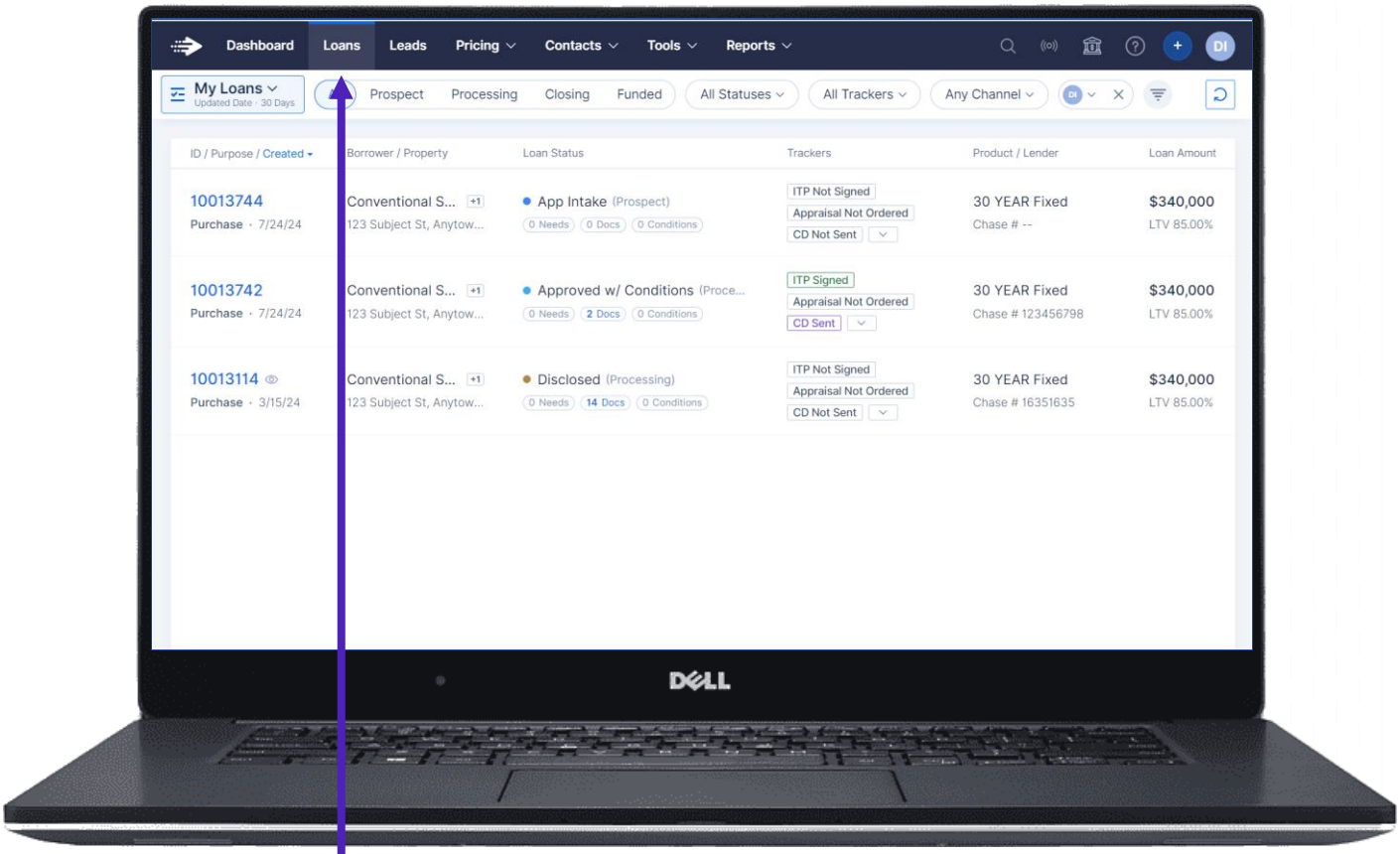
Arive

Initial Disclosures
Closing Disclosures

Arive – Initial Disclosures

Getting Started

This guide will show you how to process initial disclosures *and* closing disclosures in Arive.

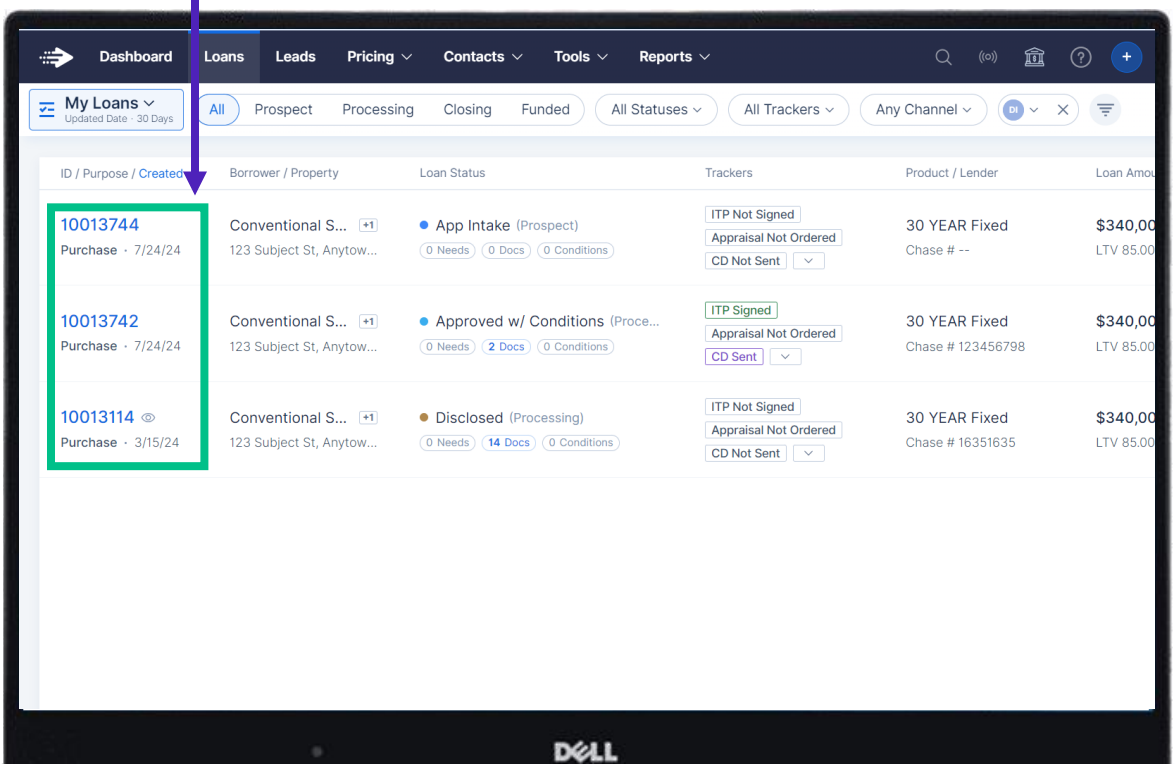


Arive requires you to go in order so we will process the initials first, followed by the closing. Start by going to your Loans (shown above).

Arive – Initial Disclosures

Selecting a Loan File

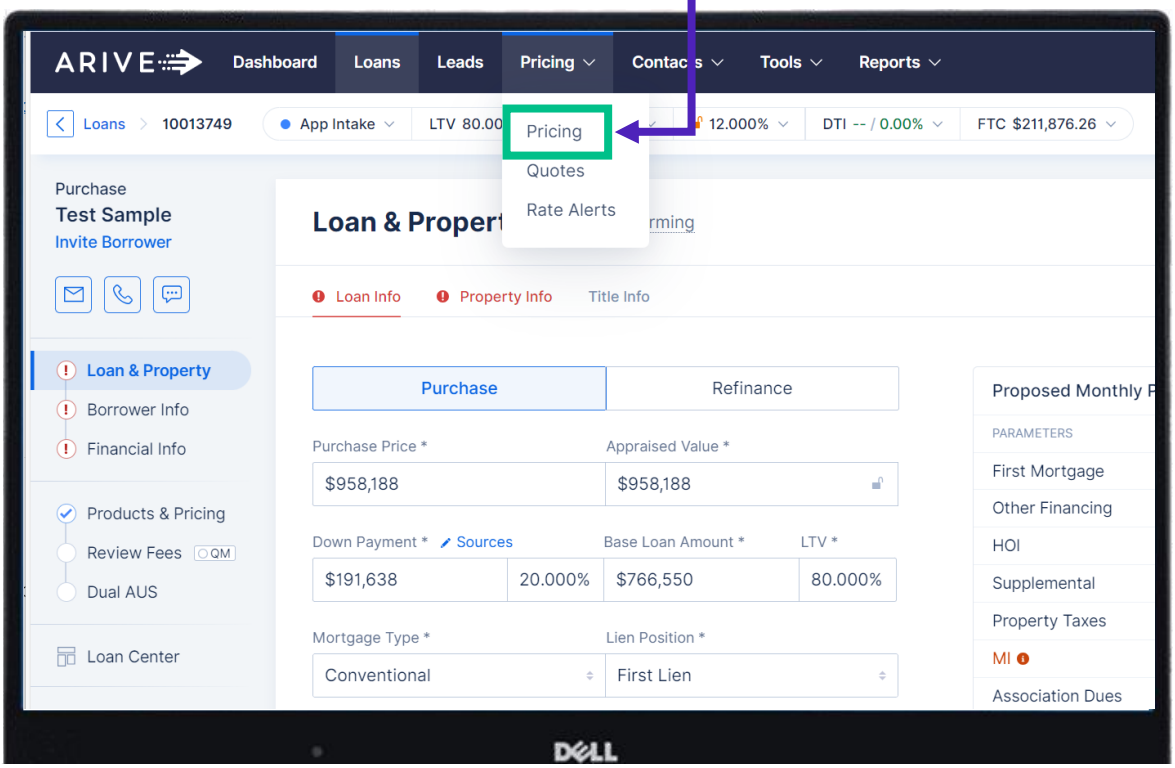
Select the loan file you want to process.



Arive – Initial Disclosures

Pricing

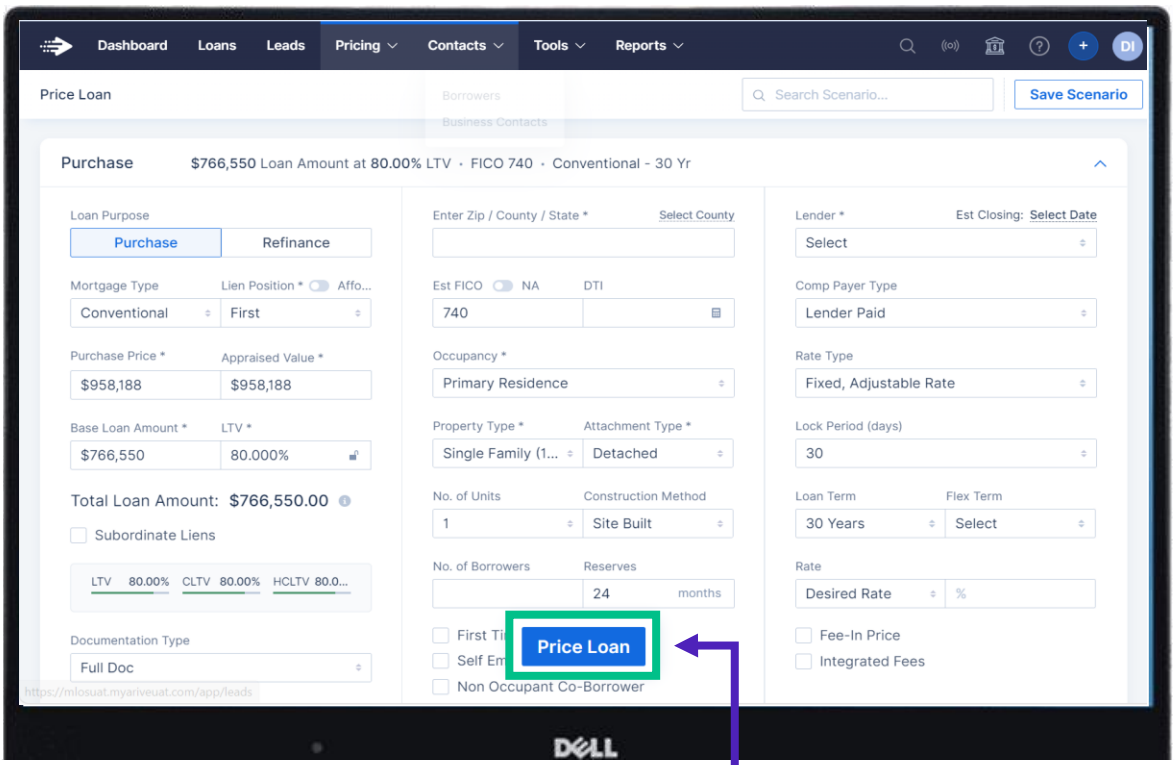
Start by going to Pricing.



Arive – Initial Disclosures

Pricing

Double check that all required information is entered on this page, and that it is correct.

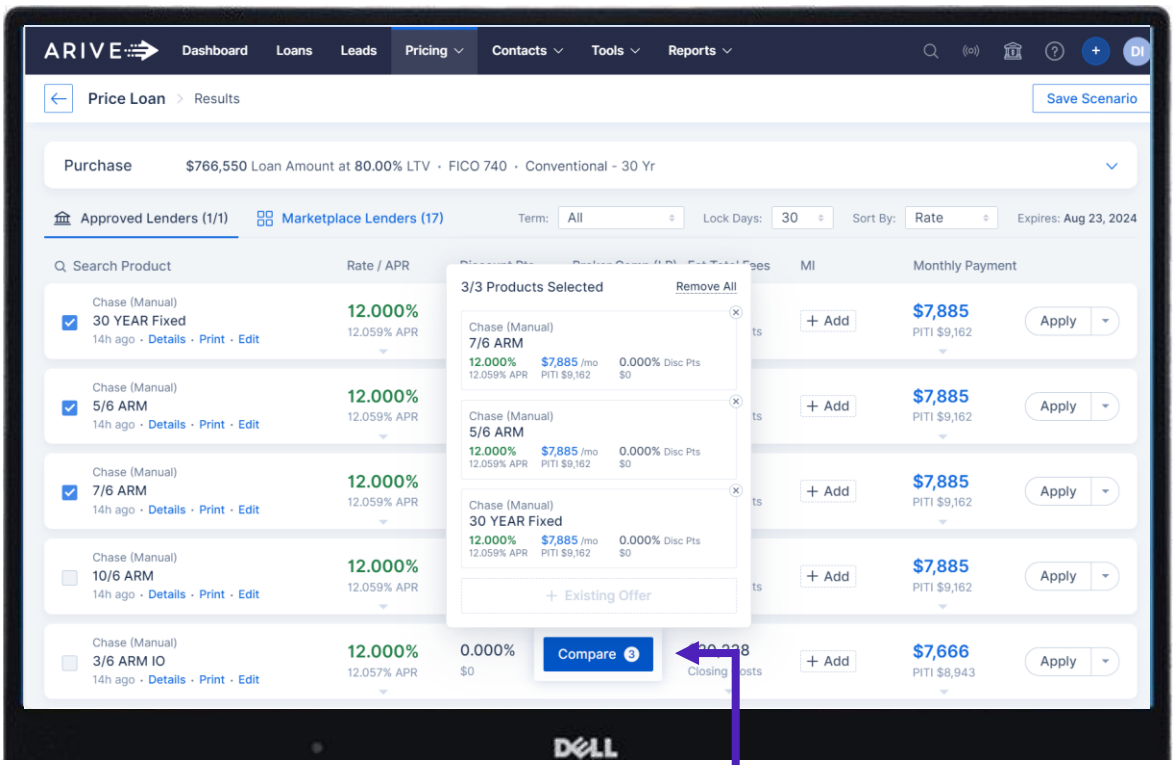


Then, click “Price Loan”.

Arive – Initial Disclosures

Pricing Comparison

You will be brought to your list of applicable products. As an option, Arive allows you to compare up to three of them. Start by selecting the Products you wish to compare by checking the boxes on the left.

