



# **Loan Servicing Platform**

**User Guide** 



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## **Overview**

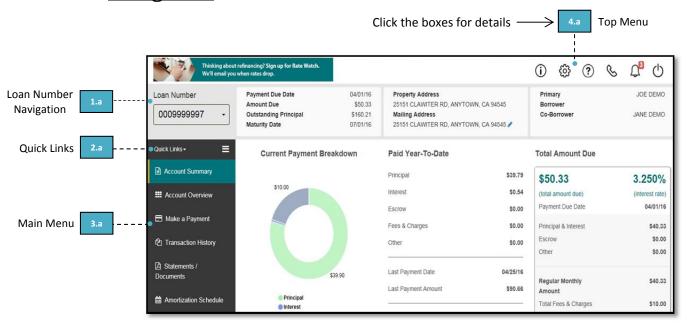
The Loan Servicing Platform is an online application for managing residential mortgage loans with Fremont Bank. The feature rich user friendly design delivers a superb online banking experience. The platform allows access to important loan information and the ability to perform loan related tasks quickly and easily. This user guide serves as a navigation roadmap.

- View Loan Details
- Make a Payment
- View Transaction History
- Manage Preferences

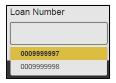
- View an Amortization Schedule
- Manage Contact Details
- Advance funds
- Request a Payoff Quote



## **Navigation**

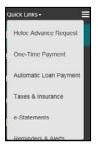


## 1.a Loan Number Navigation



Click the Loan Number drop down and select a loan number from the list for nagivation to your other Fremont Bank residential mortgage loans. Hold the cursor over the loan number to view the property address. The Account Summary for the selected loan will be displayed.

#### 2.a Quick Links



Click the Quick Links drop down and select a page location from the list for navigation to screens that are not listed in the Main Menu.

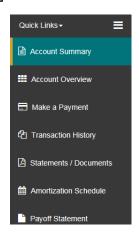
- Heloc Advance Request
- One-Time Payment
- Automatic Loan Payment
- Taxes & Insurance

- e-Statements
- Reminders & Alerts
- Contact Details



## **Navigation (cont.)**





Click the Main Menu options for navigation to the listed page locations. Click the  $\blacksquare$  icon to expand/collapse the Main Menu.

- Account Summary
- Account Overview
- Make a Payment
- Transaction History

- Statements / Documents
- Amortization Schedule
- Payoff Statement

#### 4.a Top Menu



Click the Top Menu options for navigation to the listed page locations.

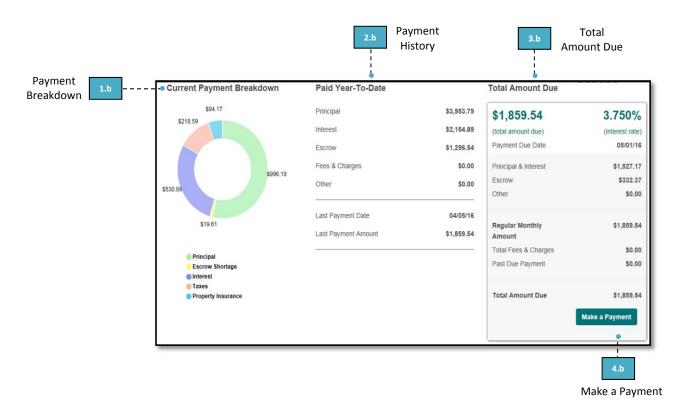
- i Help
- Settings
- Prequently Asked Questions

- Scontact Us
- Q Notifications
- U Log Off

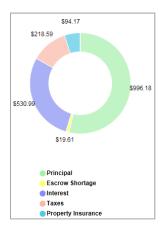


## **Account Summary**

The Account Summary is a high level summary of year-to-date payments and the total amount due on the loan account.



## Payment Breakdown



Graphical breakdown of the current payment that is due on the loan.

- Principal
- Interest
- Taxes

- Insurance
- Private Mortgage Insurance
- Escrow Shortage



## **Account Summary (cont.)**

### 2.b P

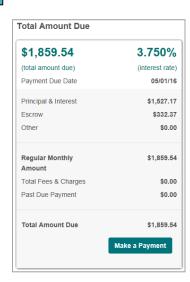
#### **Payment History**



The Payment History section displays a breakdown of year-to-date payments, the last payment date, and last payment amount.

