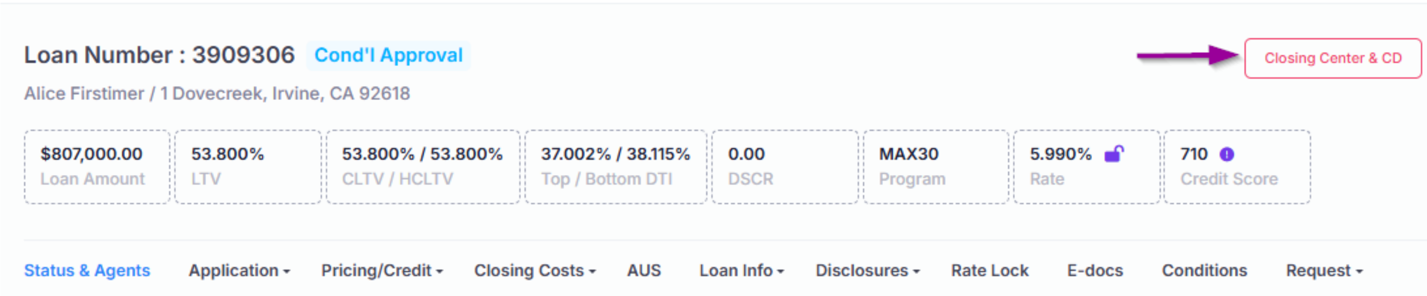
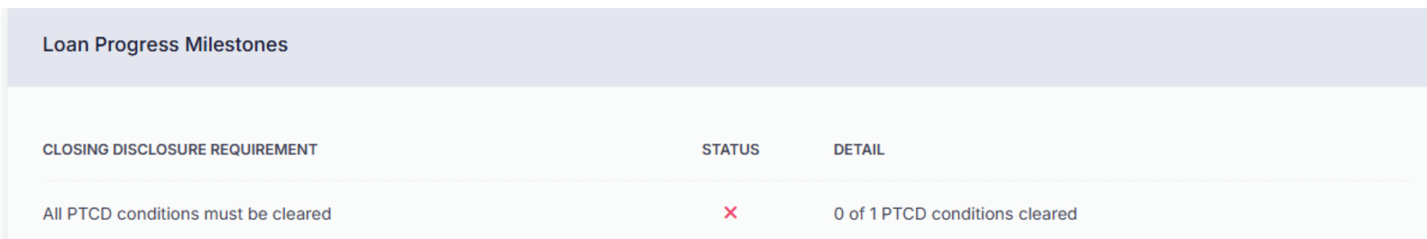
How to Complete a Self-Disclosed Closing Disclosure (CD)

(1) After selecting the loan from your pipeline, click on the “Closing Center & CD” button.

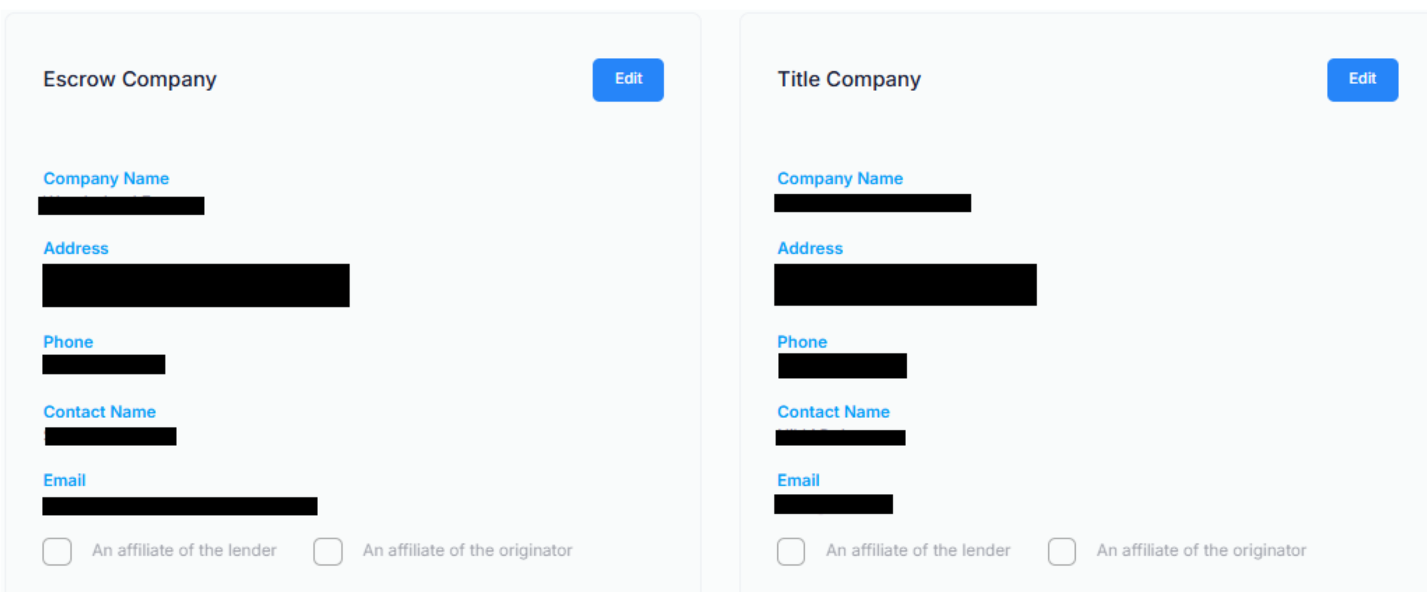


(2) Complete all the Broker Required Actions:

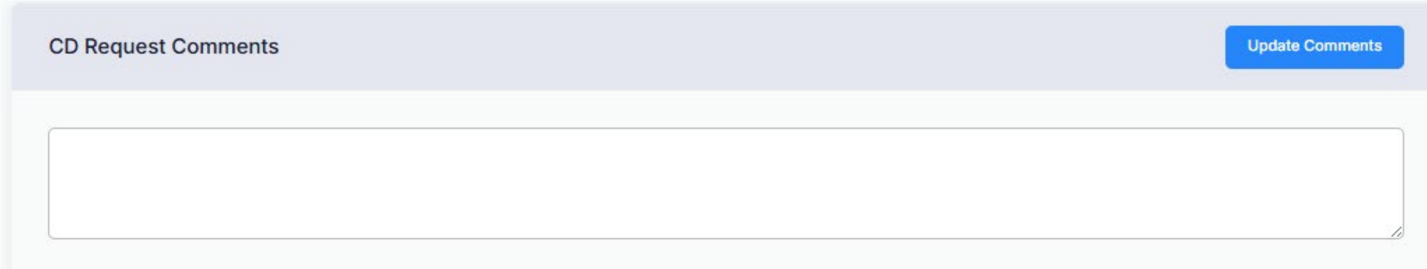
a. PTCDs: Upload all PTCDs to the file. You do not need to wait for conditions to be cleared. You may proceed even if a red X is present.



b. Title/Escrow Contact Information: Select from the drop-down or manually enter the contact information.

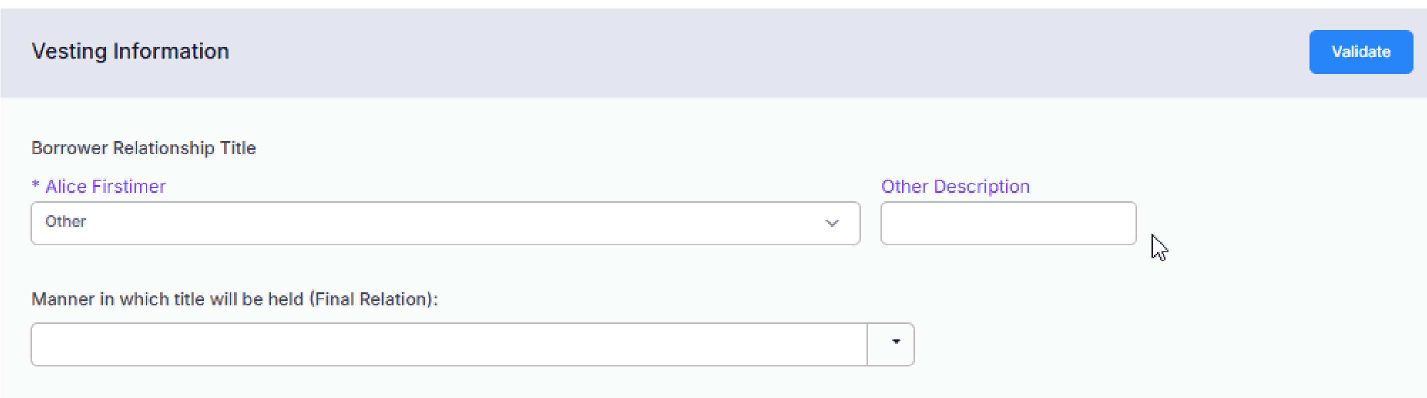


c. CD Request Comments: This section does not need to be completed.

