

Tuesday, April 1, 2025

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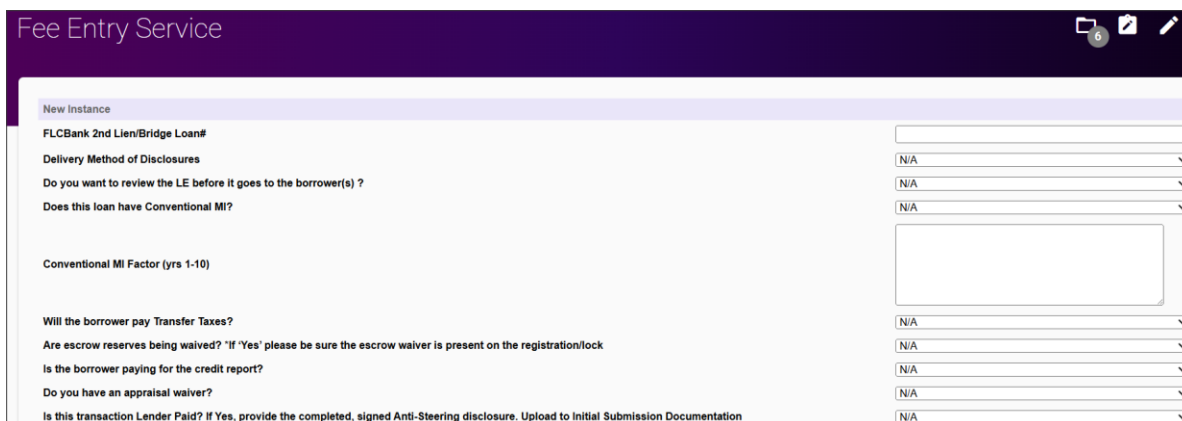
NOTICE TO: Broker**Fee Entry Update: Fee Entry Service Screen**

FLC Bank is excited to announce a streamlined Fee Entry submission process. A Fee Entry request form is no longer required to be answered and uploaded. Instead, a new screen has been created in MortgageBot that contains this information and can be completed there.

The Fee Entry Service screen can be found under Forms & Docs > Fee Entry Service:



Please ensure this new screen is complete and accurate. The Fee Entry Team will use this information to prepare the Initial Disclosures.



Please Note: After completing the Fee Entry Service screen, the Service Provider screen will still need to be completed separately, and a finalized fee worksheet will need to be uploaded that includes all fees that will be disclosed on the Loan Estimate (LE). This 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. Uploading this fee worksheet to the **LE Fee Entry** doc type folder is what will notify the Fee Entry team that your loan is ready for review.

BULLETIN



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[Click Here](#) for complete step by step instructions on the Fee Entry Service process.

[Click Here](#) for a condensed version of instructions on the Fee Entry Service process.

[Click Here](#) for the VA Refi/IRRL loans Info document.

Please contact your [Account Executive or Client Relations Representative](#) if you have any questions.

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