Revised: 6.5.2019

# NexBank B2B Navigation & Loan Submission



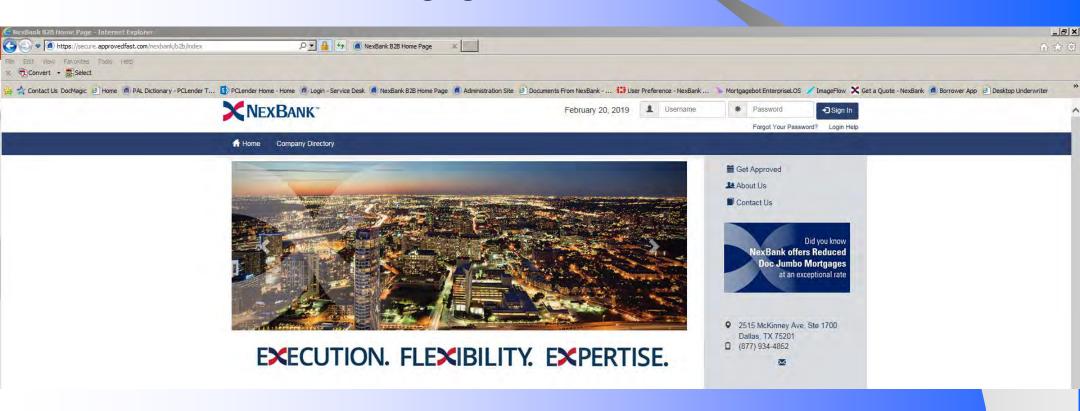
#### **Table of Contents**

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## **General Navigation**

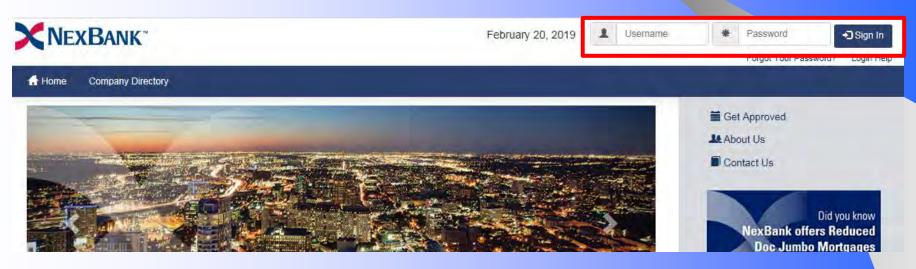
mortgage.nexbank.com





#### NexBank B2B Homepage

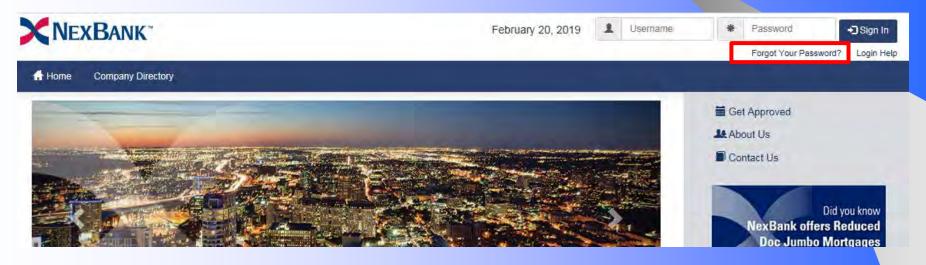
#### Sign In Section





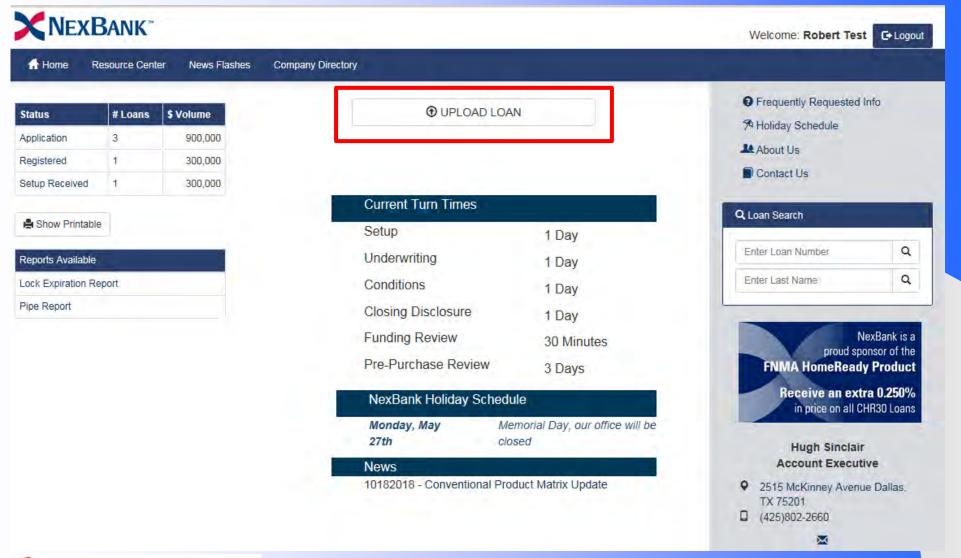
#### NexBank B2B Homepage

#### Forgot/Reset Password link



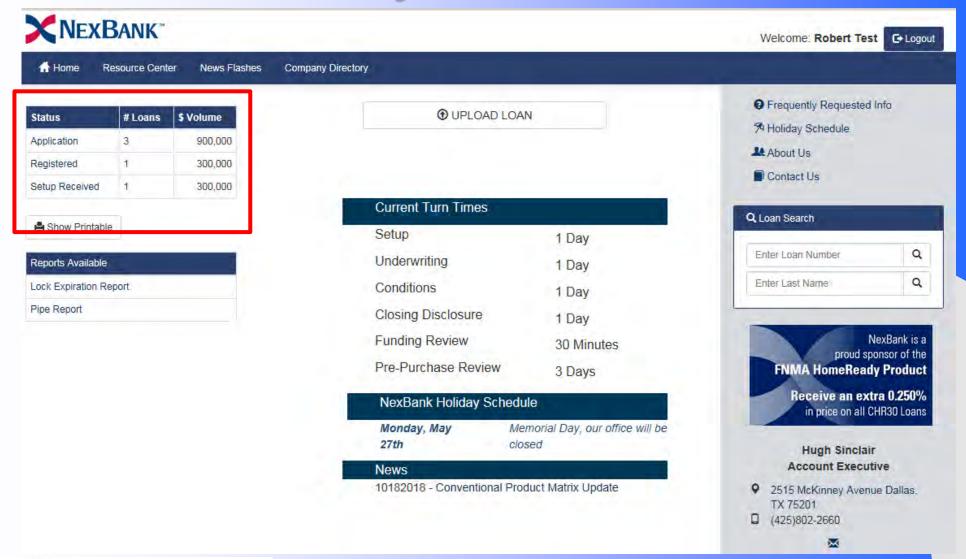


#### Start New Loan Upload Wizard



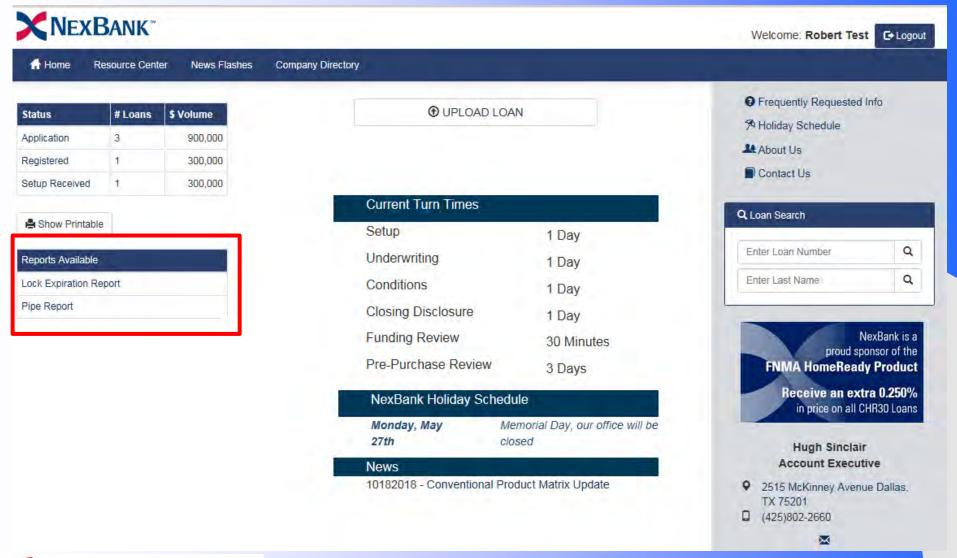


## View Loans By Status



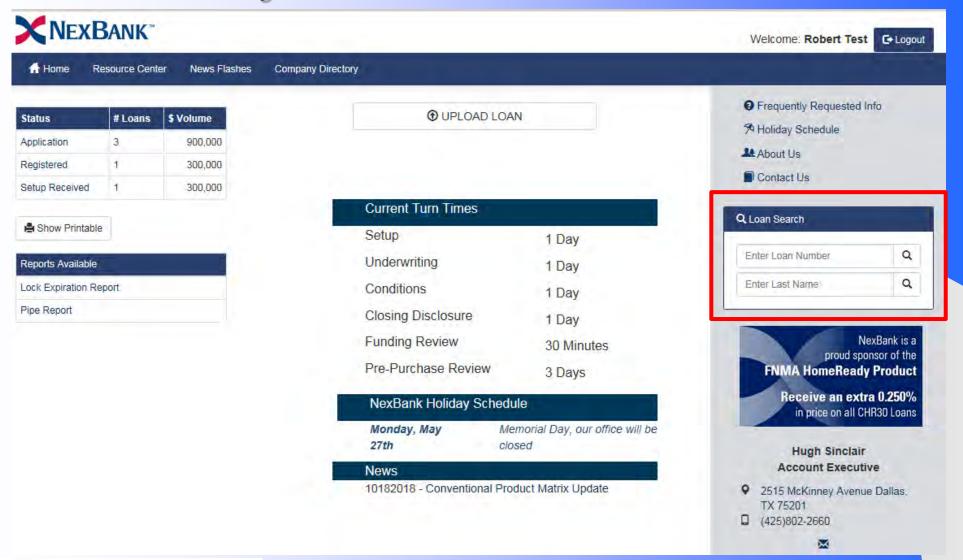


## View Reports of Loan Activity



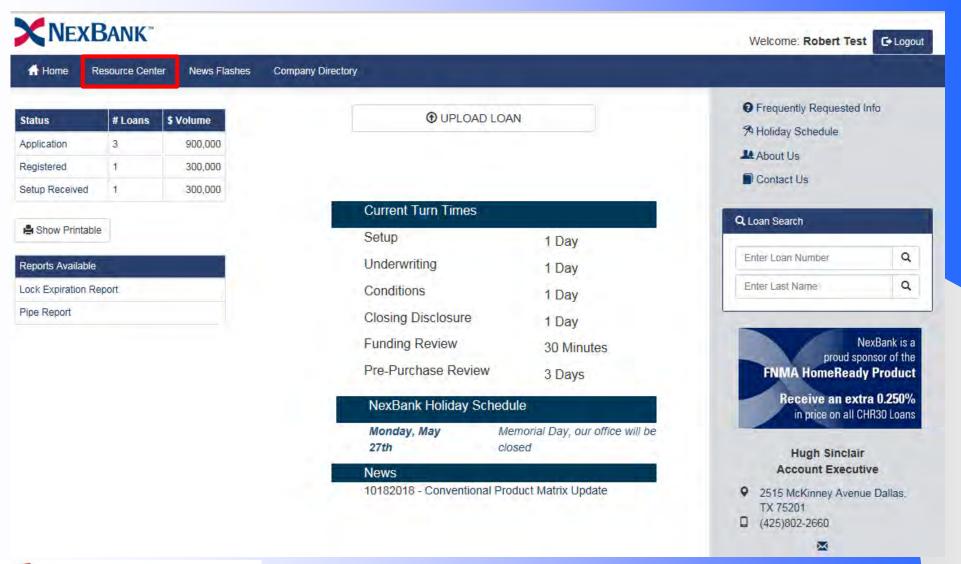


## Search by Last Name or Loan#



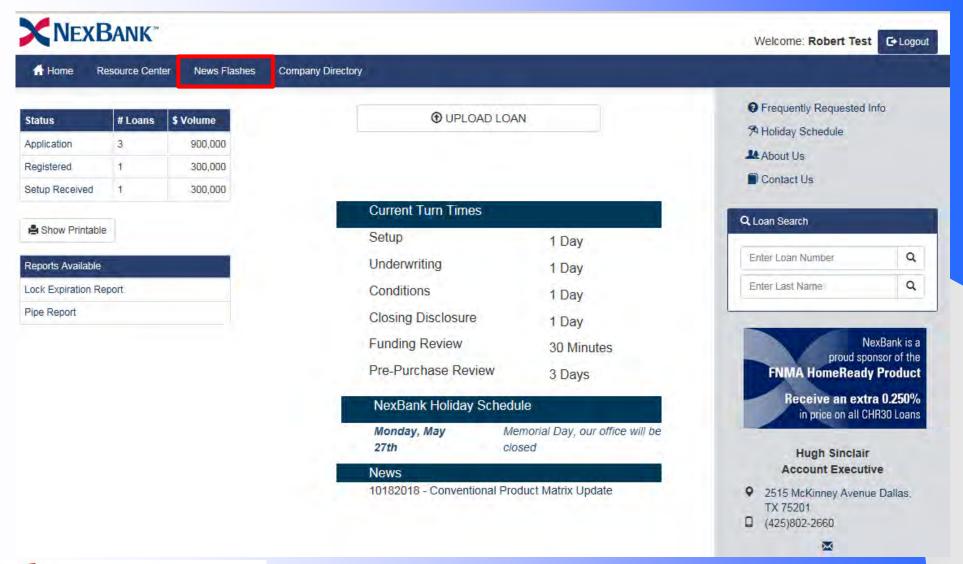


#### Resource Center



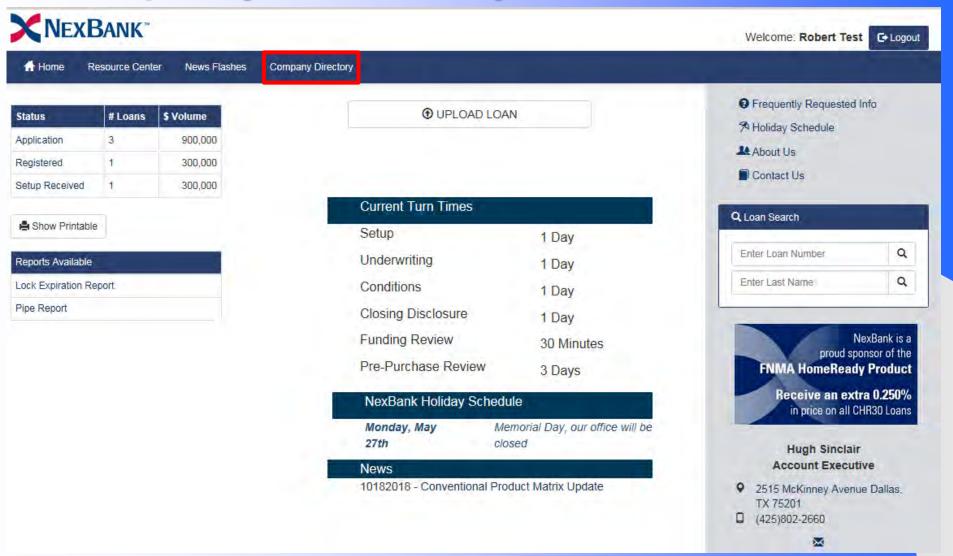


#### **News Flashes**



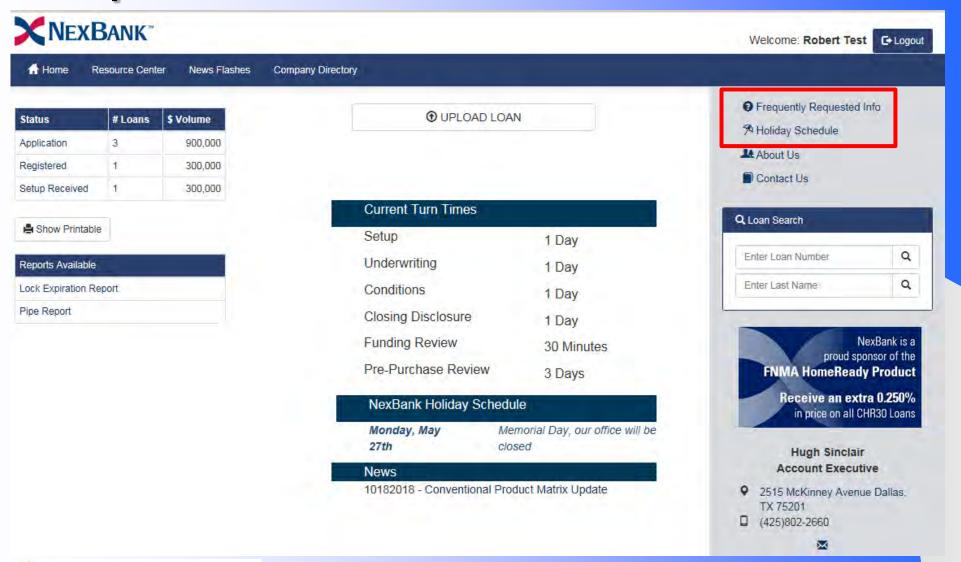


# **Company Directory**



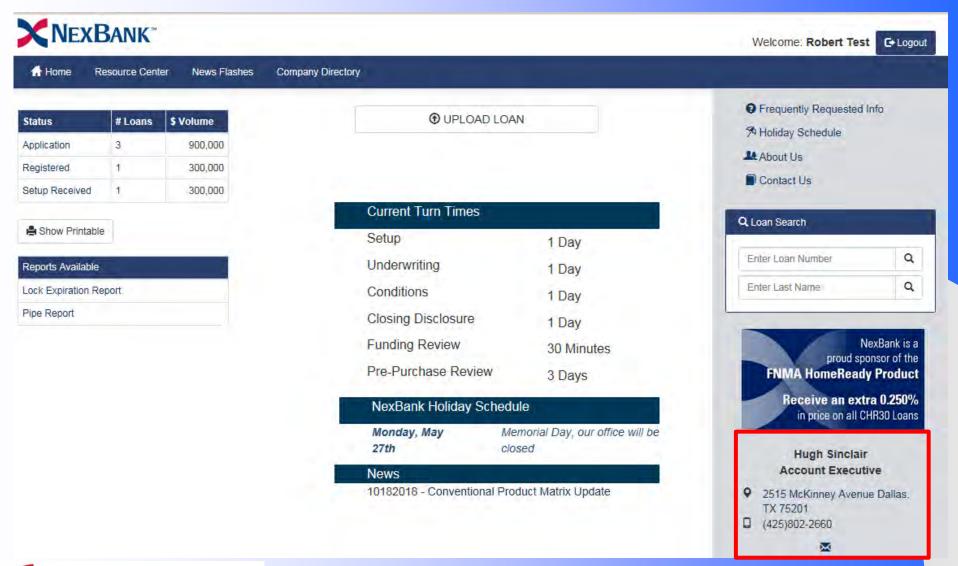


## Helpful Links



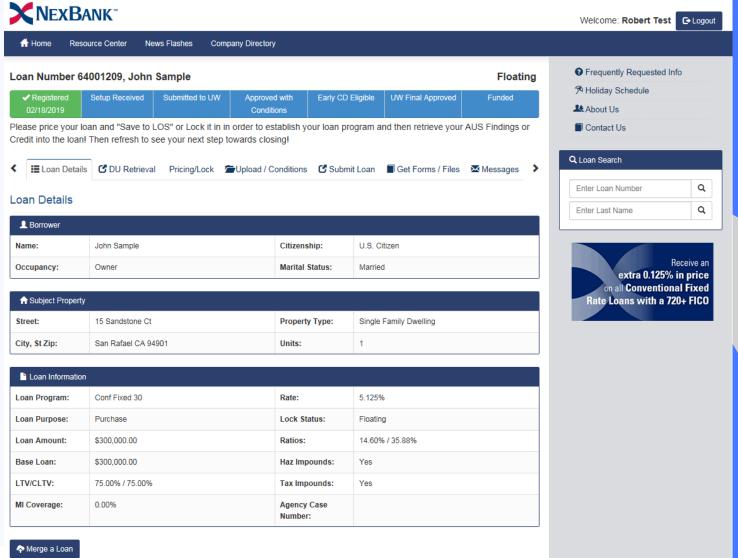


#### Account Executive Contact Info





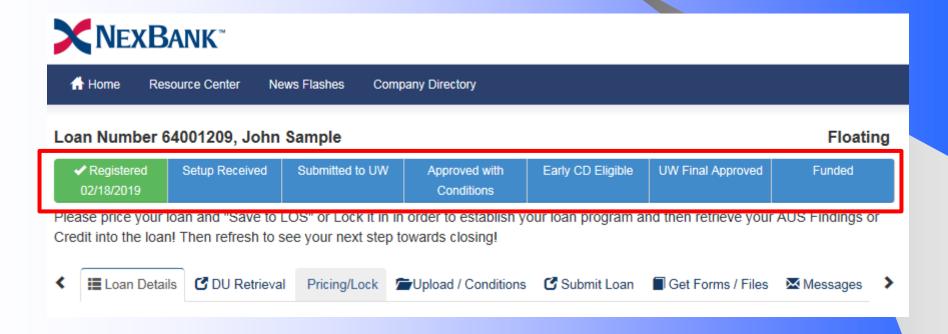
#### Loan Level View





#### Status Ribbon

The status ribbon will display milestones toward the funding and purchasing of your loan based on the loan channel and options you have requested.

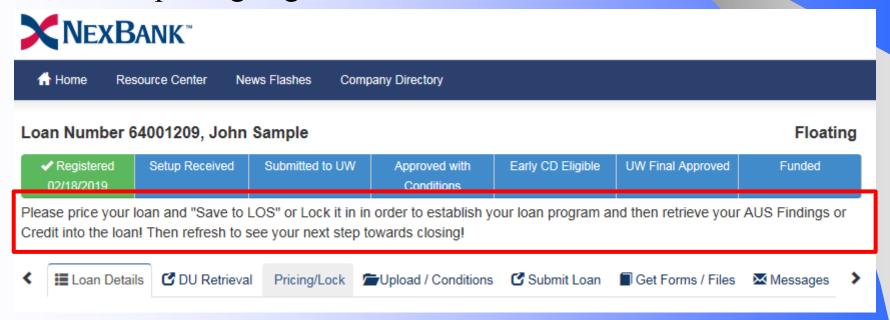




## Next Steps Help

The steps in this text box tell you what to do next to get your loan moved to the next milestone in the status bar.

In this case, the next step would be to click on the Pricing/Lock Tab and price our loan with the pricing engine.





## **Navigation Tabs**

The Tabs are sorted in the order you need to complete the steps to get your loan submitted and funded.

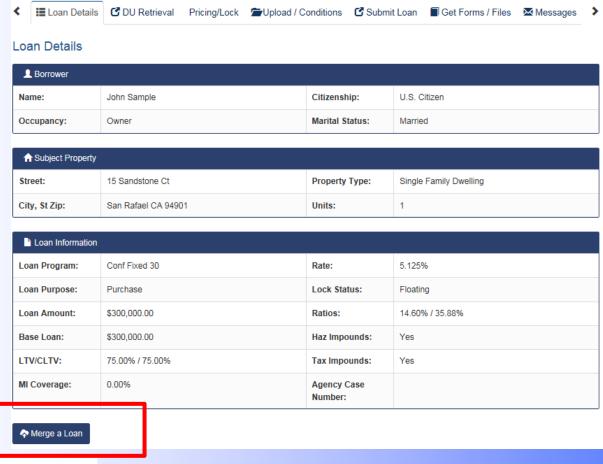
Once you complete a step make sure to refresh your screen by pressing F5 or the recycle button to update the text for your next steps.

Lo	an Number 64	1001209, John	Sample				Floati	ng
