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Notice of Upcoming Changes to FPSDirect Vendor Web Portal (www.fpsdirect.info):

Our records indicate that you're currently registered on the FPSDirect Vendor Web Portal (a service offered in partnership with Citibank). Please be advise that several changes are being introduced to the FPSDirect Vender Web Portal in support of the upcoming TILA RESPA Integrated Disclosure (TRID) requirements taking affect on loans with a Citibank Registration Date of 10/3/2015 or greater.

Please review the below summary of changes in preparation for the upcoming changes. An updated version of the FPSDirect Vendor Website User Guide (accessible once logged into website (top left side of screen) will also be available beginning on 10/3.

To ensure a timely response, any questions pertaining to these changes should be directed to the following email address: RESPA.TILA.August2015Questions@citi.com

Thank you!
FPSDirect, LLC.

Upcoming Changes:

1. Upload Title Commitment Document Loan Activity [this is an EXISTING loan activity]

- The "**Upload Title Commitment Document**" loan activity has been updated to include an "Enter Title Commitment Number:" data entry field.
- This is a required field and must be supplied in order to successfully submit the Title Commitment document to Citibank.
- In scenarios where a Title Commitment Number (Title Policy ID) is not yet available, it's acceptable to provide your agency's unique order number identifier.

2. Enter Initial/Final Settlement Agency Contact Info. Loan Activities [these are NEW loan activities]

- **Important Note:**

All Agencies that currently supply Title services (or a combination of Title & Escrow services) should complete this loan activity. Agencies that do not supply Title services (I.E. Escrow Agencies) should NOT complete this activity - Escrow Agencies have their own dedicated activity to submit contact info.

- The "**Enter Initial Settlement Agency Contact Info.**" loan activity requires that Settlement Agencies supply contact information as it relates to page 5 of the Closing Disclosure document at both the Agency-level (non-person/company) AND the Agent-level (agency employee who is dedicated as the primary contact for the loan transaction).
- Please note that this loan activity will appear in the Title Order Checklist twice: once under an "Initial" activity heading and once under a "Final" heading. Citibank requires that this data be supplied at two different times (once around the time of Title Commitment document delivery and again when the loan has been scheduling for closing with the Notary/Settlement Agent/Attorney/Borrower(s)).
- For your convenience, FPSDirect will auto-populate as much information as possible based on your current Citibank contact information and the information supplied when setting up your FPSDirect user account. You must ensure that the data is accurate upon completing the activity. Once you've submitted the data set once, the data will be retained and auto-populated in future loans.
- Required contact information includes:

- Agency-level Contact Info:

| Contact Fields: | Required (Yes/No): |
|------------------------------------|--------------------|
| Settlement Agency Name | Yes |
| Settlement Agency Street Address1 | Yes |
| Settlement Agency Street Address2 | No |
| Settlement Agency City | Yes |
| Settlement Agency State | Yes |
| Settlement Agency Zip Code | Yes |
| Settlement Agency State License ID | Yes |

- Agent-level Contact Info:

| Contact Fields: | Required (Yes/No): |
|-----------------------|--------------------|
| Contact First Name | Yes |
| Contact Last Name | Yes |
| Contact Email Address | Yes |

| | |
|--------------------------|--------------------------|
| Contact Phone Number | Yes |
| Contact State License ID | No - send when available |

3. Enter Initial/Final ESCROW Agency Contact Info. Loan Activities [these are NEW loan activities]

- **Important Note:**
Agencies that do not supply Title services (I.E. Escrow Agencies) should complete this activity. All Agencies that currently supply Title services (or a combination of Title & Escrow services) should NOT complete this loan activity.
- The "**Enter Initial Settlement Agency Contact Info.**" loan activity requires that Settlement Agencies supply contact information as it relates to page 5 of the Closing Disclosure document at both the Agency-level (non-person/company) AND the Agent-level (agency employee who is dedicated as the primary contact for the loan transaction).
- Please note that this loan activity will appear in the Title Order Checklist twice: once under an "Initial" activity heading and once under a "Final" heading. Citibank requires that this data be supplied at two different times (once around the time of Title Commitment document delivery and again when the loan has been scheduling for closing with the Notary/Settlement Agent/Attorney/Borrower(s)).
- Required contact information includes:

