Underwriting in Empower

Last Update: January 4, 2021

Underwriting in Empower

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WELCOME TO EMPOWER

Empower is the state-of-the-art, comprehensive Loan Origination System (LOS) at Gateway. It enables Retail Mortgage Team Members to keep up with the current and forecasted loan volume while effectively and efficiently serving our borrowers through their mortgage loan journey.

This eBook is designed to help familiarize you with the Empower system and understand how it supports your role in the loan process.

BASIC SYSTEM NAVIGATION IN EMPOWER

Accessing Empower

1. **Access Empower** through the **Internet Explorer** browser **ONLY** at the following web address: SAMPLE URL
   Note: Please bookmark the address in your browser for convenient future access.
2. You will be **automatically logged into Empower** to begin your work.
   Note: If you have any issues accessing Empower, please contact the Service Desk at 1-855-286-2126 or servicedesk@gatewayloan.com.

Empower Screen Layout

The **Empower interface** is presented in **three main sections: the Main Menu Bar, the Navigation Workflow Panel, and the Screen Display Panel.**
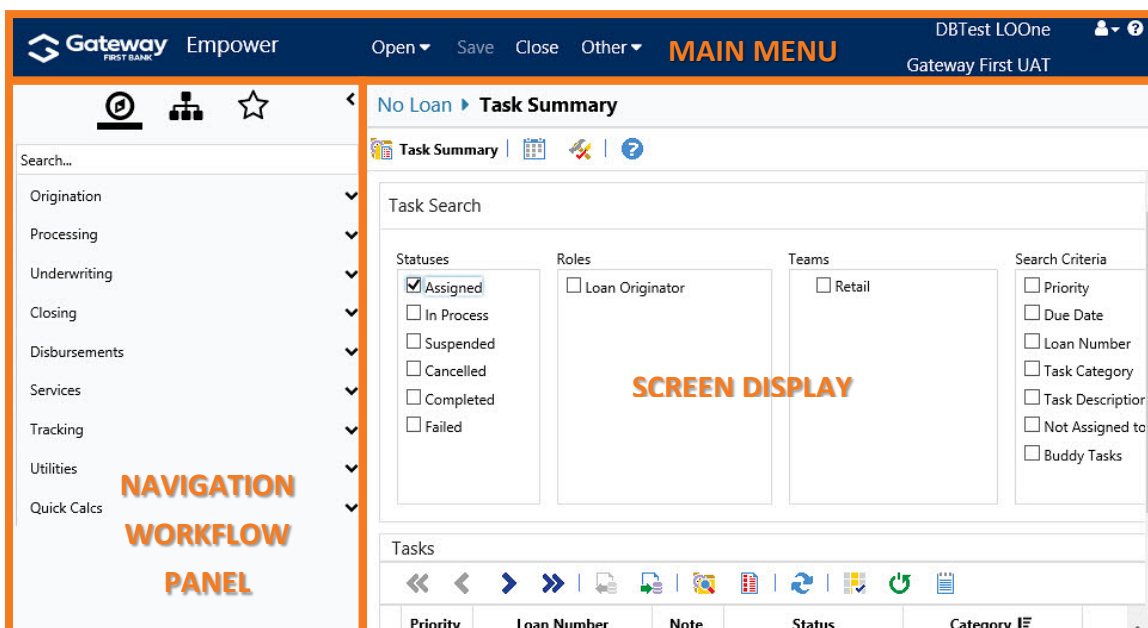
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Main Menu Bar

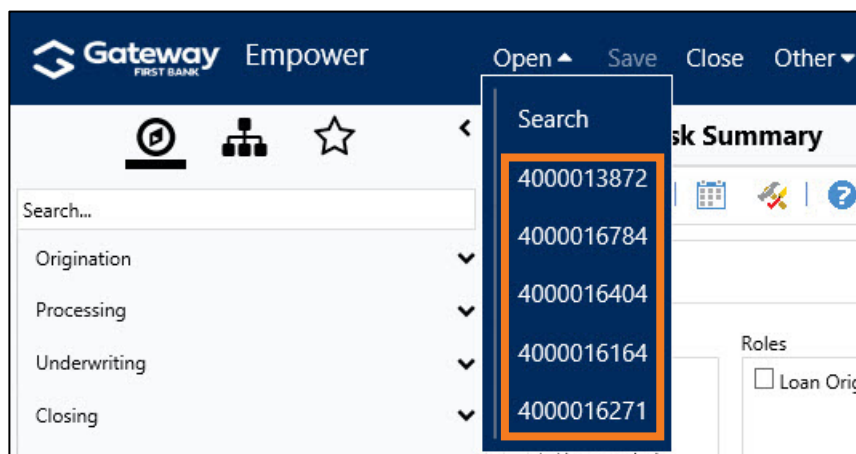The main menu bar provides functionality for the overall system.

Open

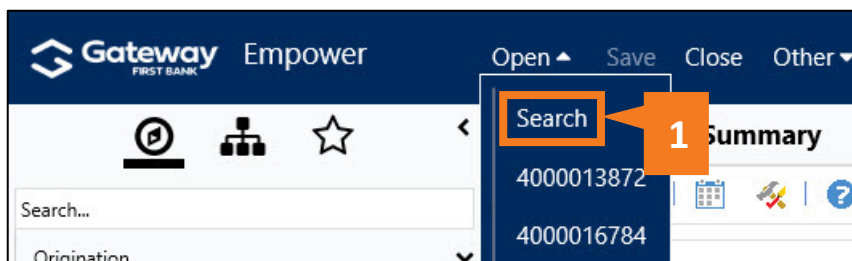Open is used to locate and access a loan file. Recently accessed loans are listed in the Open drop-down options. Clicking a loan number opens the file.
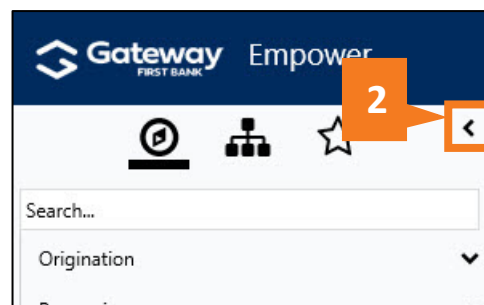

Open > Search

You can also use the Search option to locate and open a loan file.

1. **Select Search** from the **Open drop-down** options.

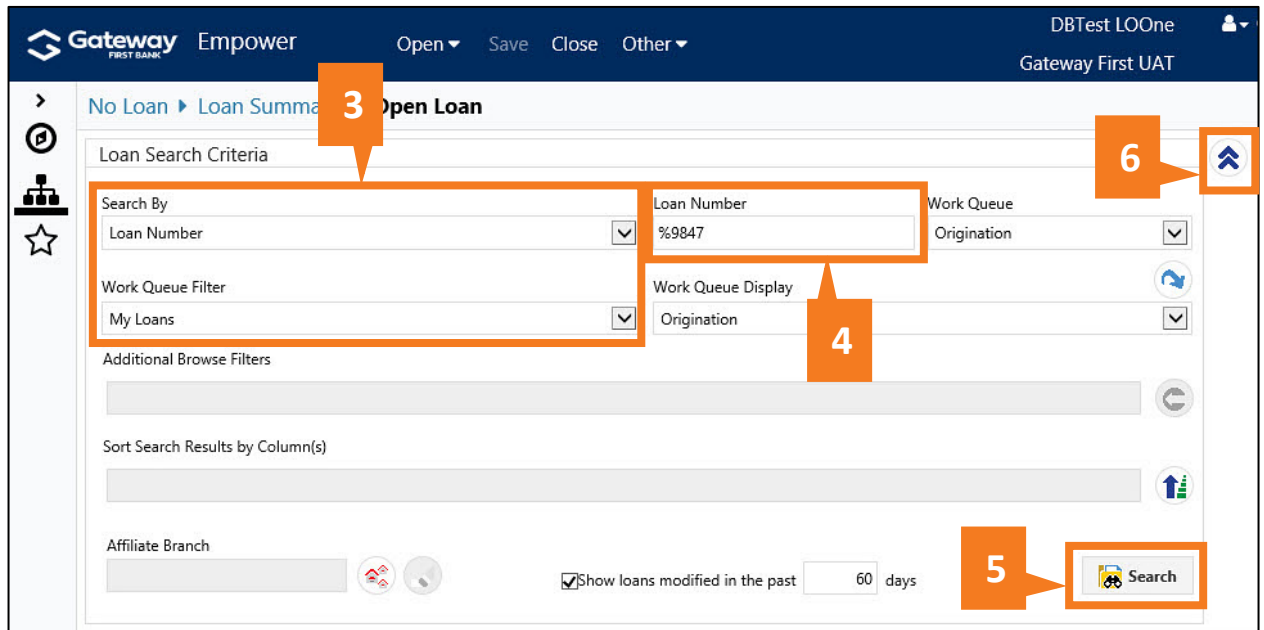2. **Click** the **arrow to minimize** the **Navigation panel** and provide more workspace on the Screen Display Panel.
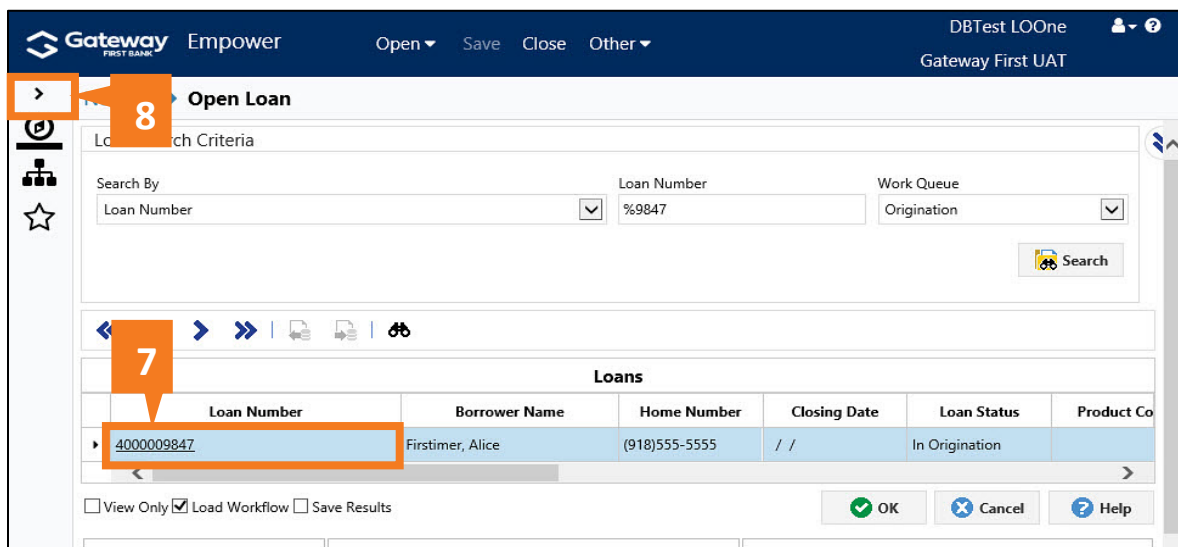
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3. **Select options** from the Search By and Work Queue Filter drop-downs **to narrow your search** (e.g., Loan Number and My Loans).
4. **Enter** your **search criteria** to define your search.
   Note: Entering %+last four digits easily locates loans containing those numbers.
5. **Click Search** to return search results.
6. **Click** the **down arrows** to **minimize the Search fields** and provide more on the Screen Display Panel to see the search results.

7. **Click** the appropriate **loan number to open the file**.
8. **Click** the **arrow** to **maximize your Workflow** on the Navigation panel.
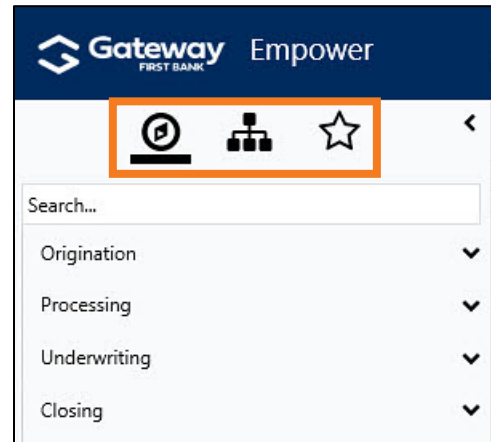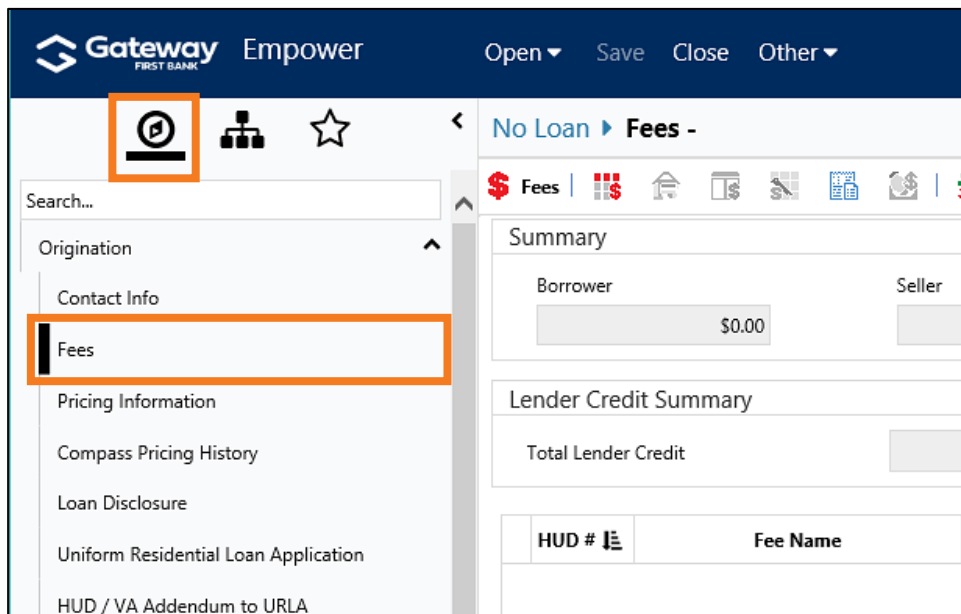
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Navigation Panel

The navigation workflow panel helps you access Empower screens, move through your workflow, and access summary information about a loan file. You have three options on the navigation panel:

- Navigation Menu
- Workflow
- Favorite Data

Navigation Menu

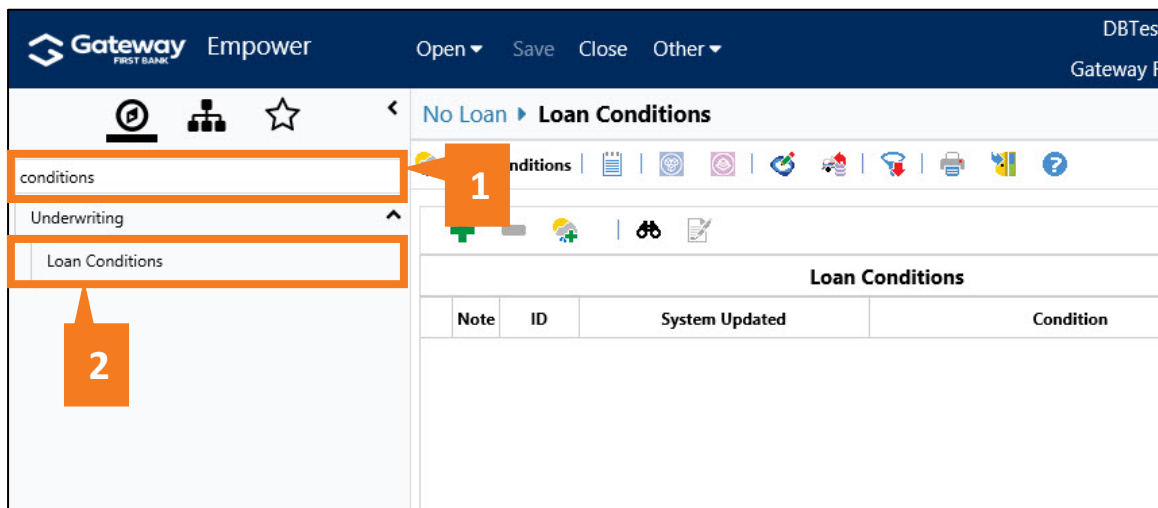Navigation Menu [icon] provides links to screens in various work queues.

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You can also search for a specific screen through the Navigation Menu using the Search field.

1. **Enter** your **search term** in the search field.
2. **Click** the **screen link** in the search results to open the screen.
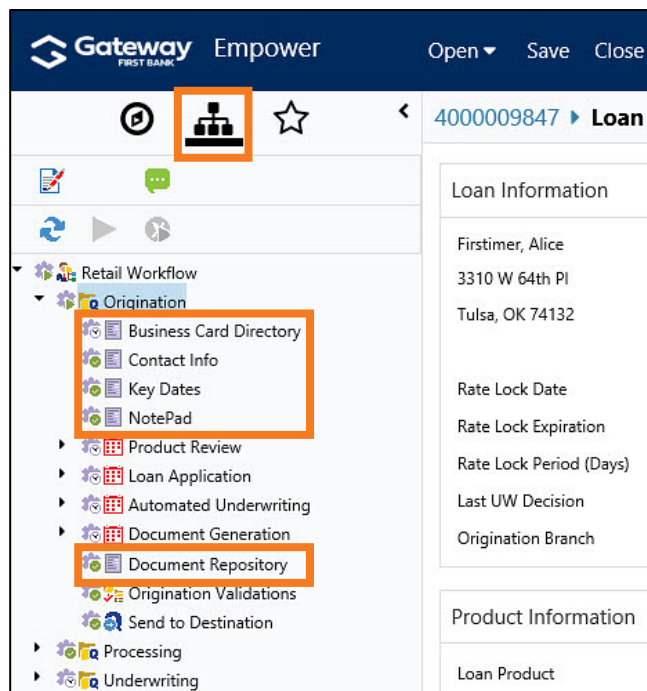

Workflow

After you open a loan file, Workflow provides access your portions of the loan file workflow. Workflow varies based on your role.

Workflow contains nodes, or links to screens.

There are universal nodes available to all roles:

- Business Card Directory
- Contact Info
- Key Dates
- Notepad
- Document Repository

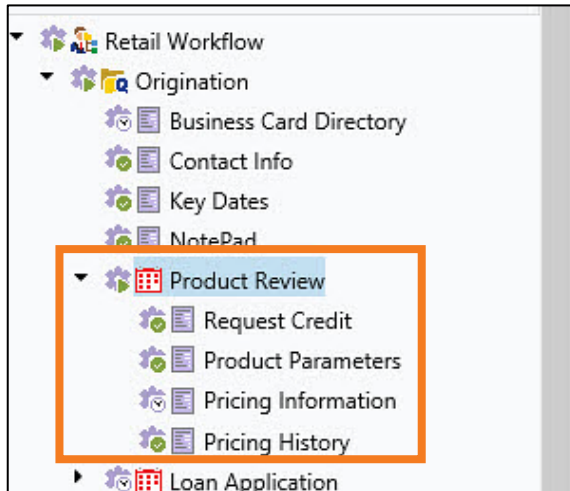The order of these node varies based on your role.

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Work within these nodes specific to your role will be addressed later in this eBook.

Folders group multiple nodes related to a loan task.

Favorite Data

Favorite Data ☆ presents a summary of loan file information from various screens throughout the Workflow.