,	✓ Registered 02/18/2019	Setup Received	Submitted to UW	Approved with Conditions	Early CD El	igible UW Final Approved	Funded	
			OS" or Lock it in ir ee your next step t	•	our Ioan prog	gram and then retrieve you	ur AUS Findings o	or
<	<b>≣</b> Loan Details	<b>♂</b> DU Retrieva	l Pricing/Lock 1	Upload / Conditions	<b>♂</b> Submit	Loan 🔳 Get Forms / Files	s 🔀 Messages	>
Lo	an Details							
1	Borrower							
Na	ime:	John Sample		Citizens	hip:	U.S. Citizen		



# Update Ioan data (merge Ioan)

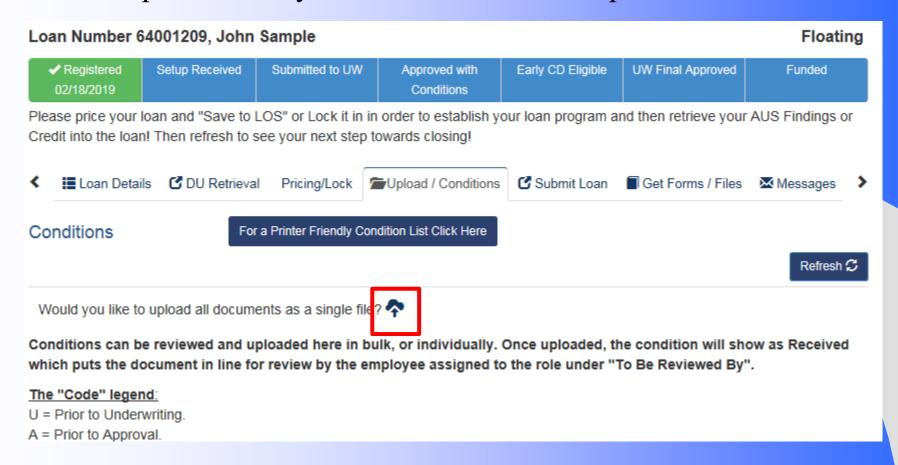
If you need to update your loan file after your initial pricing/disclosure, just navigate to the "Loan Details" screen and click the "Merge A Loan" button





## **Upload / Conditions Tab**

If you want to upload all of your conditions as one upload click here:





The system will show you all the loan conditions before you submit the file based on the information you provide in the FNMA 3.2 file.

	Code	#	Received	Status	For	Reviewed By	Condition
*	М		Upload			Loan Setup	TPO to provide all subsequent Loan Estimates for all changes of circumstance prior to UW Submission.
*	U	4	Upload			Loan Setup	TPO to provide initial 1003 executed by LO and all other initial disclosures including any Loan Estimates already given to the borrower, along with their COC's, which have all been properly executed by all borrower(s).
*	U	5	Upload			Underwriter	TPO to provide tri-merged credit report dated within 90 days of submission.
*	U	0	Upload		ABC Trucking, John Sample	Underwriter	Provide full written VOE, with a break down of the income, to support the income indicated on the application in addition to the base income.
~	U	6	Upload			Underwriter	Provide complete, fully executed & dated Purchase/Sales Contract
*	U	7	Upload			Loan Setup	Borrower Executed certification, or other evidence that the "Know Before You Owe" booklet was delivered within three days of the signed application



The "For" column will tell you which borrower, property, or bank the condition is related to.

	Code	#	Received Status	For	Reviewed By	Condition
