

## ACCESS DISCLOSURES IN 3 EASY STEPS!

### Step 1:

Log into eXPRESS with current user name and password

A login form with two input fields: 'Username' and 'Password'. The 'Password' field has a small asterisk icon to its left. To the right of the 'Password' field is a 'Sign In' button with a right-pointing arrow. Below the input fields are two links: 'Forgot Your Password?' and 'Login Help'.

### Step 2:

Locate loan in eXPRESS by the following options:

1. Running loan search (located on the right-hand side):
  - o Loan number OR Last name,
2. Pipeline Report (can be found on the bottom left-hand side)

A 'Loan Search' form with a search icon and the text 'Loan Search'. It contains two input fields: 'Enter Loan Number' and 'Enter Last Name', each with a search icon to its right. A blue circle with the number '1' is next to the first field.

A 'Reports Available' section with a black header. Below the header, 'Pipeline Report' is listed and highlighted with a yellow background. A blue circle with the number '2' is next to it.

### Step 3:

Select "Sub/Condos" tab and select the magnifying glass icon.

The screenshot shows the eXPRESS interface. At the top, there is a navigation bar with several tabs: 'Loan Details', 'SmartFees', 'DU', 'LPA', 'Sub/Condos' (highlighted with a red box), 'Forms', 'Lock Request', 'Submit Loan', 'TRID', and a menu icon. Below the navigation bar, there is a 'Conditions' section with a 'Filter By:' dropdown set to 'All' and a 'Print Condition Sheet - If Approved' button. Below this, there are instructions: '-Drag and Drop is available by dragging 1 PDF file to the Subject Line item (i.e.: 1 Upload Conditions). -Each loan file may not exceed 800 pages and max PDF file size per upload is 100 MB.' Below the instructions is a table with columns 'Code #', 'Received', and 'Condition'. The table contains four rows of conditions. The last row, 'Signed and dated Initial Disclosures', is highlighted in yellow. A red arrow points from the 'Sub/Condos' tab to the magnifying glass icon in the last row. Below the table is an 'Image Status' section with a table containing columns 'Date', 'View Images', and 'Image Notes'. The 'View Images' column shows 'View 60 Image(s)'. At the bottom of the image status section, it says 'In Progress'.