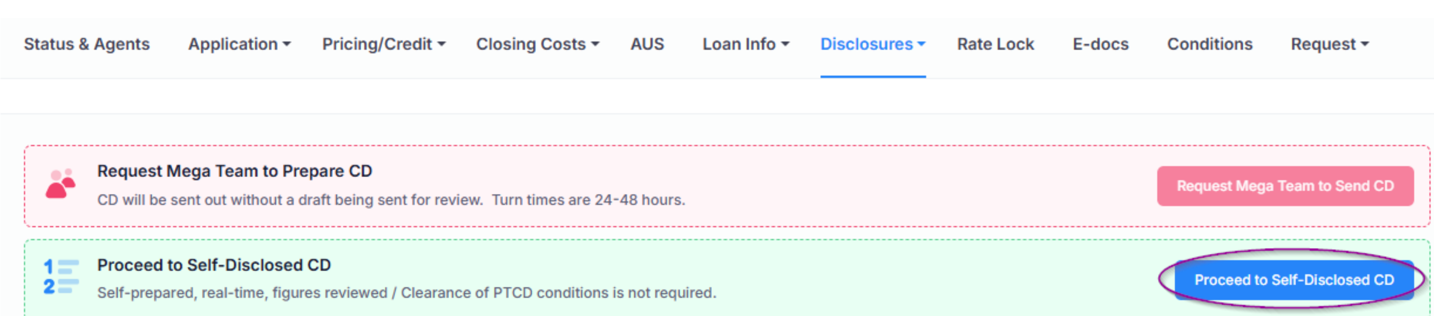


d. Estimated Closing Date: Enter your estimated closing date.

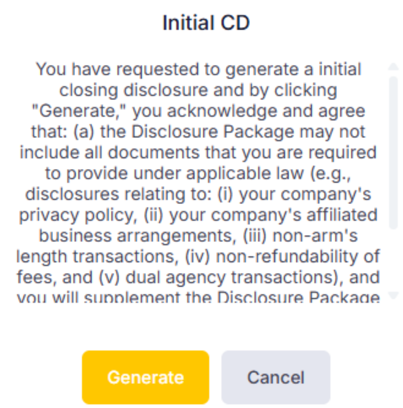
e. Vesting: Enter your vesting. If the vesting you need is not listed in the drop-down, select "Other" and a text box will appear to manually enter it.



(3) Once all Loan Progress Milestones and Broker Required Actions have been completed, press the "Proceed to Self-Disclosed CD" button.

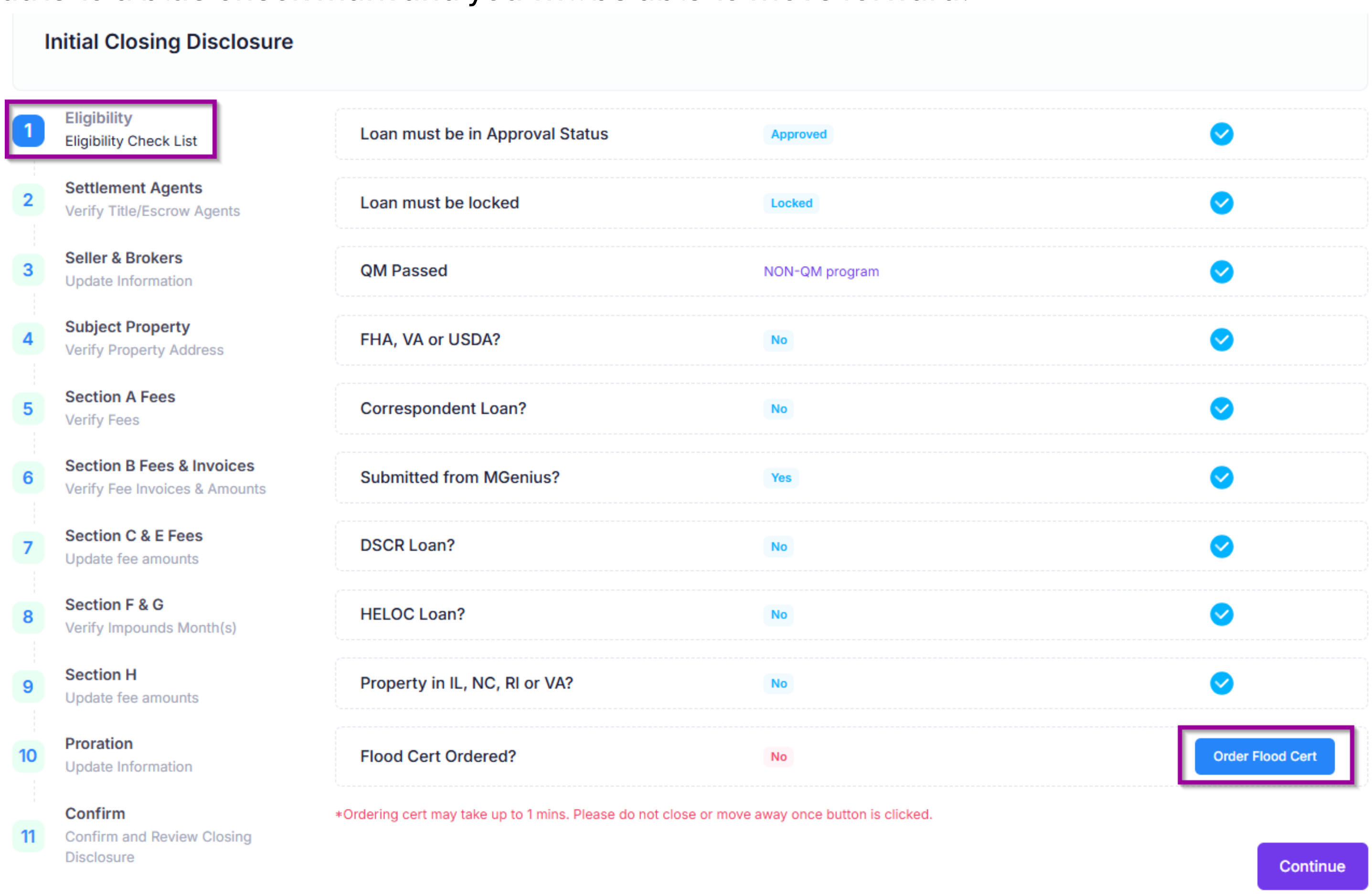


(4) A pop-up message will appear for your acknowledgement. If you agree, press "Generate" to move forward.