*	М		Upload		Loan Setup	TPO to provide all subsequent Loan Estimates for all changes of circumstance prior to UW Submission.
*	U	4	Upload		Loan Setup	TPO to provide initial 1003 executed by LO and all other initial disclosures including any Loan Estimates already given to the borrower, along with their COC's, which have all been properly executed by all borrower(s).
*	U	5	Upload		Underwriter	TPO to provide tri-merged credit report dated within 90 days of submission.
*	U	0	Upload	ABC Trucking, John Sample	Underwriter	Provide full written VOE, with a break down of the income, to support the income indicated on the application in addition to the base income.
*	U	6	Upload		Underwriter	Provide complete, fully executed & dated Purchase/Sales Contract
*	U	7	Upload		Loan Setup	Borrower Executed certification, or other evidence that the "Know Before You Owe" booklet was delivered within three days of the signed application



The "Reviewed By" column will tell you who to contact if you have questions about the condition.

	Code	#	Received Status	For	Reviewed By	Condition
*	М		Upload		Loan Setup	TPO to provide all subsequent Loan Estimates for all changes of circumstance prior to UW Submission.
*	U	4	Upload		Loan Setup	TPO to provide initial 1003 executed by LO and all other initial disclosures including any Loan Estimates already given to the borrower, along with their COC's, which have all been properly executed by all borrower(s).
*	U	5	Upload		Underwriter	TPO to provide tri-merged credit report dated within 90 days of submission.
*	U	0	Upload	ABC Trucking, John Sample	Underwriter	Provide full written VOE, with a break down of the income, to support the income indicated on the application in addition to the base income.
~	U	6	Upload		Underwriter	Provide complete, fully executed & dated Purchase/Sales Contract
~	U	7	Upload		Loan Setup	Borrower Executed certification, or other evidence that the "Know Before You Owe" booklet was delivered within three days of the signed application



If you want to see the images in a condition click the magnifying glass and click "view 1 image".

