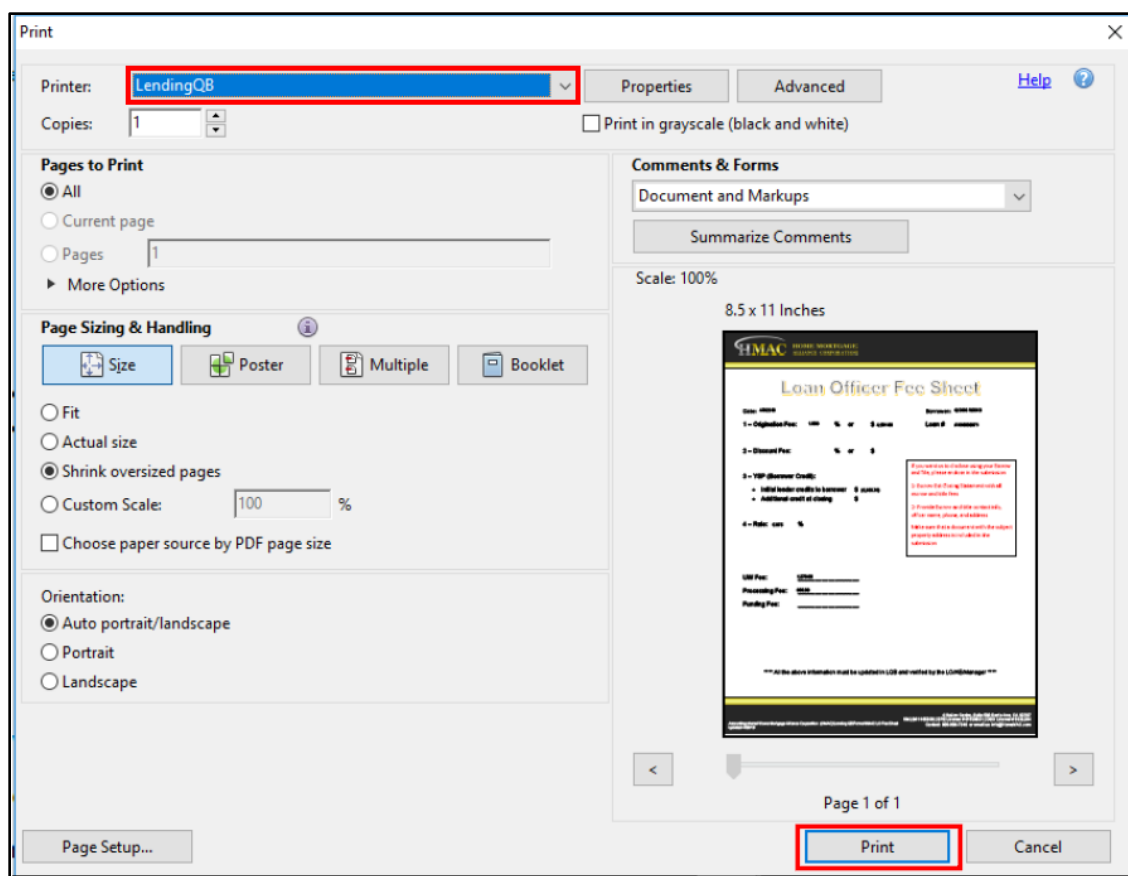




# Uploading LO Fee Sheet to EDOCs

## Procedure

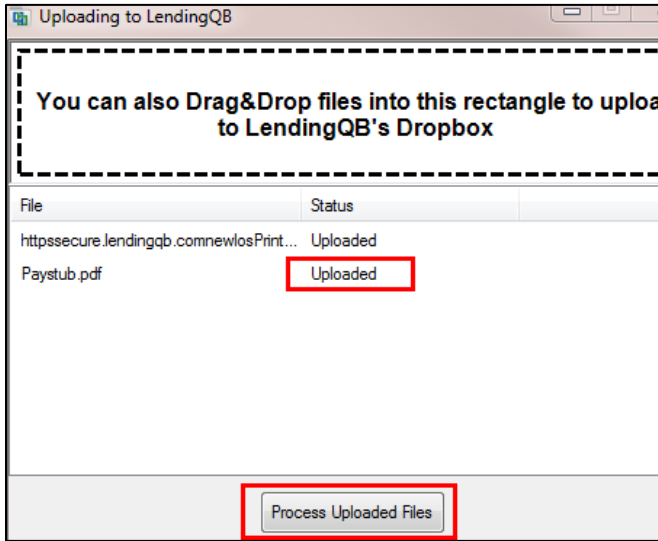
1. After verifying all the fees on the LO Fee Sheet, Print the document
  - Choose Printer “LendingQB” from the Printer drop down list then
  - Click on Print.