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Screen Display Panel

The Screen Display Panel is the main work area in Empower. It will display the information and fields for the screen or node in which you are currently working. By default, the panel displays the No Loan Task Summary screen.
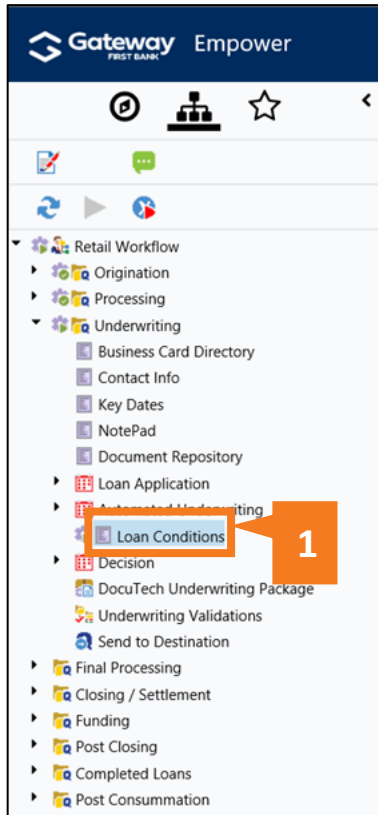
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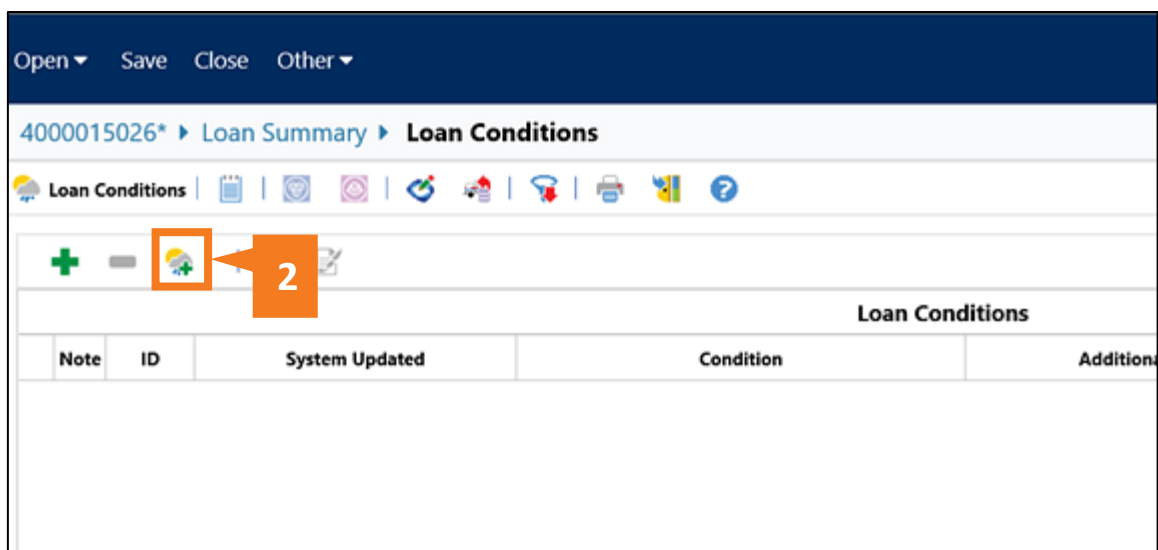
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LOAN CONDITIONS

Add a Loan Condition

1. **Click** the **Loan Conditions** node in your Workflow.

2. **Click** the **Select Loan Conditions** icon to add Loan Condition.

3. **Click** the **checkbox to select** the appropriate **condition**.
4. **Click OK** to add the condition.

5. **Click** the **Close Doo**r icon ![icon] to **save** the added **condition** and **close** the **screen**.

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
Apply a Status to a Loan Condition

1. **Click** the **Loan Conditions** node in your Workflow.
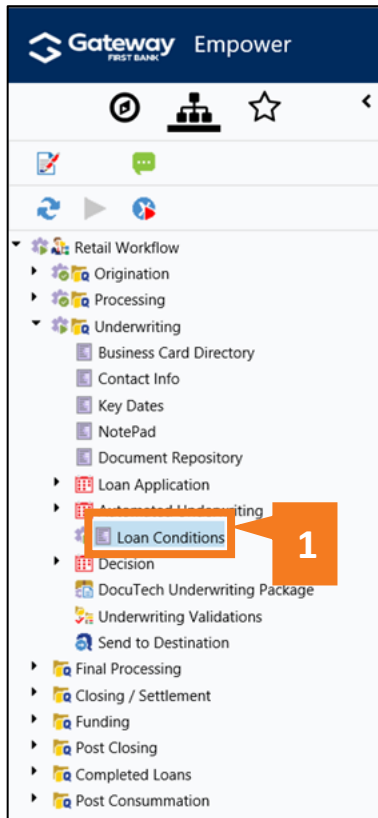
2. **Select** the appropriate **condition**.
3. **Select** the appropriate **status** from the **drop-down options**.

4. **Click** the **Close Door** icon [ ] to **save** the **status** and **close** the **screen**.

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COMMON UNDERWRITING TASKS

Tasks in Empower

Empower will automatically create and assign Orchestration Engine, or OE, Tasks in a loan file. Tasks are located in the Loan Activity section of the Loan Summary screen. Tasks are created when major events occur - for example, when a loan is handed off from Processing to Underwriting. The type of loan will determine which Tasks will be assigned. Certain Tasks are assigned to specifically to Underwriters.

Each Task suggests actions you should take to complete your work in the loan file and provides direct links to the nodes or screens on which you will complete this work. **It is important to note that Tasks do not represent all work that may need to be completed in the loan file for your role as Underwriter.**

Underwriting Conv Ancillary Workflow Task

1. On the Loan Summary screen, **double-click** the **Underwriting Conv Ancillary Workflow** task to open it.

2. **Click** the **Accept the Task** icon [icon] .

Note: If this icon is grayed out, click the Review/Update URLA action to begin the Task.

Review URLA

1. **Click Review URLA**.
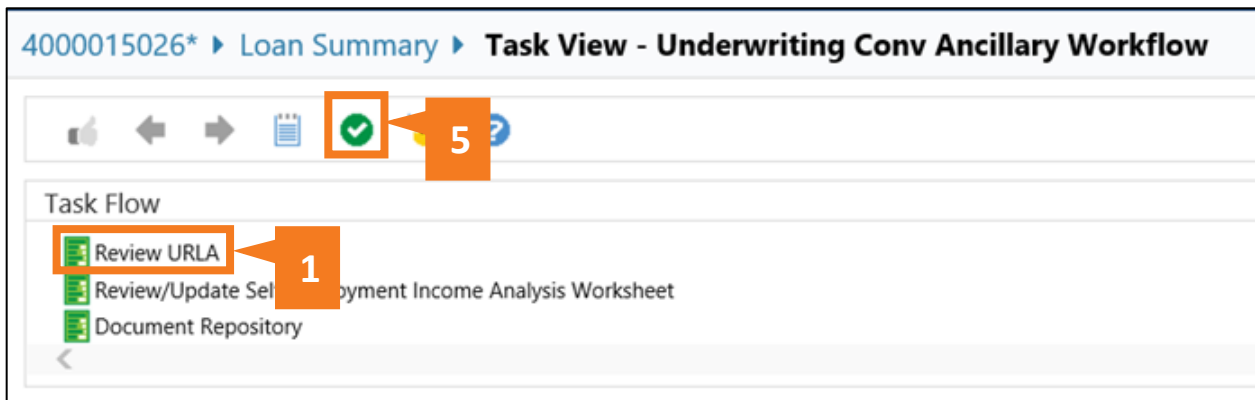
2. **Review information** on the Uniform Residential Loan Application (**URLA**).
Note: If the URLA is complete, you may not need to add any information.

3. To **navigate through the pages** of the **URLA**, **click** the **blue number circles**.

4. When finished with the URLA, **click** the **Close Door** icon [icon] to **return to** the **Underwriting Conv Ancillary Workflow** task.

5. When finished with the task action items, **click** the **Task Complete** icon [icon].

6. On the completed task dialog box, **click OK** to close out the Task.

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Review/Update Self Employment Income Analysis Worksheet

The Self-Employed Income Analysis screen is used to enter any information gathered from tax returns and to calculate self-employed income or income derived from commissions, rental property, variable income, etc. It can also be used to calculate income for borrowers who are employed by family members. You can review, edit, or add self-employed income information on this screen as needed.

Review/Update Self-Employment Information

1. In the Underwriting Conv Ancillary Workflow Task Flow, **click Review/Update Self Employment Income Analysis Worksheet**.
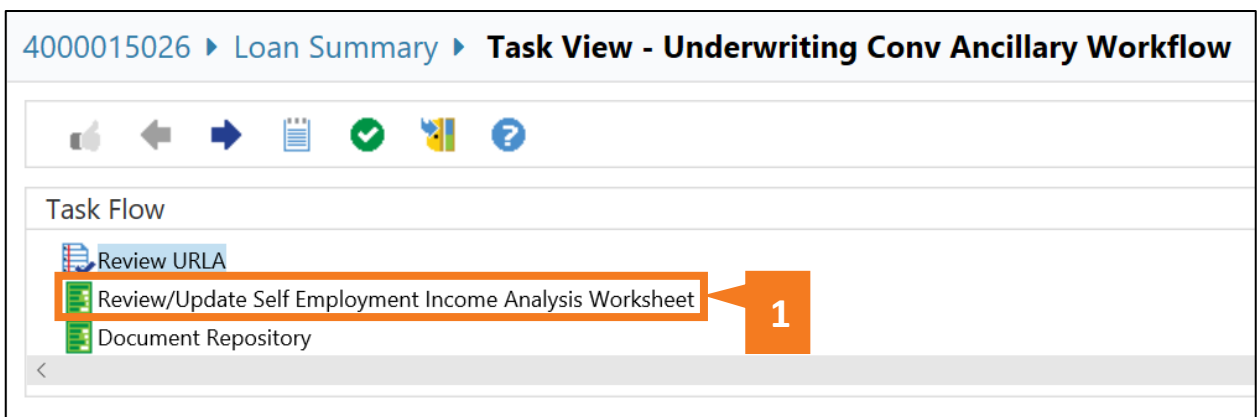
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2. **Review and/or update information** on the Self-Employed Income Analysis screen as needed.

3. When finished with the URLA, **click** the **Close Door** icon [icon] to **return to** the **Underwriting Conv Ancillary Workflow** task.

4000015026 ▶ Loan Summary ▶ Task View - Underwriting Conv Ancillary Workflow ▶ **Self-Employed Income An**

Self-Employed Income Analysis | ↻ | [icon] **3**

Homeowner, John Learner ▾ ❮ ❯ ☐ Print for this borrower

Applicable Individuals

The following self-employed income analysis worksheet and accompanying guideline generally apply to individuals:

- Who have 25% or greater interest in a business
- Who are paid commissions
- Who receive variable income, have earnings reported on IRS Form 1099, or income that cannot otherwise be verified by an independent and knowable source
- Who are employed by family members
- Who own rental property

Self Employed YTD Income

Calculation Method	Use lowest of all calculations ▾		
Monthly Amount	$10,000.00 [calc]	☐ Override	☐ Omit from Calculator
Amount	$10,000.00	Pay Period	Monthly ▾
YTD Income	$120,000.00	YTD Income Date	11/01/2020 📅	YTD Number of Months	10.03

2

Tax Years

	Tax Year 1	Tax Year 2
	0	0
Number Of Months	0.00	0.00

Form 1040 - Individual Income Tax Return

1. W-2 Income from Self-Employment	$0.00	$0.00

2. Schedule B - Interest and Ordinary Dividends

a. Interest Income from Self-Employment	(+)	$0.00	(+)	$0.00
b. Dividends from Self-Employment	(+)	$0.00	(+)	$0.00

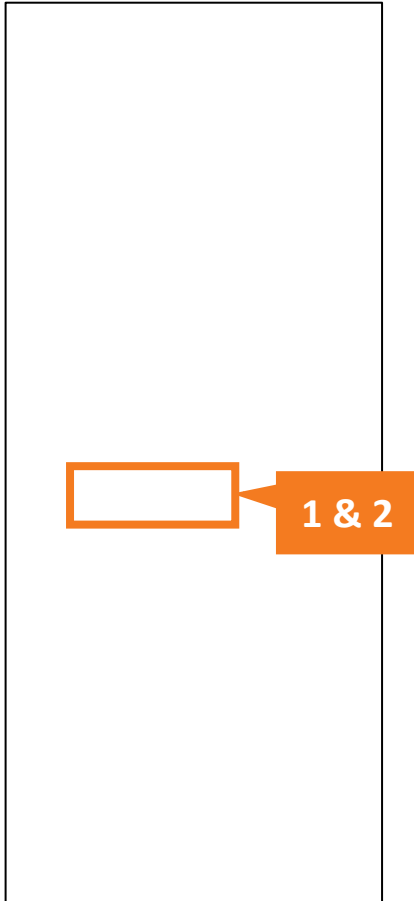**Add Self-Employment Information**

1. **Click** the **Loan Application** folder in your Workflow.
2. **Click** the **URLA** node.

1 & 2

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3. **Navigate** to **section 1b-1c**.
   Note: You may need to click the arrow to expand the section.
4. **Click Add Current Employment** for the appropriate borrower.

5. **Enter** the **business name** and **address**, **Start Date** and **length of time in the business**.
6. **Click** the **Business Owner or Self-Employed** box. The Monthly Income (or Loss) field will open.
7. **Select** the appropriate **ownership radial**.

8. **Click** the **Self-Employed Income Analysis** icon [icon] next to the Monthly Income field.

   The Self-Employed Income Analysis screen will open.

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The Self-Employed Income Analysis is a long, single scrolling screen. It is shown below in a series of screenshots to illustrate the fields available to you for entering income data.

Form 1040 - Individual Income Tax Return

1. W-2 Income from Self-Employment		$0.00		$0.00

2. Schedule B - Interest and Ordinary Dividends

a. Interest Income from Self-Employment	(+)	$0.00	(+)	$0.00
b. Dividends from Self-Employment	(+)	$0.00	(+)	$0.00

3. Schedule C - Profit or Loss from Business: Sole Proprietorship

a. Net Profit or (Loss)	(+/-)	$0.00	(+/-)	$0.00
b. Nonrecurring Other (Income) Loss / Expenses	(+/-)	$0.00	(+/-)	$0.00
c. Depletion	(+)	$0.00	(+)	$0.00
d. Depreciation	(+)	$0.00	(+)	$0.00
e. Non-deductible Meals and Entertainment Expenses	(-)	$0.00	(-)	$0.00

4. Schedule D - Capital Gains and Losses

a. Recurring Capital Gains	(+)	$0.00	(+)	$0.00

5. Schedule E - Supplemental Income and Loss

Note: A lender may use Fannie Mae Rental Income Worksheets (Form 1037 or Form 1038) to calculate individual rental income (loss) reported on Schedule E.

a. Royalties Received	(+)	$0.00	(+)	$0.00
b. Total Expenses	(-)	$0.00	(-)	$0.00
c. Depletion	(+)	$0.00	(+)	$0.00

6. Schedule F - Profit or Loss from Farming

a. Net Farm Profit or (Loss)	(+/-)	$0.00	(+/-)	$0.00

Form 1040 Total

Form 1040 Total (Includes sum of sections 1-6)	$0.00		$0.00

Note: IRS Form 4797 (Sales of Business Property) is not included on this worksheet due to its infrequent use. If applicable, a lender may include analysis of the sale and related recurring capital gains.

Partnership or S Corporation

A self-employed borrower's share of Partnership or S Corporation earnings can only be considered if the lender obtains documentation, such as Schedule K-1, verifyting that

- the income was actually dristributed to the borrower, or
- the business has adequate liquidity to support the withdrawal of earnings. If the schedule K-1 provides this confirmation, no further documentaion of business liquidity is required.

Note: See the Instructions for additional guidance on documenting access to income and business liquidity.

IRS Form 1065 - Partnership Income

7. Schedule K-1 Form 1065 - Partner's Share of Income

a. Ordinary Income (Loss)	(+/-)	$0.00	(+/-)	$0.00
b. Net Rental Real Estate; Other Net Income (Loss)	(+/-)	$0.00	(+/-)	$0.00
c. Guaranteed Payments to Partner	(+)	$0.00	(+)	$0.00
Total Schedule K-1 Form 1065		$0.00		$0.00

8. Form 1065 - Adjustments to Business Cash Flow

a. Ordinary (Income) Loss from Other Partnerships	(+/-)	$0.00	(+/-)	$0.00
b. Nonrecurring Other (Income) Loss	(+/-)	$0.00	(+/-)	$0.00
c. Depreciation	(+)	$0.00	(+)	$0.00
d. Depletion	(+)	$0.00	(+)	$0.00

IRS Form 1120S - S Corporation Earnings

9. Schedule K-1 Form 1120S - Shareholder's Share of Income

a. Ordinary Income (Loss)	(+/-)	$0.00	(+/-)	$0.00
b. Net Rental Real Estate; Other Net Rental Income (Loss)	(+/-)	$0.00	(+/-)	$0.00
Total Schedule K-1 Form 1120S		$0.00		$0.00

10. Form 1120S - Adjustments to Business Cash Flow

a. Nonrecurring Other (Income) Loss	(+/-)	$0.00	(+/-)	$0.00
b. Depreciation	(+)	$0.00	(+)	$0.00
c. Depletion	(+)	$0.00	(+)	$0.00
d. Amortization / Casualty Loss	(+)	$0.00	(+)	$0.00

IRS Form 1120 - Regular Corporation

Corporation earnings may be used when the borrower(s) own 100% of the corporation

11. IRS Form 1120 - Regular Corporation

a. Taxable Income		$0.00		$0.00
b. Total Tax	(-)	$0.00	(-)	$0.00
c. Nonrecurring (Gains) Losses	(+/-)	$0.00	(+/-)	$0.00
d. Nonrecurring Other (Income) Loss	(+/-)	$0.00	(+/-)	$0.00

9. **Select** a **Calculation Method** from the drop-down options
10. **Enter** all the **applicable information** in each section as needed.
    Note: Use the grid on the next page to determine what fields are required for the Calculation Method you choose.

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Calculation Method	Self-Employment Sections	Income Fields
Tax Year 1	Tax Return for Year 1	W-2 Income from Self-Employment for Year 1
Tax Year 2	Tax Return for Year 2	W-2 Income from Self-Employment for Year 2
Tax Year 1 & Tax Year 2 Average	Tax Return for Year 1 and 2	W-2 Income from Self-Employment for Year 1 & 2
YTD + 1 Tax Year Average	Self-Employment YTD Income Tax Return for Year 1	YTD Income YTD Income Date YTD Number of Months (populates based on Income Date) W-2 Income for Tax Year 1
YTD + 2 Tax year Average	Self-Employment YTD Income Tax Return for Year 2	YTD Income YTD Income Date YTD Number of Months (populates based on Income Date) W-2 Income for Tax Year 2
Lower of Tax Year 1 & 2	Tax Return for Year 1 and 2	W-2 Income from Self-Employment Tax Year 1 & 2
Use lowest of all Calculations	Self-Employment YTD Income Tax Return for Year 1 and 2	Amount YTD Income YTD Income Date

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11. To **view the Tax Return(s) in the Document Repository**, **click** the **paper icon** next to the tax year in the Tax Years section.

Tax Years		View Tax Year 1 Tax Return documents	
Tax Year 1		2018 **11**	2019
Number Of Months		12.00	12.00

12. When all the applicable information has been entered, **click** the **Calculate Totals** icon at the top of the screen.

4000015026* ▸ Loan Summary ▸ Task View - Underwriting Conv Ancillary Workflow ▸ **Self-Employed Income A**

🛠 Self-Employed Income Analysis 🔄 **12**

Homeowner, John Learner ⟨ ⟩ ☐ Print for this borrower
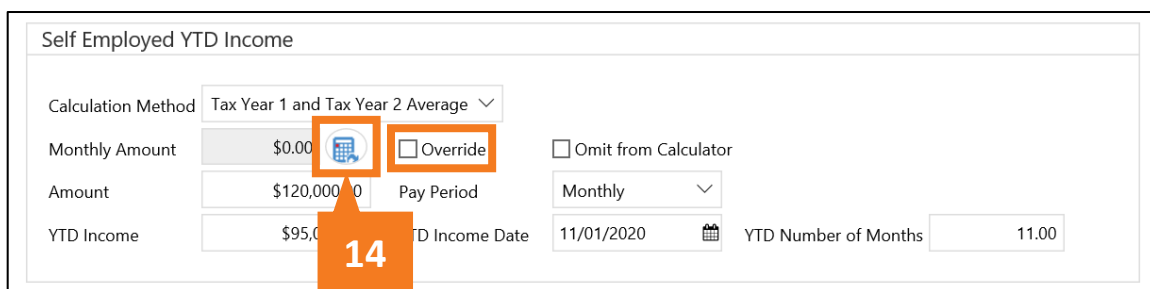
Applicable Individuals

13. The **Form 1040 Total section will populate** with totals.

Form 1040 Total		
Form 1040 Total (Includes sum of sections 1-6)	$100,000.00	$110,000.00

14. **Click** the **Recalculate** icon next to the Monthly Amount in the Self Employed YTD Income section.
Note: There is an override checkbox that allows you to bypass the calculations and enter in an amount.

