



Memo

To: All Production staff

From: Jeanie Nivison

Subject: Credit Only Approvals (TBD Workflow)

Date: January 2, 2019

One of our goals this year is to streamline as many workflows as possible starting with Credit Only Approval known as the TBD workflow. Effective with all new applications started after Friday, January 11, 2019 the TBD Milestones will be eliminated. Credit Only approvals will be processed and underwritten just like the files with properties, there will just be a condition added for purchase agreement and appraisal. Any file started prior to January 11th that has not been TBD Decided just skip the TBD Milestones and proceed with the new Credit Only workflow. Files that have been TBD Decided just proceed with the current TBD Workflow.

We now have a way for processors to grant Loan Originators (LO) access to the files when the contracts come without having to push the file all the way back to the qualification milestone. We have added a toggle button on the conversation log.

Conversation Log - VDMC



In the processing and conditional approval milestones the processor can toggle this box to yes allowing the LO to access the fields they need to set up the file and have it disclosed. The processor then can toggle it back to no when the LO is done. When the file is submitted to underwriting or resubmitted to underwriting the system will move this box to no locking it down for the underwriter.

Top of Mind changes (see attached chart):

- Initial Video will go out when the file is moved to the Qualification Milestone even if the LE date was not triggered.
- Processing Video will go out when the file is submitted to processing.
- Submitted to Underwriting and Conditional Approval Video's will go out on Credit only files.

Encompass Milestone	Floify Milestone	Field ID	TOMN Activity
	Weekly update	Manual	None.
Qualification	Application	log.MS.DateTime.qualification	Video: 01a Journey Home – Intro
	Pre-approval	Manual	None.
Submitted to Processing	Submitted to Processing	log.MS.DateTime.Processing	Video: 06 Journey Home – Processing
	Appraisal Ordered	CX.Approvd	Video: 08 Journey Home – Appraisal
	Appraisal Received	Manual	None.
Submitted to Underwriting	Submitted to Underwriting	2298	Video: 07 Journey Home – Underwriting
Conditional Approval	Conditional Approval	2301	Video: 09 Journey Home – Conditional Approval
Cleared to Close	Cleared to Close	2305	Video: 10 Journey Home – Clear to Close
Loan Funded	Loan Funded	1999	Video: 11 Journey Home – Congratulations