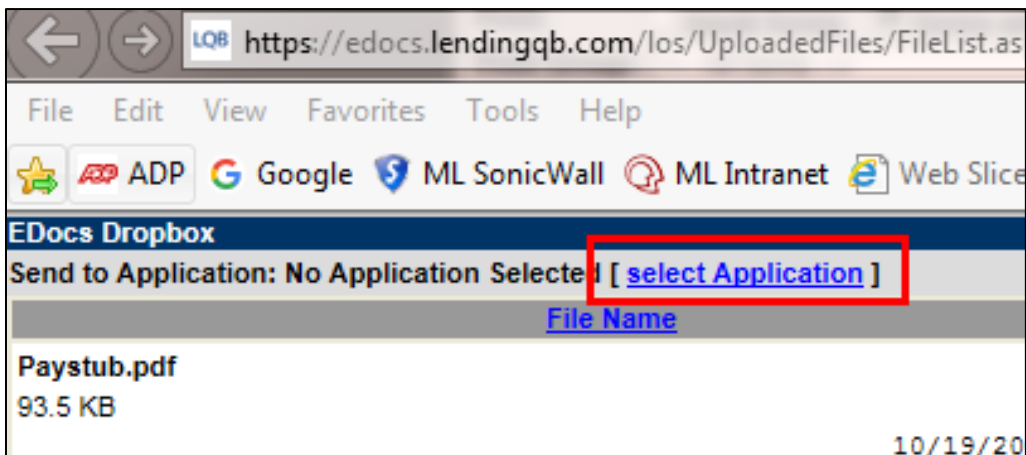
2. You may need to enter your LQB User ID and Password to open the “Drag&Drop” Box, if you have not used it recently otherwise continue to step 3.



3. Once the file says "Uploaded."
  - Press the Process Uploaded Files button.
  - In this case we are Uploading a LO FEE SHEET.



4. First thing.
  - Click the select Application link.





5. Select the Loan number.

- The loan number can be found in the at a glance section.
- The borrowers name is in the dropdown menu.
- You can search by name using the search field.

The screenshot shows the LendingQB interface. At the top, there is a summary section with the following information:

- Loan Officer: Ed Clements
- Status: Processing
- Loan Num: 1601004
- Rate Lock Status: Not Locked

Below this, there is a dropdown menu showing "Sample, Frank". A red box highlights the "Loan Num: 1601004" and the dropdown menu.

In the foreground, a "Select an Application" dialog box is open. It has a search field with the text "Search for:" and a "Search" button. Below the search field is a table with the following columns: "Loan Number", "Borr Last Name", and "Borr First Name".

Loan Number	Borr Last Name	Borr First Name
<a href="#">1510018</a>	Testcase	David
<a href="#">1510018-NWAN</a>	Quest	Johnny
<a href="#">1510021-RMR4</a>	TESTER	RICK
<a href="#">1510021-RNM6</a>	TESTER	RICK
<a href="#">1510024</a>	Testcase	Mike
<a href="#">1510024-WHRW</a>	Testcase	Mike
<a href="#">1510029</a>	Testcase	Marisol
<a href="#">1511012</a>	Tester	John
<a href="#">1511014</a>	Tester	Albert
<a href="#">1511024 FHA DOCS</a>	Smith	Eric
<a href="#">1601004</a>	Sample	Frank
<a href="#">1601005</a>	Nance	Rafi

A red box highlights the search field and the "1601004" entry in the table.

