

Workflow

ComplianceOne® Solution ComplianceOne to ComplianceOne mortgage

March 2015

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How to Contact Us..... Error! Bookmark not defined.

ComplianceOne to ComplianceOne mortgage

Overview

The upcoming TILA-RESPA Integrated Disclosure changes effective August 1, 2015, will have a dramatic impact on processes, procedures and documents for mortgage loans. We are committed to providing you with the most efficient solutions to help comply with the new TILA-RESPA Integrated Disclosure rules.

To address the TILA-RESPA Integrated Disclosure changes, we will be instituting a mandatory update (for customers doing mortgage lending) to ComplianceOne Lending to deliver the required documents via ComplianceOne mortgage, which is accessed via a web browser on your computer. Beginning August 1, 2015, as you process your mortgage transaction, ComplianceOne lending will identify any mortgage loan subject to the TILA-RESPA Integrated Disclosure change and will transfer the relevant data to ComplianceOne mortgage where you will document the loan. There will be no changes in ComplianceOne lending processing for other types of loan transactions (i.e., consumer and commercial/agricultural).

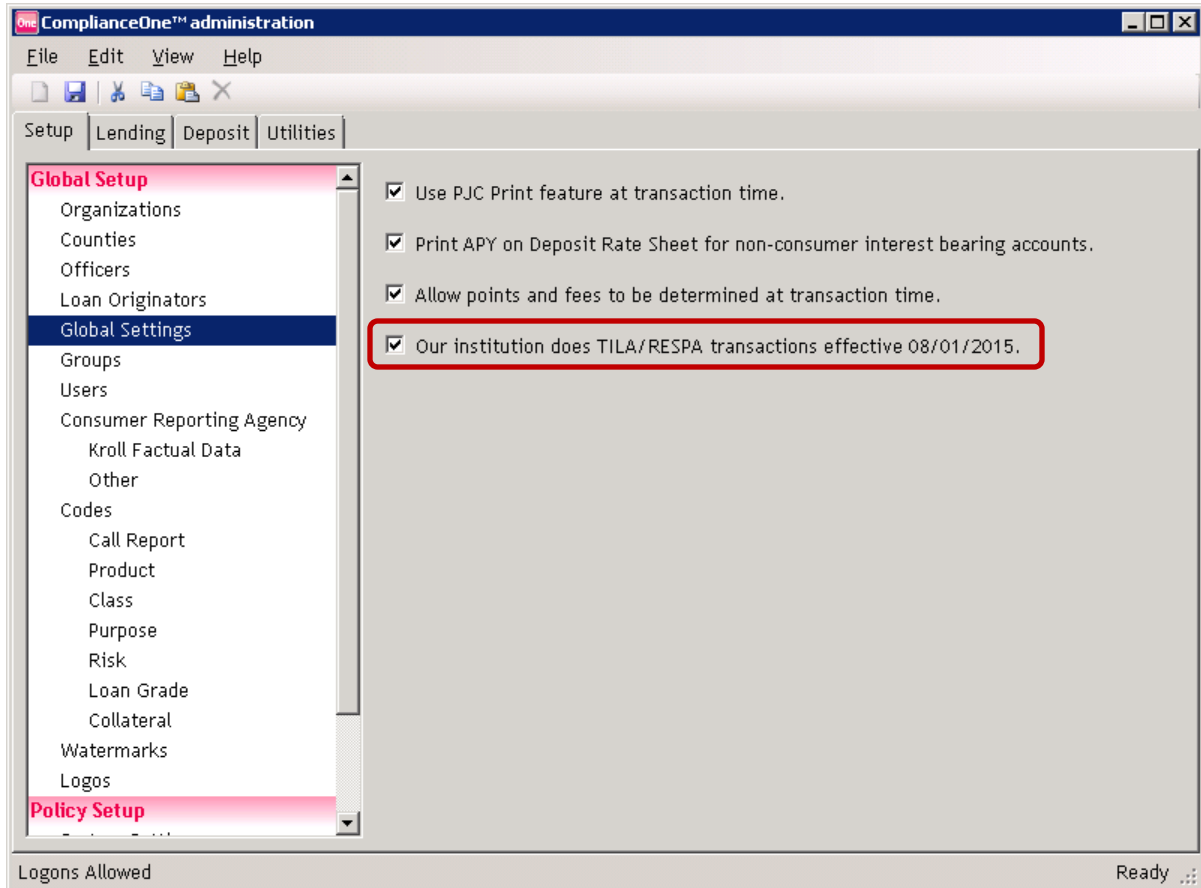
Workflow

Administration: Global Settings

Before you can successfully transfer data to ComplianceOne mortgage, you must first specify in your policy settings that your organization does the relevant types of transactions.

The Global Settings in Administration provides an option allowing you to enable the appropriate settings to transfer data to ComplianceOne mortgage.

Check the **Our institution does TILA/RESPA transactions effective 8/01/15** checkbox to enable these fields on the Policy Selection page. If this box is not checked within the Global Settings page, the **This is a consumer, closed-end, real property-secured transaction (where at least one collateral item is real property) with an application date of 8/01/2015 or later** field will not appear on the Policy Selection page.



