

Purpose

Nations Direct Mortgage’s (“NDM”) Generate Disclosures Version 2 has been updated with an eye towards performance and workflow. You will notice significantly faster processing, a layout that mirrors the Loan Estimate (LE) and provides you with more options to directly modify fees.

This job aid will assist in the required steps for the Broker/Loan Originator to generate disclosures using the Loan Manager system. If you run into any issues with this process, please reach out to loansetup@myndm.com.



If you initially select the option to send your own disclosures, but later decide you prefer our team to send them, please email loansetup@myndm.com.

Contents of this Job Aid

Purpose..... 1

Contents of this Job Aid 1

Initial Disclosure Decision..... 2

Requirements Prior to Disclosure..... 2

Getting Started 3

Set/Review Fees 4

 Saving Fees..... 4

 Important Note: Adding, Modifying, and Deleting Fees..... 4

 Adding Fees 4

 Modifying Fees..... 5

 Deleting Fees 5

 Static Fees 6

 Special Fees..... 6

Selecting New Providers 8

 Changing Providers – Approved List..... 8

 Changing Providers – Custom Providers..... 9

Seller Credits 10

Earnest Money Deposit 12

Preview Disclosures 13

Generating Disclosures 14

Associated Documents..... 15

Version Control..... 15

Initial Disclosure Decision

When you register a loan, you are required to select how you want the initial disclosures sent out:

1. **Generate Instant Disclosures in Portal**
2. Request NDM to Disclose (24-48 hour turn time)
3. Broker already disclosed

THIS STEP IS EXTREMELY IMPORTANT!

If you accidentally choose the wrong selection, there is no way to update it; however, if you later decide you prefer our team to send the disclosures, please email loansetup@myndm.com.

You will receive a pop-up box, select **Generate Instant Disclosures in Portal** from the drop down, then click **Save**

FIELD ID	REQUIRED FIELD NAME	FORM	FIELD
CX.TPO.DIS...	Initial Disclosures Issued By	Not available on Form	Generate Instant Disclosures in Portal Select an Option <input checked="" type="checkbox"/> Generate Instant Disclosures in Portal <input type="checkbox"/> Request NDM to Disclose (24-48 hour turn time) <input type="checkbox"/> Broker already disclosed

If you choose option 2 or 3 and attempt to click on the “Generate Disclosures” option, you will receive this error:

NATIONS DIRECT
MORTGAGE

You have not elected to send send your own disclosures.

Requirements Prior to Disclosure

Prior to beginning the disclosure process, the following tasks must be completed within the loan:

- **Loan Registration** – [CLICK HERE](#) for a short tutorial
- **Register Loan Program** – [CLICK HERE](#) for a short tutorial
- **Credit and AUS** (if applicable) must be provided
- **Loan Submission** – [CLICK HERE](#) for a short tutorial. If the loan is not submitted, you will receive this error.


NATIONS DIRECT
MORTGAGE

You must first submit your loan by clicking “Submit Loan” in the Loan Actions side panel.

Getting Started

STEP 1

Click on the **Generate Disclosures** button on the left-hand side column

 Generate Disclosures

Once the application has loaded, DO NOT refresh your browser.



If you refresh your browser by accident, data used by the application to identify key loan information will be cleared.

To correct this, navigate to the “Loan Summary” tab and back to the “Generate Disclosures” tab. Please note that any information that was not saved will need to be re-entered.

STEP 2

Once you have arrived within the application, you will start with the **Getting Started** tab.

Getting Started

Set/Review Fees

Preview Disclosures

Generate Disclosures

STEP 3

Within this tab, there will be important information for you including the disclosure timeline along with basic instructions on how to use the application.

You have elected to disclose your loan within Loan Manager. To avoid any compliance issues, your disclosures are due by 11/02/2023 . Failure to complete disclosures by this day will require a new loan submission.

Appraisal, Title, and Settlement fees have been pre-populated based on proximity to the subject property and price using a third-party vendor.

