

SmartCLOSE™

USER GUIDE

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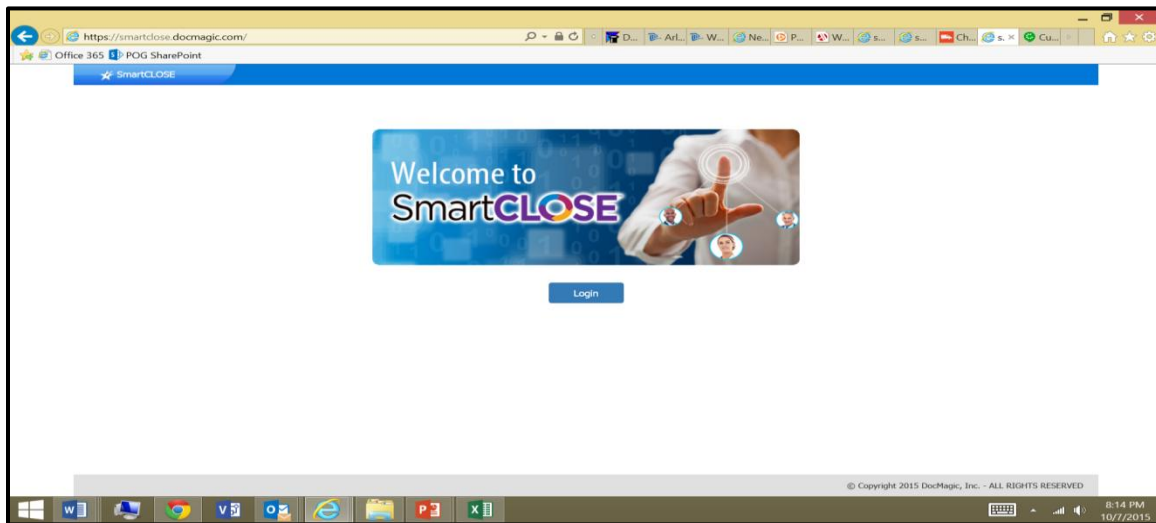
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Welcome to the SmartCLOSE™ User Guide which provides an end-to-end walkthrough of its key features. SmartCLOSE™ is the DocMagic Collaborative Closing Portal which provides a one-stop shop to prepare and submit Disclosure Packages.

ACCESS SMARTCLOSE™ TO INITIATE COLLABORATION

Accessing SmartCLOSE™ is simple and intuitive. As a lender, all you need are DocMagic credentials. These credentials will grant you access to any DocMagic solution you use. You can access SmartCLOSE™ in several ways:

Go directly to <https://smartclose.docmagic.com> and enter in your credentials. You will be presented with all of your worksheets and a listing of all collaborations that have been initiated.



Click the Collaboration icon viewable within DocMagic Online or DocMagicXL after having selected a specific worksheet. From inside DocMagic Online or DocMagicXL, select a specific worksheet and then click the icon to begin collaboration.


A screenshot of the DocMagic software interface. The top menu bar includes 'File', 'Edit', 'Services', 'Tools', and 'Help'. Below the menu is a toolbar with icons for 'Open', 'Save', 'New', 'Copy', 'Import', 'Default', 'Audit', 'Details', 'APR', 'Sect32', 'Impound', 'Process', 'View', 'Generate', 'Email', 'Appraisal', 'Delivery', 'Collaboration', 'eSign', and 'Mobile'. The 'Collaboration' icon is highlighted. The main window has a tabbed interface with tabs for 'General', 'Borrowers/Sellers', 'Property', 'Terms', 'Providers/Liens/Payoffs', 'Charges/Fees', 'Prepays/Impounds', 'Underwriting', 'Closing', and 'Summaries'. The 'General' tab is active, showing the 'DocMagic' logo and the text 'It's easy to create your mortgage documents. Our production workflow encapsulates the complete process... Data Capture -> Qualify -> Generate -> Delivery'. Below this is a 'General Information' section with fields for 'Loan Stage' (Closing), 'Loan Program' (ALL FIXED LOANS (DSI_CONV)), 'Alternate Lender', 'Transfer To', 'Origination Type' (LENDER), 'Channel' (RETAIL), 'Broker Name', 'Loan Rep' (JOHN SMITH), 'Branch', 'Loan Type' (CONVENTIONAL), 'Loan Purpose' (PURCHASE), 'Lien Position', 'Loan Number' (20150813-1), 'MERS #', 'Agency Case #', and 'Case # Assigned'. To the right is a 'Dates & Times' section with fields for 'Application Date' (10/03/2015), 'Pre-Z Send Date' (10/03/2015), 'Estimate Issue Date' (10/03/2015), 'Est. Available Through' (10/17/2015), 'Intent to Proceed Date', 'Rate Lock Date' (10/03/2015), 'Rate Available Thru' (09/04/2015), 'Lock Days Prior to Close' (Last Disc, APR), 'CD/Re-disc Date/Method', 'CD/Re-disc Rec'd Date', 'Document Date' (10/03/2015), 'Closing Date' (11/01/2015), 'Signing Date', 'Cancel Date', and 'Disbursement Date'. The bottom status bar shows 'On what date do you receive the borrower's application?' and 'Modified'.












From docmagic.com, go to My Account and click the SmartCLOSE™ icon on the Account Administration page.

Account Administration

More features. More control...
With the dynamics and demands of DocMagic's national clientele, the addition of new users and users moving to new responsibilities, the management of accounts on many platforms is a big job.




DocMagic Account Administration enables authorized Administrators to create new User and Administrator accounts, edit existing users and permissions and configure default account settings.

Welcome Sammy !(#100MR) 

 User Accounts Create/Manage individual user accounts and permissions.	 SmartCLOSE Collaborate with settlement providers to exchange and update disclosure data.
 Plan Manager Search/Manage loan programs assigned to your account.	 eSign Console Dashboard for status and management of eSign events.
 Forms Manager Access DocMagic's form library and manage forms in your document packages.	 Recently Processed Worksheets Quickly access documents created during the last six months.
 Stacking Order Manage the Print/View arrangement of documents.	 Report Manager Generate 1098, Closing, HMDA, LEF reports and more.
 Loan Defaults Manage Charge, Loan Fee and Impound scenarios.	 Lender Profile Manage default company and contact information.
 eVault Directory View stored vaults and vault contents.	

