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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 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 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](#)

[3RD PARTY PROCESSING FEE POLICY](#)

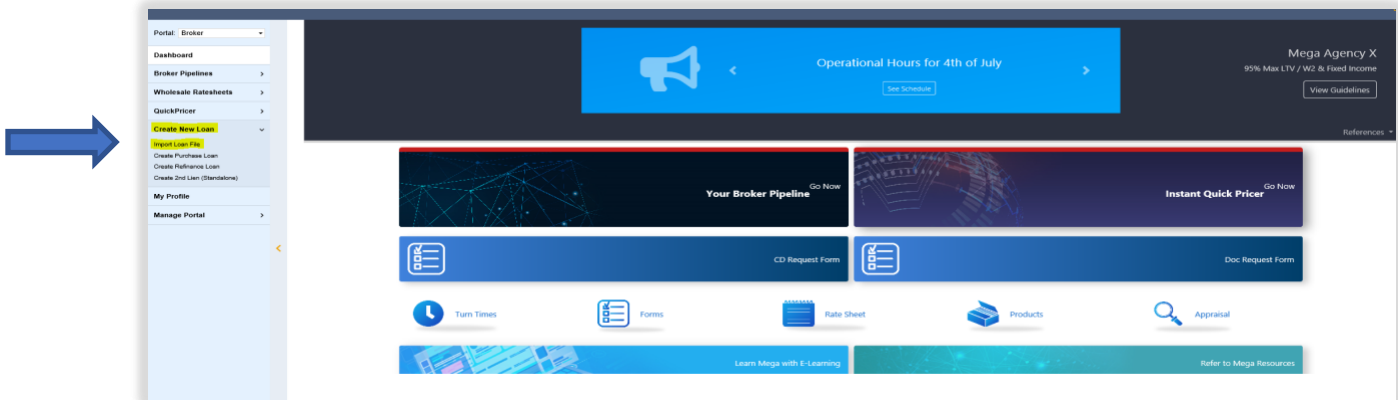
[LOCK POLICY](#)

[APPRAISAL TRANSFER REQUIREMENTS](#)

Proceed to 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. *

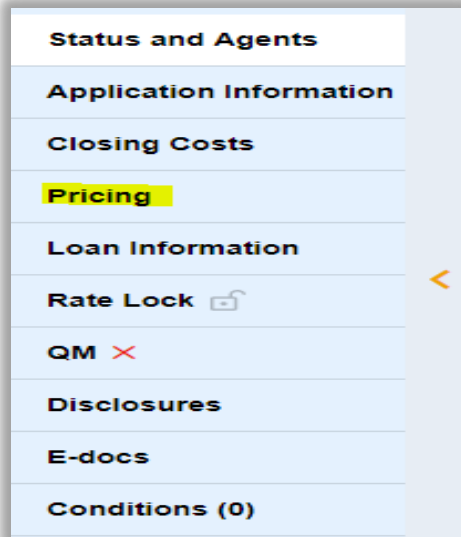
☐ Retrieve existing loan from LPA

Submitting a loan to Mega Capital

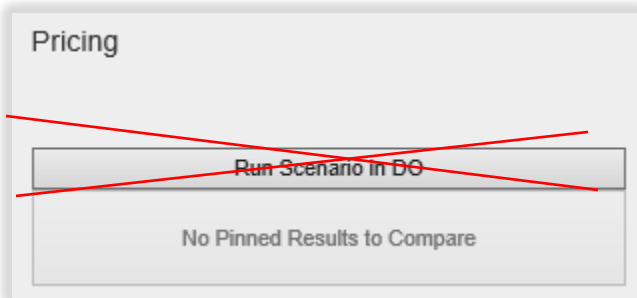
Loan number will be created, and the Application will open. Confirm borrower email on page 1. Confirm mortgages are linked to the Schedule of Real Estate. **Broker must confirm the interview date on page 3. The interview date should be the date you are registering the loan with Mega Capital – please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

To be Completed by Loan Originator			
This application was taken by		Interview Date	
by telephone 		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			