1. To review fees, modify fees, or select a different vendor from a verified list, click the Review Fees tab above to get started. ***

****Manually set fees could create fee tolerance violations which would result in broker cures.****

2. When ready to preview your disclosures, click the Preview tab above.

3. When ready to send disclosures, click the Generate Disclosures tab above.

****Once disclosures are sent you will no longer be able to modify fees, please reach out to Loan Setup at loansetup@myndm.com for further modifications**

*****Refreshing your browser while in the Generate Disclosures application will clear loan data used within the application.**

Set/Review Fees

Here are a few tips when going through the set/review fees section.

Saving Fees

In the top right corner and bottom right corner of the application, select **“Save Changes”** to save your changes.

Regenerate Fees

Save Changes

Important Note: Adding, Modifying, and Deleting Fees

In certain instances, fees can be added, modified, or deleted. Some fees are required by NDM and cannot be modified or removed.



Modifying fees could create fee tolerance violations resulting in broker cures

Adding Fees

Note that fees will automatically re-order based on their location in our LOS

1. Select **“Add Fee”**
2. Select a fee from the list of fee options
3. Input fee values and allocate between buyer or seller
4. Select the checkmark to confirm the added fee or the trash bin to delete the fee

Section C Fees:

Fee Name	Buyer Amount	Seller Amount	Total Amount	
Endorsements	597.50	0.00	597.50	✓
Settlement Fee	595.00	0.00	595.00	✓
E-Recording /Recording Services Fee	4.05	0.00	4.05	✓
Lender's Title Insurance	3575.00	0.00	3575.00	✓
Abstract/Title Search	185.00	0.00	185.00	✓
Abstract/Title Search				✓
Archive Fee				✓
Attorney Fees				✓
Chain of Title Fees				✓
Closing Fee				✓
Closing Protection Letter				✓
Courier Fee				✓
Document Preparation				✓
Electronic Recording Service				✓
Endorsements				✓
IL Anti Predatory Cert Fee				✓
IL State Policy Fee				✓
Lender's Title Insurance				✓
Loan Tie-In Fee				✓
Messenger Fee				✓
Notary Fee				✓
Payoff Demand Fee				✓
Recording Service Fee				✓
Settlement Fee				✓
Sub Escrow Fee				✓

	Buyer Amount	Seller Amount	Total Amount	
Mortgage: Deed: Release:	300.50	0.00	300.50	
285.00 35.50 0.00				
	1400.00	0.00	1400.00	✓
Mortgage: Deed:	9450.00	0.00	9450.00	✓
2450.00 7000.00				

5. If you attempt to save without confirming the added fee, you will receive a message alerting you that there are unconfirmed fees that must be confirmed before a save can occur

You have unconfirmed added fees! Please confirm all added fees prior to saving. **Close**

Modifying Fees

Note that fees can only be modified if they have a pencil icon next to them.

1. Select the pencil icon to unlock the fee
2. Modify or reallocate the amount
 - a. Certain fees have business rules associated with them (i.e., a loan cannot have both Lender Credits and Discount Points simultaneously)
3. You can undo a change by selecting the back arrow or delete a fee by selecting the trash can
 - a. You can revert a change back to the last save until you have saved again
4. Message will indicate there are unsaved changes

Section B Fees:

You have unsaved fee changes. Please click "Save Fees" at the top of the Page. 4

Fee Name	Buyer Amount	Seller Amount	Total Amount	
Appraisal Fee	<input style="border: 1px solid red;" type="text" value="630.00"/>	<input style="border: 1px solid red;" type="text" value="0.00"/>	<input type="text" value="630.00"/>	<input type="text" value=""/> 3
Credit Report	<input type="text" value="150.00"/>	<input type="text" value="0.00"/>	<input type="text" value="150.00"/>	<input type="text" value=""/> 1
Appraisal Re-Inspection Fee	<input type="text" value="250.00"/>	<input type="text" value="0.00"/>	<input type="text" value="250.00"/>	<input type="text" value=""/> 1
<input type="button" value="Add Fee"/>				

Deleting Fees

Note that fees can only be deleted if they have a pencil icon next to them.

