The FLCBank LOS sends out enhanced email notifications to the Loan Originator (LO) on each loan transaction. This occurs when a loan status is updated to "UW Approved w/Conditions" and/or the underwriting decision has been updated. The _Broker/NDC Contact Information screen will capture additional contacts at your company to receive the enhanced email loan notifications if completed.

Our internal FLCBank employees also utilize this screen for information on who to communicate with at the Broker/NDC Company on loan transactions when necessary.

1. Once the loan has been imported and you have accessed the loan from the pipeline. Refer to the Resource Center, ***How to Submit a Loan Section*** for Import process.

2. Go to **Forms & Docs** on the left navigation, then scroll down to the **_Broker/NDC Contact Information screen**.

3. **IMPORTANT**: You *must key the date* you added the contact information or you will not receive the enhanced email notifications. Enter the contact name, email address and phone # for up to two contacts. **Save/Close** the screen.