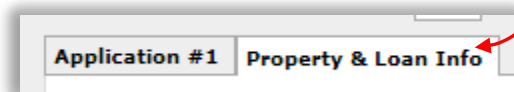
STEP 2: Registering the loan



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

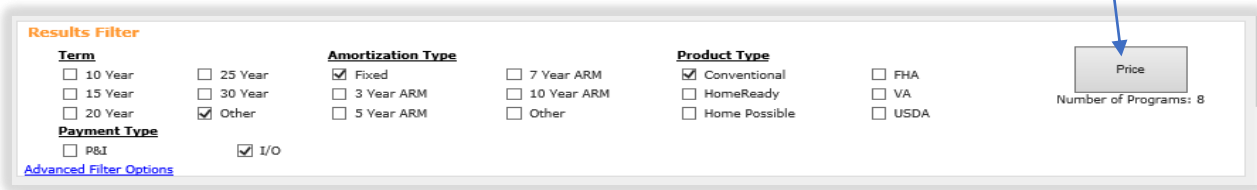
Credit Provider Information

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**



Results Filter

Term
☐ 10 Year
☐ 15 Year
☐ 20 Year
☐ 25 Year
☐ 30 Year
☒ Other

Amortization Type
☒ Fixed
☐ 3 Year ARM
☐ 5 Year ARM
☐ 7 Year ARM
☐ 10 Year ARM
☐ Other

Product Type
☒ Conventional
☐ HomeReady
☐ Home Possible
☐ FHA
☐ VA
☐ USDA

Payment Type
☐ P&I
☒ I/O

[Advanced Filter Options](#)

Price
Number of Programs: 8

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

Eligible Loan Programs

* - The costs displayed are the borrower's non-financed settlement charges.
** - exceeds Max DTI

Rates shown in red are expired.

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

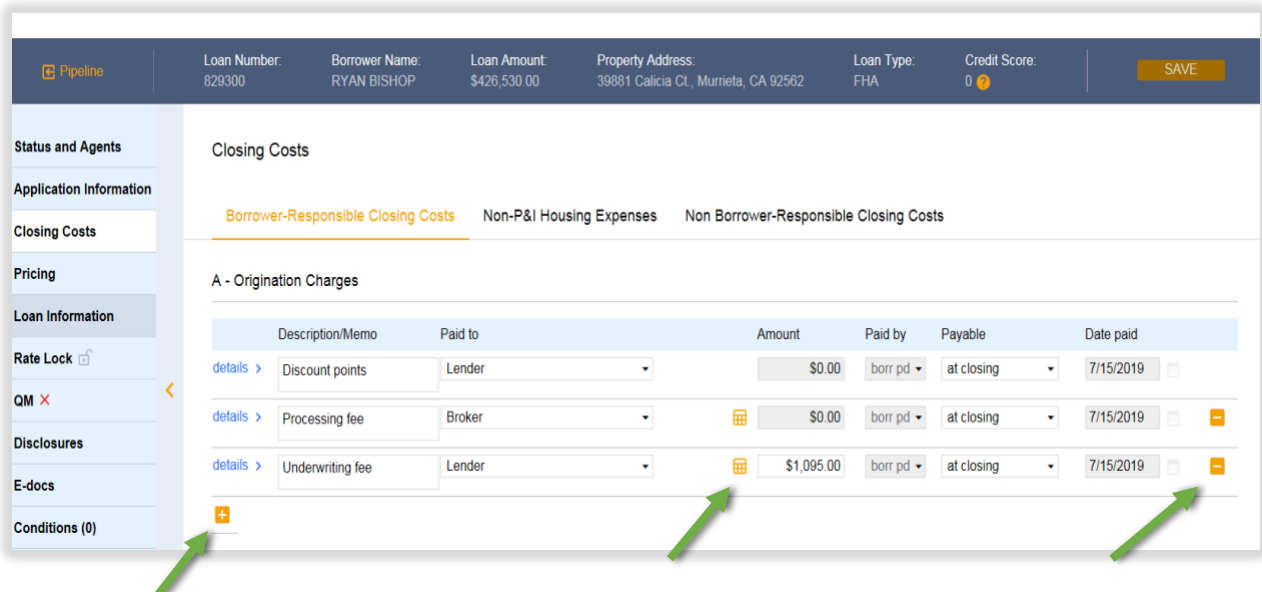
* - The costs displayed are the borrower's non-financed settlement charges.
Rates shown in red are expired.

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

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.
- Discount points will automatically populate after pricing and registering the loan.
 - 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.
 - 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.
 - If a Borrower Paid transaction, the origination fee will automatically generate on the Loan Estimate after you run your pricing.