Self Employed YTD Income

Calculation Method	Tax Year 1 and Tax Year 2 Average ∨			
Monthly Amount	$0.00 🔲 **14**	☐ Override	☐ Omit from Calculator	
Amount	$120,000.00	Pay Period	Monthly ∨	
YTD Income	$95,0...	YTD Income Date	11/01/2020 📅	YTD Number of Months	11.00

15. The **Monthly Amount will recalculate** based on the method and data you entered.

16. When finished with the Self Employment Analysis screen, **click** the **Close Door** icon

 to **return to** the **URLA 1b-1c. Current Employment screen**.

Review Documents in the Document Repository

1. In the Underwriting Conv Ancillary Workflow Task Flow, **click Document Repository**. The Document Repository will open in a separate tab in your Internet browser.
    Note: You may find it helpful to have the Document Repository open in another browser window on a separate monitor.

2. **Review documents** in the Document Repository **as needed**.
3. When finished reviewing documents, **close** the **Document Repository** by **closing** the **browser tab**.

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4. In Empower, **click** the **Task Complete** icon .
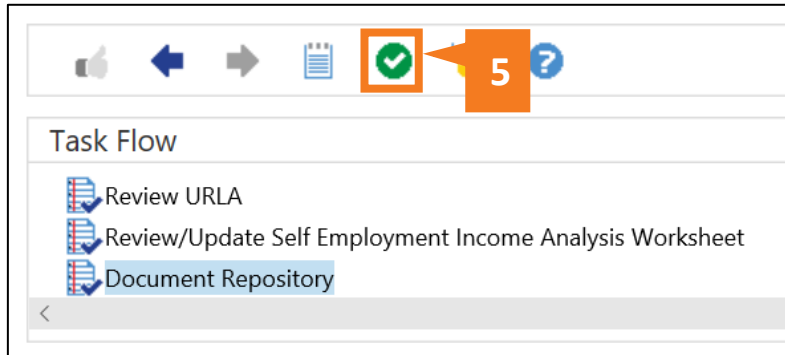
5. On the completed task dialog box, **click OK** to close out the Task.
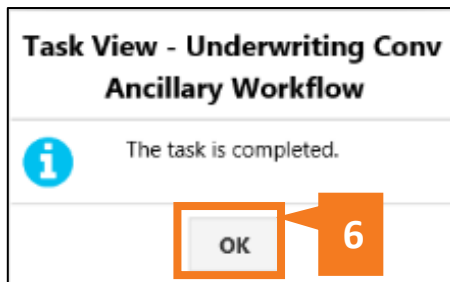
6. **Click** the **Close Door** icon to **return to** the **Loan Summary** screen.

Review Fraud Task

The Fraud Report runs automatically in Empower (known as running "lights-out") when the loan file has all the information it needs to run fraud.

Gateway First Bank is using DRIVE for fraud reporting. The DRIVE Scoring Results evaluates the level of risk involved with the active loan. Any red flags identified in the FACT Act and Automated Valuation Model will be returned.

1. On the Loan Summary screen, **double-click** the **Review Fraud** task to open it.
   Note: This task may be assigned to a Processor instead of an Underwriter.

Loan Activity

	Priority	Assigned To	Note	Status	Description	Category
▶		DBTest LOOne		In Process	Manual Submission of AUS	Services
		DBTest ProcessorOne		Assigned	Review Fraud	Documents
				Assigned	Manual Order MI Certificate	Services
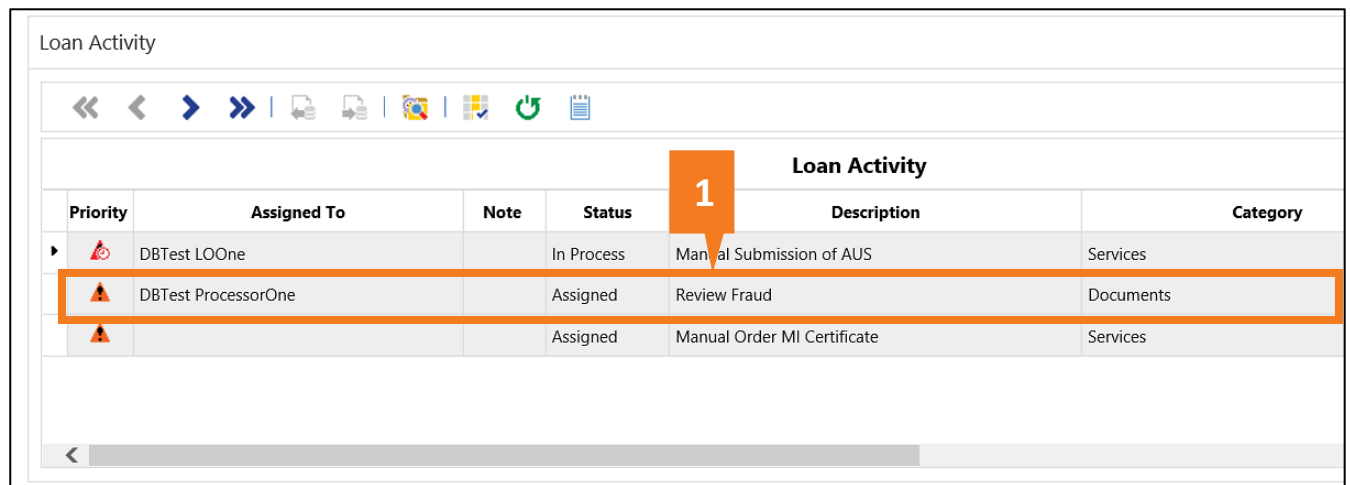
2. **Click Review the Fraud Results in the Document Repository**. The Document Repository will open in a separate tab in your Internet browser.
   Note: You may find it helpful to have the Document Repository open in another browser window on a separate monitor.

Task Flow

Review the Fraud Results in the Document Repository
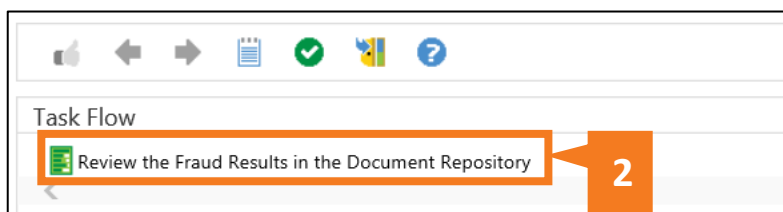
3. **Open** and **review** the **Fraud Report**.
4. When finished reviewing, **close** the **Document Repository** by **closing** the **browser tab**.
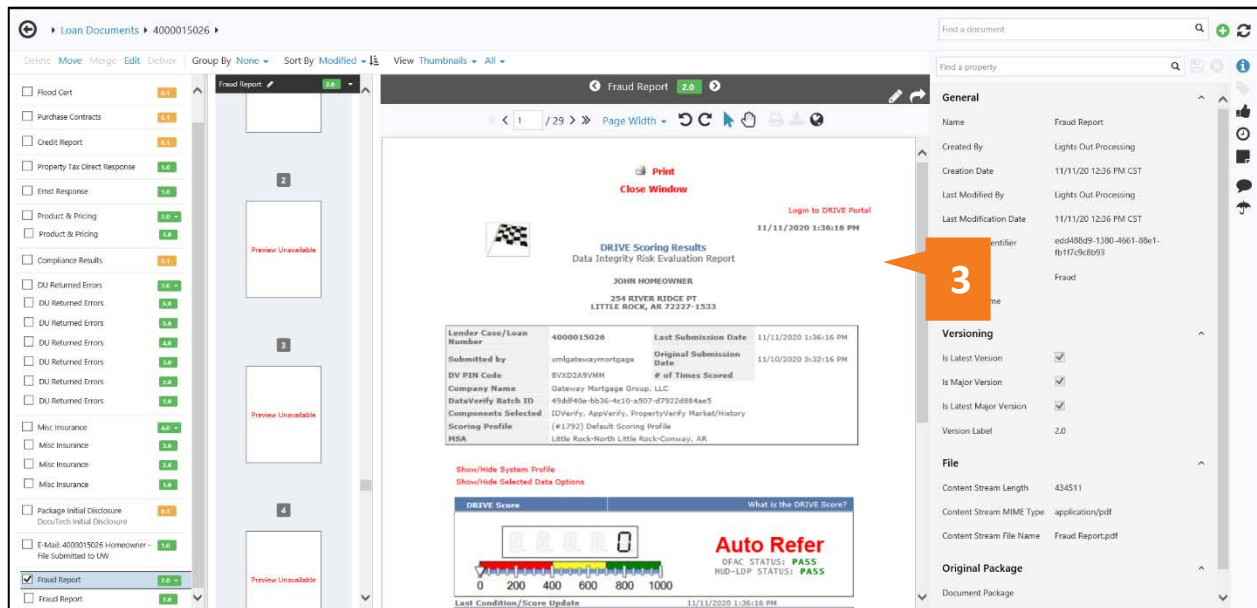
5. In Empower, **click** the **Task Complete** icon .
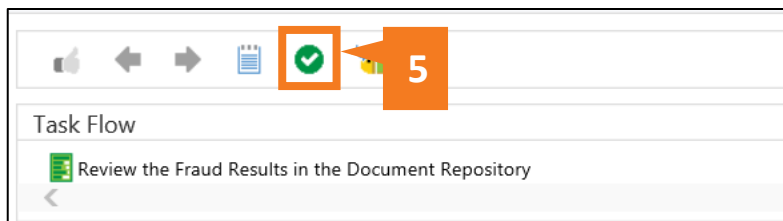
6. On the completed task dialog box, **click OK** to close out the Task.

7. **Click** the **Close Door** icon to **return to** the **Loan Summary** screen.

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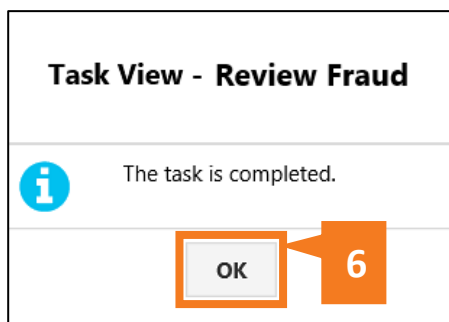
UNIVERSAL NODES

Five Universal Nodes

There are universal nodes available to all roles:

- Business Card Directory
- Contact Info
- Key Dates
- Notepad
- Document Repository

You will access and work with these nodes as needed to complete your Underwriting work.

<u>**Business Card Directory**</u>

1. **Click** the **Business Card Directory** node in your Workflow.
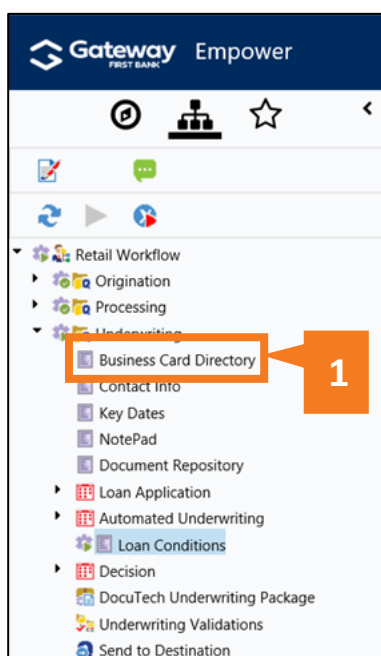
2. The **Underwriter field** should display **your Empower user ID**.
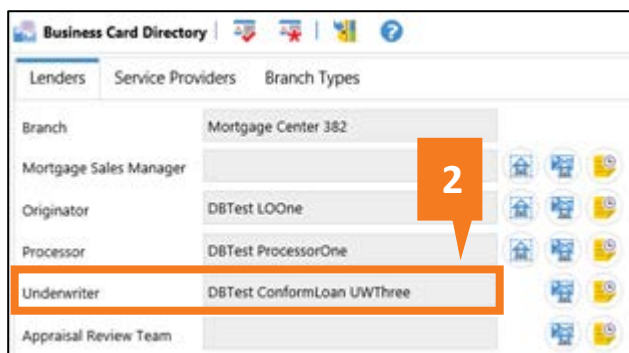
Note: If you access the Business Card Directory prior to completing a Task, your user ID may not display. A Task may need to be completed in order for your user ID to populate.

3. **Click** the **Close Door** icon ☐ to **close** the **screen**.

Contact Info

For FHA or VA loans, you may need to review the Contact Info node for Veteran information, Trusts, Guarantors, Nonborrower Spouse, Borrower's Closest Relative, etc.

1. **Click** the **Contact Info** node in your Workflow.
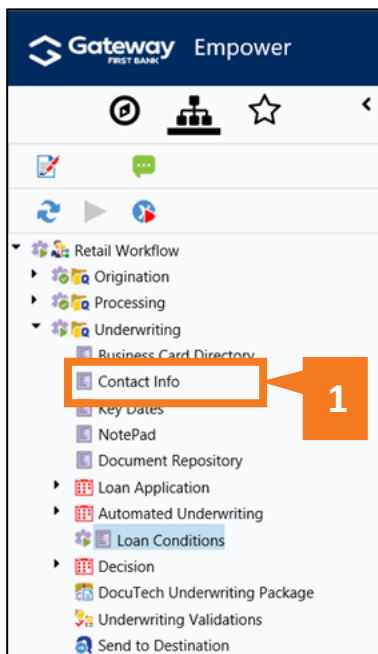
2. The **Contact Info screen** will display.

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3. **Click** the **Close Door** icon to **close** the **screen**.

Key Dates

The Key Dates have been configured by Gateway First Bank and are lender-specific. Grayed-out fields are auto-populated by actions performed in the system. Others are manually entered.

1. **Click** the **Key Dates** node in your Workflow.
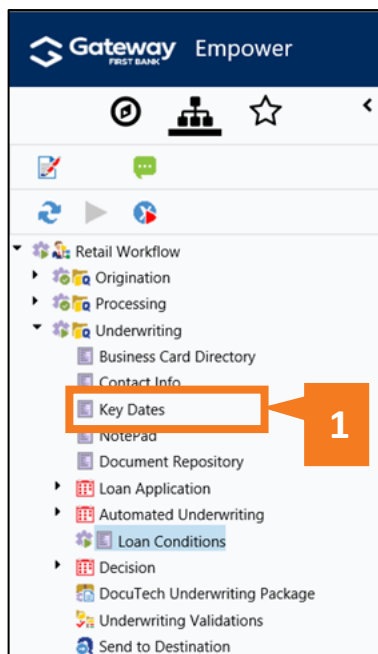
2. The **Key Dates Overview** tab displays by default.

Underwriting in Empower
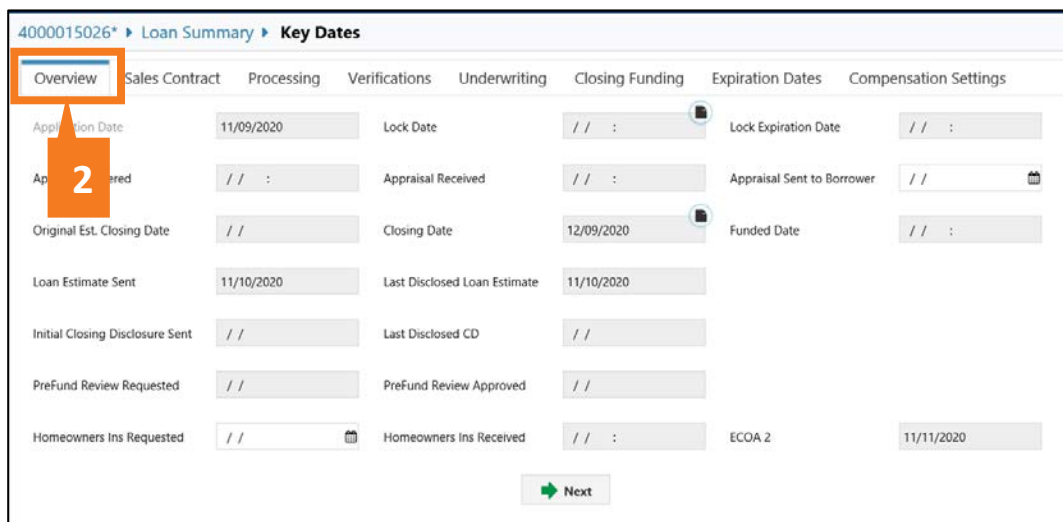
3. **Click** the **Underwriting tab** and **enter information needed**.
    Note The Next and Previous buttons at the bottom of the tab provide navigation to other tabs.

You may need to access other tabs, such as Expiration Dates or Verifications. **Follow business procedures to complete fields as needed.**

4. **Click** the **Loan Summary link** at the top of the screen to **close** the **screen**.
    Note: There is no Close Door icon on this screen.

Underwriting in Empower

NotePad

The NotePad screen displays any notes that have already been entered in loan file by other users and allows you to add notes, as well.

Locate a Note

1. **Click** the **NotePad** node in your Workflow.
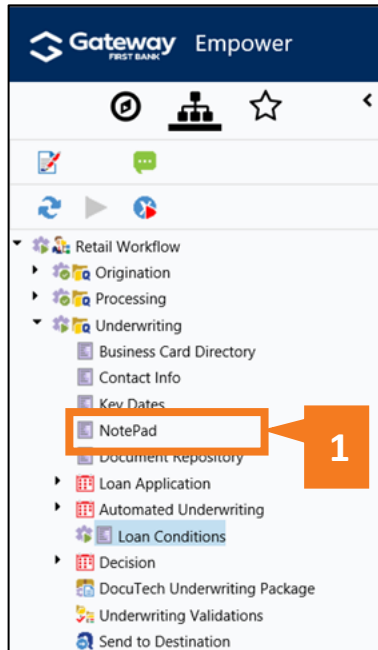
2. **Enter filter criteria** in the Username, Categories, or Description fields.
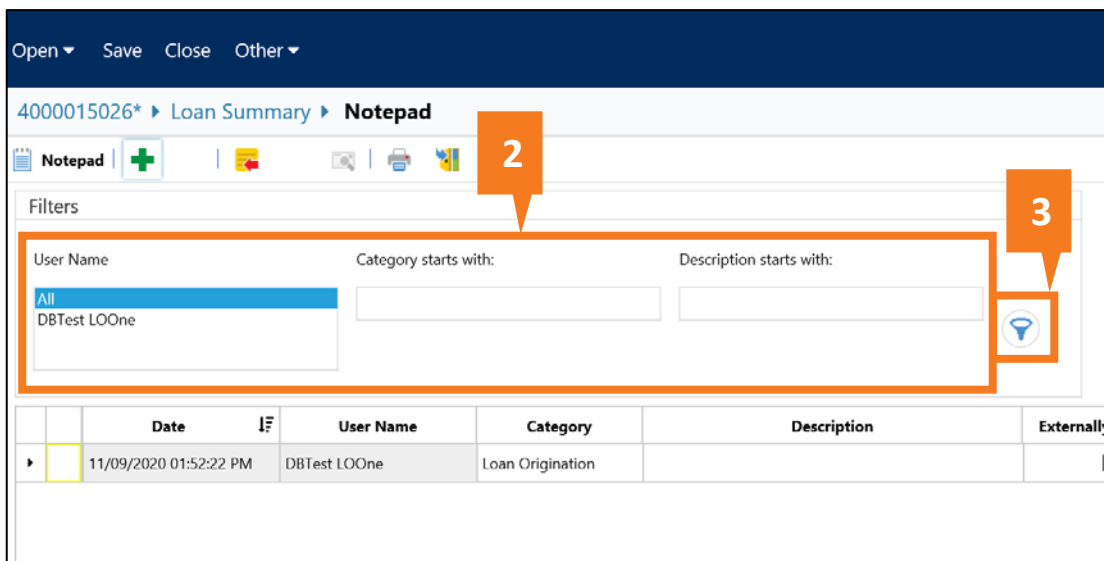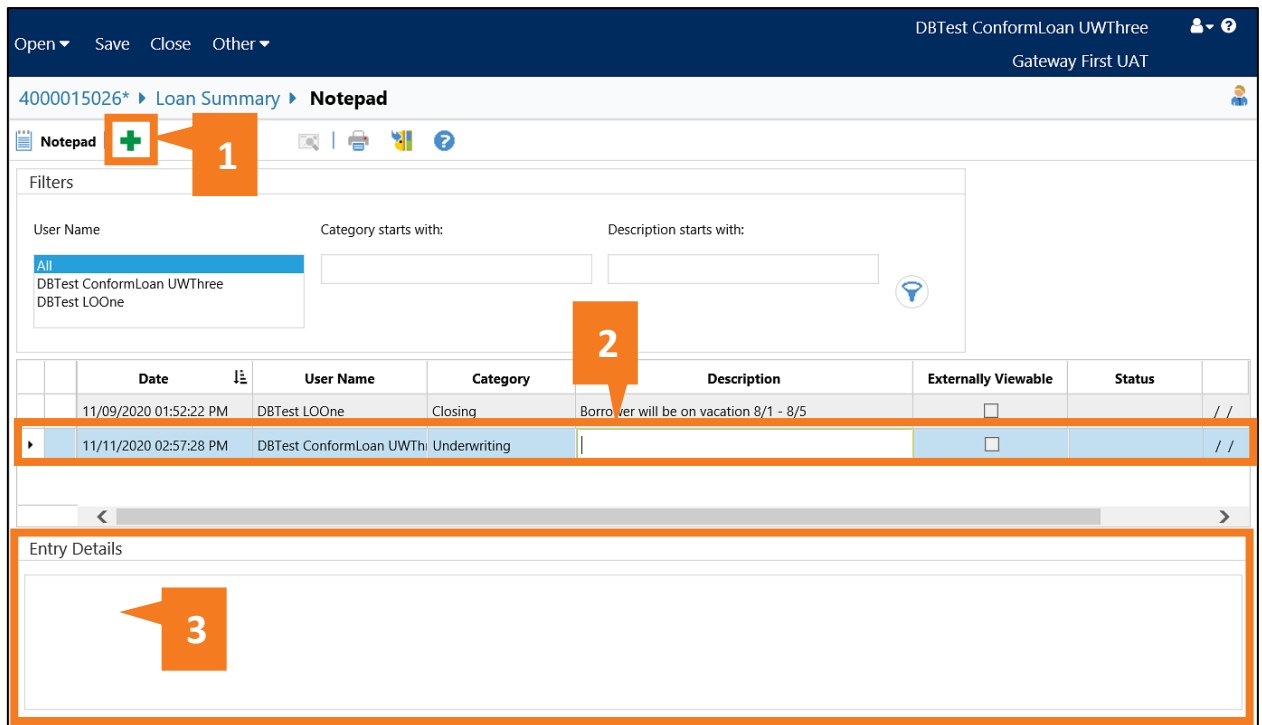
3. **Click** the **Filter** icon to view filtered notes.

