SMARTFEES℠ ENCOMPASS360®

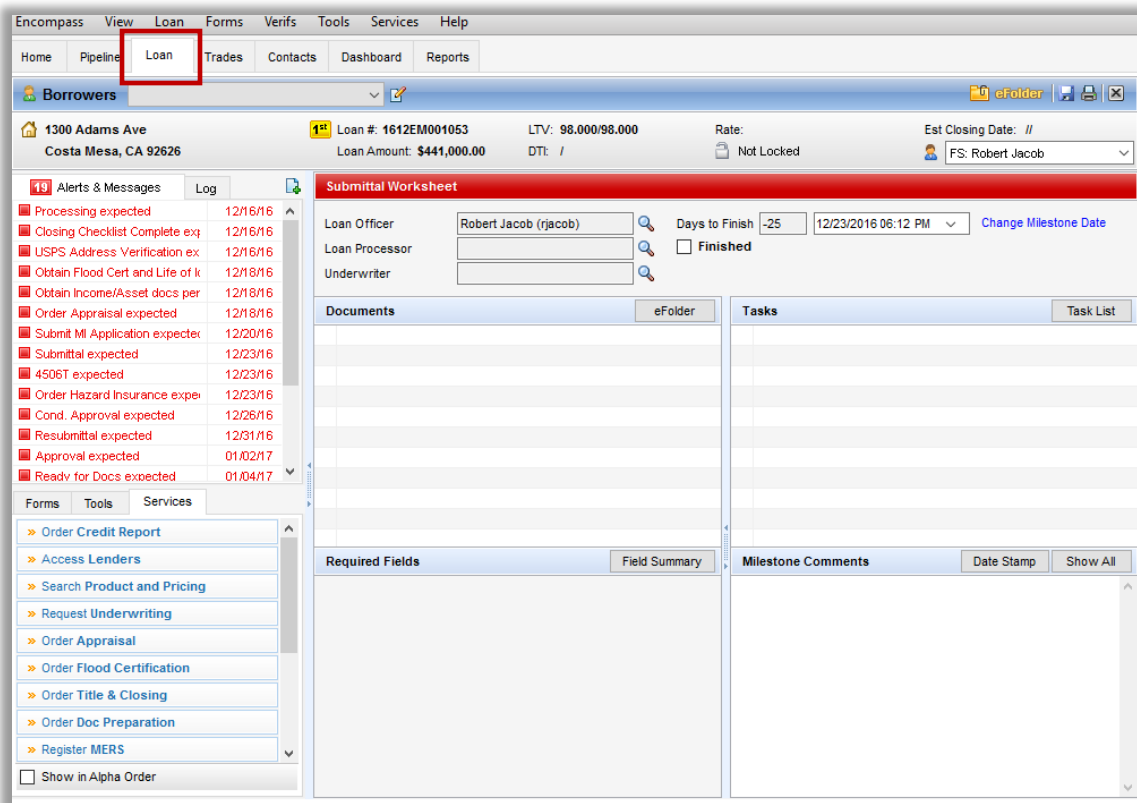## User Guide
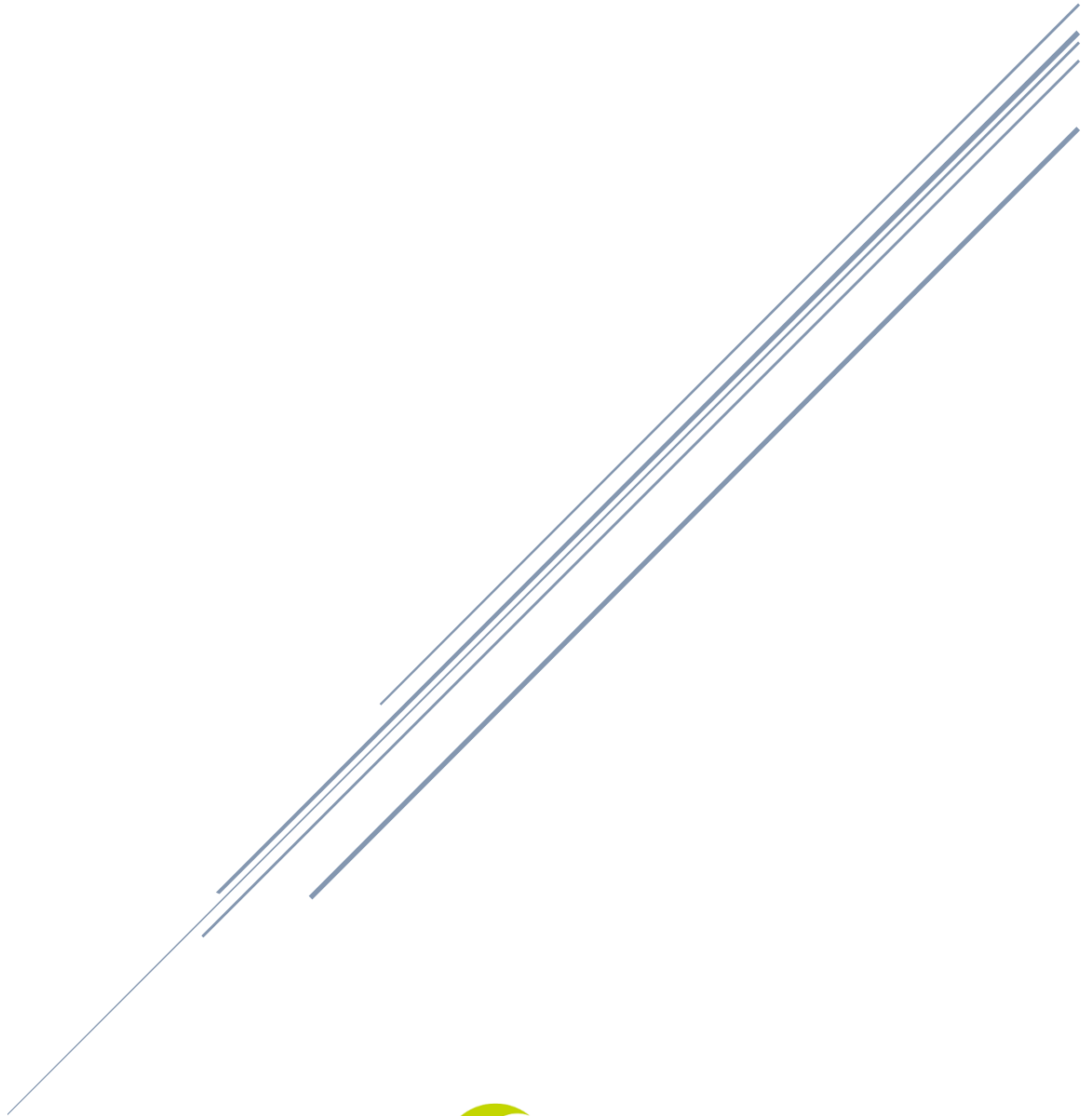
CLOSINGCORP®

CONTENTS

1   INTRODUCTION

The SmartFees℠ service is integrated with Encompass360® to provide quick and easy access to nationwide service provider data, backed by a compliance guarantee. SmartFees is used to save time and reduce tolerance violations, in order to close more loans.

2   GETTING STARTED

Access SmartFees via Encompass360

1. Access **Encompass360**
2. Create and save a loan
3. From the tab Pipeline, select a loan
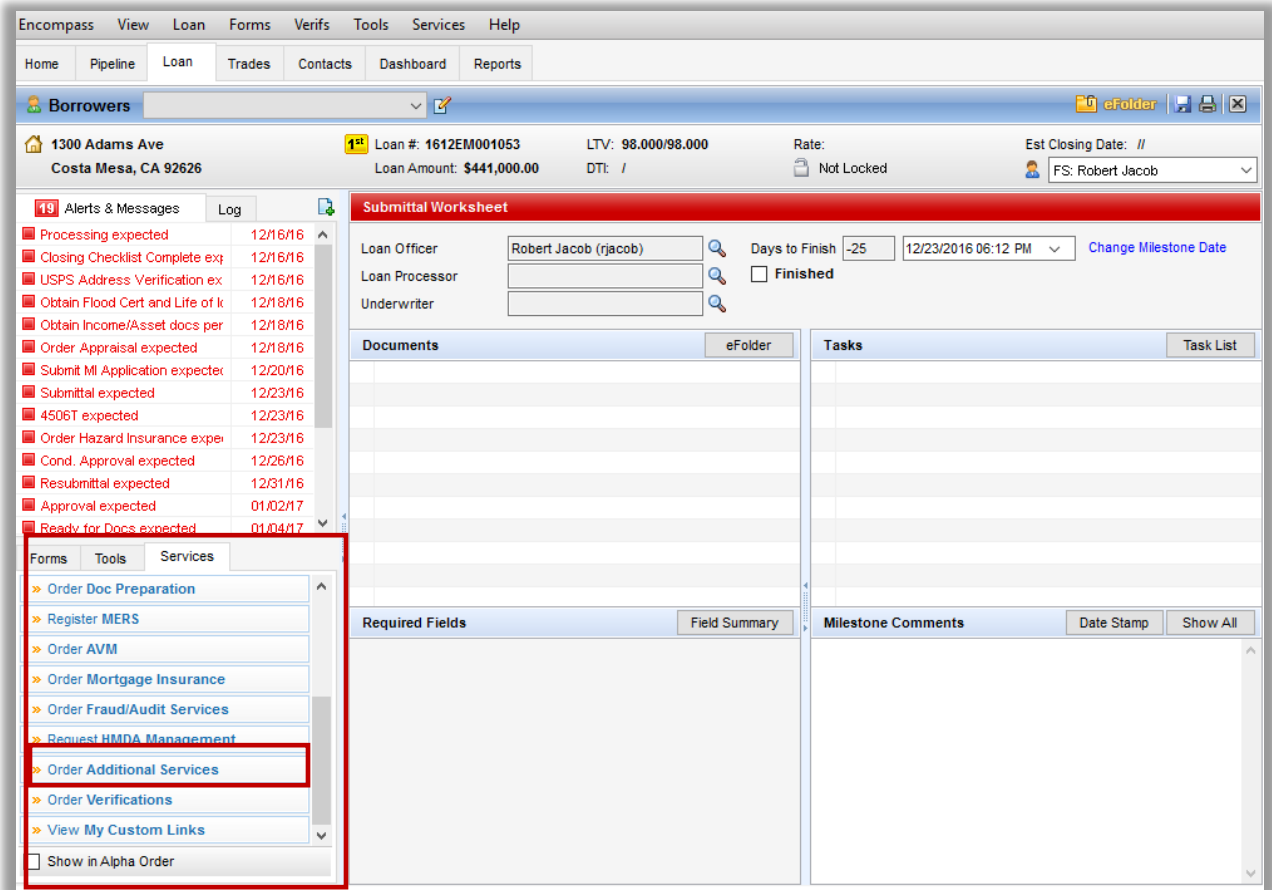4. Double-click the loan
   The Loan tab displays.

