
Octane Appraisal Payment

Cardinal Financial Company - Wholesale

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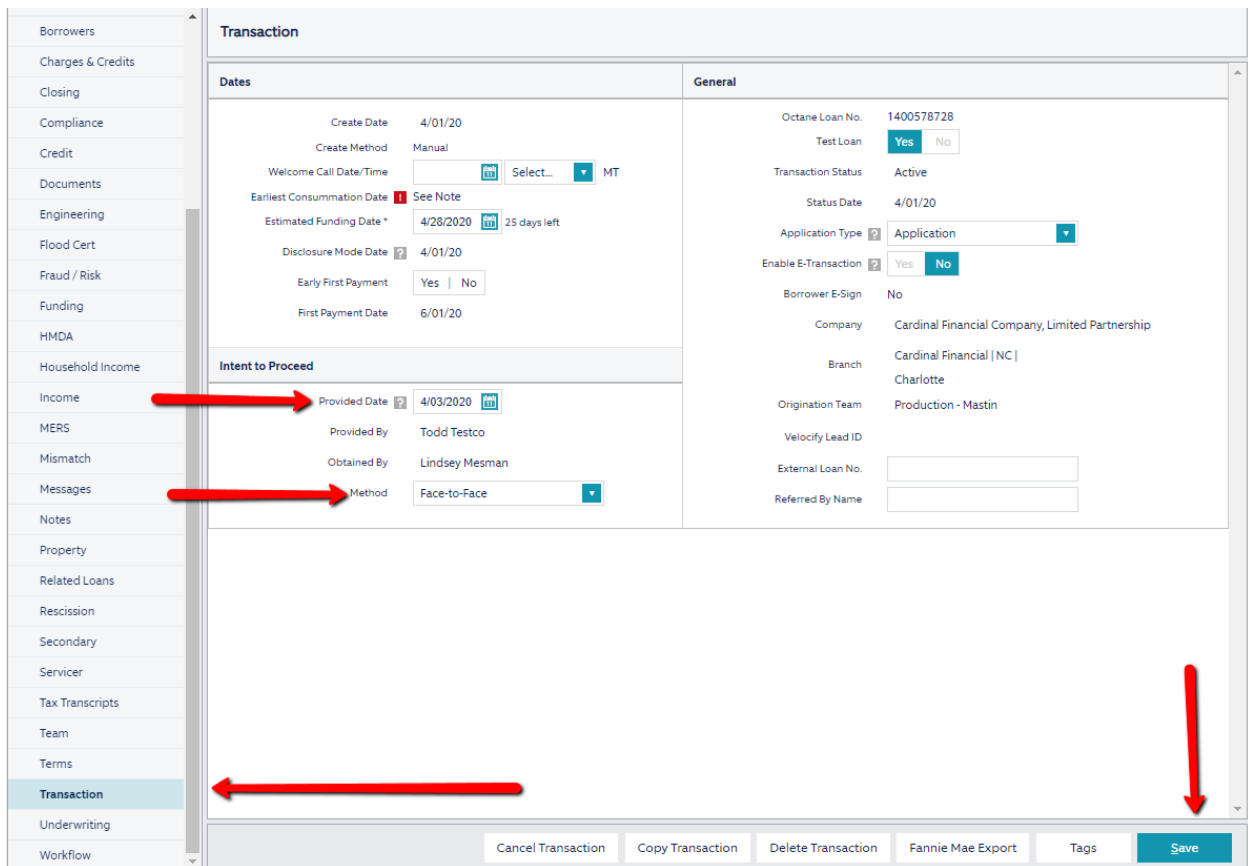
Overview

A guide on how to place an appraisal payment within Octane for ALL loan types.