Loan Details: Pipeline | Loan Number: 829300 | Borrower Name: RYAN BISHOP | Loan Amount: \$426,530.00 | Property Address: 39881 Calicia Ct., Murrieta, CA 92562 | Loan Type: FHA | Credit Score: 0 | **SAVE**


Left Sidebar: Status and Agents, Application Information, Closing Costs, Pricing, Loan Information, Rate Lock, QM, Disclosures, E-docs, Conditions (0)

Closing Costs:

- Borrower-Responsible Closing Costs**
 - A - Origination Charges**

Description/Memo	Paid to	Amount	Paid by	Payable	Date paid
details > Discount points	Lender	\$0.00	borr pd	at closing	7/15/2019
details > Processing fee	Broker	\$0.00	borr pd	at closing	7/15/2019
details > Underwriting fee	Lender	\$1,095.00	borr pd	at closing	7/15/2019
- Non-P&I Housing Expenses**
- Non Borrower-Responsible Closing Costs**

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
details >	Appraisal fee	Appraisal Management Company	650	borr pd	at closing	7/15/2019
details >	Credit report	Credit Report	\$50.00	borr pd	at closing	7/15/2019
details >	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
details >	Archive Fee	Escrow	\$50.00	borr pd	at closing	7/15/2019
details >	Closing/Escrow fee	Escrow	\$2,200.00	borr pd	at closing	7/15/2019
details >	Document preparation fee	Escrow	\$100.00	borr pd	at closing	7/15/2019
details >	Endorsement Fee	Title	\$150.00	borr pd	at closing	7/15/2019
details >	Lender's title insurance	Title	\$500.00	borr pd	at closing	7/15/2019
details >	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

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

E - Taxes And Other Government Fees




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




E. F-Prepays – No tolerance limit

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

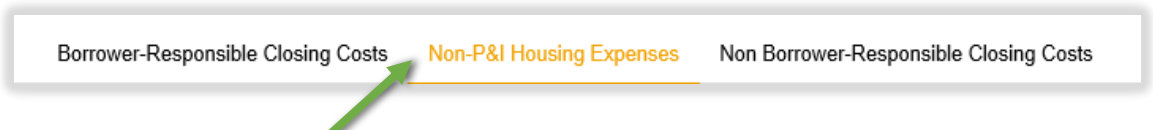
F - Prepays

	Description/Memo	Paid to		Amount	Paid by	Payable	Date paid	
details >	Hazard Insurance	Homeowner Insurance		\$1,554.00	borr pd	at closing	7/22/2019	
details >	Per-diem interest	Lender		\$477.92	borr pd	at closing	7/22/2019	



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

- If the loan is to be impounded, click on the Non-P&I Housing Expense tab. Check your 1st 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 1st 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
Calculation Source	Calculator
Annual Amount	\$1,200.00
Monthly Amount (PITI)	\$100.00
Prepaid Amount for	0 months \$0.00
Monthly Amount (Servicing)	\$100.00
Reserves Amount for	13 months \$1,300.00
Calculator	
Monthly Amount (PITI)	$((0.000\% \text{ of } \text{Loan Amount}) / 12) + \$100.0000 = \$100.00$
Prepaid?	<input checked="" type="checkbox"/> Yes
Prepaid Months	0
Escrowed?	<input checked="" type="checkbox"/> Yes
Payments repeat	Annual
Disbursement Schedule Months	Jan 0 Feb 0 Mar 0 Apr 0 May 0 Jun 0 Jul 0 Aug 0 Sep 12 Oct 0 Nov 0 Dec 0
Reserve Months Cushion	2 months
Reserve Months	13 months
Prepaid Amount	\$0.00
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 1st payment date.

Property Taxes
\$1,822.92/month
Escrowed

Summary

Description
Property Taxes

Tax Type

Calculation Source
Calculator

Annual Amount
\$21,875.04

Monthly Amount (PITI)
\$1,822.92

Prepaid Amount for
0 months
\$0.00

Monthly Amount (Servicing)
\$1,822.92

Reserves Amount for
6 months
\$10,937.52

Calculator

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

Prepaid?
☐ Yes

Prepaid Months
0
Prepaid Amount
\$0.00

Escrowed?
☒ Yes

Payments repeat
Annual

Disbursement Schedule Months
Jan 0 Feb 0 Mar 0 Apr 6 May 0 Jun 0 Jul 0 Aug 0 Sep 0 Oct 0 Nov 6 Dec 0

Reserve Months Cushion
2 months

Reserve Months
6 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
details >	Hazard Insurance Reserves	Lender	\$1,300.00	borr pd	at closing	7/10/2019
details >	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