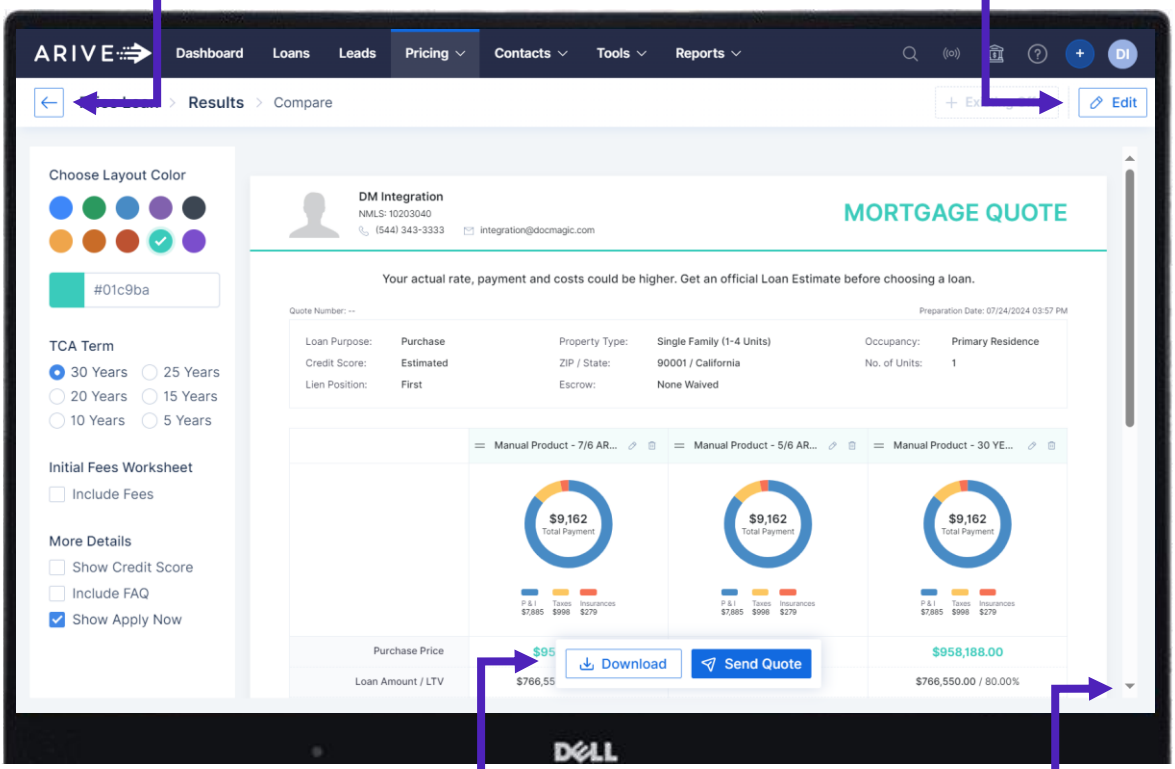


An "at-a-glance" comparison will appear in the middle. Click "Compare" to see the full comparison.

Arive – Initial Disclosures

Pricing Comparison

Here's that comparison page. Click the arrow in the top left to go back to the previous page. Click Edit to change parameters and see how it affects your plans.



You can download this quote as a PDF or send the quote down here. Scroll down for more information.

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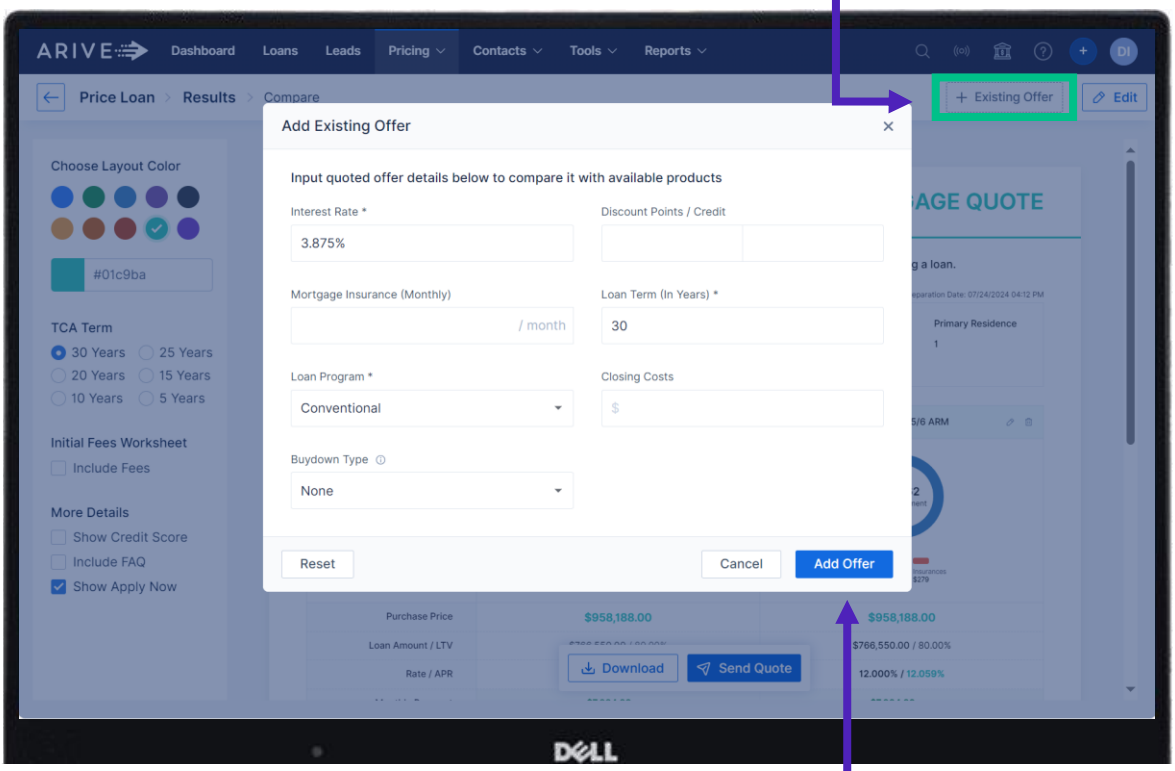
Pricing Comparison

You can even add a competing rate for further comparison by clicking "+ Existing Offer" next to Edit.



Add the details of your competing rate in the window that appears and click Add Offer. Please note that this won't work if you already have three plans selected, as that's the maximum allowed for comparison.

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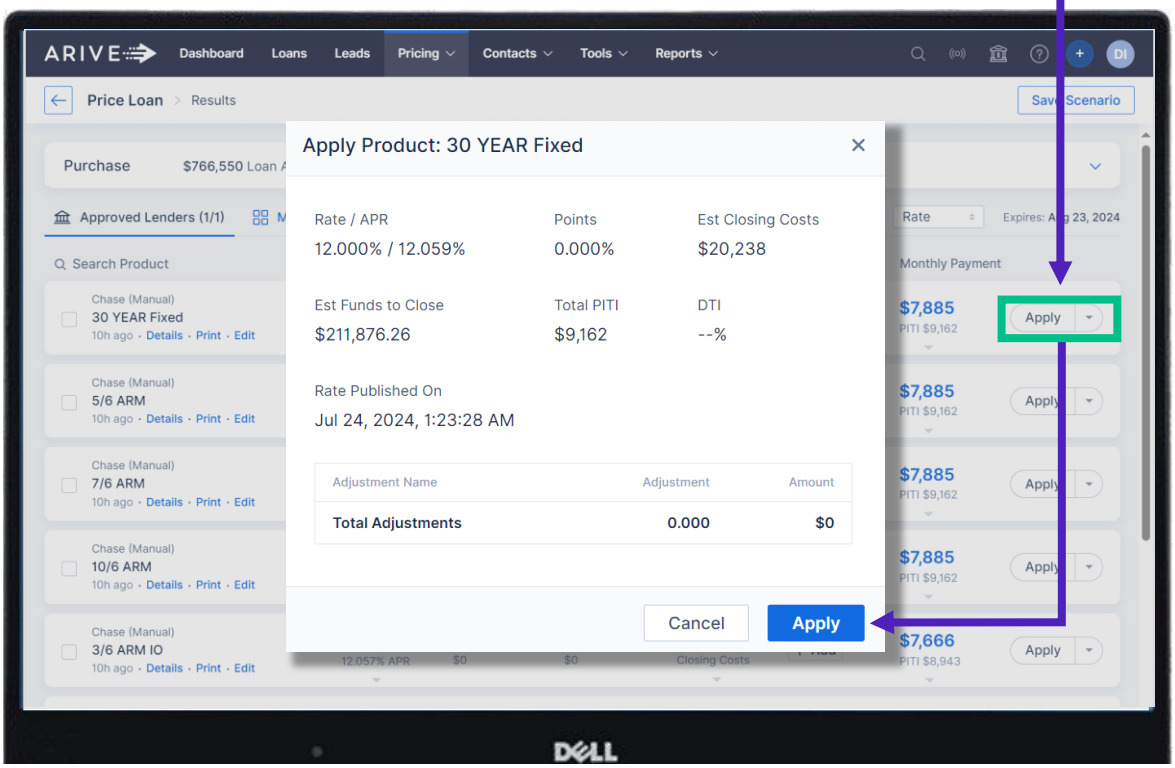
Apply Product

Select your Product by clicking Apply.



A window will appear displaying some of the numbers. Click Apply to confirm.

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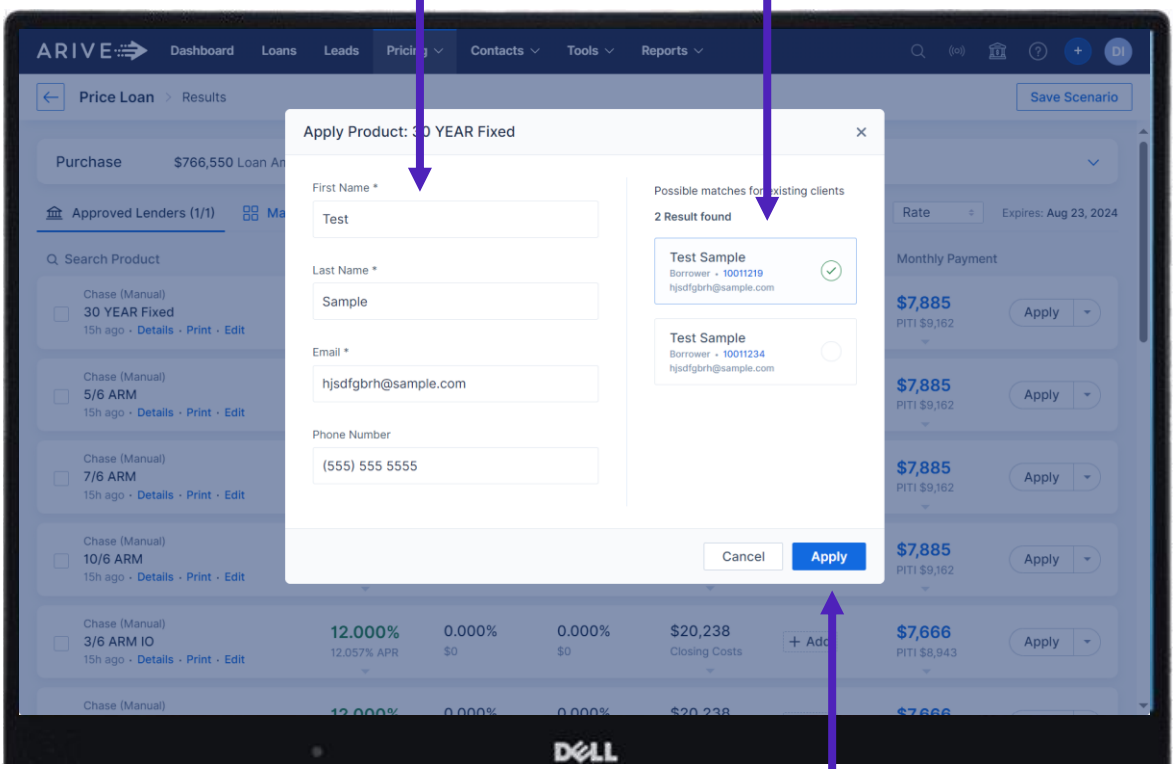
Apply Product

This window may appear. Start entering information in the left half and results will automatically appear on the right.



Select a result from the right, then click Apply. You will be brought to the Loan & Property Info page.

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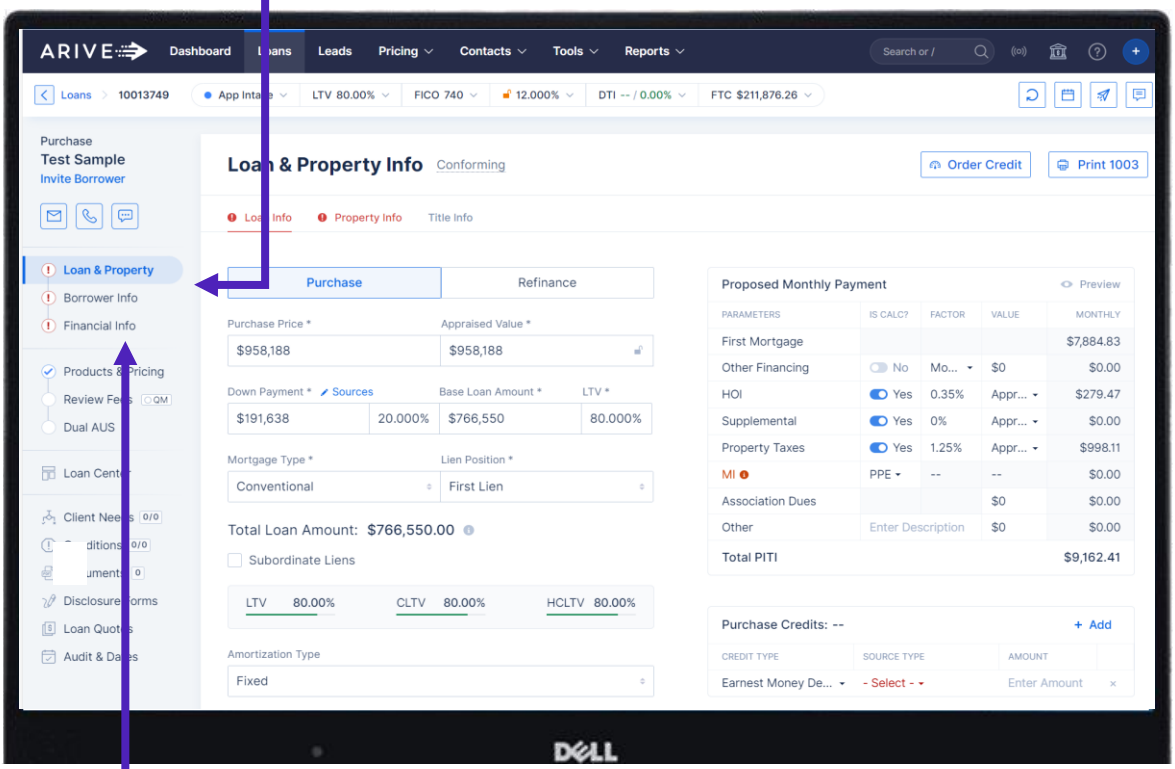
Loan File

Your 1003 data fields can be found on the left under Loan & Property and Borrower Info. This includes Loan Info, Purchase Price, Property Info, Title Info, Borrower Info, Declarations, and Demographics.

