

Navigating The Portal

The ability to navigate Angel Oak's portal will be essential to your experience with Angel Oak and the flow of the process with each of your submissions. We want your experience to be smooth from start to finish.

The purpose of this guide is to facilitate just that, by guiding you in the submission of any documents necessary for the processing of your loans with Angel Oak.

Home Screen

- To reach the portal home screen, log in to the portal at <u>https://angeloakms.com/</u>.
- This is your home screen:





Loan Submission

• To submit a new loan to Angel Oak select "Add New Loan" from the home screen.





You will see a pop-up window where you will select the Loan Officer and Processor for the loan.

• Once these are selected, you will click "Next".

Angel Oak MORTGAGE SOLUTIONS	Register Wholesale Loan	
MORIGAGE SOLUTIONS	Choose Contacts	
WELCOME PIPELINE ADD NEW LOAN ORDER APPRAISAL ~ MARKETING PO	RTA	
Caller Chief !!!!	LOAN OFFICER	100000000
	Organization I Love AOMS	
	User Name Select	128-3
	LOAN PROCESSOR	
	Organization I Love AOMS	
	User Name Select	
	Select	
	Cancel Next	
lf you	where questions regarding the lean process or this website places contact your Account Managor, listed	ow.



In the next pop up you will be asked to upload your Fannie Mae 3.2 file to begin registering your loan.

• To upload the 3.2 file, you may drag and drop the file or browse for the file then click next to begin the upload.





All information from the 3.2 file will be transferred to the Angel Oak 1003 in the portal.

WELCOME PIPELINE ADD NEW LOAN	N ORDER APPRAISAL V MARKETING P	Portal \sim training \sim contact us \sim			
Loan Number: - Loan Type: - Rat Total Loan Amt: - Loan Purpose: - LTV	te: - V/CLTV: -				
₩ LOAN SUMMARY					
(1003 / Loan Informatio	n			
Loan Info	(1) Happy Test HappyLady	✓ Edit		Register	
Borrower Info					
Employer History	The income / assets of a person other than	the Borrower will be used.			
Income & Expenses	Income & Expenses The income / assets of the Borrower's spouse will not be used.				
Assets & Liabilities	—				
Transaction Details	L Types of Mortgage and Terms of L				
Information for Government Monitoring	I. Types of Mortgage and Terms of L	.0011			
Comments	Base Loan Amount	\$150,000.00	Decision FICO		
	Lien Position	First	Interest Rate	0.000 %	
	Sub Financing	Ves O No	Prepayment Penalty	No	
loconditions	Loan Type	Conventional	MI Coverage	%	
	Lender Case Number	801609097189	MI Months		
LOAN ACTIONS	Universal Loan Identifier			Lender Paid Mortgage Insurance	



At this point you will want to make sure that the application date is today's date and that the estimated closing date is not a date that comes before today's date.

• If these contradict each other, then you will not be able to proceed with the registration process.

I. Types of Mortgage and Terms of I	Loan		
Base Loan Amount	\$150,000.00	Decision FICO	
Lien Position	First •	Interest Rate	0.000 %
Sub Financing	Yes ONo	Prepayment Penalty	No
Loan Type	Conventional -	MI Coverage	%
Lender Case Number	801609097189	MI Months	
Universal Loan Identifier			Lender Paid Mortgage Insurance
MERS MIN	101301600000326925	Impound Waiver	Select One
Amortization Term Months	360	Documentation Type	(F) Full Documentation
Due In Months	360	Application Date	1 07 / 31 / 2018
Interest Only Months		Estimated Closing Date	10 / 15 / 2016
Amortization Type	Fixed Rate		
Loan Program			



You also want to make sure that the county is listed for the subject property. If no county is listed, you will not be able to continue the registration process.

