borrower Esigning video on the Broker Portal for details on the borrowers esigning process.
- I. Broker will now be able to see on the Disclosure Tab Activity Log the initial disclosures have been sent. The Broker will be able to view when the borrowers esign process is complete.

Activity Log		
Time	User	Description
6/28/2019 11:08:31 AM PDT	Greg Handy	Loan Registered - Disclosures Required
6/28/2019 11:16:15 AM PDT	Greg Handy	Initial Disclosures Created - E-Disclosure Sent
6/28/2019 11:16:22 AM PDT	System Notification	E-Sign package created.
6/28/2019 11:16:22 AM PDT	System Notification	E-Sign package created.
6/28/2019 11:19:56 AM PDT	System Notification	START_ESIGN
6/28/2019 11:20:00 AM PDT	System Notification	E-Consent Received for Mary Mega
6/28/2019 11:20:05 AM PDT	System Notification	VIEW_SIGREQ
6/28/2019 11:23:39 AM PDT	System Notification	COMPLETE_ESIGN
6/28/2019 11:30:58 AM PDT	System Notification	START_ESIGN
6/28/2019 11:31:05 AM PDT	System Notification	E-Consent Received for All Parties
6/28/2019 11:31:09 AM PDT	System Notification	E-Consent Received for Taylor T. Mega
6/28/2019 11:31:13 AM PDT	System Notification	VIEW_SIGREQ
6/28/2019 11:35:41 AM PDT	System Notification	COMPLETE_ESIGN
6/28/2019 11:35:42 AM PDT	System Notification	E-Sign Completed

J.

It will tell you when each borrower has completed the 4 step process of esigned. The borrower will start, econsent; choose font and sign. The last line will not appear until all borrowers have esigned. The last line is what you are looking for on this log.

## Submitting a loan to Mega Capital

Your file will be placed into Document Check Fail status after the setup department has completed their job if the borrower has not completed the esigning process