## 3.b

#### **Total Amount Due**



The Total Amount Due section shows the total amount due, payment due date, and the current interest rate.



#### **Make a Payment**

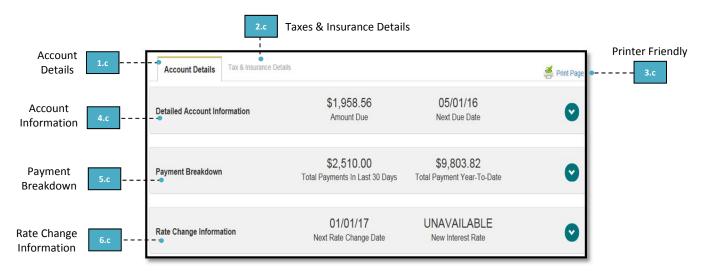


Click on the Make a Payment button for navigation to the page for making a loan payment.



## **Account Overview**

The Account Overview shows additional details about the loan account. View account information, payment breakdown, and taxes & insurance details.

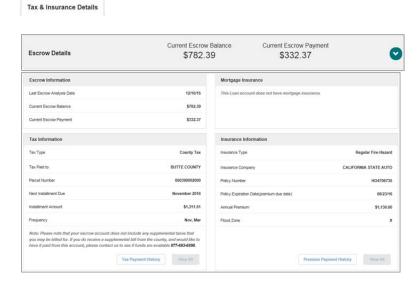


#### 1.c Account Details

Account Details

The Account Details tab includes detailed information about the loan. The section is separated into categories which can be expanded or collapsed by clicking on the ○ icon.

#### **Taxes & Insurance Details**



The Taxes & Insurance Details tab includes information about loans with an escrow account for which property taxes and/or insurance are paid. View escrow account details, payee information, amount, and payment dates. One year of payment history is available when applicable (disabled when grey).

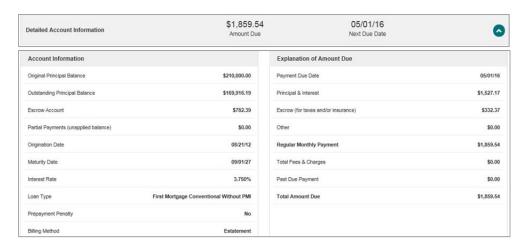


## **Account Overview (cont.)**

3.c Printer Friendly

Click on the sicon for a printer friendly view of the Account Details or Taxes & Insurance Details tab.

4.c Account Information



Click on the Detailed Account Information of the Total Amount Due.

Payment Breakdown



Click on the Payment Breakdown oicon to view your payment history in the last 30 days and year-to-date.

- Principal
- Interest
- Escrow

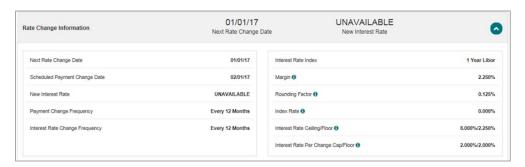
- Fees & Charges
- Other
- Total



## **Account Overview (cont.)**

6.c

#### **Rate Change Information**



The Rate Change Information section is only applicable to Adjustable Rate Mortgages (ARM). The section shows details relating to ARM loan rate changes.

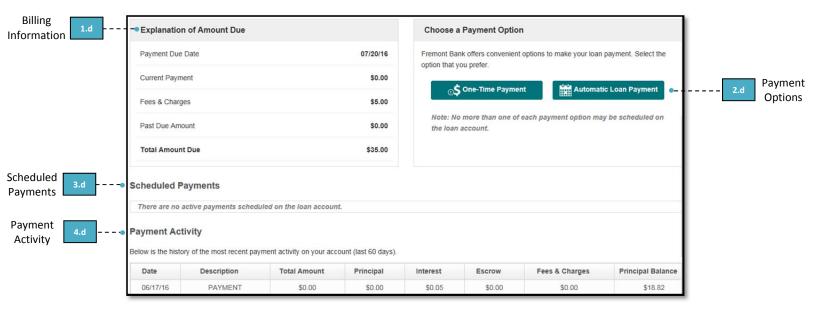
- Next Rate Change Date
- Scheduled Payment Change Date
- New Interest Rate
- Payment Change Frequency
- Interest Rate Change Frequency
- Interest Rate Index