Figure 1: Encompass

5. From the left-hand side of the screen, select the tab **Services**

Figure 2: Services Tab

6. Select **Order Additional Services**
   The Additional Services window displays.

Figure 3: Additional Services Window
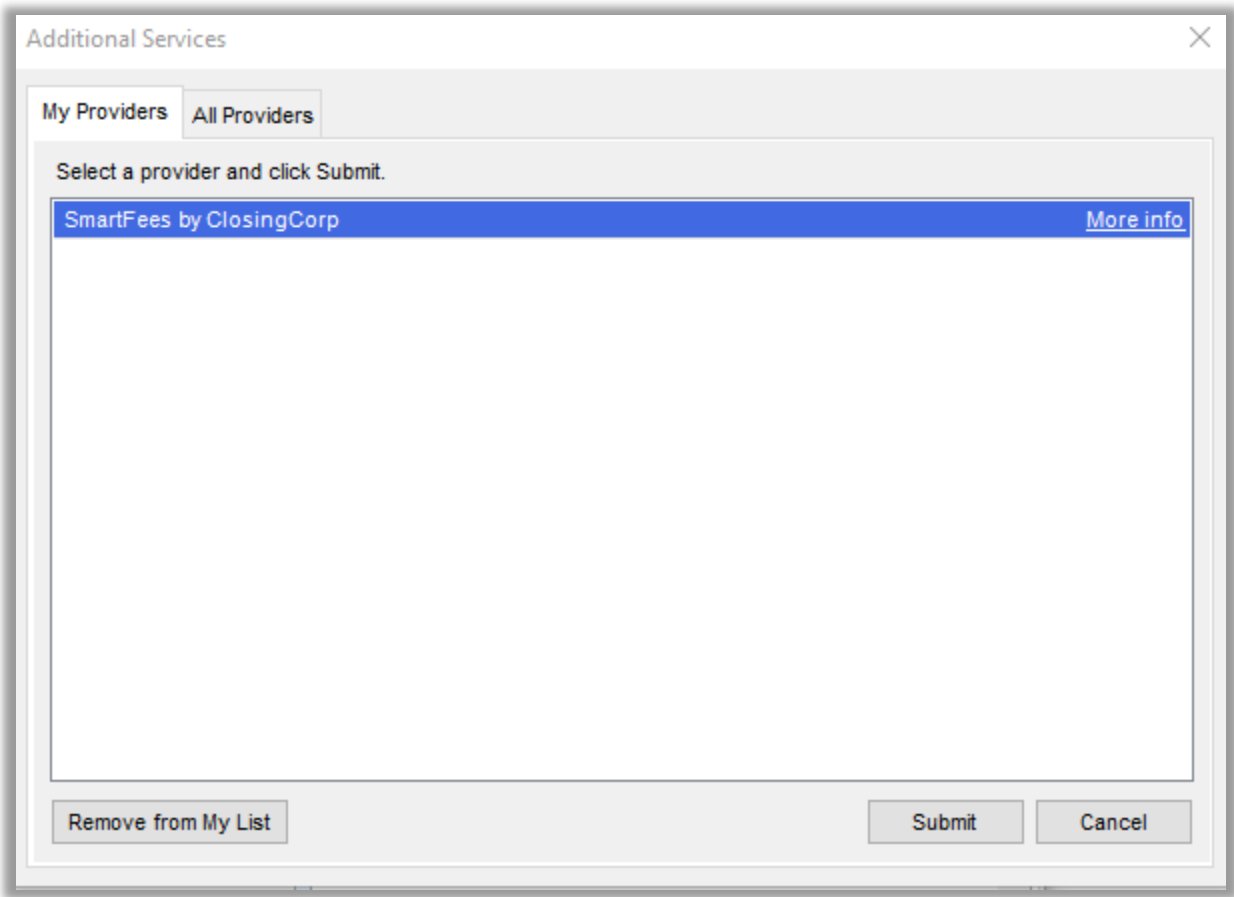
7. Select the tab **My Providers**
8. Select **SmartFees by ClosingCorp**
9. Select **Submit**

   SmartFees displays with the loan information from the Encompass360 file loaded into the File Data and Questions tabs. Typically, the Questions tab is displayed.

   (*Optional*) The SmartFees login window displays the first time accessing SmartFees.
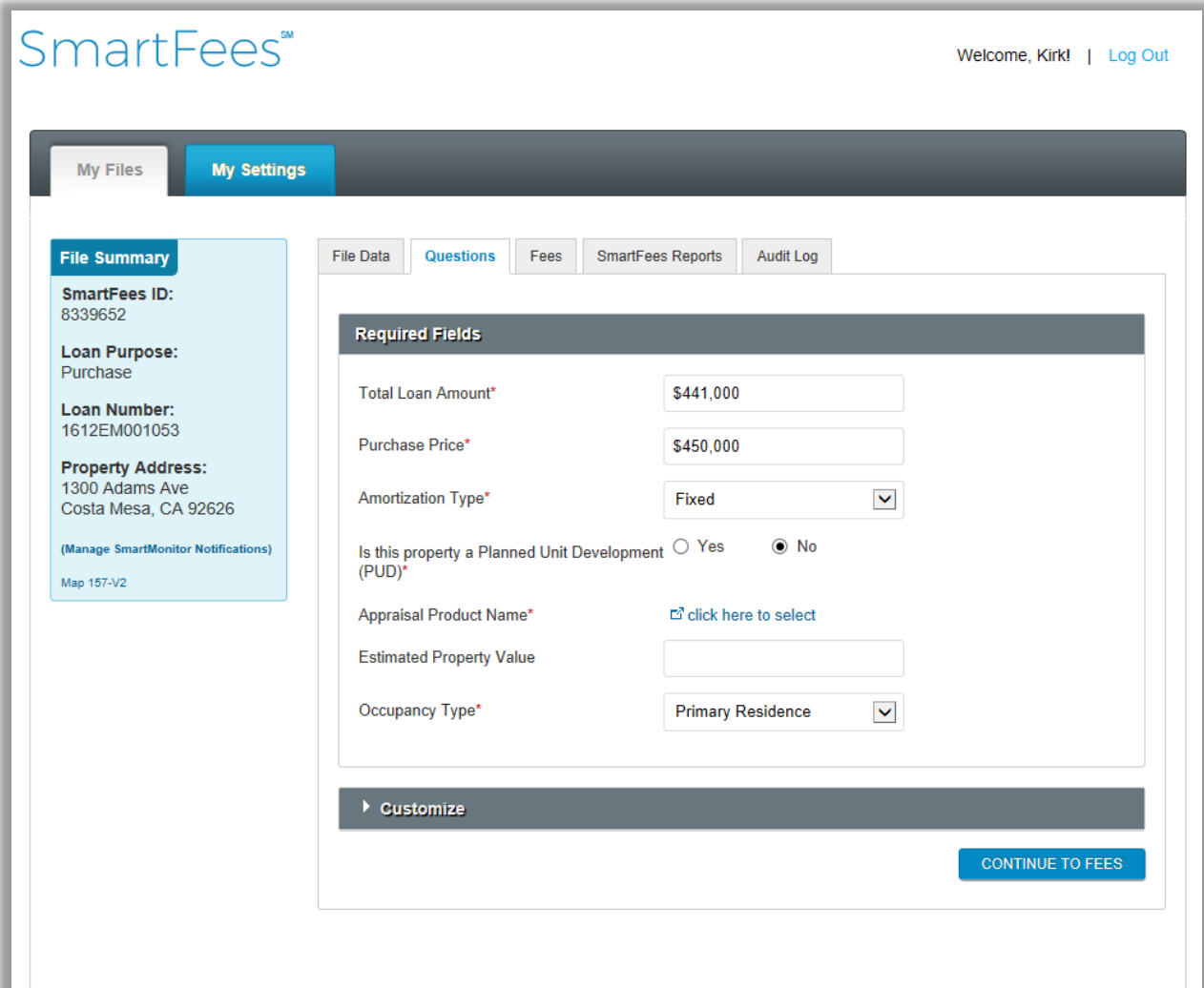
Figure 4: SmartFees Login Window

10. Enter your Username and Password

11. Select **Login**

    SmartFees displays with the loan information from the Encompass360 file loaded into the File Data and Questions tabs. Typically, the Questions tab is displayed.

Figure 5: SmartFees

3   WORKING WITH SMARTFEES

3.1   FILE DATA TAB

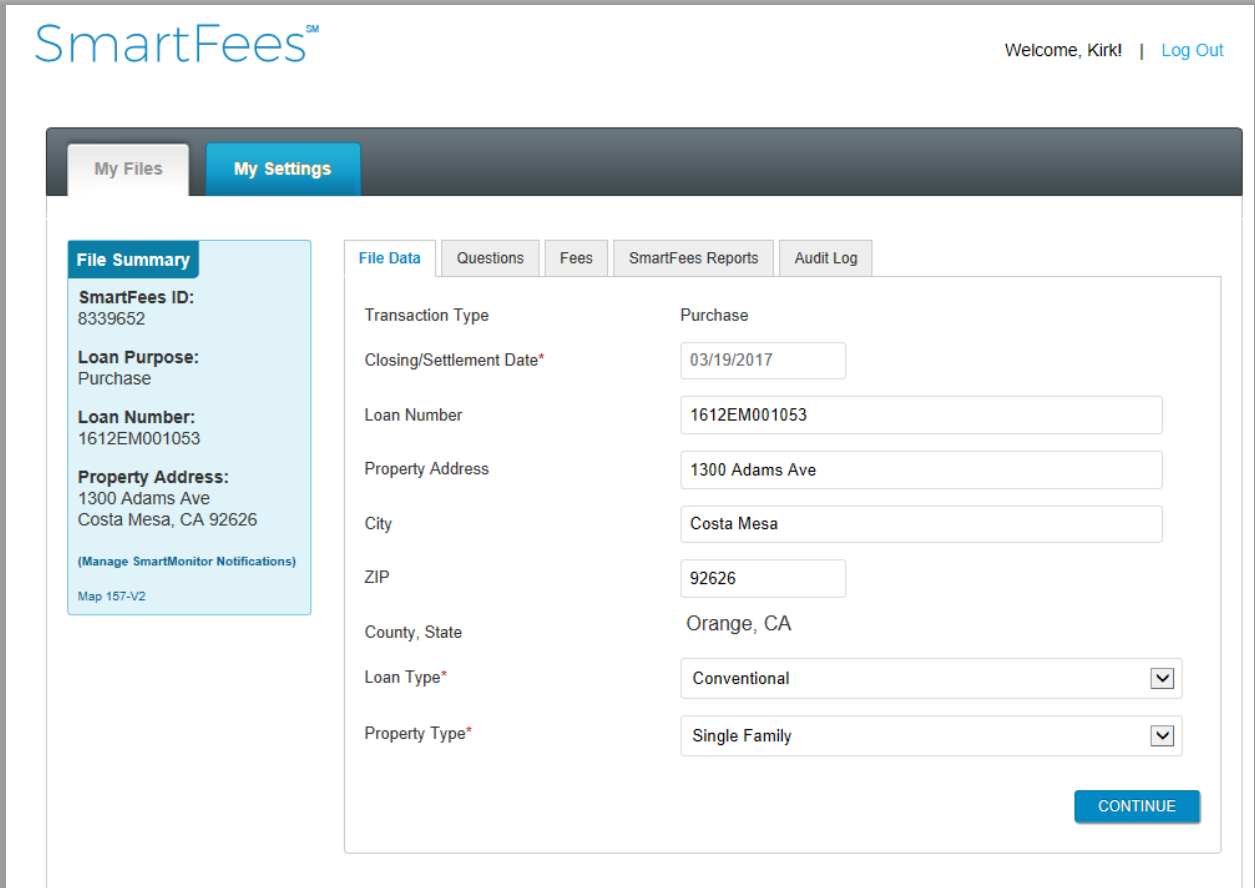The File Data tab is used to enter or verify pertinent file information within SmartFees.