4. **Select** the appropriate **note**. The body of the note will in the Entry Details text box at the bottom of the screen.

Add a Note

1. **Click** the **Add Note** icon [➕] to add a new note row.

2. **Click** each **field** in the row **to complete it**.
   Note: Date, User Name, and Category are auto populated.

3. **Enter** the **body of your note** in the **Entry Details** text box at the bottom of the screen.
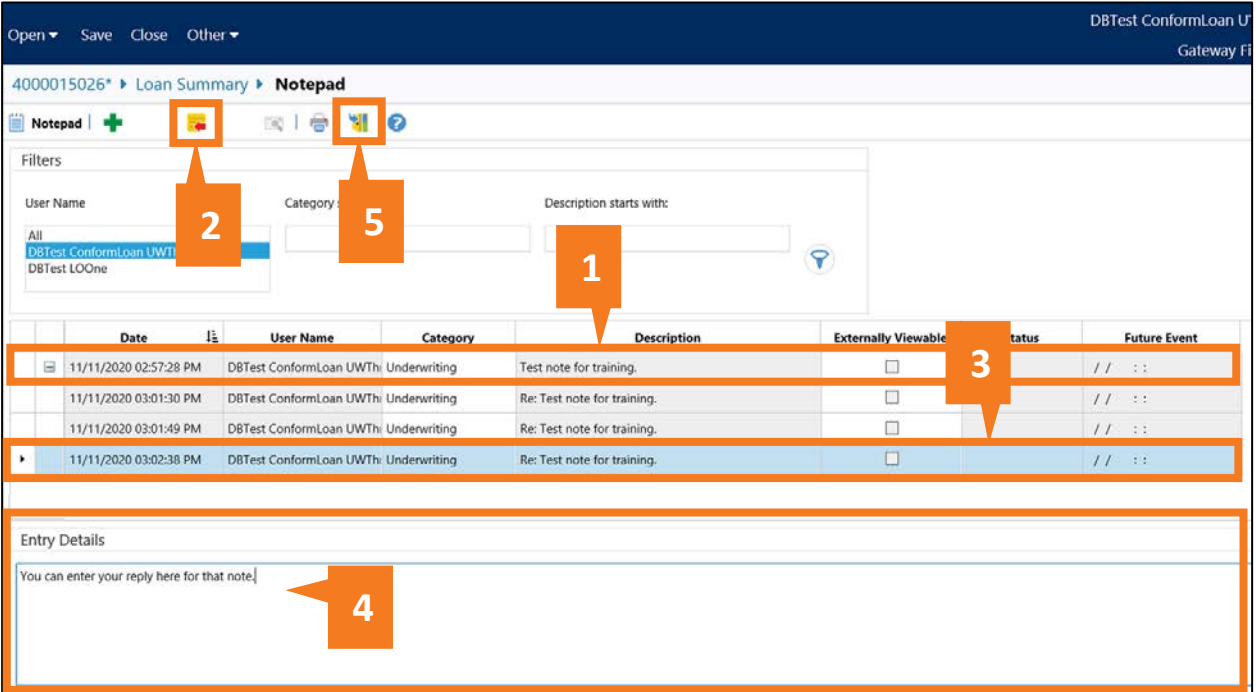
Underwriting in Empower

Reply to a Note

1. **Select** the **note** you want to reply to.

2. **Click** the **Reply Note** icon [icon] .

3. A new row will appear with "Re: *Original Note Title"* in the Description field. **Click each field** in the row to **complete it**.

4. **Enter your reply** in the **Entry Details** text box at the bottom of the screen.

5. **Click** the **Close Door** icon [icon] to **close** the **screen**.

Document Repository

The Document Repository will open in a separate tab in your Internet browser. You may find it helpful to have the Document Repository open in another browser window on a separate monitor.

Locate a Note in the Document Repository

Notes in the Document Repository are part of NotePad. Notes added or replied to in the Document Repository will appear in the NotePad node, as well as in the Document Repository.

1. **Click** the **Document Repository** node in your Workflow.
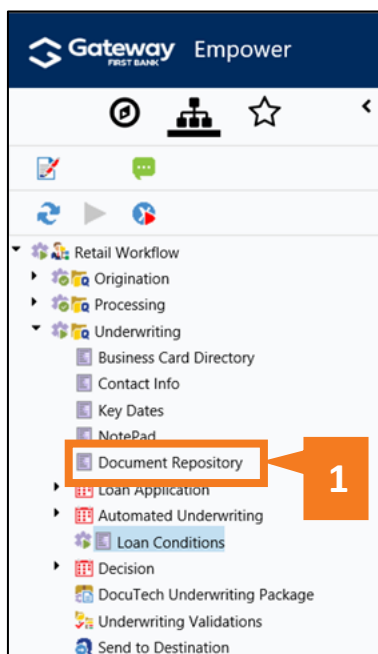
2. The Document Repository will open in a separate tab in your Internet browser.

3. Click the Note icon ⬛ in the far-right, vertical menu.

Note: Notes associated with ALL documents in the loan File will be displayed. To filter notes associated with a particular document, select that document first.

4. The Notes pane will open to the right of the document.
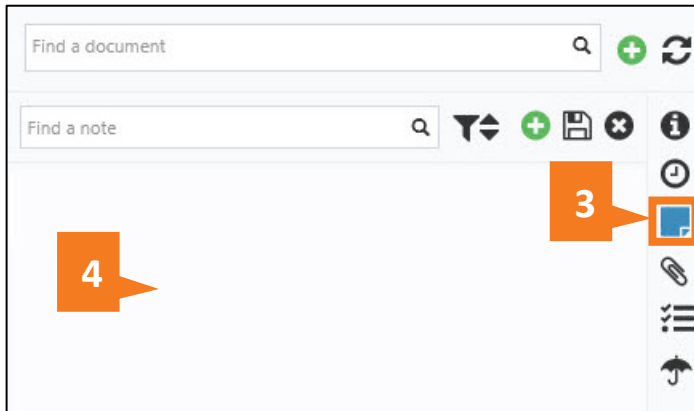
5. Select criteria from the Category and/or Sort By drop-down options or enter keywords.

6. Click the Filter icon 🔻.
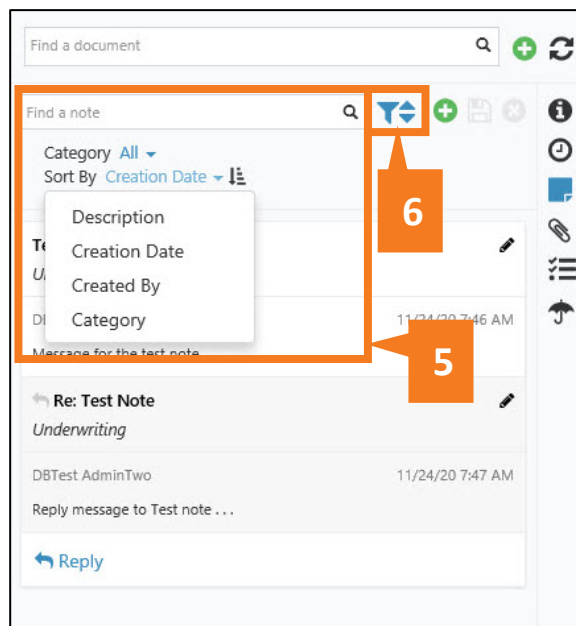
Add a Note Associated with a Document

1. Select the document to which you want to add a note.

2. Click the Add Note icon [⊕] .

3. Enter the Subject and body of your message and select the Category from the drop-down options.

4. Click the Save icon [💾] to save your message.
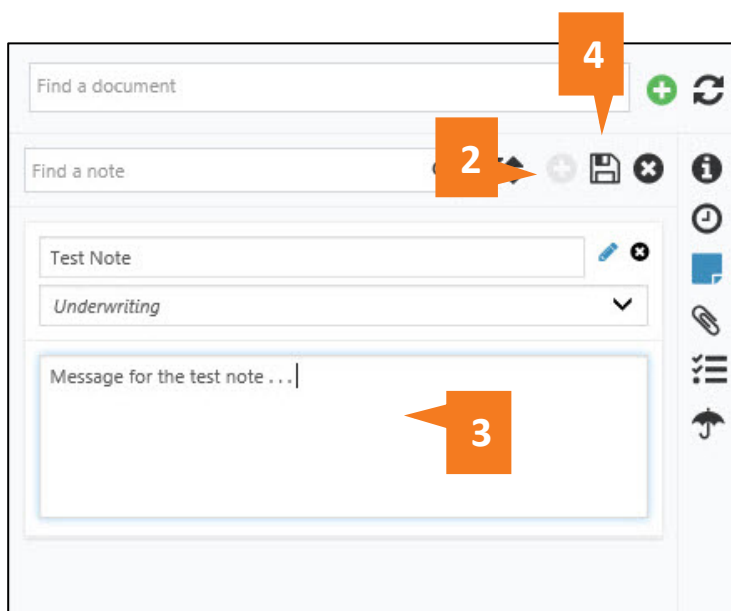
Reply to a Note Associated with a Document

1. Click Reply under the note you want to reply to.
2. Select the Category from the drop-down options and enter the body of your message.
3. Click the Save icon 💾 to save your message.
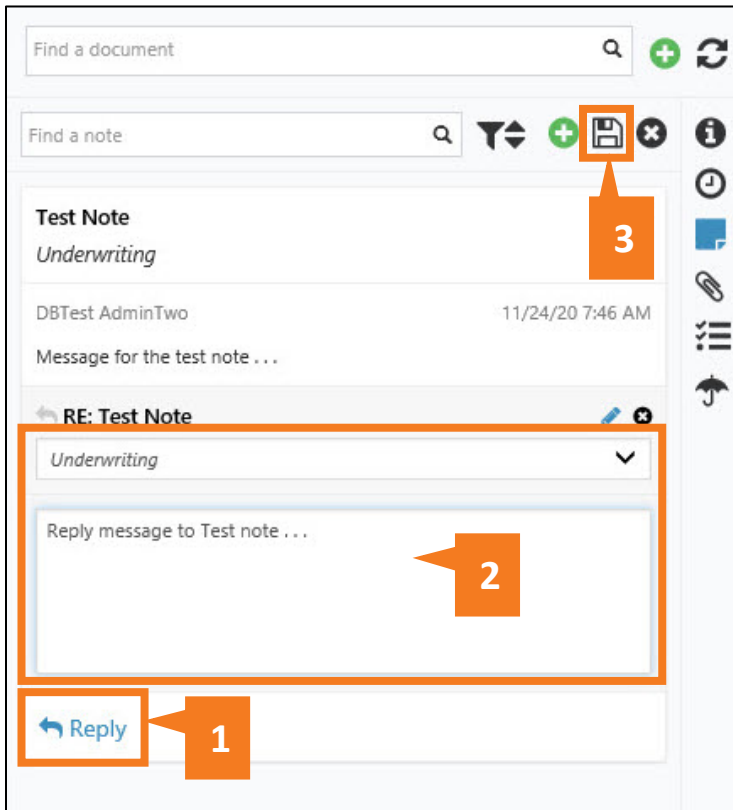
Underwriting in Empower

LOAN APPLICATION

The Loan Application folder contains the following nodes: URLA, Transmittal, and LoanBeam.
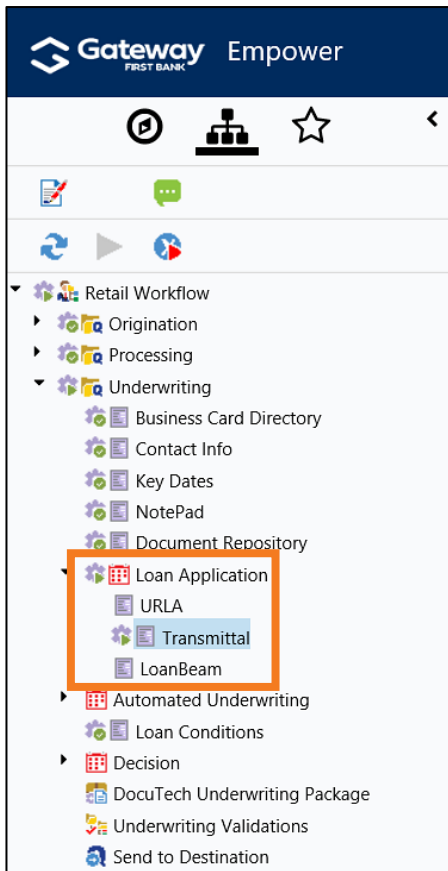
URLA

The Uniform Residential Loan Application (URLA) node contains all pages in the 1003 application. To navigate through the pages of the URLA, click the blue number circles.
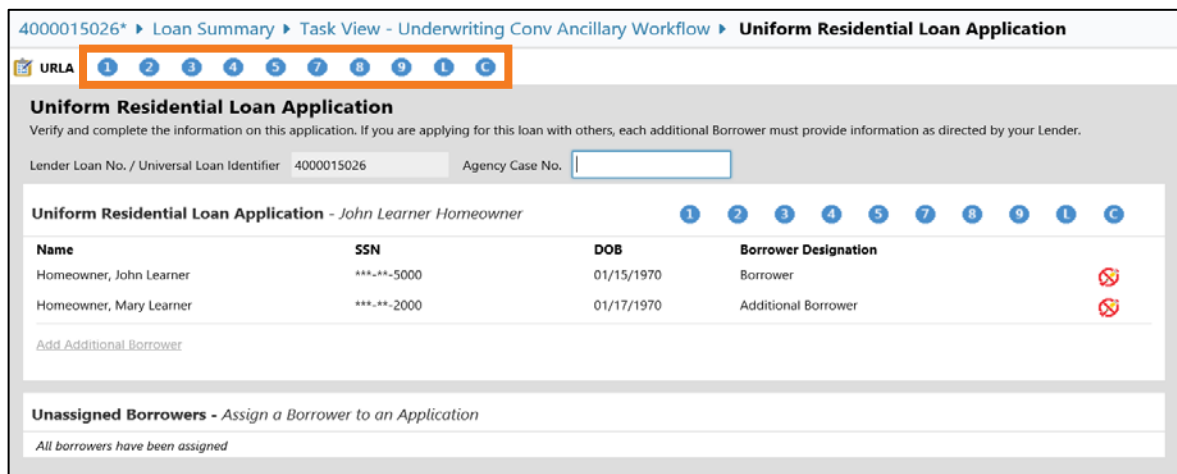
Transmittal

The Transmittal contains some fields that are completed manually, but most data is populated from other screens within Empower. This screen shows the actual form that the user can print from the system.