INVITE COLLABORATORS

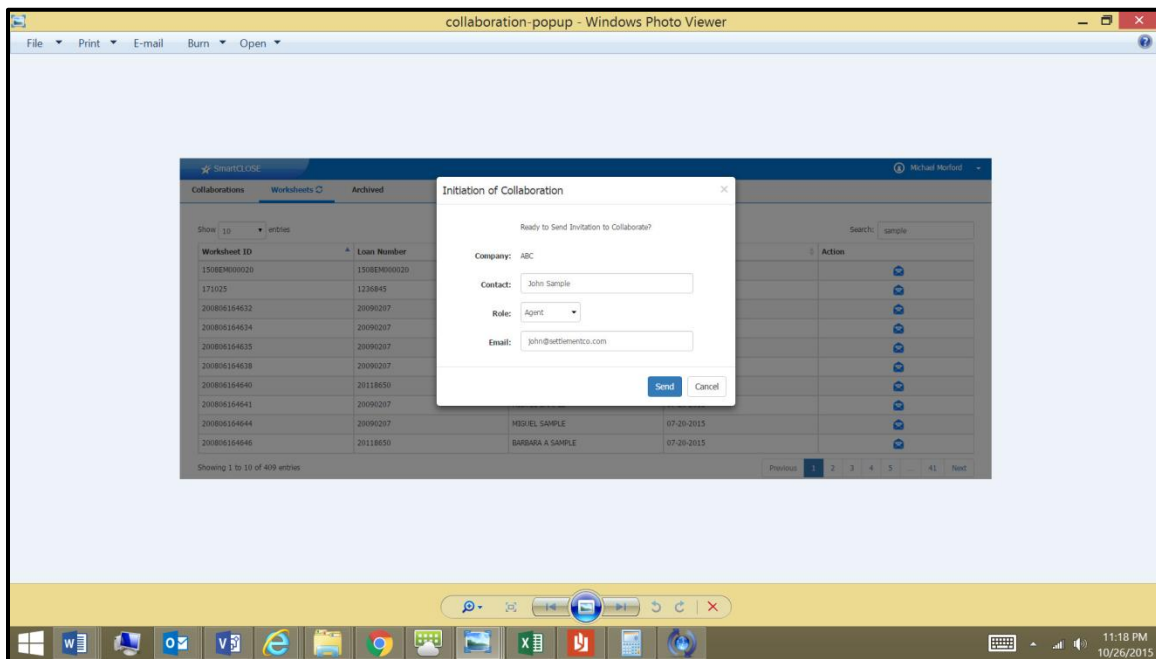
To work with collaborators such as settlement service providers, SmartCLOSE™ offers several options for inviting key participants:

1. From the worksheet view, the lender will be presented with the envelope icon  which will prompt you to invite a collaborator and initiate the collaboration.
2. From the collaboration view, the lender will be presented with all active collaborations and can invite parties to collaborate by selecting the envelope. 
3. Clicking the People Card  on the main loan costs and fees page, allows lenders to invite individuals to collaborate.



SmartCLOSE interface showing the Worksheets tab. The table displays loan information with columns: Worksheet ID, Loan Number, Borrower Name, Last Modified, and Action. The Action column contains envelope icons for each row.

Worksheet ID	Loan Number	Borrower Name	Last Modified	Action
100PITEST	100PITEST	HUD Mapping test Sample	09-10-2015	
1508EM000020	1508EM000020	TRID VA Fixed SAMPLE	09-10-2015	
171025	1236845	FIXED LOAN SAMPLE	10-14-2015	
200806164632	20090207	MIGUEL SAMPLE	09-08-2015	
200806164634	20090207	MIGUEL SAMPLE	08-27-2015	
200806164635	20090207	MIGUEL SAMPLE	08-20-2015	
200806164638	20090207	MIGUEL SAMPLE	08-27-2015	
200806164640	20118650	BARBARA A SAMPLE	07-20-2015	
200806164641	20090207	MIGUEL SAMPLE	07-20-2015	
200806164643	20118650	BARBARA A SAMPLE	07-20-2015	



Once the collaborator receives the invitation via email, they will be prompted to create a user name and password. These credentials are what they will use going forward for all collaborations.

Once logged into SmartCLOSE™, settlement providers can access a Pipeline view which will list all collaborations where they are named as the collaborating settlement agent.

PIPELINE VIEW

The Pipeline view provides a list of collaborations that have been initiated within SmartCLOSE™. This view provides critical information to include status, borrower, loan and property information. For the lender, it provides a list of active collaborations and the ability to resend an invitation, archive and delete collaborations. Lenders can access all of their worksheets and archived collaborations from here. For the agent, this view provides a list of all collaborations where they are listed as the agent.

SmartCLOSE

Michael Ramos































Collaborations

Worksheets

Archived

Show 10 entries

Search:

Worksheet ID	Loan Number	Order Number	Borrower Name	Property Address	Closing Date	Owner	Status	Action
31	LOANNUMBER	REFERENCE 4	BORROWER ONE SAMPLE	PROPERTY STREET, PROPERTY CITY, CA 90501	06-21-2015		New	  
32	LOANNUMBER	REFERENCE 4	BORROWER ONE SAMPLE	PROPERTY STREET, PROPERTY CITY, CA 90501	06-21-2015		In Progress	  
33	LOANNUMBER	REFERENCE 4	BORROWER ONE SAMPLE	PROPERTY STREET, PROPERTY CITY, CA 90501	06-21-2015		New	  
34	LOANNUMBER	REFERENCE 4	BORROWER ONE SAMPLE	PROPERTY STREET, PROPERTY CITY, CA 90501	06-21-2015	Agent	New	  
35	LOANNUMBER	REFERENCE 4	BORROWER ONE SAMPLE	PROPERTY STREET, PROPERTY CITY, CA 90501	06-21-2015	Agent	New	  
36	LOANNUMBER	REFERENCE 4	BORROWER ONE SAMPLE	PROPERTY STREET, PROPERTY CITY, CA 90501	06-21-2015	Agent	New	  
37	LOANNUMBER	REFERENCE 4	BORROWER ONE SAMPLE	PROPERTY STREET, PROPERTY CITY, CA 90501	06-21-2015	Lender	In Progress	  
38	LOANNUMBER	REFERENCE 4	BORROWER ONE SAMPLE	PROPERTY STREET, PROPERTY CITY, CA 90501	06-21-2015	Agent	Approved	  
39	LOANNUMBER	REFERENCE 4	BORROWER ONE SAMPLE	PROPERTY STREET, PROPERTY CITY, CA 90501	06-21-2015	Agent	Lender Approved	  
40	20150813-1		SONNY SAMPLE	456 SOMEWHERE AVE, ANYTOWN, CA 12345	11-01-2015	Agent	New	  