- Margin
- Rounding Factor
- Index Rate
- Interest Rate Ceiling/Floor
- Interest Rate Per Change Cap/Floor

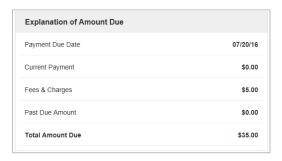


## Make a Payment

Select payment options and view, edit, or delete scheduled payments.

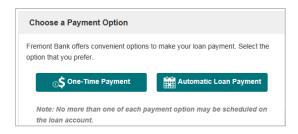


#### 1.d Explanation of Amount Due



The Explanation of Amount Due section shows the total payment amount that is due on the loan and the payment due date.

## 2.d Payment Options



The Payment Options section has buttons for the two payment options that are available. When a button is greyed out that payment option is not available at that time.

One-Time Payment

• Automatic Loan Payment (recurring)



## Make a Payment (cont.)

### 3.d

#### **Scheduled Payments**



The Scheduled Payments section shows upcoming scheduled payments. If the edit or delete icons are enabled then the transaction is available to be updated.



#### **Payment Activity**

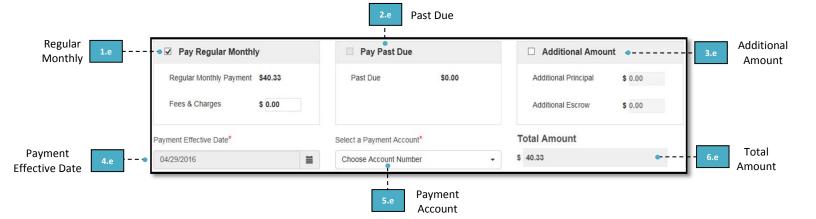


The Payment Activity section shows a summary of the most recent payment activity for the previous 60 days.



## **One-Time Payment**

The One-Time Payment option allows for the scheduling of a non-recurring one-time payment towards the regular monthly payment, past due payments, and additional amounts.



## 1.e Regular Monthly



The first boxed payment option is the Regular Monthly amount due for the current month. The section checkbox can be unchecked depending on the payment status of the loan as current or past due and/or the inclusion of Additional Amounts in the submitted payment. The Regular Monthly Payment is not an editable field. The Fees & Charges box is an editable field.

## 2.e Past Due



The second boxed payment option is the amount Past Due. The Past Due payment(s) must be satisfied prior to other payment options and is not an editable field.



## **One-Time Payment (cont.)**

## 3.e Additional Amount



The third boxed payment option is for Additional Amounts. The section checkbox can be checked depending on the payment status of the loan. Additional Principal and Additional Escrow are editable fields.

### 4.e Payment Effective Date



Select the Calendar icon in to pick an available payment drafting date no more than 30 days in the future.

## 5.e Payment Account



Select the dropdown to choose a payment account. Previously added payment accounts and Fremont Bank checking/savings accounts are displayed. To add a new payment account, select "Schedule from New Bank Account", click submit, and then enter the payment account information.

## 6.e Total Amount

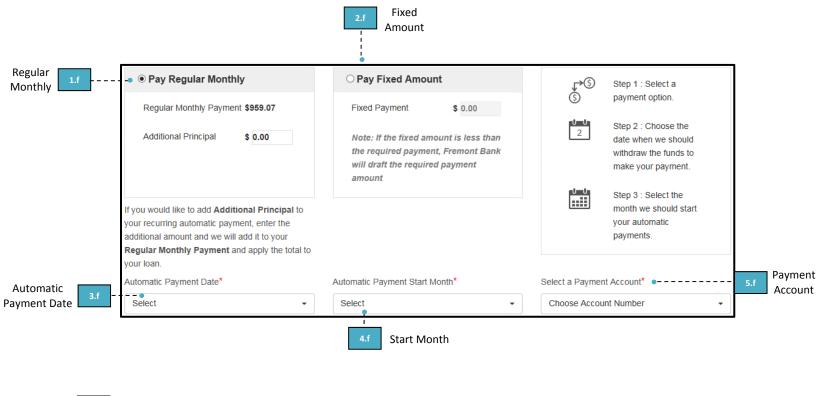


The Total Amount is the sum of the payment options selected.



