



How To Print FSB Initial Doc Package

Printing the Initial Doc Package can only be completed after a file has been created. The accuracy of the 1003 is important along with the Loan Estimate information.

Please note: If you are a broker or correspondent you are not obligated to use our LE and may submit the LE from your docs/system. Our doc package can be utilized to supplement your Initial Doc Package.

If you will be using the LE that will print, please reference the LE Instruction Form. Basic information must be entered into the LE to allow the Initial Doc Package to print. It is the UFMIP, VA FF and USDA Fee that must be entered for the system to not give you errors when printing. Depending on the docs you will be using, will also depend on if full data entry of the LE is needed. We recommend at a minimum to enter:

- 1) All government loan MI information
- 2) All monthly MI information
- 3) Escrows as they carry over to the 1003 for total house payment

This basic info will allow the documents to print.

To print the documents, on the menu click on Doc Packages

Type to filter...	
Forms & Docs	
Doc Packages	
Closing Docs	
Services	
Status & Tracking	
Actions	
Imaging	

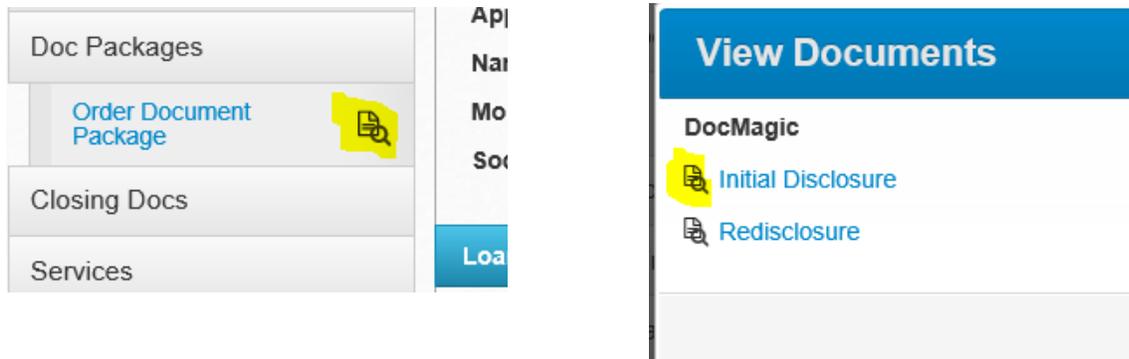
Application Criteria	
Application Date:	
Name	
Monthly Income	
Social Security Number	
Loan Details	
Final:	N
Loan Amount:	\$
Loan Purpose:	F
Institution:	M
	II
Loan Status:	

The Doc Packages will open into further options. You will choose the Initial Disclosure option.

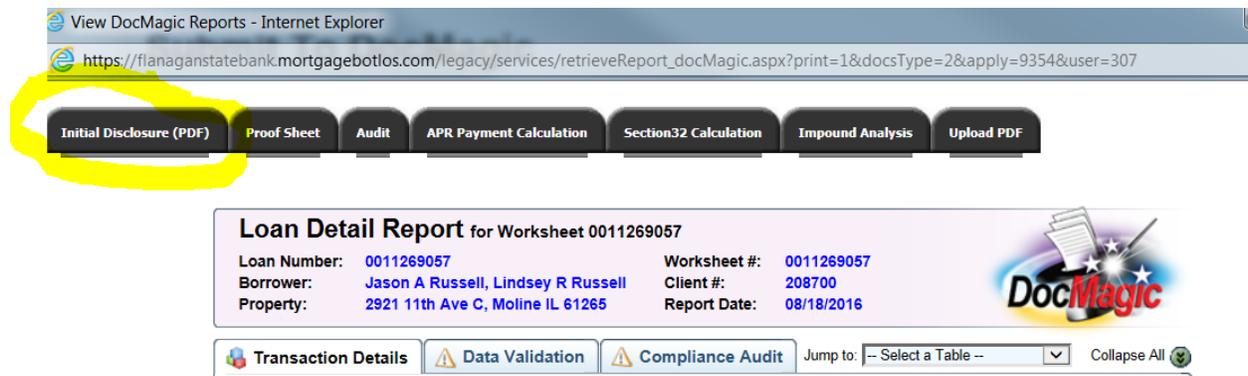
From the Initial Disclosure screen you will enter your Alt Lender Code ID if you are a correspondent closing the loan in your name.

If you are not closing the loan in your name, simply click SUBMIT at the bottom of the screen. After a few minutes, you may have to refresh the screen by clicking F5 on your keyboard. Next to the Order

Document Package menu option there will be a paper with a magnifying glass. Click on this to see the documents and select the Initial Disclosure from the View Documents pop-up:



When the next screen pops up, click on the far left black tab to pull up the PDF version of the documents for printing.



You may use the whole package or individual documents as needed to supplement your disclosures.

If you have further questions regarding our doc packages, please feel free to contact us at 815-676-0990 or tpoinfo@flanaganstatebank.com