Showing 1 to 10 of 16 entries

Previous

1

2

Next

INSIDE SMARTCLOSE™

Once the user selects a specific collaboration, they will be brought directly to the Loan Cost Worksheet View. Within this view, you will see a blue tool bar on top that shows the SmartCLOSE™ icon on the left. This icon brings the user back to the Pipeline view. Centered on the blue bar is the borrower name, loan number and status of the collaboration. Statuses include New, In Progress, Agent Approved, Lender Approved and Cleared to Close. On the right hand side, you will see your login name with an arrow to the right which provides a dropdown with links to a product tour, terms of use, help, contact us and sign out.



Right below the blue tool bar, you will see a gray tool bar which presents the 3 key workflow screens accessed via navigation tabs on the top left portion of the screen:



1. **The Loan Cost Worksheet** – This is where modifications are made to costs and fees.
2. **The Settlement Worksheet** – This is where closing, disbursement and other accounting adjustments are managed.
3. **The View Screen** – This is where the Loan Estimate, Closing Disclosure and other documentation are displayed.

On the right hand side of the gray tool bar, there are several banners which include Owner, Audits, Messenger and the People Card. Clicking on any of the banners results in a drop-down “index-card” styled display, containing all pertinent information.

Owner Dropdown

This displays the party that currently owns taking the next action on that specific collaboration. We encourage that once you have completed your tasks, you select the other role so that they get notified via email that they have the next action to take.

Origination Charges

Category	Item	Amount
Loan Origination Fee	Lender	\$1,000.00 (\$1,000.00)
	Underwriting Fee	\$1,000.00 (\$1,000.00)
	TOTAL	\$2,000.00
Services Cannot Shop For	Title - Document signing Fee	\$500.00 (\$500.00)
	TOTAL	\$500.00
Taxes and Other Fees	Transfer Taxes	\$250.00 (\$250.00)
	TOTAL	\$250.00
Prepays	Hazard Insurance Premium	\$1,200.00 (\$0.00)
	TOTAL	\$1,200.00
Initial Escrows	Hazard Insurance	\$500.00 (\$0.00)
	TOTAL	\$500.00
Other	Inspection Fee - Environmental	\$100.00 (\$100.00)
	Title - Lender's Title Insurance	\$150.00 (\$0.00)
	Title - Owner's Title Insurance	\$100.00 (\$0.00)

Origination Charges Summary

Item	Amount	Due
Loan Origination Fee	\$1,000.00	Due: \$0.00
Disclosed Amount:	\$1,000.00	
Baseline:	\$1,000.00	
Points:	0.000%	
Fixed Amount:	\$1,000.00	

Paid By

Paid By	Points	Fixed Amount	POC
Borrower	0.000%	\$1,000.00	

History

- Tuesday, October 20, 2015
- Michael Morford: Loan Origination Fee modified. 10:42 AM
- Michael Morford: Loan Origination Fee modified. 04:57 AM
- Thursday, October 15, 2015
- Michael Morford: Modifications to Loan Origination Fee approved 03:09 PM
- Michael Morford: Loan Origination Fee for 1000 was restored 03:09 PM
- Michael Morford: Loan Origination Fee for 1000 was deleted 03:07 PM

The Audit System

SmartCLOSE™ features next-generation continuous compliance validation. What that means is that with each and every change, the engine automatically validates and updates any relevant findings (such as tolerance checks, and other data validation) and conveniently displays the number of outstanding issues. For example if the agent enters a new fee under the “Services Cannot Shop For” TRID category, this will automatically display as a warning message within SmartCLOSE™, as the 0% tolerance rule applies.

The screenshot shows the SmartCLOSE audit system interface. The main window is titled "audits - Windows Photo Viewer". The interface is divided into several sections:

- Left Panel:** Contains a "New Fee" button and a list of categories: Origination Charges, Services Cannot Shop For, Taxes and Other Fees, Prepaids, Initial Escrows, Other, and Deleted Items.
- Center Panel:** Displays a list of fees under the "Services Cannot Shop For" category. The fees are: Appraisal Fee (\$1,200.00), Title - Document Signing Fee (\$1,200.00), Transfer Taxes (\$250.00), and Hazard Insurance Premium (\$1,200.00). The total for these fees is \$3,850.00.
- Right Panel:** Displays a table of warnings. The table has columns for Type, Message, Category, and Details. The warnings are:

