



Insurance Compliance Tool (ICT)

Enhancement Training

High Level Enhancement Benefits

- Automates process of uploading insurance records to the Document Management System (DMS) from ICT
- Promotes consistency in location and content of approved insurance records in DMS
- Substantially Reduces
 - » Seller/Service efforts to manually create PDFs and upload insurance records into DMS
 - » Duplication of efforts for uploading insurance records and supporting documents in ICT and DMS
 - » Duplicate insurance records in DMS

Uploading Documents to DMS

Old Manual process

1133 Delivery and New Origination Waivers (Old Process)

ICT

- Freddie Mac (FM) Approves New Origination Waiver(s)

ICT

- FM Approves 1133-Delivery

ICT

- S/S Saves PDF of 1133-Delivery
- S/S Saves PDF of New Origination Waiver(s)
- S/S Saves PDF of all Supporting Documents

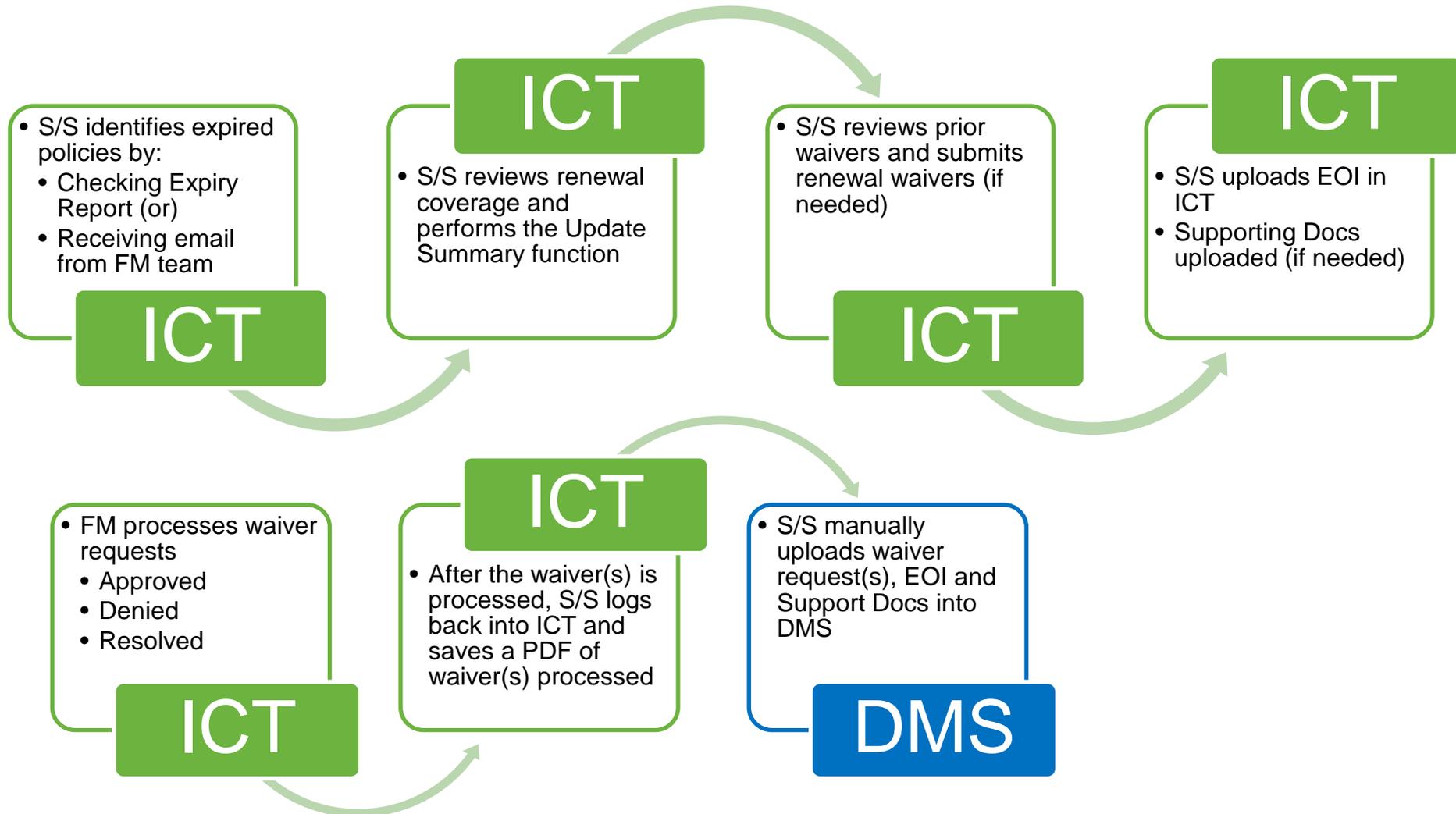


DMS

S/S manually uploads various documents

- Form 1133 – Final Delivery
- Insurance Certificate – Final Delivery
- Insurance Acord Forms (Post-Funding)
- Evidence of Insurance (Post-Funding)
- Insurance Waiver – Servicer Submission
- Insurance Waiver – Working File