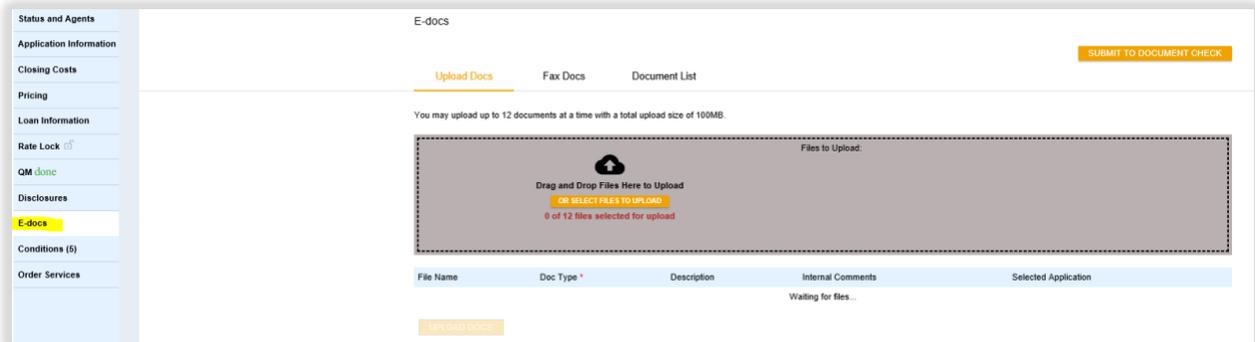
EG Pipeline	Loan Number: 830181	Borrower Name: Xing Du	Loan Amount: \$480,000.00	Property Address: 275 Burnett Ave Apt 5, San Francisco, CA 94131
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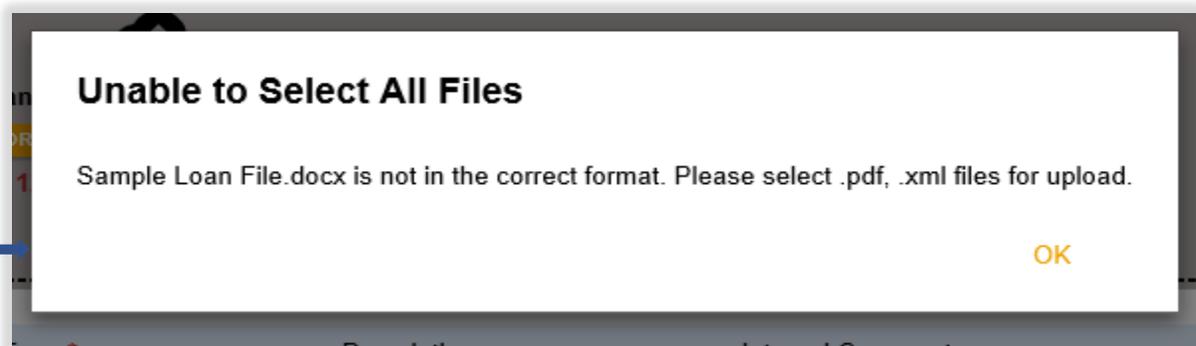
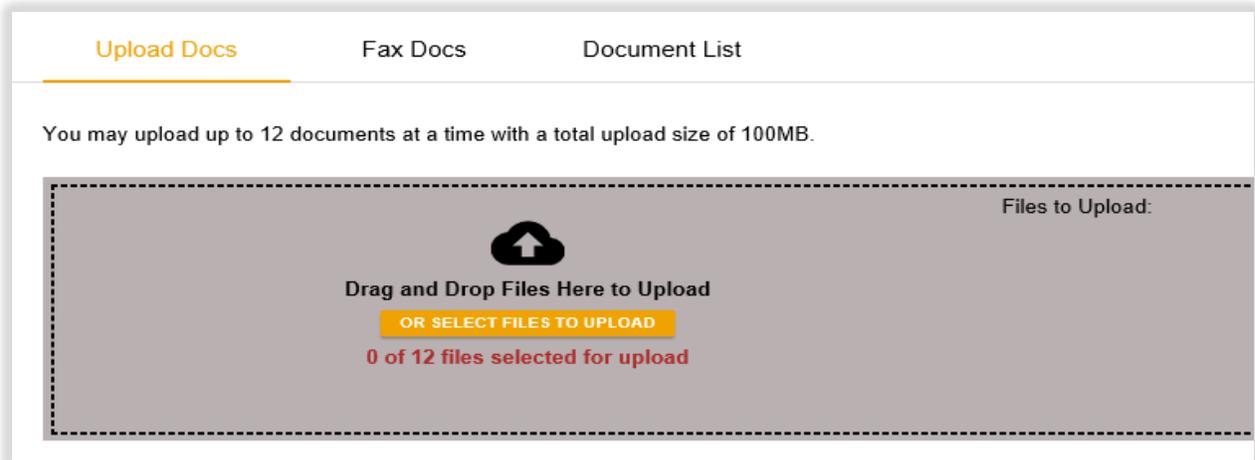
<ul style="list-style-type: none"> <li>Status and Agents</li> <li>Application Information</li> <li>Closing Costs</li> <li>Loan Information</li> <li>Rate Lock </li> <li>QM </li> <li>Disclosures</li> <li>E-docs</li> <li>Conditions (0)</li> </ul>	<h3>Status and Agents</h3> <p><b>Status</b></p> <hr/> <p>Current Status: Document Check Failed      Status Date: 8/5/2019      Action: <a href="#">view status certificate</a></p>  <p><b>Agents</b></p> <hr/> <p>Assigned Agents in ALT Financial Network, Inc.</p> <table border="0"> <tr> <td>Loan Officer <a href="#">re-assign</a> Name: Gregory Spinal</td> <td>Processor <a href="#">re-assign</a> Name: Britton Walsh</td> </tr> </table>	Loan Officer <a href="#">re-assign</a> Name: Gregory Spinal	Processor <a href="#">re-assign</a> Name: Britton Walsh
Loan Officer <a href="#">re-assign</a> Name: Gregory Spinal	Processor <a href="#">re-assign</a> Name: Britton Walsh		