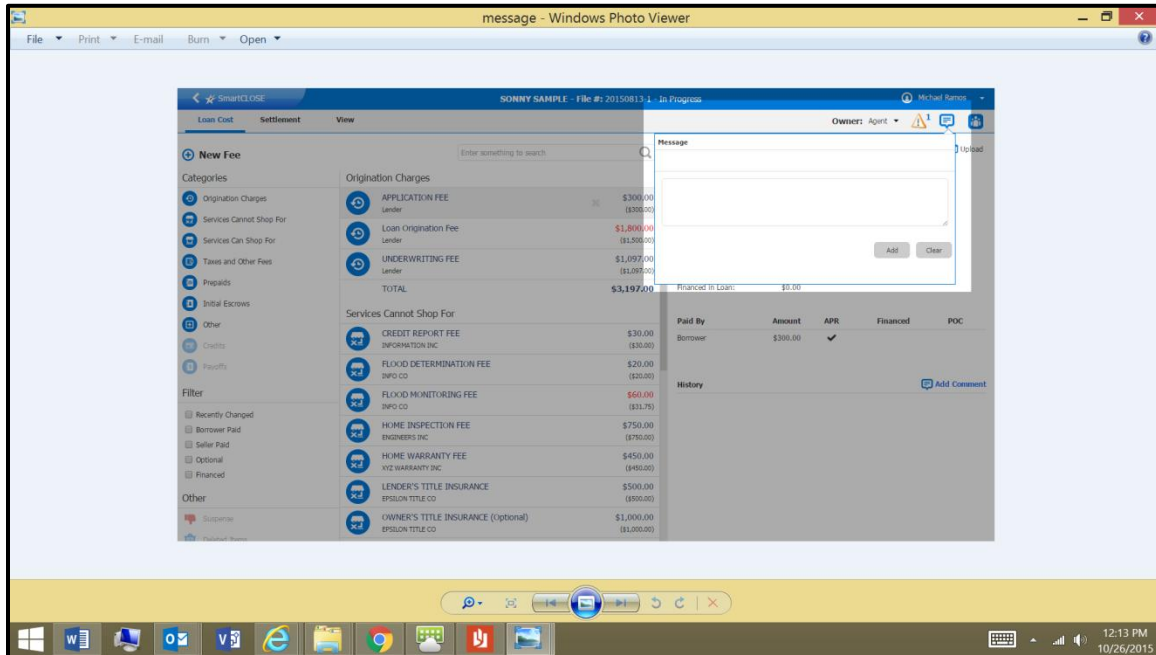
Type	Message	Category	Details
WARNING	No Property County	Deferral/Validation	Property
WARNING	No Title Company detected	Deferral/Validation	ServiceProviders
WARNING	Selling Agent required on Purchase Transactions.	Deferral/Validation	ServiceProviders
WARNING	Loan Number may not differ from prior issued Loan Number	Federal-TRID	
WARNING	Rate Lock not disclosed within 3 business days	Federal-TRID	
WARNING	Ensure Title Insurance amounts for lender's and Owner's coverage are entered according to US CFPB REG-2013-0100	Federal-TRID	
WARNING	Deficiency Rights Preserved information not provided. DocReg's default option will be used.	Federal-TRID	
WARNING	TRID regulation prohibits a user estimate from being generated after the first Closing Disclosure	Federal-TRID	
WARNING	No tolerance audit will apply until after the first Loan Estimate is provided.	Deferral/Validation	TRID

Below the warnings table, there is a summary of the audit results for Thursday, October 15, 2015. The summary shows that the loan is in "Loan Origination Fee for 1000" and that the loan is "Not in Compliance".

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The Messaging System

This provides transaction-level conversations with automated email “poke” notifications. In addition, messages referencing particular fees are automatically cross-referenced within the comment area of the particular fee. When a message is created, it will display the number of messages that have yet to be read by the other collaborators.



The Contact Center

This provides a convenient area to see all parties to the transaction, their contact information and facilitates distribution of collaboration invitations. Users can update service provider information within the People Card based on permissions. Updates will be reflected on the documentation.

The screenshot shows a 'New Fee' form in a 'contacts - Windows Photo Viewer' window. The form is for 'TANYA SMITH - File #11976 - Lender Approved'. It includes fields for Name, Address, NMLS ID, ST License ID, Contact, and Email for various roles: Lender, Mortgage Broker, Real Estate Broker (S), and Settlement Agent. Below the form is a table of fees and a list of prepaids.

Role	Name	Address	NMLS ID	ST License ID	Contact	Email
Lender	LOANORGE ORIGINATOR	1234 ORIGINATOR AVENUE ORIGINATOR CITY CA 90746	123456789	123456789	JANE SMITH	JSMITH@GMAIL.COM
Mortgage Broker	SAMPLE BROKER	1122 BROKER STREET BROKER CITY CA 90746	987654321	987654321	JOE BROKER	JBROKER@GMAIL.COM
Real Estate Broker (S)	APPRAISAL COMPANY	3333 APPRAISAL STREET APPRAISAL COMPANY IN 47902	12345	12345	TSBROK	TSBROK@GMAIL.COM
Real Estate Broker (S)	REAL ESTATE CO	123 MAIN STREET LOS ANGELES CA 90001	654321	654321	BROKER NAME	BROKER@GMAIL.COM
Settlement Agent	SETTLEMENT COMPANY	5555 MAIN ROAD SETTLEMENT CITY 90000	123456789	123456789	AGENT	AGENT@GMAIL.COM

Category	Amount
TOTAL	\$250.00
Prepaids	
Hazard Insurance Premium	\$1,200.00
Land	\$0.00
TOTAL	\$1,200.00
Initial Escrows	
Hazard Insurance	\$500.00
Tax authority	\$0.00
TOTAL	\$500.00
Other	
Inspection Fee - Environmental	\$100.00
PROVIDER	\$100.00
TOTAL	\$100.00

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LOAN COST AND FEES TAB

The Loan Cost tab is divided into three columns. The left hand side provides tools to help users view and filter data by category. The center column displays the complete listing of all fees and costs alphabetized and organized exactly as they will appear in the integrated disclosure. The right hand column provides the individual cost detail information for each loan cost and fee.

The screenshot shows the SmartCLOSE application interface for the 'Loan Cost' tab. The top navigation bar includes 'Loan Cost', 'Settlement', and 'View' tabs. The left sidebar contains a 'New Fee' button, a 'Categories' list (Origination Charges, Services Cannot Shop For, Services Can Shop For, Taxes and Other Fees, Prepays, Initial Escrows, Other, Credits, Payoffs), and a 'Filter' section with checkboxes for 'Recently Changed', 'Borrower Paid', 'Seller Paid', 'Optional', and 'Financed'. The center column displays a list of fees under the 'Origination Charges' category, including 'Loan Origination Fee' (\$1,000.00), 'Underwriting Fee' (\$1,000.00), 'Appraisal Fee' (\$500.00), 'Document Preparation Fee' (\$500.00), 'Appraisal Desk Review Fee' (\$100.00), and 'Tax - State Stamp' (\$100.00). The right column provides detailed information for the selected 'Loan Origination Fee', showing a 'Due' amount of \$0.00 and a 'Fixed Amount' of \$1,000.00. A table below shows 'Paid By' (Borrower) with 'Points' (0.000%) and 'Fixed Amount' (\$1,000.00). The bottom right corner includes a copyright notice: '© Copyright 2015 DocMagic, Inc. - ALL RIGHTS RESERVED'.