Files Data Tab

1. In the text box Closing/Settlement Date, verify the date entered
   Note: The default date is 60 days out from the file creation date.
   Selecting the text box displays the calendar for selecting a new Closing/Settlement date.
2. In the text box Loan Number, verify the loan number
3. In the text box Property Address, verify the property address

4. In the text box City, verify the city
5. In the text box Zip, verify the zip code
6. From the pull-down menu Loan Type, verify the loan type
7. From the pull-down menu Property Type, verify the property type

Figure 6: File Data Tab
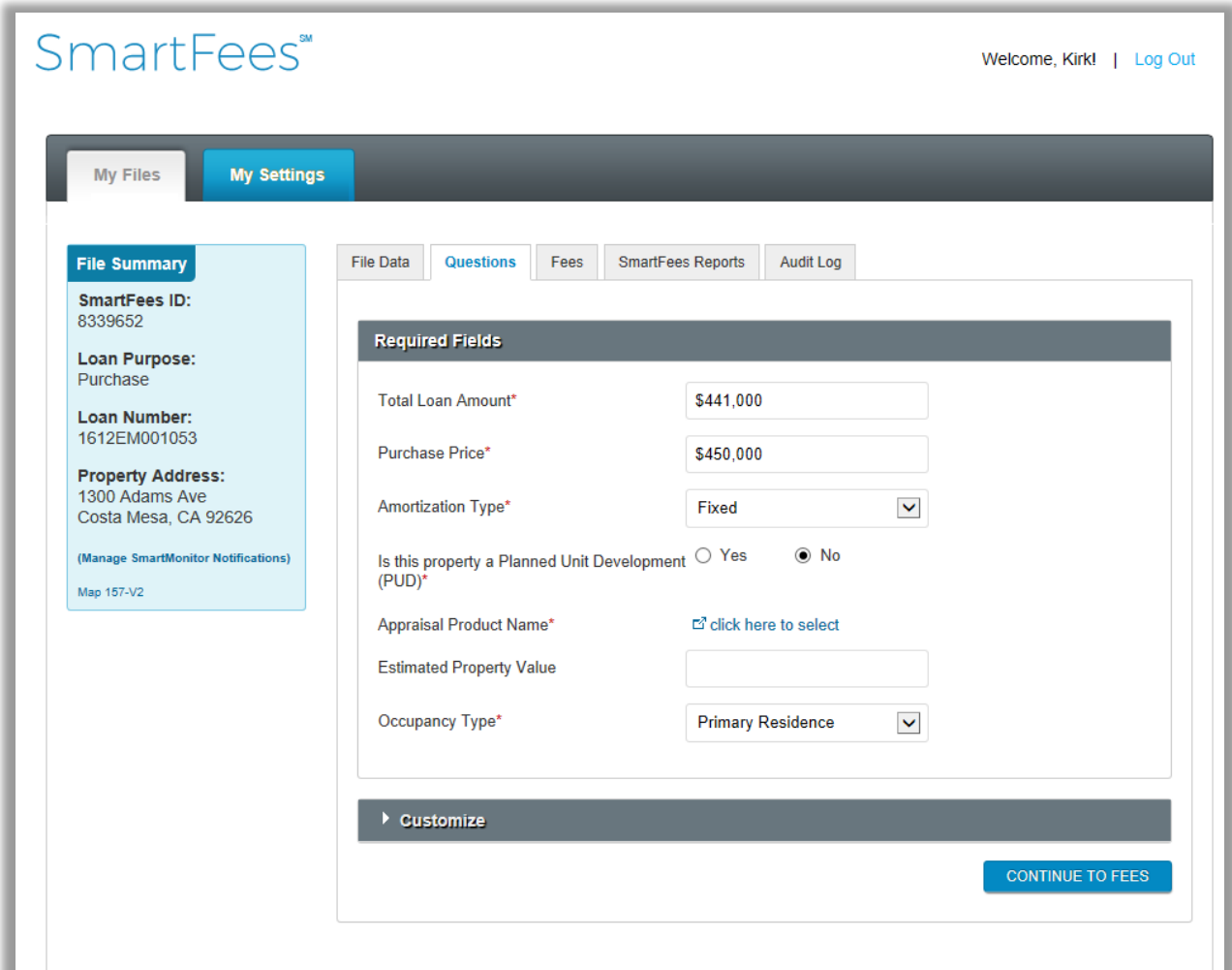

8. Select **Continue**

3.2 QUESTIONS TAB

The Questions tab is used to answer or verify questions specific to the file transaction.

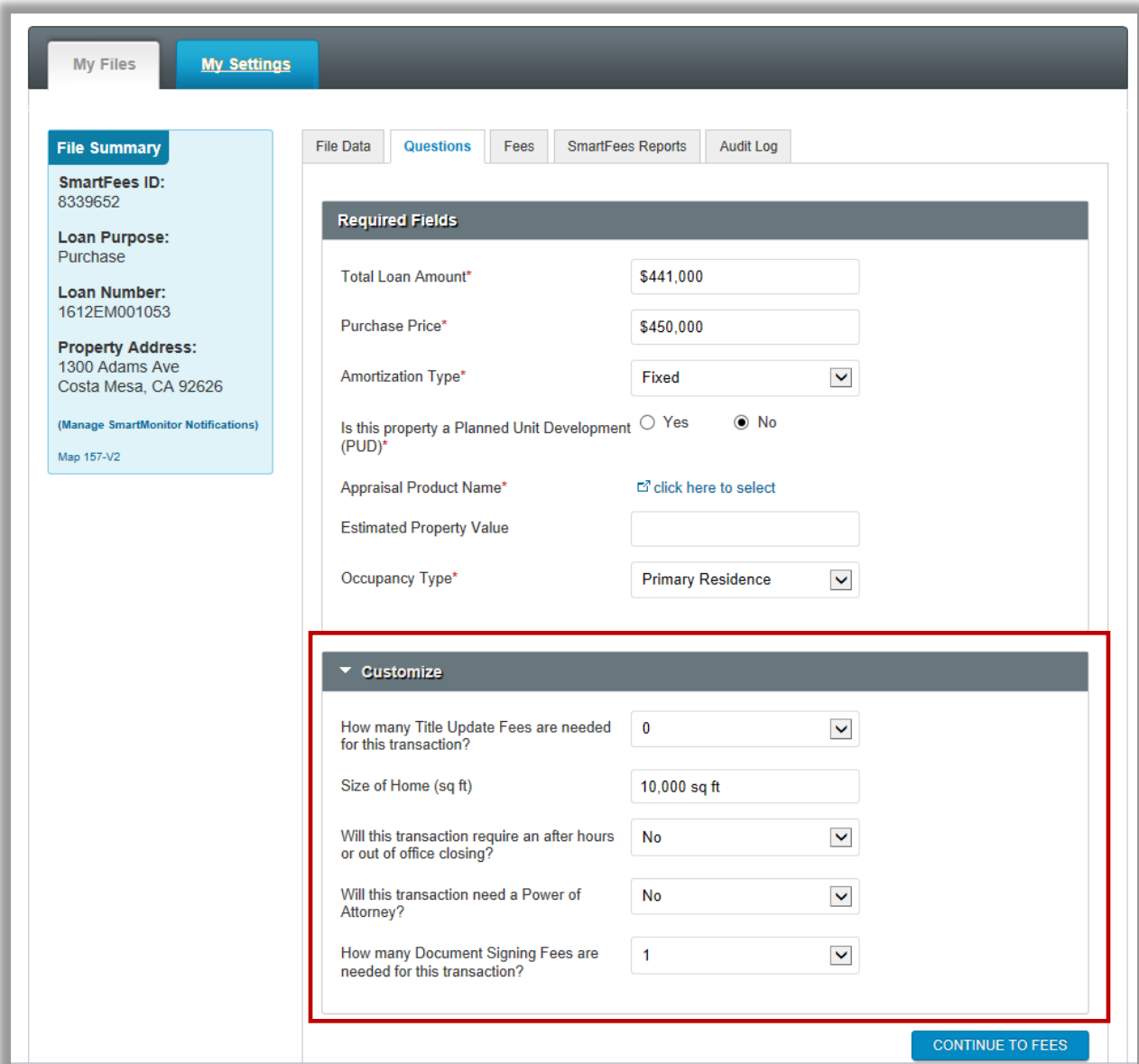**Note:** The Questions tab is contextual and not all questions will display for every loan type.

Complete the Questions Tab

1. In the text box Total Loan Amount, verify the loan amount
2. In the text box Purchase Price, verify the purchase price
   Note: This field is not applicable for Transaction Type Refinance.
3. From the pull-down Amortization Type, verify the amortization type
4. For the Planned Unit Development, verify the correct radio button is selected
5. Select an **Appraisal Product**
6. (*Optional*) In the text box Estimated Property Value, enter an estimated property value
7. From the pull-down menu Occupancy Type, verify or select an occupancy type
8. (*Optional*) To answer additional questions specific to the file transaction and taxing authority, select **Customize**
   Note: The Customize section displays with additional questions and default answers. If updating an answer, ensure to answer as accurately as possible, as the data entered here relates directly

to the calculations for the file transactions, only answer the questions that are applicable to the loan being processed.
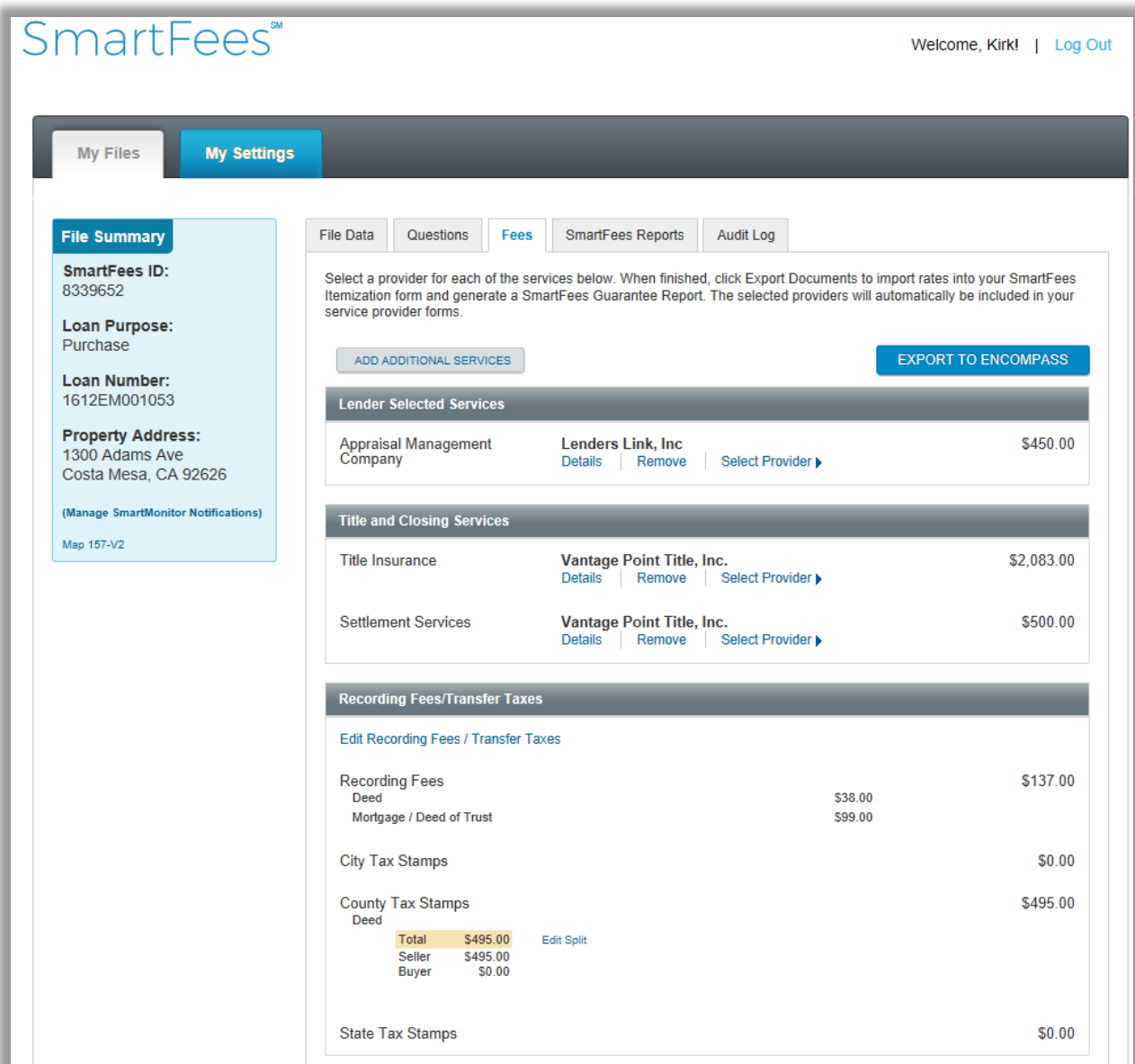
Figure 8: Customize

9. When complete, select **Continue To Fees**

3.3 FEES TAB

The Fees tab is used to view provider details and add additional fees as necessary. The providers that display are based on the application's configuration.

