

ACCESS DISCLOSURES IN 3 EASY STEPS!

Step 1:

Log into eXPRESS with current user name and password

A login form with two input fields: 'Username' and 'Password'. To the right of the 'Password' field is a 'Sign In' button. Below the fields are links for 'Forgot Your Password?' and 'Login Help'.

Step 2:

Locate loan in eXPRESS by the following options:

1. Running loan search (located on the right-hand side):
 - o Loan number OR Last name,
2. Pipeline Report (can be found on the bottom left-hand side)

A 'Loan Search' form with two input fields: 'Enter Loan Number' and 'Enter Last Name'. Each field has a magnifying glass icon to its right. A blue circle with the number '1' is next to the first field.

A 'Reports Available' section with a 'Pipeline Report' link highlighted in yellow. A blue circle with the number '2' is next to the link.

Step 3:

Select "Sub/Condos" tab and select the magnifying glass icon.

The screenshot shows the 'Sub/Condos' tab selected in the top navigation bar. Below the navigation bar, there are filters and a 'Print Condition Sheet - If Approved' button. A table of conditions is displayed with columns for Code, #, Received, Status, Reviewed By, and Condition. Red circles and arrows highlight the magnifying glass icons in the 'Status' column for the rows 'Processor' and 'Disclosures Coordinator'.

Code	#	Received	Status	Reviewed By	Condition
		Upload			1 Upload - Submission
		Upload			Loan Image - Lock Confirmation
F		Upload		Processor	Initial Disclosures to be signed and dated by all parties. Signed Disclosure Copies
D		Upload			Signed Re-disclosures
A		Upload	Received	Processor, Disclosures Coordinator	<u>Unsigned Initial Disclosures</u>
		Upload	Received	Disclosures Coordinator	Unsigned Initial <u>Loan Estimate and Notice of Intent to Proceed</u>
		Upload	Received		Initial Submission Documentation