## **Automatic Loan Payment**

The Automatic Loan Payment section can be used to schedule recurring loan payments for a predetermined date each month. Automatic loan payments can be established for the regular monthly payment, additional amounts toward principal, or a fixed payment.



## 1.f Regular Monthly

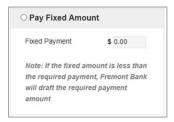


The Pay Regular Monthly option is for recurring monthly payments of the current amount due on the loan. The optional Additional Principal field is available to make an additional recurring monthly payment to outstanding principal.



## **Automatic Loan Payment (cont.)**

#### 2.f Fixed Amount



The Pay Fixed Amount option is for recurring monthly payments of a fixed amount on the loan. If the fixed amount is less than the required payment, Fremont Bank will draft the required payment amount.

#### **Automatic Payment Date**



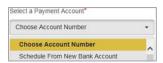
The Automatic Payment Date is the available day(s) that automatic monthly payments can be made on the loan. If the Automatic Payment Date falls on a weekend or holiday, the payment will be processed on the next business day.

## 4.f Start Month



The Automatic Payment Start Month is the available month(s) that automatic monthly payments can start on the loan.

#### **Payment Account**



Select the dropdown to choose a payment account. Previously added payment accounts and Fremont Bank checking/savings accounts are displayed. To add a new payment account, select "Schedule from New Bank Account", click submit, and then enter the payment account information.



## **Manage Bank Accounts**

The Manage Bank Accounts section can be used to add or delete payment accounts for easy access when making payments.



### 1.g Bank Account Information



Bank Account Information for payment accounts. The following bank account information is included:

- Name on Bank Account
- Routing #

- Account #
- Account Type

## Manage Bank Account

View Payment Information | Transaction History | Manage Bank Account

The Manage Bank Account link is located at the top right of payment screens.

#### 3.g Delete

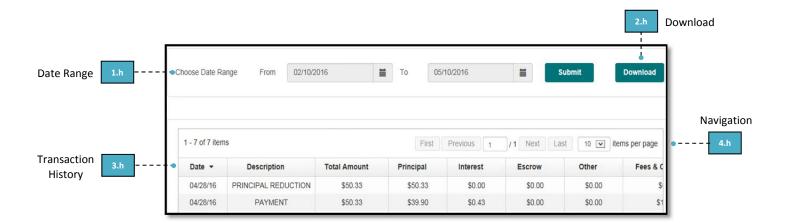


Bank account information can be deleted by clicking on the delete icon and confirming the delete request.



New accounts can be added when making a payment by selecting the "Schedule from New Bank Account" option under the Payment Account dropdown.

## **Transaction History**



## 1.h Date Range



Enter the date range of the desired transaction history and click the Submit button to view the selected transaction history.

#### 2.h Download

Download

Click on the Download button for a printer friendly downloadable view of the selected transaction history.

#### 3.h Transaction History

Date	Description	Total Amount	Principal	Interest	Escrow	Other	Fees & Charges	Principal Balance
04/28/16	PAYMENT	-\$100.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$160.21

The following transaction history is included:

Date • Principal
• Description • Interest
• Total Amount • Escrow

- Other
- Fees & ChargesPrincipal Balance

## 4.h Navigation

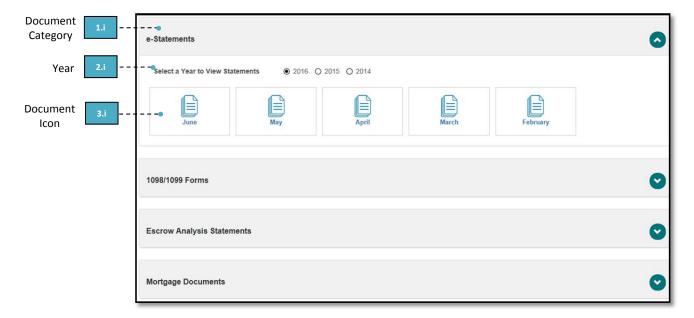


Scroll through transaction history using the navigation in the top right corner.