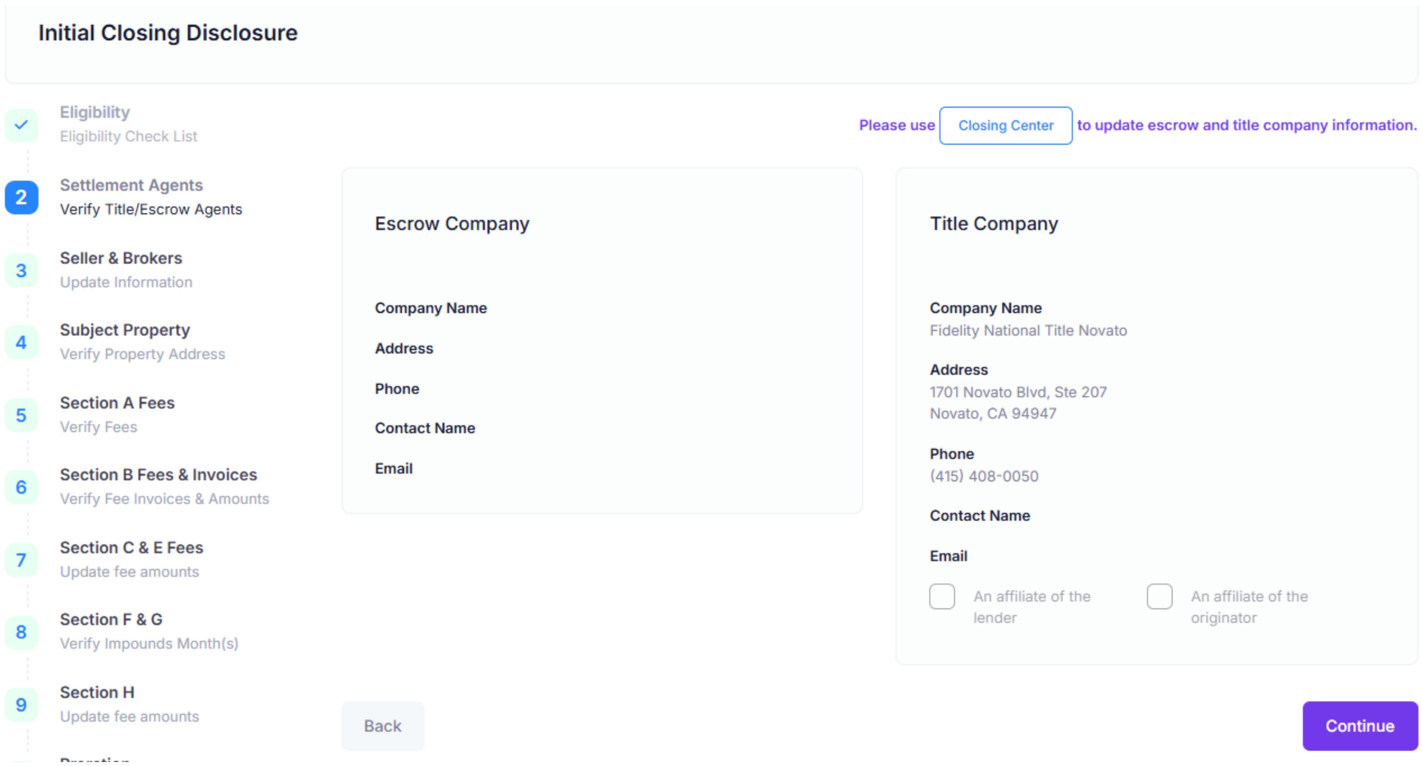


Initial Closing Disclosure

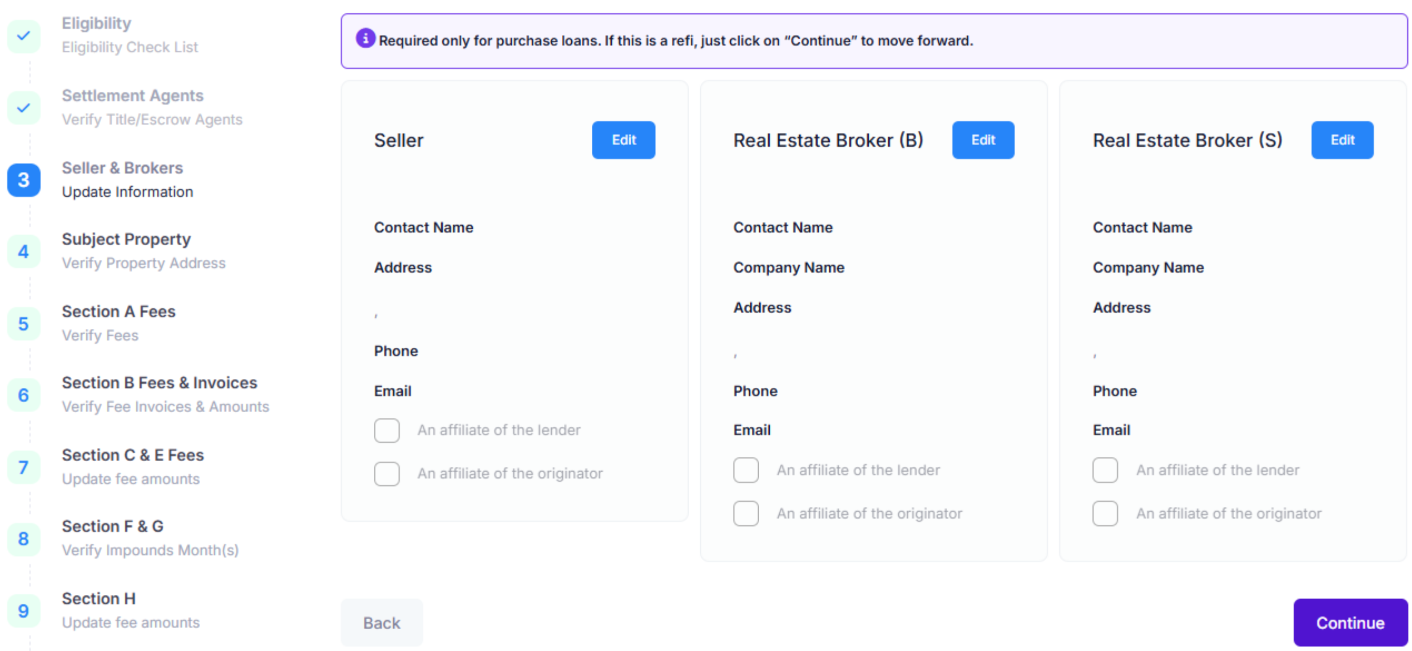
Step 1: Eligibility Checklist → If all items in the last column display a blue check mark, press "Continue" to proceed. If the flood cert has not yet been ordered, you may request it from this screen. Allow a few minutes for processing. Once complete, the column will update to a blue check mark and you will be able to move forward.



Step 2: Settlement Agents→ Verify the escrow and title agent information. If any information needs to be updated, return to the Closing Center to make edits from that screen. Once all information is correct, click "Continue."

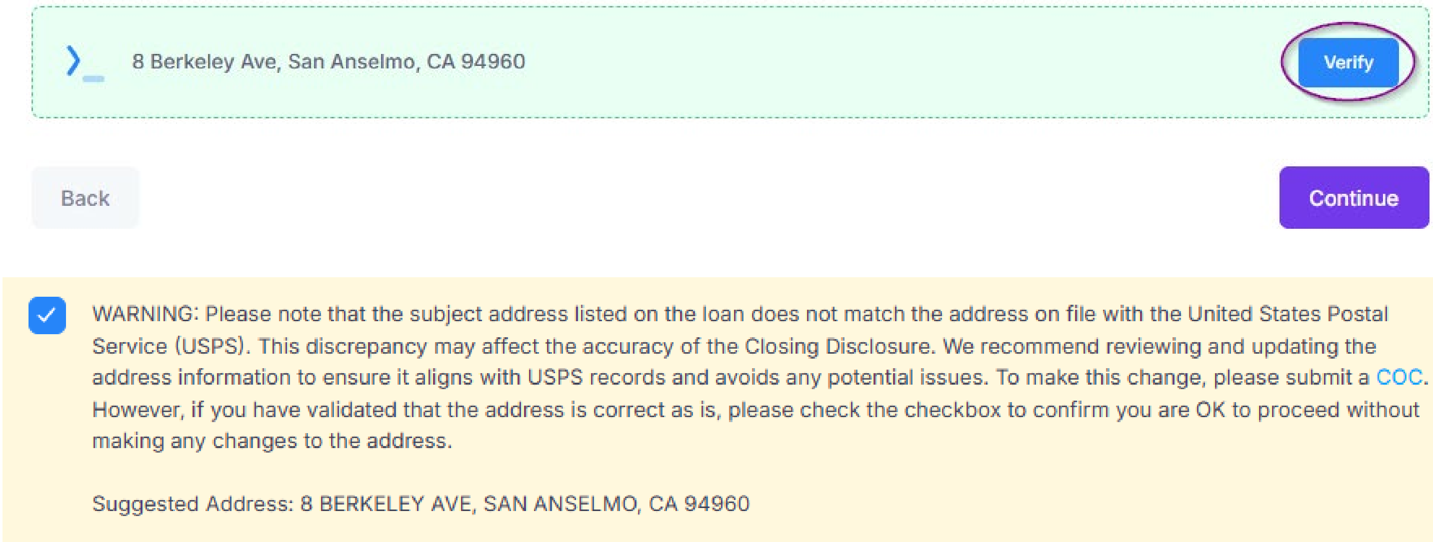


Step 3: Sellers & Brokers → Complete the fields for seller, buyer's real estate agent, and seller's real estate agent information by clicking the "Edit" button. If the loan is a refinance, this section may be skipped. Click "Continue" to move forward once completed.

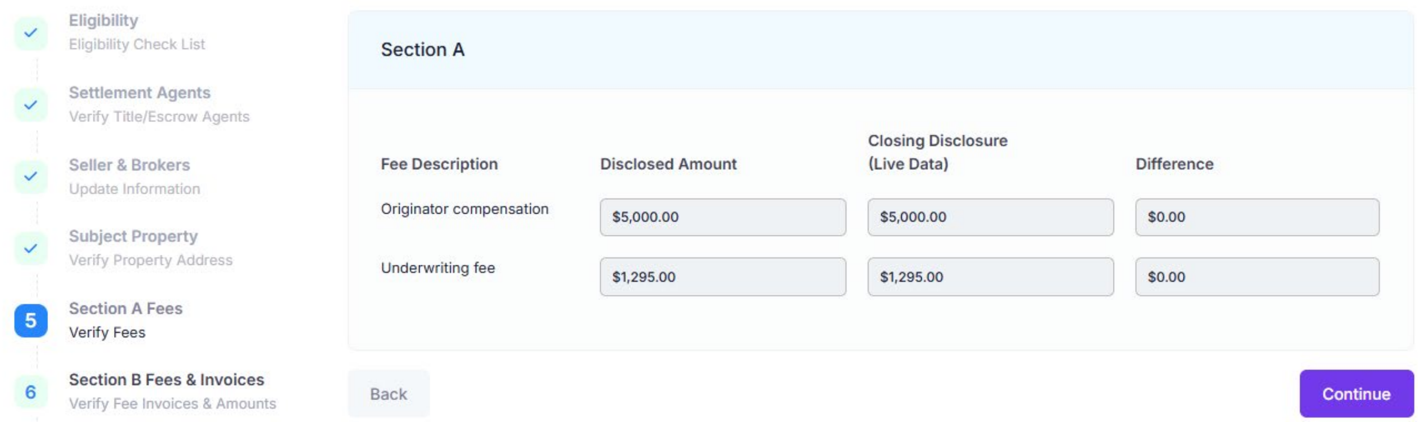


Step 4: Subject Property → Press "Verify" to validate the subject property address against USPS records. If the address matches, click "Continue" to move forward. If the address does not match exactly, a warning will appear asking you to review and confirm. If the address is correct as shown, check the warning confirmation box to proceed. If the