The toolbar on this screen has many different icons, also known as jumps, that will take you to URLA sections as needed. From left to right, the icons are as follows:

- 1003 Monthly Income
- 1003 Other Monthly Income
- 1003 Monthly Housing Expense (Current)
- 1003 Monthly Housing Expense (Proposed)
- 1003 Liabilities
- 1003 Alimony, Child Support, Separate Maintenance
- 1003 Job Related Expenses
- 1003 Real Estate Owned
- Qualifying Rate
- Housing and Debt Ratios
- Credit Line Worksheet

Underwriting in Empower

4000015026* ▶ Loan Summary ▶ **Uniform Underwriting and Transmittal Summary**

Uniform Underwriting and Transmittal Summary

Property Address

Address 1	254 River Ridge Pt.
Address 2	
ZIP	72227-
City	Little Rock
State	AR
County	PULASKI

I. Property Information

Property Type
- ☑ 1 unit
- ☐ 2-4 units
- ☐ Condominium
- ☐ PUD ☐ Co-op
- ☐ Manufactured Housing
  - ○ Single Wide
  - ○ Multiwide

Project Classification

Freddie Mac
- ○ Streamlined Review
- ○ Established Project
- ○ New Project
- ○ Detached Project
- ○ 2- to 4- Unit Project
- ○ Exempt From Review
- ○ Reciprocal Review

Fannie Mae
- ○ P Limited Review - New Condo Project
- ○ Q Limited Review - Established Condo Project
- ○ R Full Review – New Condo Project
- ○ S Full Review – Established Condo Project
- ○ T Fannie Mae Review through PERS – Condo Project
- ○ U FHA-approved Condo Project
- ○ V Condo Project Review Waived

- ○ E Established PUD Project
- ○ F New PUD Project
- ○ 1 Full Review – Co-op Project
- ○ 2 Fannie Mae Review through PERS – Co-op Project

Property Rights
- ◉ Fee Simple ○ Leasehold

Occupancy Status
- ◉ Primary Residence
- ○ Second Home
- ○ Investment Property

Additional Property Information

Number of Units	1
Sales Price	$200,000.00
Appraised Value	$200,000.00

Project Name

Fannie Mae Condo Project Manager™ Project ID# (if any)

II. Mortgage Information

Loan Type
- ◉ Conventional
- ○ FHA
- ○ VA
- ○ USDA / RD
- ○ Other

Amortization Type
- ◉ Fixed-rate (monthly payments)
- ○ Fixed-rate (biweekly payments)
- ○ Balloon
- ○ ARM (type):
- ○ Other (specify):

Loan Purpose
- ◉ Purchase
- ○ Cash Out Refinance
- ○ Limited Cash Out Refinance (Fannie)
- ○ No Cash Out Refinance (Freddie)
- ○ Home Improvement
- ○ Construction Conversion / Construction to Permanent

Lien Position
- ◉ First mortgage
  - Amount of Subordinate Financing
    - $0.00 ☐ Override
  - Credit Limit (if HELOC)
    - $0.00
- ○ Second mortgage

Note Information

Loan Amount	$180,000.00
Note Rate	4.625%
Loan Term (in months)	360

Mortgage Originator
- ○ Seller
- ○ Broker
- ○ Correspondent

Agent Company
GM, a div of GFB

Agent Contact
DBTest LOOne

Temporary Buydown
- ☐ Yes:
  - Terms

Underwriting in Empower

4000015026* ▸ Loan Summary ▸ **Uniform Underwriting and Transmittal Summary**

Uniform Underwriting and Transmittal Summary

II. Mortgage Information

Loan Type
- ◉ Conventional
- ○ FHA
- ○ VA
- ○ USDA / RD
- ○ Other

Amortization Type
- ◉ Fixed-rate (monthly payments)
- ○ Fixed-rate (biweekly payments)
- ○ Balloon
- ○ ARM (type):
- ○ Other (specify):

Loan Purpose
- ◉ Purchase
- ○ Cash Out Refinance
- ○ Limited Cash Out Refinance (Fannie)
- ○ No Cash Out Refinance (Freddie)
- ○ Home Improvement
- ○ Construction Conversion / Construction to Permanent

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- ◉ First mortgage
  - Amount of Subordinate Financing
    - $0.00 ☐ Override
  - Credit Limit (if HELOC)
    - $0.00
- ○ Second mortgage

Note Information
- Loan Amount: $180,000.00
- Note Rate: 4.625%
- Loan Term (in months): 360

Mortgage Originator
- ○ Seller
- ○ Broker
- ○ Correspondent

Agent Company
GM, a div of GFB

Agent Contact
DBTest LOOne

Temporary Buydown
- ☐ Yes:
- Terms

III. Underwriting Information

Underwriter's Name	Appraiser's Name	License #	Appraisal Company Name

Stable Monthly Income

Borrower 1	$16,250.00	Rental Income – Subject Property	$0.00
Borrower 2	$6,250.00	Net Rental Income - Other Properties	$0.00
Borrower 3	$0.00	Total Borrower Income	$22,500.00
Borrower 4	$0.00	☑ At least one borrower is self-employed	
Other Borrowers (5+)	$0.00		

Qualifying Ratios
- Primary Housing Expense / Income: 4.253%
- Total Obligations / Income (DTI): 24.062%

Loan-to-Value Ratios
- LTV: 90.000%
- CLTV / TLTV: 90.000%
- HCLTV / HTLTV: 90.000%

Qualifying Rate
- ◉ Note Rate: 4.625%
- ○ 0.000% Above Note (0.000%)
- ○ 0.000% Below Note (0.000%)
- ○ Bought Down: 0.000%
- ○ Other: 0.000%

Level of Property Review
- ○ Exterior / Interior
- ○ Exterior Only
- ○ No Appraisal
- Form Number: [dropdown]
- Other Description:
- ☐ Escrow (Taxes and Insurance)

Proposed Monthly Payment for the Property

Qualify P & I (1st)	$925.45
Other Financing Qualify P & I (2nd)	$0.00
First Mortgage P & I	$925.45
Subordinate Lien(s) P & I	$0.00
Homeowner's Insurance	$0.00
Supplemental Property Insurance	$0.00
Property Taxes	$0.00
Mortgage Insurance	$31.50
Association / Project Dues (Condo, Co-Op, PUD)	$0.00
Other	$0.00
Total Actual Payment	$956.95
Total Qualifying Payment	$956.95
All Other Monthly Payments Used in Qualifying	$4,457.00

Risk Assessment
- ○ Manual Underwriting
- ◉ AUS
  - ○ DU ○ LPA ○ Other:
  - AUS Recommendation: ☐ Override
  - DU Case ID / LPA AUS Key #
  - LPA Doc Class (Freddie)

Borrower Funds to Close

Required	☐ Override	$230,215.50
Verified Assets	☐ Override	$100,000.00
# Mos Reserve	☐ Override	0
Interested Party Contributions		0.000%

LoanBeam

LoanBeam is integrated with Empower. LoanBeam intakes tax return documents to produce an income calculation worksheet in an Excel file format.

Submit A Request

LoanBeam requires submitted PDF(s) to be inclusive of one or more complete documents. A partial document in a PDF file will not be recognized and processed by their engines. For example, if you submit page 1 of the 1040 form in a PDF and page 2 in another PDF, LoanBeam will not be able to "stitch together" those partial documents into a complete 1040 form.

This is particularly important for extra-large tax return documents. Because the Document Repository in Empower limits the maximum size of a PDF, you may need to split extra-large tax return documentation into multiple, smaller PDF files. **If you separate a PDF document, take care that forms/schedules/documentation are not split in the middle of a form.**

If a document cannot be separated into small enough PDFs to upload into the Empower Document Repository, you will need to use the LoanBeam website to upload the entirety of the document in a single PDF. In that case, it is advisable to still begin the order in Empower and then go to the LoanBeam website to upload the large PDF file. Since the order is started in Empower, you will be able download the resulting Excel output file through Empower.

Underwriting in Empower

1. **Click** the **Loan Application folder** in your Workflow.
2. **Click** the **LoanBeam** node.
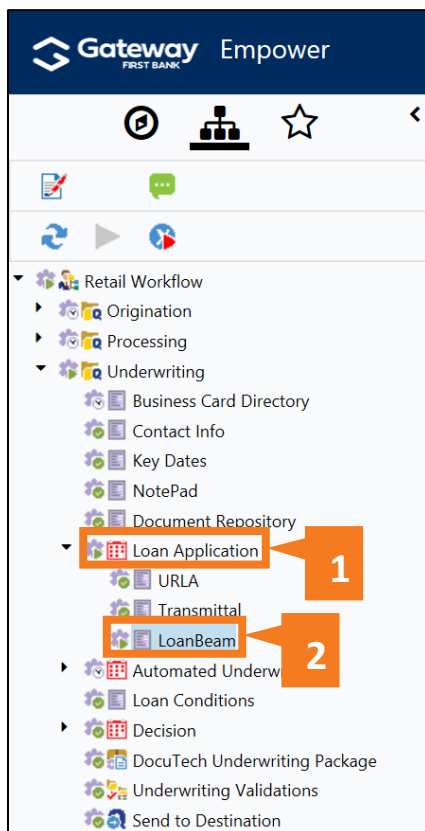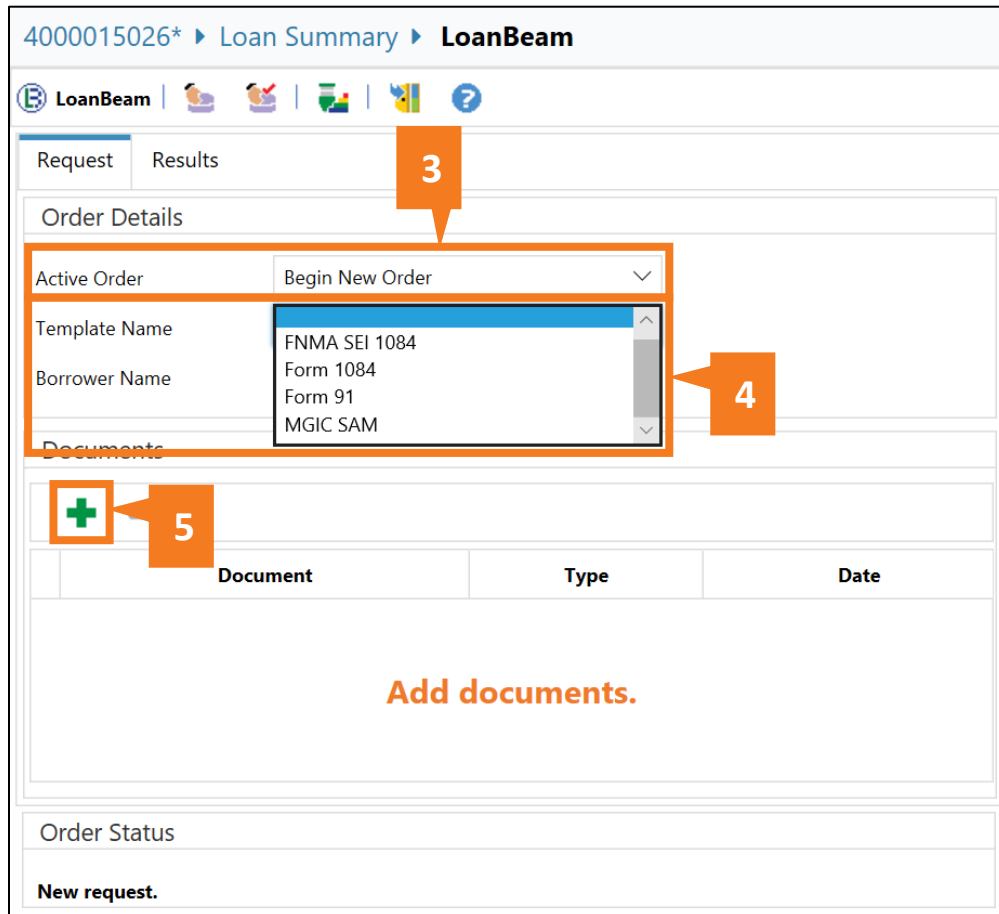
Underwriting in Empower

3. **Select New Order** from the **Active Order drop-down** options.
4. **Select** the **appropriate Template Name** from the **drop-down options**.

5. **Click** the **Add** icon in the Documents section.

6. The **Select Document box will appear**. The documents listed are currently available in the Document Repository.
7. **Click** the **appropriate tax return document** from the list.
   Note: If you do not see any tax documents in this box, they need to be uploaded to the Document Repository first.
8. **Click OK**.

9. The **selected document** will **display** in the **Document section**.

10. **Repeat Steps #5-8 to add additional tax return documents** to the upload request.
11. After all documents are selected, **click** the **Validate Submission Data** icon

. .
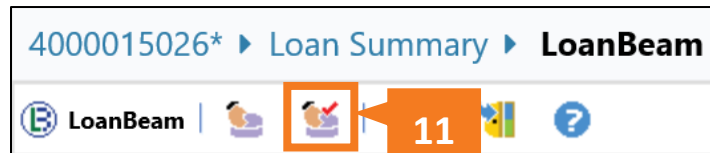
12. **If errors exists** on the request, **review** the **errors** to correct in the validation dialog box and **click Close**.
13. **Correct** noted **errors** on the request.
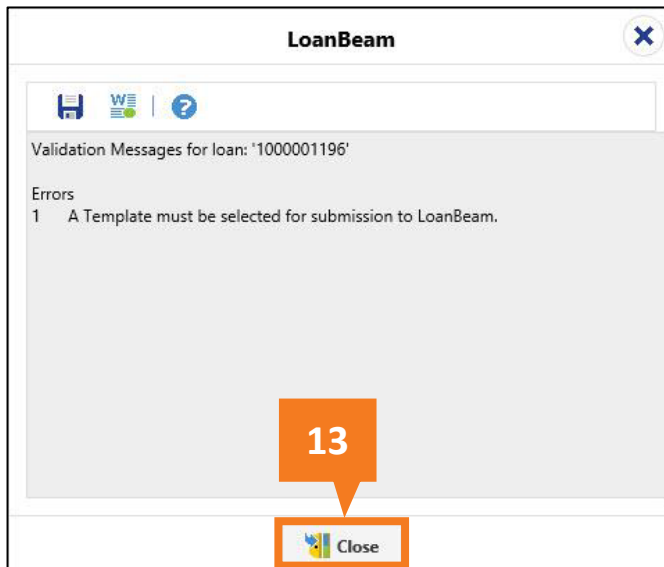
14. **Click** the **Validate Submission Data** icon again.

15. **Repeat Steps #11-14** until **all errors** are **corrected**.
16. **If all** the **information is correct**, **click OK** on the validation dialog box.
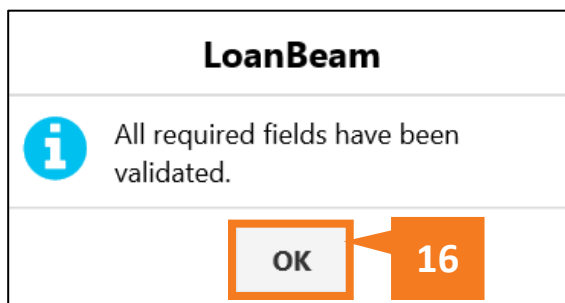
17. **Click** the **Submit Request** icon [icon] .
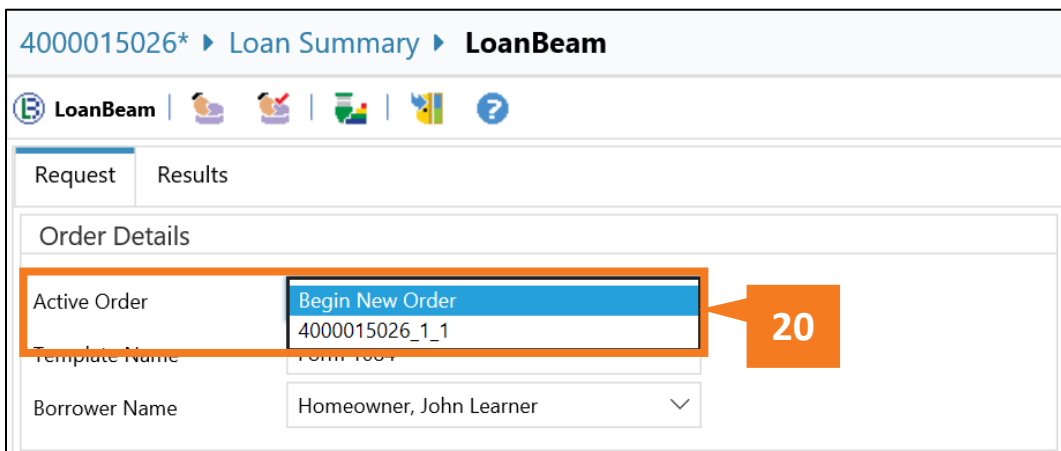
18. **Order Status** at the bottom of the screen **will change to Order Submitted.**
    Note: This status will display until all documents have been transmitted to LoanBeam.

Order Status
Order submitted.

19. **Order Status** at the bottom of the screen **will change to Response Received** when the **order has processed.**
    Note: Please see your LoanBeam account representatives for the order processing time frame. Empower will continue to actively ping LoanBeam for status on the order every 5 minutes over the next 24 hours until LoanBeam indicates that the order has completed processing.

Order Status
Response received.

20. **After** a **response** is **received**, **select** the **order reference number** from the **Active Order drop-down** options.

21. **Click** the **Results tab**. A record displays the Response section.

22. **Click** the **Download** icon [icon] to **download the Excel output file** from LoanBeam.

Note: The Download button only becomes active once LoanBeam finishes processing the loan documents.

23. **Open the file or save the file** to your computer.

Underwriting in Empower

Update an Existing Order

The returned order from LoanBeam may indicate that documents are missing from the analysis.

For example, through analysis of the tax returns, LoanBeam sees an income source from a partnership, but there was no Schedule K-1 included in the tax documents.

A list of the documents missing from the order can be reviewed on the Cover Page tab of the LoanBeam Excel output file. **These missing documents will need to be uploaded to LoanBeam by updating the existing order.**

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1. **Select the appropriate order reference number** from the **Active Order drop-down** options.
2. **Repeat Steps #4-23 in the LoanBeam Submit a Request section** of this eBook **to submit the missing documentation** for the existing order.
   Note: The Template Name selected for an update does not have to be the same as the original order.

Underwriting in Empower

Request a New Output File for an Existing Order

There may be times when it is necessary to request a new output file from LoanBeam on an existing order, even though you do not need to add any additional/missing documents to the order.

Empower only actively pings LoanBeam for 24 hours. In extreme cases (where the page counts are very high on documents submitted), LoanBeam may take longer to analyze those documents. In this case, the final status check would still show the order in a "Processing" status on the LoanBeam side. Requesting a new output file on the order will refresh the order and begin Empower's active pinging for either another 24 hour cycle or until the output file is completed and ready for download.

View Results After Order Processing

If the order is slow to process and you need to return to the LoanBeam node to view the results at a later time, the Excel output file can always be downloaded through the Results tab for the order.

1. **Click** the **Loan Application folder** in your Workflow.
2. **Click** the **LoanBeam** node.
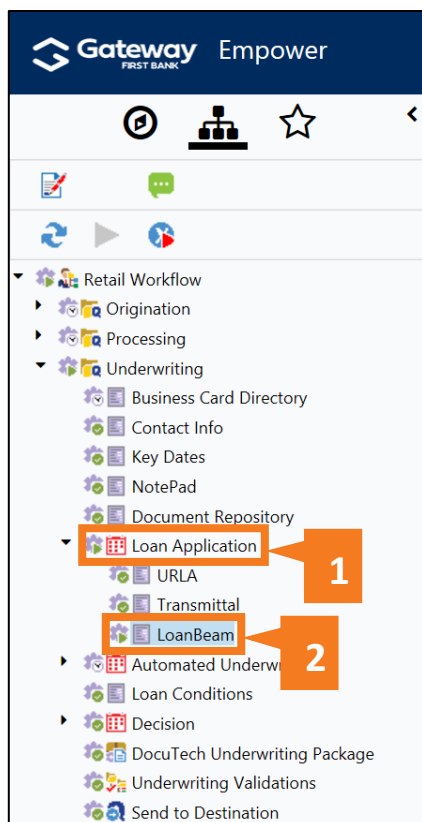
3. **Select the appropriate order reference number** from the **Active Order drop-down** options.

4. **Click** the **Results tab**.

5. **Click** the **Download** icon to **download the Excel output file** from LoanBeam.

   Note: The Download button only becomes active once LoanBeam finishes processing the loan documents.

6. **Open the file or save the file** to your computer.

| What do you want to do with 4000015026_1_1....xlsx (427 KB)? From: apistage.loanbeam.com | Open | Save | ∧ | Cancel | ✕ |

6

7. **Click** the **Close Door** icon to **return to** the **Loan Summary** screen.

IRS 4506

1. **Click** the **Loan Application folder** in your Workflow.
2. **Click** the **IRS 4506** node.

Underwriting in Empower
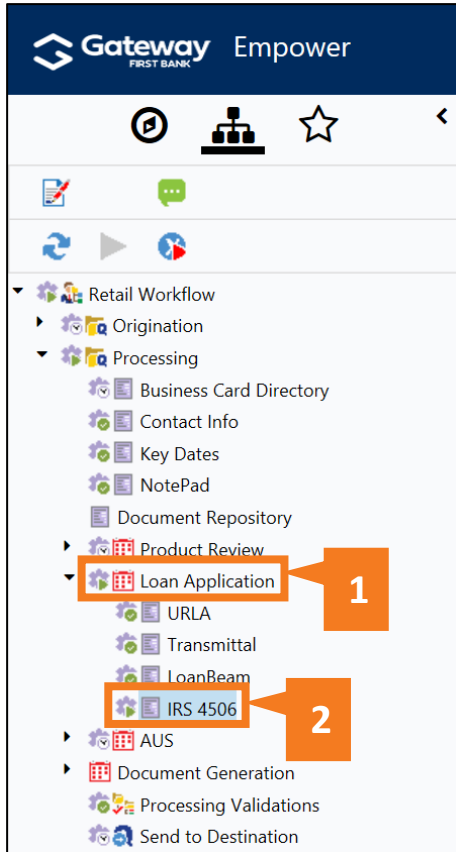
3. **Review and edit information** on this screen **as needed**.

4. **Click** the **Close Door** icon to **return to** the **Loan Summary** screen.

MORTGAGE INSURANCE

Ordering Mortgage Insurance (MI) is streamlined in Empower. Rate quotes and selection are automatic, but you can still manually price scenarios and select a Mortgage Insurance Company if business processes and procedures require you to do so.

If MI is required on a loan, it will be assigned to you through a Task.

Order Mortgage Insurance Certificate

Review the Rate Quote Scenario

1. On the Loan Summary screen, **double-click** the **Manual Order MI Certificate** task to open it.

2. **Click** the **Accept the Task** icon [thumbs up] .

3. **Click Order MI Cert**.