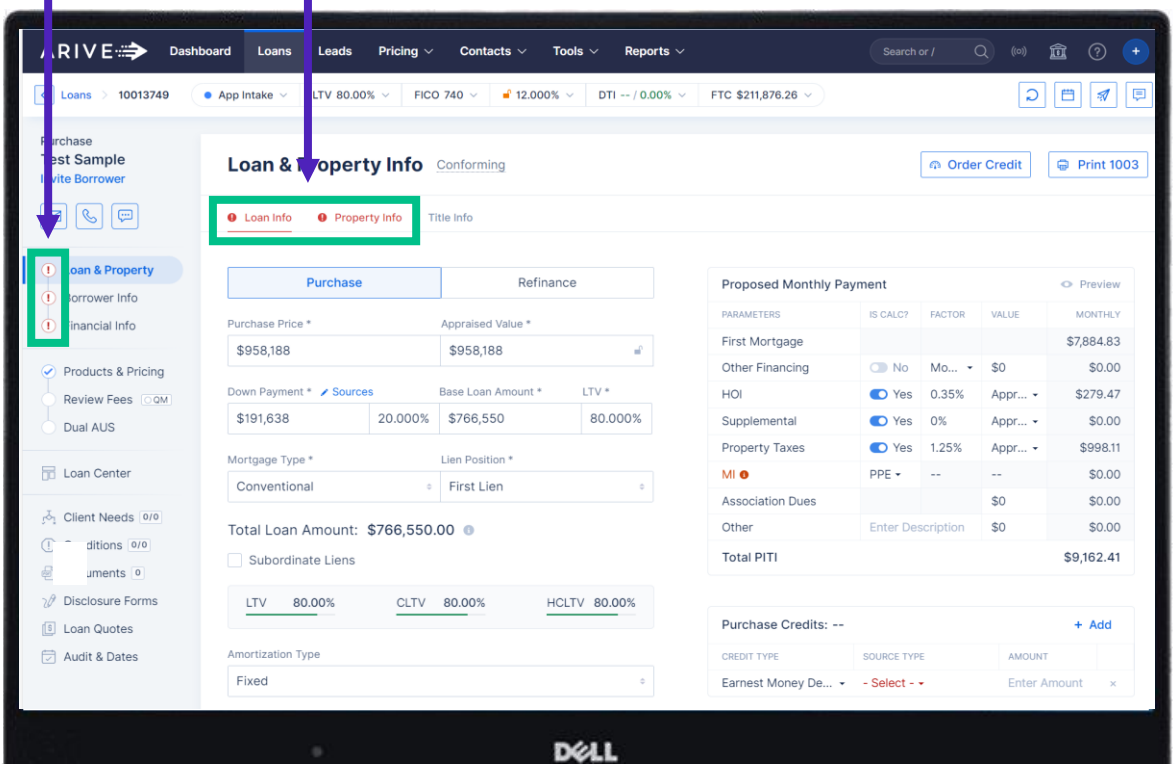


Financial Info allows you to utilize a self-employment calculator, along with the basic calculations of the data.

Arive – Initial Disclosures

Loan File

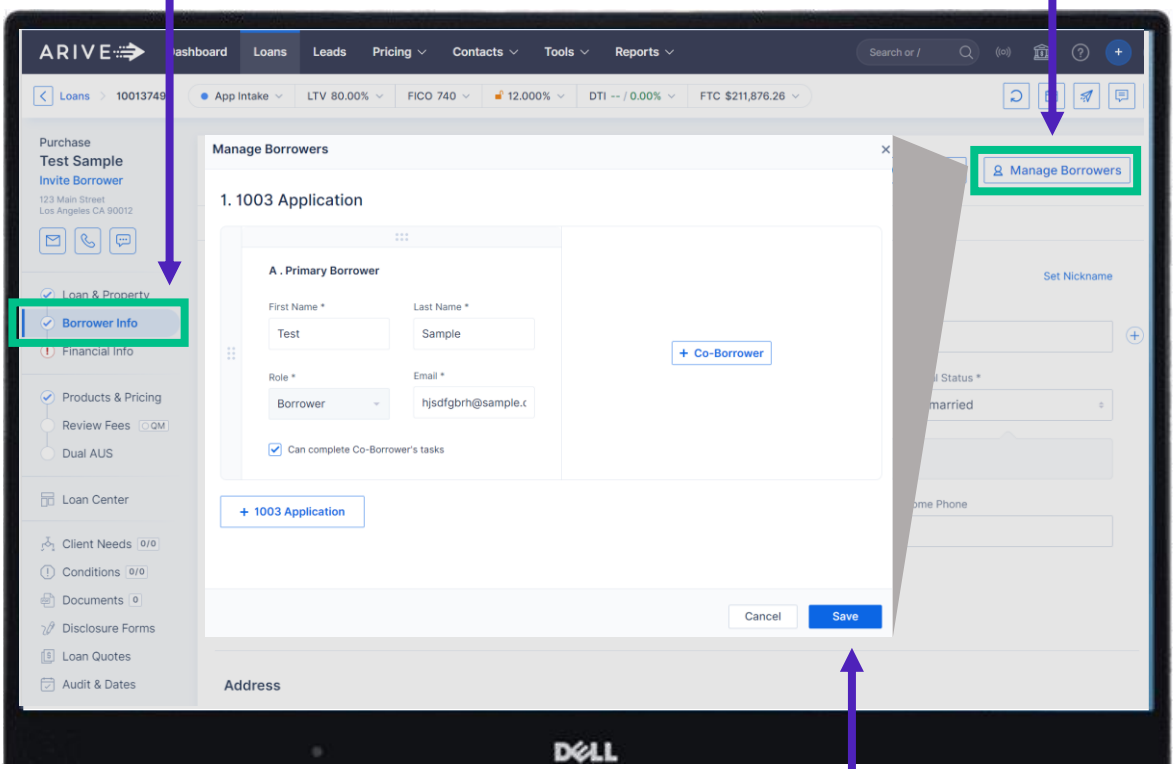
The red exclamation marks and text indicate that an item needs your attention before processing.



Arive – Initial Disclosures

Manage Borrowers

On the Borrower Info section, you can click Manage Borrowers to add or remove co-borrowers.

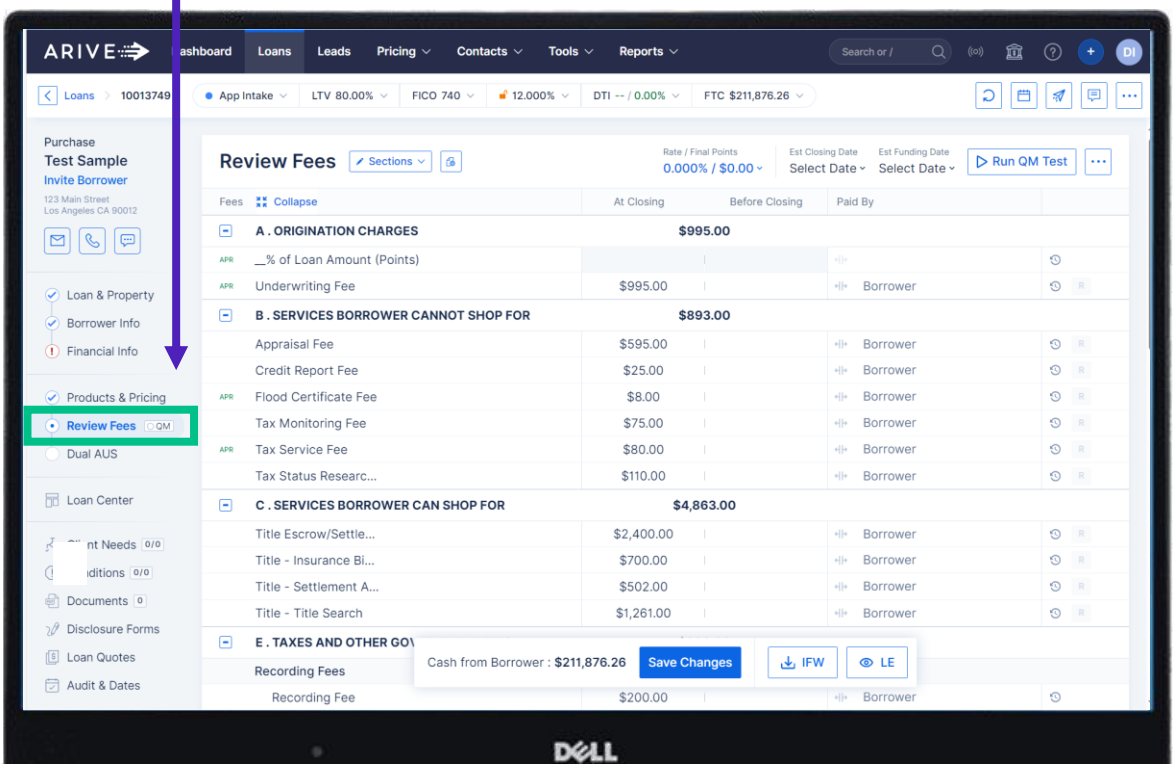


A window will appear where you can make changes to your borrowers. Click Save at the bottom when done.

Arive – Initial Disclosures

Review Fees

When the product you're selling is chosen, the fees are automatically calculated.

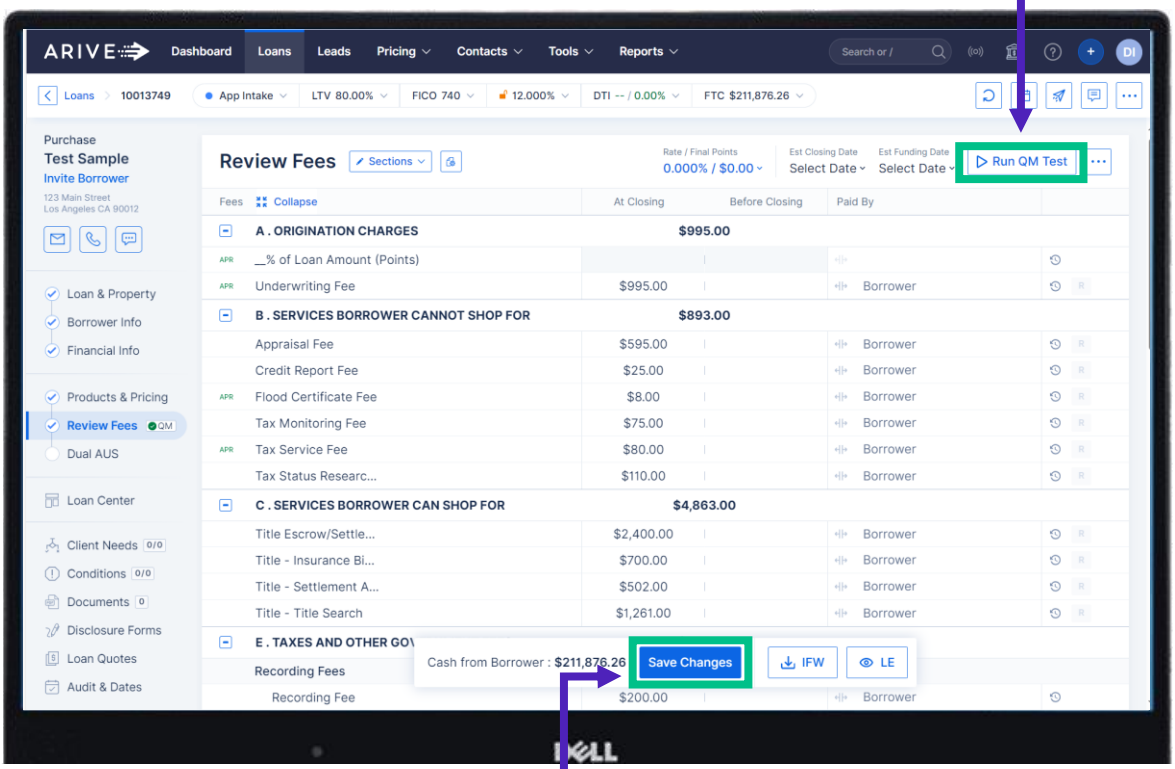


These fees are linked with DocMagic's data capture engine when you process and will be passed to DocMagic Online as the same fee even if the description is changed.

Arive – Initial Disclosures

Review Fees

Run the QM Test here.

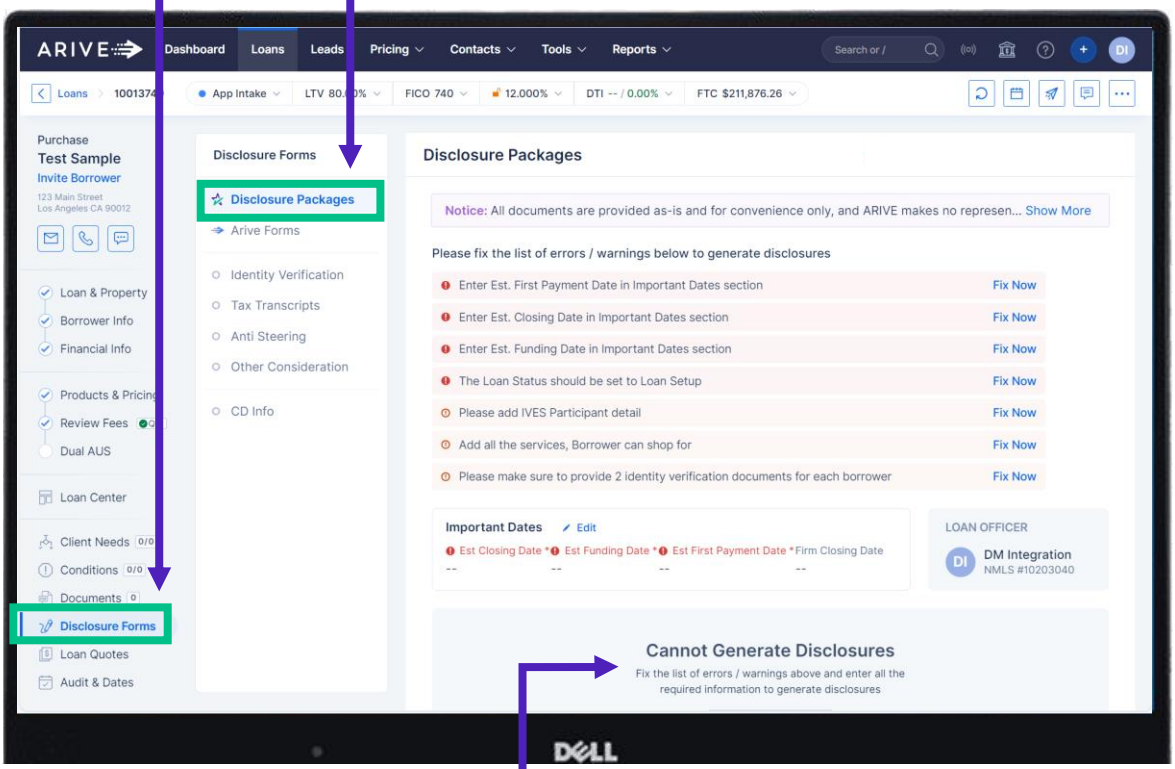


And save any changes you make down here.

Arive – Initial Disclosures

Disclosing Through DocMagic

To disclose forms through DocMagic, start by going to Disclosure Forms on the left, and then Disclosure Packages.

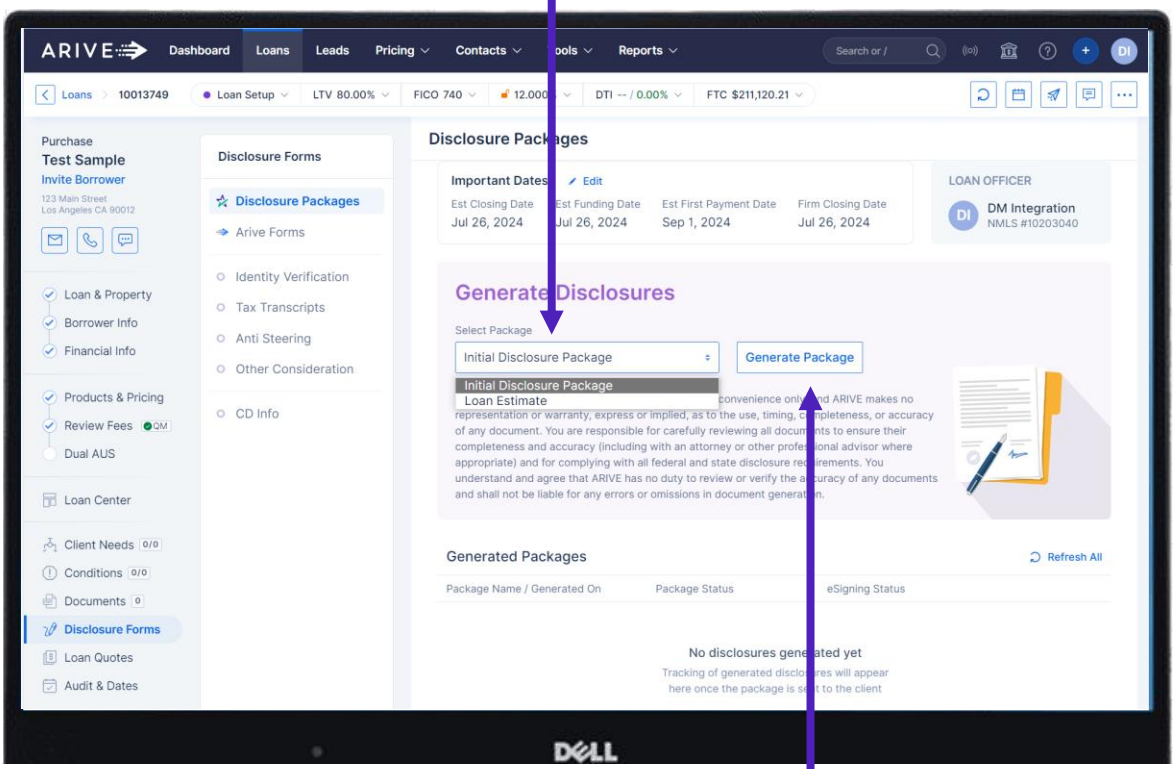


If there are items that need to be corrected before you run the Disclosure, you'll be notified here.