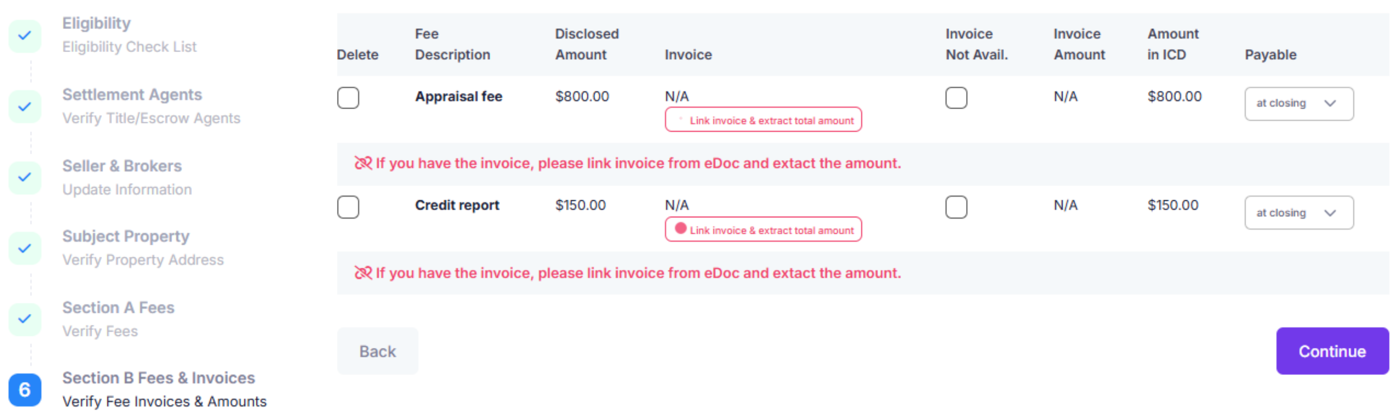
address needs to be corrected, submit a COC for Mega Team to update.



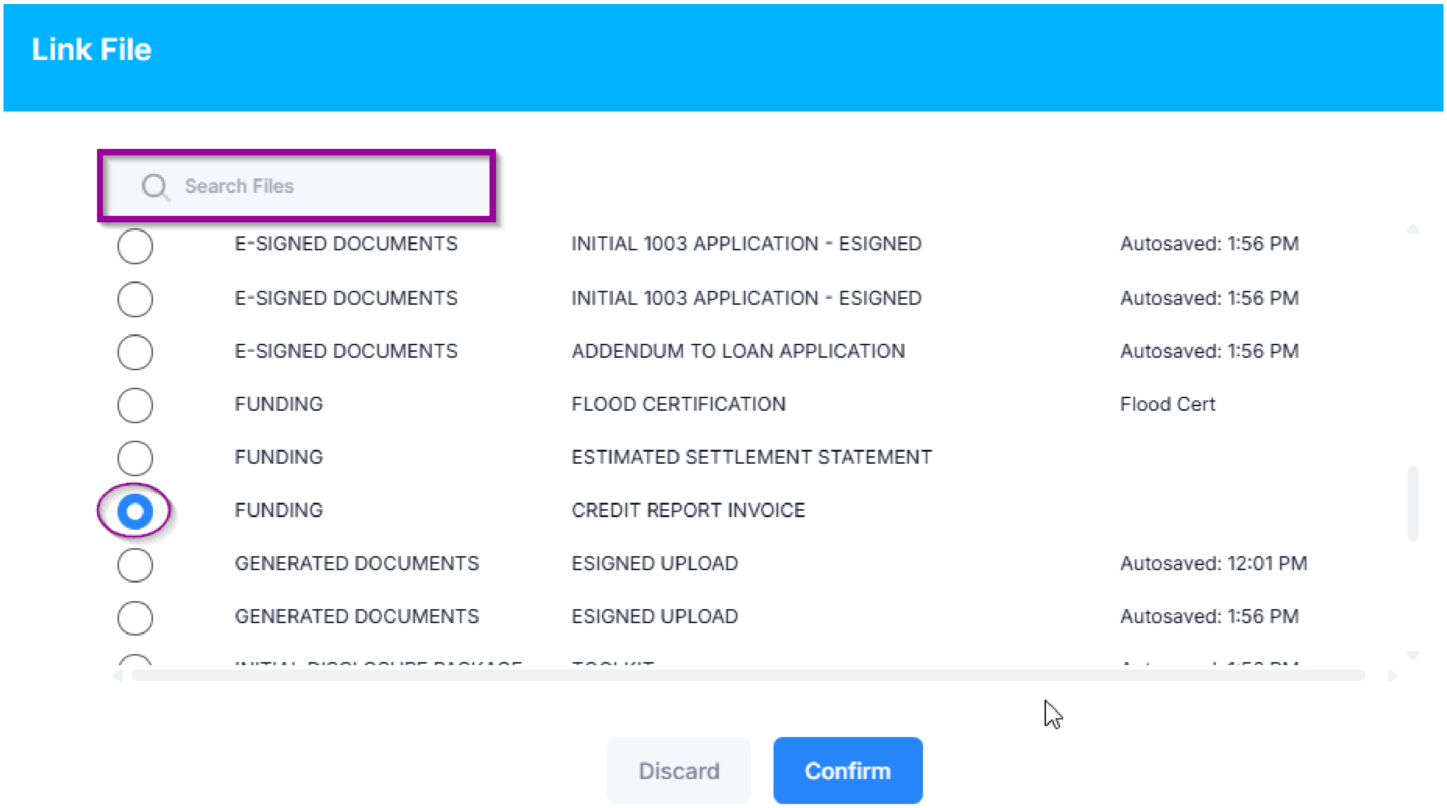
Step 5: Section A Fees → Review the Section A fees that will be disclosed on the CD. If any fees appear incorrect or you would like to adjust your borrower paid compensation, submit a COC for Mega Team to process. If all looks correct, click "Continue" to proceed.



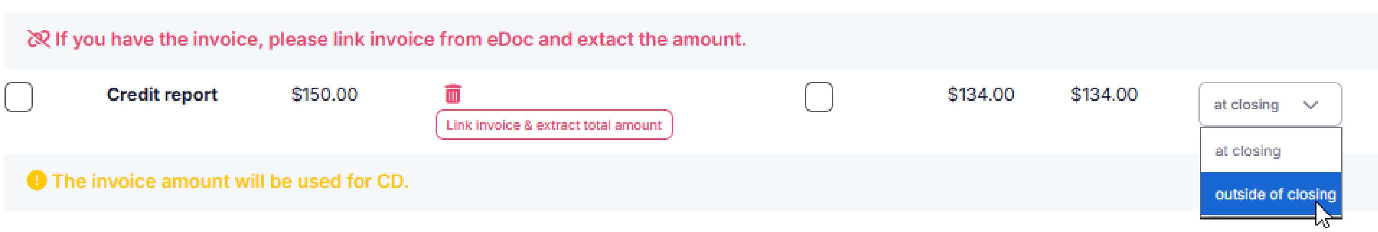
Step 6: Section B Fees & Invoices→ Link your uploaded Section B invoices and extract the total amount by clicking the flashing "Link Invoice & Extract Total Amount" button.



Locate the invoice from your eDocs uploads. Use the search box to find it quickly. Once located, select it from the drop-down and click "Confirm."

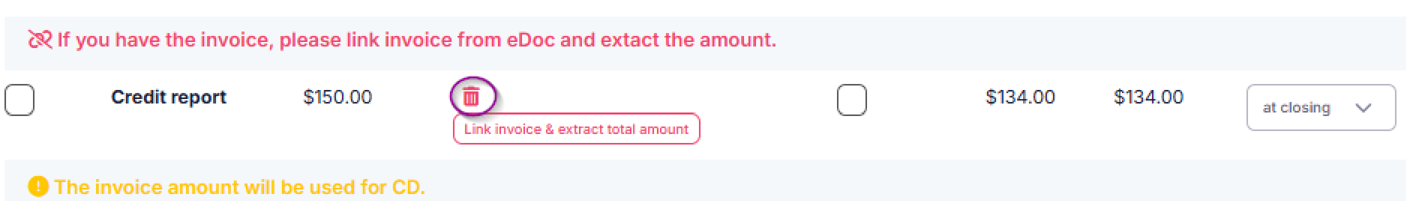


The actual dollar amount will extract and update the fee to the amount that will be disclosed on the CD. You may also adjust the fee to reflect paid out of closing from this screen.



If a particular fee has more than one invoice, follow the same steps above to link the additional invoice. Once extracted, the fee will update to reflect the combined total of both invoices.

If an incorrect invoice was selected, press the trash can icon to unlink it and revert the fee back to the amount initially disclosed.



If a fee was disclosed on the LE but will no longer be charged on the CD, click the button under the "Delete" column to remove it. If you do not yet have an invoice for a particular fee but would like to proceed with the amount disclosed on the LE, check the box under the "Invoice Not Avail." column to bypass the invoice requirement.

