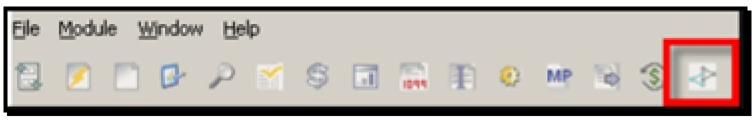
Lender Connect- Closing Insight

Lender Connect Access

To access Lender Connect on both the company level and file level, permission must first be given. Contact CustomerCare@Stewart.com if access is needed.

Users who will collaborate on the fees in the Closing Disclosure with a lender through Closing Insight must be granted company level permission in order to launch to the Closing Insight portal from Lender Connect once they submit the 406 event. This permission allows the user to analyze data, review flags and findings and submit updates to the lender.

Company-Level Access



NOTE: If branch-level security is enabled, and multiple branches exist, when you are granted company-level access to Closing Insight all orders associated with a location display regardless if this setting is turned on. Additional security options will be added in a future release to address this issue.

Users with file level permissions can update fees on the Closing Disclosure to start the collaboration process by submitting a 406 event. However, they will not have permission to launch the Closing Insight portal to submit the Closing Disclosure to the lender.

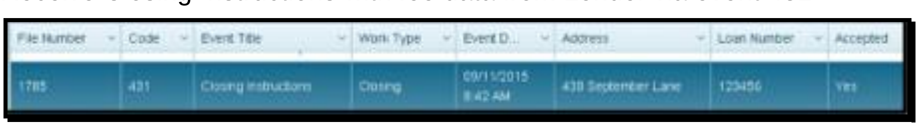
File-Level Access:

Closing Instruction Fee Comparison and Update

Event(s) included are Inbound 431 - Closing Product and Outbound 406 - Send initial Closing STMT Draft.

Steps

1. Receive Closing Instructions with fee data from Lender via event 431.



File Number	Code	Event Title	Work Type	Event D...	Address	Loan Number	Accepted
1785	431	Closing Instructions	Closing	09/11/2015 8:42 AM	438 September Lane	123456	Yes

2. An email notification will be triggered to the contact in AIM+ for all new events from the lender.

Lender Connect- Closing Insight

Once the inbound email notification is received, log into AIM+ and open the file. Access the **Lender Connect Data Entry Group** and select the **431** event in the Work Queue and click **View** to open the event details screen.
Download and save the PDF that is attached with the event from the lender then click **View**. Next, click **Update** to start the compare and update process on the event.

3. The compare screen will render displaying the current AIM+ Closing Disclosure values against the respective lender values. Select the Lender Fee Name and Amounts to import into the AIM+ file.

To import all Lender Values, click **Select All**.

Importing Fee Data

Certain fees may not be available for import because the fee types are not yet supported in AIM+. These fees will be displayed on the compare screen but will not have a checkbox available to select for import. By printing the lenders Closing Disclosure PDF and reviewing the imported data in the AIM+ **Closing Data Entry Group** you will be able to verify any missing data. Those fees that did not import will need to be inputted manually.\

NOTE: Pre-printed lines on the Closing Disclosure that contain the percentage, number of months, and amounts will not currently show on the compare screen. You must look at the PDF for the detail to enter on the Closing Disclosure

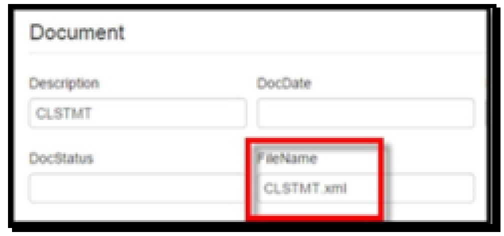
Steps

1. After importing, access the **Closing Data Entry Group** within the AIM+ file and enter all of the remaining fee data to complete the Closing Disclosure. Click **Preview** and verify the changes.

NOTE: Preview of the Closing Disclosure will display a combination of data that has been entered into AIM and data that the lender has provided that is not editable by design.

2. From Lender Connect initiate delivery of the draft closing statement to the lender by using event 406. It is *important* to preview the Closing Disclosure after changes are made to ensure the lender will receive the most current data you entered. Automatically when the event is submitted the Closing Disclosure draft is delivered to the lender and converted to an XML format.

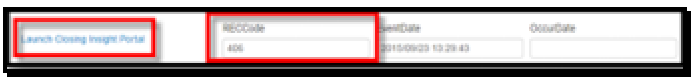
Lender Connect- Closing Insight



Launch Closing Insight Portal – Submit Closing Statement Draft and Analytics to Lender Modified Closing Instruction Fee Comparison and Update

Steps

1. After submitting event **406**, log into the Closing Insight Portal by launching in Lender Connect.



2. Click **Analyze** and review the **Flags** and **Findings** and address any as needed.

NOTE: User must return to AIM+ **Closing Data Entry Group** to update fees, preview the Closing Disclosure and re-submit the 406 before returning to the portal to complete the collaboration.

3. When satisfied then click **Submit to Lender**.

Modified Closing Instruction Fee Comparison and Update

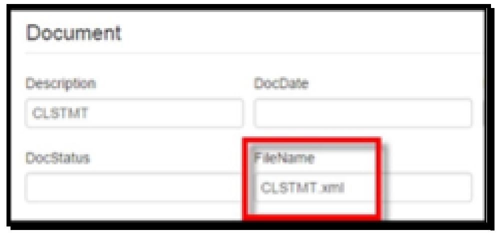
Steps

1. Receive modified closing instructions with fee data from the lender via event 432.

2. Perform Compare and Update function (refer to section II steps 3 - 4).
3. Preview Closing Disclosure (refer to section II steps 3 - 4).