## **Statements/Documents**

View electronic statements for loan accounts enrolled in e-Statements, year-end tax forms, escrow analysis statements, and important mortgage documents.



#### 1.i Document Category



Click on the cicon to view documents in each category. The document categories are as follows:

- Monthly Billing Statements
- 1098/1099 Forms

- Escrow Analysis Statements
- Mortgage Documents



## **Statements/Documents (cont.)**

2.i

#### Year

Click on the desired year to view documents for that time period. Categories which include three years of history are as follows:

- Monthly Billing Statements
- 1098/1099 Forms

Escrow Analysis Statements



#### **Document Icon**



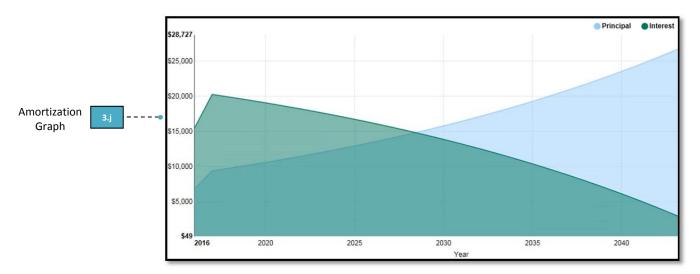
Click on the document icon to open the desired document.



## **Amortization Schedule**

The amortization schedule estimates how much of your monthly payment will go towards principal and how much towards interest. The schedule illustrates the breakdown of each payment so that the loan will be paid off at maturity.





## Current Loan Information

\$517,500.00	\$2,470.62	4.000%	03/01/46
Principal Balance	Monthly Payment	Interest Rate	Maturity Date

The amortization schedule will always begin with then current principal balance and does not include payment for taxes and insurance. Current loan information includes the following:

- Principal Balance
- Monthly Payment

- Interest Rate
- Maturity Date



## **Amortization Schedule (cont.)**

2.j

#### **Amortization Table**

Payment Period	Date	Principal	Interest	Balance
1	04/01/16	\$745.62	\$1,725.00	\$516,754.38
2	05/01/16	\$748.11	\$1,722.51	\$516,006.27
3	06/01/16	\$750.60	\$1,720.02	\$515,255.67
4	07/01/16	\$753.10	\$1,717.52	\$514,502.57
5	08/01/16	\$755.61	\$1,715.01	\$513,746.96

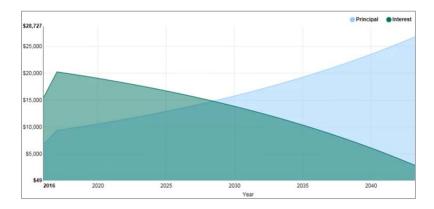
The amortization schedule shows how much of your monthly payment will go towards principal and how much towards interest. The amortization table illustrates the breakdown of each payment so that the loan will be paid off at maturity. The table includes the following:

- Payment Period (always starts at 1)
- Date
- Principal

- Interest
- Balance

3.j

#### **Amortization Graph**



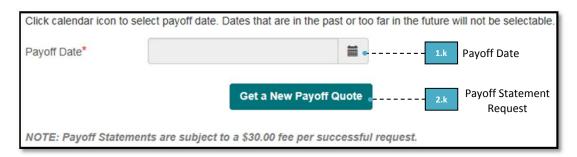
The amortization graph is a visual illustration of how much of your monthly payment will go towards principal and much towards interest each year during the term of your loan. The graph includes the following:

- Y-axis: Dollar amount of principal/interest.
- X-axis: Year; displayed in 5 year increments. Hold the cursor over the principal/interest graph lines to view an individual year.



## **Payoff Statement**

The Payoff Statement request is used to determine the amount required to pay your loan in full as of the date selected. Payoff statements are subject to a \$30.00 fee for each statement that is generated.



#### 1.k Payoff Date



Click on the calendar iii icon to select the actual or estimated payoff date. The payoff date selected cannot be more than 30 days in the future. Payoff days that are not available are greyed out.