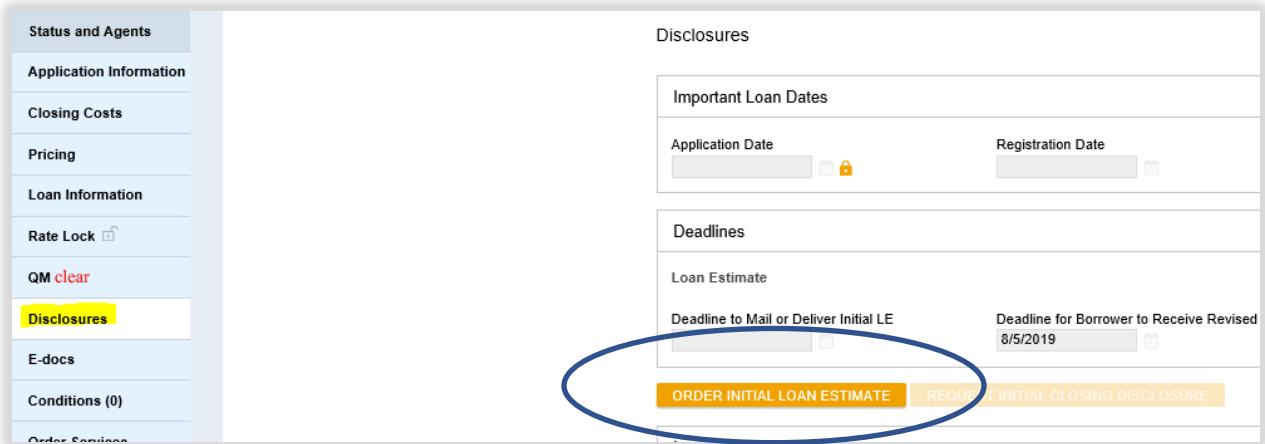
H - Other

	Description/Memo	Paid to		Amount	Paid by	Payable	Date paid	
details >	1ST HALF PROPERTY TAXES	Other		\$0.00	borr pd	at closing	7/15/2019	
details >	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.

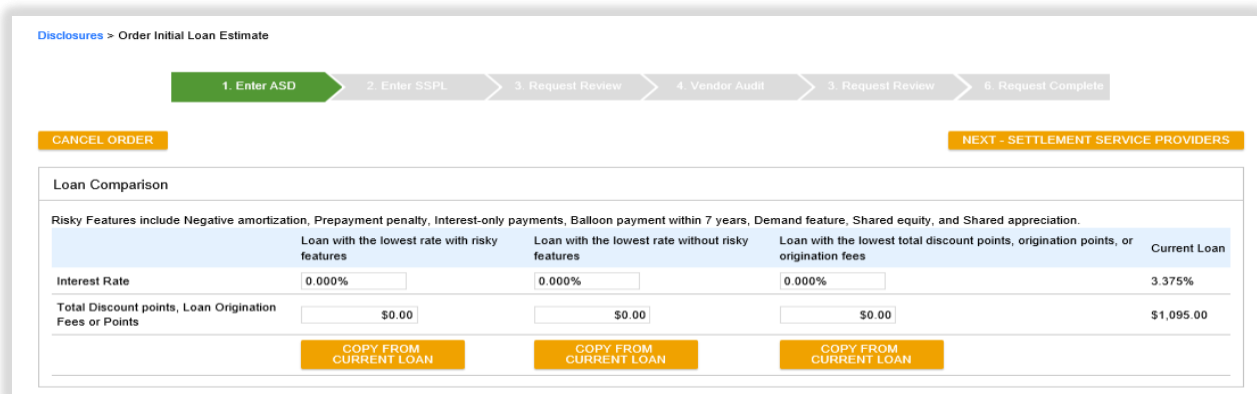
STEP 4: Generating Disclosures

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



The screenshot shows the 'Disclosures' tab selected in the left sidebar. The main content area displays 'Important Loan Dates' with fields for 'Application Date' and 'Registration Date'. Below this is a 'Deadlines' section with 'Loan Estimate' and 'Deadline to Mail or Deliver Initial LE' (circled in blue). The 'ORDER INITIAL LOAN ESTIMATE' button is highlighted with a blue circle.

- 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.