Loan Cost Tab - Left Side Navigation

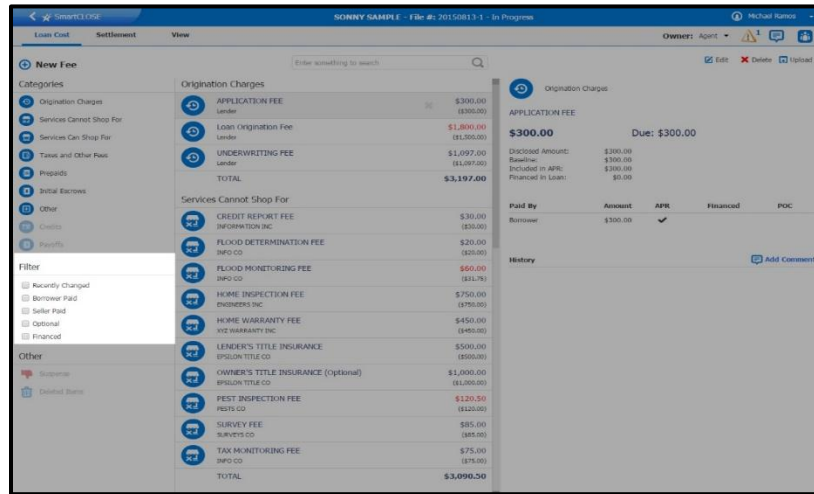
Primary cost categories corresponding to the Closing Disclosure form are displayed in the left-hand column. Clicking a category will bring the fees and charges in that category to the top of the center column.

The screenshot shows the SmartCLOSE application interface for the 'Loan Cost' tab. The top navigation bar includes 'Loan Cost', 'Settlement', and 'View' tabs. The left sidebar contains a 'New Fee' button, a 'Categories' list (Origination Charges, Services Cannot Shop For, Services Can Shop For, Taxes and Other Fees, Prepays, Initial Escrows, Other, Credits, Payoffs), and a 'Filter' section with checkboxes for 'Recently Changed', 'Borrower Paid', 'Seller Paid', 'Optional', and 'Financed'. The center column displays a list of fees under the 'Origination Charges' category, including 'APPLICATION FEE' (\$300.00), 'Loan Origination Fee' (\$1,800.00), 'UNDERWRITING FEE' (\$1,097.00), 'CREDIT REPORT FEE' (\$30.00), 'FLOOD DETERMINATION FEE' (\$20.00), 'FLOOD MONITORING FEE' (\$60.00), 'HOME INSPECTION FEE' (\$750.00), 'HOME WARRANTY FEE' (\$450.00), 'LENDER'S TITLE INSURANCE' (\$500.00), 'OWNER'S TITLE INSURANCE (Optional)' (\$1,000.00), 'PEST INSPECTION FEE' (\$120.50), 'SURVEY FEE' (\$85.00), and 'TAX MONITORING FEE' (\$75.00). The right column provides detailed information for the selected 'APPLICATION FEE', showing a 'Due' amount of \$300.00 and a 'Fixed Amount' of \$300.00. A table below shows 'Paid By' (Borrower) with 'Amount' (\$300.00), 'APR' (✓), 'Financed' (✓), and 'POC' (✓). The bottom right corner includes a copyright notice: '© Copyright 2015 DocMagic, Inc. - ALL RIGHTS RESERVED'.

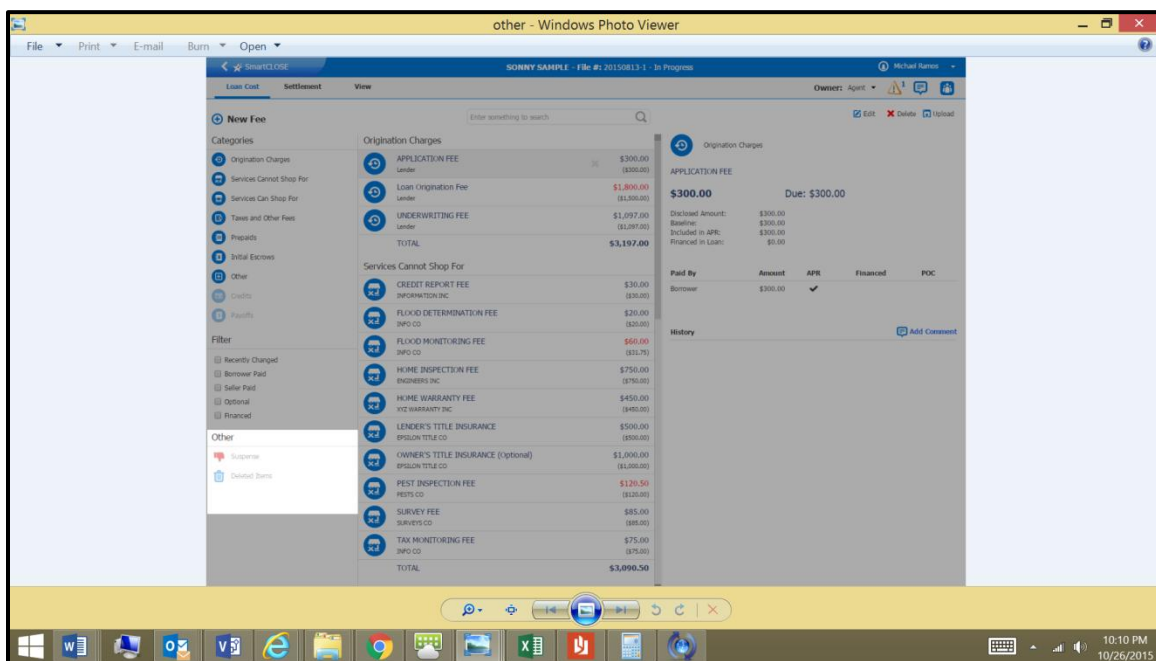
New Fee- Clicking the New Fee button in the upper left-hand corner allows for the addition of a new fee. Lenders can add new fees across all categories. Agents can add fees with the exception of Origination fees. Read-only users cannot add new fees.