Renewal Insurance (Old Process)

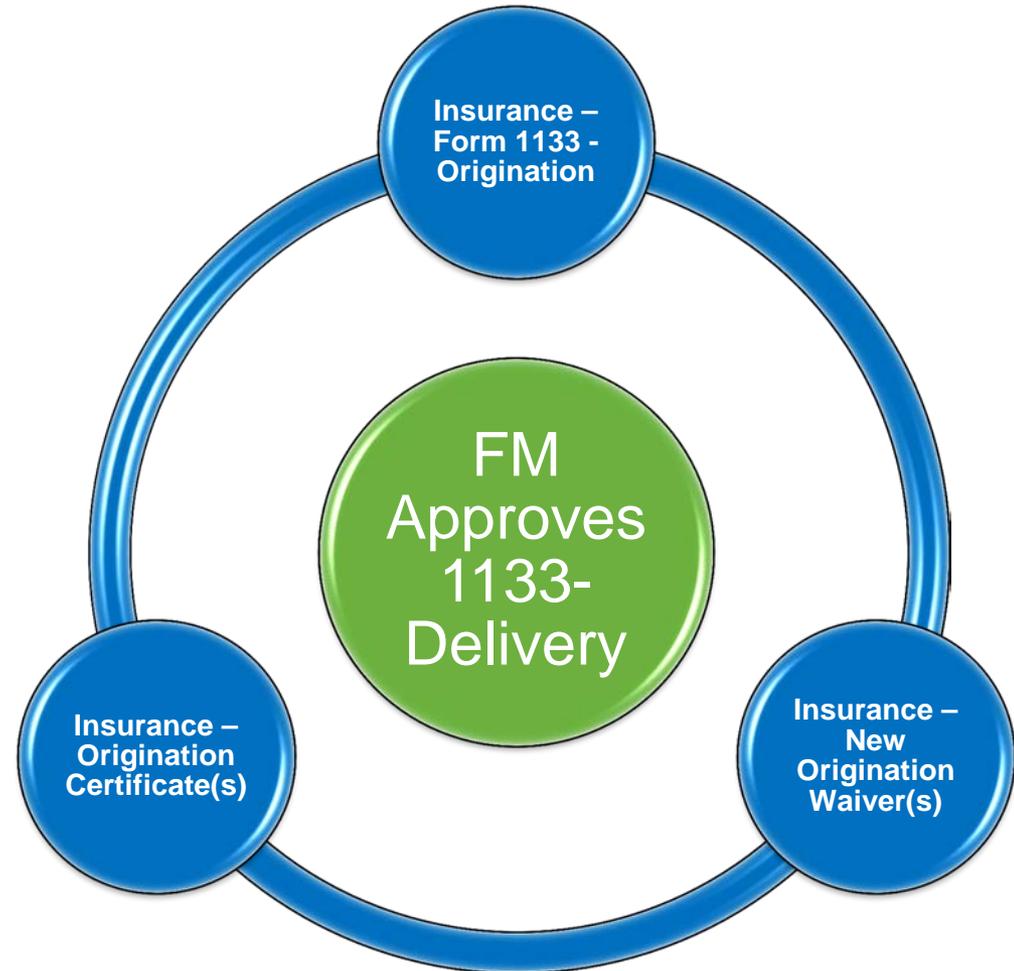


Uploading Documents to DMS

New Automated process

1133-Deliveries (New Process)

- After FM Approves the 1133-Delivery in ICT, the system **Automatically**
 - » Generates one combined PDF image of the ICT records:
 - Insurance – Form 1133 – Origination
 - Insurance – New Origination Waiver(s)
 - Insurance – Origination Certificate(s)
 - » Transfers records from ICT to specified locations in the DMS loan file



1133-Delivery Approval - View in DMS (New Process)

- ICT transfers records to specific locations in the DMS loan file

FINAL DELIVERY PACKAGE					
			Insurance - Form 1133 - Origination	Delivered	01-20-2014 freddiemac\ICT-Intg
			Insurance - New Origination Waiver(s)	Delivered	01-20-2014 freddiemac\ICT-Intg
			Insurance - Origination Certificate(s)	Delivered	01-20-2014 freddiemac\ICT-Intg