## STEP 5: Uploading the documents

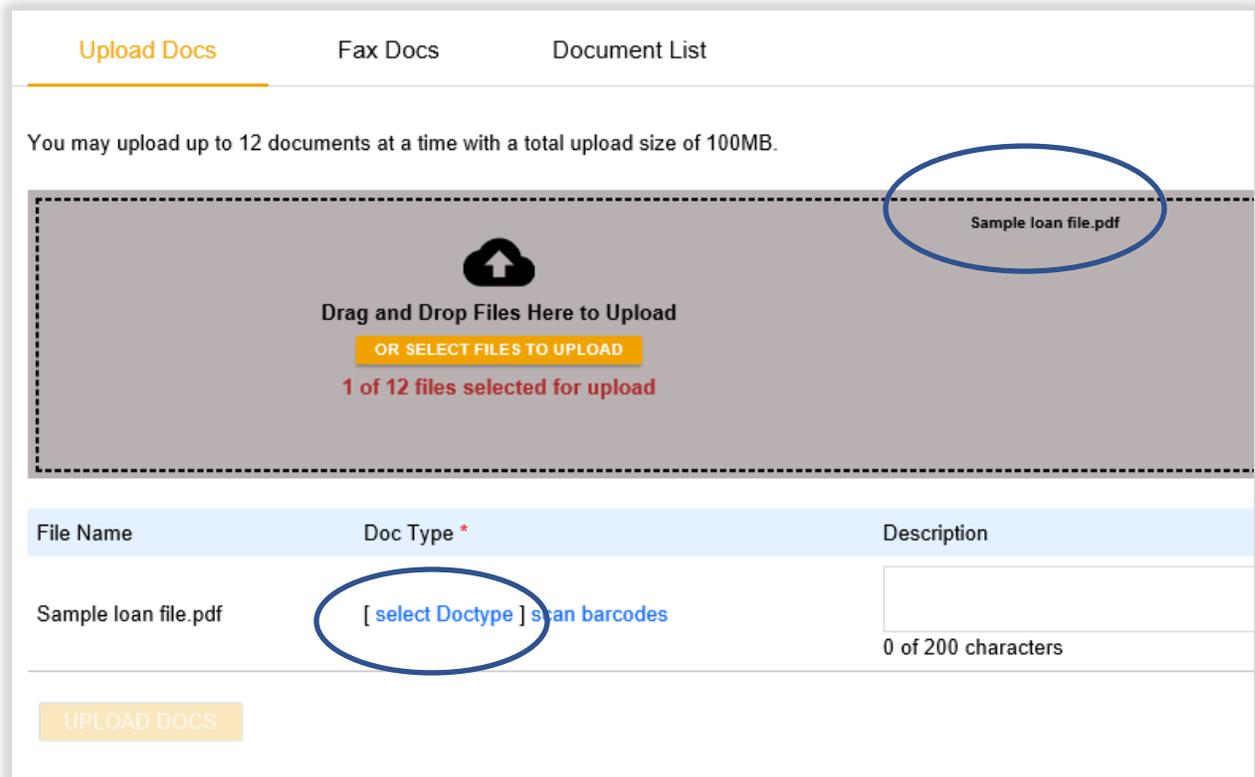
When ready to upload documents into the loan, find the **E-DOCS** blue Action button on the left. Mega Capital needs the file within 3 business days of prelocks.



After opening E-DOCS you will see you can drop or drag the pdfs into the large grey box or you can search for the documents to upload.



Once the pdfs are on the right hand side of the box – they are ready to be uploaded. And yes the printing is really small.



Upload Docs    Fax Docs    Document List

You may upload up to 12 documents at a time with a total upload size of 100MB.