Appraisal Payment Process

Step 1: Navigate to your loan within Octane

Step 2: Scroll to the “Transaction” Screen on the left-hand side to place your Intent to Proceed date in the appropriate location



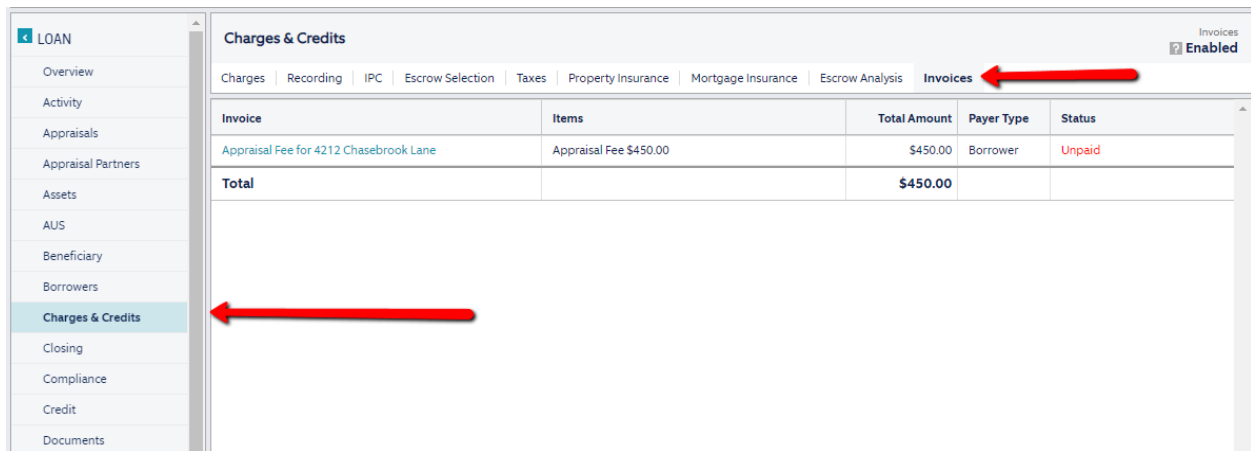
The screenshot displays the 'Transaction' screen in the Octane system. The interface is divided into a left-hand navigation menu and a main content area. The navigation menu includes categories such as Borrowers, Charges & Credits, Closing, Compliance, Credit, Documents, Engineering, Flood Cert, Fraud / Risk, Funding, HMDA, Household Income, Income, MERS, Mismatch, Messages, Notes, Property, Related Loans, Rescission, Secondary, Servicer, Tax Transcripts, Team, Terms, Transaction, Underwriting, and Workflow. The 'Transaction' menu item is highlighted in blue. The main content area is titled 'Transaction' and is split into two tabs: 'Dates' and 'General'. The 'Dates' tab is active and contains fields for 'Create Date' (4/01/20), 'Create Method' (Manual), 'Welcome Call Date/Time', 'Earliest Consummation Date' (See Note), 'Estimated Funding Date' (4/28/2020, 25 days left), 'Disclosure Mode Date' (4/01/20), 'Early First Payment' (Yes | No), and 'First Payment Date' (6/01/20). The 'Intent to Proceed' section is expanded, showing 'Provided Date' (4/03/2020), 'Provided By' (Todd Testco), 'Obtained By' (Lindsey Mesman), and 'Method' (Face-to-Face). The 'General' tab contains fields for 'Octane Loan No.' (1400578728), 'Test Loan' (Yes | No), 'Transaction Status' (Active), 'Status Date' (4/01/20), 'Application Type' (Application), 'Enable E-Transaction' (Yes | No), 'Borrower E-Sign' (No), 'Company' (Cardinal Financial Company, Limited Partnership), 'Branch' (Cardinal Financial | NC | Charlotte), 'Origination Team' (Production - Mastin), 'Velocity Lead ID', 'External Loan No.', and 'Referred By Name'. At the bottom of the screen, there is a row of buttons: 'Cancel Transaction', 'Copy Transaction', 'Delete Transaction', 'Fannie Mae Export', 'Tags', and 'Save'. Red arrows point to the 'Income' and 'Messages' menu items, the 'Intent to Proceed' section, the 'Transaction' menu item, and the 'Save' button.

