



IMPORTANT UPDATE BULLETIN 19 05142021

Issued to: All Approved Brokers and Correspondents
Date: 5-14-2021
Subject: OpenClose Process Updates
Effective: May 17, 2021

Great news! Effective Monday, May 17, 2021, the following process enhancements will be available on our GHMC OpenClose website:

- Initial Closing Disclosure (CD) and Closing Request process for Brokers and NDL1 Correspondents has been simplified as follows:**
 - Initial CD/Closing Request and Closing Info forms have been combined into one online screen.
 - Select “**Linkouts**” in Software Center left side navigation bar.
 - Expand “**Closing Disclosure (CD)/Closing Requests**” folder and click on the link to access the online screen; or go directly to <https://ghmc.com/cdrequest>.
 - Complete all fields in request screen and submit request.
 - See “**Step 9 Closing Disclosure (CD)/Closing Requests**” in the Loan Process Guide for details.
 - CD/Closing Request and Closing Info Forms are no longer required, nor does anything need to be manually uploaded into the loan record.
- Condition Document Type(s) have been consolidated:**
 - Select new document type, “**Conditions**”, from **Type** dropdown when uploading all conditions.
 - All “LAM and Underwriting Conditions” are to be uploaded to this new option.
 - “**Step 8 Upload Conditions (submitting subsequent documents)**” in the Loan Process Guide has been revised to reflect this change.
 - Continue uploading appraisals to the “Appraisal” doc Type.

The Loan Process Guide has been updated to reflect above new procedural changes and includes the following updates:

- **NEW OpenClose Loan Status Guide is available!**
 - Loan statuses and descriptions are covered in this new guide, which is attached at the end of the Loan Process Guide.
 - Document is also posted in the Resource Center's Broker Procedures->Loan Submission Guides sub-folder and Correspondent Procedures/Guides folder entitled "***GHMC OC Loan Status Guide***".

- **Procedures for "TBD Property" file submissions have been added to the guide.**
 - **Register as Float ONLY, locks are not permitted.**
 - Skip Initial Disclosure step. (Brokers only)
 - Include "***Intent to Proceed – TBD (Voluntary Submission)***" disclosure in file submission package. (*Disclosure is posted in the Resource Center's Disclosures->Miscellaneous Disclosures sub-folder.*)
 - See "***Step 7 Upload Loan Package – Submit to UW***" in the Loan Process Guide for complete TBD property file submission procedures.

The updated **GHMC OC Loan Process Guide** and **GHMC OC Loan Status Guide** are posted in the Resource Center's Broker Procedures->Loan Submission Guides sub-folder and Correspondent Procedures/Guides folder. This bulletin, and all other GHMC issued bulletins, are also posted in the Resource Center in the Bulletins folder.

Please contact your Account Executive for assistance.

We appreciate your business!