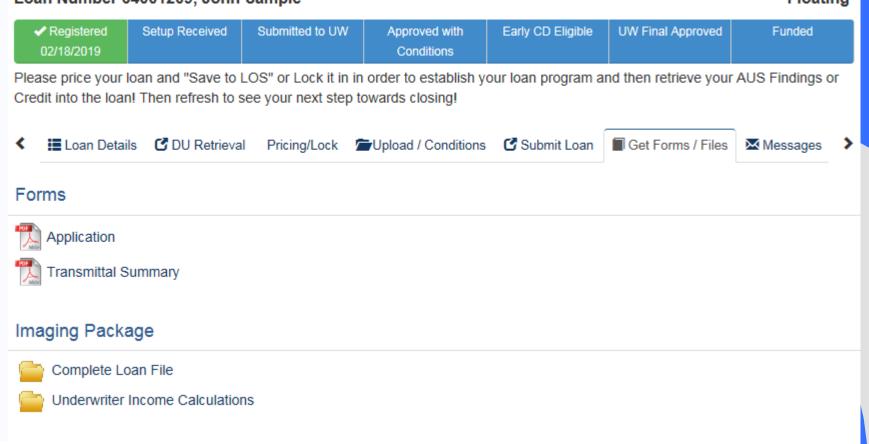
	Code	#	Received	Status	For	Reviewed By	Condition	
*	М		Upload	Received Q		Loan Setup	TPO to provide all subsequent Loan Estimate circumstance prior to UW Submission.	es for all changes of
					lr	mage Status		
		Da	te	Image Status	View Ima	nges	Image Notes	
		02	20/2019	Received	View 1 In	nage(s)		
						n Progress		



#### Get Forms / Files

If you want to see the current 1003, 1008, Lock Confirmation, Purchase Advice, Income Calculations, or the Complete loan file click on the Get Forms / Files tab.

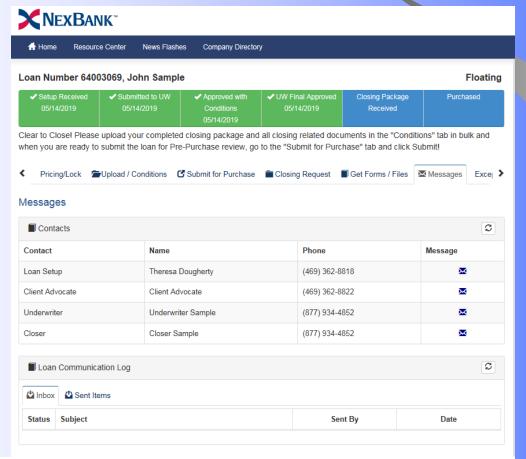
Loan Number 64001209, John Sample





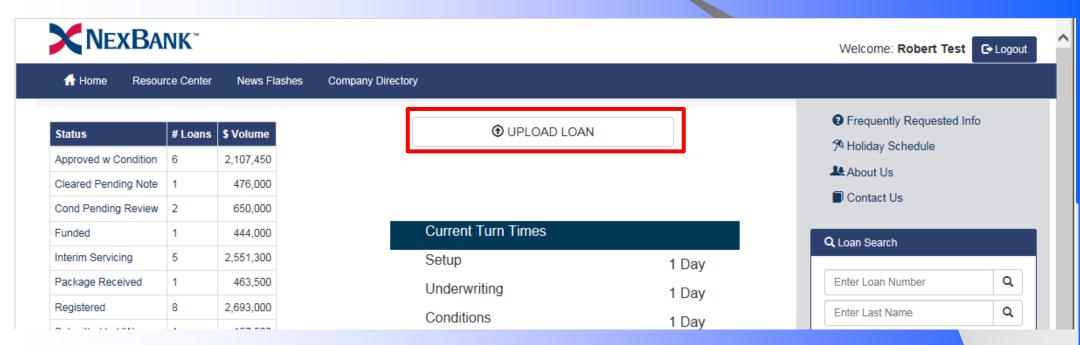
## Messages

If you want to get an answer to a question your loans contacts will appear in this list and you can send a message to them directly in the system.



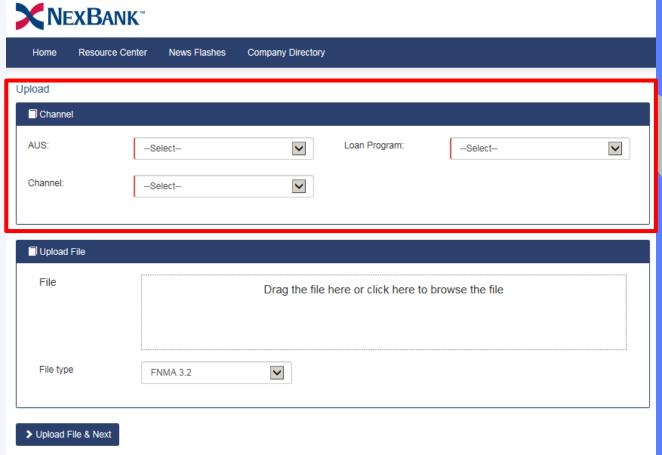


From the home screen after you login there will be a "Upload Loan" Button in the center.





Depending on your company's seller type, and your user rights, you will see different options on the loan setup wizard.





Select how you want us to underwrite, close, and/or purchase your loan.

				_	
<b>NEXB</b> A	NK <sup>™</sup>				
Home Resource	ce Center News Flashes	Company Directory			
load					
☐ Channel					
		~	Loan Program:	Select	<b>V</b>
AUS:	Select			•	
AUS: Channel:	Select	V			
Channel:					
Channel:		V	nere or click here to	o browse the file	
Channel: ☐ Upload File		V	nere or click here to	o browse the file	
Channel: ☐ Upload File		V	nere or click here to	o browse the file	
Channel: ☐ Upload File		V	nere or click here to	o browse the file	
Channel: ☐ Upload File		V	nere or click here to	o browse the file	



Drag and drop or click in the box to select your FNMA 3.2 file.

NEXE	ANK <sup>™</sup>					
Home Reso	ource Center N	News Flashes	Company Directory			
pload						
Channel		l				
AUS:	Select	t	V	Loan Program:	Select	V
Channel:	Select	t	V			
Upload File						
File			Drag the file h	ere or click here to	b browse the file	
File type	FNMA	¥ 3.2	V			
File type	FNMA	A 3.2	V			



Then click "Upload File & Next".

<b>N</b> E	<b>xB</b> ank <sup>™</sup>					
Home	Resource Center	News Flashes	Company Directory			
pload						
Channe	el					
AUS:	Se	elect	V	Loan Program:	Select	V
Channel:	Se	elect	~			
Upload	File					
File			Drag the file h	ere or click here to	b browse the file	
File type						
File type	F	NMA 3.2	V			
<b>&gt;</b> Upload F	File & Next					
- Opload I	no a Next					



Depending on your selections you may have an additional set of questions to answer.





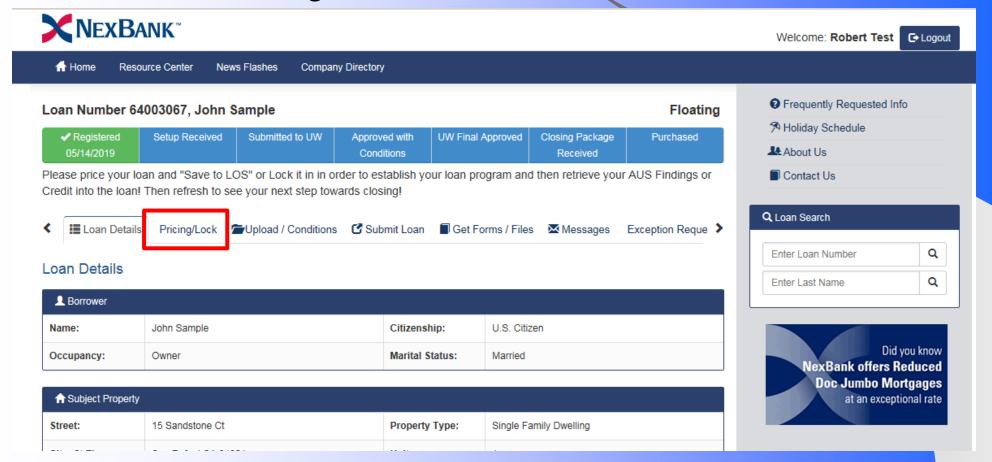
After you made all of your selections click "Submit" and wait for the system to take you into the newly created loan.





#### Price A Loan

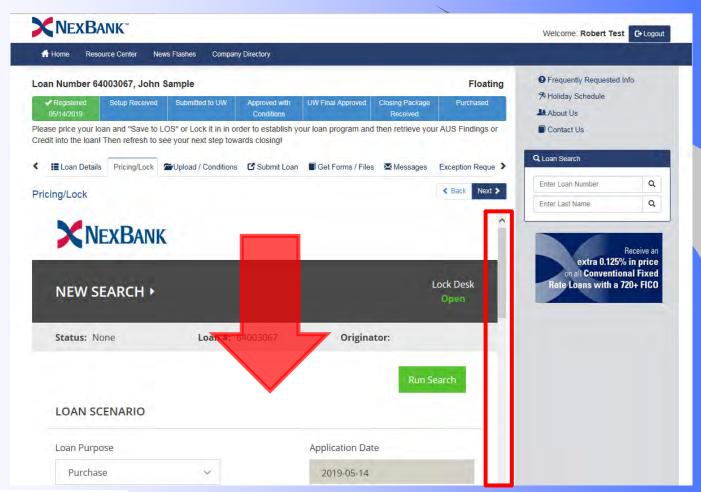
After your loan has uploaded you will want to price your loan to our current rate sheet. Click on the Pricing/Lock Tab.





#### Price A Loan

Scroll down on the pricing window and update the information.





