

**Sent to: Account Executives – All, Operations All**  
**ExpressLoan Release Notes 2021-03**  
**Release Date: September 2, 2021**

### **CD/Doc Request enhancements**

The CD/Doc request process has been enhanced including two added screens to allow users to assist in streamlining the CD/Doc process by entering more complete data within ExpressLoan.

- The CD/Doc Request screens are open when a loan is Locked, Underwriting Status is Approved, and ITP is received.
- The user may now access these screens and Save info to return later to complete prior to submitting the request.
- Once submitted all CD/Doc specific screens will be greyed out and user can access as *display-only*. Sierra fulfilment center will continue to be noticed of CD/Doc requests by email however a copy of the Doc Request will no longer inject into the eFolder.
- The CD can now be issued on Purchase transactions without the Appraisal being underwritten. This is allowed when the borrower(s) has executed the Waiver of the 3-Day Right to Review the Appraisal. Reminder – Waivers are not allowed on HPML loans. Supporting documentation must be uploaded to the eFolder. This process does not apply to Jumbo and Bond Purchases or Refinance transactions.  
Note: The Appraisal must be underwritten before Closing Docs can be issued.

### **Training materials**

- See ExpressLoan *How To Complete the CD Doc Request* for complete detailed job aid
- A recording of the new CD/Doc process training has been uploaded to the ExpressLoan Dashboard Training Library > ExpressLoan training videos > ExpressLoan New CD/Doc Request [2021-09-01 07.11 Sierra Pacific Mortgage ExpressLoan NEW CD Doc Request Training .mp4 | Powered by Box](#)

## CD/Doc Request screens

To support ease of use the CD/Doc Request screens now include Service Providers, Title & Settlement and Realtor Information.

The CD/Doc ordering process now includes three screens to be completed. The user may access these screens and Save info to return later to complete prior to submitting the request.

- CD/Doc Information – Applicable closing doc info
- CD/Doc Fees – Applicable fee updates including *Shopped For* info.  
Note: An increase of a fee will trigger notification to the center and may require a redisclosure regardless of if the user has submitted the request.
- CD/Doc Upload/Request Docs – Comments, invoices and request.  
The Fulfilment Center will continue to be noticed of CD/Doc requests by email however a copy of the Doc Request will no longer inject into the eFolder.





## Initial Loan Disclosures - Notice of Incomplete Application and Request for Additional Information form

All loans disclosed on or after September 2<sup>nd</sup> will include a *Notice of Incomplete Application and Request for Additional Information* form within the Initial Loan Disclosure package on Conventional loans when AUS (DU or LP) has been run.

- Only borrower identified AUS conditions related to Income and Assets will populate.
- Government loans will be included in a subsequent release.

<b>Sierra Pacific Mortgage Company, Inc.</b> NMLS#: 1788 1180 IRON POINT ROAD, SUITE 200, FOLSOM, CA 95630 800-447-3386	<b>An Equal Opportunity Lender</b>
September 1, 2021	
ALICE FIRSTIMER 123 MAIN STREET FOLSOM, CA 95630	Property Address; 1180 IRON POINT RD FOLSOM, CA 95630
SIERRA PACIFIC MORTGAGE COMPANY, INC. Whitney Street 123245 1180 Iron Point Road, Suite 200 Folsom, CA 95630 916-555-1212	
RE: Loan Number: 2011710	
<b>Notice of Incomplete Application and Request for Additional Information</b>	
Thank you for your application dated September 1, 2021 for a loan to Purchase the above reference property. In order to complete your application and provide a credit underwriting decision, the following information must be provided no later than October 31, 2021. If you do not provide all of the requested information listed below by October 31, 2021, we will regrettably be unable to give further consideration to your application and no further action will be taken.	
* The SSN Number for the borrower(s) will need to be validated. * Please provide a copy of the Trust Agreement and a statement from the Trustee confirming the amount, frequency and duration of payments. * Please provide the most recent two months bank statements for all depository accounts.	
Sincerely,	
Whitney Street 123245 916-555-1212 DEMO_WHITNEYS@SPM1.COM	

## Appraisal

- Appraisal Portal – Updated programming completed to allow access to the Appraisal Portal for Freddie Mac (LP) transactions when collateral rep and warrant is issued for Full Appraisal vs. Appraisal Waivers.
- New AMC's added. Please check with applicable production management to discuss allocation
- First Choice – Specializes in Northwest region of the United States
- Nationwide Appraiser Network – Specializes East Coast region of the United States
- Valuation partners acquired by APEX Appraisal Service Inc.
- NOTE: Apex is an existing approved AMC with Sierra Pacific Mortgage.

## Loan & Property – Home Ready & Home Possible

ExpressLoan now allows Property Type of Manufactured to be identified to align with Home Ready and Home Possible product guidelines.

## Fee Screen - Select Service Providers

Users can now successfully select a Settlement Service provider in the state of Pennsylvania without encountering an error

## Loan Summary - Alternate Contact Info

Business Partner Contact info has been added to the display for ease of use

Loan Contact Info		
<b>Business Partner Company</b> DEMO BROKER CODE FOR S	<b>Business Partner Phone</b> 915-985-6781	
<b>Account Executive Name</b> Rep Test	<b>Account Executive Email</b> test.rep@spm1.com	<b>Account Executive Phone</b> 844-1383
<b>Loan Originator Name</b> Jonne Mikita	<b>Loan Originator Email</b> JMIKITA@SPM1.COM	<b>Loan Originator Phone</b> 916-555-1212

## TPO Express Loan Help Team

[TPOExpressLoanHelp@spmc.com](mailto:TPOExpressLoanHelp@spmc.com)

800-213-2554 M-F 6:00am-6:00pm Pacific 9:00am-9:00pm Eastern

Reminder: Utilize the TPO specific ExpressLoan support team for any questions, issues or needs.

Thank you, and please contact us with any questions, clarification, or feedback.