Note: Providers displayed on the Fees tab have been automatically selected based on the transaction type. Additional fees may be added as needed.
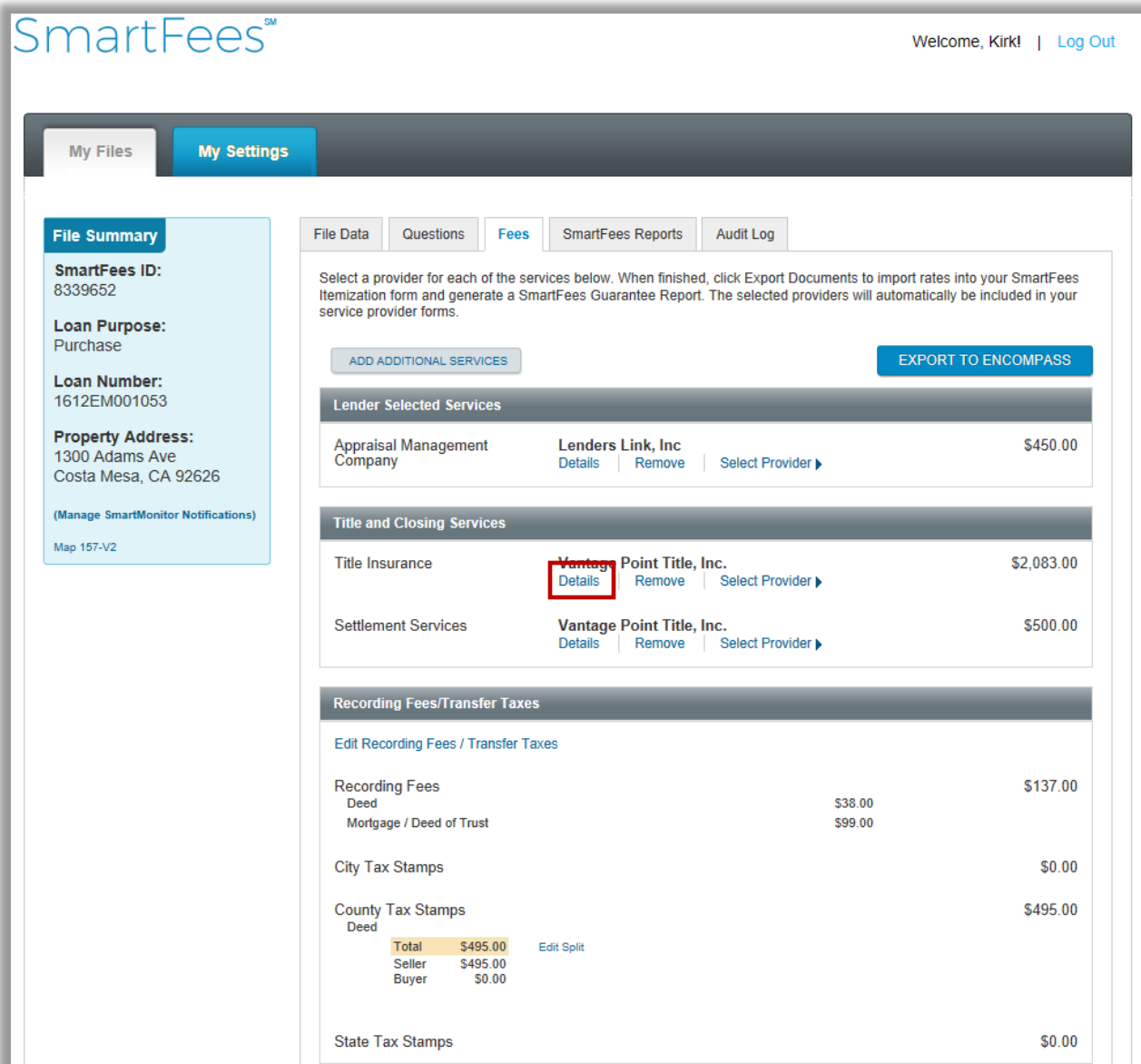
Figure 9: Fees Tab

3.3.1 UPDATE PROVIDER DETAILS

A service provider's details may be modified to add additional fees or endorsements.

Update the Provider Details

1. From the tab Fees, select a **Service Provider**

Figure 10: Fees Tab

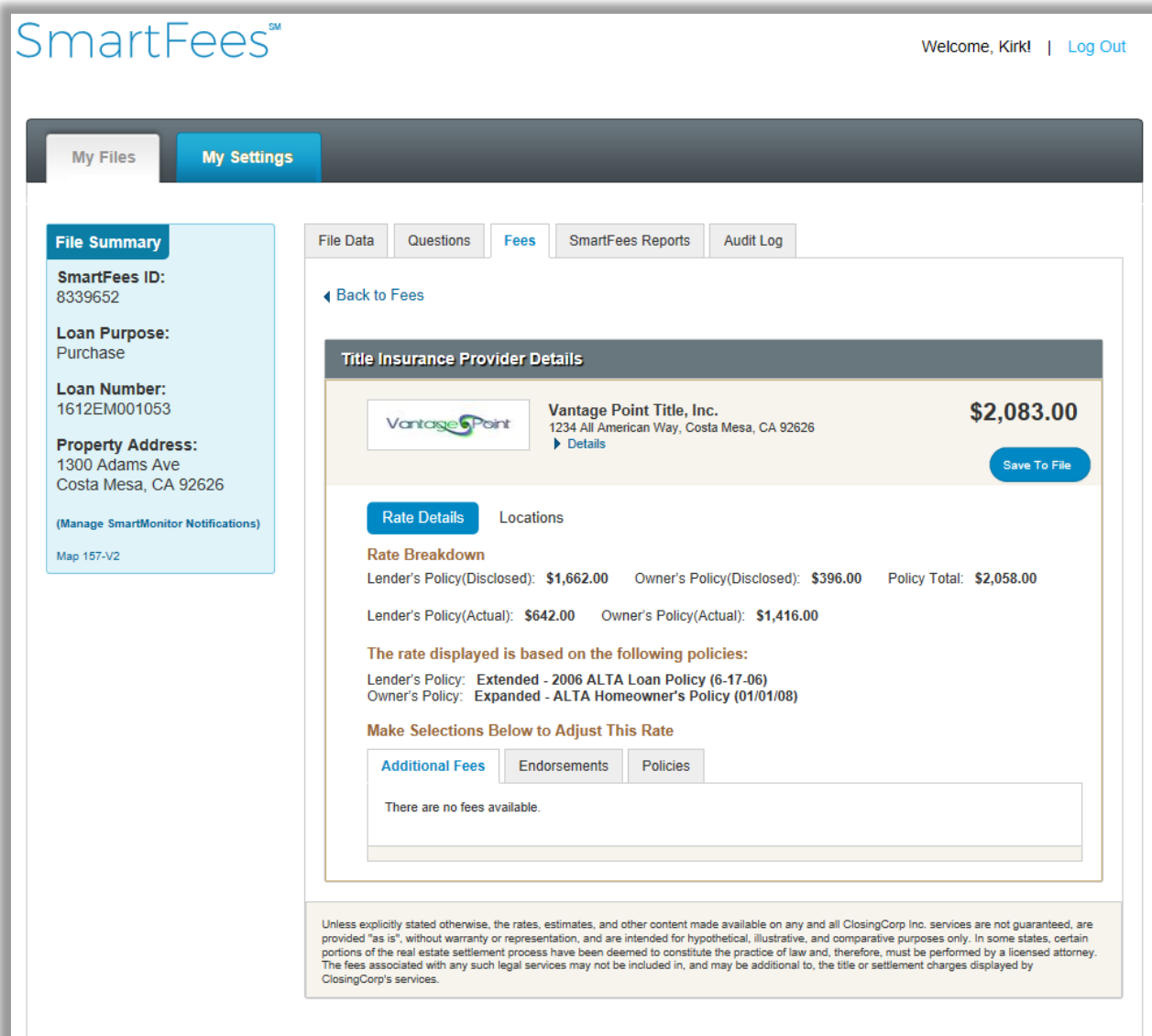2. Select the link **Details**

   The provider details display.

   The TRID disclosure Title Premiums Policy premium and the Simultaneous Issuance Applicable premiums display.

   The premiums for the guarantee are the disclosed values; the actual values are provided as an aid for calculating the other representations needed.

   Note: Transactions that don't have Simultaneous Issuance Applicable premiums display both sets of premiums, however the values are the same.

Figure 11: Title Insurance Provider Details

3. From the Rate Details, select the tab **Additional Fees**
4. To add additional fees, select the check box next to any additional fees
5. Select the tab **Endorsements**

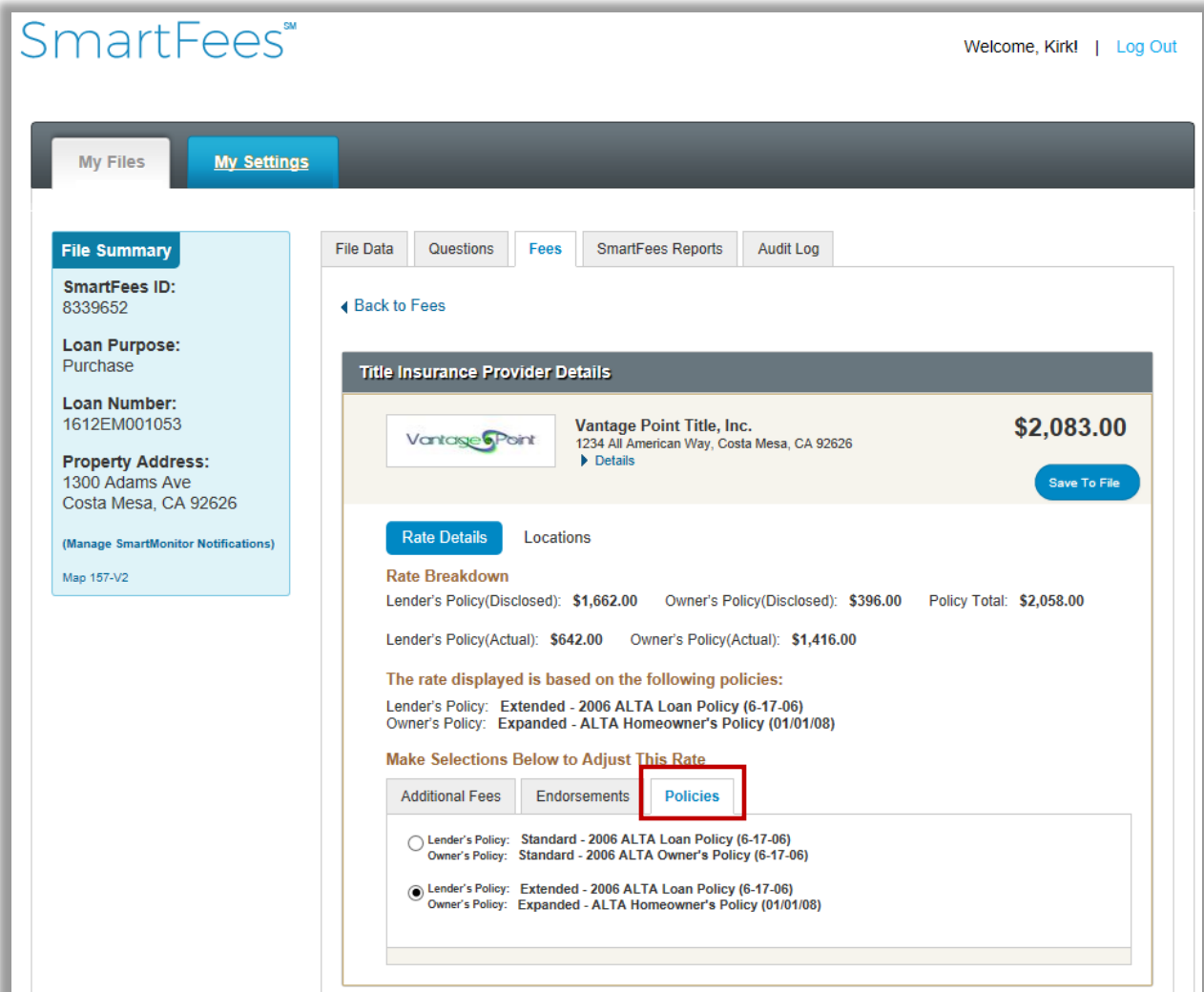6. To add additional endorsements, select the check box next to any additional endorsements
7. Select the tab **Policies**