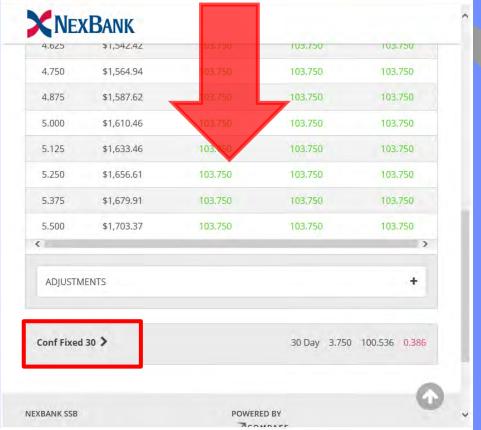
#### Price A Loan

After updating all of the information, click on "Run Search" at the bottom of the page.

Amortization Type	Select All	Target Price	Target Rate	
Fixed	*			
ARM		100	~	
		Target Lock Term		
		~		
			Run Search	
			0	
		POWERED BY	1 701.00	



On the following page the system will list all the eligible programs with the best priced program on top. If you want a different program scroll down past the first program and click on the title bar to expand the other programs pricing table.





Once you are on the program table you want, click the rate and pricing you

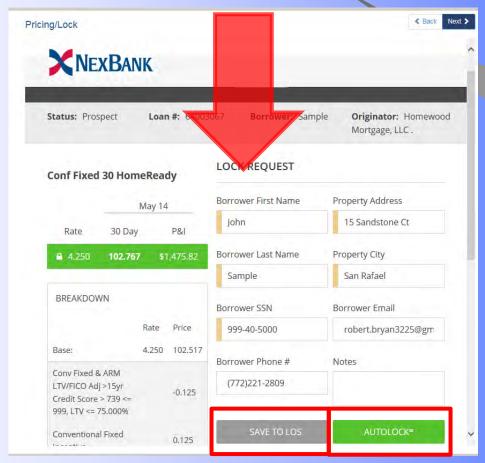
want.





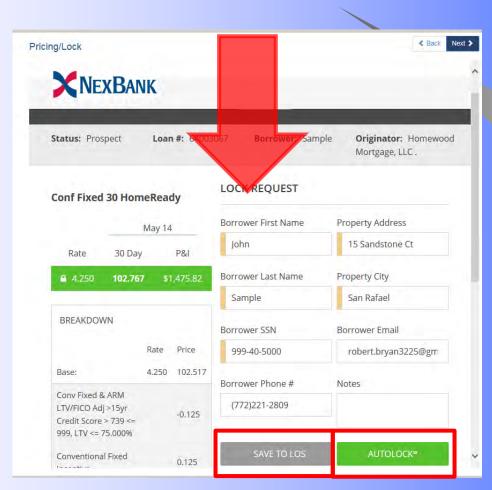
Next scroll down until you see the "Save to LOS" and either the "AutoLock" or "I agis Daguage" buttons

"Lock Request" buttons.





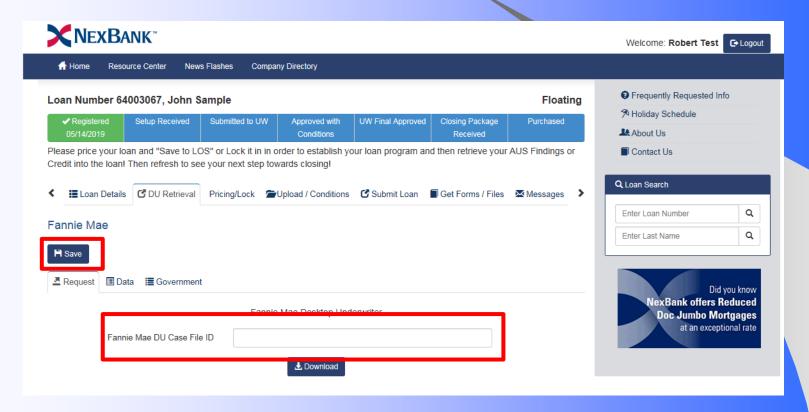
Make a selection by clicking one of the buttons.





### Retrieve DU Findings

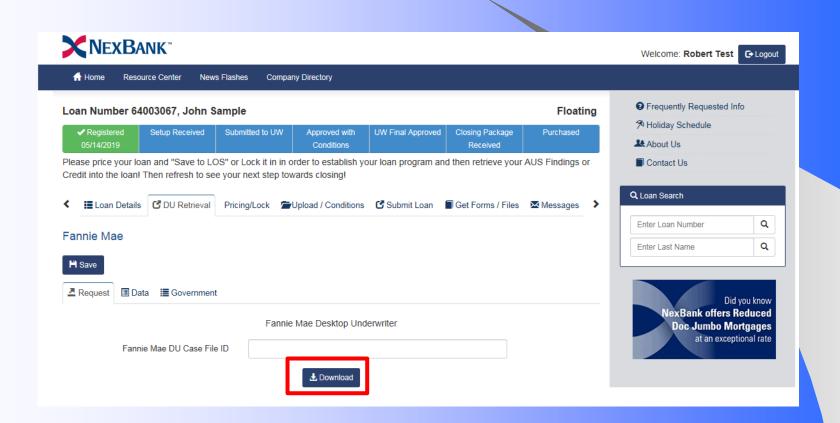
Navigate to the DU Retrieval tab enter your Fannie Mae Casefile ID and click save and then click Download.





### Retrieve DU Findings

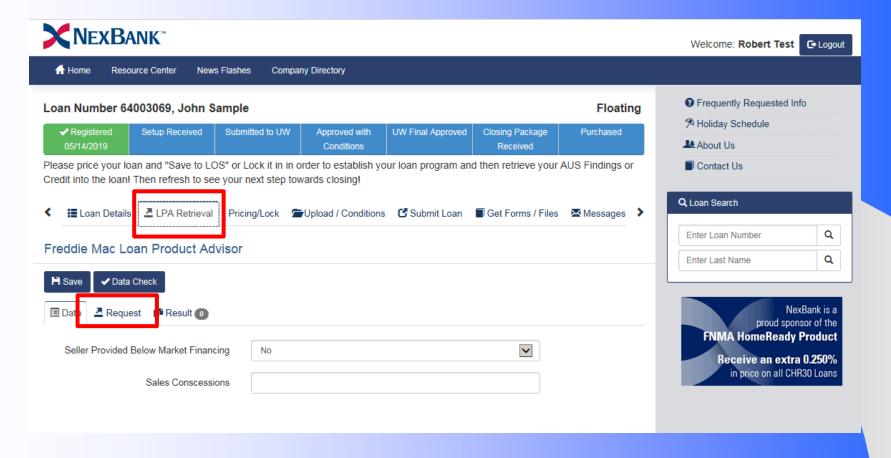
After Saving, click Download.





### Retrieve LPA Findings

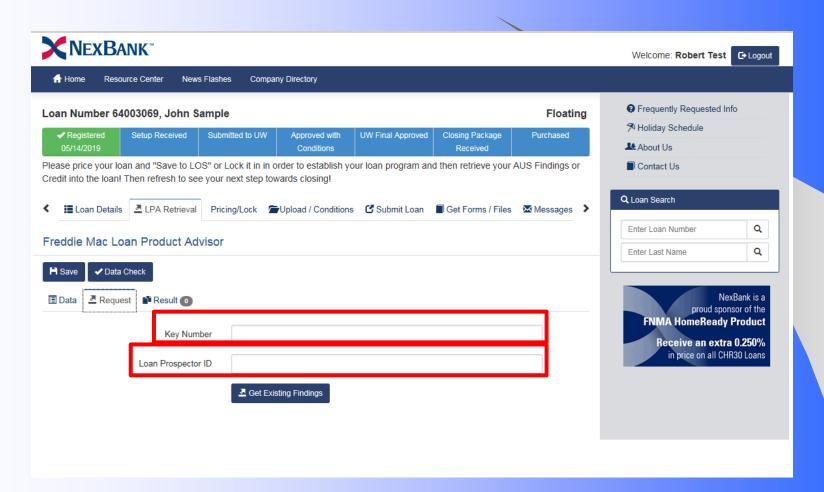
Navigate to the LPA Retrieval Tab. Then Click on the "Request" sub-tab.





### Retrieve LPA Findings

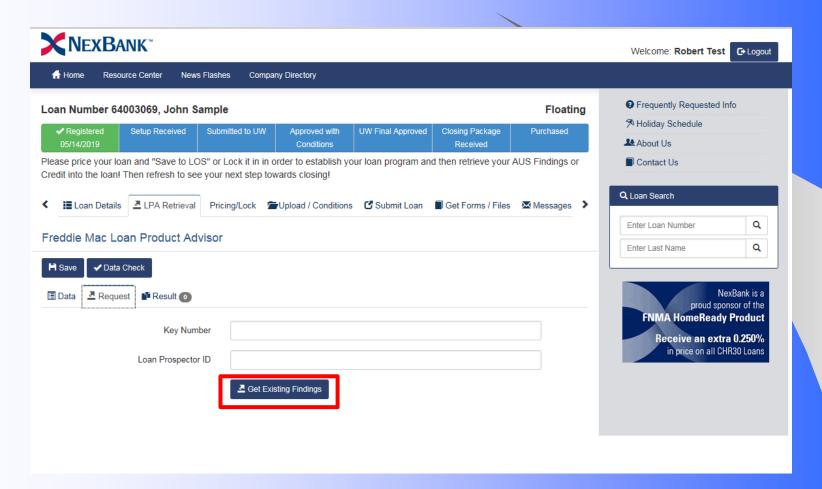
From the sub-tab, enter the LPA Key and Loan Prospector ID.