4. On the Mortgage Insurance screen, **click** the **View Files** icon ![icon] and select **Order Response**.

5. On the Mortgage Insurance Order Response screen, **click** the **Scenarios** icon ![icon] to **review** the **rate quote**.

6. The View Scenarios screen displays available MI scenarios.
   Note: If there are no scenarios, this screen displays the following message: No scenarios are saved under this Scenario Layout.

   The automatic, or lights-out, processing runs a Cascade MI Rate Quote and selects a vendor. Typically, the company with the lowest rate is selected.
   Note: CMGMortgageInsurance is Arch.

7. **If choosing a different vendor**, **select** the **vendor** by highlighting the column and **click**

   the **Choose Scenario** icon .

8. The MI Application Type field will show Rate Quote and a message will be in the Order Status box.
9. **Verify** the **information** on **all tabs**.

Underwriting in Empower

Order the Mortgage Insurance Certificate

1. Once the rate scenario/company has been selected, **verify/enter** the following **information** on the **Mortgage Insurance screen**.
   a. MI Application Type = Standard (non-delegated)
   b. Coverage Plan = Standard Primary
   c. Applicable Duration
   d. Premium Rate Plan Type = Level
   e. Extended Application Type = Full MI Underwrite

2. **Click** the **Validate Submission Data** icon [icon] .

4000015026* ▸ Loan Summary ▸ Task View - Manual Order MI Certificate ▸ **Mortgage Insurance**

Mortgage Insurance [2]

| Insurance Type | Level |
| Insurance Company | MGIC |

| Request | Contact Information | Underwriting Summary | Loan | ARM | Buydown | Appraiser |

MI Application Type	Standard		MI Request Type	Original Request
Certificate Type	Primary		Certificate Identifier	60436745
Coverage Plan	Standard Primary	[1]	Rate Quote ID	MZBT5D3
Coverage Percent	25%		Initial Premium at Closing Type	Deferred
Premium Payment Type	Borrower Paid		Premium Rate Plan Type	Level
Duration	Periodic Monthly		Premium Term Months	0
Split Premium			Renewal Premium Calculation	Constant
Originator Type	Lender		Other (explain)	
☐ Premium financed ☐ Refund option			Reduced Doc	Not Applicable
☐ Property inspection waived			Extended Application Type	Full MI Underwrite

Order Status

The loan has been suspended, pending underwriting review. If necessary, an underwriter will be in contact shortly; otherwise, click Check Status button later to attempt retrieval of the certificate.

3. **If errors exists** in the Mortgage Insurance data, **review** the **errors** to correct in the validation dialog box and **click Close**.
4. **Correct** noted **errors** in the Mortgage Insurance tabs.
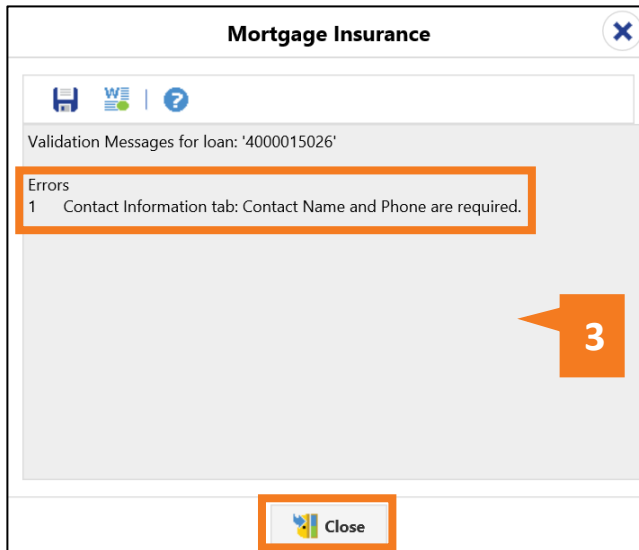
5. **Click** the **Validate Submission Data** icon [icon] again.

6. **Repeat Steps #3-6** until **all errors** are **corrected**.

7. **If all** the Mortgage Insurance **data is correct**, **click OK** on the validated dialog box.
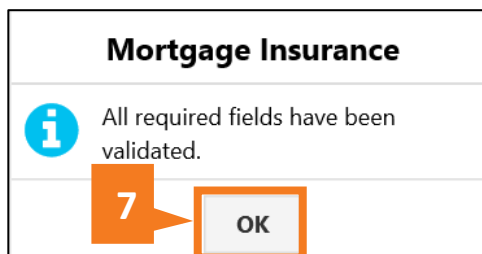
Underwriting in Empower

8. **Click** the **Submit Order** icon [icon] .

9. The **Order Status** changes to "**Processing request…**".
   Do not leave this screen while the order is being processed!

10. When the **order is complete**, the **Order Status** changes to **"The loan has been suspended, pending Underwriting review…"**.
    Note: This will always be the response for non-delegated Mortgage Insurance.
11. **Click Yes** on the required documents dialog box.

12. **Click** the **Prepare** icon [▶] . The Document Package loads.

13. **Click** the **Deliver Loan Package** icon [icon] .
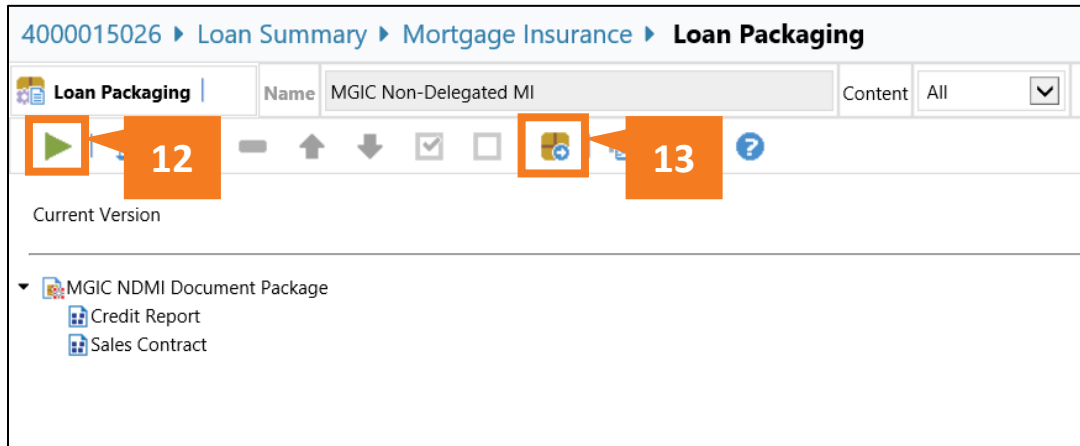
14. On the Deliver Loan Package dialog box, **click** the **Other** radio button.

15. **Select MI vendor** from the drop-down options.

16. **Click OK**.
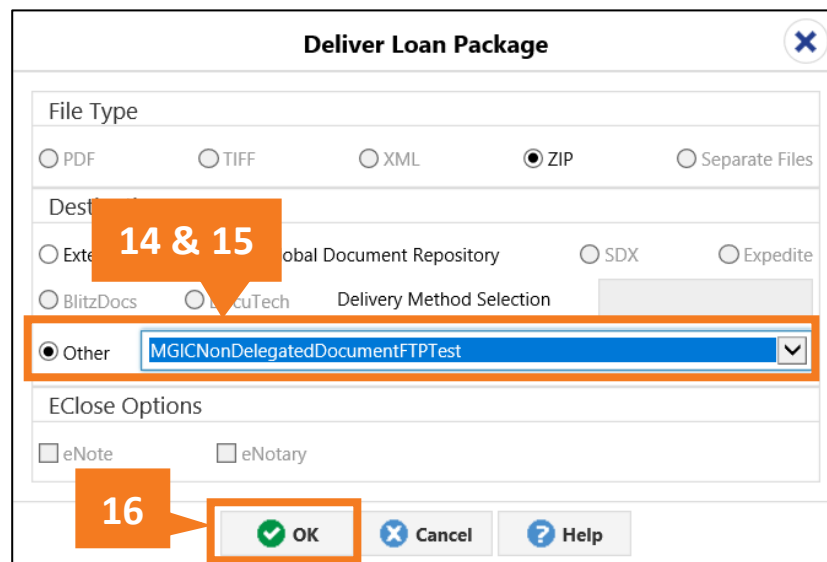
17. On the Loan Packaging dialog box, click OK.

    Note: When the Certificate is returned to Empower, it will be added to the Document Repository.

Loan Packaging

A request to deliver 'MGIC Non-Delegated MI' to 'MGICNonDelegatedDocumentFTPTes was submitted.

OK — 17
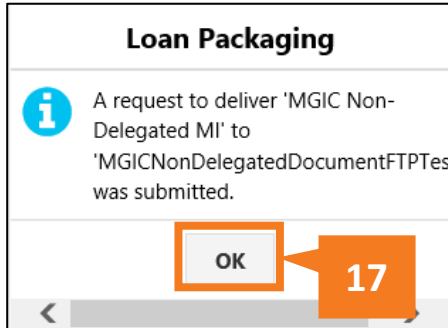
18. **Click** the **Close Door** icon to **close** the **Loan Packaging screen**.

19. **Click** the **Close Door** icon to **close** the **Mortgage Insurance screen**.

Review Mortgage Insurance

You may be asked to Review the MI Cert within as part of the Manual Order MI Certificate Task. The Review MI Cert action will activate after you complete the order for the MI Certificate.

1. In the Task Flow, **click Review MI Cert**.

1000004158 ▸ Loan Summary ▸ **Task View - Manual Order MI Certificate**

Task Flow

Order MI Cert
Review MI Cert — 1
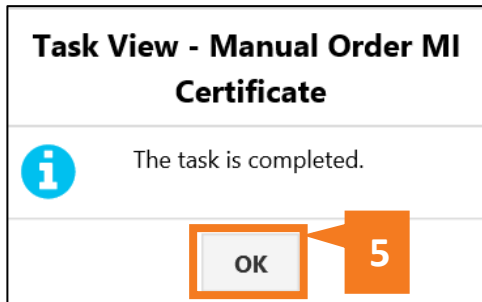
2. **Review** the **information** on **all tabs**.

3. **Click** the **Close Door** icon [ ] to **close** the **screen**.

4. **Click** the **Task Complete** icon [ ].

5. On the completed task dialog box, **click OK** to close out the Task.

Task View - Manual Order MI Certificate

The task is completed.

OK 5

6. **Click** the **Close Door** icon to **close** the **screen** and return to the Loan Summary screen.

Underwriting in Empower

AUTOMATED UNDERWRITING

Gateway First Bank has elected to have both Desktop Underwriter (DU) and Loan Products Advisor (LPA) run automatically, or lights-out, after a loan has all the information required to trigger the AUS process. You will need to review the findings of the automatic process and may need to rerun the process manually.

Desktop Underwriter (DU)

Review DU Findings

24. **Click** the **Automated Underwriting** folder in your Workflow.
25. **Click** the **DU** node.
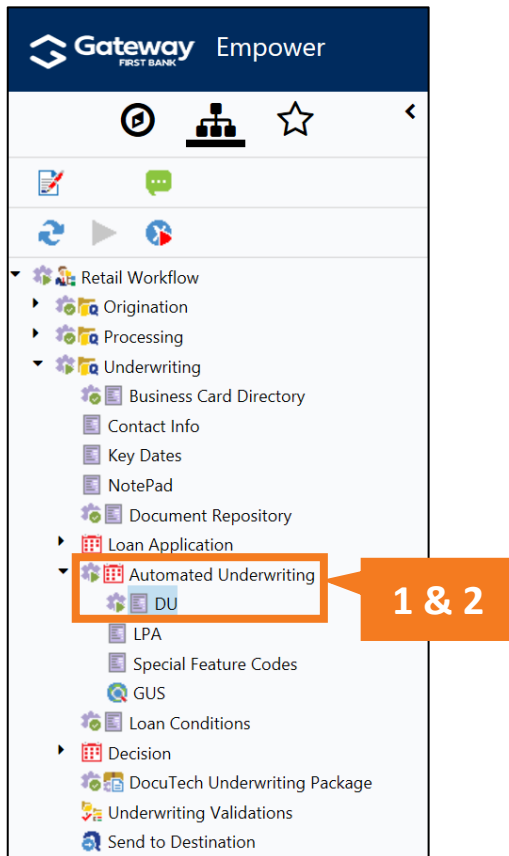
26. **Click** the **File View** icon [icon] and **select Underwriting Results** and **View Current Results**.

27. The **Summary of Findings opens** in a **separate browser window**. **Review** the **information**.

5. When finished, **close** this **browser window** and **access** the **browser window** for **Empower**.
   Note: The Fannie Mae Desktop Underwriter screen will be displayed in the Empower window.

Rerun DU

Before you rerun DU, you need to determine if you are submitting a new order or resubmitting an existing order. Reviewing the DU Casefile ID field on the Submission Identifiers screen will help you determine which type of order to run.

1. On the Fannie Mae Desktop Underwriter screen, **c**lick the **Submissions Identifiers** icon .
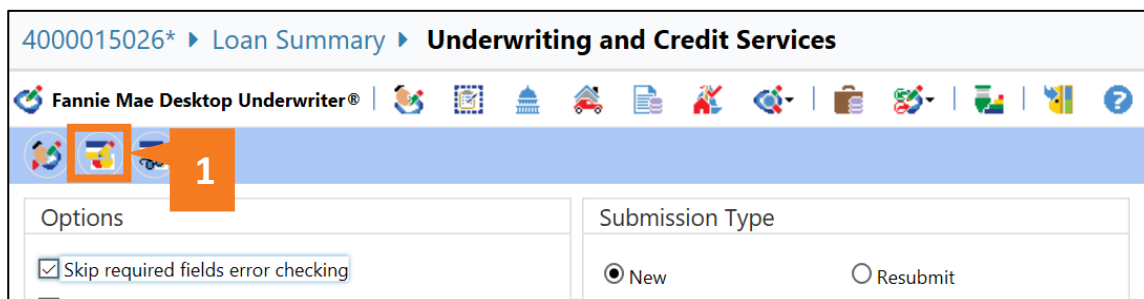
2. **Review** the **DU Casefile ID** field.

3. **Click** the **Close Door** icon to **close** the **screen** and **return** to the **Underwriting and Credit Services** screen.
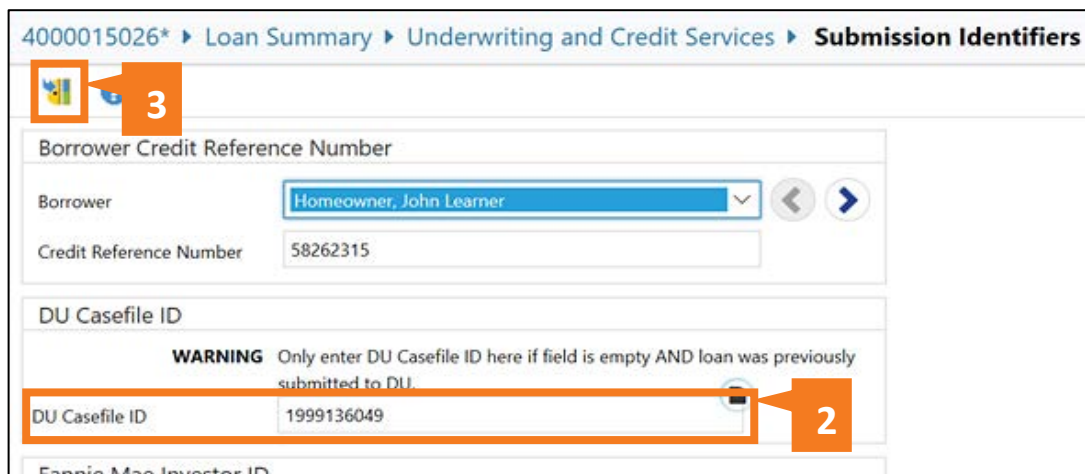
4. **Select** the appropriate **Submission Type** radio button.
   a. If the **DU Casefile ID field** on the Submission Identifiers screen **was blank**, **select New**.
   b. If the **DU Casefile ID field** on the Submission Identifiers screen **was populated**, **select Resubmit**.
5. **Verify Service Type** is **Underwrite**.
6. **Select** the **appropriate Credit Report Request Type** based on the Submission Type selection (New or Resubmit).
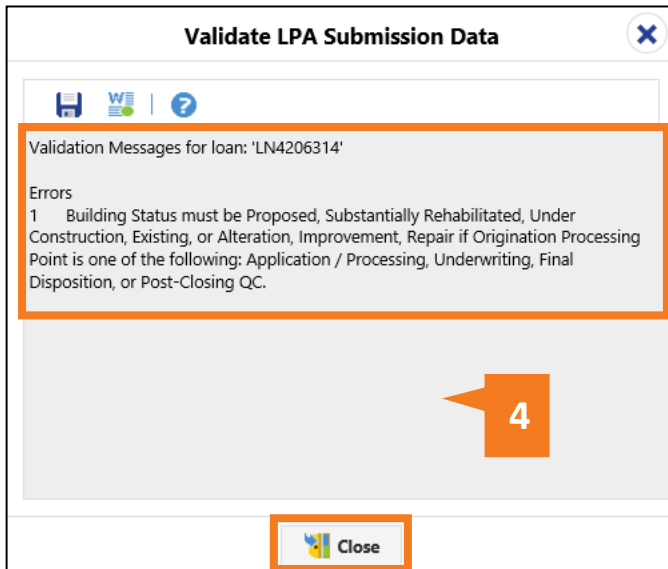7. **Click** the **Validate Submission Data** icon .

8. **If errors exists** in the loan data, **review** the **errors** to correct in the validation dialog box and **click Close**.
9. **Correct** noted **errors** in loan file.
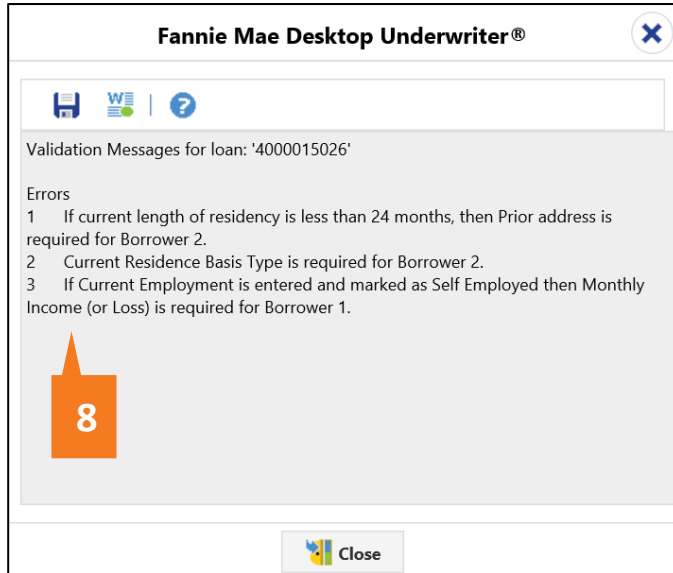
10. **Click** the **Validate Submission Data** icon again.

11. **Repeat Steps #7-10** until **all errors** are **corrected**.
12. **If all** the loan **data is correct**, **click OK** on the validation dialog box.
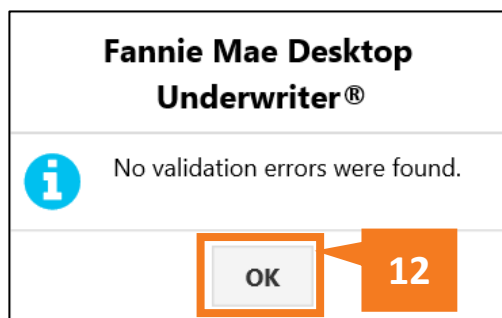
13. **Click** the **Submit Request** icon [icon] .

14. **Order Status** at the bottom of the screen **will change from New Request to Submit Request Sent to Submit Response Received**.
Note: You will receive a response in a few minutes.

15. Once a response is received, **click** the **File View** icon [icon] and **select Underwriting Results** and **View Current Results**.

16. The **Summary of Findings opens** in a **separate browser window**. **Review** the **information**.

Underwriting in Empower

17. When finished, **close** this **browser window** and **access** the **browser window** for **Empower**.

18. **Click** the **Close Door** icon [icon] to **return to** the **Loan Summary** screen.