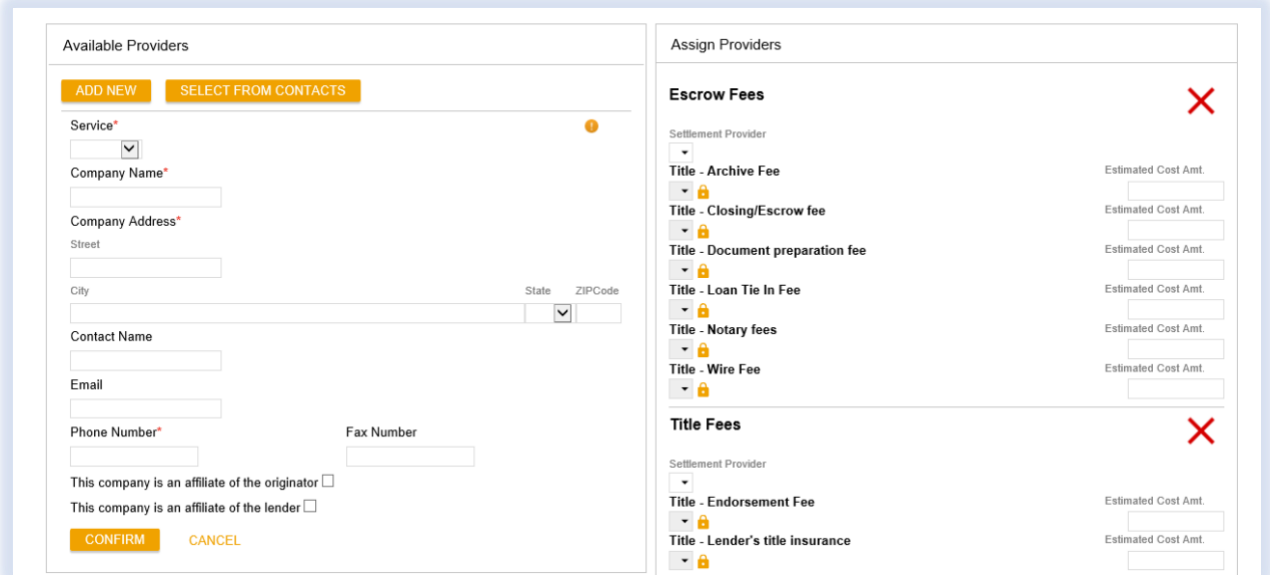
The screenshot shows the 'Disclosures > Order Initial Loan Estimate' screen. It includes a progress bar with steps: 1. Enter ASD, 2. Enter SSPL, 3. Request Review, 4. Vendor Audit, 5. Request Review, 6. Request Complete. Below the progress bar are 'CANCEL ORDER' and 'NEXT - SETTLEMENT SERVICE PROVIDERS' buttons. The 'Loan Comparison' section displays a table with columns for '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', and 'Current Loan'.

	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	0.000%	0.000%	0.000%	3.375%
Total Discount points, Loan Origination Fees or Points	\$0.00	\$0.00	\$0.00	\$1,095.00

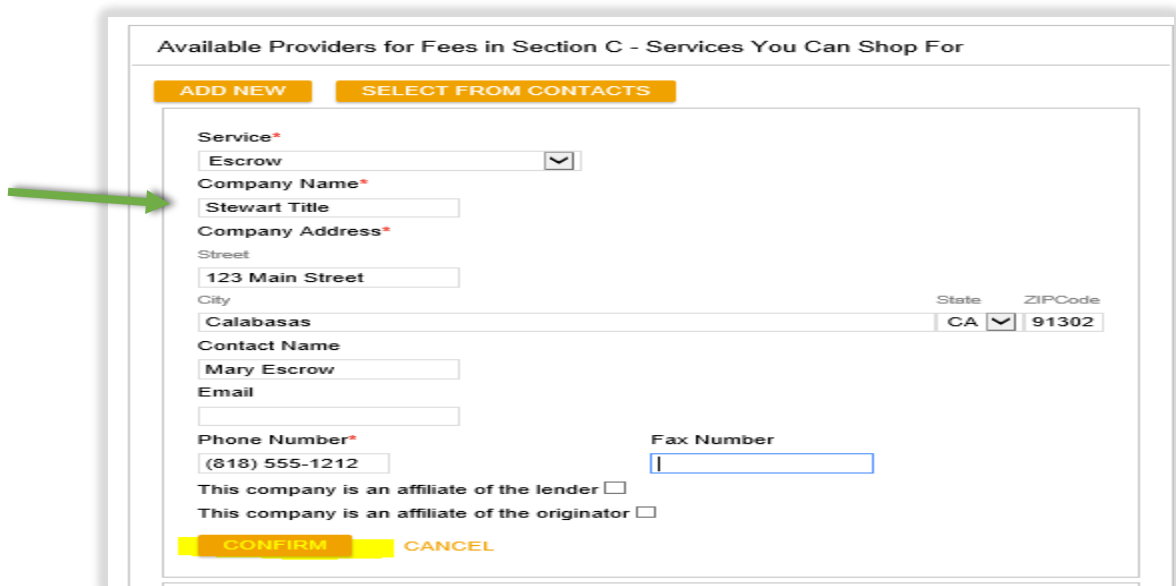
Below the table are three 'COPY FROM CURRENT LOAN' buttons.