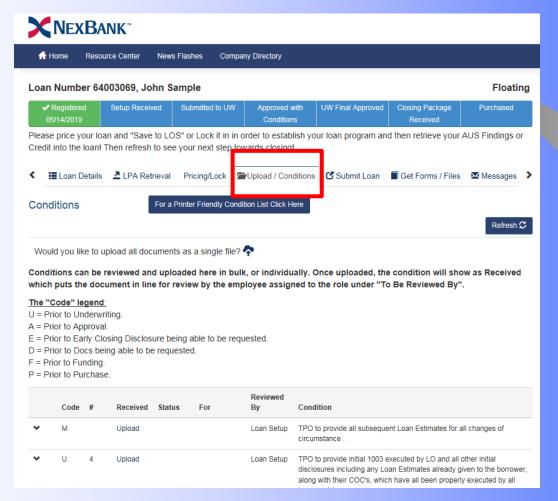
# Retrieve LPA Findings

Click "Get Existing Findings".



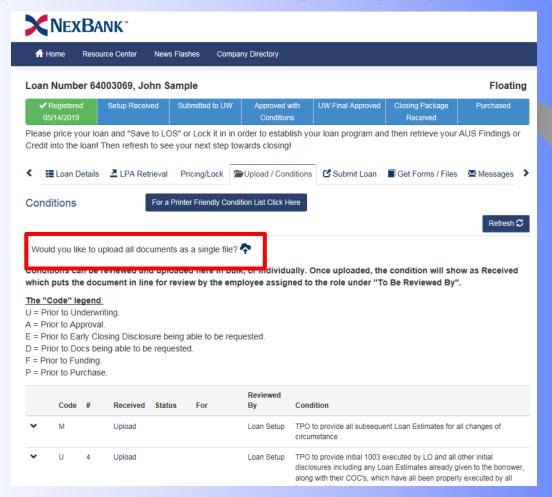


Click on the Upload / Conditions Tab





You can upload your entire submission package by clicking on the cloud-arrow



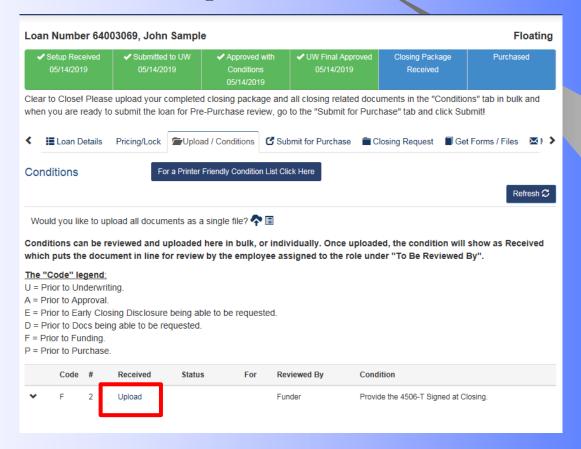


From this screen, select your file, and click "Start Upload". You can close the window when the upload window indicates 100% and says you may close the window. It may still have processing to do in the background.

Loan Number: <b>64003069</b>	×
Upload All Documents as a single file	
Note: File size limit is 100mb  Password protected files are not supported  A large file will take a longer time to upload to LOS	
Select File	e



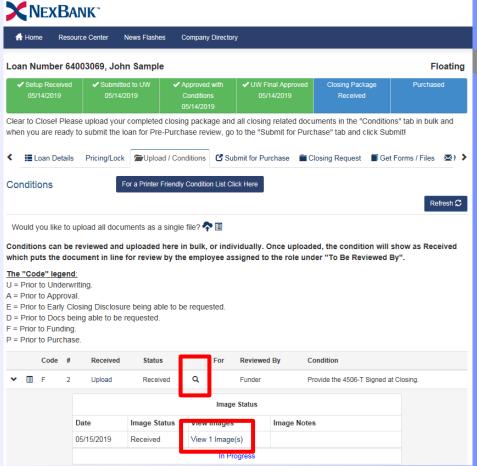
Alternatively, you can upload individual documents to the condition it meets by dragging the document over the upload link on the row.





### Viewing Uploaded Items

You can view documents you've uploaded to individual condition by clicking the magnifying glass and clicking on the upload you wish to view.





# Message Our Staff

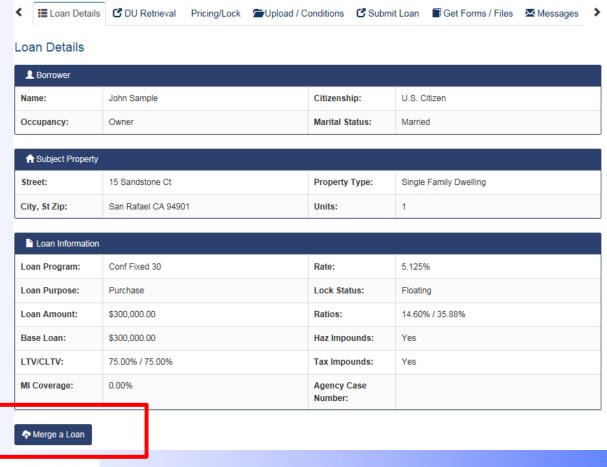
Navigate to the messages tab. You can see who's assigned to your loan and send messages directly through the system!

Home Resource     Reso	ce Center News Fla	shes Company Directory	у		
an Number 640	03069, John Sam	ple			Floating
✓ Setup Received 05/14/2019	✓ Submitted to UW 05/14/2019	✓ Approved with Conditions 05/14/2019	Conditions 05/14/2019 Received		
en you are ready to	submit the loan for F	ted closing package and Pre-Purchase review, go	to the "Submit for Purc	hase" tab and click S	
Contacts					<b>S</b>
Contacts	Name		Phone		<b>♡</b> Message
		a Dougherty	Phone (469) 362-8	818	
ontact	Theres	a Dougherty Advocate	1 112		Message
ontact pan Setup	Theres		(469) 362-86	322	Message
ontact pan Setup lient Advocate	Theres Client /	Advocate	(469) 362-8i	322 352	Message
ontact  ban Setup  lient Advocate  nderwriter	Theres Client  Underv	Advocate vriter Sample	(469) 362-8i (469) 362-8i (877) 934-4i	322 352	Message
ontact  oan Setup  iient Advocate  nderwriter  oser	Theres Client A Underv Closer	Advocate vriter Sample	(469) 362-8i (469) 362-8i (877) 934-4i	322 352	Message



# Update Ioan data (merge Ioan)

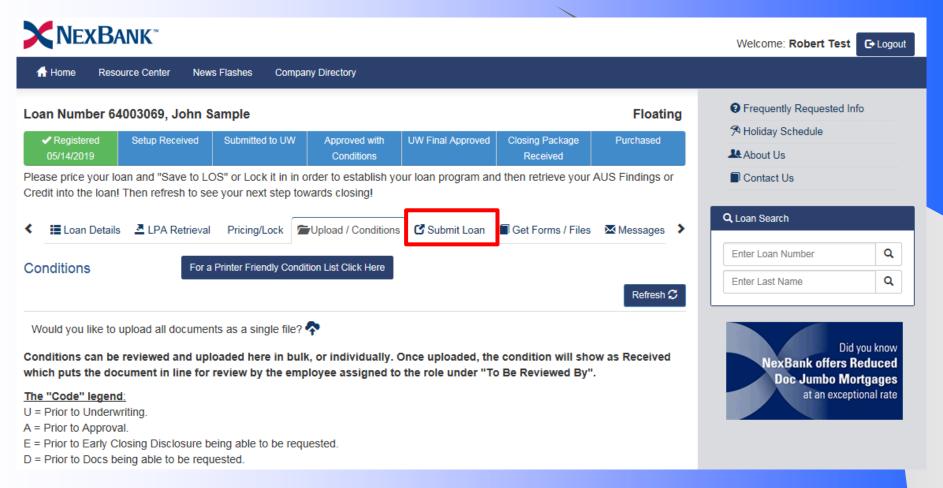
If you need to update your loan file after your initial pricing/disclosure, just navigate to the "Loan Details" screen and click the "Merge A Loan" button





#### Submit Your Loan

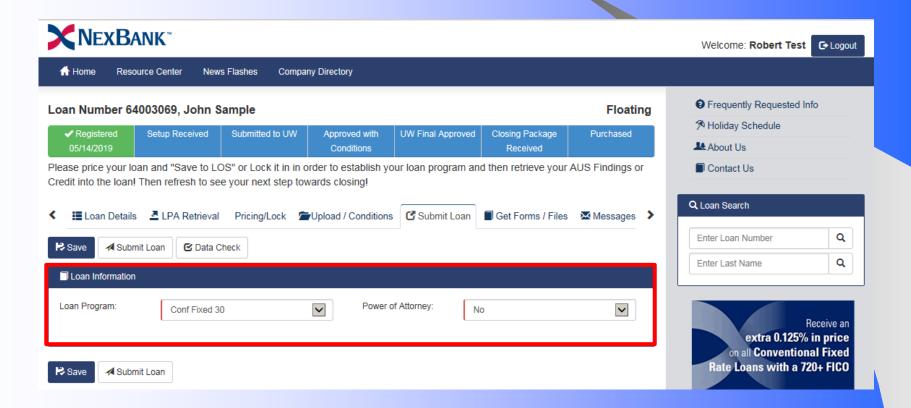
Navigate to the Submit Loan tab.





#### Submit Your Loan

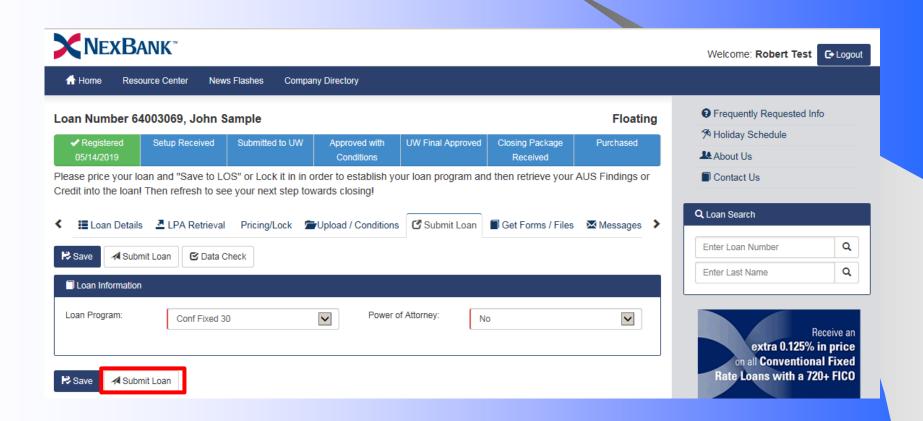
You may be asked additional questions about your submission based on the previous questions along with the credit and AUS information you've imported.