1. Select the pencil icon to unlock the fee
2. Select the trash can to delete the fee
3. Select **"Confirm"** to delete the fee or **"Cancel"** to keep the fee
 - a. Remember to save this transaction

Section B Fees:

Fee Name	Buyer Amount	Seller Amount	Total Amount	
Appraisal Fee	<input type="text" value="630.00"/>	<input type="text" value="0.00"/>	<input type="text" value="630.00"/>	<input type="text" value=""/> 1
Credit Report	<input type="text" value="150.00"/>	<input type="text" value="0.00"/>	<input type="text" value="150.00"/>	<input type="text" value=""/> 1
Appraisal Re-Inspection Fee	<input type="text" value="250.00"/>	<input type="text" value="0.00"/>	<input type="text" value="250.00"/>	<input type="text" value=""/> 1
HOA Cert	<input type="text" value="100.00"/>	<input type="text" value="0.00"/>	<input type="text" value="100.00"/>	<input type="text" value=""/> 1
<input type="button" value="Add Fee"/>				

Confirm Deletion

Are you sure you want to delete the selected items?

3

Static Fees

Note these are required fees by NDM and cannot be modified or deleted.

1. Fees with no edit icon cannot be modified and are there for informational purposes

Section B Fees:

Fee Name	Buyer Amount	Seller Amount	Total Amount	
Appraisal Fee	630.00	0.00	630.00	
Credit Report	150.00	0.00	150.00	
Appraisal Re-Inspection Fee	250.00	0.00	250.00	
Add Fee				

Special Fees

Certain fees allow edits in a slightly different way either because of their nature or because of business rules.

BPC

1. You can reduce your BPC, but the result cannot be greater than your assigned comp plan
 - a. DSCR loans can have BPC between 0% and 5% of the loan amount

BPC percentage cannot exceed the comp plan max of 2.5% [Close](#)

2. Allocating portion of BPC to In-House Processing Fee
 - a. You can allocate all or a portion of your BPC to an In-House Processing Fee
 - b. The total of BPC + In-House Processing Fee cannot exceed the comp plan assigned to the broker
 - i. i.e., on a \$100,000 loan, a broker with a 2.5% + \$0 comp plan, the total of BPC + In-House Processing Fee cannot exceed \$2,500.

Broker Fees + In-House Processing Fee cannot exceed the max BPC of \$18250 [Close](#)

Lender Credits and Origination Points

1. The Lender Credits and Origination Points will auto populate based on the pricing that was chosen in Optimal Blue.
 - a. If you need to change a registered loans price, register the loan at the new price in the Product and Pricing portal and the lender credit and origination points will update accordingly.
 - b. If you need to update a locked loans price, contact your AM or AE to have it updated

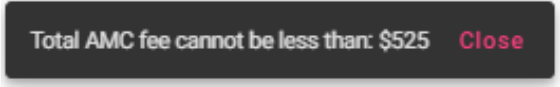
Fee Name	Percentage	Buyer Amount	Seller Amount	Total Amount
Lender Credits	3.428 %	23996.00		23996.00
Origination Points				

Fees above are based on Registered or Locked pricing. If a Registered loan is not set at proper pricing, please Register new rate before disclosing. If loan is Locked please contact your AE or AM for changes

This information will populate from Registered or Locked Pricing

Appraisal Fee

1. NDM’s third-party fee provider works with AMCs to input their rate cards. However, many AMCs have subjective fees that cannot be programmed. With that in mind, any selected AMC is increased by 20% to create padding for those unknown fees
2. You can lower the fee back to the original value or increase the fee as high as you want
3. **Appraisal Waivers are not allowed on the initial disclosure and must be approved by underwriting**



Transfer Taxes

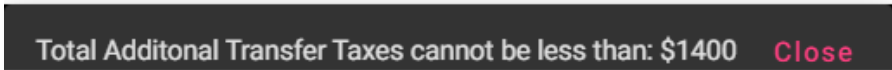
1. Transfer taxes can be re-allocated between buyer and seller, but that allocation must equal the total of the returned value
 - a. i.e., \$2,000 is returned and \$1,200 is allocated to buyer and \$800 is allocated to seller
2. Changing the value in the seller amount will automatically lower the buyer amount by that amount and vice versa

