

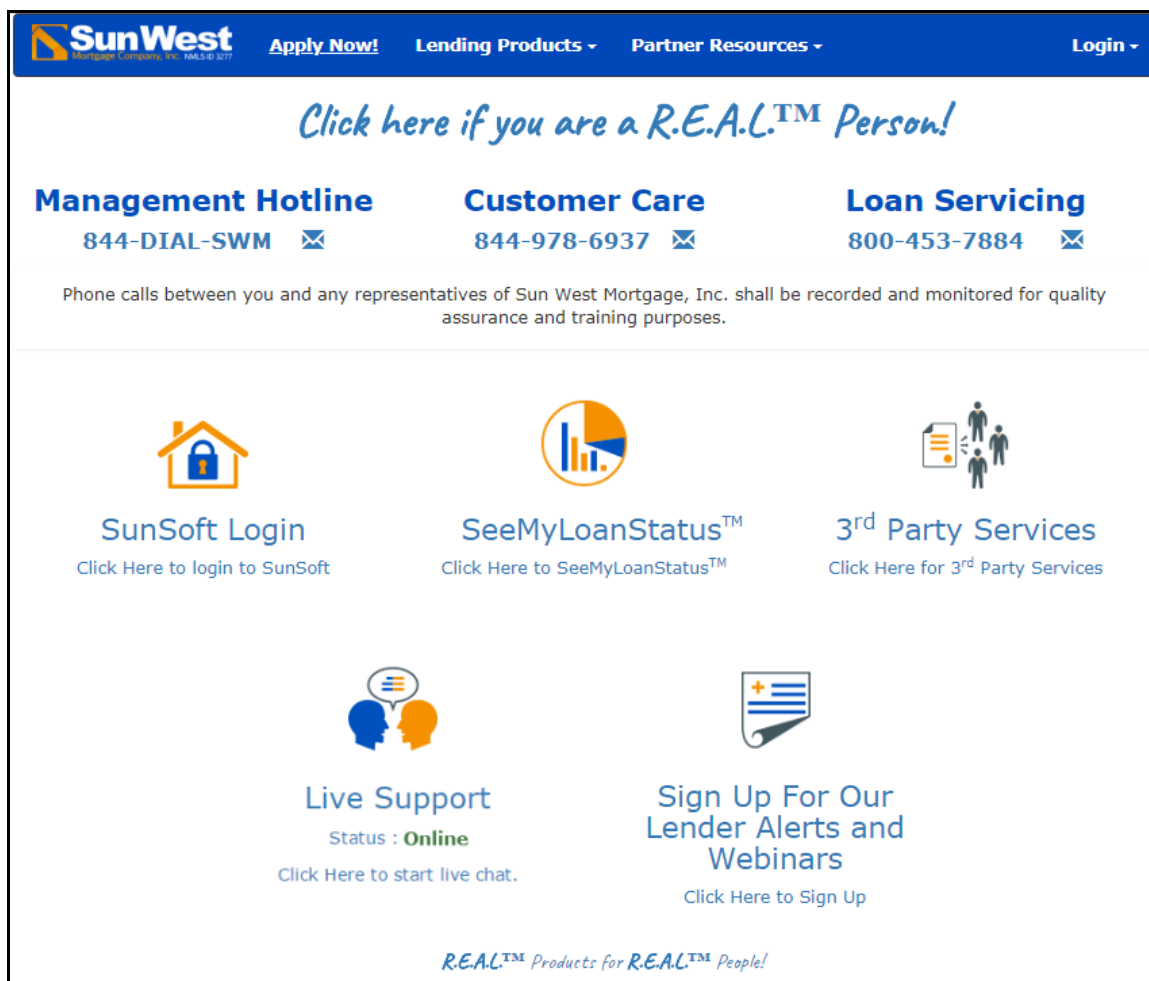
## Instructions for Escrow and Title Company to send Signed Closing Package to Sun West Mortgage Company, Inc.

### Introduction

While working on a loan, Escrow / Title Company is required to send signed closing package to Sun West Mortgage Company, Inc. (SWMC). To make the process of sending signed docs to SWMC time saving and hassle free, SWMC provides Title/Escrow agents with the easy document upload feature across the “SeeMyLoanStatus” link on SWMC website, i.e. [www.swmc.com](http://www.swmc.com).

