

Mandatory for FSB Mortgage

Registration

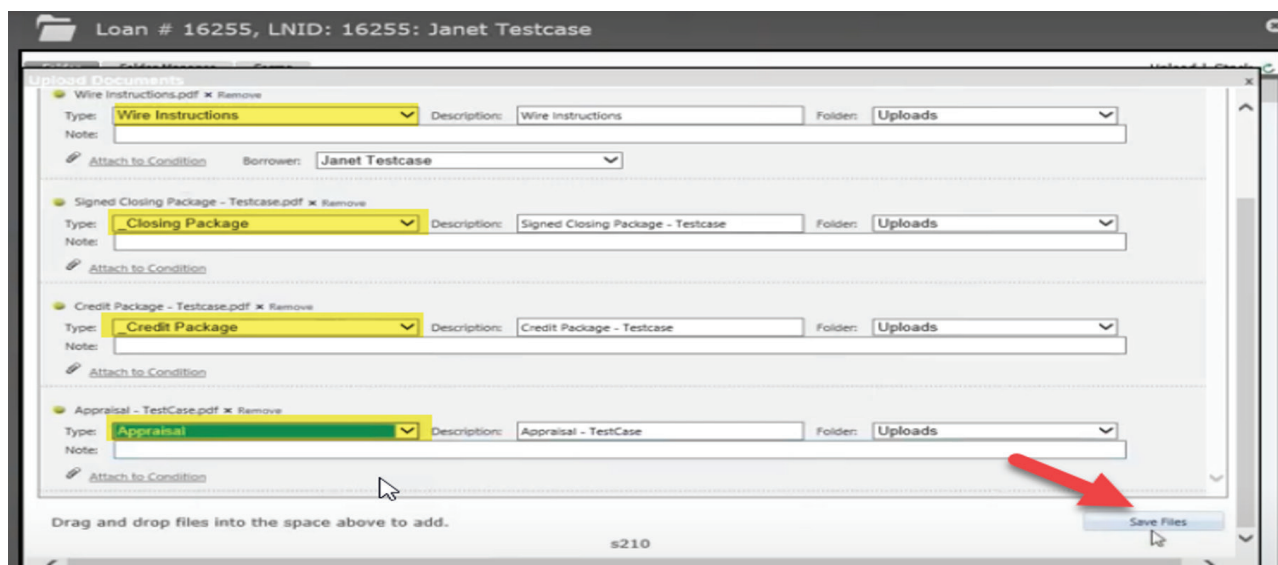
- Login to: <https://wl.e2lending.com/defaultframe.ashx>
- Click Upload New Loan
- Click "Select File". Upload FNMA 3.4 file
- Select Origination Channel "Delegated"
- Select "Edit 1003" for "Destination after upload"
- Click "Upload Loan(s)"
- Enter Commitment # in the "Lender Case Number" field and click "Save"

Submission

- Click on e-Doc Manager folder. "Grey Folder" in the toolbar



- Click on "Upload" in the top right-hand corner of the pop-up window
- Drag and drop 5 files into the pop-up window or click "Select Files"
 - Wire Instructions (or Bailee Letter), Signed Closing Package, Credit Package, Appraisal and Mortgage Insurance Certificate (if applicable)
 - The "Closing Package" should include the Note Tracking information, if available



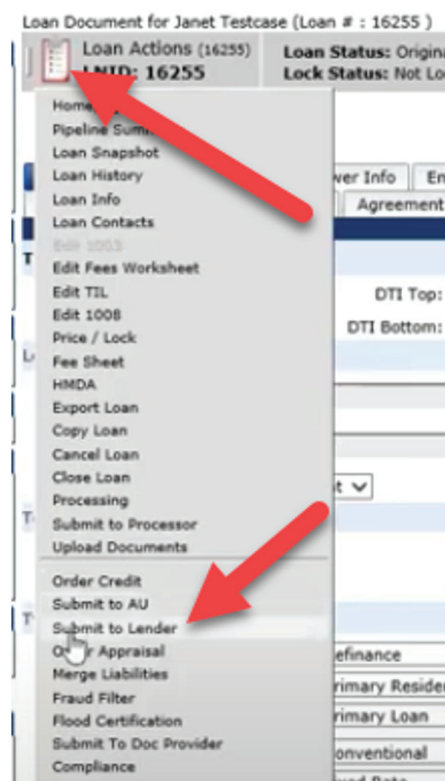
- Please label each file the appropriate "Type": Wire Instructions, _Closing Package, _Credit Package, Appraisal, and Mortgage Insurance and Click "Save Files"
- Close the e-Doc Manager
- Click "Loan Actions" menu and choose "Submit to Lender"
- Click "Send Loan" at the bottom of the window
- Pipeline will now show file "STATUS" as "UW – Submitted". "UWD" icon will be a Yellow oval with an hourglass in the middle. If you hover over the icon, it will show "Submitted"