Arive – Initial Disclosures

Disclosing Through DocMagic

Select your package from the dropdown in the Generate Disclosures section.



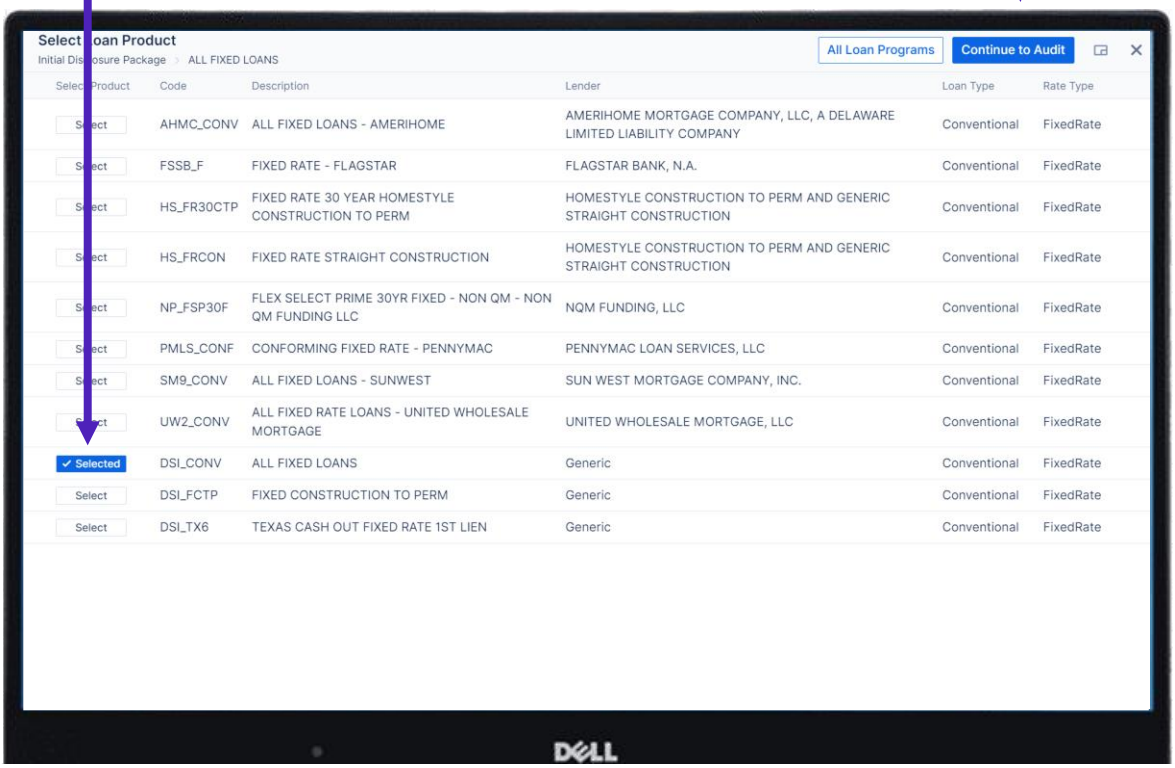
Click Generate Package.

Note: Please note that your options may be limited, as Arive requires you to proceed in order. Since we have not processed an Initial Disclosure, the Closing Disclosure is not available.

Arive – Initial Disclosures

Select Loan Product

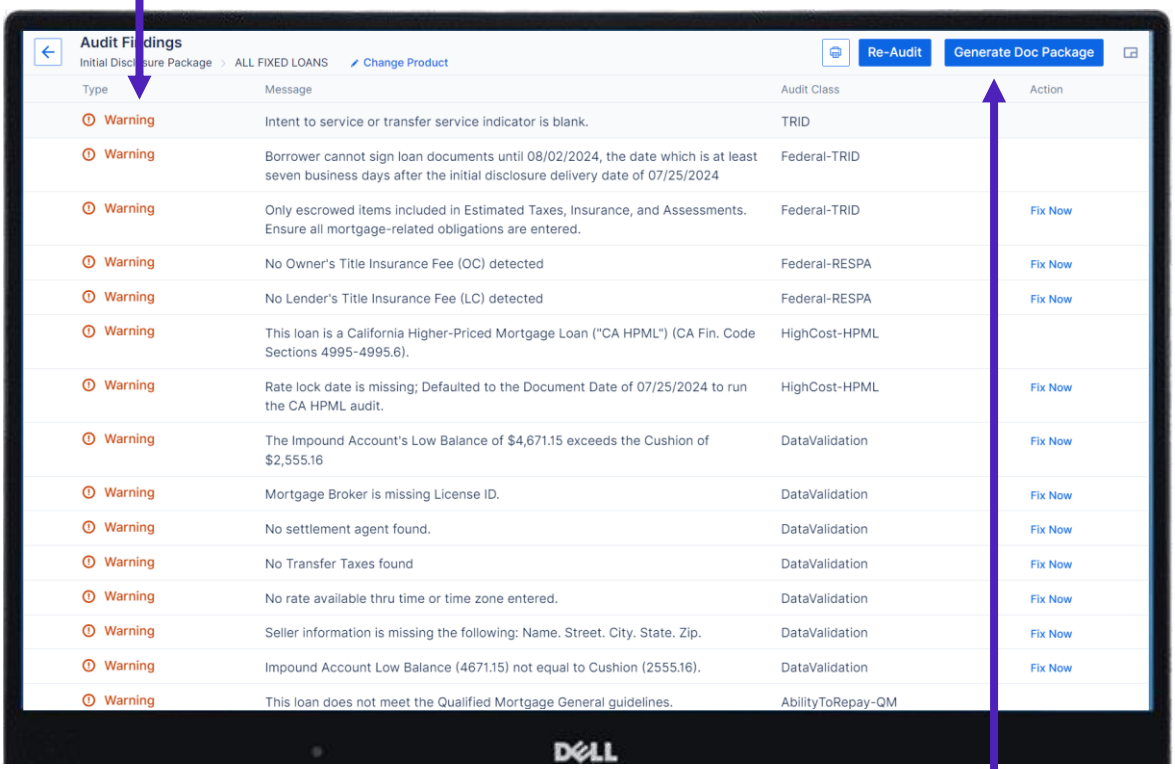
Select a Loan Product and then click Continue to Audit. The Continue to Audit button will be greyed out if nothing is chosen.



Arive – Initial Disclosures

Audit Findings

DocMagic's compliance engine audits the file and returns a list of Warnings and Fatals. You may proceed with Warnings but a Fatal is a hard stop.

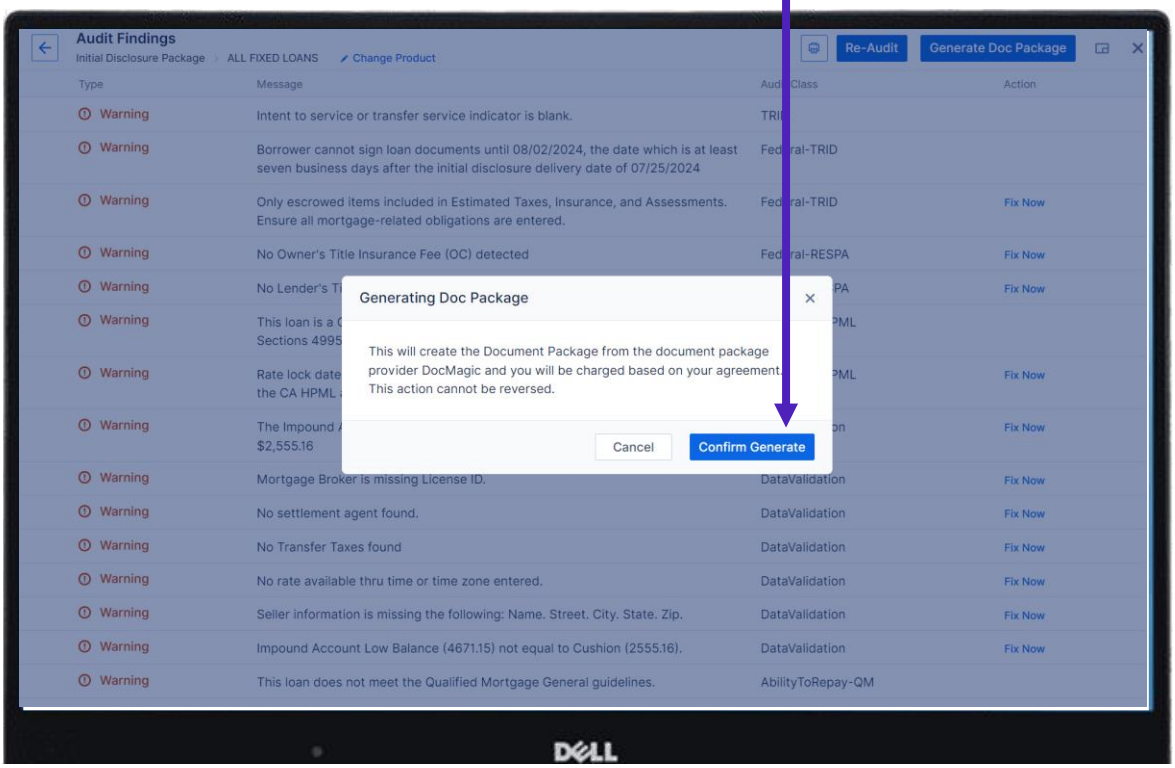


No fatal errors were found in this file, so we may proceed with generating the document package.

Arive – Initial Disclosures

Generate Docs

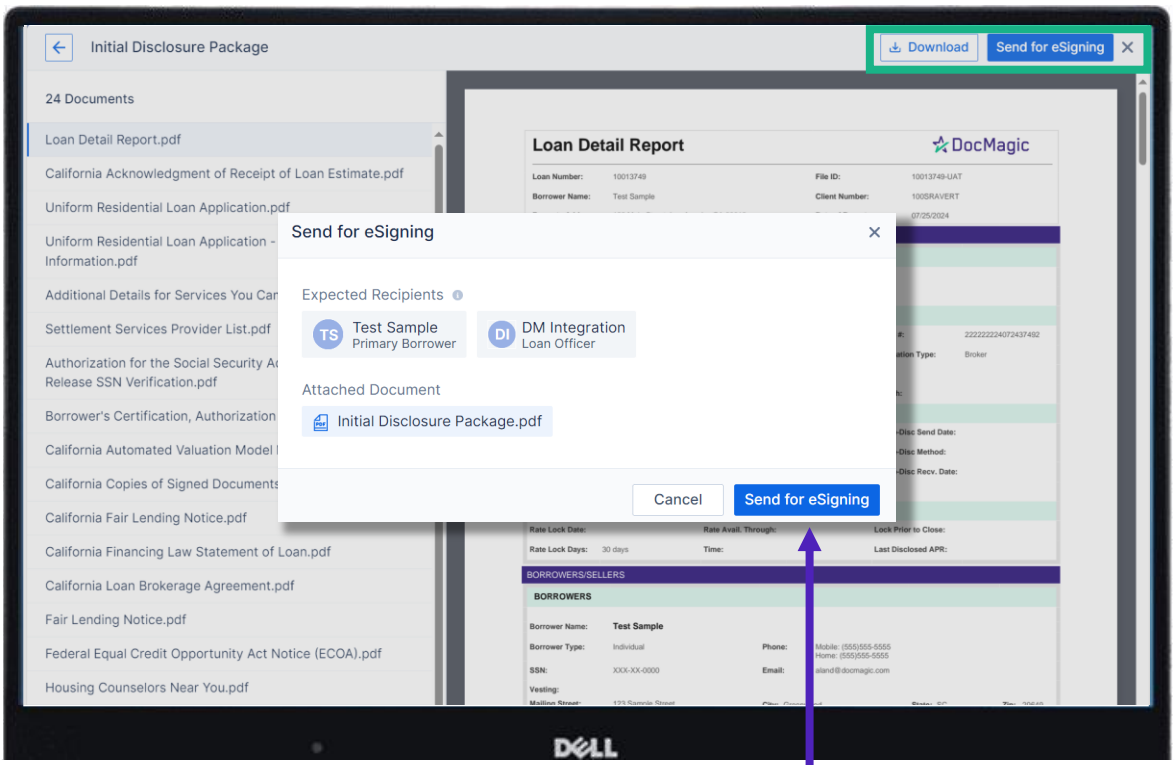
Click Confirm Generate in the window that appears.



Arive – Initial Disclosures

Generate Docs

The document package will be generated. You have the option to download the package, send it out for eSign, or exit out and come back to it later.

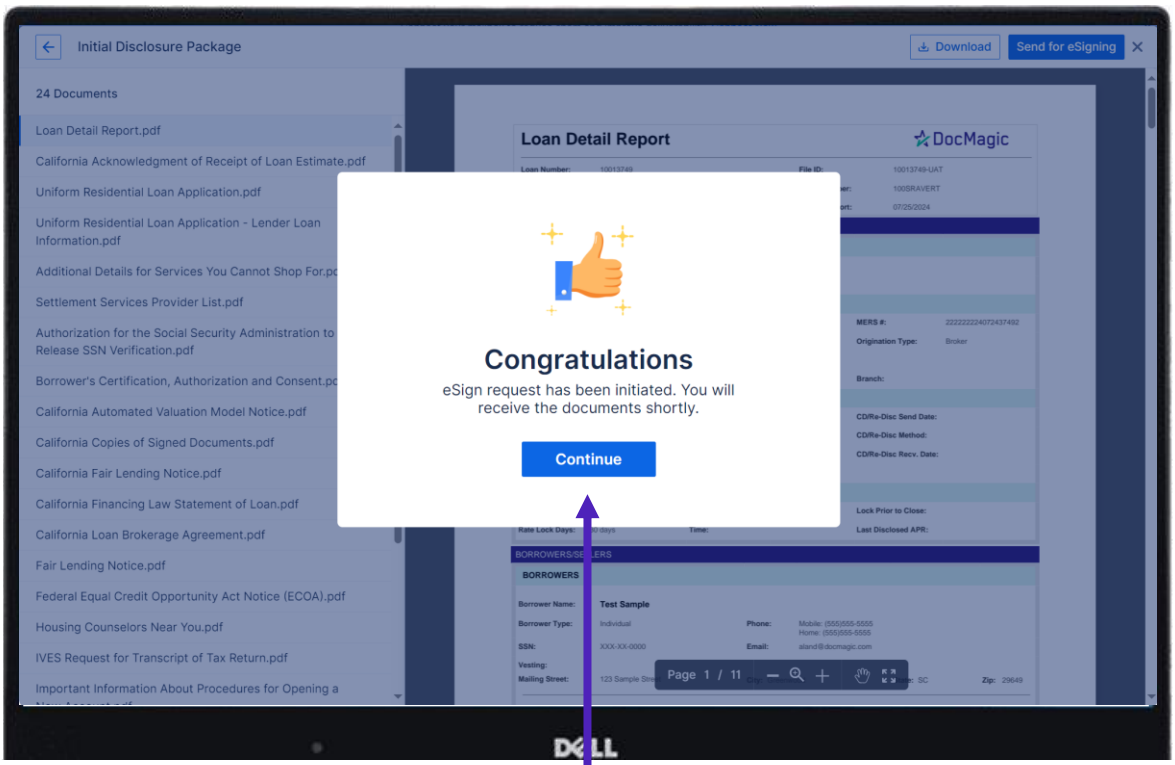


If you select Send for eSigning, this confirmation window will appear. Verify that the information is correct and select Send for Signing if the package is ready to be signed by the borrower.