#### Submit Your Loan

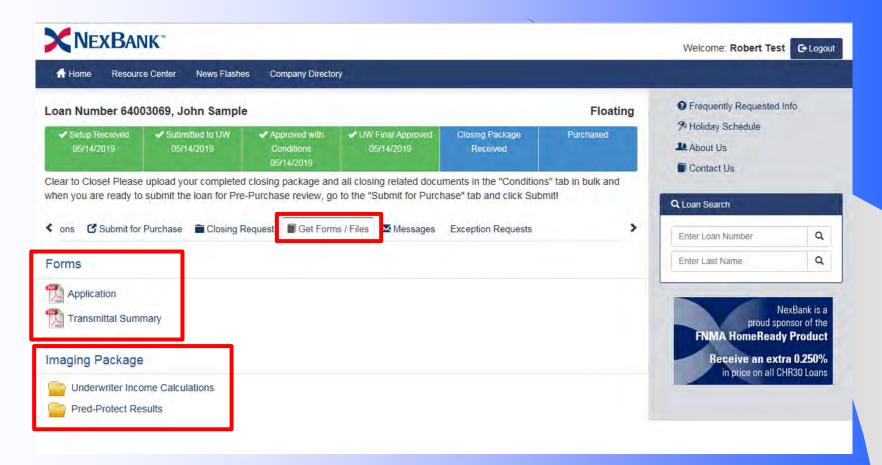
Click "Submit Loan".





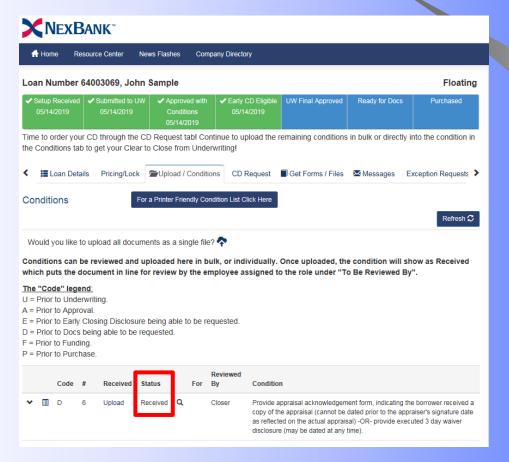
# Retrieve Copies of Forms & Docs

Navigate to the "Get Forms / Files" tab and click on the link you want.



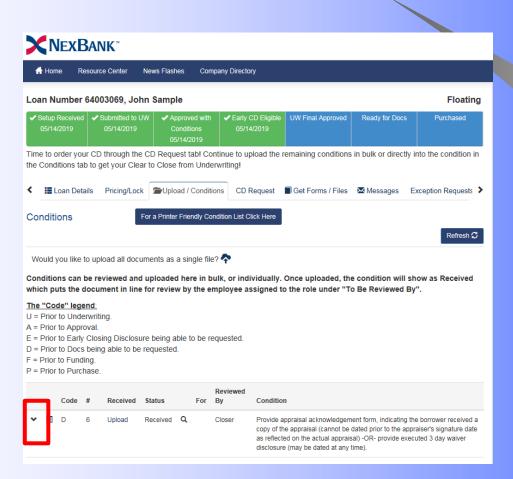


On the conditions tab you will see a "Received" status after an image has been uploaded to a condition that has not yet been reviewed.



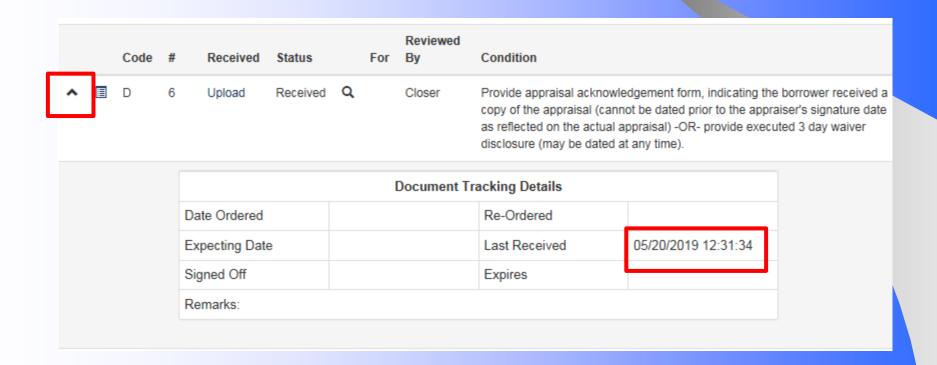


On to see the date the document was received click on the Chevron





On to see the date the document was received click on the Chevron



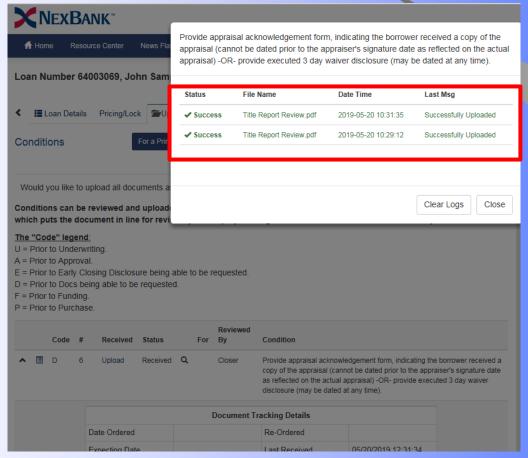


Alternatively, you can click on the paper log icon to see the uploads, their status of success or failure, and the date time of upload.

copy of the appraisal (cannot be dated prior to the appraiser's signa				Condition	Reviewed By	For		Status	Received	#	Code	_
	nature date	Provide appraisal acknowledgement form, indicating the borrower received copy of the appraisal (cannot be dated prior to the appraiser's signature as reflected on the actual appraisal) -OR- provide executed 3 day waive disclosure (may be dated at any time).					Q	Received	Upload	6	Þ	^
Date Ordered Re-Ordered				racking De	Document T	[						
				Re-Order					Date Ordered			
Expecting Date Last Received 05/20/2019 12:31:34		05/20/2019 12:31:34	d	Last Rece				9	Expecting Date			
Signed Off Expires				Expires					Signed Off			
Remarks:									Remarks:			



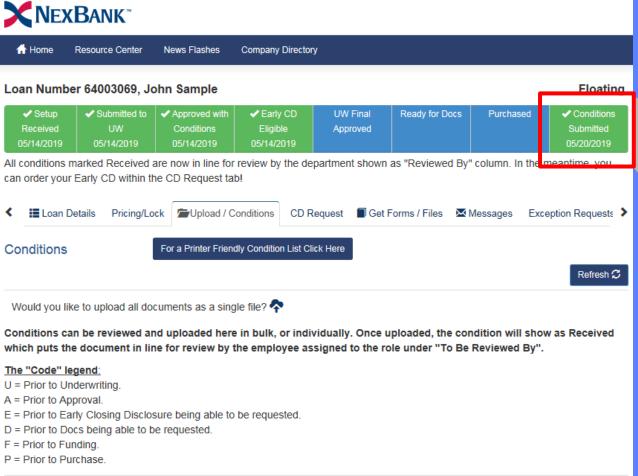
Alternatively, you can click on the paper log icon to see the uploads, their status of success or failure, and the date time of upload.





If you upload a document to a bucket where a user is assigned who can clear the condition (the Reviewed by column) the status will update to Conditions

Submitted.

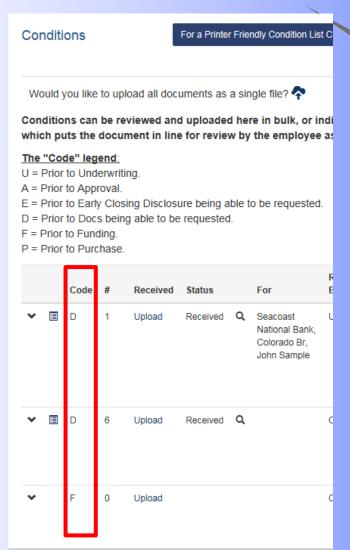




# View Conditions Type

Each condition has a code which indicates where in the process it must be

completed by.