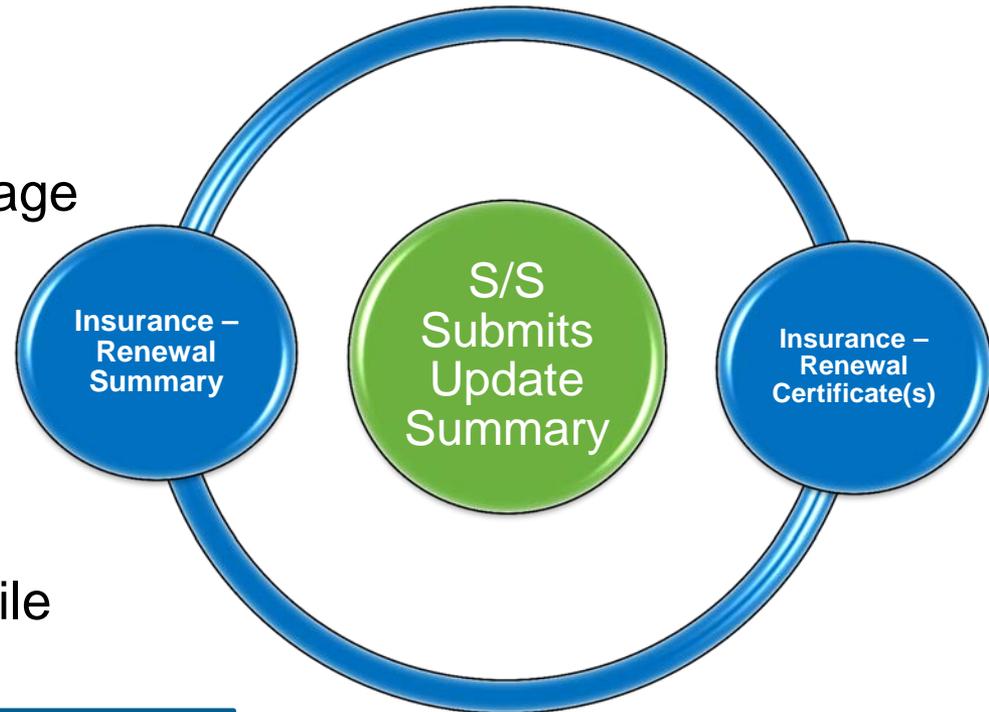
- The comments section of DMS will display the **Insurance Term and Type** of a single waiver requested

- » If more than one Insurance Term and Type are requested, the comments section will reflect **Multiple Waivers**



Summary Updates for Insurance Policy Renewals (New Process)

- After the S/S submits an Update Summary in ICT, the system **Automatically**
 - » Generates one combined PDF image of the ICT records
 - Insurance – Renewal Summary
 - Insurance – Renewal Certificate(s)
 - » Transfers records from ICT to the specific location in the DMS loan file



Before:

Save/Submit

After:

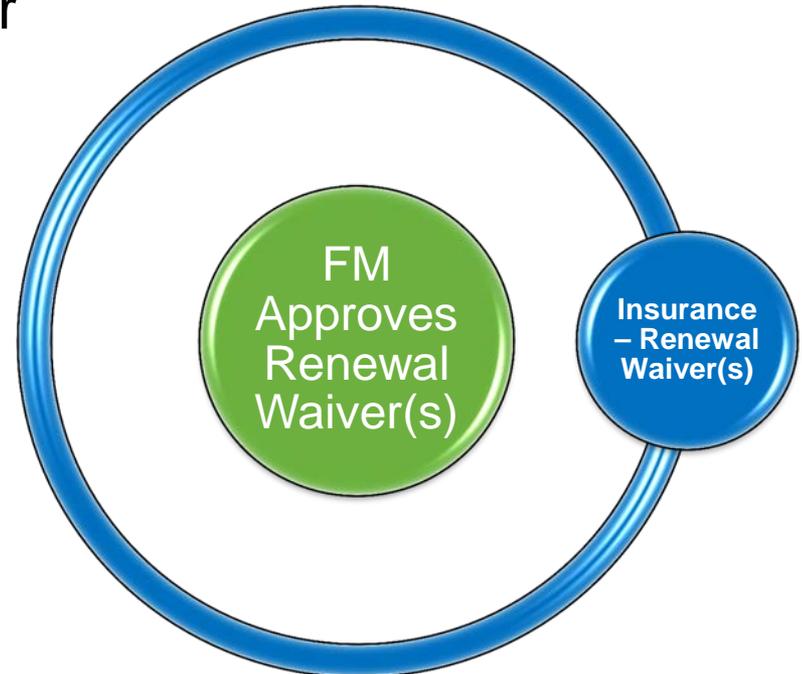
Save

Submit

	Document Type	Document Status	Document Description	Title	Date Added	Added By
[-]	AM - INSURANCE - POST FUNDING					
	Insurance - Renewal Summary	Delivered			01-23-2014	freddiemac\ICT-Intg
	Insurance - Renewal Certificate(s)	Delivered			01-23-2014	freddiemac\ICT-Intg