Underwriting in Empower
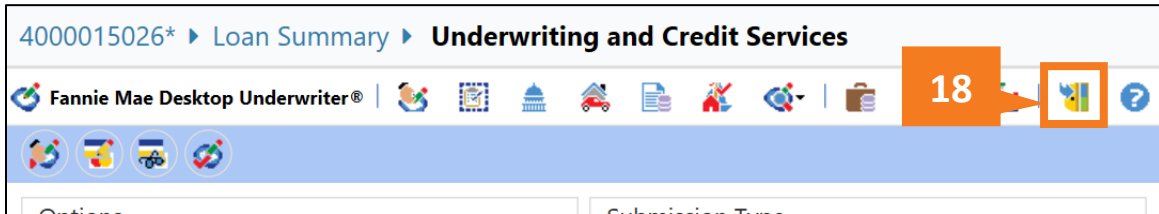
Loan Products Advisor (LPA)

Review LPA Findings

1. **Click** the **Automated Underwriting** folder in your Workflow.
2. **Click** the **LPA** node.

3. **Click** the **File View** icon and **select Loan Product Advisor** and **Feedback Certificate**.

4. The **Loan Product Advisor Full Feedback Certificate opens** in a **separate browser window**. **Review** the **information**.

5. When finished, **close** this **browser window** and **access** the **browser window** for **Empower**.
Note: The Freddie Mac Loan Product Advisor screen will be displayed in the Empower window.

Rerun LPA

1. On the Freddie Mac Loan Product Advisor screen, **click** the **Submit LPA Request** icon

.

Note: This screen will be blank.
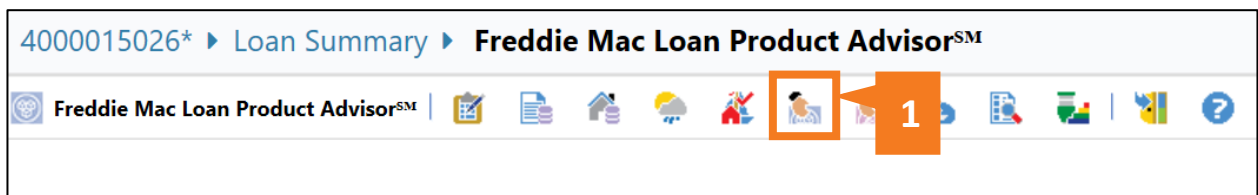
2. **Verify** the **Merged Credit Request** field is set to **Not Ordered**.
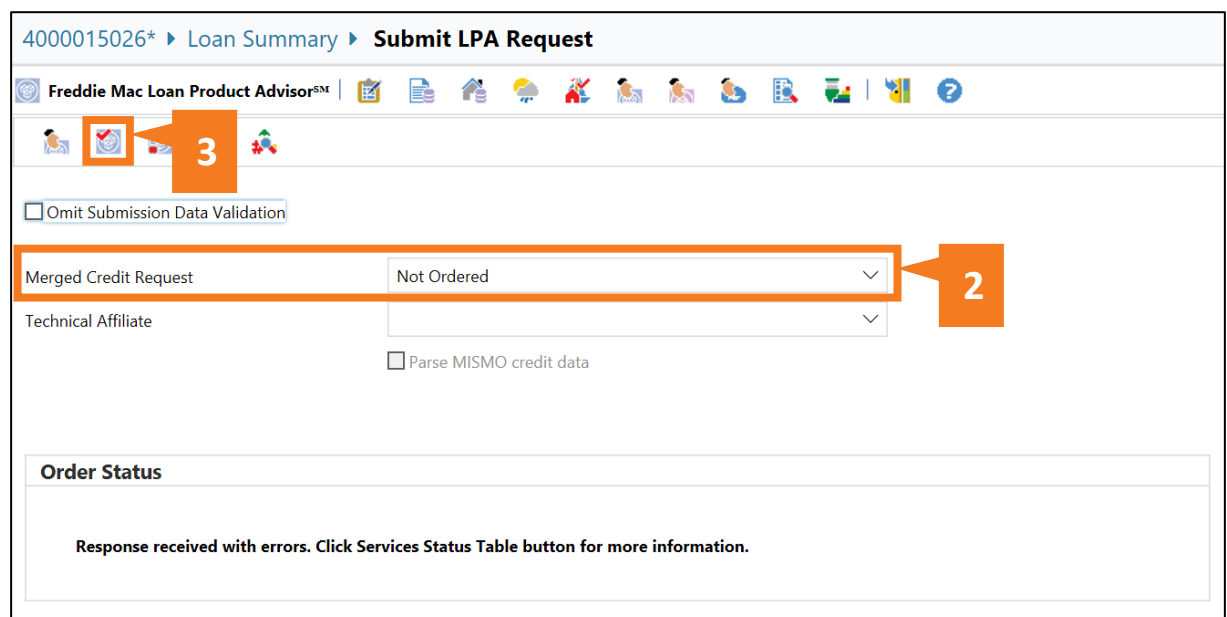
3. **Click** the **Validate** icon .

4. **If errors exists** in the loan data, **review** the **errors** to correct in the validation dialog box and **click Close**.

5. **Correct** noted **errors** in loan file.

6. **Click** the **Validate** icon again.

7. **Repeat Steps #3-6** until **all errors** are **corrected**.

8. **If all** the loan **data is correct**, **click OK** on the validation dialog box.

Underwriting in Empower
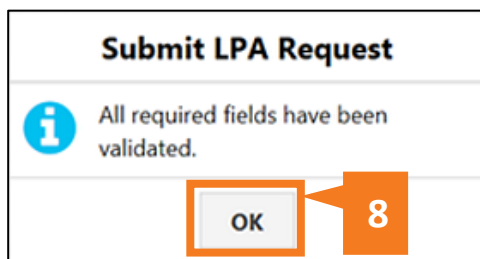
9. On the Freddie Mac Loan Product Advisor screen, **click** the **Submit LPA Request** icon

   .

10. **Order Status** at the bottom of the screen **will change from New Request to In Process to Results Received**.
    Note: You will receive a response in a few minutes.

    Do not leave this screen while the order is being processed!

Underwriting in Empower

11. Once a response is received, **click** the **File View** icon and **select Loan Product Advisor** and **Feedback Certificate**.

12. The **Loan Product Advisor Full Feedback Certificate opens** in a **separate browser window**. **Review** the **information**.

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13. When finished, **close** this **browser window** and **access** the **browser window** for **Empower**.

14. **Click** the **Close Door** icon [icon] to **return to** the **Loan Summary** screen.

Correct a Building Status Error

A common error you may encounter when validating the LPA request is a Building Status error. This can be easily corrected from the Submit LPA Request screen.

1. On the Submit LPA Request screen, click the Property Information icon [icon] .
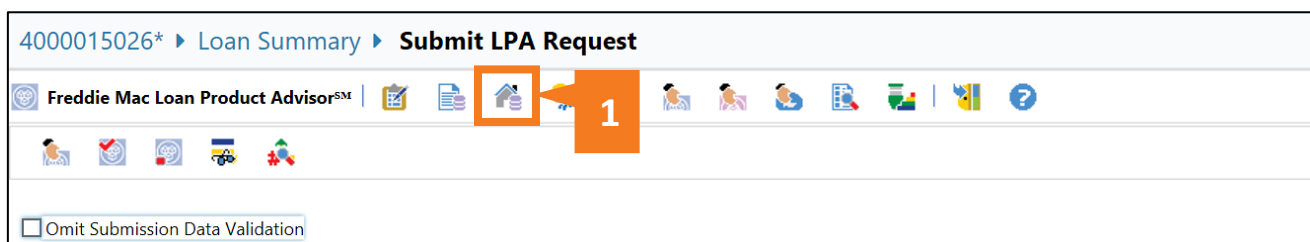
2. **Select** the **appropriate status** from the **Building Status drop-down**.

3. **Click** the **Close Door** icon [icon] to **save the selection** and **return to** the **Loan Summary** screen.
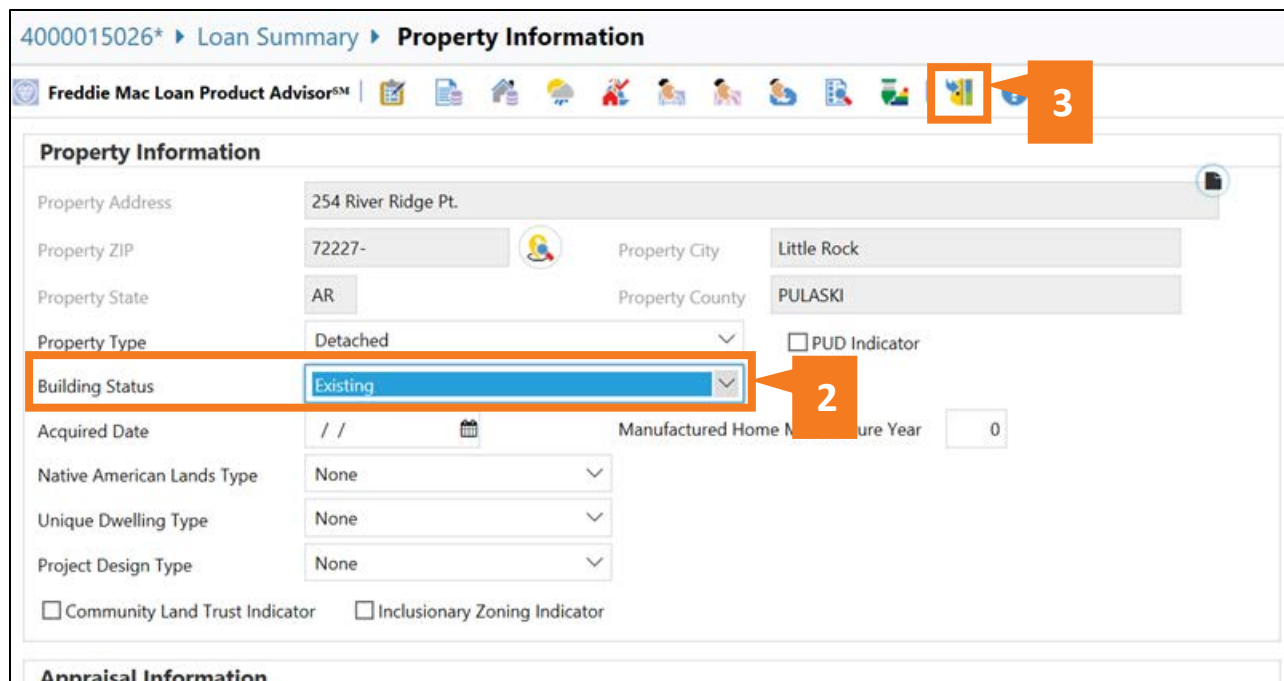
4. To return to the Freddie Mac Loan Product Advisor screen, **click** the **Automated Underwriting folder, then the LPA node** in your Workflow.
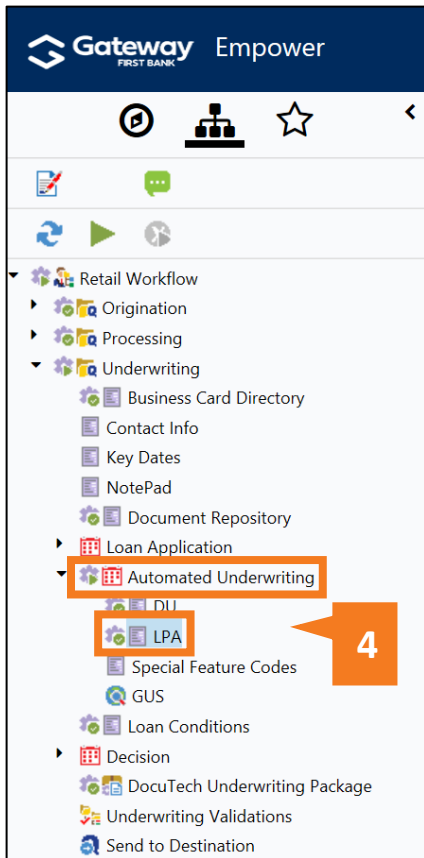
Special Features Codes

You may need to add special feature codes to the loan.

1. **Click** the **Automated Underwriting** folder in your Workflow.
2. **Click** the **Special Features Code** node.
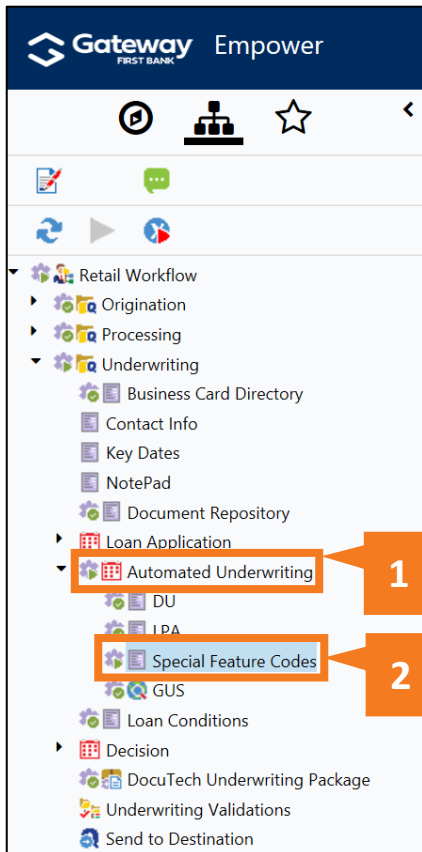
3. **Complete only** the **Special Features** section on the Current – Investor Loan Details.
4. **Scroll** to **locate any applicable codes** for the loan and **click** the **checkbox** to **select the code**.
5. **Click** the **Close Door** icon [icon] to **return to** the **Loan Summary** screen.

Underwriting in Empower

Guaranteed Underwriting System (GUS)

If the loan is USDA, you may need to use GUS.

1. **Click** the **Automated Underwriting** folder in your Workflow.
2. **Click** the **GUS** node.
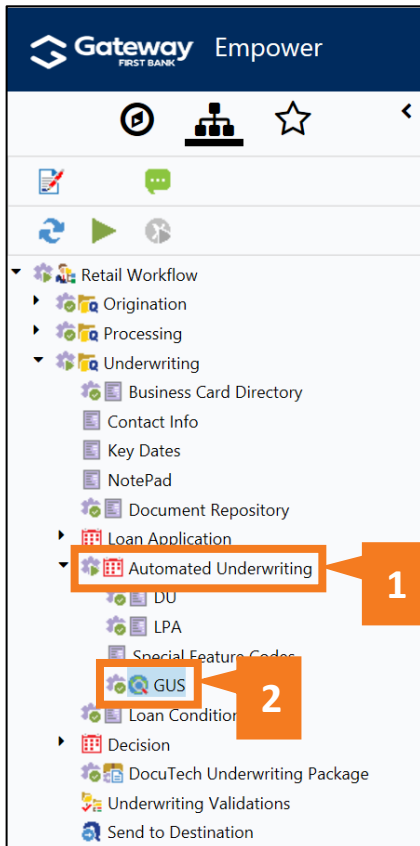
3. The **USDA LINC web site** for rural housing loans opens in a separate window.
   Note: Separate credentials are needed to sign in to this site.
4. When finished, **close** this **browser window** and **access** the **browser window** for **Empower**.
   Note: The Loan Summary screen will be displayed in the Empower window.

DECISIONING A LOAN

Once you have completed your assigned Underwriting tasks, ordered Mortgage Insurance as required, and run Automated Underwriting, you are ready to Decision the loan.

Property Appraisal

1. **Click** the **Decision folder** in your Workflow.
2. **Click** the **Property Appraisal** node.
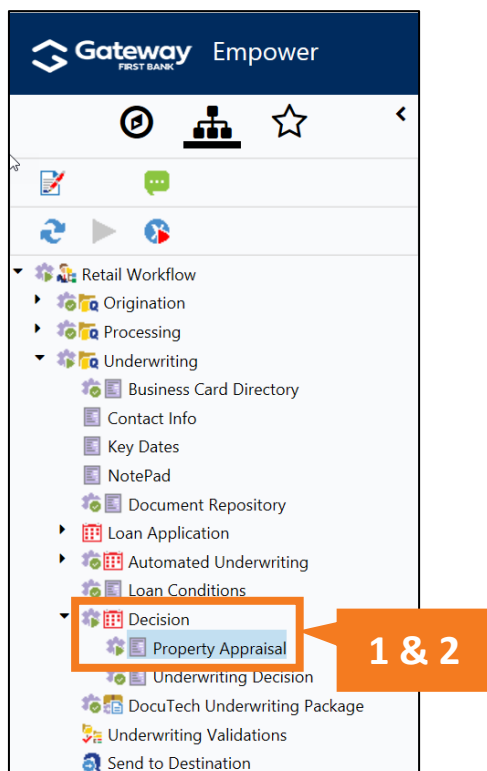
The Property Appraisal screen will reflect the most current Appraisal in the system and is reviewed/completed as the Appraisal is being reviewed.

Commonly reference fields on this screen include (see screenshot on next page):

A. Appraisal = You can select from the drop-down options to access all historical appraisal records on the loan file.
B. Appraised Value used for LTV Calc = This field is populated from the Loan Disclosure screen.
C. Total Appraisal Fee = This field populates based on the total individual appraisal fee per the appraisal record.
D. Use Adjusted Lending value for LTV calc = When this checkbox is selected, it enables a specified value entered in the Adjusted Lending Value field to be used in place of the Appraised Value for LTV Calc value.

E. License Number = If the number is not entered, a warning message to contact the System Administrator will appear. Either the number is not defined in Empower, or the appraiser is not licensed to do business in the county where the property is located.

F. Thumbs Up or Thumbs Down icon = These icons are used to deem the Appraisal Acceptable or Unacceptable.

G. Reviewer Information and Reason for Review = Complete these fields if the Appraisal requires an additional review.

H. Close Door = Click the icon to close this screen and return to the Loan Summary screen.

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Underwriting in Empower

Underwriting Decision

1. **Click** the **Decision folder** in your Workflow.
2. **Click** the **Underwriting Decision** node.
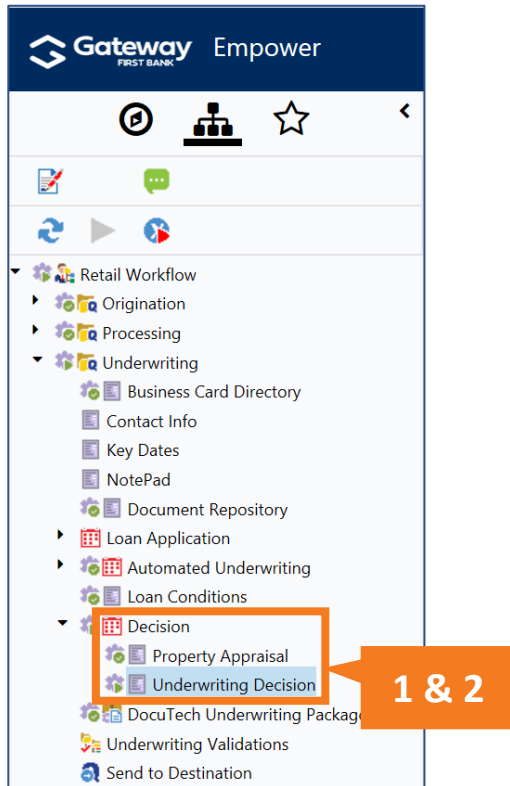
Decision Navigation

The toolbar on this screen has several different icons, also known as jumps, that will take you to other pertinent screens for Underwriting. When you close any of the screens accessed through this toolbar jump, the system will return to the Underwriting Decision screen. From left to right, the icons are as follows:

- Loan Conditions
- Notepad
- Uniform Underwriting Transmittal Summary
- URLA and HUD/VA URLA Addendum
- Housing/Debt Ratios
- Document Portal
- Save Data as Scenario
- View Scenario

- Restore Original Loan Data
- Save and Close
- Help

To navigate through the Decision sections, click on the left and right arrows on either side of the Navigation Menu link.