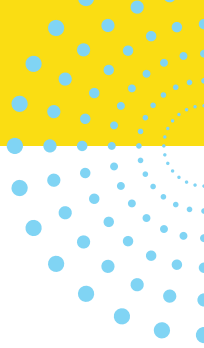
QC Review

- Once loan has been submitted, the file will be sent for a QC Review which normally takes up to 24 hours to complete
- FSB Mortgage will route file to our Post-Closing Department for Closing Package review

Post-Closing Conditions

- After the Closing Package has been reviewed by our Post Closers, you will receive an email notifying you of any needed conditions
- Client will need to upload the documents to e-Doc Manager
- Click on the "Loan Actions" menu and choose "Update Lender". Click on "Update Lender" button to send file back for review
- Upload your Note Tracking to the e-Doc Manager folder. Label "Type" as "_Closing Package", "Description as "Note Tracking" and click "Save Files" if you didn't include it in the Closing Package earlier. Click on "Loan Actions" menu and choose "Update Lender", Click on "Update Lender" button to send file back for review. This will expedite the purchase of your loan





Post-Closing/Purchasing

- Once a loan is funded, the loan will fall off the active pipeline. Here are the steps to retrieve the Purchase Advice
 - Click on "Management" under Pipeline (far left-hand column)
 - Click on "Pipeline Actions" and change to "View Funded Loans"
 - Click on the Borrower's last name
 - Click on the magnifying glass to retrieve the "Purchase Advice" in the "General" Section of e-Doc Manager
- The Note Endorsement:
 - Pay to the order of First Savings Bank
- Post-Closing Manager / Ian Lauder ilauder@fsbmortgage.com, (502) 238-9655
- Delegated Correspondent Lending Closing package to be uploaded **prior to rate lock expiration**
- Original Note, Allonge and Bailee letter must be sent to corporate within 3 days of lock expiration or extension fees may apply
- Address for original Note, Allonge and Bailee letter / Final Docs / Collateral to be sent to:

First Savings Bank
501 E Lewis & Clark Pwky
Clarksville, IN 47129
Attn: Wholesale Lending

- Note, Allonge and Bailee delivery questions contact Rebecca Wells, rwells@fsbmortgage.com, (904) 422-2813
- Contact person for Purchase advice questions is Kevin Delisle, Funder kdelisle@fsbmortgage.com, (972) 800-4357
- MERS: 1003649
- Goodbye Letter:

FSB Mortgage, Powered by First Savings Bank
501 E Lewis & Clark Pwky
Clarksville, IN 47129
(877) 418-2669
Monday - Friday 8:30 AM – 5:00 PM EST

- The clients should collect the first payment if we purchase the loan on or after the 20th of the month (when first payment is due the first of that next month)

- First Savings Bank will notify Client of any payoff requests
- First Savings Bank will not solicit or contact your Borrowers for any purpose as per FSB Mortgage Lending Agreement
- Servicing/Payment address: 501 E. Lewis & Clark Parkway, Clarksville, IN 47129, (877) 418-2669
- Any servicing questions call Evan Curry, ecurry@fsbmortgage.com, (502) 238-9655

NMLS #411341. All rates and programs subject to change without notice. This information is intended to assist Mortgage Industry Professionals only and is not an advertisement to extend consumer credit.



FSB Mortgage powered by First Savings Bank. FSB Mortgage is a nationwide lender offering a broad range of loan products to broker and mortgage banking partners. You can count on FSB Mortgage to come through with diverse lending products, powerful loan features, and fast turn times.