
NY Pre Application Disclosure

Cardinal Financial Company - Wholesale

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Overview

New York Loans will assign the performer to send out the NY Pre Disclosures prior to sending out the initial disclosures, Application Disclosure (complete) in Octane. This document is to provide you with step by step instructions on what needs to be completed prior to sending the NY Pre Disclosures out. Follow the steps below in chronological order.

1. Borrower screen

- a. Click on Credit Authorization
 - i. Select yes and the drop down to however the 1003 was collected
- b. Add Mobile number for each borrower
- c. Add email address for each borrower

2. Credit Screen

- a. Reissue credit using the reference number
 - i. Click Request Credit (bottom right corner)
 - ii. Select request new report
 - iii. Make sure to check beside the applicant's name and then click options
 - iv. Click on re-issue and enter credit report reference number
 - v. Submit to re-issue credit report

3. Terms Screen

- a. Get Rates
- b. Select program discussed with client
- c. Find rate
- d. Choose rate

4. AUS Screen

- a. Submit to LP (Freddie) or DU (Fannie or Government Loans)

5. Transaction Screen

- a. Enable E-transaction & E-sign
 - i. Change toggle to yes

6. Workflow Screen

- a. Complete NY Pre Application Disclosure Workstep
 - i. Choose appropriate outcome
 - ii. Click complete (bottom right corner)

References

Reference List
Octane

Revision History

Date	Description	Approver
7.20.2020	Initial Release	Stephanie Simon
7.21.2020	Change Summary	Matt Carucci
10.28.2020	Change Summary	Stephanie Simon
3.4.2021	Change Summary	Timothy Williams