Sample loan file.pdf

Drag and Drop Files Here to Upload

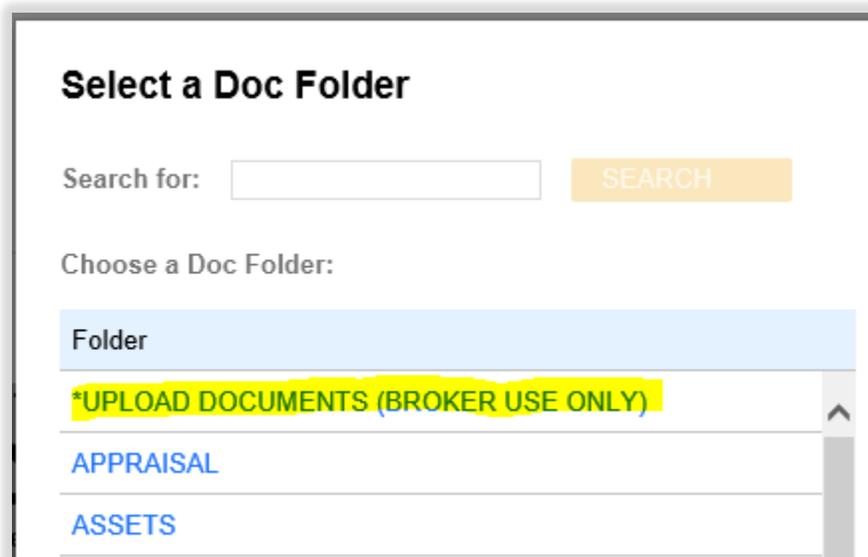
OR SELECT FILES TO UPLOAD

1 of 12 files selected for upload

File Name	Doc Type *	Description
Sample loan file.pdf	[ select Doctype ] scan barcodes	0 of 200 characters

UPLOAD DOCS

Click Select Doc Type



### Select a Doc Folder

Search for:

Choose a Doc Folder:

- Folder
- \*UPLOAD DOCUMENTS (BROKER USE ONLY)
- APPRAISAL
- ASSETS

Use "BROKER USE ONLY Folder ONLY please

Brokers should upload **ONLY** into the above “**BROKER USE ONLY**” folders. Every time items are uploaded an alert is sent to Mega and our team members will review uploaded documents.

Above link opens the below menu: From the document type list, choose the document label that applies to, in this case, the SUBMISSION PACKAGE.

Choose a Doc Type:

Doc Type
1. SUBMISSION PACKAGE
3. PTD CONDITIONS
4. PTF CONDITIONS
5. DOC REQUEST
6. ESCROW SETTLEMENT STATEMENT
7. CD REQUEST



You can add comments in the description button. Click **UPLOAD DOCUMENTS ONE TIME**

Upload Docs    Fax Docs    Document List

You may upload up to 12 documents at a time with a total upload size of 100MB.