Arive – Initial Disclosures

Generate Docs

You'll receive this message if your eSign request has been initiated successfully.

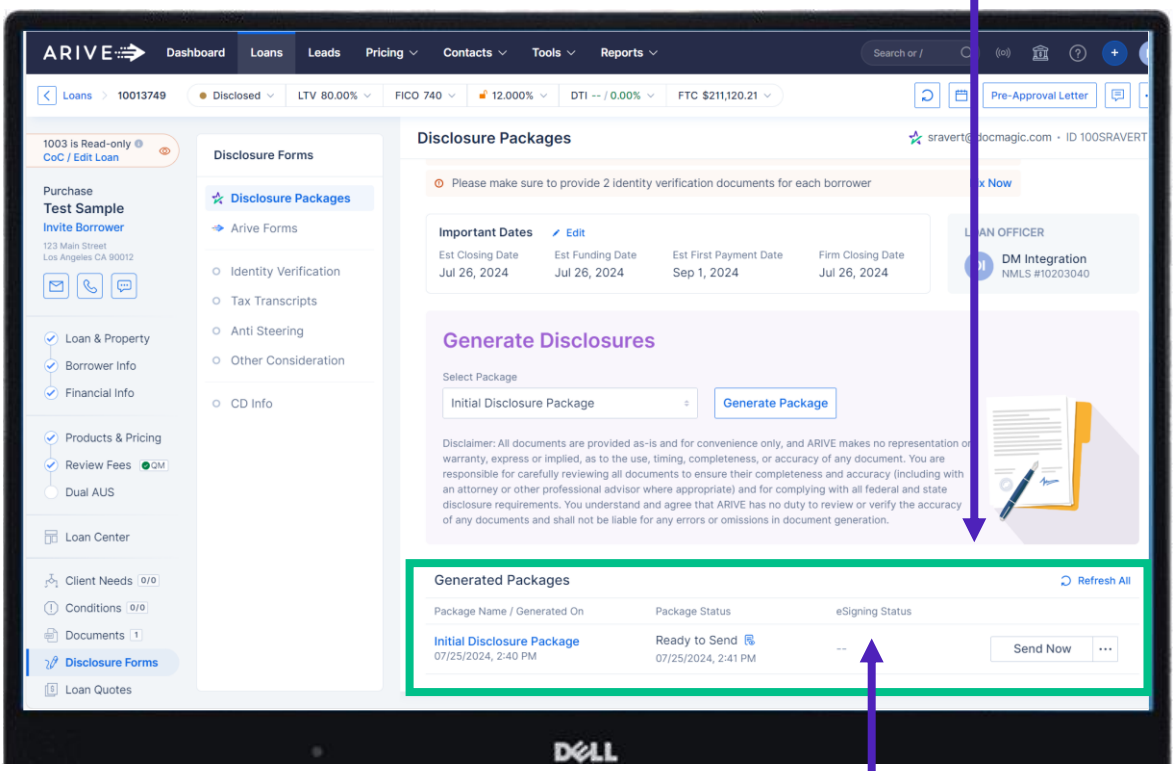


Click Continue.

Arive – Initial Disclosures

Generated Packages

Once you exit the preview of the package, you'll be back on this page. Your Generated Packages will appear down here. If the package has not been sent for signature, you can initiate that here by clicking "Send Now".

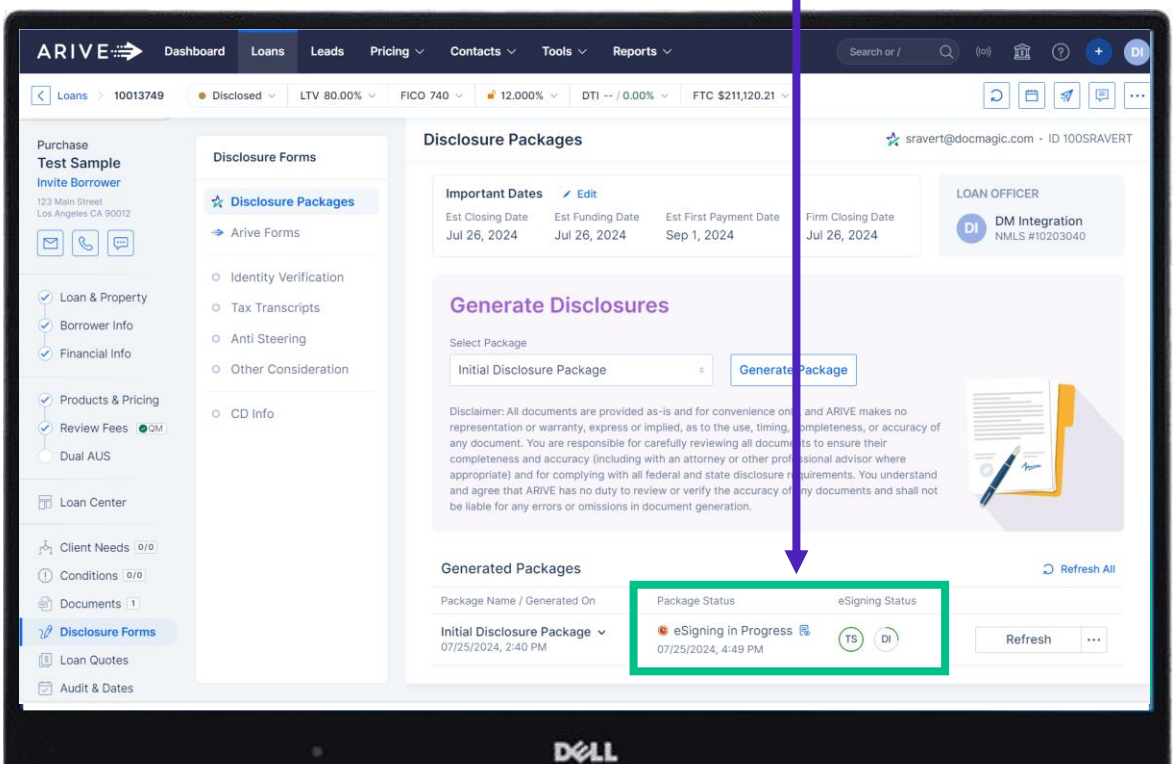


You can also view the eSign status of each package .

Arive – Initial Disclosures

Generated Packages

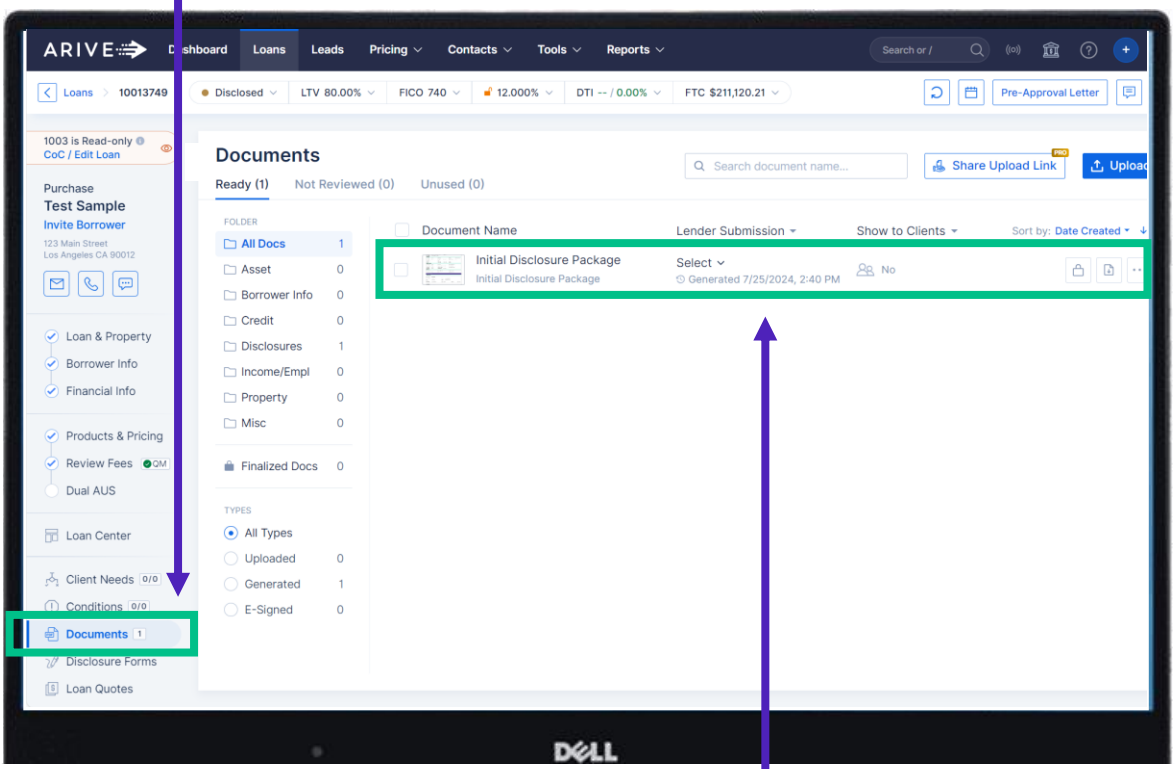
The Package Status and eSigning Status will change as participants complete their portions of the package.



Arive – Initial Disclosures

Documents

Your package will also appear in Documents.

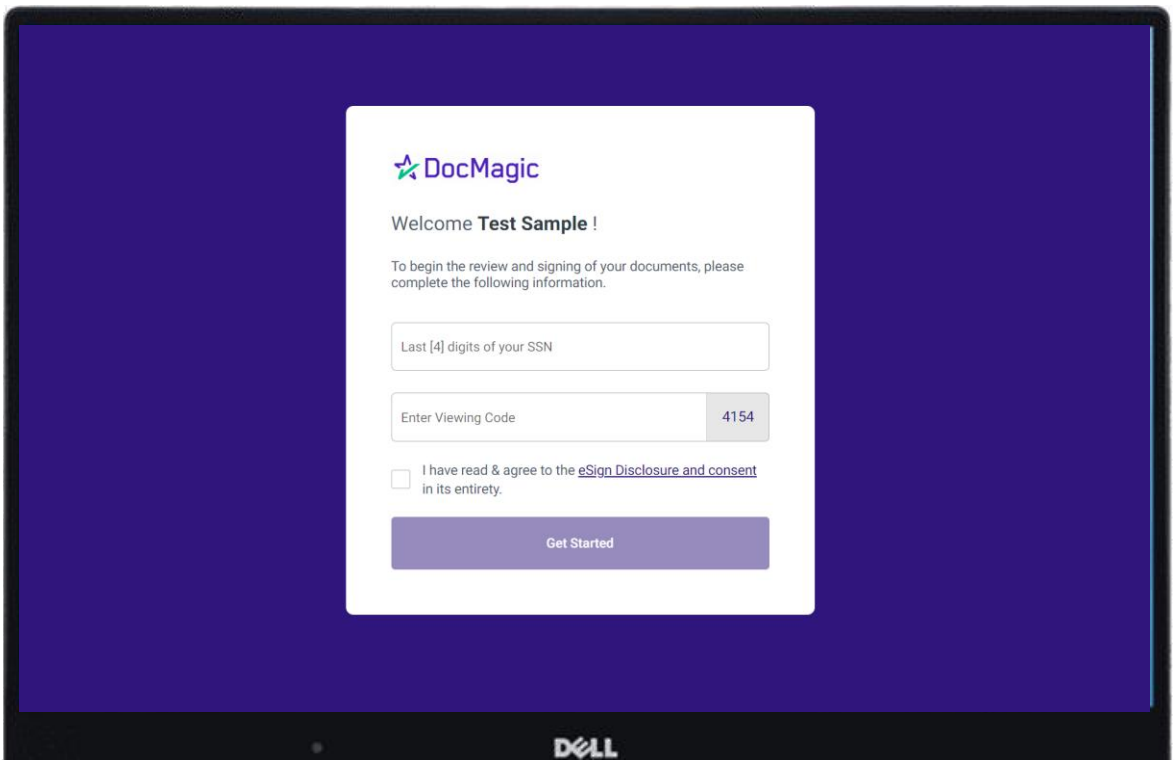


Here's the one that we just generated.

Arive – Initial Disclosures

DocMagic eSign Experience

Once you hit that Send for eSigning button mentioned previously, the package will be sent out for eSign and the eSign experience will kick off for the borrower.

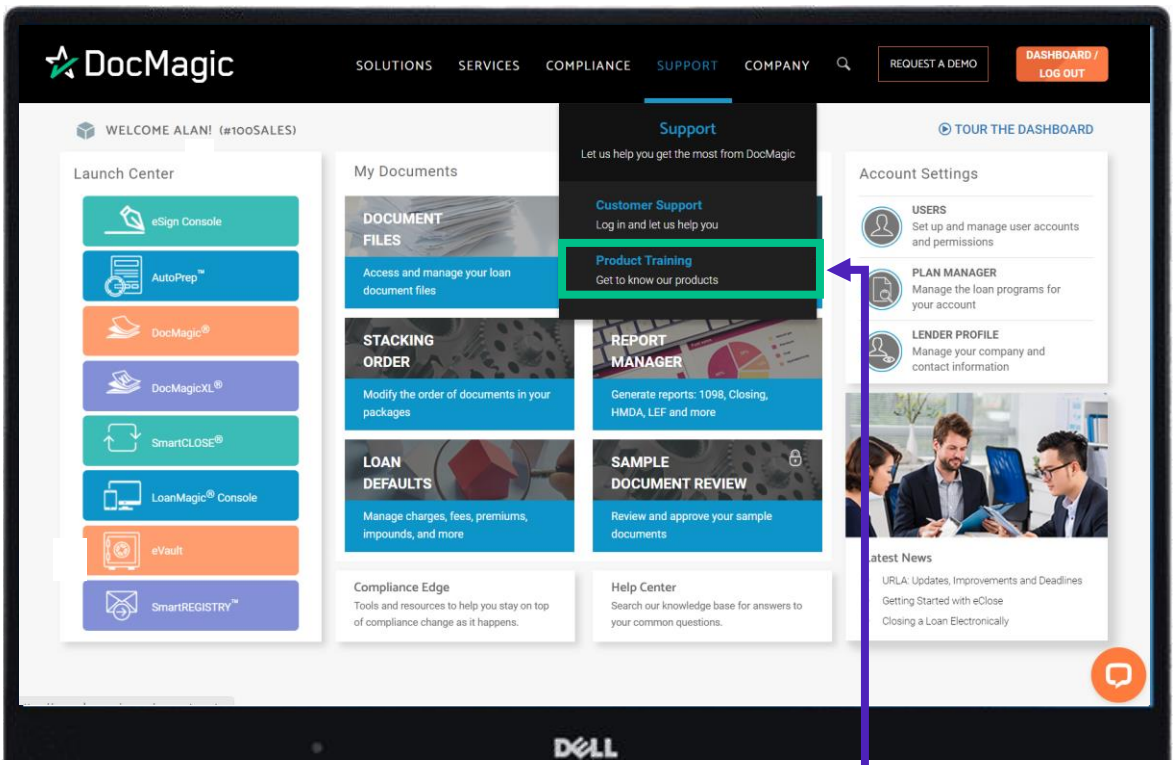


There, they'll complete the signing and click Done.

Arive – Initial Disclosures

Product Training Page

A video and guidebook of the borrower's eSign experience can be found on DocMagic's Product Training Page on DocMagic.com.