Step 3:

Scroll to the Charges and Credits screen within your loan

Step 4:

Navigate to the “Invoice” tab on the far right side of your screen

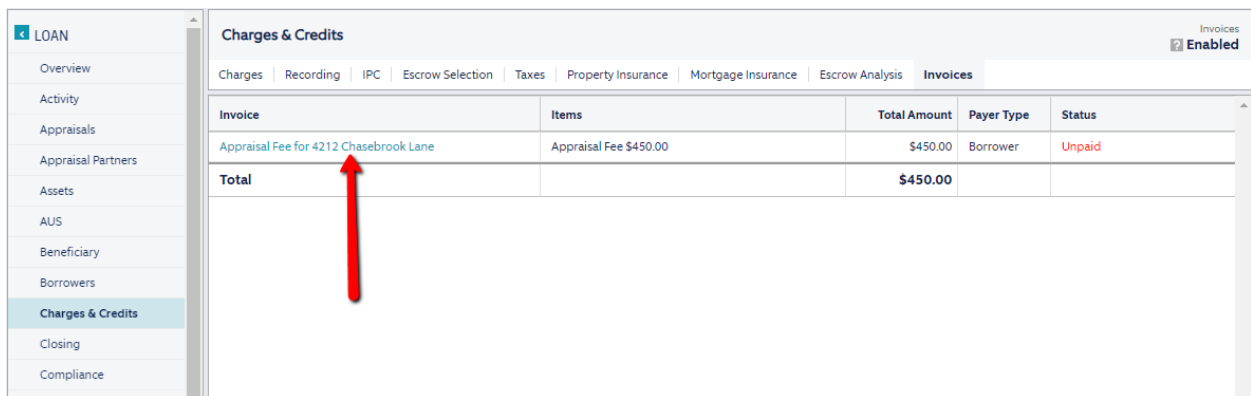


The screenshot shows the 'Charges & Credits' interface. On the left, a sidebar menu has 'Charges & Credits' highlighted with a red arrow. The main content area has tabs for 'Charges', 'Recording', 'IPC', 'Escrow Selection', 'Taxes', 'Property Insurance', 'Mortgage Insurance', 'Escrow Analysis', and 'Invoices'. The 'Invoices' tab is selected, indicated by a red arrow. Below the tabs is a table with the following data:

| Invoice | Items | Total Amount | Payer Type | Status |
|--|------------------------|-----------------|------------|--------|
| Appraisal Fee for 4212 Chasebrook Lane | Appraisal Fee \$450.00 | \$450.00 | Borrower | Unpaid |
| Total | | \$450.00 | | |

Step 5:

Click on the [TEAL](#) hyperlink with the borrowers address listed



This screenshot is identical to the previous one, but with a red arrow pointing to the 'Appraisal Fee for 4212 Chasebrook Lane' link in the 'Invoice' column of the table.