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

ADD NEW

SELECT FROM CONTACTS

Appraiser

EDIT

DELETE

- 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

Settlement Provider*

Stewart Title, Mary Escro...

Estimated Cost Amt.

\$50.00

Title - Closing/Escrow fee

Settlement Provider*

Stewart Title, Mary Escro...

Estimated Cost Amt.

\$2,200.00



- 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

Name	Greg Handy
NMLS#	123456
License ID	
Email	ghandy@mcfunding.com
Phone Number	(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 Vendor 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
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- ✓ \$1,095.00 Underwriting Fee

Borrower Information

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

Loan Officer Information

Name	Greg Handy
NMLS#	123456
License ID	
Email	ghandy@mcfunding.com
Phone Number	(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**

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

Loan Estimate

DATE ISSUED 7/1/2019
APPLICANTS Donald test5 and Stacey test
5000 Parkway Drive
Pleasanton, CA 94588
PROPERTY 5000 Turnstone Pk
Calabasas, CA 91302
SALE PRICE \$440,000

LOAN TERM 30 years
PURPOSE Purchase
PRODUCT Fixed Rate
LOAN TYPE ☒ Conventional ☐ FHA ☐ VA ☐ _____
LOAN ID # 8829219
RATE LOCK ☒ NO ☐ 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

ES 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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Status and Agents

Application Information

Closing Costs

Loan Information

Rate Lock

QM

Disclosures


E-docs

Conditions (0)

Status and Agents

Status

Current Status: Document Check Failed Status Date: 8/5/2019 Action: [view status certificate](#)



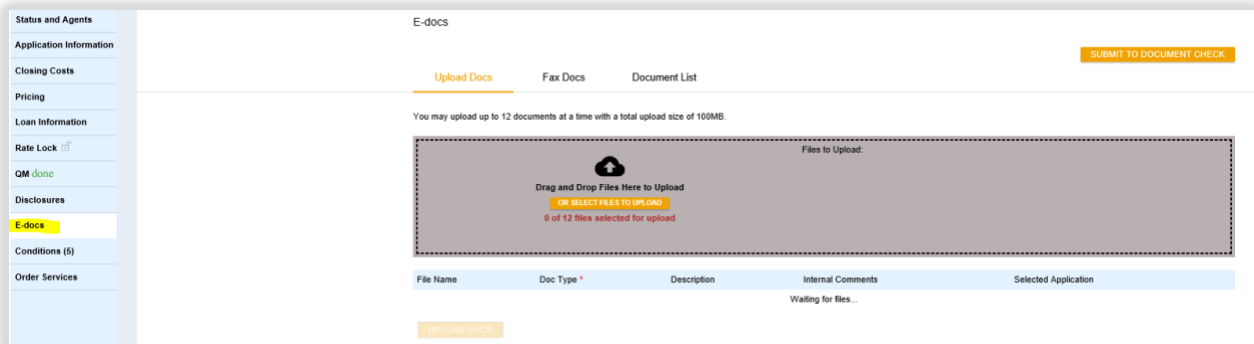
Agents

Assigned Agents in ALT Financial Network, Inc.

Loan Officer re-assign Name: Gregory Spinal	Processor re-assign Name: Britton Walsh
--	--