Filters - Selecting a filter or combination of filters will refine the center column view to present only selected loan cost information.



Suspense and Deleted Items Bucket – Users can view which items were rejected by the lender and therefore put into suspense for further review and revision. Agents can go to the Suspense bucket to edit and provide additional information prior to restoring the fee for further consideration by the lender. All deleted fees will display in the Deleted Items bucket. Deleted fees can easily be restored.



Loan Cost Tab - Center Column

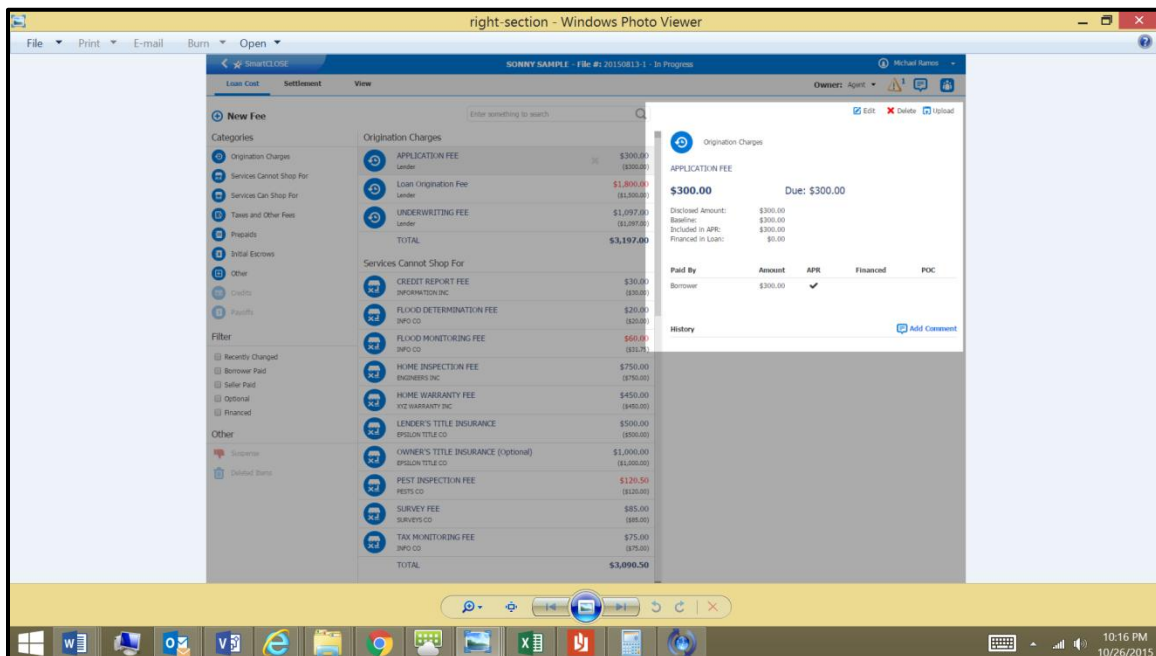
The center column contains the complete listing of all fees and costs alphabetized and organized exactly as they will appear in the integrated disclosure.

Recently modified amounts are color-coded to reflect their relation to the values originally provided to the borrower (i.e. higher or lower). For example, an amount in red means the revised amount is greater than the originally estimated value while green denotes the revised amount is equal to or less than the originally estimated value.

In addition to the color coding, a blue vertical bar to the left of a cost item indicates that the item has been recently modified or added and that some action is required (i.e. approval/denial or review). Once this occurs, the blue bar will disappear.

Loan Cost Tab - Right Column

The individual cost detail information is presented in the far right column. As you can see, all details associated with a fee are conveniently presented and easily modified by selecting the Edit button at the top of the column.



A history of changes associated with the particular fee item appears in the bottom of the column. Hovering over a historical change will result in all data related to that change being displayed.

Every fee includes a comments section for specific information about changes. In addition; references to fees that occur in the messaging system are automatically cross-referenced to the fee item's comment section.

The Upload button allows for the upload of any pertinent source documentation associated with a fee such as an invoice. Users can also delete the specific fee by clicking the Delete icon from this pane.

WORKFLOW

Workflow is a key feature within SmartCLOSE. The workflow drives the entire process to ensure a great user experience. The workflow kicks off as soon as the collaboration is loaded within SmartCLOSE.

Once the agent logs in after receiving their invitation, they review and edit loan costs and fees. If a fee is added or modified by the agent, the lender will see in real-time a blue bar with a thumbs up or thumbs down to capture the result of the lender review. In parallel, any edit or addition of a fee automatically triggers the audit engine which analyzes the change against rules (e.g. tolerances).

As the lenders and agent go back and forth, they can use the owner drop down to volley the next action to one another. Anytime the owner is modified, an email is sent to that user notifying action is needed.

Users will go into the Settlement tab to view and edit the summaries of transactions. Once updated, the user can view the cash to close analysis within the Settlement tab.

The last portion of the workflow is to view and approve the document that will be sent to the borrower. The lender and the approval must approve the collaboration by clicking their respective approve icons prior to sending the closing disclosure to the borrower. All activity is tracked within the action log.

REVIEW AND EDIT FEES

Lenders and Agents will review all loan costs and fees within the Loan Costs Tab. By clicking on a specific fee, they can edit the fee to include key dates, amounts, paid to information, etc. They can also add a new fee by clicking the new fee icon. Reason for the change will be required for each change. Note only Lenders can add or edit Origination fees. Any change will automatically trigger the audit engine and display the results within baseline. All updates will not only be tracked in the overall action log but also for each specific fee.

REVIEW AND APPROVE FEES

When a collaborator adds or edits loan fees and costs, the lender will be presented with a thumbs up and thumbs down icon for that specific fee along with a blue bar, as a decision will be required. If the lender approves the fee, they press the thumbs up and it automatically turns green and remains viewable until the end of that session.

