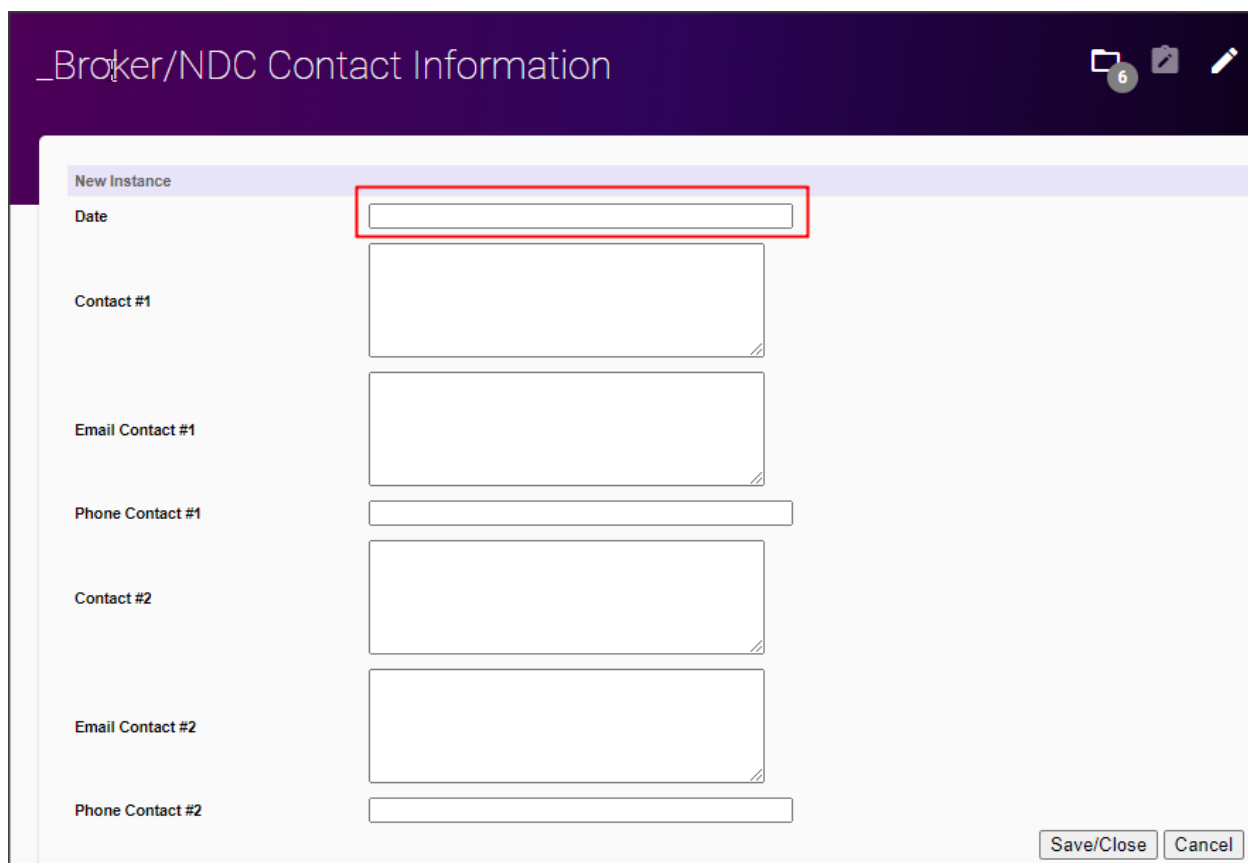


The FLCBank LOS sends out enhanced email notifications to the Loan Originator (LO) on each loan transaction. This occurs when a loan status is updated to “UW Approved w/Conditions” and/or the underwriting decision has been updated. The \_Broker/NDC Contact Information screen will capture additional contacts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



The screenshot shows the "\_Broker/NDC Contact Information" screen. At the top, there is a title bar with the text "\_Broker/NDC Contact Information" and three icons: a window, a document, and a pencil. Below the title bar is a "New Instance" header. The main form area contains several input fields: "Date" (highlighted with a red box), "Contact #1", "Email Contact #1", "Phone Contact #1", "Contact #2", "Email Contact #2", and "Phone Contact #2". At the bottom right of the form, there are two buttons: "Save/Close" and "Cancel".