Additional Transfer Taxes

1. You can add additional Transfer Taxes beyond the amount returned by adding an amount to the **“Additional Transfer Taxes”** line



- a. If you attempt to enter a value below the initial returned value you will receive an error message and the value will revert back to the initial/last saved value



2. You can also allocate the value between buyer and seller

Additional Recording Fees

1. You can add additional Recording Fees beyond the amount returned by adding an amount to the **“Additional Recording Fees”** line



- a. If you attempt to enter a value below the initial returned value, you will receive an error message and the value will revert back to the initial/last saved value

Daily Interest Charge

1. You can modify the number of days of interest by altering the “From” date
2. At loan registration, you are required to select your closing date which derives the “To” date

Prepays and Escrows with a Month Component

1. You can adjust the months and dollar amount associated with prepaids and escrows in Sections F and G
2. Note that some dollar amount fields between Section F and G are shared fields in NDM’s LOS; updating one will update the other
3. NDM does not impound Mortgage Insurance
4. If Escrows are waived, delete the appropriate fee lines

Selecting New Providers

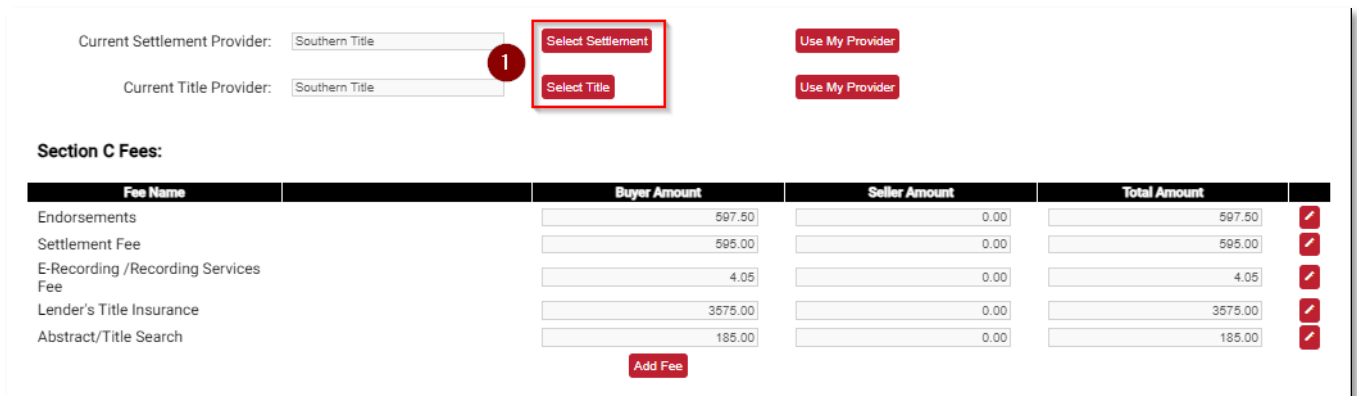
The application will initially return with the closest provider, in the case of Settlement and Title providers, or the assigned provider, in the case of AMC. You can select different providers from our third-party vendors approved vendor list or create your own provider for use within that loan.



Modifying fees could create fee tolerance violations resulting in broker cures

Changing Providers – Approved List

1. Select the “Select <Provider Type>” button
 - a. This will open a new page with a list of providers
 - b. While providers are loading you will see a spinning icon, it is important to not exit the page while the app is processing.



Current Settlement Provider: 1 Select Settlement Use My Provider

Current Title Provider: Select Title Use My Provider

Section C Fees:

Fee Name	Buyer Amount	Seller Amount	Total Amount	
Endorsements	597.50	0.00	597.50	✓
Settlement Fee	595.00	0.00	595.00	✓
E-Recording /Recording Services Fee	4.05	0.00	4.05	✓
Lender’s Title Insurance	3575.00	0.00	3575.00	✓
Abstract/Title Search	185.00	0.00	185.00	✓