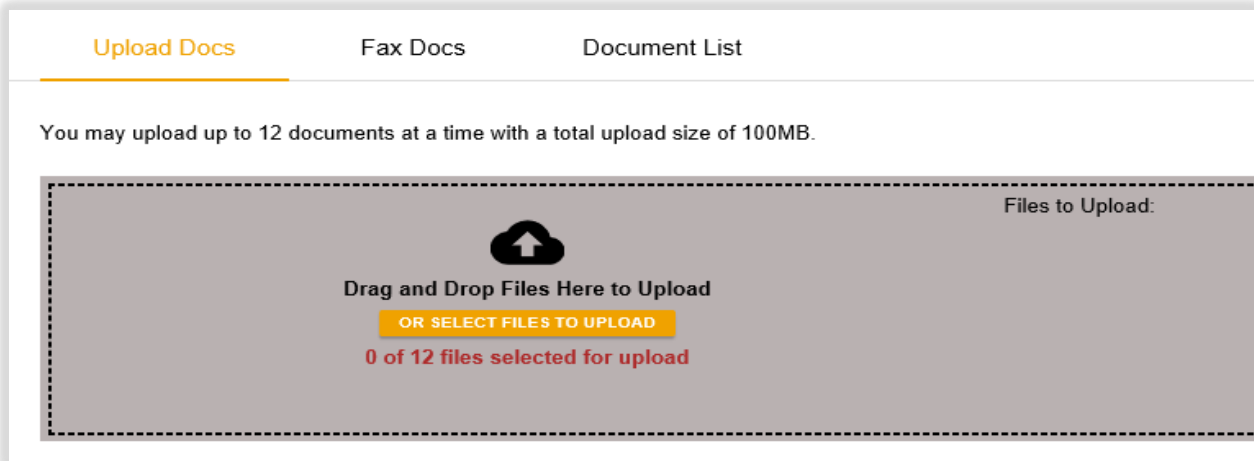
STEP 5: Uploading the documents

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.

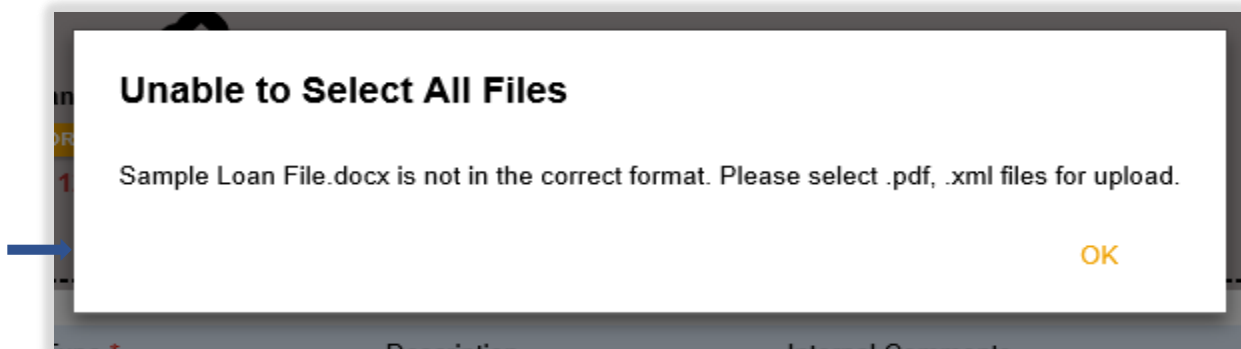


The screenshot shows the 'E-docs' section of a web application. On the left is a sidebar with a menu including 'Status and Agents', 'Application Information', 'Closing Costs', 'Pricing', 'Loan Information', 'Rate Lock', 'QM done', 'Disclosures', 'E-docs' (highlighted), 'Conditions (5)', and 'Order Services'. The main content area has tabs for 'Upload Docs', 'Fax Docs', and 'Document List'. A 'SUBMIT TO DOCUMENT CHECK' button is in the top right. Below the tabs, a message states: 'You may upload up to 12 documents at a time with a total upload size of 100MB.' A large grey box with a dashed border contains a cloud icon and the text 'Drag and Drop Files Here to Upload', 'OR SELECT FILES TO UPLOAD', and '0 of 12 files selected for upload'. Below this is a table with columns: 'File Name', 'Doc Type *', 'Description', 'Internal Comments', and 'Selected Application'. The table is currently empty, with the text 'Waiting for files...' at the bottom.

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.