Delete	Fee Description	Disclosed Amount	Invoice	Invoice Not Avail.	Invoice Amount	Amount in ICD	Payable
☑	**Appraisal fee**	$800.00	N/A Link invoice & extract total amount	☐	N/A	$800.00	at closing
If you have the invoice, please link invoice from eDoc and extact the amount.							
☐	**Credit report**	$150.00	Link invoice & extract total amount	☑	N/A	$150.00	at closing
Invoice is not Available. The disclosed amount will be used.							

Once all updates are complete, click "Continue" to proceed.

Step 7: Section C & E Fees → Update your fees based on the Estimated Settlement Statement (Dry) or Preliminary CD from the closing agent (Wet). If a fee listed on the LE is no longer being charged, enter the amount as zero.

Eligibility
Eligibility Check List

Settlement Agents
Verify Title/Escrow Agents

Seller & Brokers
Update Information

Subject Property
Verify Property Address

Section A Fees
Verify Fees

Section B Fees & Invoices
Verify Fee Invoices & Amounts

7 Section C & E Fees
Update fee amounts

8 Section F & G
Verify Impounds Month(s)

9 Section H
Update fee amounts

10 Proration
Update Information

11 Confirm
Confirm and Review Closing Disclosure

10% Cumulative Tolerance Cure

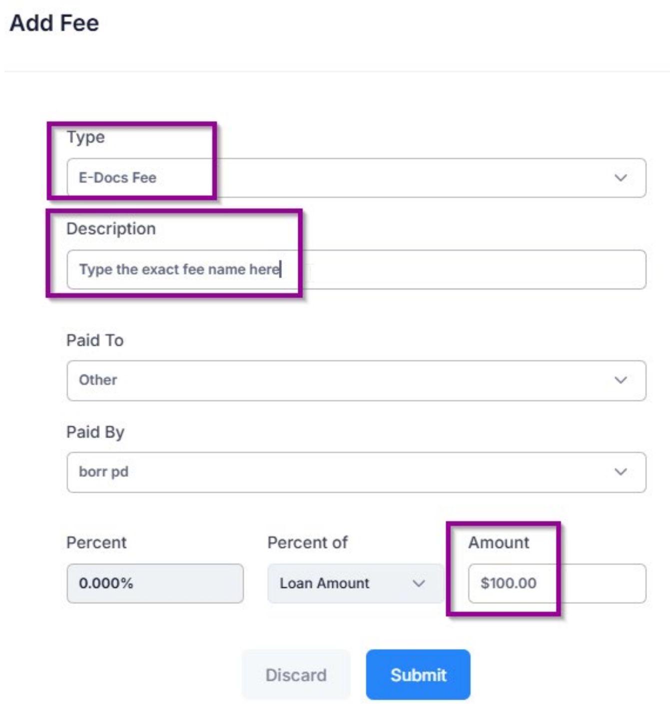
Add new to section C | Add new to section E

Fee Description	Disclosed Amount	Closing Disclosure (Live Data)	Difference
Release Recording Fee	$24.00	$24.00	$0.00
CLTA 110.9 Environmental Protection Lien	$25.00	$25.00	$0.00
ALTA 9.10 Covenants, Conditions and Restrictions	$121.00	$121.00	$0.00
CLTA 100.18-06 CC&R's, Right of Reversion	$50.00	$50.00	$0.00
CLTA 103.5 Water Rights, Surface Damage	$25.00	$25.00	$0.00
SE-140-06 - Solar Endorsement	$100.00	$100.00	$0.00
Lender's Title Policy	$505.00	$505.00	$0.00
Recording Service Fees	$17.00	$17.00	$0.00
Escrow Fee	$475.00	$475.00	$0.00
Signing Agent Fee	$175.00	$175.00	$0.00

[1] Sum of 10% Tolerance Basis = $1,517.00
[2] 10% of [1] = $151.70
[3] Sum of 10% Fees of Closing Disclosure = $1,517.00

CALCULATION: Total 10% Cumulative Tolerance Cure = [3] - ([2] + [1]) = $0.00 **(* If this value is less than 0, then show $0.00)**

To add a new fee, click "Add New to Section C" or "Add New to Section E" and select a fee name from the drop-down menu. If you would like the fee name to match what the title/escrow company has used, you may edit the name in the description box. The fee will display as entered in the description.



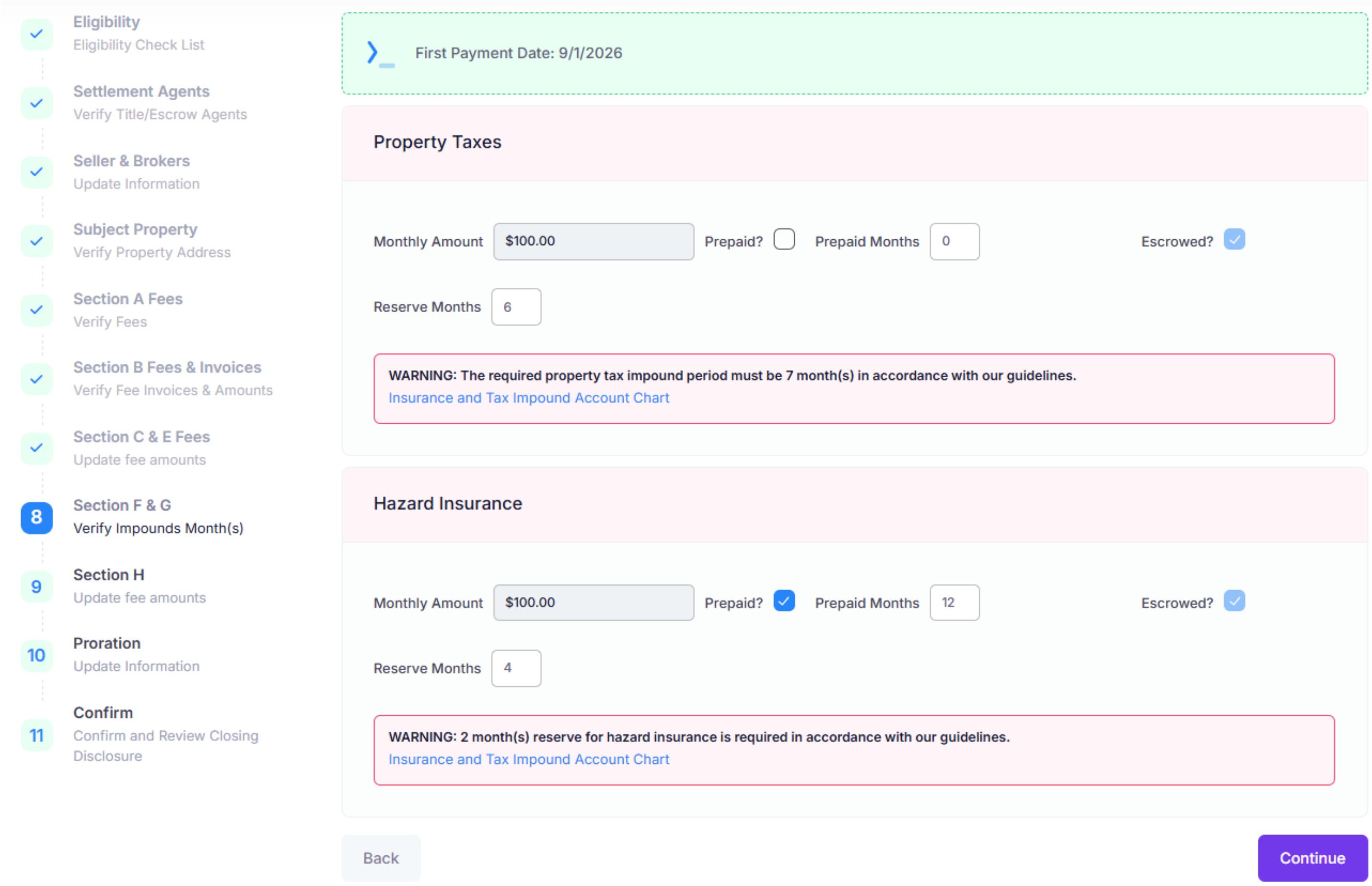
Note: If the title/escrow company is the same as what was disclosed on the initial disclosures, a 10% tolerance applies to the total cumulative fees for both Sections C and E. If the provider differs from what was disclosed upfront, unlimited tolerance applies to Section C cumulative fees, but Section E remains subject to 10% tolerance.

Once all updates are complete, click "Continue" to proceed.