Figure 13: Policies Tab

8. Update the policy, by selecting an alternate radio button
9. Select **Save To File**
   The Fees tab is updated accordingly.
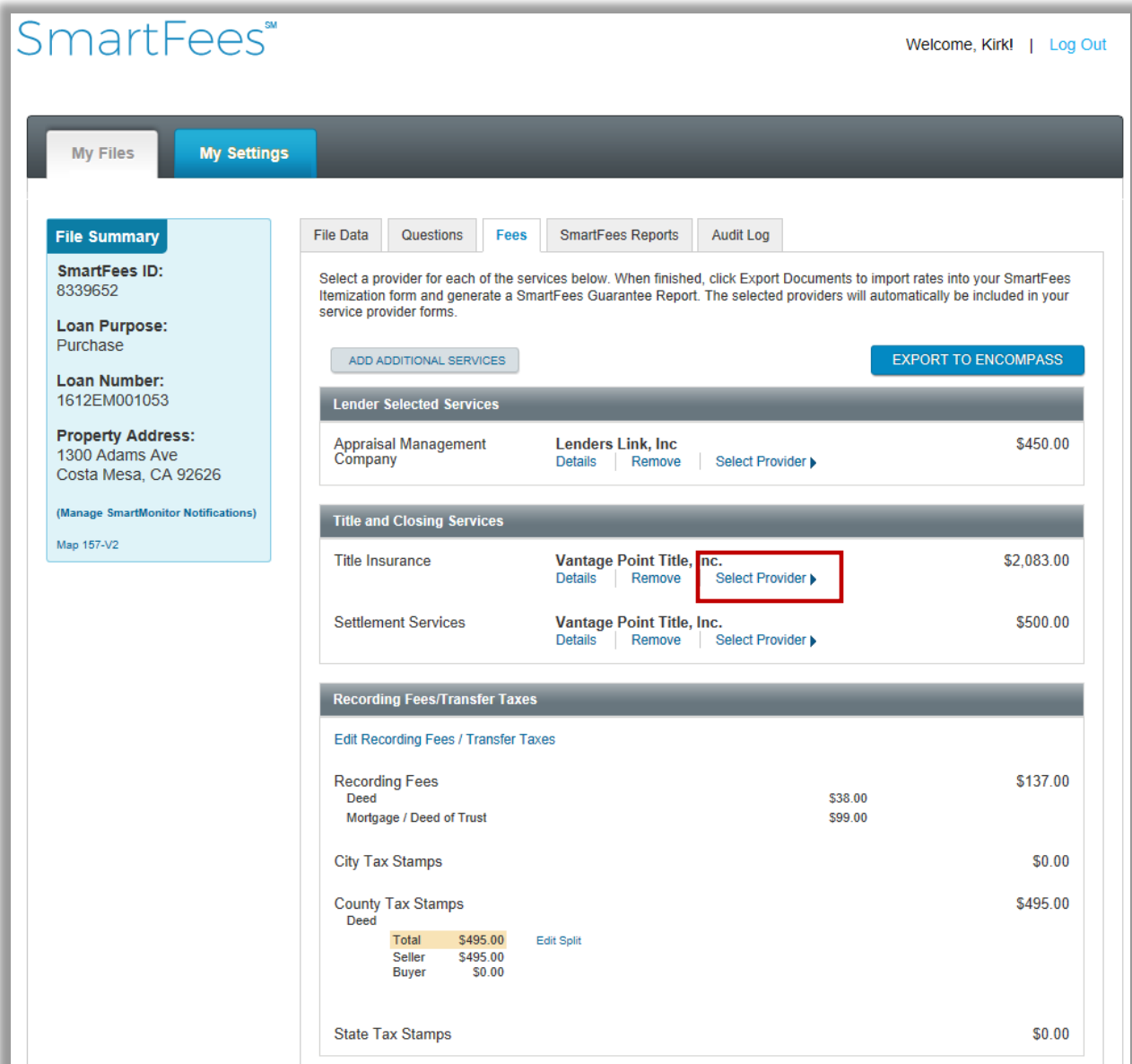
3.3.2 PRE-SELECTED PROVIDER

The Fees tab is populated with pre-selected providers based on the application's configuration. Pre-selected providers are either providers that are in a company's preferred network or based on the company's business practices.

Change a Pre-Selected Provider

1. From the tab Fees, select a service

Figure 14: Fees Tab

2. Select the link **Select Provider**
A list of providers for the fee displays.
Note: The Providers page contains a list of providers; 15 providers are displayed per page. If there are more than 15 providers, additional pages display for accessing the additional providers.

3. (*Optional*) From the pull-down menu Sort By, select a sort order
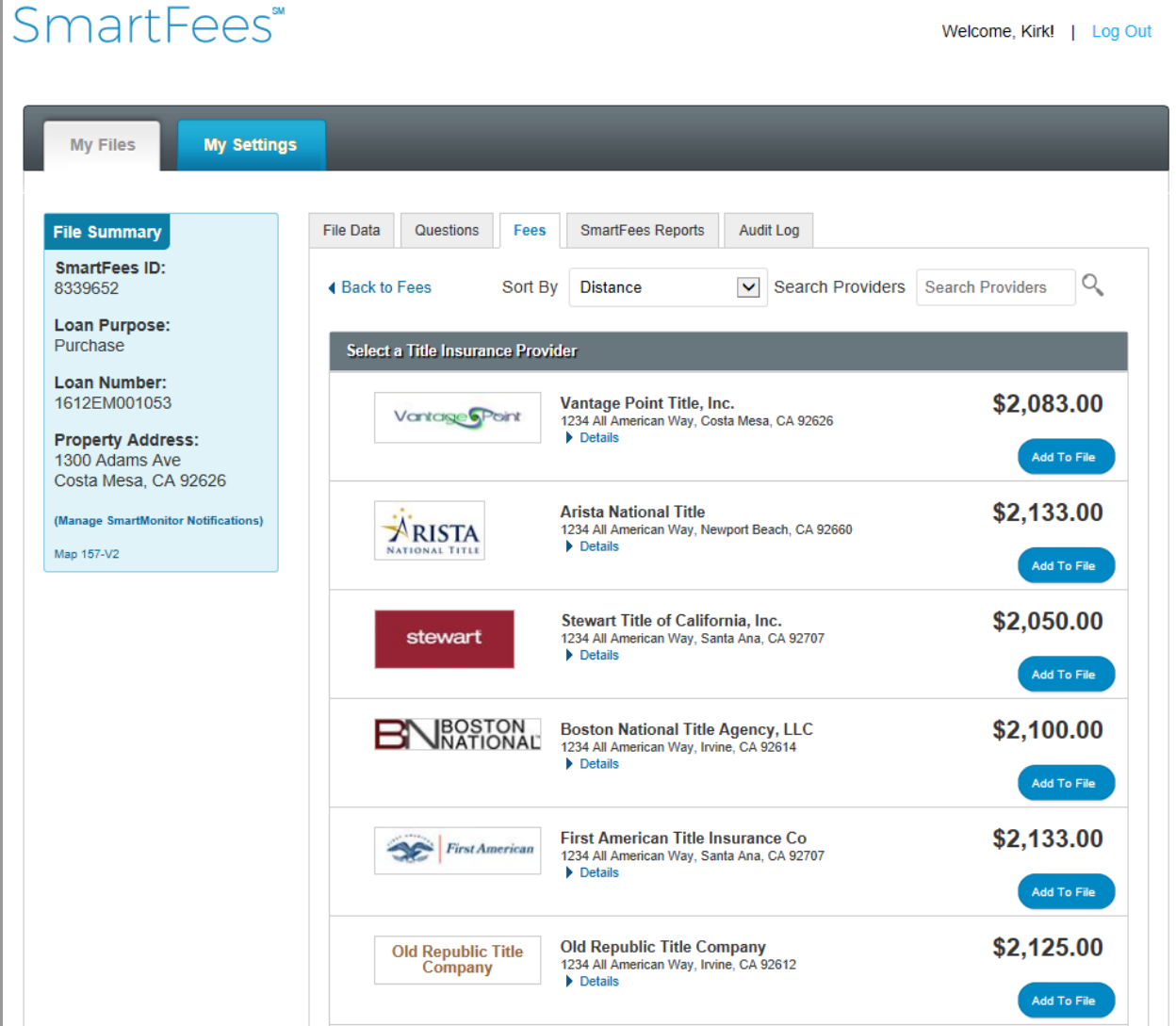
   The provider list is updated.

   a. Location: Providers are sorted based on their location from the property address.

   b. Name: Providers are sorted alphabetically by their name.

   c. Rate (highest to lowest): Providers are sorted by their fee; highest to lowest.

   d. Rate (lowest to highest): Providers are sorted by their fee; lowest to highest.

4. (*Optional*) From the text box Search Providers, enter a search criteria

   Note: The Search Providers is a smart search and will begin displaying matching criteria as the user enters data.

5. From the Provider list, select a **Provider**

6. Select **Add To File**

3.3.3 ADD ADDITIONAL SERVICES

The Add Additional Services feature is used to add services to the loan file

Figure 16: Add Additional Services

Add an Additional Service

1. From the tab Fees, select **Add Additional Services**

   A dialog box displays for selecting an additional service.
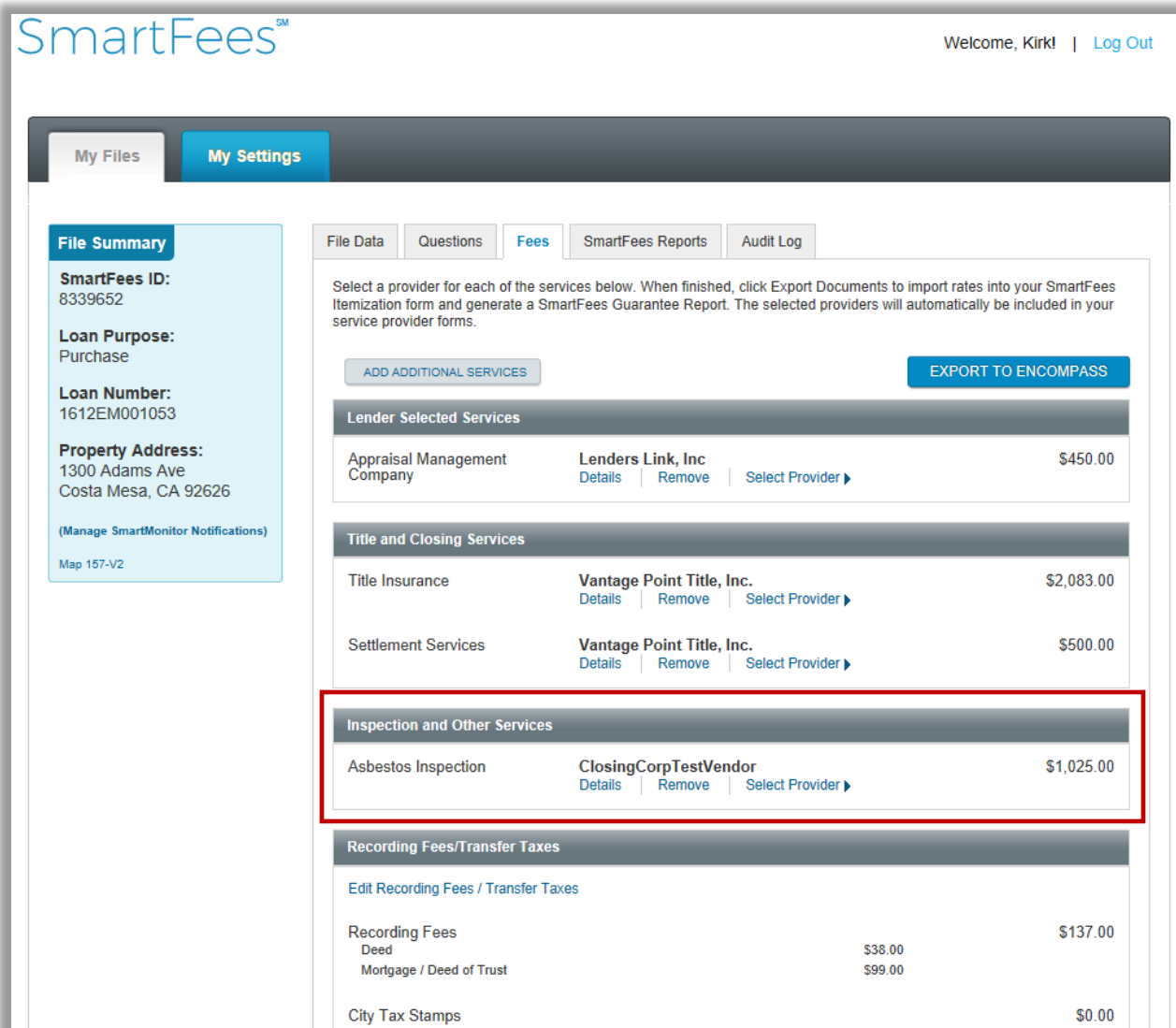
2. Select a service from the list
3. Select the button **Select Provider**
   The service is added to the Fees tab.
   Note: If the additional service was added after the data was uploaded to the Encompass LOS or the SmartFees Report was created; data must be uploaded again and a new SmartFees Report needs to be created.