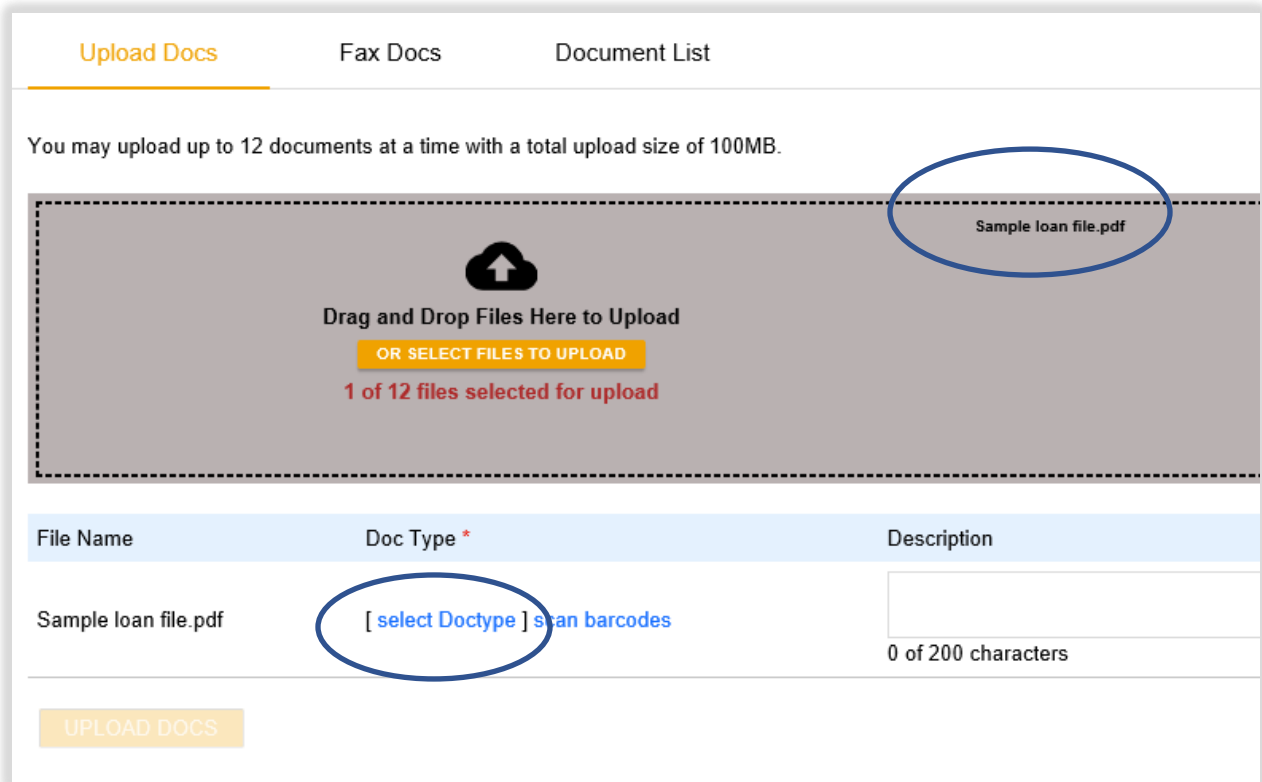


This is a close-up of the upload area from the previous screenshot. It shows the 'Upload Docs' tab selected. The message 'You may upload up to 12 documents at a time with a total upload size of 100MB.' is at the top. Below it is a large grey box with a dashed border. Inside the box is a cloud icon with an upward arrow, the text 'Drag and Drop Files Here to Upload', a yellow button that says 'OR SELECT FILES TO UPLOAD', and '0 of 12 files selected for upload' in red. The text 'Files to Upload:' is in the top right corner of the grey box.



An error message dialog box is shown. The title is 'Unable to Select All Files'. The message text reads: 'Sample Loan File.docx is not in the correct format. Please select .pdf, .xml files for upload.' There is an 'OK' button in the bottom right corner. A blue arrow points to the dialog box from the left.

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

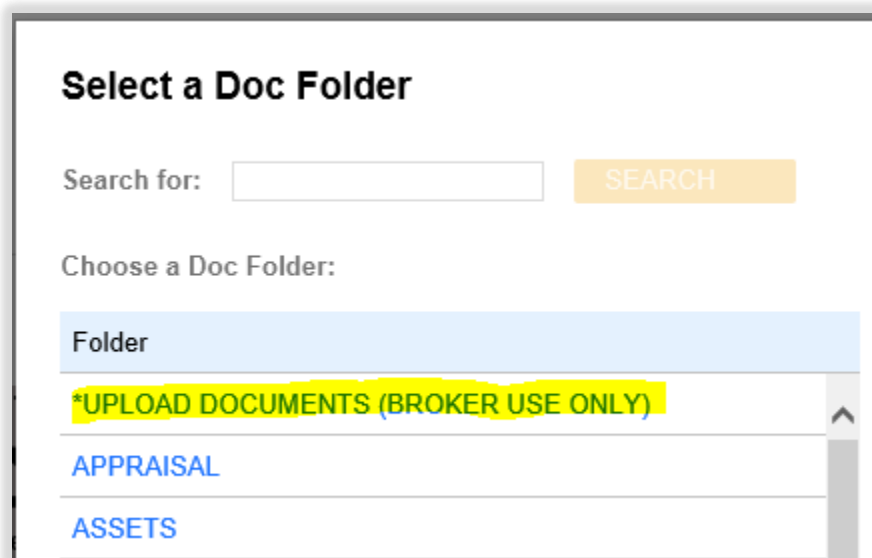
1 of 12 files selected for upload

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.

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 *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						
<div> <div>Upload Docs</div> <div>Fax Docs</div> <div>Document List</div> </div> <div>SUBMIT TO DOCUMENT CHECK</div>						
Status	Folder	Doc Type	Application	Description	Last Modified Date	Pages
view PDF	*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.