
SETTLEMENTS EXPRESS

User Guide Brokers & Lenders

2005

**Colson Services Corp.
2 Hanson Place
Brooklyn, NY 11217**

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LOG IN

Settlements Express is accessed through the Colson Services Corporate Website at colsonservices.com. From here click on the **Settlements Express Icon** which, will display the Settlements Express Login Screen shown below. Enter your authorized Colson **User Name** and **Password**. Next, click on the “**Login**” Icon to gain entry. If you experience errors using your User Name and/or Password, please call the Settlement Department at 718-315-5167 or 718-315-5168.



Colson Settlements Express

User ID Password

[Login](#)

For Security Purposes:
Automatic logout occurs after 30 minutes of inactivity.
You must also logout before closing browser window.

[exit](#)

**THIS SYSTEM IS RESTRICTED TO AUTHORIZED USERS.
INDIVIDUALS ATTEMPTING UNAUTHORIZED ACCESS WILL BE PROSECUTED.
IF UNAUTHORIZED, TERMINATE ACCESS NOW!**

PORTFOLIO (View, Edit and Data Entry)

Upon logging into Settlements Express, you will automatically be defaulted to the **Portfolio Screen**. The Portfolio Screen displays all loans listed under your User Identification Number. The Portfolio Screen also allows the user to **Browse, Edit and Data Enter** loans. However, once a loan has been submitted to Colson for processing you will **not** be able to modify any data for that loan. Any and all modifications from that point forward must be made through Colson Service's Settlement Department.

Data displayed in the Portfolio Screen includes: **Lender/Broker, Prefix, GP Number, Guaranteed Amount, Loan Status, Browse, Edit, Form Status and Status Date**. You can browse or edit a specific GP Number by using one of the following four (4) options:

BROWSE OR EDIT DATA

Option 1:

Enter the GP Number of the loan that you wish to access in the GP Number field and click on the **Submit** button. This option will access the specific GP Number requested. To browse the **1086, Note or Confirm** click on the button under the **Browse** heading for that specific form. This function displays the specific data as it relates to the 1086, Note or Confirm. All fields mimic the 1086, Note or Confirmation of Sale. To **Edit** the 1086, Note or Confirm click on the document name (1086, Note or Confirm) under the **Edit** heading. This function will allow you to modify all fields as needed as long as the form has not been submitted to Colson. If the Form Status is listed as QA, (Quality Assurance) you will not be able to modify the data. In this case, you must contact your Account Representative in the Settlement Department.

Option 2:

Scroll down to the desired GP Number by using the **Vertical Scroll Bar** located on the right-hand side of the screen. Follow the directions listed above in Option 1 after locating the specific GP Number that you wish to browse or edit.

Option 3:

You can scan all loans by Broker/Lender depending upon your identity by selecting the **Broker/Lender** from the search function. This will display all loans by that specific Broker/Lender. Follow the directions listed above in Option 1 after locating the specific GP Number that you wish to browse or edit.

Option 4:

You can select loans by **Settlement Date** by entering the date that the loan settled, activating the Settlement Date button and clicking on the Submit button. Follow the directions listed above in Option 1 after locating the specific GP Number that you wish to browse or edit.

To return to the Portfolio Screen click on **Portfolio** on the Header Menu Bar located at the top of the page.

In addition to the 4 query options described above, you also have the ability to query "**Loans In House**" by the following criteria:

- **Loans in House**
- **Pending Submission**
- **Pending Signoff**
- **Signed-Off**
- **Pending Settlement**
- **Settled**

Select the query type that you wish to use from the Loan In House Drop Down Table and select the appropriate query. Settlement Express will automatically update the screen with the query data selected. A sample of the Portfolio Screen appears on the next page.


DATA ENTRY

The data entry of the 1086, Note and Confirmation of Sale is accomplished via the **Portfolio Screen** by selecting the form name (1086, Note or Confirm) under the **Edit** button. From here, you can either enter the GP Number that you wish to enter data for or Scroll Down to the specific GP Number. Once you locate the appropriate GP Number click on the form that you wish to enter: 1086, Note or Confirm.

Enter all data as required. You have the option of saving your data (**Save**) and completing later or submitting (**Submit**) your data directly to Colson. However, you will only be able to submit to Colson if all fields are complete and accurate. Settlements Express will notify immediately of any incomplete or incorrect data. Therefore, all data must be complete and accurate before you will be permitted to submit the loan for processing with Colson Services Corp.

Please note all telephone numbers must be entered without the hyphens. For example, telephone number 212-555-1212 would be entered as 2125551212 in Settlements Express.