Add Fee

2. Select **“Cancel”** to go back without selecting a new provider
3. Sort any of the categories by clicking on the header
4. Select a new provider
 - a. This will select new fees and redirect you back to the **“Review Fees”** page
 - b. While fees are updating you will see a spinning icon, it is important to not exit the page while the app is processing

Available Settlement Providers: 2

Name	Address	City	State	Zip	Amount	Distance	
Southern Title	8541 US-441	Leesburg	FL	34788	784.05	10.8	<input type="button" value="Select"/>
Brokers Title of Tampa, LLC	9800 US Hwy 441, Suite 106	Leesburg	FL	34788	779.5	12	<input type="button" value="Select"/>
BROKERS TITLE OF LEESBURG, LLC	9800 US Highway 441 Suite 106	Leesburg	FL	34788	500	12	<input type="button" value="Select"/>
Patricia R. Mueller, P.A.	3900 Lake Center Dr, Ste A-5	Mount Dora	FL	32757	715	18.8	<input type="button" value="Select"/>
Lowndes, Drosdick, Doster, Kantor & Reed, P.A.	308 East 5th Ave.	Mount Dora	FL	32757	535	21.4	<input type="button" value="Select"/>
LESLIE CAMPIONE, P.A.	342 EAST 5TH AVENUE	Mount Dora	FL	32757	922	21.4	<input type="button" value="Select"/>
Fidelity National Title Mt Dora	1209 N Donnelly St.	Mt Dora	FL	32757	800	21.5	<input type="button" value="Select"/>
Wollinka Wikle Title Insurance Agency Division	1904 W Main St.	Inverness	FL	34452	800	21.7	<input type="button" value="Select"/>
American Title Services, Inc.	2230 Hwy 44 West	Inverness	FL	34453	825.5	22.2	<input type="button" value="Select"/>

5. The application will update the fees and note that there are unsaved changes
 - a. Remember to save the transaction

Current Settlement Provider:

Current Title Provider:

Section C Fees: You have unsaved fee changes. Please click "Save Fees" at the top of the Page 5

Fee Name	Buyer Amount	Seller Amount	Total Amount	
Endorsements	597.50	0.00	597.50	<input type="checkbox"/>
Settlement Fee	695.00	0.00	695.00	<input type="checkbox"/>
Lender's Title Insurance	3575.00	0.00	3575.00	<input type="checkbox"/>
Abstract/Title Search	80.00	0.00	80.00	<input type="checkbox"/>
E-Doc Fee	4.50	0.00	4.50	<input type="checkbox"/>

Changing Providers – Custom Providers

1. Select "Use My Provider"
 - a. Not eligible for AMC
2. Complete all fields to avoid errors
3. You can choose to copy the information from Settlement to Title or Title to Settlement
4. Save the changes

Current Settlement Provider: 1

2

Name: Address:

City: State:

Zip: Phone:

3

Copy to Title

4

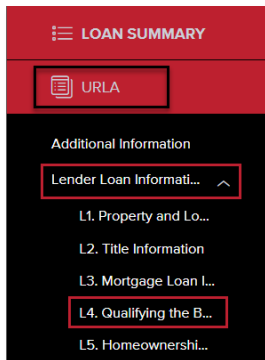
Current Title Provider:

Seller Credits

This section is to help with data entry as it relates to Seller Credits and line items that have been paid out of closing prior to submission.

STEP 1

Go to URLA > Lender Loan Information > L4. Qualifying the Borrower – Minimum Required Funds or Cash Back



STEP 2

Click on the **+ Add Other Credits** under the Total Credits section

Due from Borrower	Total Credits
A. Sales Contract Price \$480,000.00	L. Seller Credits \$
B. Improvements, Renovations, and Repairs \$0.00	M. Other Credits (Total of M1 to M6) \$
C. Land (if acquired separately) \$0.00	M1. Total Closing Costs Paid by Lender and Other \$
D. Refinance:Balance of Mortgage Loans on the Property to be paid off in the Transaction \$	M2. Total of Other Assets Applied to Loan \$
E. Credit Cards and Other Debts Paid Off	+ Add Other Credit

STEP 3

Choose **Seller Credit** under 'Purchase Credit Type'