  
**Drag and Drop Files Here to Upload**  
**OR SELECT FILES TO UPLOAD**  
1 of 12 files selected for upload

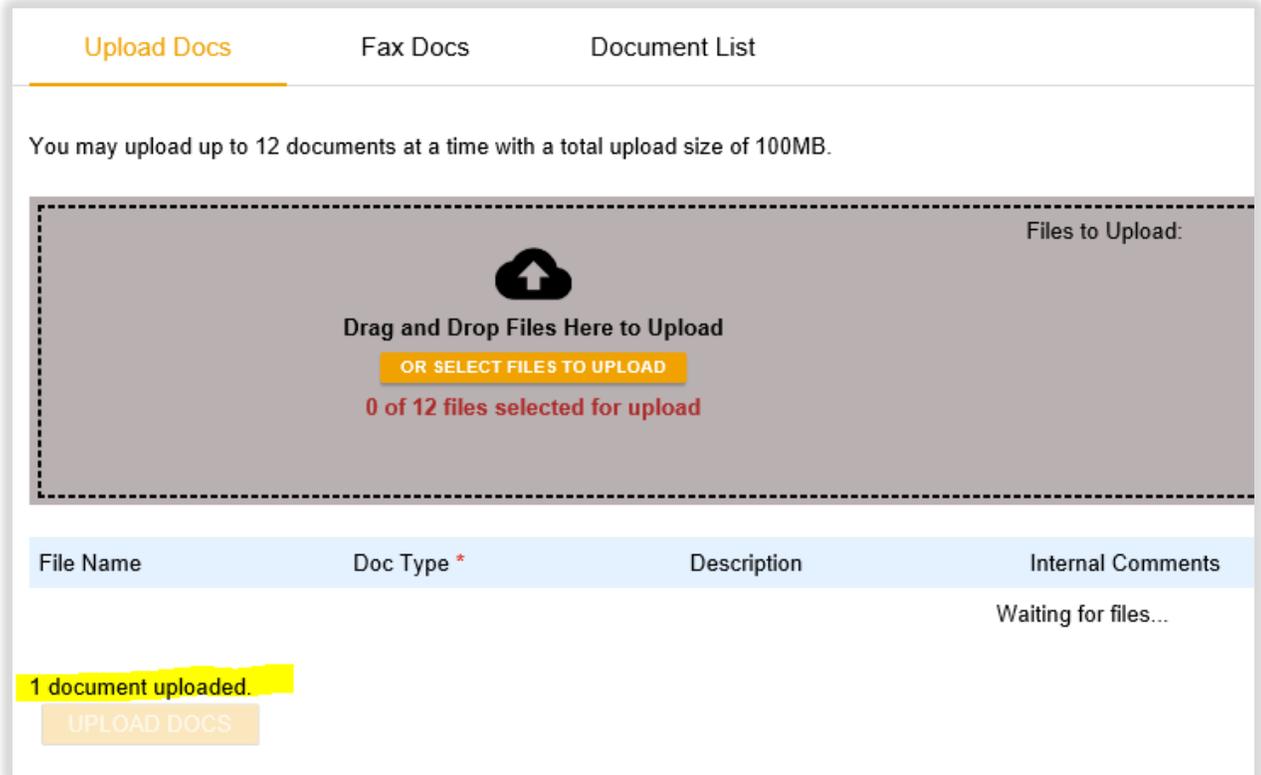
File Name	Doc Type *	Description
Sample loan file.pdf	[ select Doctype ] scan barcodes *UPLOAD DOCUMENTS (BROKER USE ONLY) : 1. SUBMISSION PACKAGE	<input type="text"/> 0 of 200 characters

**UPLOAD DOCS**



Be patient while the documents are being uploaded into the system. There is no spinning wheel. There are two ways for you to tell if the documents are in the system.

1. When they are uploaded the pdf will disappear from the large grey box and it will say # document uploaded.



**Upload Docs**      Fax Docs      Document List

You may upload up to 12 documents at a time with a total upload size of 100MB.

Files to Upload:



**Drag and Drop Files Here to Upload**

**OR SELECT FILES TO UPLOAD**

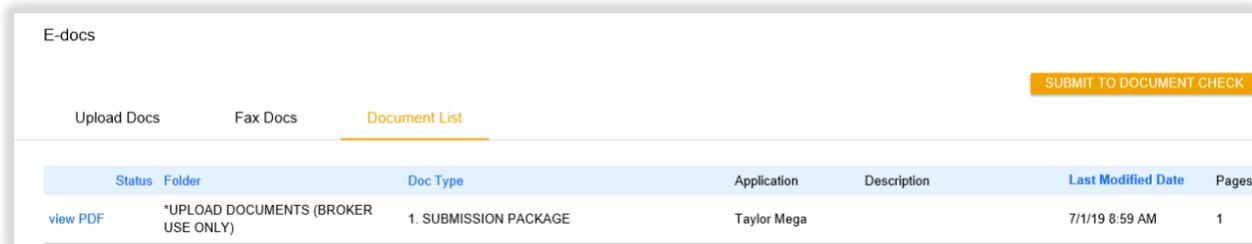
0 of 12 files selected for upload

File Name	Doc Type *	Description	Internal Comments
Waiting for files...			

**1 document uploaded.**

UPLOAD DOCS

2. When you click on DOCUMENT LIST, you will see your folder with the documents in it.



E-docs

**UPLOAD DOCS**      Fax Docs      **Document List**      **SUBMIT TO DOCUMENT CHECK**

Status	Folder	Doc Type	Application	Description	Last Modified Date	Pages
<a href="#">view PDF</a>	*UPLOAD DOCUMENTS (BROKER USE ONLY)	1. SUBMISSION PACKAGE	Taylor Mega		7/1/19 8:59 AM	1

**Thank you for your business**

**Any questions, please contact your Account Executive.**