### View Conditions Type

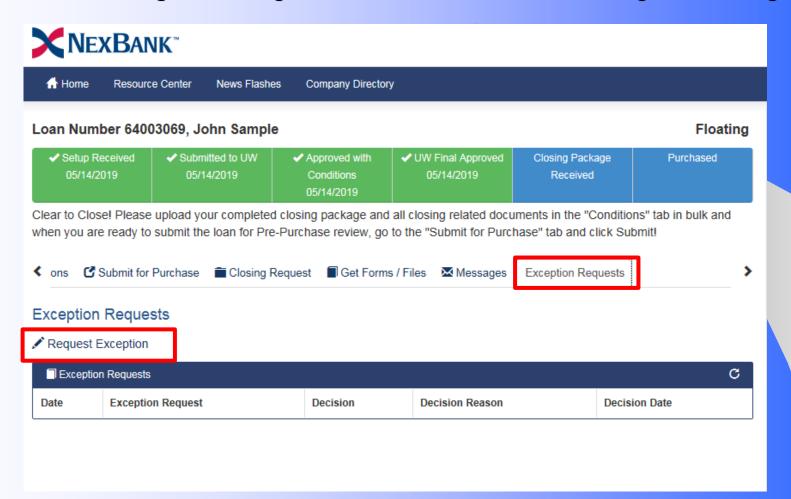
Here are all the completion codes you might encounter:

- U = Prior to Underwriting.
- A = Prior to Approval.
- E = Prior to Early Closing Disclosure being able to be requested.
- D = Prior to Docs being able to be requested.
- F = Prior to Funding.
- P = Prior to Purchase.
- M = Miscellaneous



### Request an Exception

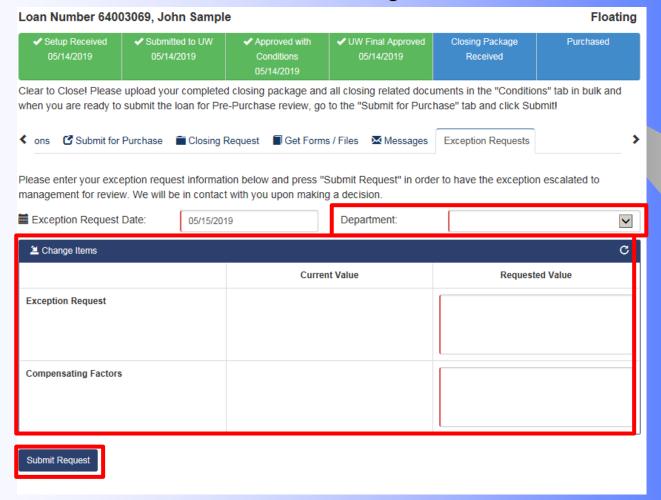
Navigate to the "Exception Requests" tab and click on "Request Exception".





### Request an Exception

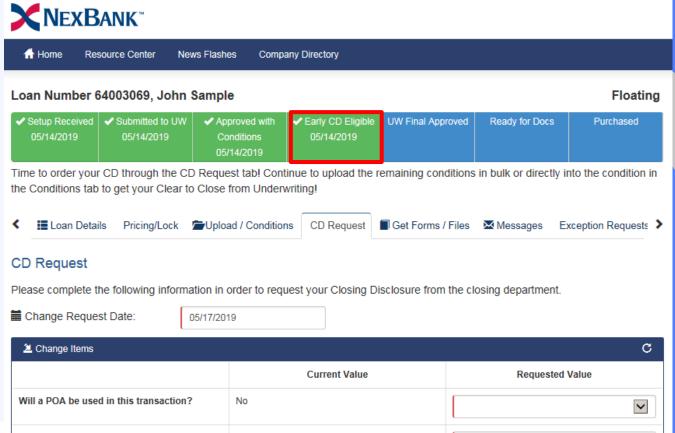
Complete the form and click "Submit Request"





# Early CD Request

If there is no date or checkmark in the Early CD Eligible box, then you still have conditions that have not been signed off, which are required before you can request your early CD.

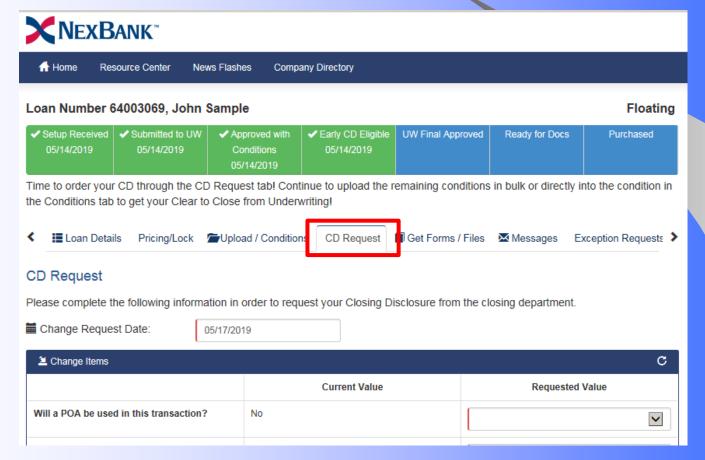




# Early CD Request

Your loan is eligible for us to disclose the Early CD when all of the conditions of type A, U, and E are signed off. When that happens the "CD Request" tab

will appear.





# Early CD Request

Navigate to the CD Request tab, complete the form and click "Submit Request".

★ Home Resource Center News Fla	shes Compa	ny Directory						
oan Number 64003069, John Sam	ple					Floatin		
✓ Registered ✓ Setup Received ✓ S 05/14/2019 05/14/2019	Submitted to UW 05/14/2019	✓ Approved with Conditions 05/14/2019	UW Final Ap	proved	Closing Package Received	Purchased		
APPROVED! Upload your conditions directly into the condition for the fastest service, or feel free to upload in bulk and we will sort all the conditions for you.								
I 🗗 DU Retrieval Pricing/Lock 🖆 U	Jpload / Conditio	ns 🗗 Submit Loan	CD Requ	est	Get Forms / Files	Messages		
2 Change Items								
Change items						C		
·	No	Current Value			Requested			
Will a POA be used in this transaction?	No	Current Value			Requested	Value		
Will a POA be used in this transaction? Will this loan be closing in a Trust?	No	Current Value		MM	Requested  //DD/YYYY	Value 💌		
Will a POA be used in this transaction? Will this loan be closing in a Trust?  Last Disclosed LE Issued Date	No 11/30/2018	Current Value			•	Value 💌		
Will a POA be used in this transaction? Will this loan be closing in a Trust?  Last Disclosed LE Issued Date  Requested Closing Date  First Payment Date		Current Value		ММ	/DD/YYYY	Value 💌		
Will a POA be used in this transaction? Will this loan be closing in a Trust?  Last Disclosed LE Issued Date  Requested Closing Date	11/30/2018	Current Value		MM	/DD/YYY	Value 💌		



# Closing Request

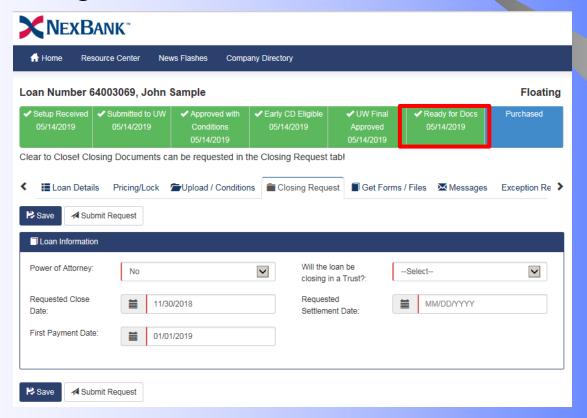
You will be eligible to complete the closing request when all conditions of type A, U, E, and D have been signed off and the underwriter has Underwriting Final Approved your loan.

X NEXBANK <sup>™</sup>								
↑ Home Resou	urce Center Nev	s Flashes Comp	any Directory					
Loan Number 64003069, John Sample Floating								
✓ Setup Received 05/14/2019	Submitted to UW 05/14/2019	✓ Approved with Conditions 05/14/2019	✓ Early CD Eligible 05/14/2019	✓ UW Final Approved 05/14/2019	✓ Ready for Docs 05/14/2019	Purchased		
Clear to Close! Clos	ing Documents ca	n be requested in t	the Closing Request	tab!				
<b>く ■</b> Loan Details	Pricing/Lock /	Upload / Condition	n: 💼 Closing Requ	est Get Forms	/ Files	Exception Re >		
<b>₿</b> Save	it Request							
Loan Information								
Power of Attorney:	No		Will the closing	loan be in a Trust?:	Select	V		
Requested Close Date:	11/30	/2018	Reques Settlem	ted ent Date:	MM/DD/YYYY			
First Payment Date:	01/01	/2019						
<b>₿</b> Save	it Request							



# Closing Request

If there is no date or checkmark in the "Ready for Docs" status box, then you still have conditions that have not been signed off, which are required before ordering your closing documents.





# Closing Request

Navigate to the tab, complete the request form and click "Submit Request".

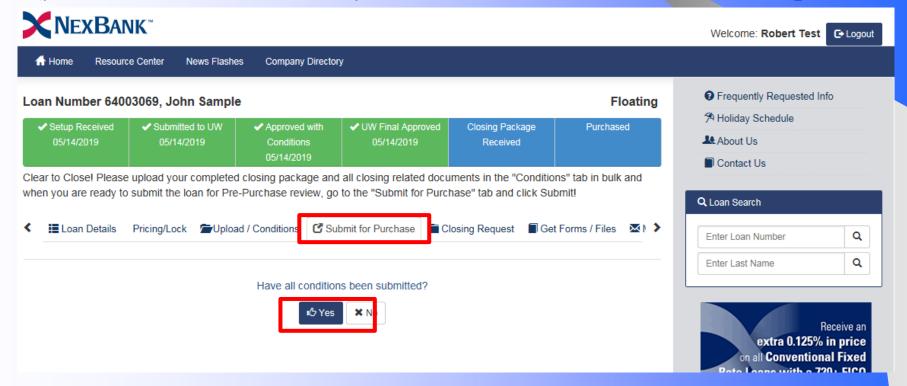
<b>X</b> NEXBAN	lK <sup>≈</sup>					
		s Flashes Comp	any Directory			
Loan Number 6400	03069, John S	ample				Floating
	Submitted to UW 05/14/2019	✓ Approved with Conditions 05/14/2019	✓ Early CD Eligible 05/14/2019	✓ UW Final Approved 05/14/2019	✓ Ready for Docs 05/14/2019	Purchased
Clear to Close! Closing  Loan Details  Save  Submit F	Pricing/Lock 1	n be requested in t			s / Files 🔀 Messages	Exception Re >
Loan Information						
Power of Attorney:	No		Will the closing	loan be in a Trust?:	Select	V
Requested Close Date:	11/30	2018	Reques Settlem	ted ent Date:	MM/DD/YYYY	
First Payment Date:	01/01	2019				
<b>I</b> Save	Request					



### Submit For Purchase Request

If you have opted to close your own loan the "Submit for Purchase" tab will become available once you've reached UW Final Approved status and you've uploaded your package to the bulk upload bucket.

(you will need to refresh your browser after the document upload)





### Legal Disclosure

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