II. Property Information and Purpose	e of Loan		
Address	1234 Happy Street	Number of Units	1
City	Atlanta	Year Built	2010
State	Georgia	Purpose of Loan	Purchase
ZIP	30305	Property Will Be	Primary
County	dekalb	Purchase Price	\$120,000.00
Property Type	Detached 🗸	Estimated Value	\$
		Appraised Value	\$200,000.00



Once all information is entered into the 1003 on the portal then you are ready to register the loan.

• Click the "Register" button in the upper right-hand corner.

ect Borrower Pair				
) Happy Test HappyLady	✓ Edit		Register	Next
The income / assets of a person other that	n the Borrower will be used.			
The income / assets of the Borrower's spo	use will not be used.			
I. Types of Mortgage and Terms of I	Loan			
. Types of Mortgage and Terms of I	Loan			
	Loan \$150,000.00	Decision FICO		
Base Loan Amount	\$150,000.00			
		Decision FICO	0.000	%



Now the loan will be registered within the Angel Oak portal and will appear in your pipeline view to add to or edit.

• You will also receive an email, like the one below, to confirm your registration.





At this point you can either float your rate or lock your loan.





Order Credit

- The next action you will take will be to order credit.
- You will find the "Order Credit" button with the loan actions on the left-hand side of the screen.

LOAN ACTIONS	Not Locked 3.000%
Import Additional Data Order Credit Order LPA	Amortization Type Amortization Term Fixed Rate 360 Loan Program -
Submit Loan Resubmit / Notify	
Change of Circumstance	9991 WARFORD ST, Dawson, IA 50066
Request Disclosures	Primary 1 unit Detached



You will be asked to select your credit provider and you will need to use your log in credentials.

• When ready, click the "Order Credit" button on the lower right portion of the screen. You will see a green banner confirming that the credit was pulled successfully, and the document folder will be updated.

Order Credit			
Select Borrower Pair (1) Alice Freddie	•	Remember to import liabilities after pulling the	
Choose Provider		report	
Credit Provider	Credit Plus (DU: 17, LPA: 17)	 Request Type 	Individual
	New Credit Order Reissue Credit	Report Type	Tri-Merge
Reference Number			🗹 Experian 🖉 Equifax
		6	Trans Union



Order Your LPA

- Remember to import your liabilities before attempting to order the LPA.
- Order from the Loan Actions Tab.





Time To Analyze Your Results!





We must have an "Accept" and "Eligible" for the loan to be submitted to underwriting.





Request Disclosures

 Once you are ready to begin entering the fees for disclosure, click the "Disclosures" button on the left-hand side of the screen.

1003	\$0.00		
	0.00% / 0.	.00%	
	Base Loan A \$0.00	Mount	MI, FF, MIP Financed \$0.00
	Sub. Financia \$0.00	ng	20.00
LOAN ACTIONS			•
Import Additional Data Order Credit		t Locked 0.00	0%
Disclosures	Amortization	1 Туре	Amortization Term



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If you have any errors, the portal will tell you where they are so that you can fix them before moving on.

i⊟ LOAN SUMMARY	U Warning				
1003	You are unable to perform this action because of the following reasons: The Application Date On The Loan Info Screen Is Either Blank Or Outside Of 'Disclosure Window				
	Trans Details Application Date is not specified Subject Property Street is not specified				
	Subject Property City is not specified Subject Property County is not specified Subject Property State is not specified				
londitions	Subject Property State is not specified Subject Property Zip is not specified				
LOAN ACTIONS	Disclosures				
Import Additional Data	AFTER Clicking the Ready to Disclose button				
Order Credit	Go to https://aofmsfees.teraverde.com to enter fees.				
Disclosures					
	Disclosure Status				



If there are no errors or after you have corrected any errors, then you will indicate that you are ready to disclose by clicking on the "Ready to Disclose" button in the upper right-hand corner.