#### 2.k Payoff Statement Request

Get a New Payoff Quote

Click the "Get a New Payoff Quote" button to get a payoff statement for the date selected. Not all loans are eligible for online payoff statements; you may be directed to contact customer service for assistance.



## **Contact Details**

The Contact Details section can be used to keep your contact information current to ensure important communications about your loan are delivered to the correct location.





1.1 Navigation



Click the Settings icon@and select "Update Contact Details" to view or edit your contact information on the loan. The Contact Details page can also be accessed from Quick Links.

2.1 Mailing Address



The Mailing Address section shows the current mailing address associated with the loan. The Mailing Address fields are editable. Changes only apply to the loan you are currently viewing, other loans and accounts will need to be changed independently.



## **Contact Details (cont.)**

3.1 Contact Number



The Contact Number section shows the current contact number associated with the loan. The Contact Number fields are editable. Changes only apply to the loan you are currently viewing, other loans and accounts will need to be changed independently. The Primary Contact number must be a mobile number to receive text alerts.

4.1 Email Address

Email*	loanservicingplatform@demo.com	Confirm Email*	loanservicingplatform@demo.com
--------	--------------------------------	----------------	--------------------------------

The Email Address section shows the current email address associated with the loan. The email address field is editable. Changes only apply to the loan you are currently viewing, other loans and accounts will need to be changed independently. The email address must be provided in order to enroll for e-Statements and/or to receive email alerts.

5.1 Save

Save

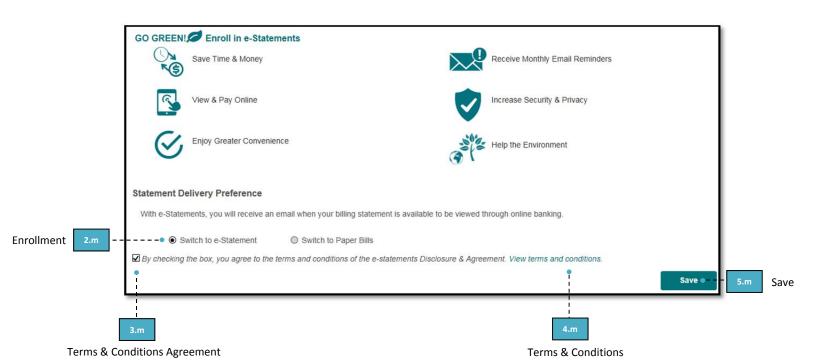
Click the Save button to save any changes made to your contact information. Changes only apply to the loan you are currently viewing, other loans and accounts will need to be changed independently.



## **Delivery Preference**

The Delivery Preference section can be used to enroll for the convenience of electronic statements. Receive an email when your billing statement is available to be viewed through online.





1.m Navigation



Click the Settings icon@and select "Delivery Preferences" to opt for e-Statements or switch to paper bills. The e-Statement page can also be accessed from Quick Links, Account Summary, and Statements/Documents.

Opt for e-Statements or switch to Paper Bills. You must have an email address in the Contact Details for enrollment. If you do not have an email address you will be directed to the Contact Details screen to enter you email address.



## **Delivery Preference (cont.)**

#### **Terms & Conditions Agreement**

By checking the box, you agree to the terms and conditions

Click the box for agreement to the terms and conditions of e-Statements. The agreement box is only enabled once the terms and conditions have been opened for review.

#### **Terms & Conditions**

View terms and conditions.

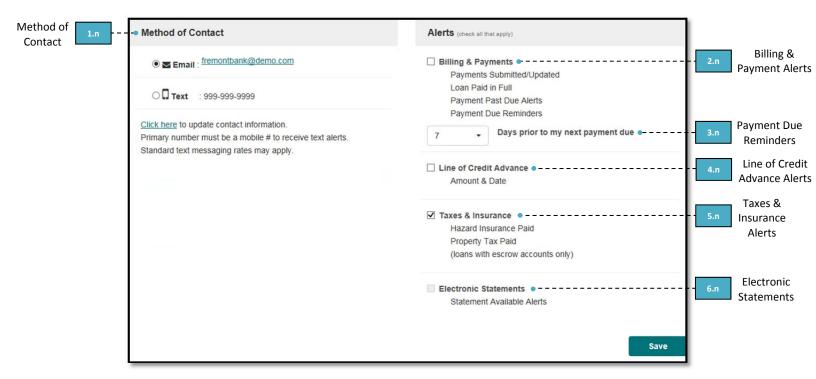
Click on the "View Terms and Conditions" link to review the Terms and Conditions of e-Statements. The agreement box is only enabled once the terms and conditions have been opened for review.