Lender Connect- Closing Insight

4. From Lender Connect initiate delivery of the draft closing statement to the lender by using event 433. It is *important* to preview the Closing Disclosure after changes are made to ensure the lender will receive the most current data you entered. Automatically when the event is submitted the Closing Disclosure draft is delivered to the lender and converted to an XML format.



Launch Closing Insight Portal – Submit Closing Statement Draft and Analytics to Lender

Steps

1. After submitting event 433, log into the Closing Insight Portal by launching in Lender Connect and enter the credentials provided by RealEC. Once launched, you will be in the context of the file.
2. Click **Analyze** and review the **Flags** and **Findings** and address any as needed.

NOTE: User must return to AIM+ Closing Data Entry Group to update fees, preview the Closing Disclosure and re-submit the 406 before returning to the portal to complete the collaboration.

4. When satisfied then click **Submit to Lender**.

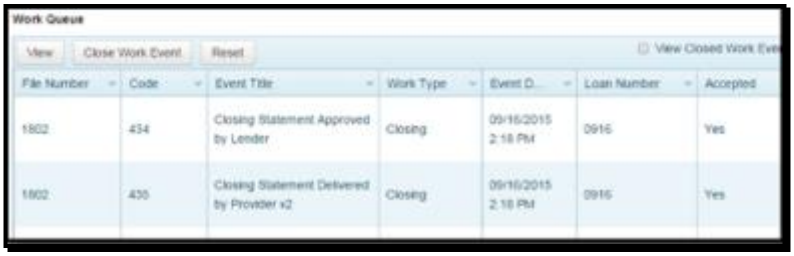
Lender Connect- Closing Insight

Final Approved Closing Statement from Lender

Events included are Inbound 434 and 435 – Closing Product.

Steps

1. Receive lender's closing statement approval via event 434.
2. Receive final closing statement with fee data from lender via event 435.



Work Queue

View | Close Work Event | Reset | View Closed Work Eve

File Number	Code	Event Title	Work Type	Event D...	Loan Number	Accepted
1802	434	Closing Statement Approved by Lender	Closing	09/16/2015 2:18 PM	0916	Yes
1802	435	Closing Statement Delivered by Provider x2	Closing	09/16/2015 2:18 PM	0916	Yes

NOTE: The lender may not include the final Closing Disclosure PDF in the 435 but instead include the copy in the closing package they provide.

3. Perform Compare and Update function (refer to section II steps 3 – 4).
4. If correct, Preview the Closing Disclosure and perform normal closing and post-closing functions.
5. If changes are required, make the necessary changes in the **Compare and Update** screen then enter the remaining fee data that was not imported and preview the Closing Disclosure.
6. From Lender Connect initiate delivery of modified closing statement to the lender – event 433 (refer to section IV step 6).

Launch Closing Insight Portal – Submit to Lender Request to Re-open

Steps

1. Launch Closing Insight within Lender Connect.
2. After submitting event **433**, log into the Closing Insight Portal by launching in Lender Connect.
3. Analyze review **Flags** and **Findings** and finalize **Submit to Lender**.

NOTE: Verify with the lender if they will use Closing Insight for post-closing changes or if they plan to follow a manual process. This may vary by lender.

Lender Receives Request to Re-open and Decisions the file

Steps

1. If the lender re-opens the request, event 432 will be received with the modifications. Repeat steps IV and V.

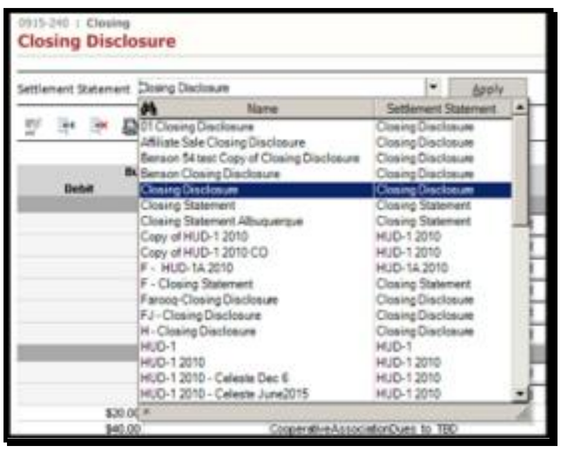
2. If not, an event 439 re-open not accepted will be received and any fees or changes made must manually be reversed so the Closing Disclosure matches to the lender version.

Convert Order to Closing Insight

Event included in this step is an inbound 438 – Title, Closing, and Doc Signing products.

Steps

1. From *Lender Connect*, receive Concert Order to Closing Insight event from the lender.
2. Click the **Switch to CI** button. This selection only updates transactions that flag to Closing Insight.
3. From AIM+, select the **Closing** Data Entry Group. You will see the HUD selected in the Settlement Statement View.
4. From the *Settlement Statement* drop-down, select **Closing Disclosure**. Any fields included on this Closing Disclosure that are not included on the HUD must be entered in manually.



NOTE: This event converts a Common Workflow file to the Closing Disclosure process.