Note

Any time you make changes to this Global Settings policy, you must either move off the Global Settings node or click the Save button in order for the program to retain the change.

Party Information

In ComplianceOne Lending/Mortgage, enter all relevant party information for the transaction.

Policy Selection

On the Policy Selection page, check the **This is a consumer, closed-end real property-secured transaction (where at least one collateral item is real property) with an application date of 8/01/15 or later** checkbox.

ComplianceOne™ Lending - [Policy Selection]

Main Help

☒ This is a consumer, closed-end, real property-secured transaction (where at least one collateral item is real property) with an application date of 8/01/15 or later.

Select the policies that apply to this transaction.

Document Policy* d'bank doc policy

Late Charge Policy Late Charge Policy JML

State Taxes Policy d'bank state tax

System Setting Policy* Steve System Settings

Reg B Address Policy Reg B Address

☒ Inhouse Mortgage or Non-Mortgage

☐ Fannie Mae/Freddie Mac 3200

Johnson Friday, March 13, 2015

Policy Selection in Lending

Transferring to ComplianceOne mortgage

Anytime the program identifies the transaction as a TILA/RESPA transaction, either by designating it as such on the Policy Selection page, or by selecting certain characteristics later on within the transaction, the program displays the following message:

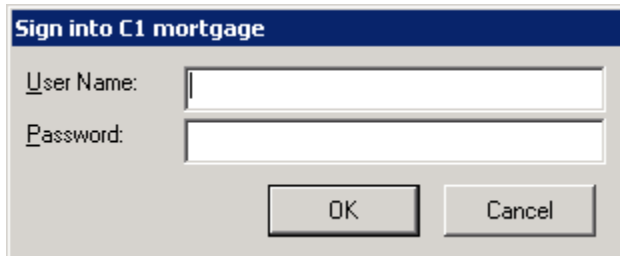
ComplianceOne TILA/RESPA

TILA/RESPA transaction - transfer to ComplianceOne mortgage?

Yes No

Click **Yes** to continue transferring the transaction into ComplianceOne mortgage. Click **No** to cancel.

Then you are prompted to sign in to ComplianceOne mortgage.

A dialog box titled "Sign into C1 mortgage" with a blue header bar. It contains two input fields: "User Name:" and "Password:". Below the fields are two buttons: "OK" and "Cancel".

Enter your **User Name** and **Password**. Click **OK**.