- Agency-level Contact Info:

| Contact Fields: | Required (Yes/No): |
|------------------------------------|--------------------|
| Settlement Agency Name | Yes |
| Settlement Agency Street Address1 | Yes |
| Settlement Agency Street Address2 | No |
| Settlement Agency City | Yes |
| Settlement Agency State | Yes |
| Settlement Agency Zip Code | Yes |
| Settlement Agency State License ID | Yes |

- Agent-level Contact Info:

| Contact Fields: | Required (Yes/No): |
|--------------------------|--------------------------|
| Contact First Name | Yes |
| Contact Last Name | Yes |
| Contact Email Address | Yes |
| Contact Phone Number | Yes |
| Contact State License ID | No - send when available |

4. Upload Initial/Final Settlement Statement Document Loan Activities [these are NEW loan activities]

- The "**Upload Initial Settlement Statement Document**" loan activity requires that Settlement Agents upload the Borrower/Buyer version of the ALTA Settlement Statement document in PDF format for delivery to Citibank.
- Please note that this loan activity will appear in the Title Order Checklist twice: once under an "Initial" activity heading and once under a "Final" heading. Citibank requires that this data be supplied at two different times (once around the time of Title Commitment document delivery and again when the loan has been scheduling for closing with the Notary/Settlement Agent/Attorney/Borrower(s).
- Please also note that if you issue a settlement statement, including any Lender or state required or ALTA suggested form, to detail any or all of the disbursements you will make to, by, or on behalf of the Borrower(s) for the transaction, you **MUST** also provide a copy of the settlement statement when Citibank requests your Final Fees.
- Texas Orders: Citibank requires the T-64 form to be provided for all orders within the state of TX.



5. Confirm Scheduled Closing Date & Time [this is a NEW loan activity]

- The "**Confirm Scheduled Closing Date & Time**" loan activity provides notice to Citibank that the loan has been scheduled for Closing with the Notary/Settlement Agent/Attorney/Borrower(s).
- This loan activity includes a calendar icon feature that allows you to select the date and time of the scheduled closing.

6. Other Changes to the FPSDirect Vendor Website

- The following new fields have been added to the *Vendor Home Screen* (where loan records are listed) for your reference:
 - RESPA_APL_DT: (the received date of the six (6) required items that defines an application)
 - CONTRACT_CLS_DT: (the closing date on the Sales Contract)
 - INIT_CD_SENT_DT: (the initial date Closing Disclosure document was sent)

- Existing Loan Activity Name Changes:
 - "Upload Clear to Close Document" has been changed to "Upload Title Clear to Close Document"
 - "Confirm Closing Occurred" has been changed to "Confirm Date Closing Occurred"
 - "Upload Pre-funding Critical Documents" has been changed to "Upload Funding Authorization Required Documents"

7. Important Reminders

- FPSDirect is simply a conduit for delivering data and documents to Citibank – FPSDirect cannot address escalations related to:
 - Accessing the Citibank Closing Document Website
 - Loan Status
 - Funding Authorization Status
 - Facsimile Status
 - Document Downloads from Citibank - documents are not currently available for download on the FPSDirect Vendor Website.
- FPSDirect cannot assist with accessing the Citi Closing Document Website (where closing instructions/document packages are retrieved). The Citi Closing Document Website is managed by Citibank - please escalate directly to Citibank.
- Please ensure you're uploading the correct document(s) to the correct loan activity on the website – inaccuracy here can cause incorrect document routing to Citibank and delays with closing/funding.

NOTICE: The information contained in this message is proprietary and/or confidential and may be privileged. If you are not the intended recipient of this communication, you are hereby notified to: (i) delete the message and all copies; (ii) do not disclose, distribute or use the message in any manner; and (iii) notify the sender immediately.