Figure 18: Additional Services

3.3.4 RECORDING FEES/TRANSFER TAXES

Recording Fees/Transfer Taxes may be modified, if additional fees for documents need to be added or the Transfer Tax split needs to be modified.

Update the Recording Fees/Transfer Taxes

1. From the tab Fees, select **Recording Fees/Transfer Taxes**

Figure 19: Recording Fees/Transfer Taxes

2. Select **Edit Recording Fees/Transfer Taxes**

   The Required Fields page displays.

3. Select **Add/Edit Additional Documents**

   The Add/Edit Additional Documents window displays.

Figure 21: Add/Edit Additional Documents

4. Select the check box for each applicable document type
5. Select **Add Documents**

   The Required Fields page is updated with the selected document(s).

Figure 22: Required Fields

6. Update the parameters for the document(s) added
   Note: The document displays with default information and changes are not required.

7. Select **Calculate**
   The Recording Fees/Transfer Taxes section is updated.

8. Select **Save To File**
    The Recording Fees/Transfer Taxes are updated on the Fees tab.
9. Select the **Export to Encompass**
    (*Optional*) Select the tab **SmartFees Reports**

3.3.4.1 EDIT SPLIT

The Edit Split feature is used to modify the tax split paid by the buyer and seller. The tax split may be locked, seller's amount may be suppressed, the buyer's percent may be modified, or elect to have the buyer pay all the taxes.

Figure 24: Edit Split

Edit Split

1. From the section Recording Fees/Transfer Taxes, select **Edit Split**
   The Buyer/Seller Split page displays.

Figure 25: Buyer/Seller Split

2. (*Optional*) To suppress the transfer tax amount paid by the seller in the section HUD Item, select the check box **Suppress Seller Paid Amounts**

3. To have 100% of the transfer taxes paid by the buyer, select **Buyer Pays All**

4. To lock the tax split, select the check box **Lock Tax Splits**
   Note: Selecting the check box locks the tax split. Further updates to the file would not alter the split.

5. Select **Save**
   The Recording Fees/Transfer Taxes section displays with the updated information.

3.4 EXPORT TO ENCOMPASS

Once the SmartFees parameters are complete import the fees back to Encompass. After the fees are exported to Encompass, access the **2015 Itemization Form** to review the fees. The 2015 Itemization Form is located on the Form tab of the Loan tab in Encompass.

Note: ClosingCorp's SmartFees typically provides fees for AMC; Title; Settlement, Inspection Services; and Recording Fees and Transfer Taxes. Ensure that your company's business practices includes procedures to ensure that fees for other categories are completed before finalizing the Loan Estimate.

Once fees are exported from SmartFees to Encompass users can:

- Flag **Paid to Type** as Affiliated for providers that are identified as Lender Affiliates
- Enable the Borrower can shop for check box to control the disclosure category fees on the Loan Estimate
- Check the APR flag per fee based on Lender preference
- Write the provider name in the To fields on the fee itemization

Lenders can control the appearance and location of fees in various ways:

- Fee names are adjustable to ensure compliance with tools, such as Mavent
- Fee destinations are configurable, e.g., move E Doc Fee to 1110
- Fees can be bundled together to accommodate the limited slots available in Encompass

Export to Encompass

1. From the tab Fees, select **Export To Encompass**
   The Export Data to Encompass page displays.

Figure 26: Fees Tab

2. When the export is complete, the Export Complete dialog box displays
3. Select **OK**

Figure 27: Export Complete

4. Return to Encompass to view the exported data and the **2015 Fee Itemization** report
5. From the Encompass tab Loan, select the tab **Forms**

6. Select **2015 Itemization**
7. (*Optional*) To control the disclosure category fees on the Loan Estimate, select the check box **Borrower can shop for**
8. (*Optional*) Select the APR flag per fee

9. (*Optional*) Enter the provider name in the **To** fields
10. (*Optional*) Select the icon next to fees to access the Fee Details window

Figure 28: Fee Details

11. (*Optional*) To indicate the provider is an affiliate, from the pull-down menu Paid to Type, select **Affiliate**

3.5 SMARTFEES REPORT
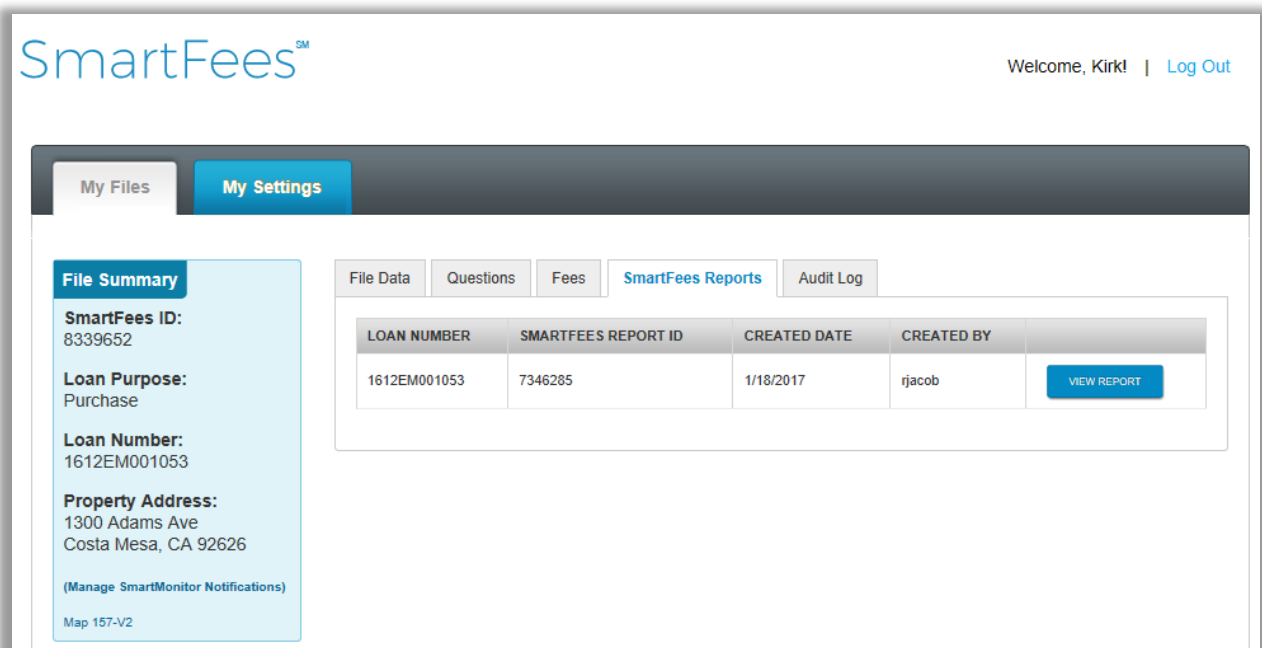
The SmartFees Report feature is used to view and print the SmartFees Compliance Certificate. The Compliance Certificate certifies the data entered in SmartFees.

View/Print the Compliance Certificate

1. Select the tab **SmartFees Reports**
2. Select the appropriate certificate

Figure 29: SmartFees Report

3. Select **View Report**
   The Compliance Certificate displays.

Figure 30: Compliance Certificate

LoanEstimate
FORMERLY SMARTGFE

COMPLIANCE CERTIFICATE

This Compliance Certificate certifies the following data as of the date hereof:

SmartGFE ID: 8339652
Loan ID: 1612EM001053
Compliance Cert. ID: 7346285
Compliance Cert. Date: 1/18/2017
Guarantee Exp. Date: 3/19/2017
Fee Map ID- Version: 157-V2

For this property:
1300 Adams Ave
Costa Mesa, CA 92626
Size of Home (sq ft): 10,000 *County Records*
Bedrooms: 5 *Default Value*
Number of Floors: 2 *Default Value*
Foundation Type: Pier/Beam *Default Value*
Property Type: Single Family *User Entered*

Year Built: 1930 *User Entered*
Bathrooms: 4.00 *Default Value*
Lot Size: 16.5 acres *County Records*

In this transaction:
Purchase Type:	Purchase
Closing Date:	3/19/2017
Purchase Price:	$450,000.00
Loan Amount:	$441,000.00
Loan Type:	Conventional
Occupancy Type:	Primary Residence
Amortization Type:	Fixed
AMC Product:	1004 Uniform Residential Appraisal Report

Planned Unit Development: No

Recording Fee and Transfer Taxes:
Rate Checked On: 1/18/2017 12:56:38 PM

Recording Fee:	$162.00
Deed:	$38.00
Release of Real Estate Lien:	$25.00
Mortgage / Deed of Trust:	$99.00
County Tax/Stamps:	$495.00
Deed:	$495.00

Recording Fee Information:
County: Orange *Default Value*
Recording Office: Orange