Note

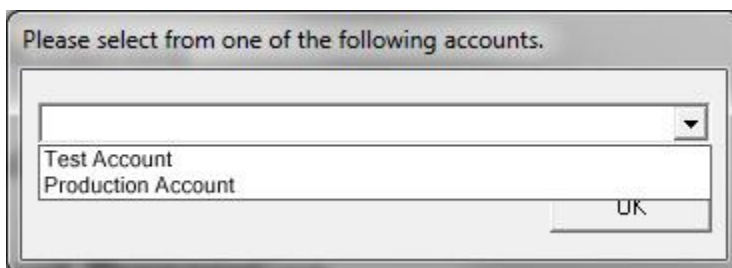
If you do not check the TILA/RESPA checkbox on the Policy Selection page and you are stopped and asked to transfer later in the loan creation process, please be reminded that any data entered beyond the Parties page will not transfer to ComplianceOne mortgage.

ComplianceOne mortgage

Upon login to ComplianceOne mortgage, the data is transferred from ComplianceOne.

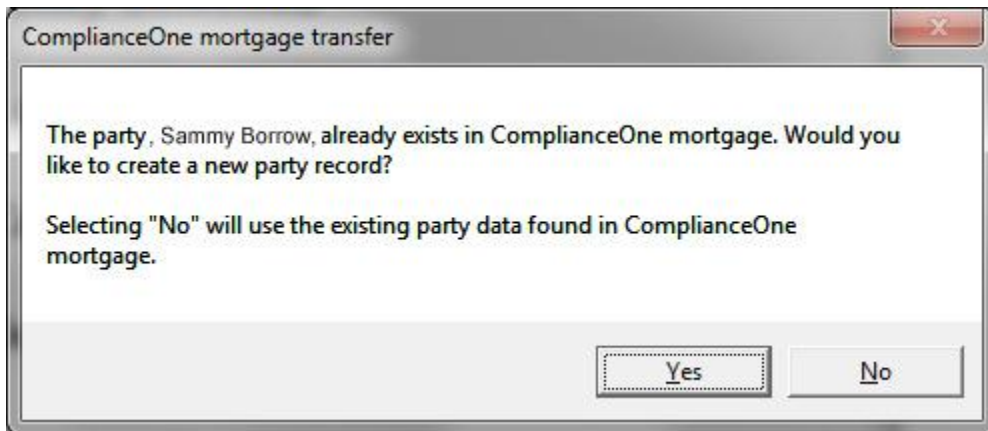
Accounts and Organizations

If you have user access to multiple accounts/organizations in ComplianceOne mortgage, select the appropriate account and click **OK**.

A dialog box titled "Please select from one of the following accounts." It features a list box with two items: "Test Account" and "Production Account". Below the list box is an "OK" button.

Party Information

The program determines whether or not the party being transferred already exists within ComplianceOne mortgage. If it finds a matching existing party record, the program will prompt you to update the party record or to create a new record.



Data Transfer

The following data items transfer from ComplianceOne to ComplianceOne mortgage.

Assets, Liabilities, and Employer Information

Assets

- Asset Type
 - Investment
 - Life Insurance
 - Bank Deposit
 - Motor Vehicle
 - Real Estate
 - Cash
 - Net worth of business
 - Retirement Funds
 - Other (User Defined) - Also collects User Defined Description
- Account Number: If Type = Investment, or Bank Deposit
- Amount: \$\$\$
- Owner (going to need partyID for this)

Liabilities

- Liability Type
 - Mortgage
 - Rent
 - Automobile
 - Installment Loans
 - Credit Card/Revolving Loan
 - Job Related Expenses - Also collects Job Related Expenses Description
 - Stock Pledges
 - Other Financing
 - Utilities
 - Other Housing Expense
 - Alimony - Only collects Payment Amount, Owner, Creditor, and Payoff
 - Child Support - Only collects Payment Amount, Owner, Creditor, and Payoff
 - Maintenance- Only collects Payment Amount, Owner, Creditor, and Payoff
 - Federal Debt
 - Suit or Judgment
 - Dependent Care
 - Land Contract
 - Other(User Defined) - Also collects User Defined Description
- Payment Amount
- Outstanding balance
- Owner
- Creditor
- Payoff (T/F)

Loan Number

- Loan Number (generated or manually entered)

Employer

- Base Monthly Income

What Does Not Transfer

Note that not all information will be transferred from ComplianceOne, even if it is entered.