Follow the below simple steps to send the signed Closing Documents package to Sun West mortgage company from swmc.com website:

- Step 1: Open Internet Explorer browser and go to swmc.com website (Enter URL: [www.swmc.com](http://www.swmc.com) in the address bar of your browser).



The screenshot shows the SunWest website homepage. At the top is a blue navigation bar with the SunWest logo, "Apply Now!", "Lending Products", "Partner Resources", and "Login". Below the navigation bar is a white banner with the text "Click here if you are a R.E.A.L.™ Person!". Underneath are three columns of service links: "Management Hotline" (844-DIAL-SWM), "Customer Care" (844-978-6937), and "Loan Servicing" (800-453-7884). A disclaimer states that phone calls are recorded. Below this are six more service links with icons: "SunSoft Login", "SeeMyLoanStatus™", "3rd Party Services", "Live Support" (Status: Online), "Sign Up For Our Lender Alerts and Webinars", and "REAL™ Products for REAL™ People!" at the bottom.

Step 2: Click on 'SeeMyLoanStatus™' link as shown in the screen-shot below:

<b>Management Hotline</b> 844-DIAL-SWM ☒	<b>Customer Care</b> 844-978-6937 ☒	<b>Loan Servicing</b> 800-453-7884 ☒
Phone calls between you and any representatives of Sun West Mortgage, Inc. shall be recorded and monitored for quality assurance and training purposes.		
 <b>SunSoft Login</b> Click Here to login to SunSoft	<div style="border: 2px solid red; padding: 5px;">   <b>SeeMyLoanStatus™</b>          Click Here to SeeMyLoanStatus™  <small>Formerly, Resolve Conditions Page</small> </div>	 <b>3<sup>rd</sup> Party Services</b> Click Here for 3 <sup>rd</sup> Party Services


Step 3: You will be redirected to a 'SeeMyLoanStatus' website as shown below:

The screenshot shows the SeeMyLoanStatus website interface. At the top, there is a navigation bar with the SunWest logo and the SeeMyLoanStatus™ logo. Below this, a 'Management Hotline' section displays the number (844) 342-5796. A central message states: 'Stay up-to-date with progress on your loan. Easy, fast, intelligent! Click on your login option below.' Below this message is a grid of six login options: Borrower Access, Originator Access, Realtor Access, Closing Agent Access, Appraiser Access, and Other Parties Access. The 'Originator Login' option is highlighted with a blue header. The Originator Login form includes fields for 'Your SunSoft User Id.', 'Your SunSoft Password', and 'Loan Number (Optional)'. It also features a reCAPTCHA security check with the text 'I'm not a robot' and a 'Submit' button. At the bottom of the page, there are four links: 'User Guide', 'How To Upload Docs?', 'What's New?', and 'Net Safety Tips'.

You can login through 'Closing Agent Access' option after accessing the SeeMyLoanStatus page from swmc.com.

**Note:** You will be by default redirected to the 'Originator Access' login option, you need to switch to the Closing Agent Access login method by clicking on **Closing Agent Access** button.


**Management Hotline**

**(844) 342-5796** 

**Stay up-to-date with progress on your loan. Easy, fast, intelligent!**  
Click on your login option below.

Borrower Access	Originator Access
Realtor Access	Closing Agent Access
Appraiser Access	Other Parties Access

**Closing Agent Login**

I'm not a robot
 

**Submit**

Enter the Loan Number, Your Name and Your Email Address. Check the 'I'm not a robot' checkbox and clear the captcha, then click on **Submit**.

**Note:** The loan number can be located from the 'Title Closing Instructions' document as shown in the below screen-shot:

<p><b>From:</b> SUN WEST MORTGAGE COMPANY, INC. 6131 ORANGETHORPE AVENUE, SUITE 500 BUENA PARK, CA 90620 Phone: (562) 924-7884 Fax: (562) 924-6057</p> <p><b>To:</b> _____ _____ _____ Phone: _____</p> <p><b>Attn:</b> _____</p>	<p><b>Case No. :</b> _____</p> <p><b>Loan No. :</b> <span style="border: 2px solid red; padding: 2px;">1181380002-00</span></p> <p><b>Title No. :</b> _____</p> <p><b>Borrower Name(s) :</b> _____</p> <p><b>Property Address :</b> _____</p>
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Closing Instructions for Title

**Title Insurance Requirements:**

You are authorized to use funds for the account of the Borrowers and to record all instruments when you comply with the following:

- Step 4: On successful login, you will be redirected to the **SeeMyLoanStatus** page of your loan file.