Deed
Number of names: 2 *Default Value*
Number of pages: 4 *Default Value*
Apply survey monument fee: Yes *Default Value*
Document is non-standard: No *Default Value*
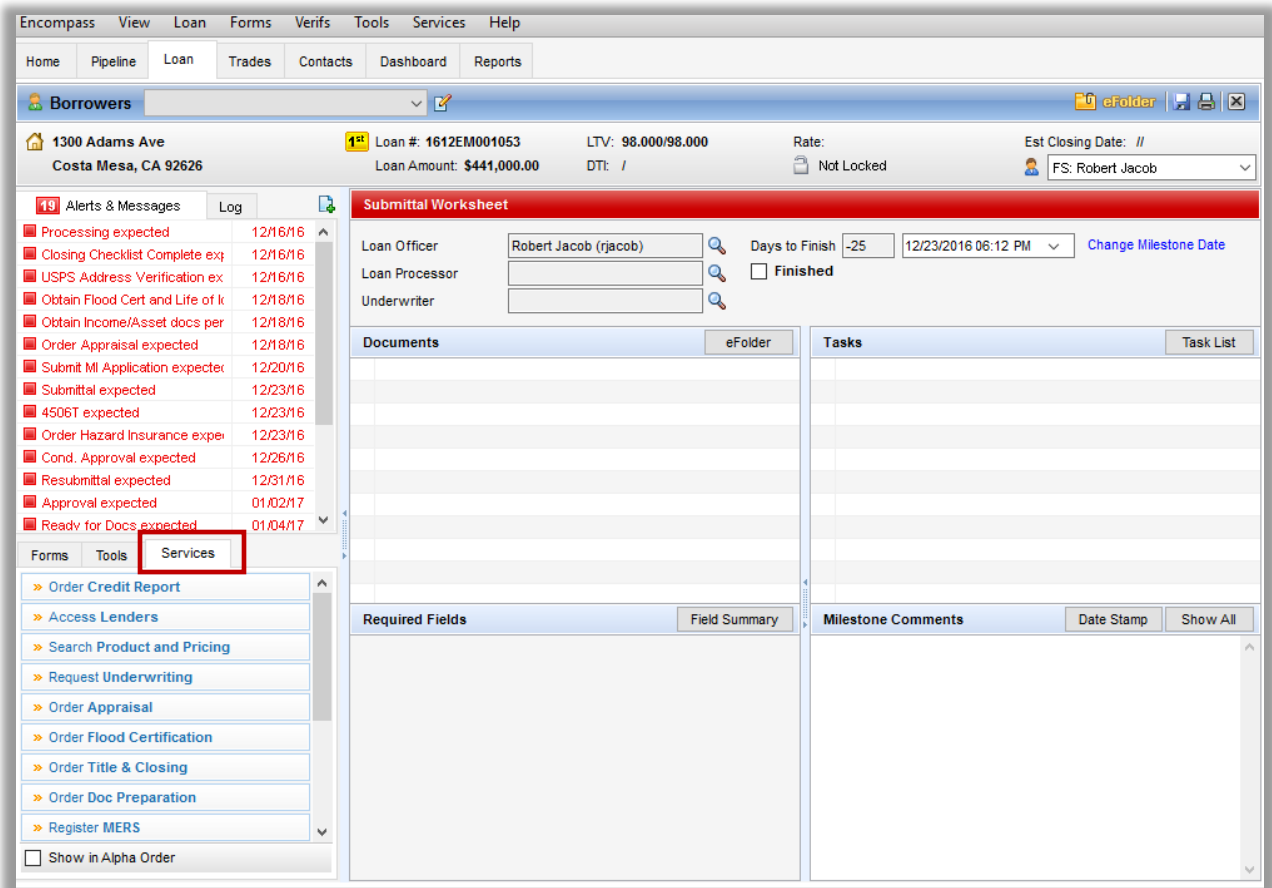Filing PCOR concurrently: Yes *Default Value*

3.6 UPDATE FILES

Loan circumstances may change and updates to the loan may be required. Make changes to the loan circumstances and upload the data to Encompass again.

Update Existing File

1. From Encompass360, select an existing file
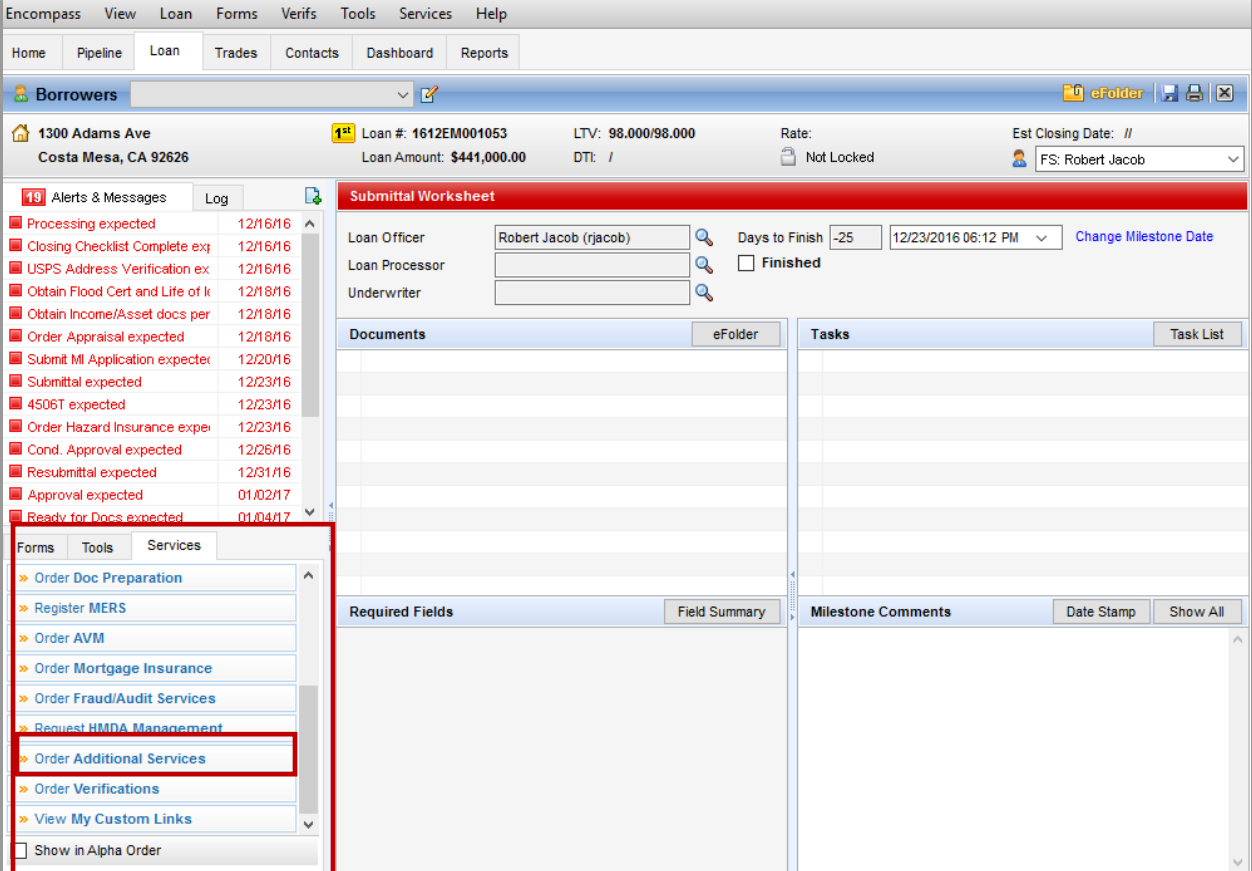
Figure 31: Encompass

2. From the left-hand side of the screen, select the tab **Services**

Figure 32: Services Tab

3. Select **Order Additional Services**

    The Additional Services window displays.

4. Select the tab **My Providers**
5. Select **SmartFees by ClosingCorp**
6. Select **Submit**

   SmartFees displays opened to the Questions tab.

Figure 34: SmartFees

7. Make modifications as applicable
8. Select the tab **Fees**

Figure 35: Fees Tab

9. Select **Export To Encompass**

Figure 36: Export Data to Encompass Page
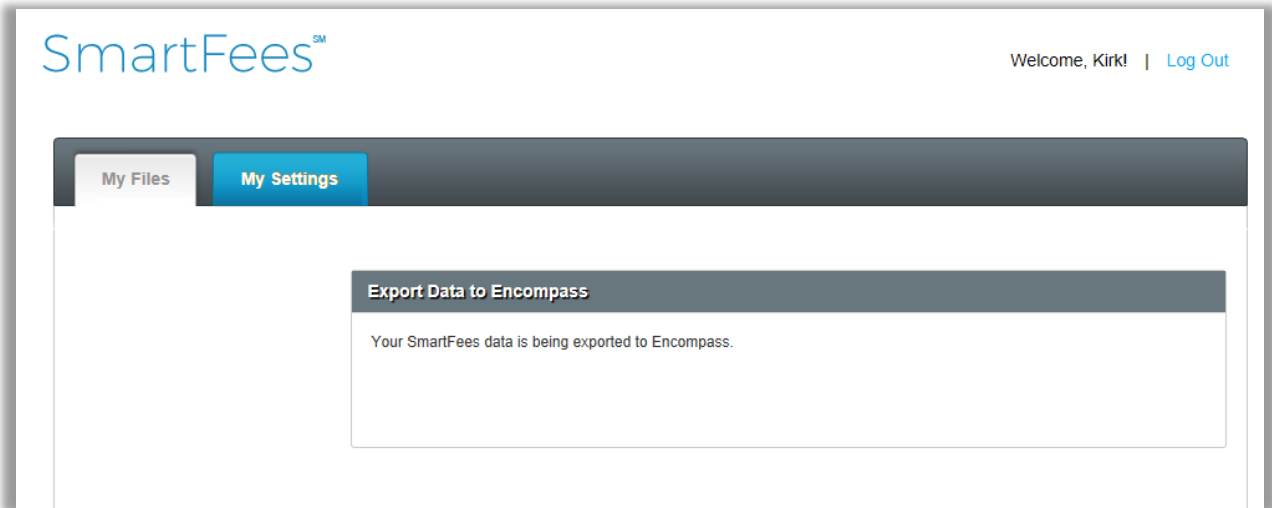
10. When the export is complete, the Export Complete dialog box displays
11. Select **OK**

Figure 37: Export Complete

12. Return to Encompass to view the updated exported data

4   PREFERENCES

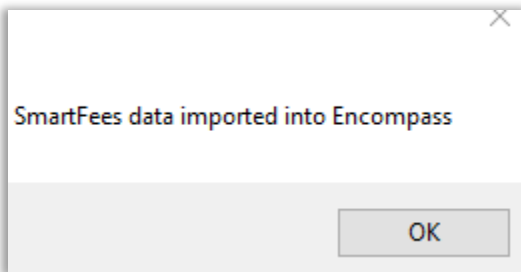The Preference feature is used to setup SmartFees preferences. Preferences are contextual based on SmartFees features and roles.

Note: Not all features are available to all users.

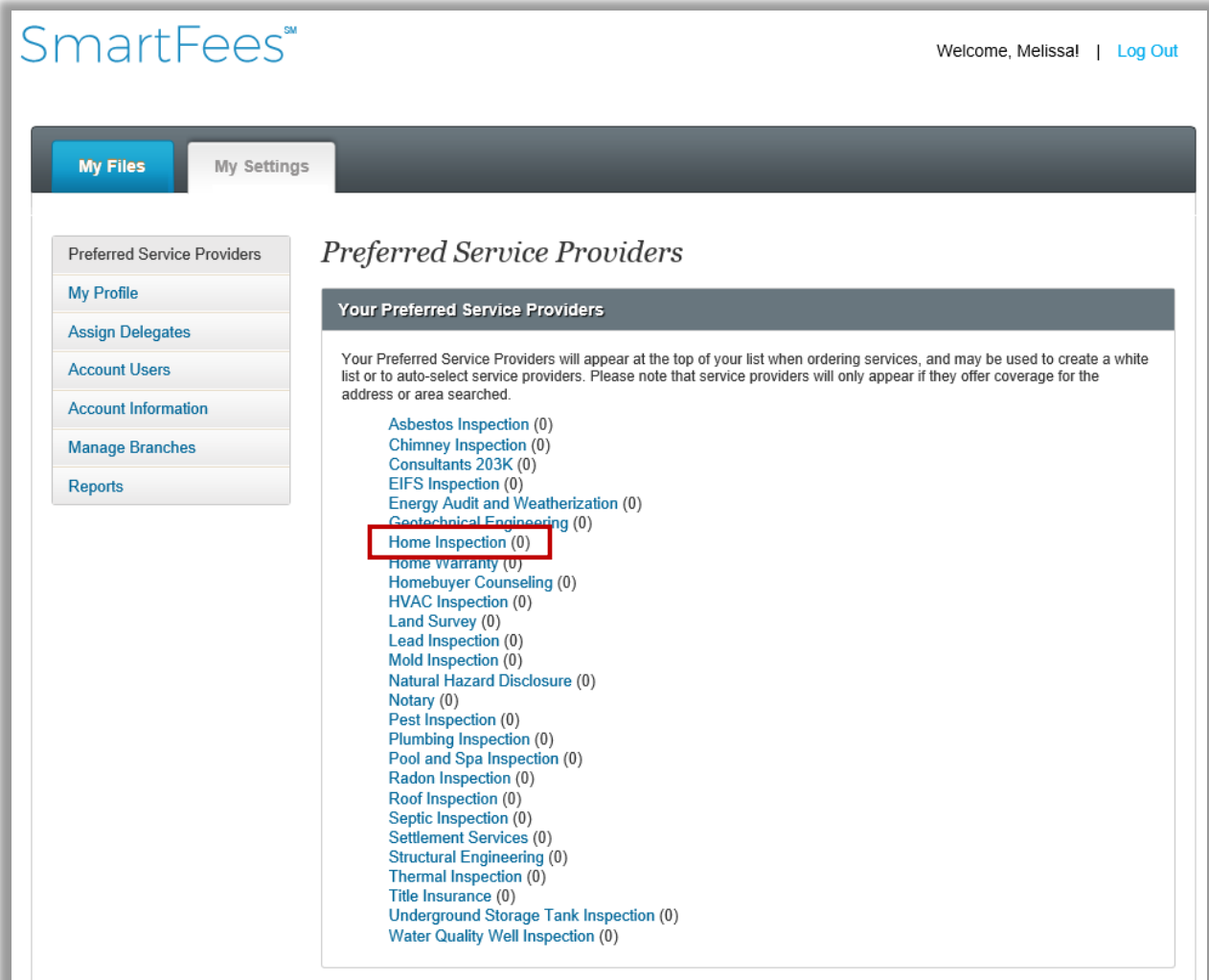### 4.1   PREFERRED SERVICE PROVIDERS

The Preferred Service Providers feature is used to setup a preferred provider. Once setup, the service provider is available for use within SmartFees.