- Income

Insider Option

If a party is designated as an insider, and the option of EMPTY was chosen, this option does not exist in ComplianceOne mortgage. Thus, when this data transfers, the party will default to Principal Shareholder (which is the default insider party type in mortgage).

Finding/Retrieving Transactions

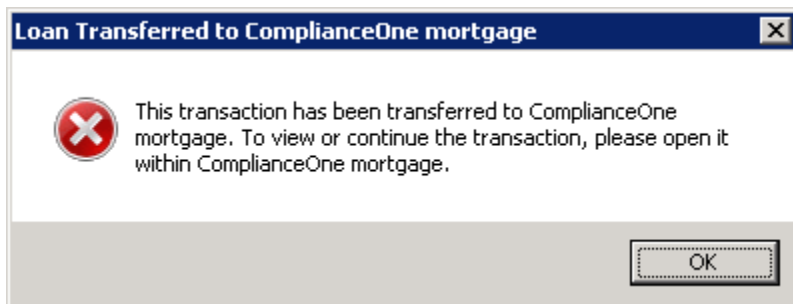
In 2015.1 (Current Release)

Loans that have been transferred to ComplianceOne mortgage for completion will display within any search results along with all other transactions. You may reopen any transaction that has been transferred, but you will be limited to the same pages in the workflow previously entered. Any edits you make will not transfer to ComplianceOne mortgage, and must be made within ComplianceOne mortgage directly if you wish to have them apply.

In the June release, any transferred transactions will display within the search results listed in yellow.

In 2015.2 (June Release)

Loans that have been transferred to ComplianceOne mortgage for completion will display within any search results as any other transaction. These loans cannot be transferred again, nor may they be opened, edited, or copied. When selected, the program displays the following message:



With the June release, any transferred transactions will appear in the search results listed in a yellow color within the Loan Number column.

You may access the transferred transaction within ComplianceOne mortgage by clicking the ComplianceOne mortgage button on the search results page.

ComplianceOne™ Lending - [Loan Database Retrieval - ADO]

Main Search Download DDS Files Import Help

Search ☒ All ☐ Loans ☐ Apps ☐ Imported ☒ All ☐ Personal ☐ Business ☐ Agricultural

Search By ... ☐ Party Number ☐ Loan Officer ☒ One ☐ Funding Date ☐ Primary Borrower's Name ☐ Branch ☐ Loan Number ☐ Primary Borrower's Tax ID Number ☐ Collateral

Criteria to Match Loan Number: *25152*

Search Edit Copy Copy w/o Calcs

Loan Number	Funded	Last Name	First Name	Loan Amount	Tax ID	Party Number	CustID	Int
251526-2-bla	6/27/2014	Amacommon	Louis	\$45,000.00	248480031	124		
251526-copy	8/27/2014	Brady	Marcia	\$78,000.00	289000000			
251526_XX	12/19/201	Brady, Jr	Mike	\$10,000.00	290000000		Jr	
ad_251528_1		Andrews	William		123001234	110		
KIM 251526	6/26/2014	Kim Bonawen	KimNY	\$250,000.00	123344567	324		
pbi251528dw		Johnson						

Brown = Application Purple = Memo Attached Blue = Calcs Incomplete Gray = E-Sig Locked
Yellow = Transferred to ComplianceOne mortgage

← Tuesday, March 31, 2015 →

Additionally, loans that have been transferred may be deleted from ComplianceOne in Administration.

Creating Denials and Printing Notice of Action Taken

ComplianceOne™ Lending - [Policy Selection]

Main Help

☒ This is a consumer, closed-end, real property-secured transaction (where at least one collateral item is real property) with an application date of 8/01/15 or later.

Select the policies that apply to this transaction.

Document Policy*	d'bank doc policy
Late Charge Policy	Not Applicable
State Taxes Policy	Not Applicable
System Setting Policy*	RayBank once
Reg B Address Policy	Reg B Address

☐ Inhouse Mortgage or Non-Mortgage

WARNING: ONLY THE NOTICE OF ACTION TAKEN WILL BE AUTOSELECTED. NO DISCLOSURES WILL BE SELECTED OR COMPLETED FOR THIS TRANSACTION. YOU SHOULD NOT SELECT 'YES' IF DISCLOSURES ARE REQUIRED TO BE GIVEN.