Click the Save button to finalize changes to e-Statement preferences. The Save button is only enabled once the terms and conditions have been opened for review and the terms and conditions agreement box has been checked.



### **Reminders & Alerts**



### Method of Contact



Select the preferred method of contact for alerts. Options for email or text are available; only one delivery option can be selected. You must have a valid email address or mobile phone number. Enter contact information on the Contact Details screen. Text messages are sent to the primary phone number.

#### ... Billing & Payments Alerts

☑ Billing & Payments

Payments Submitted/Updated

Loan Paid in Full

Payment Past Due Alerts

Payment Due Reminders

Select Billing & Payments Alerts to receive email or text messages for the following events:

- One-Time Loan Payment
- Scheduled Payment Modified
- Scheduled Payment Canceled
- Automatic Loan
   Payment
- Automatic Loan
   Payment Enrollment
- Automatic Loan
   Payment Modified
- Automatic Loan
   Payment Canceled
- Payment Due Reminder
- Payment Past Due Reminder
- Loan Payoff



## Reminders & Alerts (cont.)



#### **Payment Due Reminders**



Select the Payment Reminders dropdown to choose the number of days prior to your payment due date that you would like to receive an email or text reminder. The default setting is 7 days. Select "None" to disable payment reminder alerts.



#### **Line of Credit Advance Alerts**

✓ Line of Credit Advance Amount & Date

Select Line of Credit Advance alerts to receive an email or text when funds are advanced on your Home Equity Line of Credit online.



#### **Taxes & Insurance Alerts**

✓ Taxes & Insurance

Hazard Insurance Paid

Property Tax Paid

(loans with escrow accounts only)

Select the Taxes & Insurance alerts to receive an email or text when hazard insurance premiums or property taxes are paid from your escrow account.



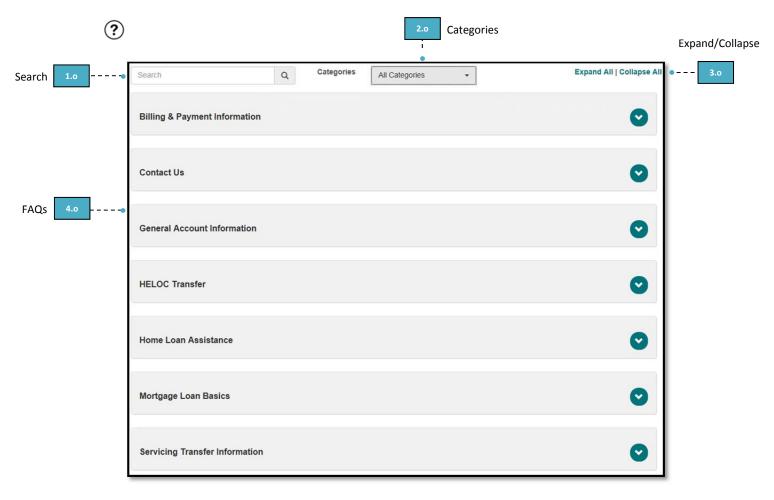
#### **Electronic Statements**

Electronic Statements
Statement Available Alerts

This is a read only section to indicate if you are enrolled to receive an e-Statement email or text when your mortgage statement is available. You cannot edit or makes changes to this section. Make changes to electronic statements in Delivery Preferences.



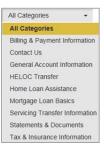
## **Frequently Asked Questions**



# 1.o Search

Search a keyword to find a specific topic. Frequently Asked Questions that include the word entered in the search query will be returned in the results.

## 2.0 Categories



Q

Click on the Categories dropdown and select a category from the list to only display Frequently Asked Questions for the category selected.



## **Frequently Asked Questions (cont.)**

3.0 Expand/Collapse

Expand All | Collapse All

Select "Expand All" to open all Frequently Asked Question categories. Select "Collapse All" to close all Frequently Asked Question categories.