The screenshot displays the 'SONNY SAMPLE - File #: 20150813-1 - In Progress' interface. It features a search bar at the top and a table of 'Origination Charges'.

Fee Type	Amount	Owner
APPLICATION FEE	\$300.00 (\$300.00)	Lender
Loan Origination Fee	\$1,500.00 (\$1,500.00)	Lender
UNDERWRITING FEE	\$1,097.00 (\$1,097.00)	Lender
TOTAL	\$2,897.00	

Below the table, there is a 'Services Cannot Shop For' section with a 'Click to Approve Modification' button. This section lists two 'CREDIT REPORT FEE' entries:

Fee Type	Amount	Owner
CREDIT REPORT FEE	\$40.00 (\$30.00)	Information Inc
CREDIT REPORT FEE	\$5.00 (\$30.00)	Broker

On the right side, there is a 'Paid By' section with a table:

Paid By	Amount	APR
Borrower	\$40.00	

Below this, there is a 'Due: \$40.00' section with a table:

Disclosed Amount:	Amount
Disclosed Amount:	\$30.00
Baseline:	\$30.00
Included in APR:	\$0.00
Financed in Loan:	\$0.00

If the lender rejects the fee, they click on the thumbs down, which automatically turns red. If it was a modified fee, the amount automatically reverts to the prior amount and the proposal change is moved to the suspense bucket. If it was a new fee, the entire row disappears from the main view and is moved to the suspense bucket. The red thumb will remain viewable for that rejected fee until the end of that session.



RESULTS OF LENDER REVIEW

The agent will be notified of an approval by being presented with a blue bar when they log back into SmartCLOSE. For rejections, the agent will get an automated email notifying them of the rejection and will also be presented with a blue bar next to the rejected fee within the suspense filter. While in suspense, the agent can add additional fees and comments and restore the fee for the lender to reconsider.

SUSPENSE FILTER

If a Lender rejects a fee, it will be sent to the Suspense Filter. The icon on the left hand side will be highlighted along with a visual indicator as to the number of items in suspense. The agent can view these rejected items and adjust information by clicking on the edit icon. The agent can also provide additional comments and upload documentation. They can then restore the fee for further Lender consideration. The Lender will then be presented with a thumbs up or down for their approval on that resubmitted loan cost.

DELETE FILTER

At any point throughout the collaboration, a Lender or Agent may delete a fee. This can be done by clicking on the red x to the right of the fee in the middle panel or by clicking on the specific fee and clicking on delete on the right hand panel. Deletes will not go through the approval process. They will be viewable in the Delete Filter on the left hand panel of the Loan Costs View. If a fee is deleted by accident, it can be restored.

CLEAR BLUE BARS

Blue bars will appear for a user when something has been modified by another collaborator. This is a visual indicator to alert the user that something has changed. Once the user clicks on that item to acknowledge they have reviewed the update, the blue bar will be cleared. Note that a Lender or Agent must clear out all of their blue bars before they are agent to approve the worksheet. Once cleared, the file can be locked by the Lender and Agent.

SETTLEMENT TAB

The Settlement tab is where the settlement or title agent works much of their magic. Credits, adjustments and other transactional information can easily be updated for the borrower and seller with the end result - an accurate cash to close analysis.

The Settlement tab features two transaction options in the left hand column, including Summaries of Transactions and Calculating Cash to Close. To make changes, simply click the Edit button in the top right corner of the Summaries tab. The cash to close analysis is read-only.

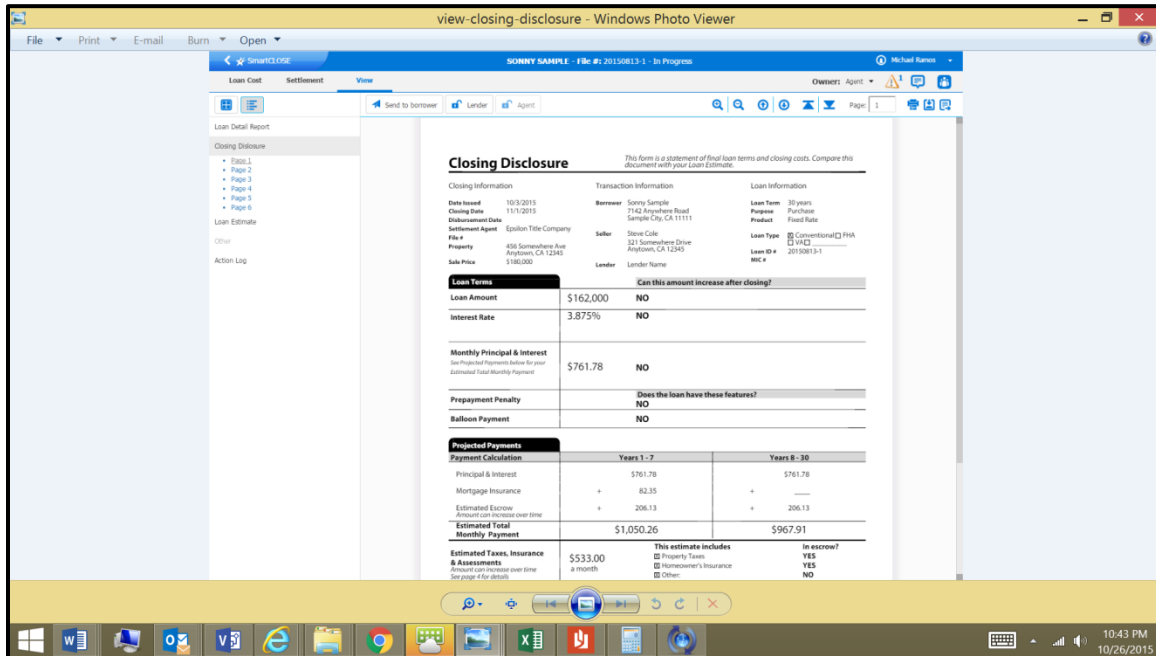
The screenshot shows the 'settlement-edit - Windows Photo Viewer' window. The application is 'SmartCLOSURE' with a file named 'SONNY SAMPLE - File #: 20150813-1 - In Progress'. The 'Settlement' tab is active. On the left, under 'Transaction', 'Summaries of Transactions' is selected. In the top right corner, there is an 'Edit' button with a red arrow pointing to it. The main area is divided into two columns: 'BORROWER'S TRANSACTION' and 'SELLER'S TRANSACTION'. Each column contains a list of transactions with their respective amounts and descriptions. For example, under 'BORROWER'S TRANSACTION', 'K. Due from Borrower at Closing' is \$197,536.11, and 'L. Paid Already by or on behalf of Borrower at Closing' is \$162,000.00. The 'SELLER'S TRANSACTION' column shows 'M. Due to Seller at Closing' as \$180,000.00. At the bottom, there is a copyright notice: '© Copyright 2015 Doctopic, Inc. - ALL RIGHTS RESERVED'.