Need to Create a Notice of Action Taken? Yes

☒ Is the collateral that secures this loan a Condominium, 1-4 Family Dwelling, Townhome (PUD), or Multi-Family Dwelling (5+)?

Johnson Tuesday, March 03, 2015

TILA-RESPA Option on Application Side

If creating your transaction on the application side, the Application Policy Selection page, the program allows you generate the documentation for Denials by allowing you to designate the need to create a Notice of Action Taken document. Use the **Need to Create a Notice of Action Taken** field to indicate that this transaction is denied.

Note that this field displays when the **This is a consumer, closed-end real property-secured transaction...** field is checked. Select **Yes** if you need to create a Notice of Action Taken. In doing so, the **Loan Status** field on the App Definition page will be limited to selecting **Denied** only. Select a Denial Reason. When you click the forward arrow, the program automatically brings you to the Document Preparation page with the Notice of Action Taken document autoselected as the only document for this transaction.

If you select **No** for the **Need to Create a Notice of Action Taken?** field, the program will not allow you to continue to Loan Definition if this is a TILA/RESPA loan.

Connecticut Organizations

Organizations in Connecticut only will see the checkbox **Is the collateral that secures this loan a Condominium, 1-4 Family Dwelling, Townhome (PUD), or Multi-Family Dwelling (5+)?**

Data Items Not Transferred

In an effort to save you time, we are publishing a list of data items in the parties area that will not transfer to ComplianceOne mortgage in hopes that it will save you some time and effort when creating the transaction. Not all items made sense to transfer because the information is no longer stored with the party or because there is not an equivalent field within ComplianceOne mortgage.

Income Tab

- Income is no longer collected with party information and is now collected directly on the documents.
- We do not transfer or save which incomes are included with ATR/QM determination.
- We do not transfer a debt ratio.

Former Address

- Former Address is no longer collected with party information and is now collected directly on documents.

Declarations

- Declarations data is no longer collected with party information and is now collected directly on documents

Security (Only available with Guarantor)

- Security is no longer collected with party information and is now collected directly on documents.

Owner Details

- This information does not transfer

Additional Fields Not Transferring

Main Customer Tab

- How Long At your Present Address Months and Years
- Rent/Own... radio options.

- First Time Homebuyer checkbox
- Dependents and Ages
- 3rd phone number
- Non Signing Spouses

CIP tab

- 2nd and 3rd CIP data
- Attorney in Fact 1-3, Mother's Maiden Name, City of Birth
- Nearest Relative Not Living With You collection.

Employer

- All fields except Base Monthly Income

Future Functionality

Eliminate Multiple Log Ins

In 2015.1, you will be required to log in to ComplianceOne mortgage multiple times. However, we hope to resolve this in our June release (2015.2).

Searching

Until searching my Loan Number is supported (planned delivery within the June release), we suggest searching by party name when searching for a transaction within ComplianceOne mortgage.

Installation

You will need to run both ComplianceOneServer_2015.1.1_update.exe and ComplianceOneClient_2015.1.1_update.exe on your ComplianceOne server. This install will update some files necessary so that the server installation now points to the customer test environment for ComplianceOne mortgage.

Additionally, you must run ComplianceOneClient_2015.1.1_update.exe on each of your client machines.

The following files will be updated:

- WolterskluwerFS_HOC.dll.config
- Loans.exe.config
- Mortgage.exe.config

The following file is new and is used to enable the transfer functionality:

- C1Transfer.ini

All of this is only needed for 2015.1. When upgrading to 2015.2, these files will be replaced with the proper addresses so ComplianceOne points to ComplianceOne mortgage in production.

Customer Test Environment

<https://complianceonetest.wolterskluwerfs.com/Lending/>

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