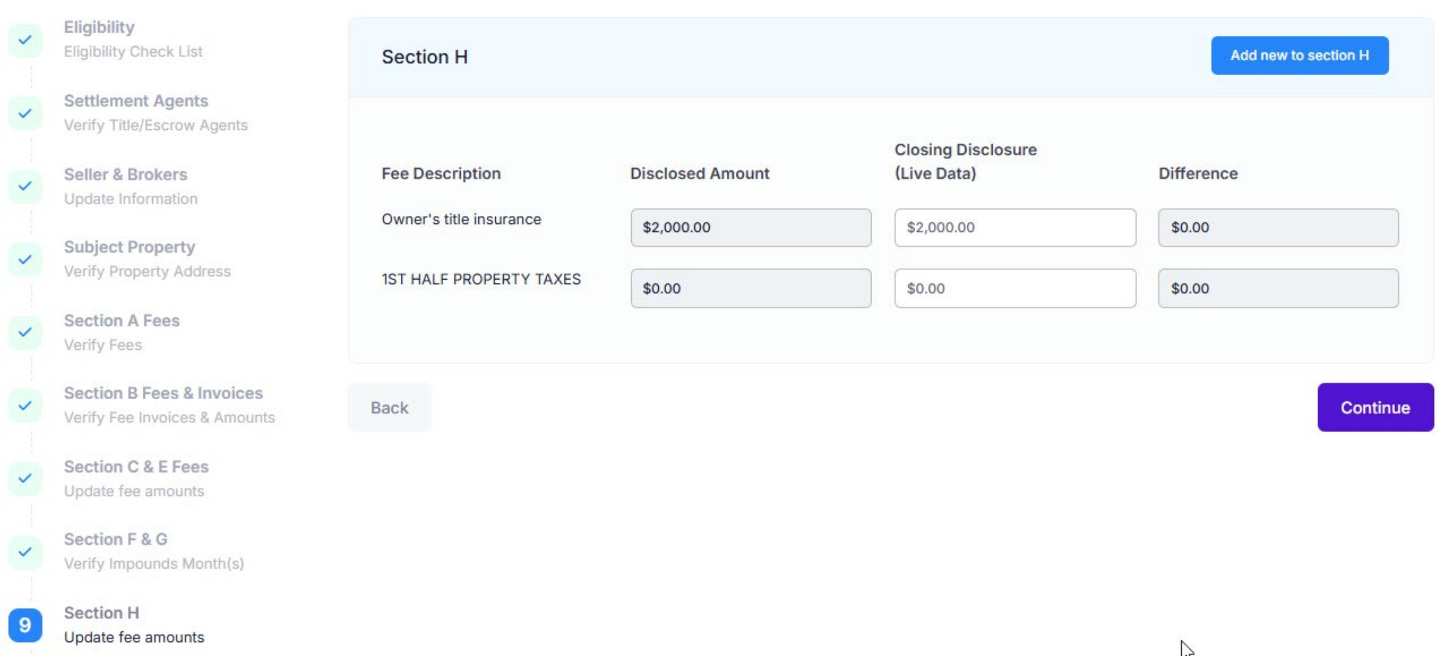
Step 8: Section F & G → If the loan has impounds/escrows, complete this section. Mega will provide the suggested number of months to collect for both tax and insurance impounds based on our Insurance and Tax Impound Account Chart. The pre-entered figure reflects what was disclosed on the LE. We recommend using the suggested amount to ensure the CD is accurate.

If the monthly amount for taxes or insurance is incorrect, please contact Mega Team for assistance.

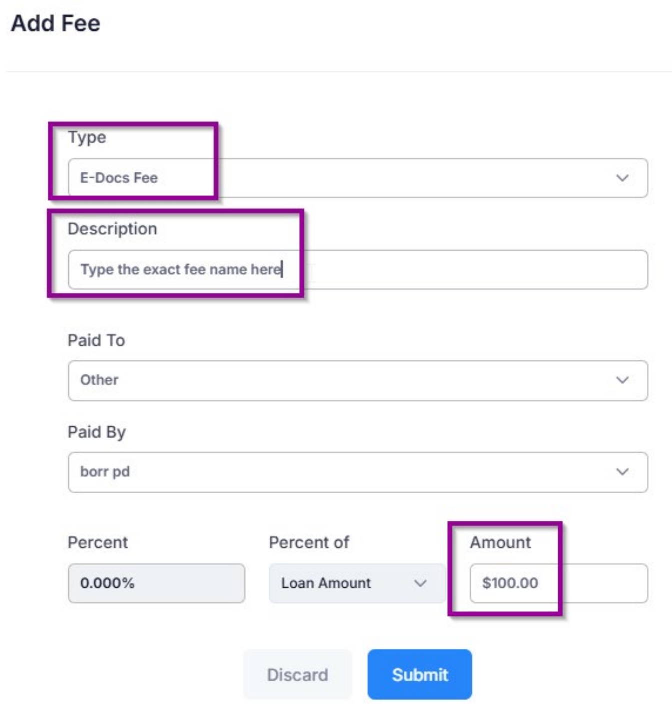
Once all updates are complete, click "Continue" to proceed.



Step 9: Section H → Update your section H fees based on the Estimated Settlement Statement (Dry) or Preliminary CD from the closing agent (Wet). If a fee listed on the LE is no longer being charged, enter the amount as zero.



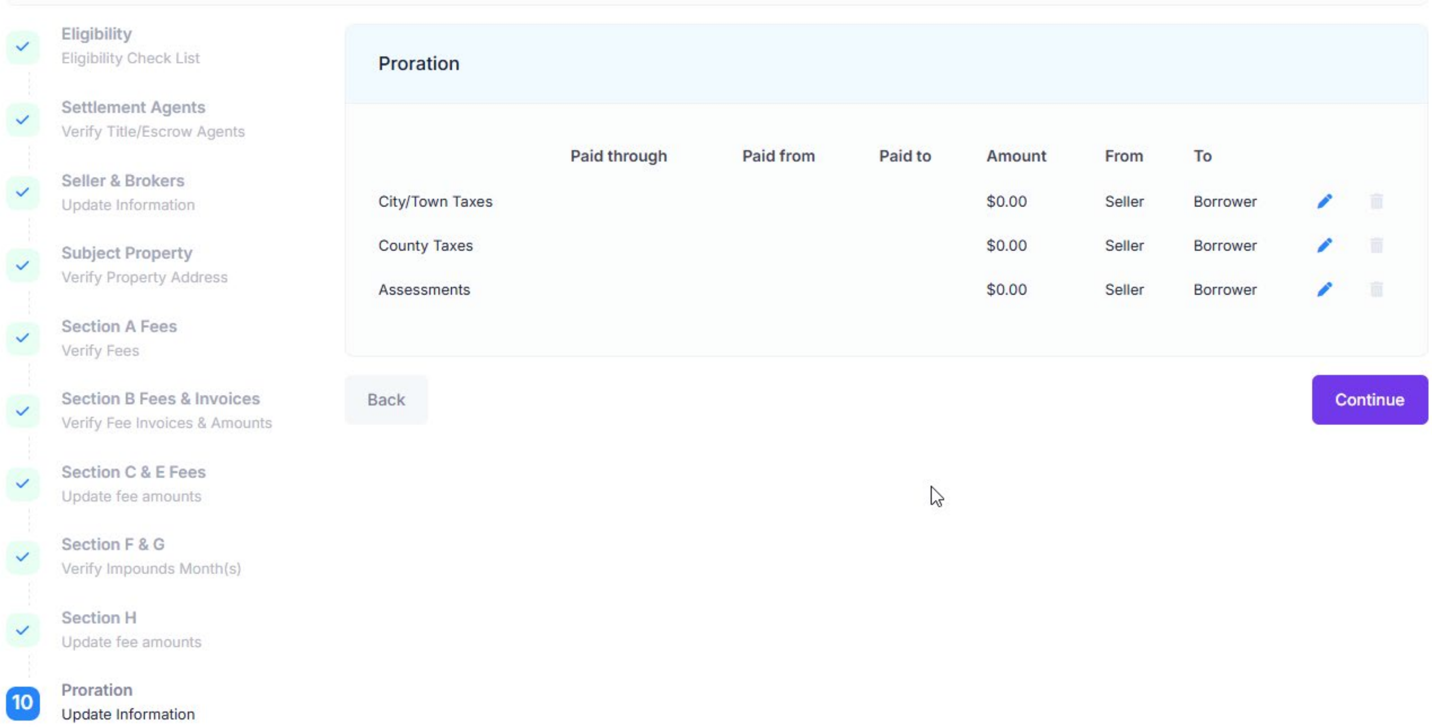
To add a new fee, click "Add New to Section H" and select a fee name from the drop-down menu. If you would like the fee name to match what the title/escrow company has used, you may edit the name in the description box. The fee will display as entered in the description.



Once all updates are complete, click "Continue" to proceed.

