

BULLETIN



WWW.FLCBMTG.COM

BROKER / WAREHOUSE LINES / NON-DELEGATED CORRESPONDENT

February 2, 2026

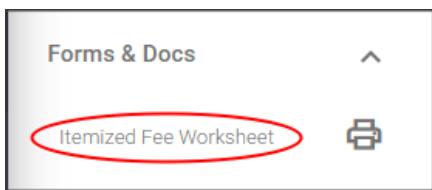
Bulletin #2026-B-001

NOTICE TO MORTGAGE BROKERS:

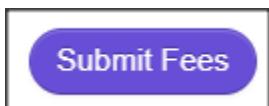
Fee Entry Update: Itemized Fee Worksheet (IFW) Screen

FLCBank is pleased to announce an update to the Fee Entry Initial Disclosure submission process, effective today. An Initial Fee Worksheet or Fee Itemization document is no longer the only way to submit fees for the Loan Estimate disclosed by Fee Entry. As a new option, fees can now be entered directly into the IFW screen within Mortgagebot.

The Itemized Fee Worksheet (IFW) screen can be found under Forms & Docs > Itemized Fee Worksheet:



When completing this screen, please make sure that all fees are accurate and fully entered. The Fee Entry Team will rely on this information to prepare the Loan Estimate. Clicking "Submit Fees" on this screen will notify the Fee Entry Team that your loan is ready for review.



Alternatively, uploading a finalized fee worksheet into **LE Fee Entry** doc type folder will still notify the Fee Entry Team that the loan is ready for review.

[Click Here](#) for a complete step-by-step instruction on how to fill out the IFW screen correctly.

[Click Here](#) for complete step-by-step instructions on the Fee Entry Service process.

[Click Here](#) for a condensed version of instructions on the Fee Entry Service process.

[Click Here](#) for the VA Refi/IRRL loans Info document.

Please contact your [Account Executive or Client Relations Representative](#) if you have any questions.