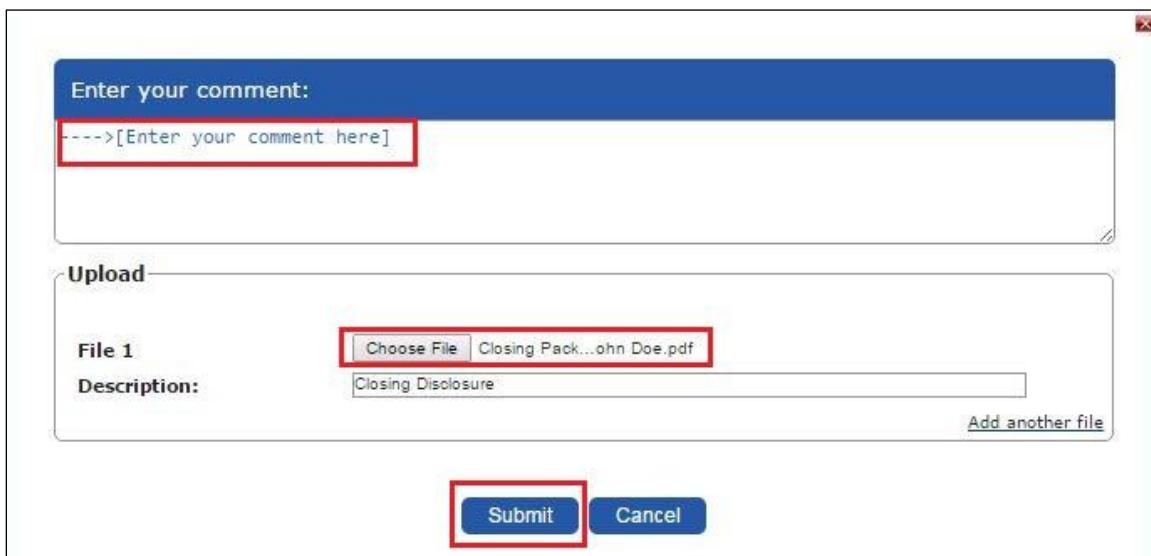
The screenshot shows the SunWest SeeMyLoanStatus interface. At the top left is the SunWest logo. In the center, there is a banner for a management hotline: "CALL OUR MANAGEMENT HOTLINE! (844) DIAL - SWM". On the top right is a "Log Out" button. Below the banner, there is a "Borrower:" field containing the text "TEST\_DOCS OUT". Underneath is a "Submit Documents" section with the instruction: "Upload a signed form / loan documentation by selecting the required document type from the list below:". There is a dropdown menu labeled "Select a Document Type" and an "Upload" button.

You can upload documents from 'Submit Documents' section.

- Step 5: You can upload documents from 'Submit Documents' section. Now select the 'Closing Documents' option from the drop-down list and click on **Upload** button as shown below:

This screenshot is similar to the previous one but shows the dropdown menu for "Select a Document Type" expanded. The options listed are: "Select a Document Type", "Upload Executed Closing Docs", "Closing Disclosure" (which is highlighted with a red box), "Upload Final Title Policy", "Funding Conditions", and "Other". The "Upload" button is also highlighted with a red box.

- Step 6: Click on **Choose File** button, enter any comment if you would like to add along with the document submission under 'Enter your comment' section and select the signed closing package saved on your computer and click on **Submit** button.



The screenshot shows a web form with a blue header bar containing the text "Enter your comment:". Below this is a text input field with a red border and the placeholder text "[Enter your comment here]". Underneath is an "Upload" section with a "Choose File" button and a file name "Closing Pack...ohn Doe.pdf". Below the file name is a "Description:" label and a text input field containing "Closing Disclosure". To the right of the description field is a link that says "Add another file". At the bottom of the form are two blue buttons: "Submit" and "Cancel", both with red borders.

You can upload 5 files at once by clicking on **Add another file** link.

This completes the process of sending the signed/executed closing documents to Sun West Mortgage Company, Inc.