It must be listed as 'Seller Credit' to properly flow over on the LE

Enter amount in 'Other Credits' and click **Save**

NOTE: Credits can be entered in lines M3, M4, M5, or M6 if there are multiple credits

URLA / Lender Loan Information

STEP 4

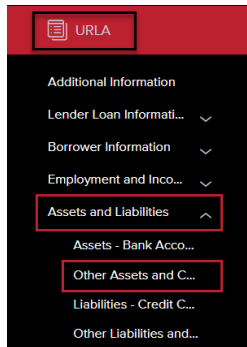
The Seller Credit value will map to the LE Seller Credits

Calculating Cash to Close	
Total Closing Costs (J)	\$26,583
Closing Costs Financed (Paid from your Loan Amount)	\$0
Down Payment/Funds from Borrower	\$48,000
Deposit	-\$30,000
Funds for Borrower	\$0
Seller Credits	-\$5,000
Adjustments and Other Credits	\$0
Estimated Cash to Close	\$39,583

Earnest Money Deposit

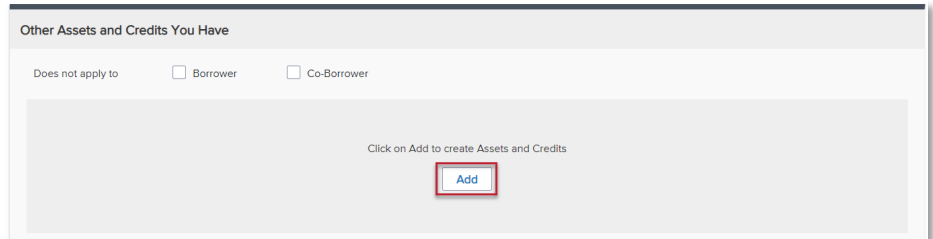
STEP 1

Go to URLA > Assets and Liabilities > Other Liabilities and Credits You Have



STEP 2

Within the 'Other Assets and Credits You Have' section, click **Add** box



STEP 3

Click on the drop down under 'Asset or Credit Type' and select **Earnest Money**

It must be listed as 'Earnest Money' to properly flow over on the LE

Enter the amount under 'Cash or Market Value' and click **Save**

STEP 4

The earnest money value maps to the LE Deposit

Calculating Cash to Close	
Total Closing Costs (J)	\$26,583
Closing Costs Financed (Paid from your Loan Amount)	\$0
Down Payment/Funds from Borrower	\$48,000
Deposit	-\$30,000
Funds for Borrower	\$0
Seller Credits	-\$5,000
Adjustments and Other Credits	\$0
Estimated Cash to Close	\$39,583

Preview Disclosures

By selecting the “Preview Disclosures” tab you can preview your disclosures based on the saved changes you have made in the “Review Fees” tab.

Any unsaved changes will not be applied. You will receive a pop-up stressing that. If changes have not been saved, click Cancel and click “Save Changes”. If changes have been saved, click OK to preview the disclosures. While creating a preview you will see a spinning icon indicating the application is processing. It is important to not leave the application while it is being processed so as not to interrupt the flow of information.

STEP 1

Click on the **Preview Disclosures** Tab

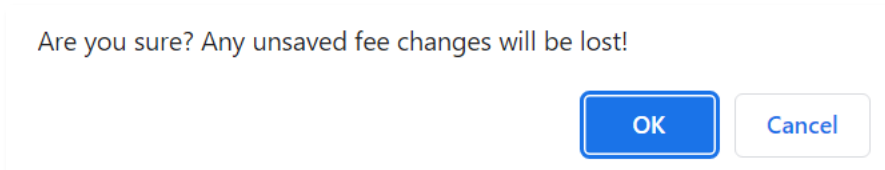


NOTE: If you have completed the Set/Review Fees but exited the loan. You must click through the Getting Started and Set/Review Fees tabs in order to Preview Disclosures.

STEP 2

Any unsaved changes will not be applied.

- If changes have not been saved, click Cancel and click “[Save Changes](#)”
- If changes have been saved, click OK to preview the disclosures.