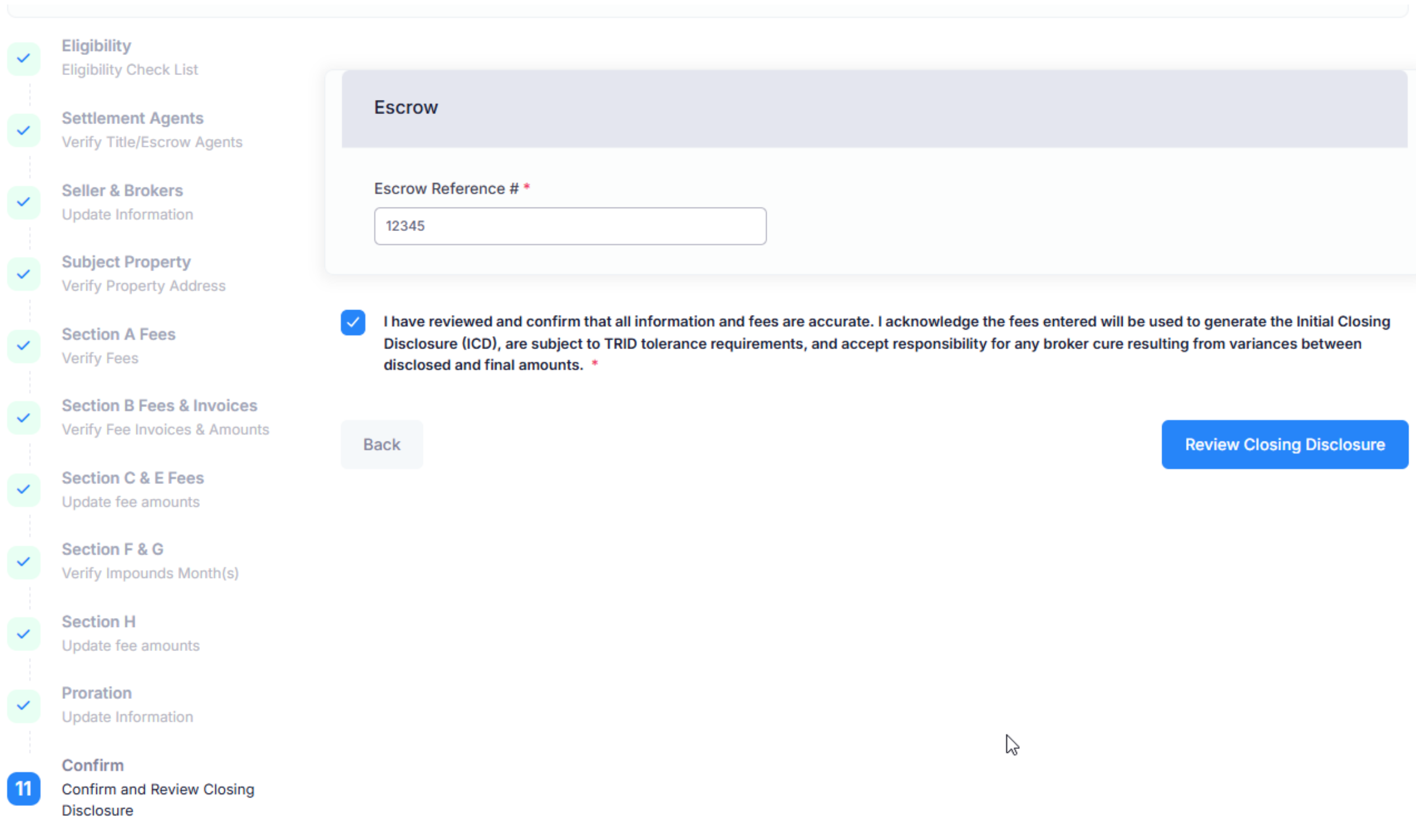
Step 10: Proration → For purchases, enter prorations if applicable. To edit, click the pencil icon and fill in the paid through date and amount, then press "Submit."

Once all updates are complete, click "Continue" to proceed.

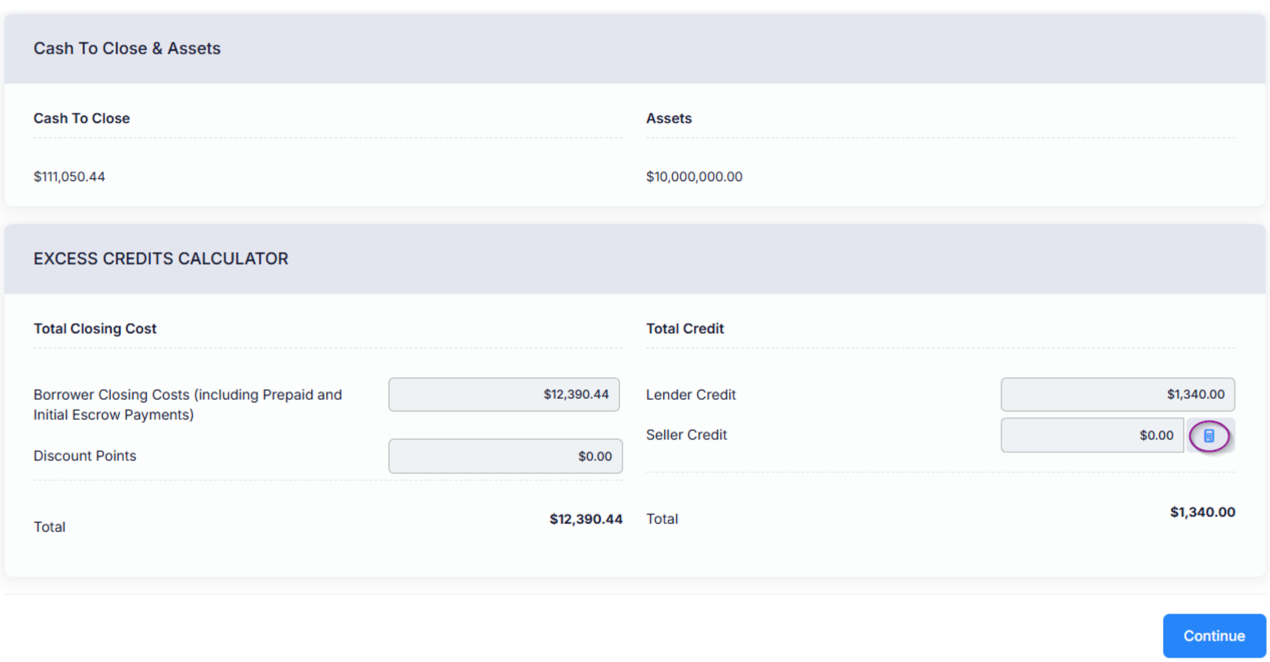


Step 11: Confirm → Enter the Escrow Reference # to be reflected on the CD. Once entered, check the acknowledgment box confirming that all information and fees have been reviewed and are accurate. Please note that the fees entered will be used to generate the Initial Closing Disclosure (ICD), are subject to TRID tolerance requirements, and that you accept responsibility for any broker cure resulting from variances between disclosed and final amounts.

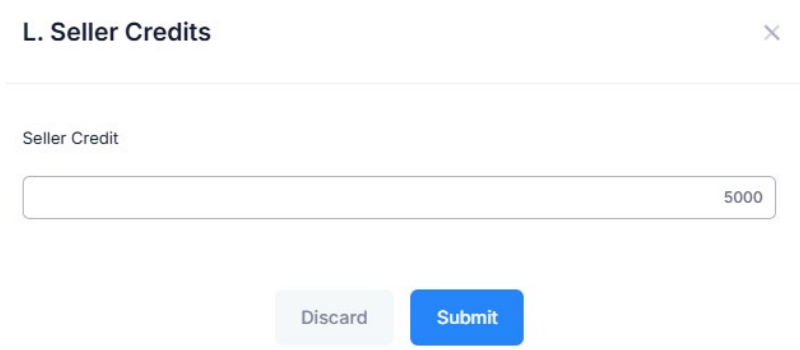
Once completed, press "Review Closing Disclosure" to proceed.



Final Checks: Carefully review the Cash to Close & Assets section and the Excess Credits Calculator section for accuracy before the draft CD is generated. If assets are insufficient, there is no hard stop, but please make note of it as we will need to address before CTC. If there are excess credits, these must be addressed before moving forward.

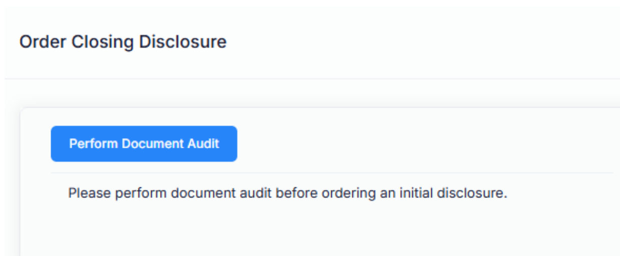


If a seller credit is missing, click the calculator icon. Once the box appears, enter the seller credit amount and press "Submit" to update.