Alternately, click the Navigation Menu link to open the Navigation Menu with links to each section/screen.
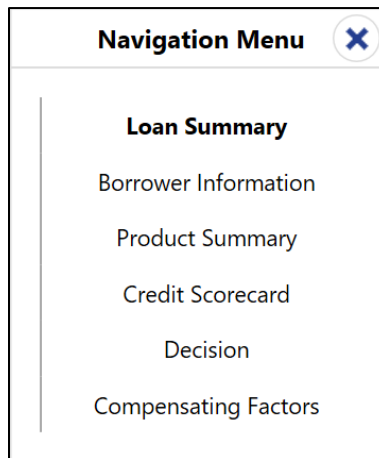
Underwriting in Empower

Decision Screens

The first four screens are read only with loan and borrower information and trade line summaries. These screens should be reviewed prior to rendering a decision.

Loan Summary

Borrower Information

Underwriting in Empower

Product Summary

Credit Scorecard

Click the View Credit Report icon [icon] to jump directly to the credit report.

Decision

If AUS was run automatically, the date and results appear in the AUS Date and AUS Results fields.

The Make New Decision section is where you enter your decision on the loan.

The list of available decisions in the Decision drop-down are tied to Underwriting authority and will change depending on what has transpired on the loan.

For example, Clear to Close will not appear until all outstanding prior-to-Closing conditions are cleared. All decisions rendered on the loan will be listed in the Underwriting Decision History log at the bottom of the screen.

Underwriting in Empower

Decision Types

Loan Approval

1. **Select** the appropriate **Approval** decision from the **Decision drop-down options**.

2. **Enter** applicable **comments** in the Comments Field.
   Note: The Comments field will accept up to 80 characters.
3. **Click Apply**.

4. The **Date Approved** will **auto-populate**.
5. The **Underwriting Decision History** grid is **updated with** the **decision**.

6. **Click** the **Close Door** icon to **close** the **screen** and return to the Loan Summary screen.

Underwriting in Empower

Loan Denial

1. **Select** the appropriate **Denial** decision from the **Decision drop-down options**.
2. **Enter** the **reason(s) for denial** in the **Reason fields**.
   Note: The Reason field will accept up to 80 characters. A minimum of 1 or up to a maximum of 4 Reasons for Denial may be entered.
3. **Enter Comments** as needed in the Comment field.
4. **Click Apply**.
5. The **Denied section displays** the **Date Denied** and **Reason(s)**.
6. **Click** the **Letter of Denial** icon [icon] to open the Statement of Credit Denial screen.

Underwriting in Empower

The reasons for denial will be outlined in the Credit Denial Reason section.
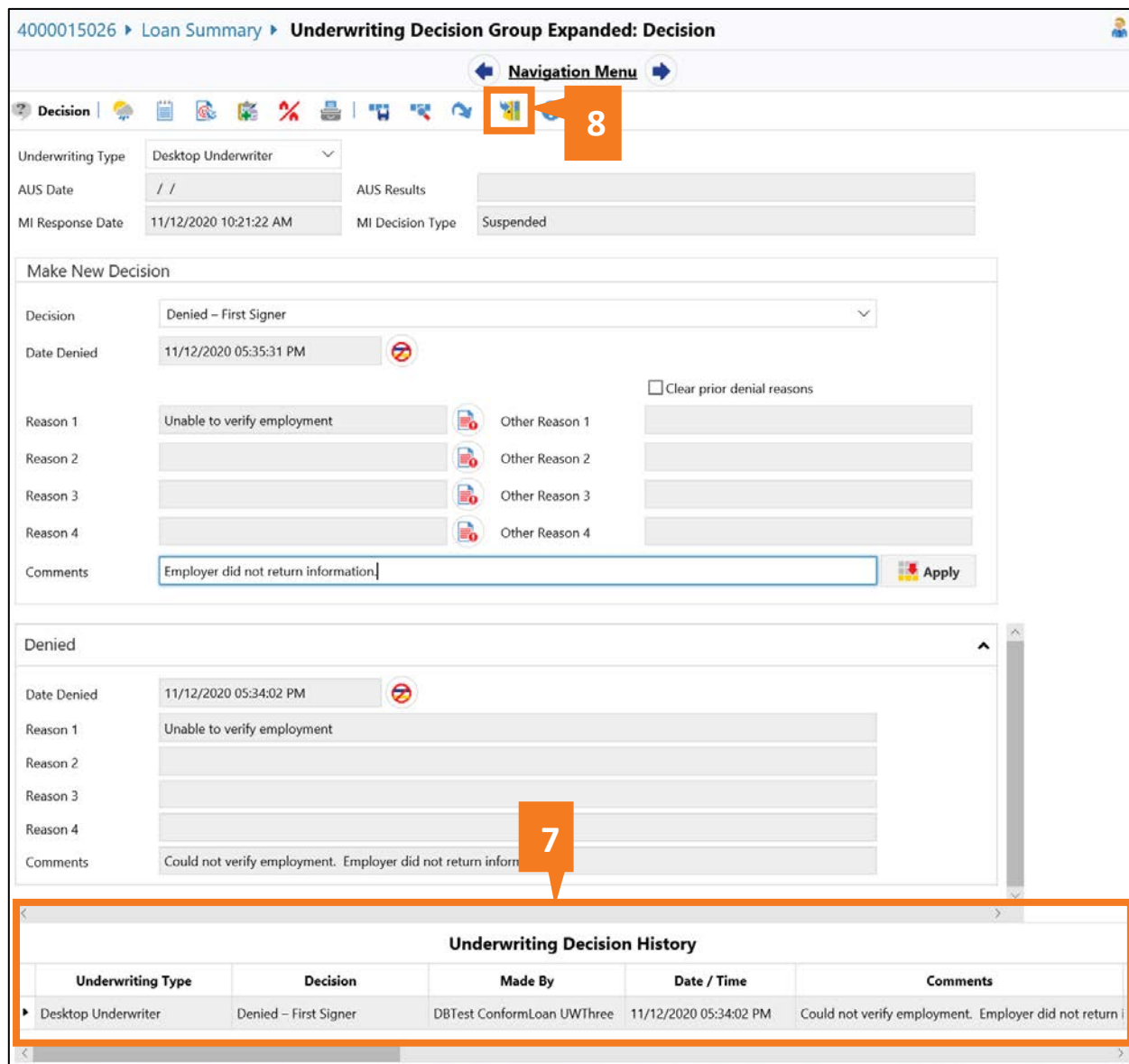
Underwriting in Empower

7. The **Underwriting Decision History** grid is **updated with** the **decision**.

8. **Click** the **Close Door** icon [icon] to **close** the **screen** and return to the Loan Summary screen.

9. The Document Team will receive a notification to generate an Adverse Action Package.

Underwriting in Empower

Incomplete, Withdrawn, and Cancelled

Be sure to follow Gateway First Bank's policies and procedures for handling Incomplete, Withdrawn, and Cancelled decisions!

1. **Select** the **appropriate decision** from the **Decision drop-down options** (Incomplete, Withdrawn, or Cancelled).
2. For **Incomplete**, **enter** the applicable **date** in the *Missing Items Deadline field*.
   Note: This field is not required for Withdrawn or Cancelled.
3. **Enter Comments** as needed in the Comment field.
4. **Click Apply**.
5. The **Underwriting Decision History** grid is **updated with** the **decision**.

6. **Click** the **Close Door** icon [icon] to **close** the **screen** and return to the Loan Summary screen.

Suspended

1. **Select Suspend** from the **Decision drop-down options**.
2. **Enter Comments** as needed in the Comment field.
3. **Click Apply**.
4. The **Underwriting Decision History** grid is **updated with** the **decision**.
5. **Click** the **Close Door** icon [icon] to **close** the **screen** and return to the Loan Summary screen.

Compensating Factors

Any compensating factors associated with your underwriting decision are recorded on the Compensating Factors screen.

If any conditions need to be added to the loan, you will need to use the Loan Conditions node in your Workflow.

1. **Click** the **Navigation Menu link** and **select Compensating Factors** from the menu or use the Navigation Menu arrows to move to the Compensation Factors screen.
2. **Select** the appropriate **factor** from the **Factor drop-down options**.
3. **Click** the **Close Door** icon to **save** your selection(s) and **close** the **screen** and return to the Loan Summary screen.

DOCUMENT GENERATION

After completing your work on a loan file, you will generate the Underwriting document package.

Underwriters will not generate adverse action packages. Should a loan be Denied, Cancelled, Withdrawn, Suspended or Incomplete, a notification will be sent to the Documents Team for appropriate package generation.

Prepare the Document Package

1. **Click** the **DocuTech Underwriting Package** node in your Workflow.
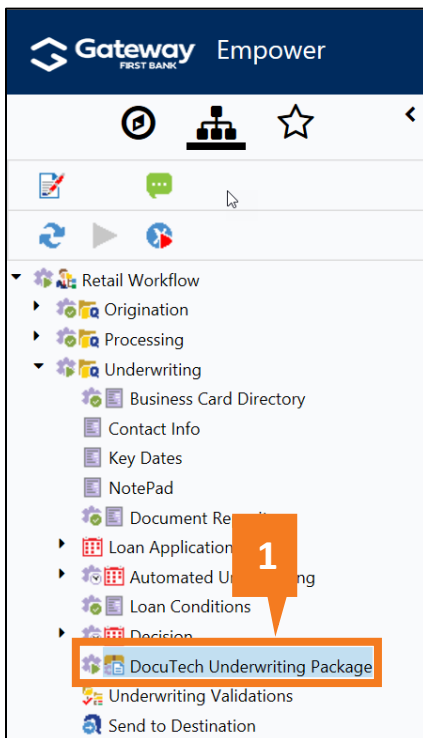
2. **Click** the **Prepare** icon .

3. The **Underwriting Package** is prepared.
   Note: Any included documents, e.g., 1008 Uniform Underwriting and Transmittal Summary, are nested under the primary package.

4. **Click** the **Deliver Loan Package** icon .
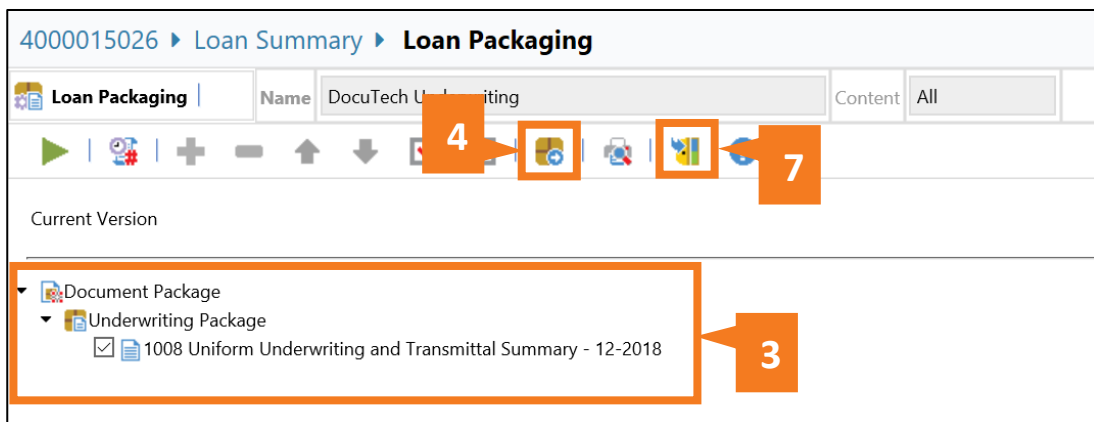
5. The **Deliver Loan Package dialog box** will appear. **Click OK**.
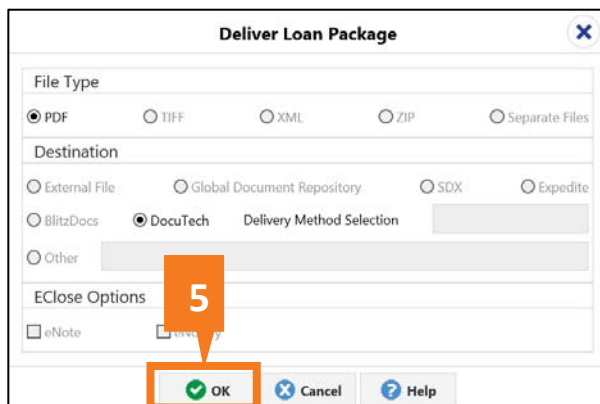
6. The **Loan Packaging dialog box** will appear. **Click OK**.
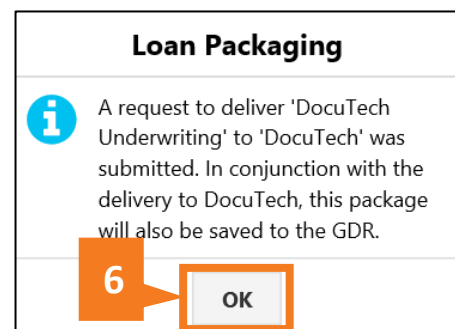
Loan Packaging

A request to deliver 'DocuTech Underwriting' to 'DocuTech' was submitted. In conjunction with the delivery to DocuTech, this package will also be saved to the GDR.

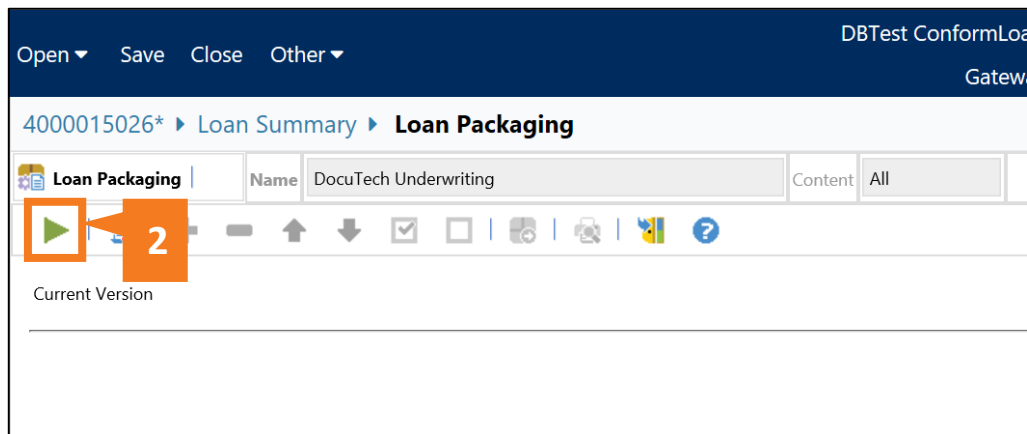7. **Click** the **Close Door** icon to **close** the **screen** and return to the Loan Summary.

Underwriting in Empower

UNDERWRITING VALIDATIONS

Loans must be validated before handing the file off to a different Workflow.

Validations fall into one of three categories:

- Passed ✅ = All information is completed and passes validation.

- Warning ⚠️ = Some information is incomplete or incorrect and needs attention.

- Failed ❌ = Critical information is incomplete or incorrect, and the file cannot proceed without the issue being addressed.

Clear Warning Validations

1. **Click** the **Underwriting Validations** node in your Workflow.
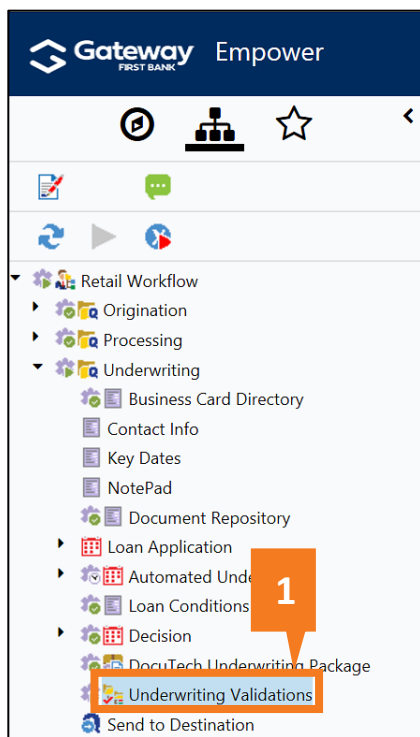
2. **Highlight** and **double-click** the **validation** that needs attention.
3. You will be directed to the **appropriate screen to add/correct/update information** to clear the validation.
   Note: You may still have to navigate to the appropriate tab or section on the screen.
4. When Warning validations are cleared and the loan file passes validation, **click** the

   Close Door icon .

Resolve Failed Validations

1. **Select Fail** from the **Filter by Status drop-down** options to view only failed validations.
2. **Errors to remedy** will display at the **bottom of the screen**.
3. **Double-click** an **error**.

4. You will be directed to the **appropriate screen to add/correct/update information** to clear the failed validation.
   Note: You may still have to navigate to the appropriate tab or section on the screen.
5. **Close** the **screen** to return to the Data Validation screen.
6. **Repeat Steps #1-5** to address all **failed validations**.
7. When all failed validations are resolved and the loan file passes validation, **click** the **Close Door** icon [ ].

Underwriting in Empower

HAND LOAN FILE OFF TO NEXT WORKFLOW

When you have completed your work and validated a loan file, it is ready to hand off to a different Workflow. Depending on the state of the file, you may need to send it ahead to the next Workflow in the loan process, or you may need to have a Workflow that has already worked on the file take another look and any issues.

In the Underwriting Workflow, there are two destinations where you can send the file: forward to Final Processing or back to Originations to address any issues.

Once a loan is sent to a different Workflow, that Workflow will not be accessible to a user not in the Workflow's assigned role (e.g., an Underwriter cannot access the Final Processing Workflow). Any screens that need to be accessed later without access to a Workflow present will need to be searched using the Navigation Menu.
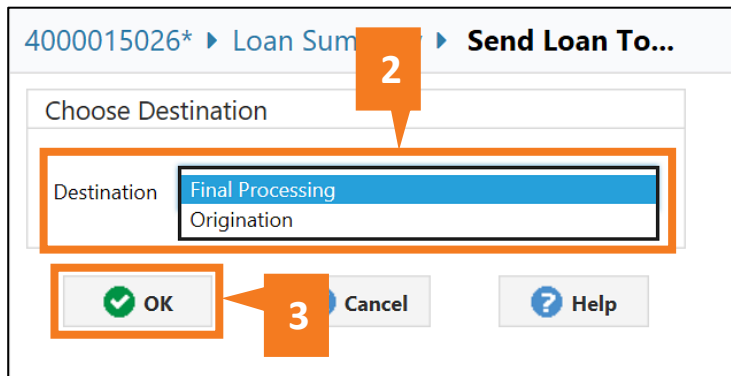
Select Destination Workflow

1. **Click** the **Underwriting Validations** node in your Workflow.
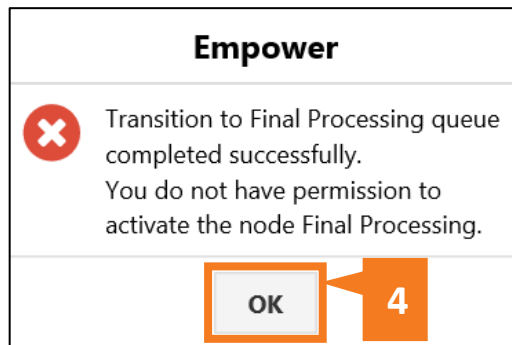
Underwriting in Empower
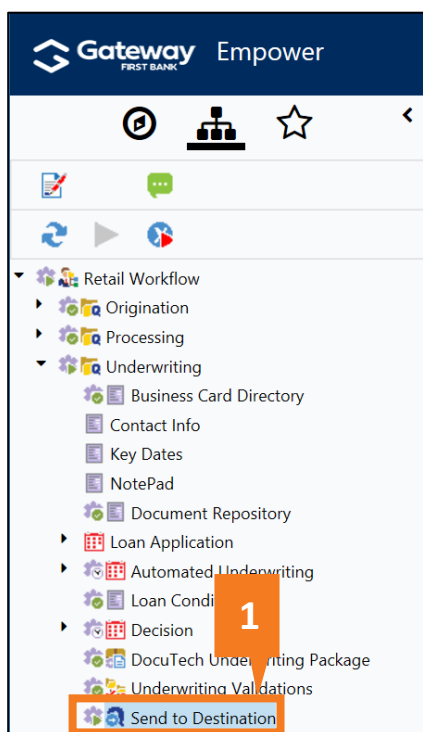
2. **Select** the appropriate **Workflow from the Send to Destination drop-down** options.
3. **Click OK**.

4. The **Transition dialog box** will appear. **Click OK**.

QUESTIONS

For questions about Empower, email Mortgage Operations Support at
branchsupport@gatewayloan.com.