It is important to not leave the application while it is being processed so as not to interrupt the flow of information.

STEP 3

When complete you will see a message that indicates the preview was successfully generated. Depending on your browser, the preview could appear in three ways:

1. As a downloaded file
2. As a new tab
3. As a new window

STEP 4

You can return to “[Review Fees](#)” to adjust fees and preview as many times as you like, but please remember to save any changes before previewing disclosures. Previews are watermarked with the word “**Preview**” and cannot be used in lieu of generating disclosures.

Generating Disclosures

STEP 1

To Generate Disclosures, you will select the “**Generate Disclosures**” tab.

Getting Started Set/Review Fees Preview Disclosures **Generate Disclosures**

STEP 2

Once disclosures are generated, you cannot return to the application for further adjustments.

If ready to generate, select OK, if not, select Cancel.

Are you sure? Any unsaved fee changes will be lost! Once disclosures have been generated you will no longer be able to make any fee changes!

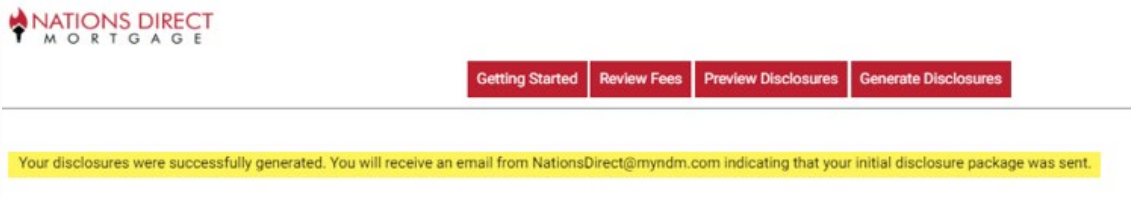
OK Cancel

STEP 3

It is important to not leave the application while it is being processed so as not to interrupt the flow of information.

Depending on the loan type this process could take up to 1 minute, please be patient.


If successful, you will see a message indicating that your disclosures were sent.



STEP 4

Both Borrower and Broker will receive signing links to eSign their package.

Your Purchase Loan Disclosures with **SecurityNational** Mortgage Company Are Enclosed

 NationsDirect@myndm.com
To: **BooTest,Testing**

Hello TEST TEST,

Loan Documents for your Purchase with SecurityNational Mortgage Company requiring your electronic signature can be found at the following link: [Doc Link](#).

If you would like to eSign your documents, be sure to select "Accept" when prompted on the Consent screen.

Should you have any questions regarding these documents please contact your Loan Officer, John John Smith Jr.

If you have any questions regarding how to access and sign your disclosures, please refer to the video below:

<https://vimeo.com/847079825/7372293fae>

Initial Disclosure Package Sent - TEST - 9010069483



NationsDirect@myndm.com
To: [Redacted], [Redacted]

Initial Package for the following loan was successfully e-mailed at 2023-09-15 12:42:22 PM Eastern Daylight Time:


Loan Number: [Redacted]
Property State: FL
Borrower Last Name: TEST

If you have any questions regarding how your borrower can access and sign their disclosures, please refer to the video below:

<https://vimeo.com/847079825/7372293fae>

Associated Documents

Two documents could be added to the eFolder during this process. These are accessible in the **“Documents”** section of Loan Manager along the left navigation pane:



Documents

1. Closing Corp Certificate
 - a. Any time a provider is selected or updated, a document outlining the returned fees is created in the eFolder under the object “Closing Corp Cert”
2. MI Quote
 - a. If a loan requires MI, a document outlining the quote is created in the eFolder under the object “MI Quote”

Version Control

Date	Version	Section Updated	Approved By
10/26/2022	1.0	Creation of Document	Michael Clary
06/16/2023	2.0	Replaced Alt-Prime/Alt Prime with NonQM throughout document	Michael Clary
11/17/2023	3.0	Updated Job Aid to support Broker Generated Disclosures 2.0	Michael Clary
12/11/2023	4.0	No longer required to wait for lock confirmation as the system will automatically process based on the information entered in the pricing engine (Optimal Blue)	Michael Clary