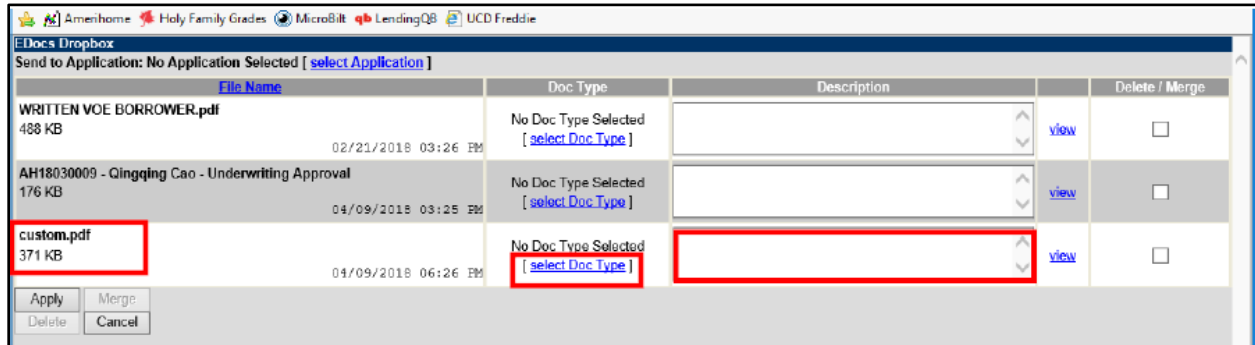
6. Click on the borrower's name.

The screenshot shows the "Select an Application" dialog box. The search field is empty, and the "Search" button is visible. Below the search field, the text "Loan File > Application" is displayed. Underneath, the word "Applications" is shown, followed by a list of application names. The name "Frank Sample" is highlighted with a red box.



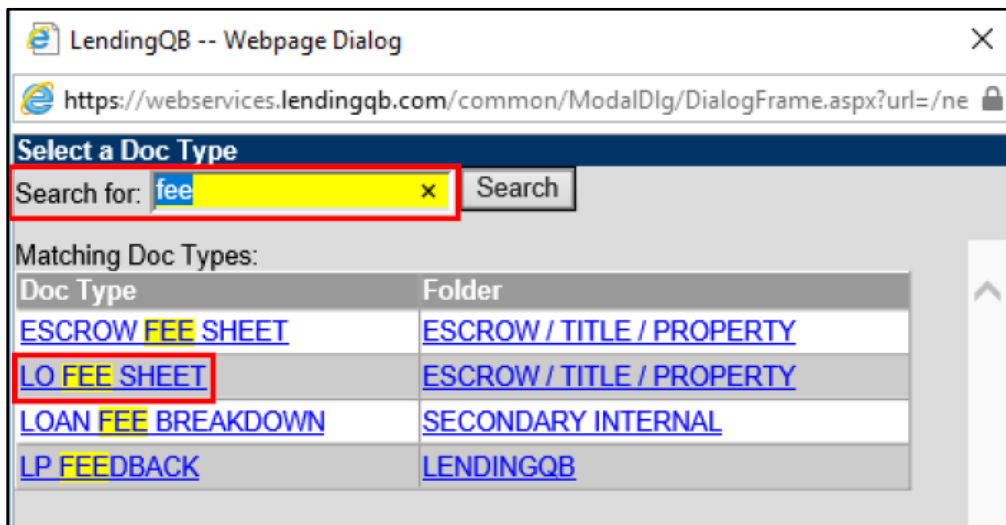
7. Find the document you want to upload.

- Click the select doc type link.
- Enter a Description “ LO FEE SHEET” in the large white Description box.



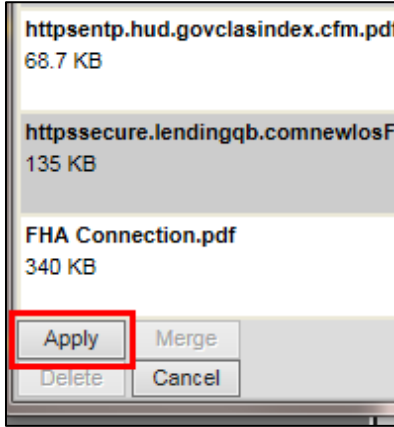
8. Use the search field to find the doc type.

- Enter “Fee” in the search box and click on Search
- In this case we are selecting LO FEE SHEET





9. Click the Apply button.
  - At the bottom of the page.



10. You should see this window.
  - Click the OK button.

