



## Online Reimbursement System

### Expedite Your Expense Reimbursement Requests

With our Online Reimbursement System, an electronic Form 104SF, *Statement of Loan, Workout and REO Expenses and Income*, and electronic Form 104DC, *Designated Counsel/Trustee*, makes it simple to obtain reimbursement for your default management expenses.

The Online Reimbursement System's built-in edits, calculations and reminders will help you reduce errors and manage your expense reimbursements more efficiently. You can also generate four key reports to effectively track all of your default management reimbursement requests.

#### › Servicer Benefits

- Recover out-of-pocket expenses more quickly
- Reduce time and costs associated with copying payment histories, invoices and other documentation
- Reduce errors and cut paperwork with built-in reminders, edits and automatic calculations.

#### › Key Reports

- **Productivity Report:** Displays information about online reimbursement requests that you have already submitted
- **Over Approved Limit Report:** Provides information about online reimbursement requests with amounts that exceed our approved expense limits
- **Claims in Process Report:** Identifies all expense reimbursement requests that you have saved, but not yet submitted
- **Daily Log Report:** Lists expense reimbursement requests submitted on any selected date

#### › Online Exceptions

You must submit a paper Form 104SF and/or paper Form 104DC for expense reimbursement in the following instances:

- Expense reimbursement requests for FHA, VA and RHS guaranteed mortgages
- Resubmissions to resolve discrepancies for previously submitted expense reimbursement requests
- Expense reimbursement requests for mortgages secured by properties sold to a third party for less than total debt