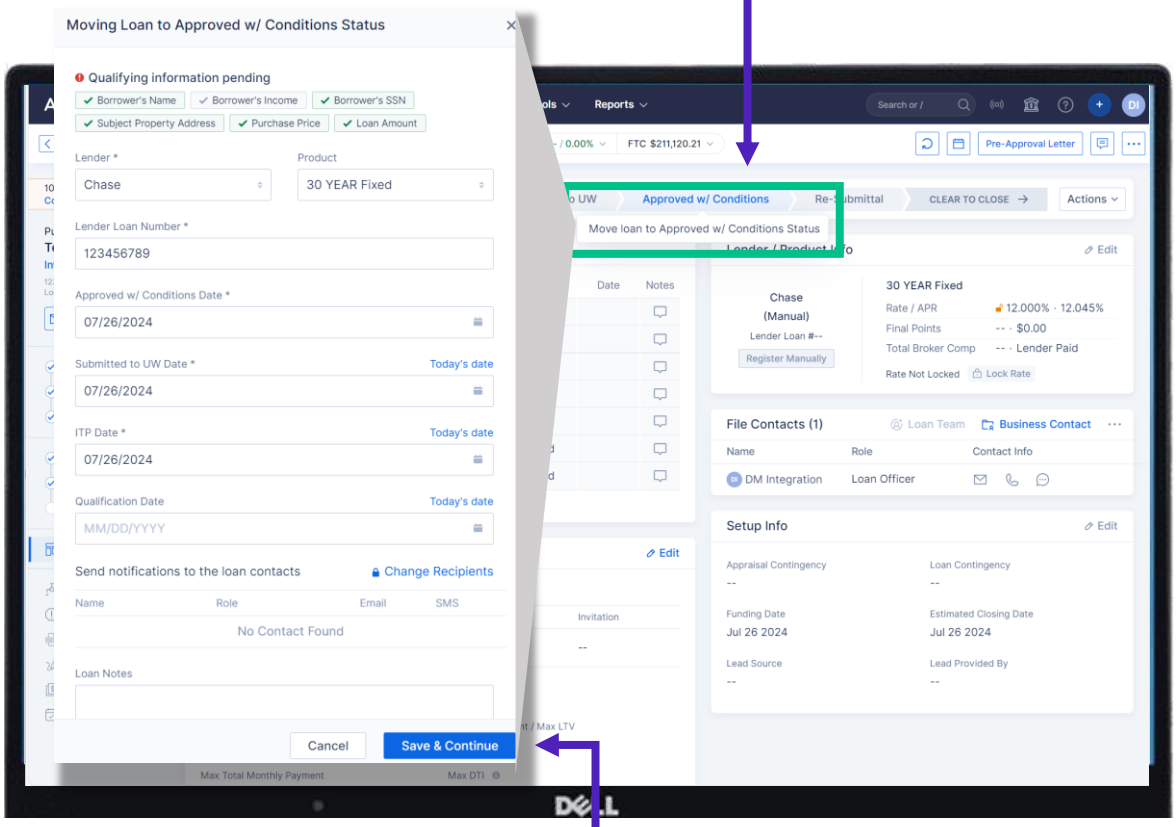


Start by going to the Dashboard, then Support and Product Training from the dropdown. Select Total eClose, then click Borrowers.

Arive – Closing Disclosures

Approved w/ Conditions

Before you can run Closing Disclosures, your loan must be in the "Approved w/ Conditions" status. Please make sure that your loan is ready to be moved into this stage before doing so.

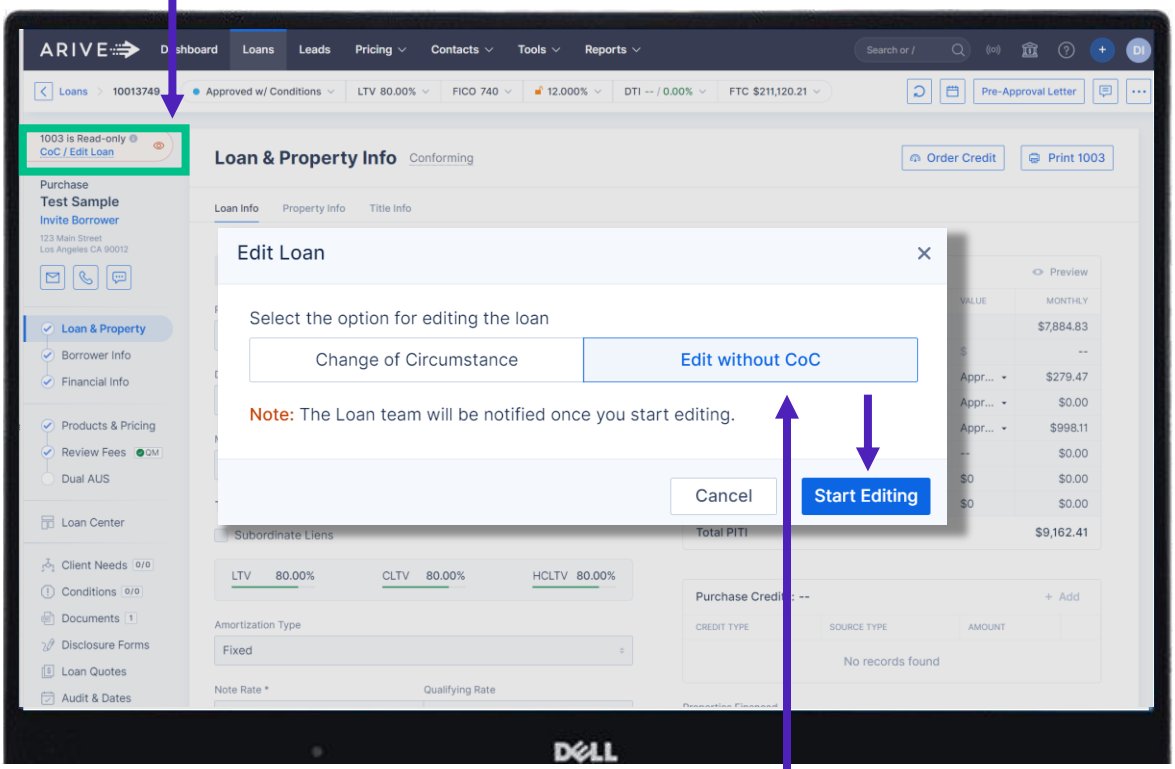


Enter the required information that appears in this window, then click Save & Continue.

Arive – Closing Disclosures

COC/Edit Loan

Next, click on "COC / Edit Loan" in the top left.

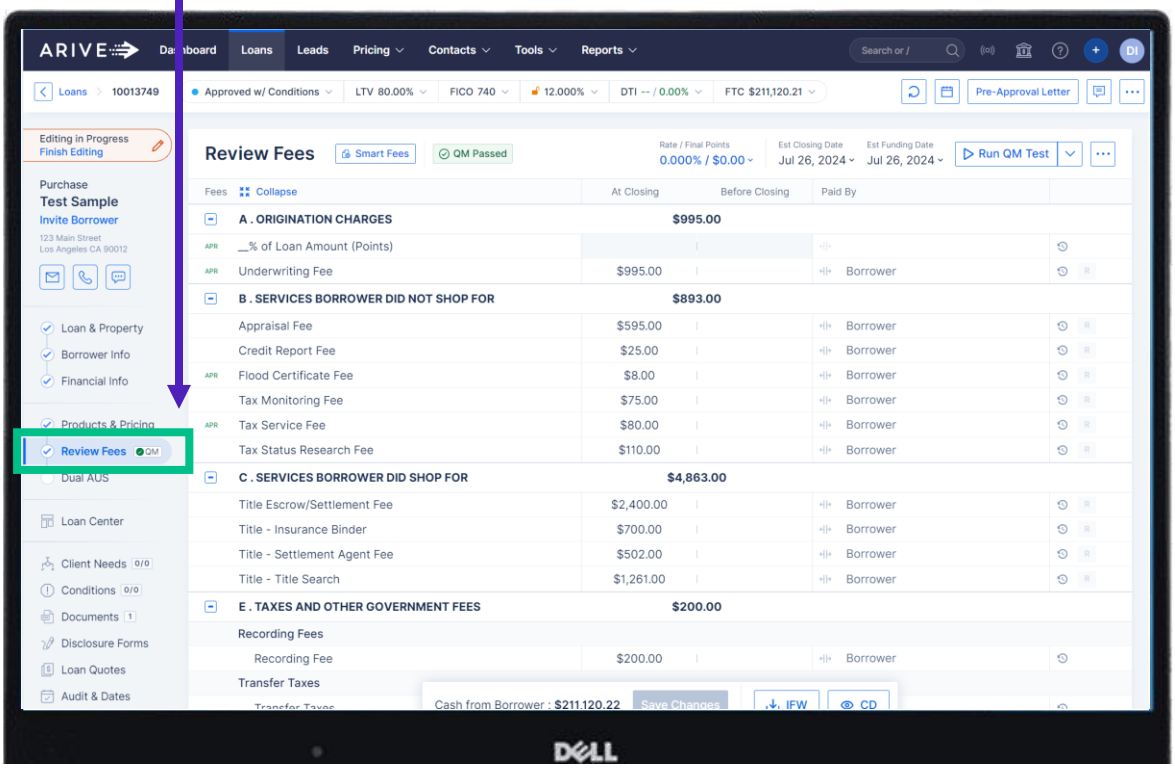


In the window that appears, select "Edit without CoC" and then Start Editing.

Arive – Closing Disclosures

Review Fees

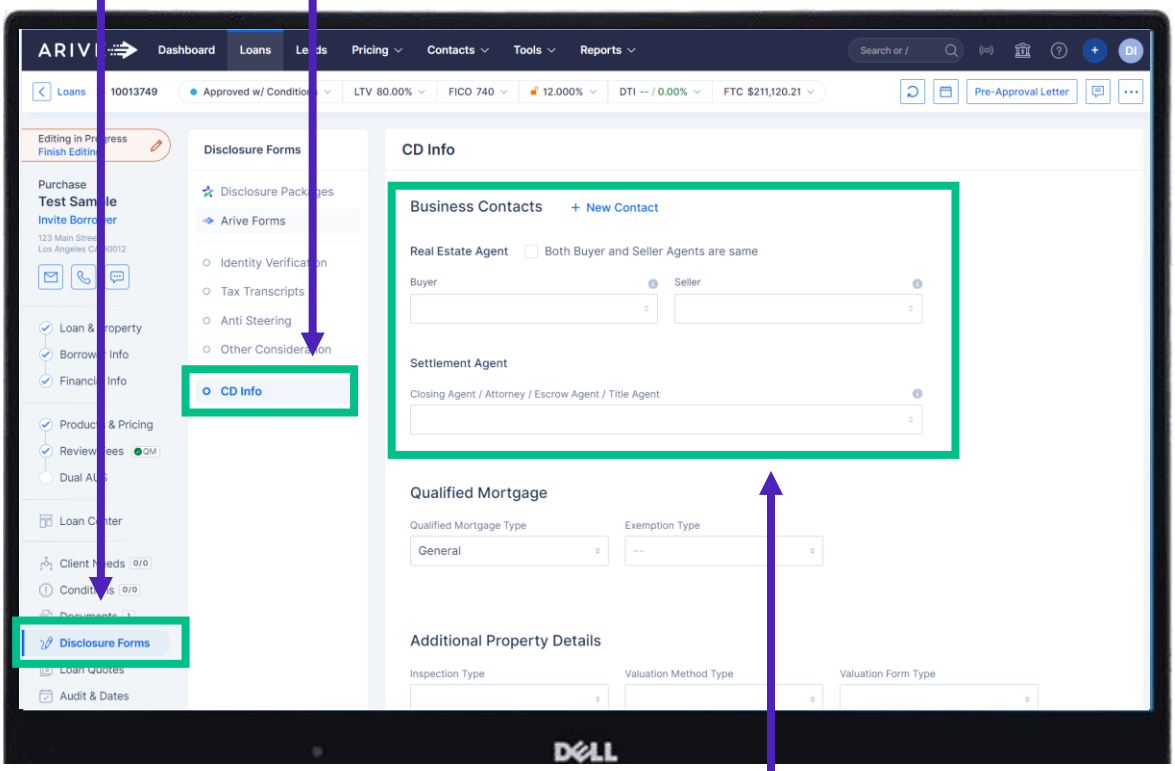
Go to the "Review Fees" tab to add or edit any fees.



Arive – Closing Disclosures

Back to Disclosure Forms

Go to Disclosure Forms, and then CD Info.

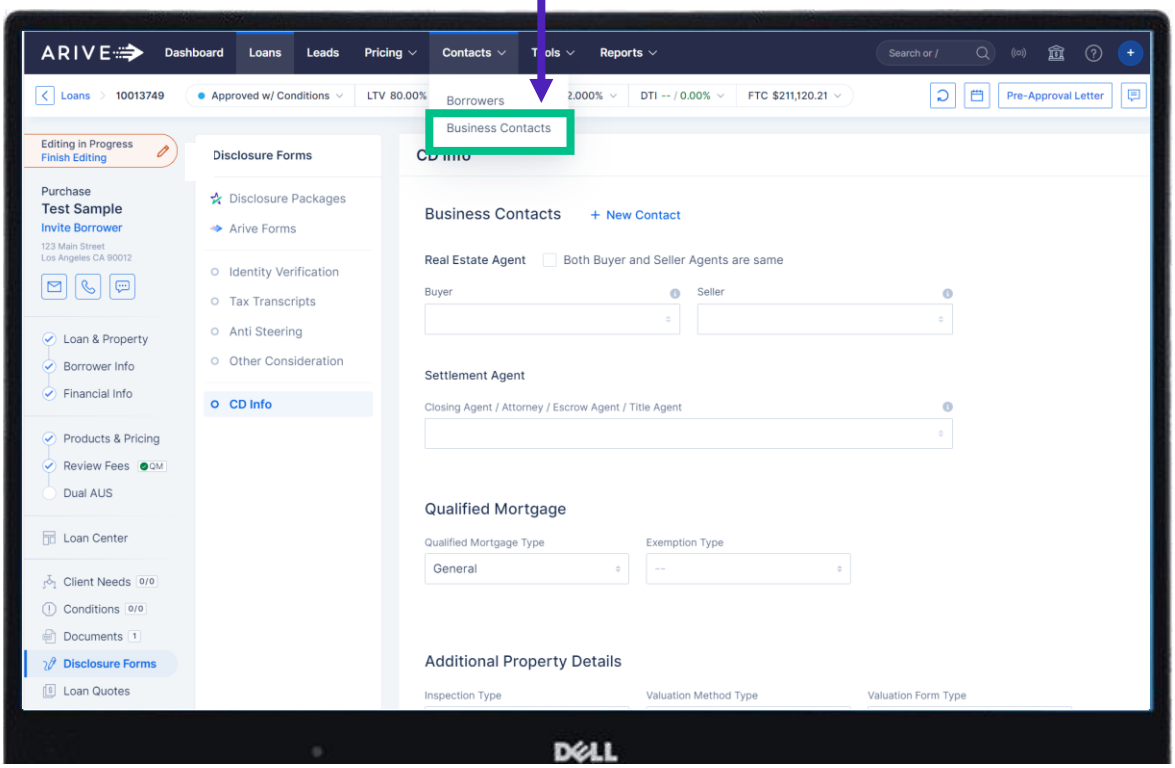


Add your Business Contacts.

