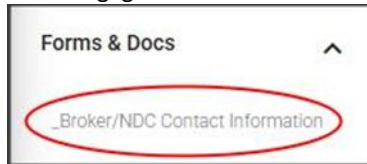
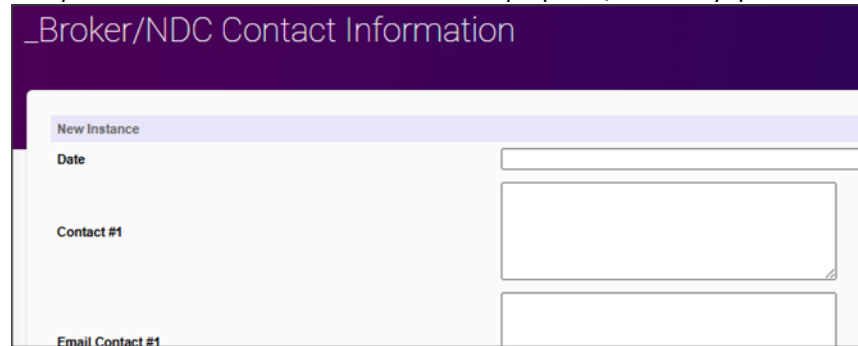


**Upload Fannie Mae 3.4/Register loan** (Refer to Importing-Reimporting FNMA 3.4 files into MB document in the Resource Center under How to Submit a Loan Section)

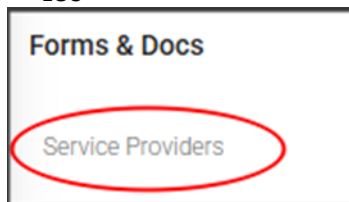
**Run AUS & Merge Credit into MortgageBot** Run Dual AUS Submission & merge credit. If Single AUS is selected, then run DU 1st & merge credit. If LPA is needed run 2nd & merge credit. Non AUS Products: Merge credit only **(For Non-credit qualifying FHA Streamlines and VA IRRRLs please upload credit report to LE Fee Entry)**. For procedures refer to the Resource Center, How To Submit a Loan Section. Email [clientservices@flcb.com](mailto:clientservices@flcb.com) if any questions.  
*If loan is not registered/locked, Fee Entry team is not able to prepare disclosures. Please make sure this is done before submitting. Please ensure loan is registered or locked with the correct loan terms. If you need assistance, please contact your AE or CRR.*

## The following information is required to process your request:

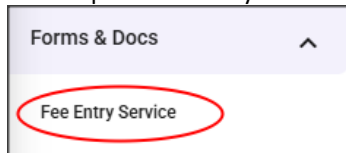
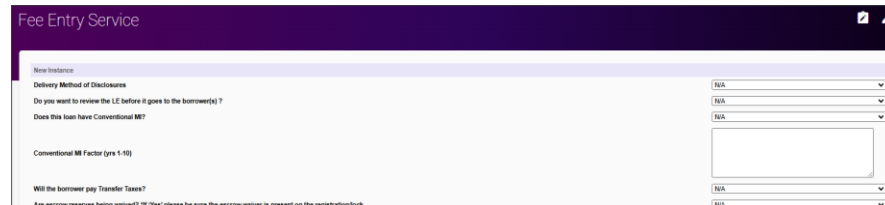
1. Please enter Broker/NDC information via the “**\_Broker/NDC Contact information**” screen under “Forms and Docs” in MortgageBot LOS to ensure the correct parties are notified when disclosures are prepared, or for any questions.

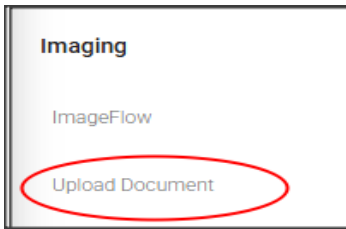
2. Add info for required settlement service providers to the “**Service Providers**” screen under “Forms and Docs” in MortgageBot LOS



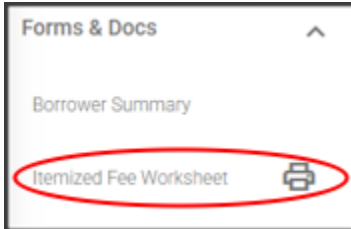

3. Complete Fee Entry Service Screen

4. Upload your Initial Fees Worksheet or Fee Itemization to “LE Fee Entry” in ImageFlow\*\* – **Must include all fees to be disclosed on the loan estimate**



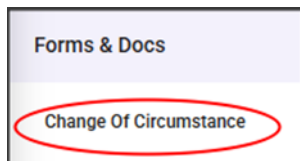
**\*\*Alternatively, you may instead enter your fees directly into MortgageBot by completing the Itemized Fee Worksheet screen.**



5. Initial LE (from originator’s LOS)- **Required if already issued by the broker to the borrower(s)**

**Important:** If the LE was not issued within 3 days of application, the above documentation must be submitted within 24 hours of receipt of the interview date on the URLA Failure to provide all of the above required information will result in an inability to process your request.

6. Please complete and upload the **Fee Entry VA Refi/IRRRL Info** form and upload to “LE Fee Entry” in ImageFlow (if applicable)  
**If any loan terms change after initial disclosures have been prepared, please notify FLCBank to redisclose your LE. Please send an email to [redisclosure@flcb.com](mailto:redisclosure@flcb.com) and complete the Change of Circumstance screen in MortgageBot.**




**Failure to send an email notification and complete the COC screen could result in settlement delays and/or lock extension costs. Questions regarding redisclosures and/or fees should be directed to our Redisclosure team at [redisclosure@flcb.com](mailto:redisclosure@flcb.com).**