DISCIOSUTES AFTER Clicking the Ready to Disclose butto Go to https://fees.angeloak.ms to enter fee			Ready to Disclose
Disclosure Status			
Application Date 04/28/2020	Ready to Disclose Date -	Completed By -	
Borrower Information Select Borrower Pair (1) Alice Freddie	•		



This is the page where you will enter your fees.

• You do not have to enter Angel Oak's underwriting fee of \$1497 (\$995 for Freddie Mac Loans), as it will be built into the initial loan estimate that we will send to you.





Once your fees are entered, this is the page where you will find the fee listings.

- Our disclosure team will list it on the initial loan estimate for you.
- If you have any doubts or questions about the fees you list, don't worry, our disclosure specialist will be in contact with you to make sure everything is correct before disclosing to the borrower.
- If you don't see a field to input your fees, proceed to next slide for instructions.

3rd Party Processing Fee	\$	Endorsement Fee	\$
Internal Processing Fee	\$	Title Binder	\$
AOMS Underwriting Fee	\$ 995.00	Title Exam	\$
Appraisal Fee *	\$	Lien Search	\$
Credit Report Fee	\$ 0.00	Notary Fee	\$
meowner's Insurance Monthly	\$	CPL Fee	\$
Property Taxes Monthly	\$	Survey	\$
Closing/Settlement/Escrow Fee	\$	Pest	\$
Owner's Title Insurance *	\$	Home Warranty	\$
Lender's Title Insurance *	\$	Condo Questionnaire	\$
Attorney Fee	\$	Builder Fee	\$
Courier Fee	\$	HOA Dues	\$
Wire Fee/Loan Tie In	\$	Statutory Surcharge	\$



After that, you will input closing agent info and then click "Submit".

• If you did not see a field to input your fees on the previous page, you can type them in the comments box below.

Affiliate	
Settlement Company *	Affiliated Not Affiliated
Closing Agent	
Company Name *	Closing Agent Company Name
Contact Name *	Contact Name
Phone *	Phone
Email *	Email
Comments	
Pricing or Loan File Comments	Pricing or Loan File Comments
Back	Submit



Once you approve the initial LE, the disclosure specialist will send an e-consent email to the borrower(s) for their consent to receive electronic disclosures and to set up their ability to eSign the disclosures package.

- The disclosures will be securely sent to you and the borrower(s) in an email like the one below.
- Please make sure the borrower(s) know that they cannot use a smartphone to e-Consent or eSign their disclosures. They must use a computer for each step.

Mimecast Large File Send Instructions Outlook item

I'm using Mimecast to share large files with you. Please see the attached instructions.

We have issued electronic disclosures to your applicants.

The disclosures will come from <u>efolder@elliemae.com</u>. **I have attached a copy of the disclosure package for your records. Please read through this email thoroughly, so that your file will move quickly through the process.

**Each borrower will be asked for an Authorization Code to e-Sign which is the <u>NUMERICAL PORTION OF THE SUBJECT</u> ADDRESS NUMBER. (3519)

If your borrower(s) are having issues, please refer to our step by instructions located on the link on our TPO Portal page. https://angeloakms.com/esign-instructions/

***I suggest forwarding these directly to your borrower in case they do not complete this step as part of the e-disclosure instructions.

Once the borrower e-Signs we'll send you a copy of the executed package within 24 hours and instructions on how to submit your loan to Underwriting.

Thank you for choosing Angel Oak



When the borrower(s) eSign the package, Angel Oak will be notified, and we will prepare a package of executed disclosures to send to you with instructions on how to proceed.

I'm using Mimecast to share large files with you. Please see the attached instructions.

Good Evening,

I have great news! All borrowers have e-Signed! Please have the LO sign the attached 1003 and upload it along with the documents required for Underwriting (income docs, assetsetc.) onto our TPO Connect portal. Once you log into the TPO Portal, you should:

Click on "PIPELINE" (highlighted in screen shot below), and double click on the loan you want from your pipeline.

