

Tuesday, September 24, 2024

Bulletin #2024-Broker-012

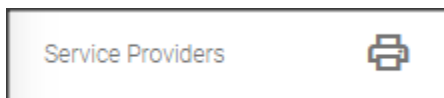
## NOTICE TO BROKERS

### Fee Entry Update: Service Provider Screen

FLC Bank has streamlined our fee entry submission process. A settlement service provider list (SSPL) is no longer required to be provided from your LOS. The form will now be included in the initial disclosure package prepared by the fee entry team.

To facilitate this, it will be required to provide the fee entry team with the information for your preferred service providers by completing the Service Providers screen in Mortgagebot.

The screen can be found under **Forms & Docs > Service Providers:**



The **Provider Type**, **Provider Name**, and **Contact(Full Address & Phone Number)** for each Provider are necessary to be entered. The fee entry team will use this information to prepare the SSPL that will then be sent to the borrower along with the other initial disclosures.

<b>Provider Type:</b>	N/A
<b>Provider Name:</b>	
<b>Contact(Full Address &amp; Phone#):</b>	

**Please note:** While completing this screen you will still need to complete the updated Fee Entry Request form and upload it along with a completed fee worksheet that includes all fees that will be disclosed on the loan estimate. These items must be uploaded to LE Fee Entry doc type folder in a timely manner to ensure that initial disclosures can be sent within 3 days after application to stay in compliance.

Click on the links to download step-by-step Instructions on the [Fee Entry Service Process](#) and the latest [Fee Entry Request Form](#). Both documents are also available in the Resource Center.

**If you have any questions, please contact your [Account Executive or Client Relations Representative](#).**