Renewal Waivers (New Process)

- After FM processes a Renewal Waiver Request in ICT, the system **Automatically**
 - » Generates one combined PDF image of the ICT record
 - Insurance – Renewal Waiver(s)
 - » Transfers record from ICT to the specific location in the DMS loan file



	Document Type	Document Status	Document Description	Title	Date Added
-	AM - INSURANCE - POST FUNDING				
-	   Insurance - Renewal Waiver(s)	Delivered			01-23-2014
	   Insurance - Renewal Waiver(s)	Delivered			01-21-2014
	   Insurance - Renewal Waiver(s)	Delivered			01-20-2014

Other Enhancements

Other Enhancements

- Snapshot button added to the following screens to route the user to the Snapshot View
 - » 1133-Underwriting Screen
 - » 1133-Delivery Screen
 - » New Origination Waiver Screen
 - » Renewal Waiver Screen

- Attachments will now have a mandatory document type dropdown selection with different selections depending on if the upload is for an 1133, Waiver or Update Summary

--Select--

--Select--

1133 Support Docs

Current Evidence of Ins.

--Select--

--Select--

Current Evidence of Ins.

Waiver Support Docs

--Select--

--Select--

Current Evidence of Ins.

Summary Support Docs

Other Enhancements (cont'd)

- Queue Names shortened / altered for accurate description
 - » Changes were made to Seller/Service, Vendor and FM views
 - » No major changes made regarding how records are processed or viewed from queue to queue

Waiver
Waivers Received from Vendor
Waivers Pending for Submission
Waivers Returned to Vendor
Waivers Pending for FM Approval
Waivers Returned by Freddie Mac
Waivers Approved/Denied/Resolved
Waivers Archived
1133 Underwriting
1133s Received from Vendor
1133s Pending for Submission
1133s Returned to Vendor
1133s Submitted to Freddie Mac

1133 Delivery
1133s Received from Vendor
1133s Pending for Submission
1133s Returned to Vendor
1133s Pending for FM Approval
1133s Returned by Freddie Mac
1133s Approved

Questions



FAQs

FAQs for Automated Uploads to DMS

- How long does it take for the record(s) to appear in DMS?
 - » Typical records should be seen in DMS within a few minutes (no longer than 15 minutes) from final approval/submission

- Can I still manually upload documents to DMS?
 - » Yes, you will still have access to upload documents to DMS; however using the ICT automated upload process is suggested

FAQs (cont'd)

- Will the old documents uploaded to DMS be affected?
 - » No, records uploaded to DMS prior to this set of enhancements will remain as-is in the system
 - The document type names for those previously uploaded will not be altered

- Can more than one Evidence of Insurance (EOI) document be attached to each record?
 - » Yes, you can attach multiple documents identified as EOI which will appear in the PDF. The most recent document attached in DMS will appear first

FAQs (cont'd)

- Are there file size restrictions?
 - » ICT does not allow any files to be attached over 10MB; however you may attach several documents that are under 10MB to a single ICT record
 - » DMS has a file restriction size of 35MB per upload, so in the event your combined file is over 35MB, the PDF will be split into several files (ex. File 1 of 2 and 2 of 2, which will be visible in the comments section of DMS)
 - » The total page count for documents being uploaded to DMS must be under 2,500 combined

FAQs (cont'd)

- What happens when I need to correct an ICT record?
 - » Your Freddie Mac representative may request that a record be manually placed back into the 'Pending FM Review' queue, in which the record should be re-processed as a normal transaction
 - » After the record is processed, you will see a second file for each upload type in DMS (the one on top will be the most recent record)
- Several New Origination Waivers were approved by Freddie Mac. Why do I only see one record in DMS?
 - » New Origination Waivers will be grouped into one PDF once the 1133-Delivery is Approved by FM

- How will multiple loans assigned to one Waiver be handled?
 - » The waiver record(s) will be automatically pushed to DMS folders for each Freddie Mac Loan Number identified in the request

- How will multiple waiver terms on one request be handled?
 - » The comments section of DMS will show 'Multiple Waivers' as opposed to an individual insurance type and term
 - For Renewal Waivers, they will be pushed as a single PDF to DMS upon approval
 - For New Origination Waivers, they will all be included in the single PDF once the 1133-Delivery is approved by Freddie Mac

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 - » Business related questions on Insurance
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 - » Technical related questions regarding ICT