Arive – Closing Disclosures

Business Contacts

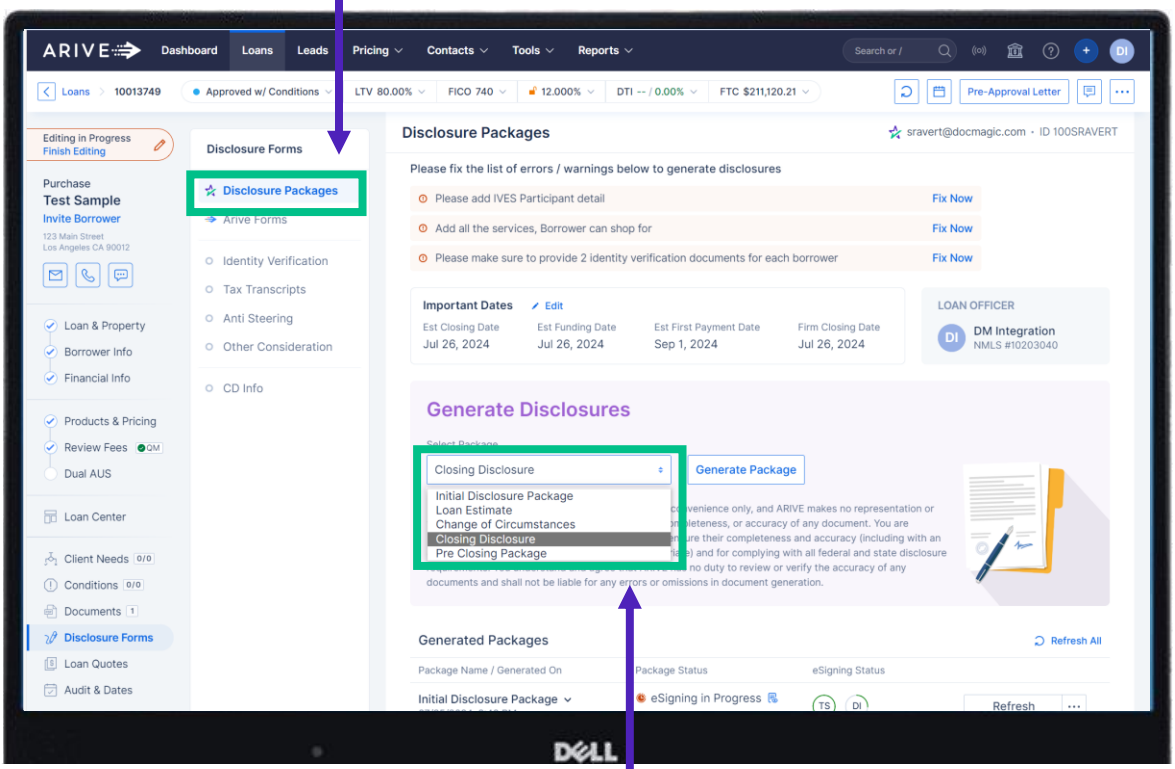
As a reminder, you can update and manage your business contacts here.



Arive – Closing Disclosures

Disclosure Packages

Next, go to Disclosure Packages.

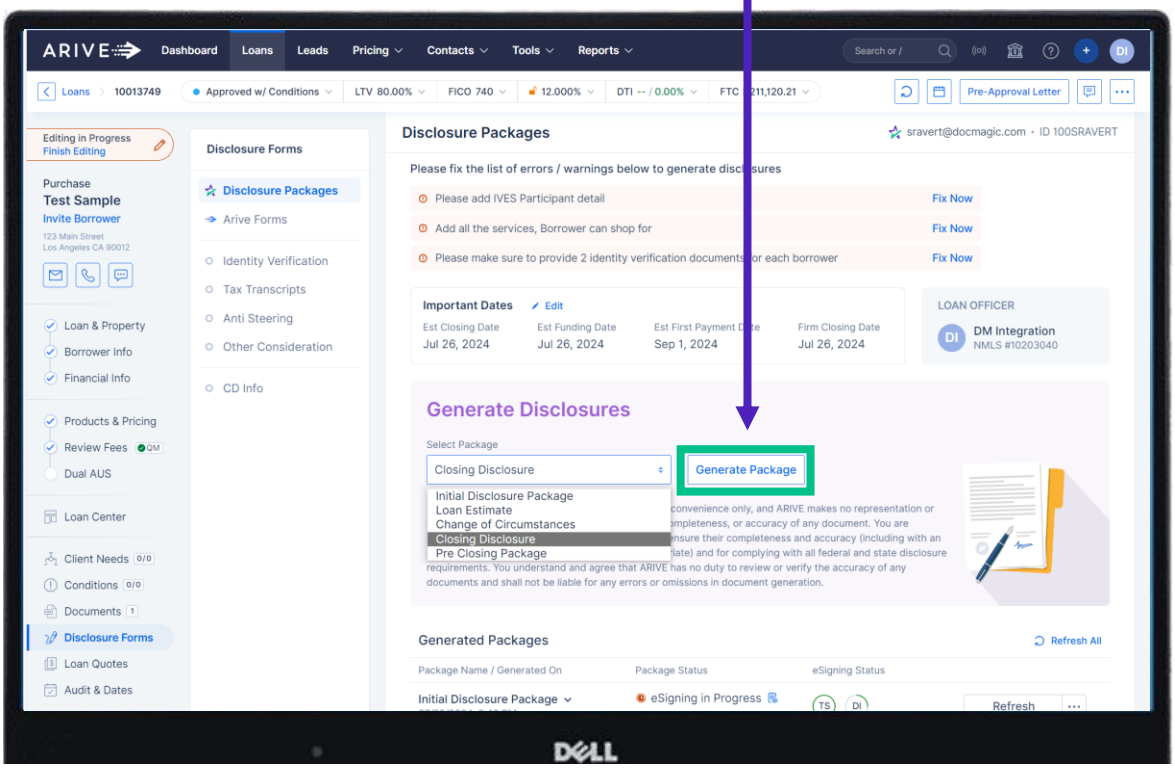


Select Closing Disclosures.

Arive – Closing Disclosures

Generate Package

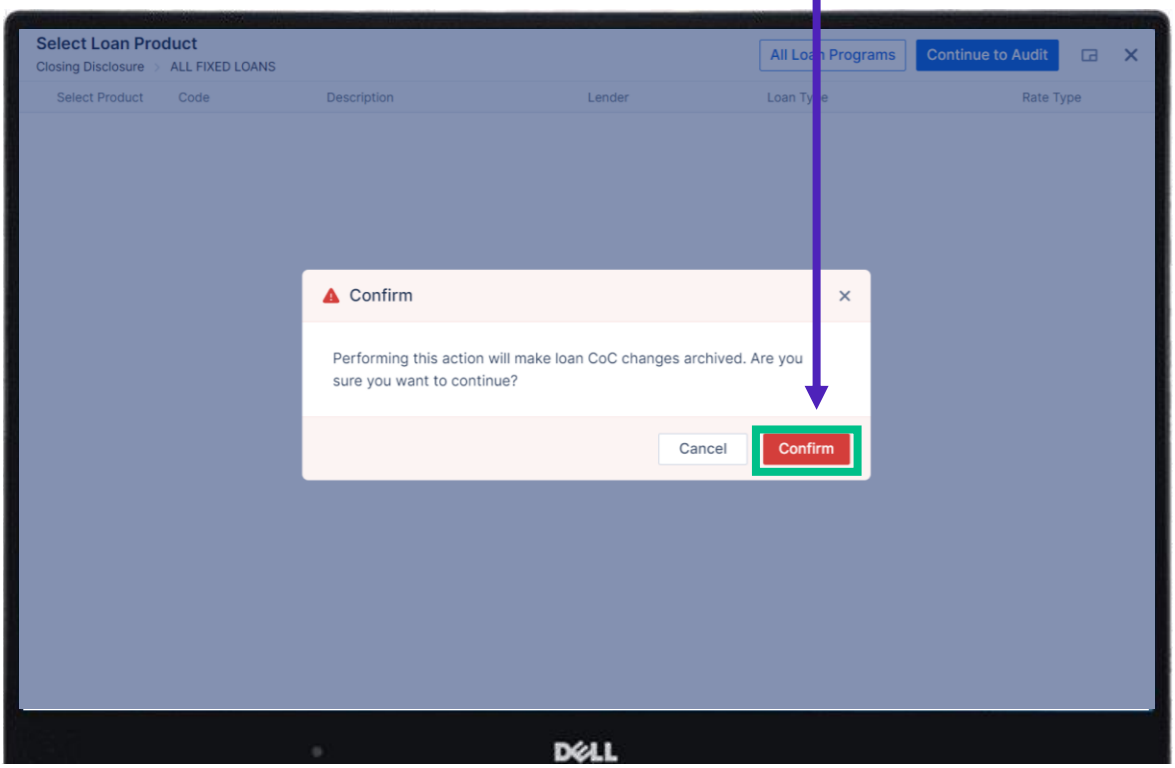
Click Generate Package.



Arive – Closing Disclosures

Confirm

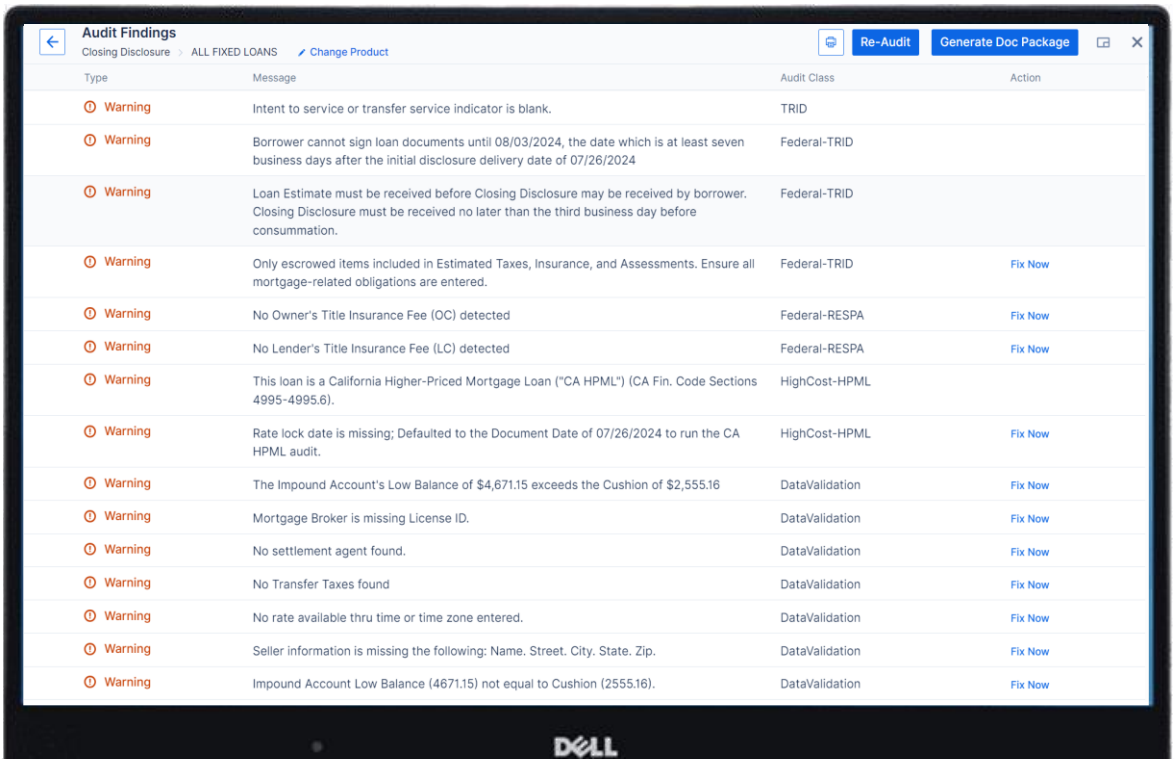
Click Confirm.



Arive – Closing Disclosures

Audit

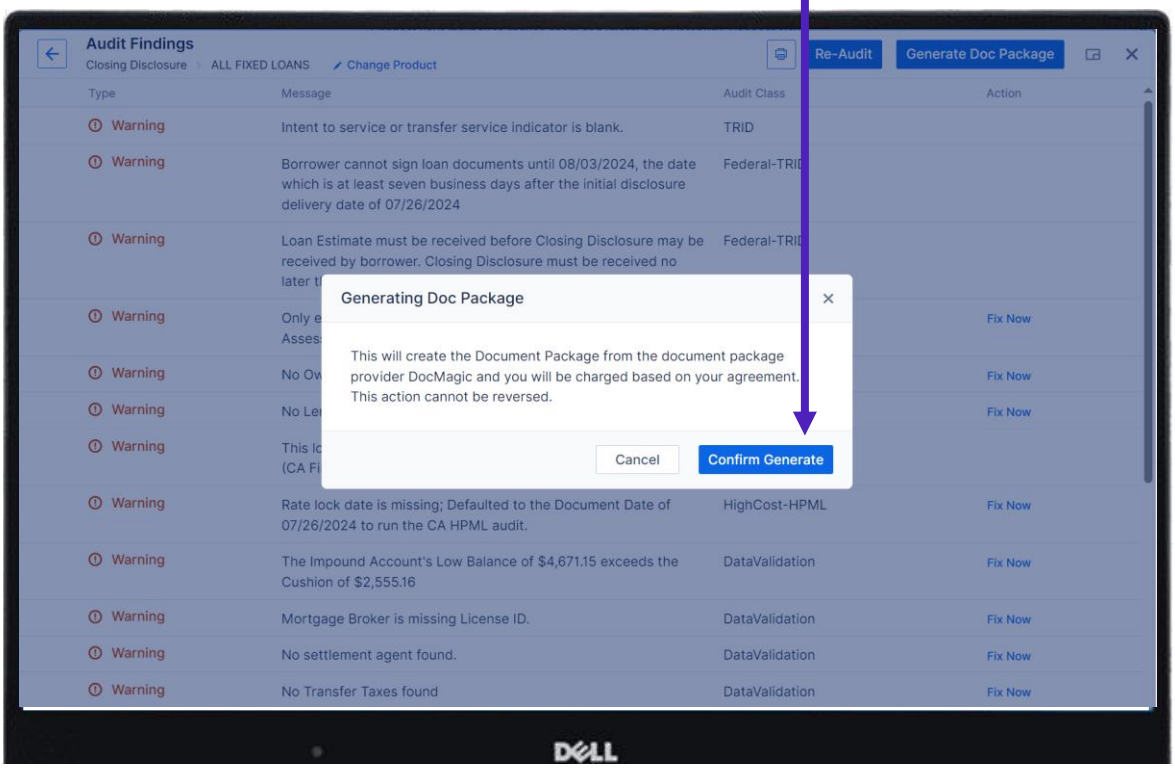
Review the audit and click “Generate Doc Package” when ready.



Arive – Closing Disclosures

Confirm Generate

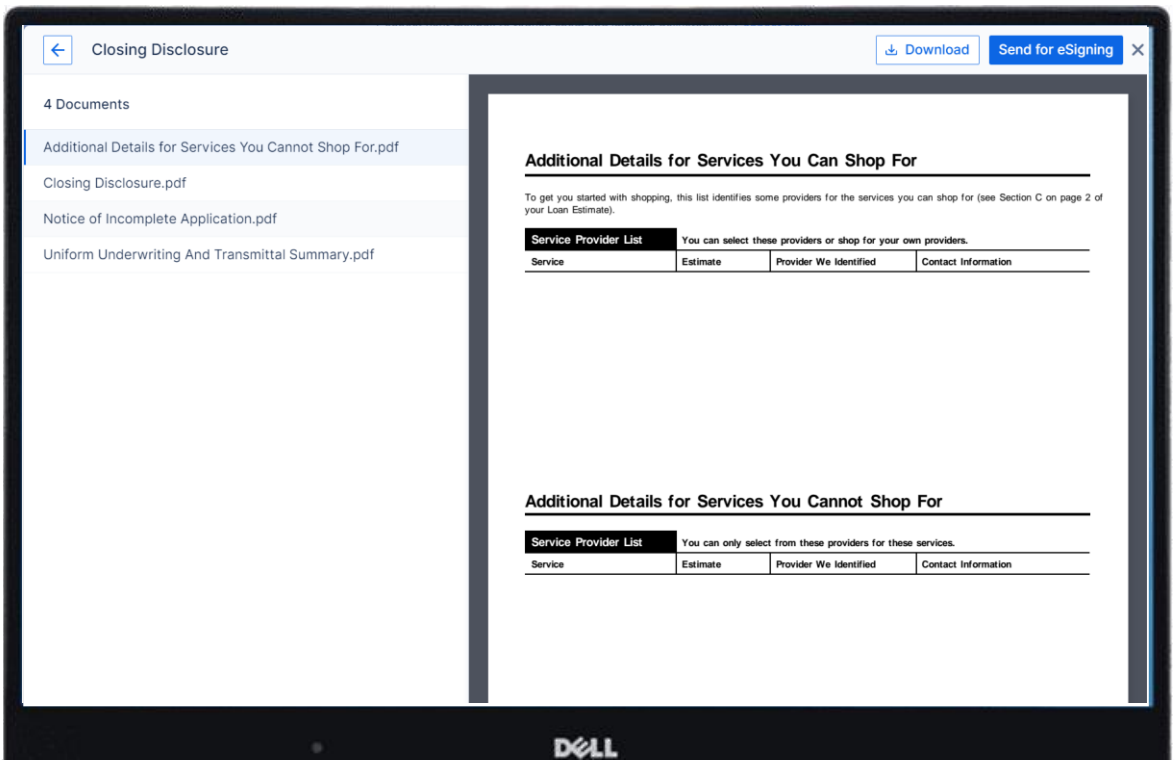
Click “Confirm Generate”.