	Angel Oak		
WELCOME	ADD NEW LOAN		
ADO NEW LOAN	ORDER APPRASAL ~	MARETING PORTAL ~	PORMS & TRAINING ~
	Name / Loan # / Property Address	Lock Status	Find Loan Look Exp
0	Balaya, Savan J. #009032795 2008/HANCOLECENA AUX	i bana	05.06.19

Under "LOAN ACTIONS" on the bottom left of screen, click on "SUBMIT LOAN"









Select "Pipeline" to find the loan that you are going to submit.

• Once you have registered the file, requested disclosures, and entered your fees, you will be ready to upload documents that will be needed for the initial underwrite.





Once you are in your pipeline, find and select your loan.

Angel Oak MORTGAGE SOLUTIONS	5							CONTACT US	Awesome A	AccountExec ~
WELCOME PIPELINE ADD NEW LO	OAN ORDER A	APPRAISAL \sim Marketing Portal \sim	TRAINING \sim Contact US \sim							
	. .				Find Loan	Loan #	~ C	Advanced Filter	Archive	
LOAN OPTIONS		Name / Loan # / Property Address		Lock Status	Lock Exp.	Loan Type / Amount	Date Started	Estimated Close Date	Status	Contacts
CHANNEL		#801806111105		e Not Locked		Conventional	06/04/18		File started	2
Wholesale Correspondent Non-Delegated		#1806111814		e Not Locked		Conventional	06/21/18		File started	2
VIEW		#801807113237		🧯 Not Locked		Conventional	07/30/18		File started	2
• All loans		#801807112701		e Not Locked		Conventional	07/16/18		File started	2
My Loans		#801807113093		e Not Locked		Conventional	07/25/18		File started	Q
• Current		#801805110616		🧯 Not Locked		Conventional	05/22/18		File started	2
Archived		#801807112375		e Not Locked		Conventional	07/09/18		File started	0



This will take you to the loan summary page.

• From this page you will click on the 'Submit Loan" button in the Loan Actions section.





Documents Missing

 After clicking "Submit Loan", the system will flag the loan for not having the 1003 wet signed by the loan officer and not having documents for the underwrite. A notification window will appear to allow you to upload these documents. If your borrower wet signed disclosures, then you will also upload these here in the "Disclosures & Loan Info" bucket.

ssing required fields and documents		
! Documents Missing Attachments		
Document Underwriting Documents is missing an attachment		
Document 1003 Signed by Loan Officer is missing an attachme	nt	
Required Documents		
UNDERWRITING DOCUMENTS	Drag & Drop files here or Brows	64.610
	brag & brop mes here of Brows	se for files
1003 SIGNED BY LOAN OFFICER	Drag & Drop files here or Brows	se for files



You can use either the "Drag & Drop" or "Browse for Files" option to upload your documents.

Missing required fields and documents I Documents Missing Attachments Document Underwriting Documents is missing an attachment Document 1003 Signed by Loan Officer is missing an attachment Required Documents			
UNDERWRITING DOCUMENTS 1003 SIGNED BY LOAN OFFICER	Drag & Drop files here or Drag & Drop files here or	Browse for files Browse for files	
		Review Loan Update	



Once the documents are uploaded, click the "Update" button to continue and submit the loan for final review by our setup team.

Alissing required fields and documents		
Required Documents		
UNDERWRITING DOCUMENTS	Drag & Drop files here or	Browse for files
1003 SIGNED BY LOAN OFFICER	Drag & Drop files here or	Browse for files
		Review Loan Update



Confirmation Email

• Once our setup team reviews the file, and if all necessary documents are present, we will send you an email to confirm that your loan has now moved into the underwriting queue to be underwritten.





Please take the time to follow the steps laid out in our guide.

Your ability to navigate our portal will directly impact your success. Remember to leverage your Account Executive and Account Manager relationship! They are dedicated to your success.

866.352.8394 | info@angeloakms.com



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