Reviewing Fees

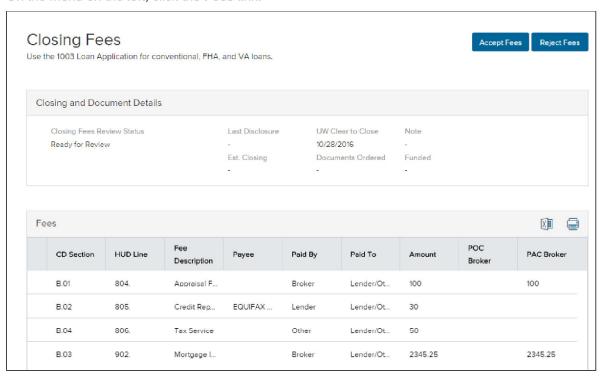
When fees are added to the loan file, and the loan is clear to close, the fees on the loan's 2015 Itemization form in Encompass will be available on the loan's Fees page in TPO Connect.

• In order for a loan to be clear to close, a date must be populated to the Clear to Close field (field ID 2305) on the Underwriter Summary Page 2 in the loan file in Encompass.

NOTE: Access to the Fees section is controlled by the Lender's Encompass administrator.

To Review Fees:

1 On the menu on the left, click the **Fees** link.



- 2 To sort the fees, click a column header.
- 3 Click the Export to Excel icon to export the current list of fees to an Excel spreadsheet.
- 4 Click the **Print** icon to print the current list of fees.
- 5 Enter any comments, if necessary, and click **Accept Fees** to accept the fees listed or **Reject Fees** to reject the fees listed.

Section 5: Reviewing Fees 44