Arive – Closing Disclosures

Generated Package

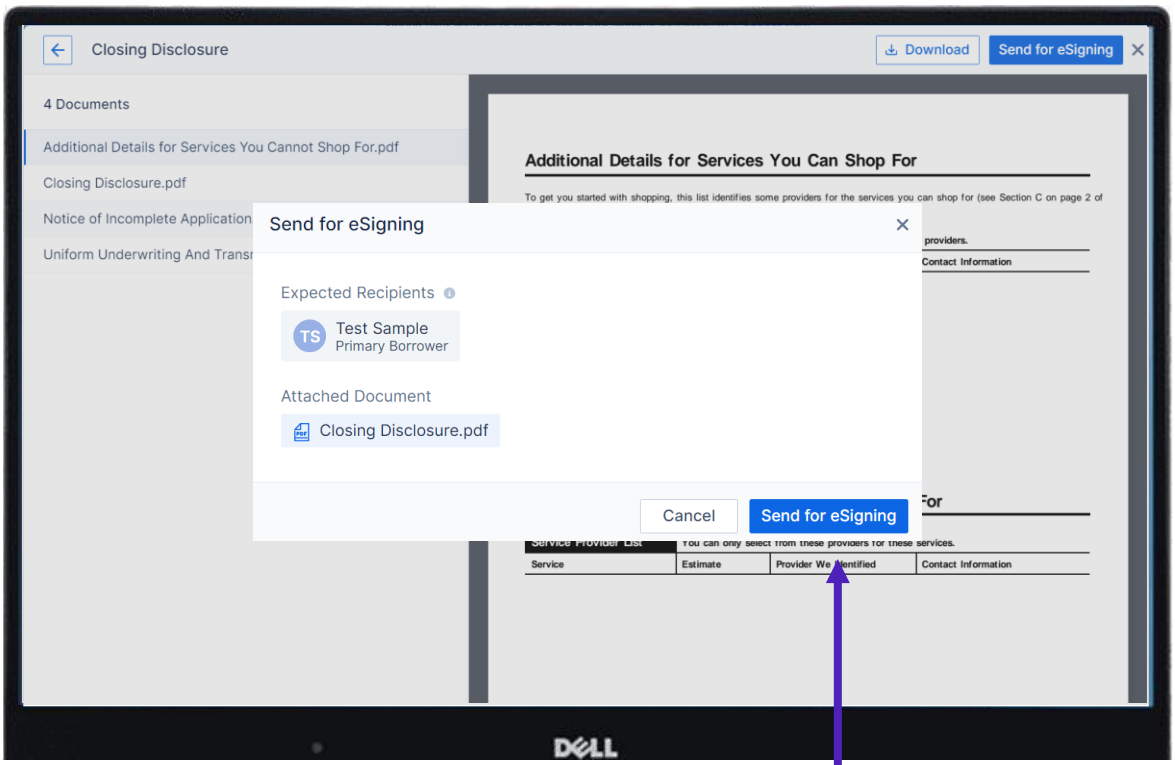
Once the package is generated, you will be able to review the documents. From here you can either download the package or send for eSign.



Arive – Closing Disclosures

Send for eSigning

If you click the "Send for eSigning" button, you'll see a pop-up showing the expected recipients and the attachment that is being sent.

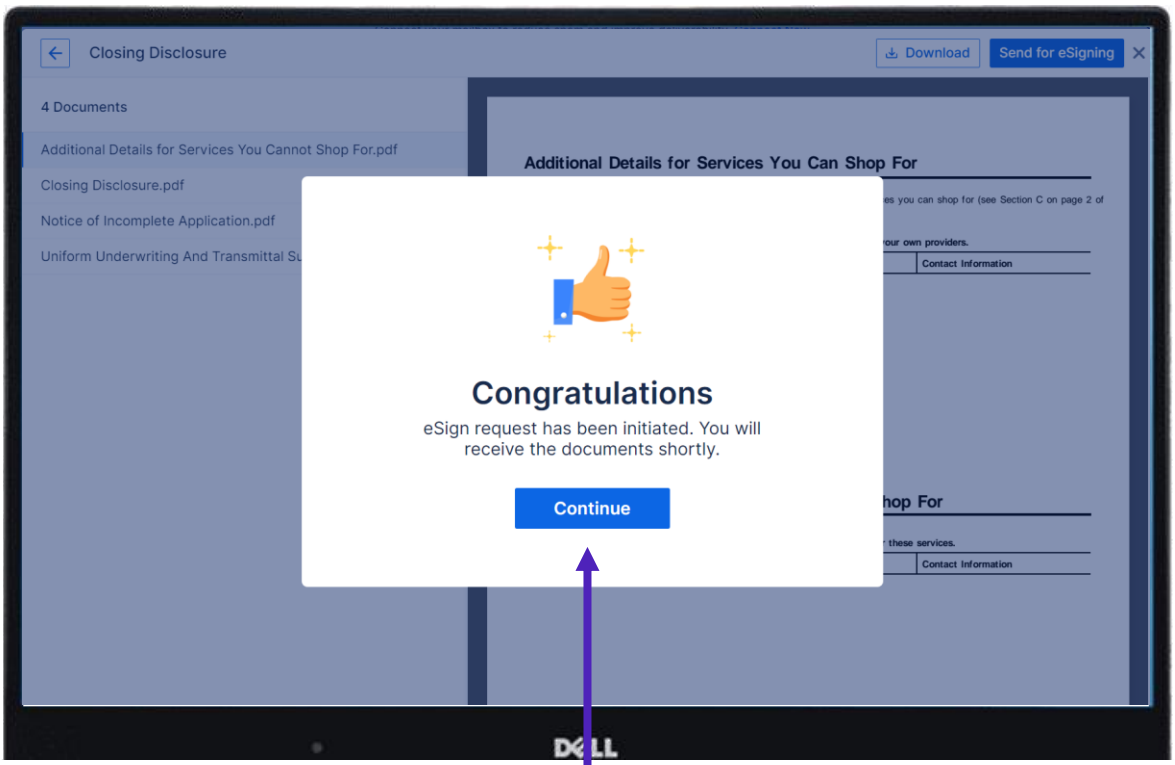


Click the "Send for eSigning" in the window that appears to confirm your selection.

Arive – Closing Disclosures

Send for eSigning

You'll receive this message if your eSign request has been initiated successfully.

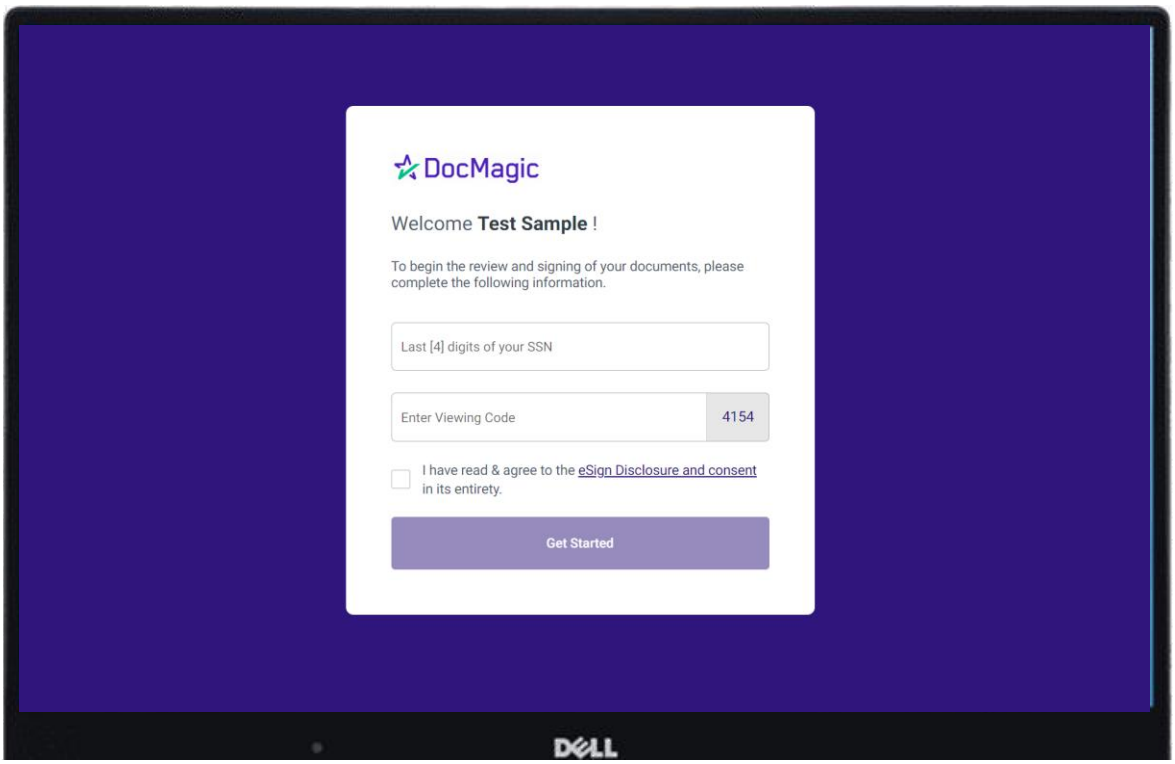


Click Continue.

Arive – Closing Disclosures

DocMagic eSign Experience

Once you hit that Send for eSigning button mentioned previously, the package will be sent out for eSign and the eSign experience will kick off for the borrower.

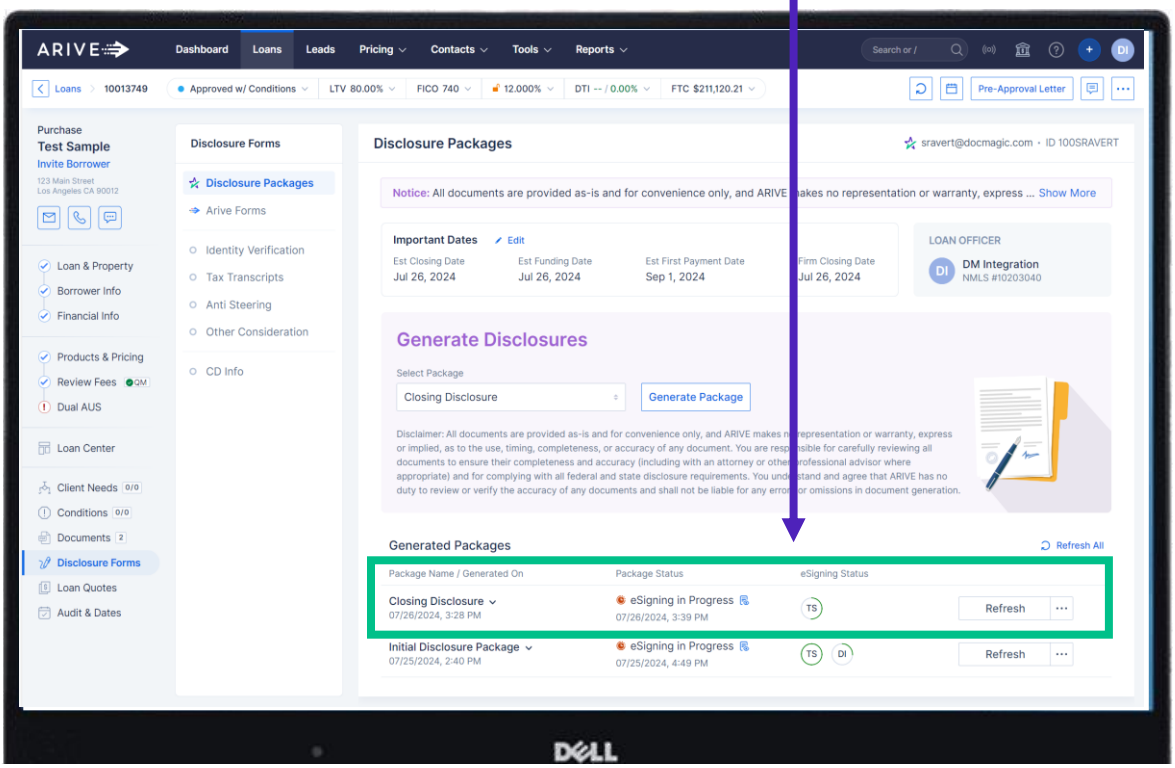


There, they'll complete the signing and click Done.

Arive – Closing Disclosures

Generated Packages

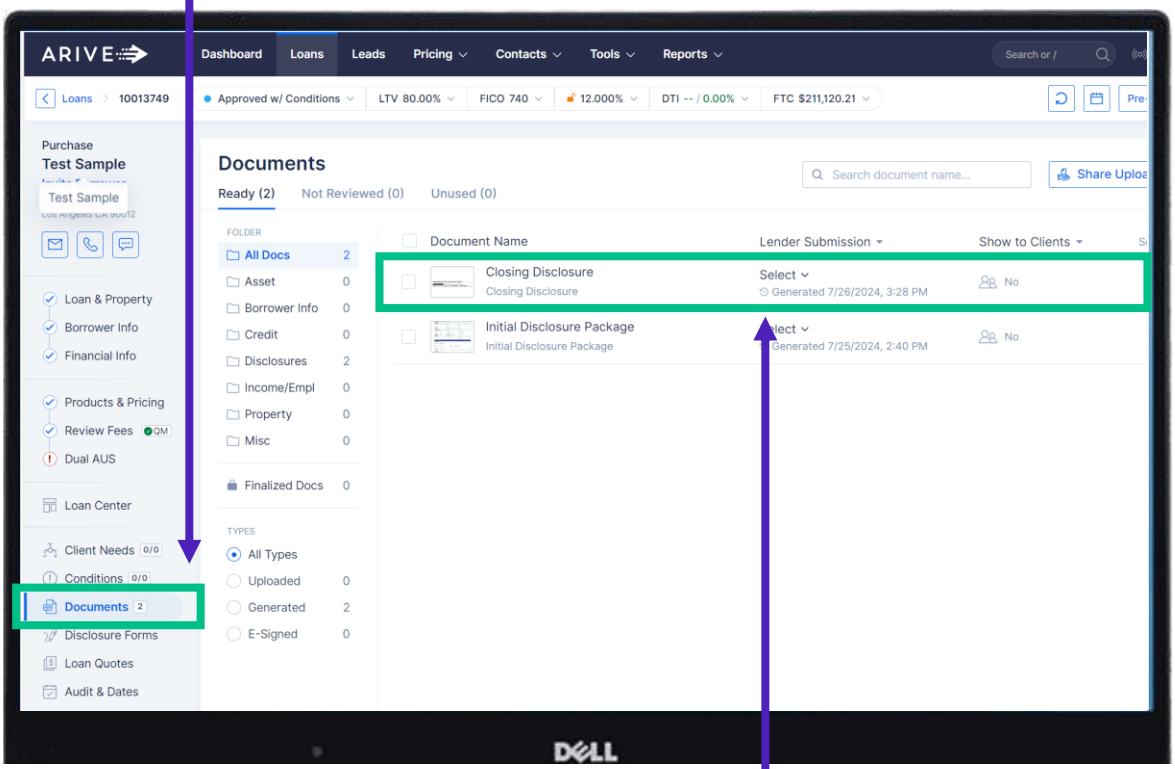
The Package Status and eSigning Status will change as participants complete their portions of the package.



Arive – Closing Disclosures

Documents

Your package will also appear in Documents.



Here's the one that we just generated.