Setup Preferred Provider

1. Access **SmartFees**
2. Select the tab **My Settings**
3. Select a service provider
    The Preferred Service Providers page displays.

Figure 38: Preferred Service Providers

4. To add a new Service Providers, select **Add New**
    The Preferred Service Providers search displays.
5. Enter the Search criteria
6. Select **Search**
    A list of matching Providers displays.

Figure 39: Preferred Service Providers

7. Select the applicable providers

8.   Select **Back to Preferred Providers**

9. Enable the Loan Type option check box(es) that apply
10. (*Optional*) To only display Preferred Providers, select the check box **Only Show My Preferred Providers**
11. Select **Save**

4.2   MY PROFILE

The My Profile feature is used to modify a user's information and reset the user's password.

Update User Profile

1. Access **SmartFees**
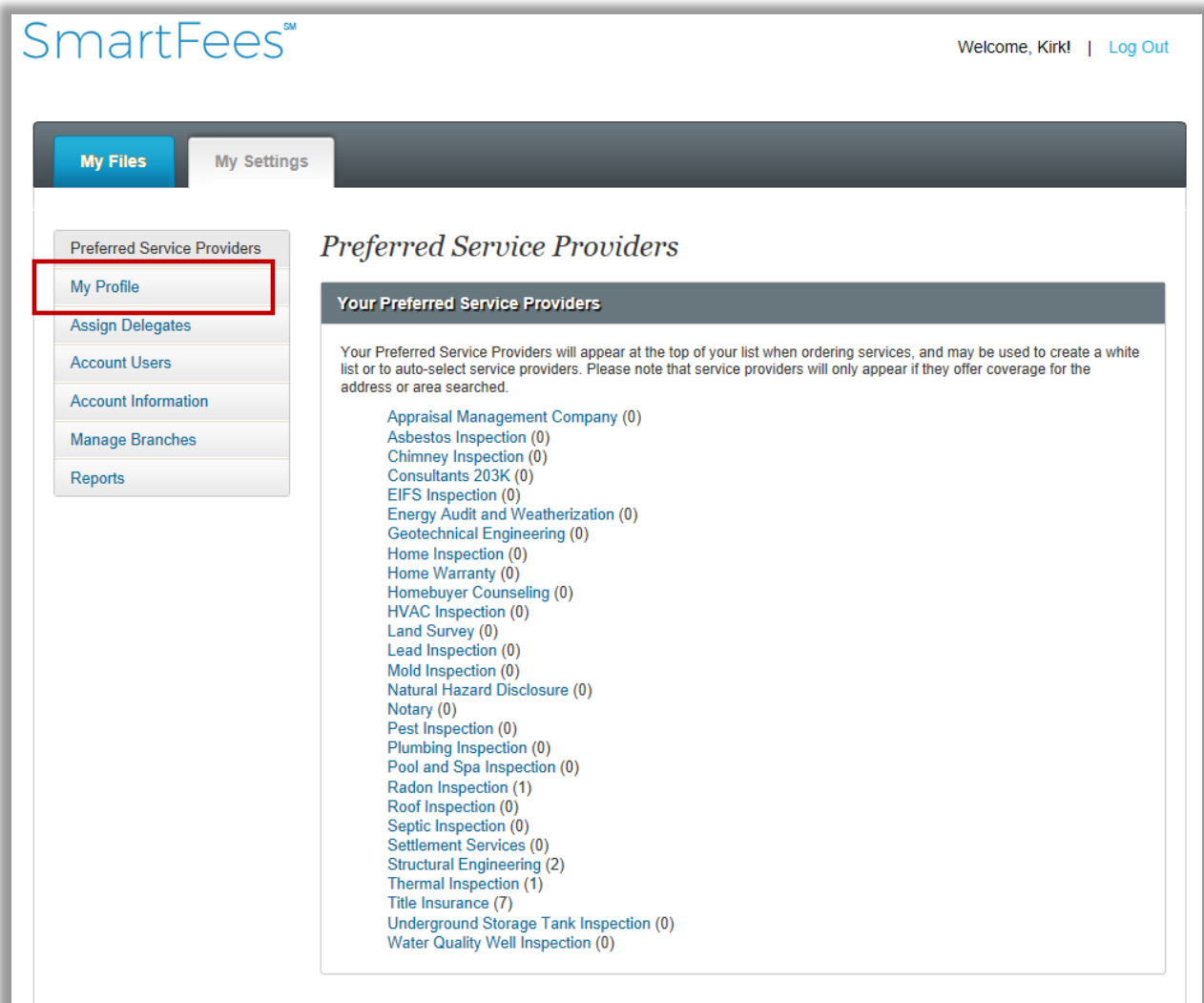2. Select the tab **My Settings**
   The Preferred Service Providers page displays.

3. Select **My Profile**

The My Profile page displays.

4. (*Optional*) In the text box First Name, modify the user's first name
5. (*Optional*) In the text box Last Name, modify the user's last name
6. (*Optional*) Modify your password
   a. In the text box Current Password, enter your current password
   b. In the text box New Password, enter a new password
      Note: Password must be at least six characters.
   c. In the text box Confirm Password, enter the new password
7. Select **Update Profile**
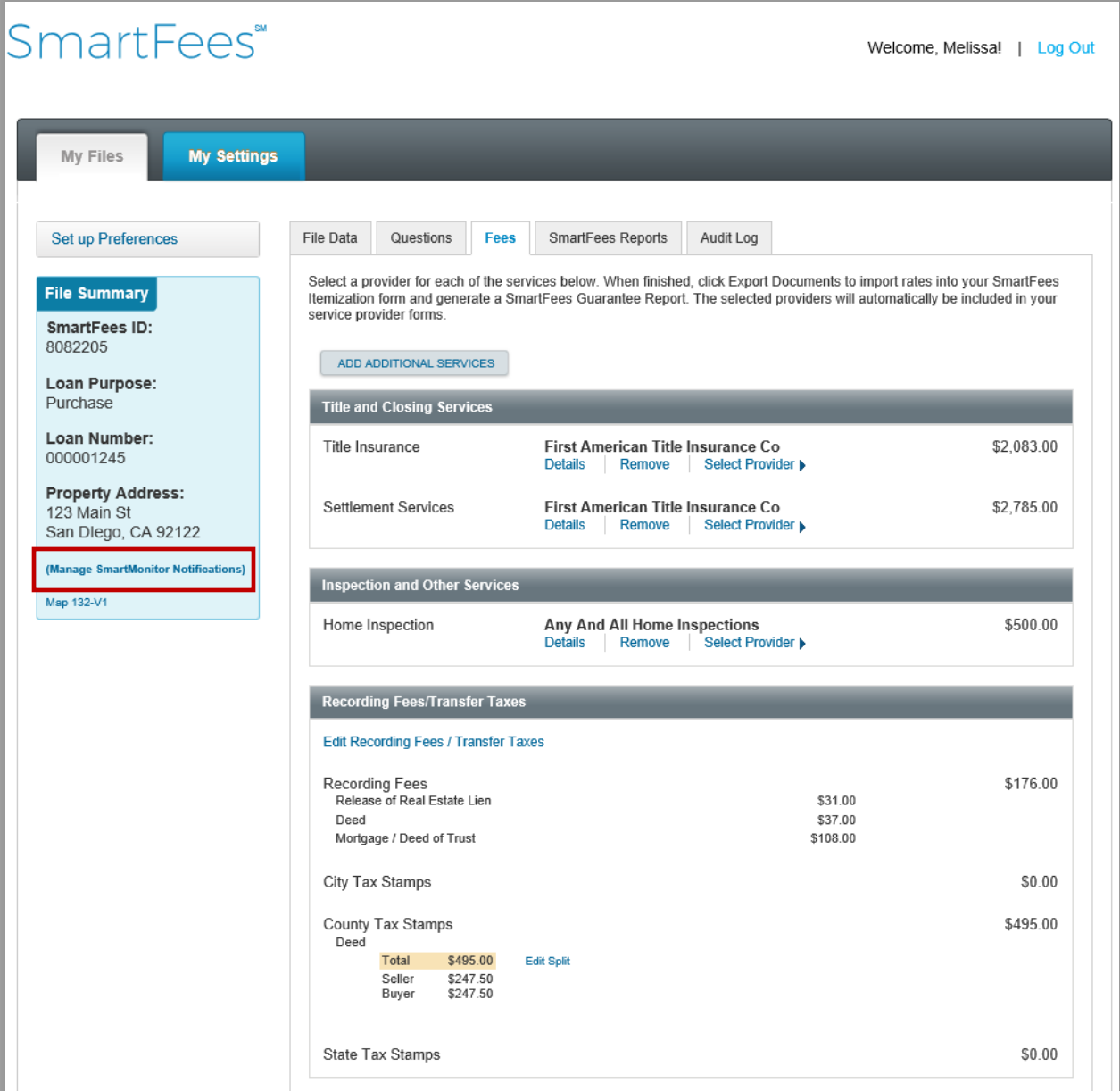   The User Profile has been updated.

5 APPENDIX

5.1 SMARTMONITOR ALERTS

The files created with the SmartFees service are automatically enrolled in SmartMonitor email alerts. The SmartMonitor notification alerts if there is a change to transfer taxes or recording fees prior to the closing date. SmartMonitor alerts are active for 60 days from the file creation date. Email alerts are sent to the email address which created the file; this email address may be changed and up to two additional email address may be entered.

Manage SmartMonitor Alerts

1. Access **SmartFees**
2. Select the tab **My Files**
3. Select **Open an Existing File**
   The Open an Existing File page displays.
4. Select **Search for a File**
   The search criteria displays.
5. Complete the search criteria
6. Select **Search**
   The Matching Files list displays.
7. Select the correct file and select **Open**

Figure 44: Manage SmartMonitor Notifications

8. From the File Summary, select **Manage SmartMonitor Notifications**

   The SmartMonitor Notifications dialog box displays.

Figure 45: SmartMonitor Notifications

9. (*Optional*) In the text box Primary Email Address, update the primary email address
10. (*Optional*) In the text box Additional Email Address, enter additional email addresses
11. Select **Save**

6   SUPPORT

Need help? We're here to answer your questions. Please call or email us!

Toll Free	Email
1-866-256-7464	**Support@Closing.com**