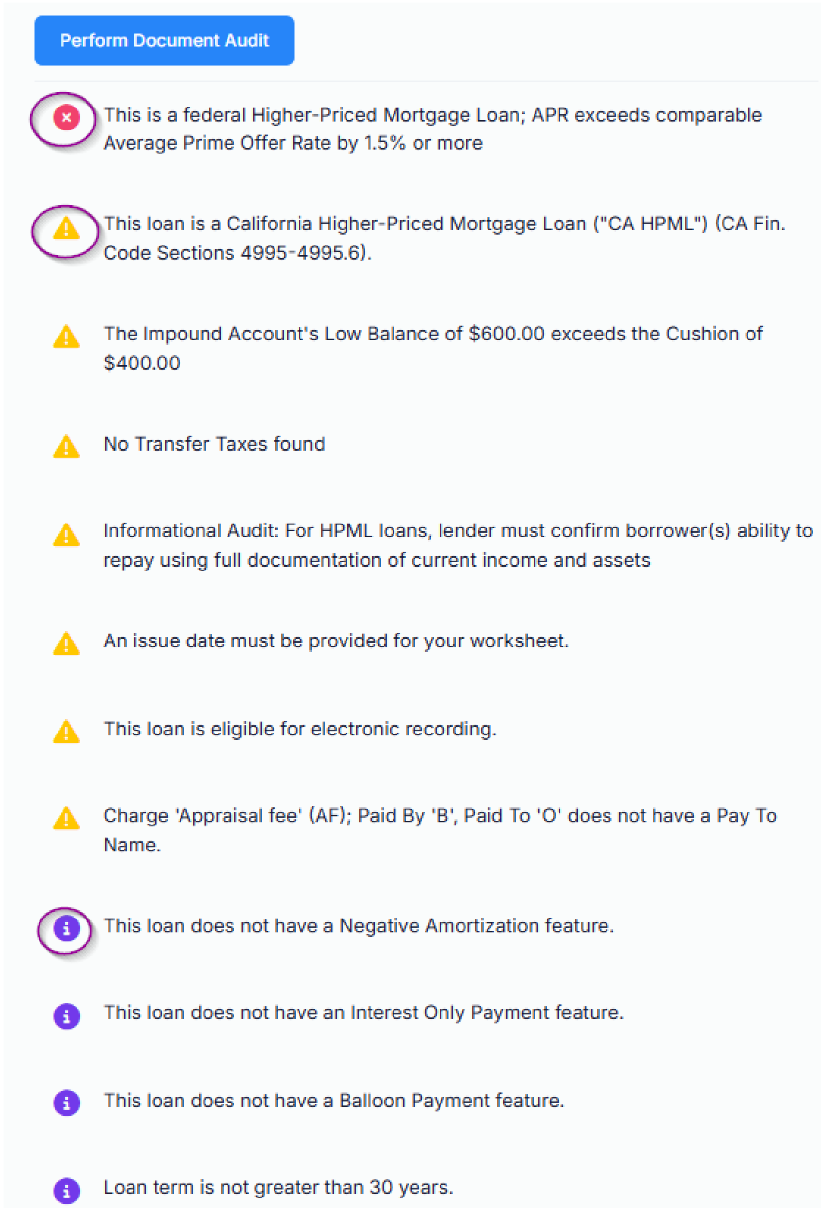


Once all looks correct, click "Continue" to proceed.

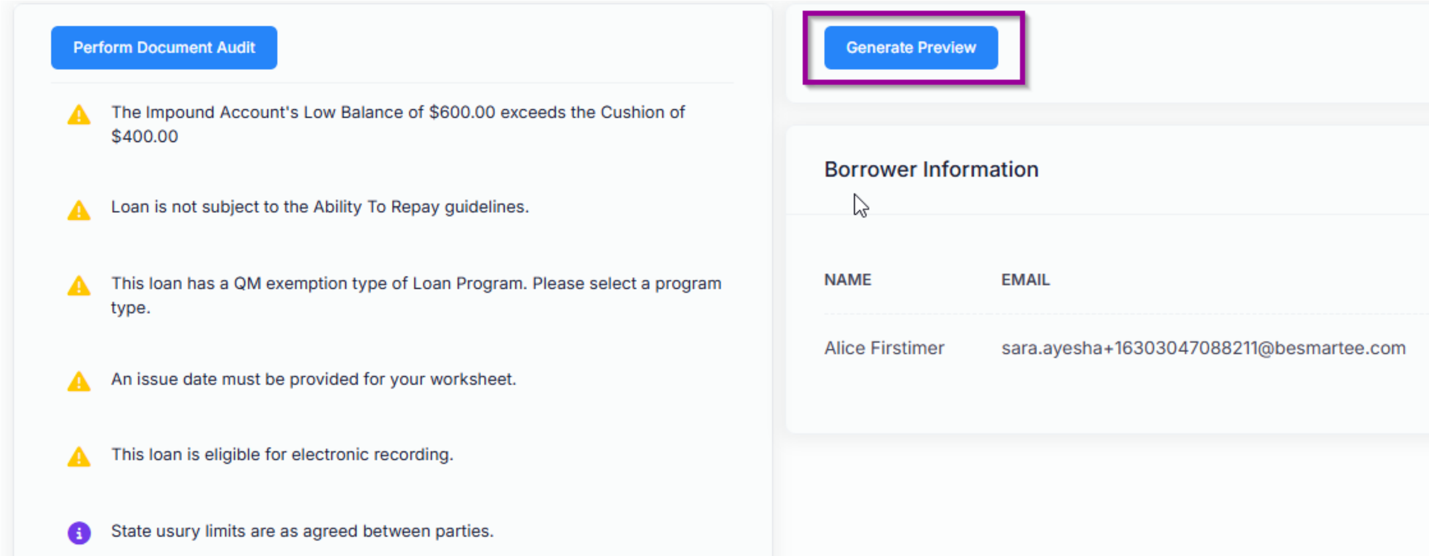
Order Closing Disclosure: Click "Perform Document Audit" and review the results.



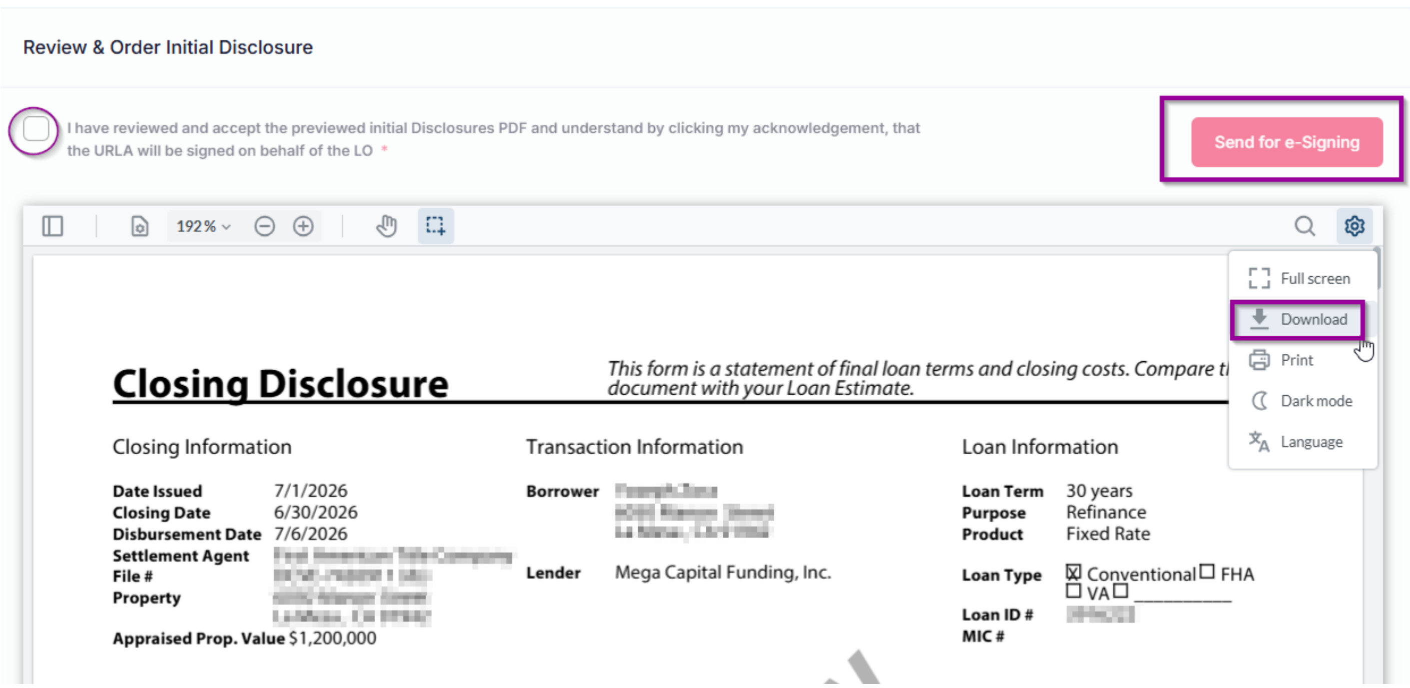
Any item marked with a red X must be addressed before proceeding. Items marked with a warning are acceptable to proceed with, but please make note of them in case updates are needed. Items marked with an "i" are informational only.



Once all red X items have been resolved, click "Generate Preview" to proceed.



Review & Send CD → Review your draft CD. If you would like to save a copy, click the settings icon and select "Download." If all looks correct, check the acceptance box and press "Send for e-Signing" to proceed.



Your CD has been sent to the borrower*!

\Note¿If.there.is.a.non_borrower.who.will.be.on.title.and.needs.to.sign-acknowledge.the.CD?please.contact. dislcosuredesk® mcfunding¡com.with.the.non_borrower.s.name.and.email.address.so.Mega.Team.can.send.a.copy. to.them.directly¡