The screenshot shows the 'calculating-cash-to-close - Windows Photo Viewer' window. The application is 'SmartCLOSURE' with the same file. The 'Settlement' tab is active, and 'Calculating Cash to Close' is selected in the left-hand column. The main area displays a table with the following data:









	Loan Estimate	Final	Did this change?
Total Closing Costs (J)	\$24,112.97	\$17,565.92	YES + See Total Loan Costs (D) and Total Other Costs (I)
Closing Costs Paid Before Closing	\$0.00	(\$29.80)	YES + You paid these Closing Costs before closing
Closing Costs Financed (Paid from your Loan Amount)	\$0.00	\$0.00	NO
Down Payment/Funds from Borrower	\$0.00	\$18,000.00	YES +
Deposit	\$0.00	\$0.00	NO
Funds for Borrower	\$0.00	\$0.00	NO
Seller Credits	\$0.00	\$0.00	NO
Adjustments and Other Credits	\$0.00	\$0.00	NO
Cash To Close	\$24,112.97	\$15,536.12	

VIEW TAB

The View tab contains all applicable documents and disclosures. Most importantly, it contains the Closing Disclosure, Loan Estimate, and Loan Detail Report that provides all pertinent loan data, data validation and regulatory compliance testing results. Also, this where the Lender and the Agent can approve the collaboration and send documents to borrowers. Lastly, users can print and download documents, export a MISMOv3.3 file of the collaboration, and view the Action Log.



Icons on the View Tab

-  Displays thumbnails or list details in the left column
-  Sends selected document to borrowers within eSign
-  Lock signifies lender-approved, while unlock is not yet approved
-  Lock signifies agent-approved while unlock is not yet approved
-  Navigation icons to include zoom in, zoom out and page up and down are located on right hand side of tool bar
-  Print icon
-  Download and save icon
-  Export icon

Send to Borrower

Note that lenders are able to send the initial disclosure and Loan Estimate directly to the borrower from inside SmartCLOSE™ by clicking on the Send to Borrower icon. This can happen prior to approval of the worksheet.

To send the closing disclosure to the borrower, approval is required by both the Lender and Agent before it can be sent to the borrower. For the lender or agent to approve the collaboration, they must have addressed all of their respective action items and have no items with blue bars next to them. Any fatal audit results on the collaboration will prevent approval as well.

Once the file is approved by both the lender and settlement service provider (aka Cleared to Close), the file will be locked and a lock icon will appear to the right of the loan number on the top blue bar. When the user clicks Send to Borrower, the Closing Disclosure and/or the entire Pre-Closing document package is instantly provided to the borrower via DocMagic's eSign system, featuring our proprietary ClickSign technology. The entire process is tracked, logged and completely secure.

https://smartclose.docmagic.com/collaboration/QrrPmSPwXMSev6nj/viewReport

SmartCLOSE MICHAEL SAMPLE - File #: DI-20150816-001 - Cleared to Close

Loan Cost Settlement View

Send to borrower Lender Agent

Loan Detail Report

Closing Disclosure

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- Page 2
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- Page 6

Loan Estimate

Other

Action Log

Closing Disclosure

This form is a statement of final loan terms and closing costs. Compare this document with your Loan Estimate.

Closing Information	Transaction Information	Loan Information
Date Issued: 9/11/2015	Borrower: Michael Sample	Loan Term: 30 years
Closing Date: 9/16/2015	7142 More Work Road	Purpose: Purchase
Disbursement Date: 9/16/2015	Herritage, PA 16148	Product: Fixed Rate
Settlement Agent: Epilon Title Company	Seller: Steve Cole	Loan Type: <input checked="" type="checkbox"/> Conventional <input type="checkbox"/> FHA <input type="checkbox"/> VA <input type="checkbox"/> MIC
File #: 300 Property Street	321 Somewhere Drive	Loan ID #: DI-20150816-001
Property: Property City, CA 90064	Anytown, CA 12345	
Sale Price: \$240,000	Lender: Docmagic Lender	

Loan Terms	Can this amount increase after closing?
Loan Amount: \$162,000	NO
Interest Rate: 3.875%	NO
Monthly Principal & Interest: \$761.78	NO
Prepayment Penalty	Does the loan have these features? NO

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https://smartclose.docmagic.com/collaboration/QrrPmSPwXMSev6nj/viewReport

SmartCLOSE MICHAEL SAMPLE - File #: DI-20150816-001 - Cleared to Close

Loan Cost Settlement View

Send to borrower Lender Agent

Loan Detail Report

Closing Disclosure

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Loan Estimate

Other

Action Log

Send to Borrower

Are you ready to send the following document to the borrower(s)?

Document: ☒ Loan Estimate ☐ Closing Disclosure

Borrowers: michael.sample@example.com
mary.sample@example.com

Send Cancel

Loan Terms	Can this amount increase after closing?
Loan Amount: \$162,000	NO
Interest Rate: 3.875%	NO
Monthly Principal & Interest: \$761.78	NO
Prepayment Penalty	Does the loan have these features? NO

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The Action Log captures the entire audit trail of all actions taken within SmartCLOSE™ for that collaboration, starting with most recent action first. A time and date stamp is included along with a brief summary of the change.