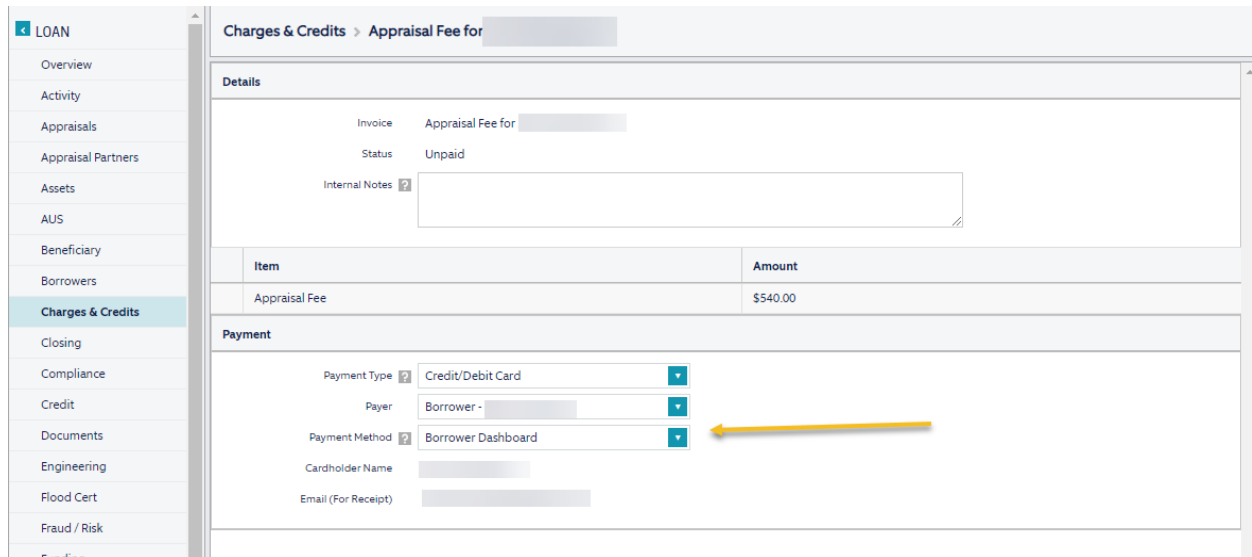
| Invoice | Items | Total Amount | Payer Type | Status |
|--|------------------------|-----------------|------------|--------|
| Appraisal Fee for 4212 Chasebrook Lane | Appraisal Fee \$450.00 | \$450.00 | Borrower | Unpaid |
| Total | | \$450.00 | | |

Step 6: Final Step

Place your payment information displayed in the middle your screen and select “Submit Payment” at the bottom right of the screen

The screenshot displays a web application interface for payment processing. On the left is a vertical navigation menu with categories such as Overview, Activity, Appraisals, Assets, and Charges & Credits (which is currently selected). The main content area is titled 'Details' and shows invoice information: 'Appraisal Fee for 4212 Chasebrook Lane' and 'Status: Unpaid'. Below this is a table with one row: 'Appraisal Fee' with an amount of '\$450.00'. The 'Payment' section contains several fields: 'Payment Type' (Credit/Debit Card), 'Payer' (Borrower - Todd Testco), 'Payment Method' (Internal Representative), 'Cardholder Name' (Todd Testco), and 'Email (For Receipt)' (testloans145@gmail.com). Under 'Credit or Debit Card', there are input fields for 'Card number' and 'MM / YY CVC'. A red arrow points to the 'Card number' field. At the bottom right, there are three buttons: 'Cancel', 'Submit Payment', and 'Save'. A second red arrow points to the 'Submit Payment' button. A small notification at the bottom left of the main area says 'Item manually added'.

Note: If the borrower does not want to disclose the credit card information to you, please update the screen to send the payment to the “Borrower Dashboard”



The screenshot shows a web interface for managing loan charges and credits. The left sidebar lists various loan-related categories, with 'Charges & Credits' selected. The main content area is titled 'Charges & Credits > Appraisal Fee for [redacted]'. Under the 'Details' section, the invoice is identified as 'Appraisal Fee for [redacted]' and its status is 'Unpaid'. There is a text area for 'Internal Notes'. Below this is a table with two columns: 'Item' and 'Amount'. The table contains one entry: 'Appraisal Fee' with an amount of '\$540.00'. The 'Payment' section contains several dropdown menus: 'Payment Type' is set to 'Credit/Debit Card', 'Payer' is 'Borrower - [redacted]', and 'Payment Method' is 'Borrower Dashboard', which is highlighted by a yellow arrow. There are also text input fields for 'Cardholder Name' and 'Email (For Receipt)'.

Once this has been completed, a receipt will populate on the screen in a pdf format. This can be emailed to the borrower. *

References

| Reference List |
|------------------------|
| Octane |
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Revision History

| Date | Description | Approver |
|------------|-----------------|-----------------|
| 11.10.2021 | Initial Release | Chris Michie |
| 11.10.2021 | Change Summary | Stephanie Simon |