4.0 FAQs

Click on the category arrow icon 

to view questions and answers. Click on the add 

and subtract 

icons to open and close the answer to a question.



### **Notifications**



#### **Notifications**



Notifications are informational notes related to your loan that can be viewed by clicking on the bell  $\square$  icon. The number of new notifications which have not yet been viewed will be indicated as a numeric value at the top of the bell icon. The following notifications are displayed (if applicable):

- One-Time Payment Submitted
- Automatic Loan Payment Submitted
- Payment Due Reminder
- Payment Past Due Reminder
- Monthly Statement Available
- Hazard Insurance Premium Paid

- 1098/1099 Tax Form Available
- Tax Installment Paid
- Home Equity Line of Credit Frozen
- Adjustable Rate Mortgage Rate Change
- Home Equity Line of Credit Funds Advanced

#### Close



Notifications can be closed individually by clicking on the  $\times$  icon next to the message. Notifications will display for 15 days from the date of the initial notification if they are not closed.

#### Clear All

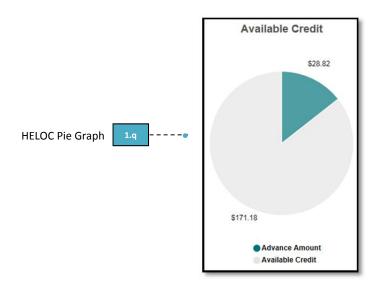
#### Clear All

All listed notifications can be cleared out by clicking on the cleared messages will no longer display but notifications for future loan notes will trigger a new message.



## **Home Equity Line of Credit (HELOC)**

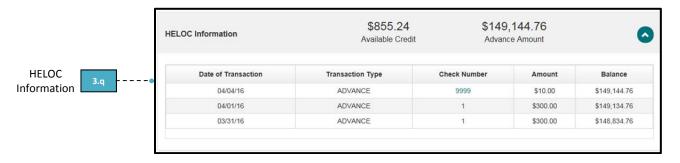
Below is information on the Loan Servicing Platform that is specific to Home Equity Lines of Credit (HELOC's).



Visual representation of the available credit and amount advanced.



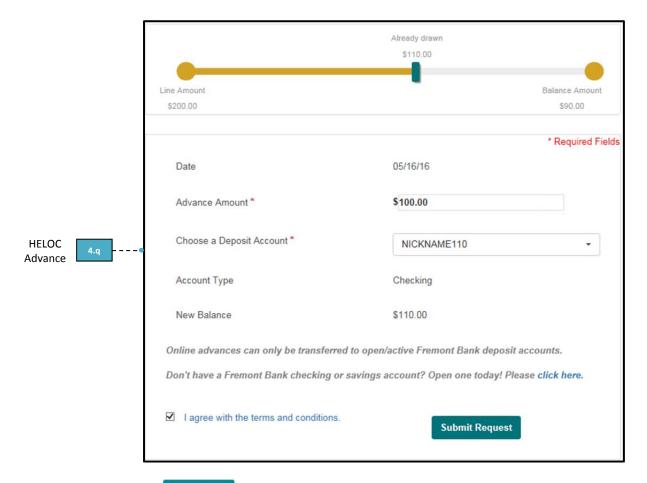
Visual representation of the current date relative to the draw period start/end date, repayment period start/end date, and maturity date.



HELOC Information is located on the Account Overview page and displays HELOC advance history. Click on the hyperlink check number to view a copy of that HELOC check.



## Home Equity Line of Credit (HELOC) (cont.)



Click on the Advance Funds button located on the Account Summary to submit a HELOC Advance Request.

Online HELOC Advances can only be made to a Fremont Bank personal checking or savings account.

Below are the steps for a HELOC Advance:

- 1) Enter the Advance Amount in the labeled field (*The meter at the top of the page is a visual representation of the credit limit, amount advance, and current balance*).
- 2) Choose a Deposit Account from the drop down, only Fremont Bank accounts will be displayed.
- 3) Open and review the terms and conditions.
- 4) Click the box to agree to the terms and conditions.
- 5) Submit Request
- 6) Review Confirmation Screen
- 7) Submit