PORTFOLIO SCREEN



Settlements Express

Portfolio • Log • Pending • Utilities • Logout

Portfolio

Lender
Please select a Lender

GP No. Settlement Date

Submit

Loans In House

COASTAL SECURITIES

Lender	Prefix	GP No.	Guar. Amt.	Loan Status	Browse	Edit	Form Status	Status Date
CELTIC BANK	GP	1111111111	\$206,250.00	Settled - 05/23/2005	<input type="checkbox"/>	1086	Pending QA	05/10/2005
					<input type="checkbox"/>	Note	Pending QA	05/10/2005
					<input type="checkbox"/>	Confirm	Pending QA	05/20/2005

LOG (New Loans)

While the entry of the **1086, Note** and **Confirmation of Sale** is completed from the Portfolio Screen the loan must first be Logged as received into Settlements Express. The Log function permits the user to **Add** new loans into Settlements Express whether you are a broker or a lender.

Brokers:

To select an existing lender from the Pull Down Table click on the **Select Lender** button and activate the Lender Table. Next, select the appropriate lender and Settlements Express will complete all fields. If this is a new lender you must enter the lender name and address by first selecting the **Enter New Lender** button and entering the appropriate data. Once you enter data for a new lender it will automatically be available in the Pull Down Table the next time you select this lender.

Next, enter the GP Number(s) of the loan(s) that you wish to enter for that specific lender. Once you have completed entering the GP Number(s), select the **Submit** button to save your entries. You will then see a Confirmation Screen, which will display the GP Number(s) that you just entered. To begin entering data, return to the **Portfolio Screen** and follow the directions on Page 6.

Lenders:

Select the appropriate Broker from the Broker Pull Down Table. Once completed, you must then enter the GP Number(s) of the loan(s) that you wish to enter for that specific broker. Once you have completed entering the GP Number, select the Submit button to save your entries. You will then receive a Confirmation Screen which, will confirm that the GP Number that you entered has been accepted.

To enter data for the 1086, Note and Confirmation of Sale you must do so through the **Portfolio Screen**. To access the Portfolio Screen click on **Portfolio** located on the **Header** of the Page. Follow the directions from the Portfolio Screen on Page 6.

The actual data entry of the 1086, Note and Confirmation of Sale is accomplished via the **Portfolio Screen** by selecting the **Edit** button next to the document of the loan that wish to enter data for. Please note Settlements Express will default all data in capitals regardless of how you enter the data once it is saved. From here, you can either enter the GP Number that you wish to enter data for or Scroll Down to the specific GP Number. Once you locate the appropriate GP Number click on the form type under the **Edit** heading and complete the entry of all data for that specific form.

From here, enter all required data. You have the option of saving your data (**Save**) and completing later or submitting (**Submit**) to Colson. However, you will only be able to submit to Colson if all fields are complete and accurate. Settlements Express will notify immediately of any incomplete or incorrect data. Therefore, all data must be complete and accurate before you will be permitted to submit the loan for processing with Colson Services Corp.

PENDING (Reports)

The Pending function permits the user to quickly view a loan or loan's status by one of the four formats listed below:

Approved Loans:

This function allows the user to view Approved Loans by **All**, **Approved Date** or by **Submitted Broker/Lender**. Data displayed includes the Lender Name/Broker Name, GP Number, Guaranteed Principal Balance, Received Date, Approved Date, Sign off Date, Settlement Date, Submitted Date and Submitted By.

Pending Loans:

This function allows the user to view all Pending Loans by **All-Summary**, **All-Detail**, **Received Date**, **Scheduled Approve Date** and **Submitted Broker/Lender**.

Pending Settlement Loans:

This function allows the user to view those loans are pending settlement by **All Brokers**, **Lender/Broker** and/or by **Date**.

Current Loans:

The Current Loan Report is a detailed listing of all loans that are currently pending under your User Identification Number. Data displayed includes **SBA Loan Number**, **Guaranteed Amount**, **Received Date** and **Sign Off Date**.

UTILITIES (Bulk Upload)

The Settlements Express System includes the functionality to process the 1086, Note, and Confirmation of Sale in bulk instead of data entering loans individually. The process begins with Colson receiving a tab-separated text file containing one of the above mentioned forms data (1086, Note, Confirmation of Sale). Colson can accept the data through one of three methods, (1) via email at settleexpress@colsonservices.com, (2) via regular mail on electronic media (diskette or CD) or (3) via the Upload function within the Settlement Express Website. Any one of the 3 submission ports is acceptable. ***When using the Bulk Upload function we ask that you please notify the Settlement Department at the time of the upload.***

Below is a list of requirements to follow when submitting bulk data:

- Each form's data must be contained in a separate text file.
- Each text file should be named by the following standard:
<broker name>_<form type>_yyyymmdd.txtex. Abcbroker_1086_20050101.txt
- Each form has a specific and unique record structure. Please see the record layouts following these requirements.
- Each field is separated by a tab.

Colson will only process files that are in the correct format. All other formats will be deemed invalid and will need to be re-sent.

The Upload function within the Settlements Express website can be found under the Utilities menu title. A listing of the Record Layouts are displayed on the following pages for each document (1086, Note and Confirmation of Sale).

Record Layouts

1086:

characters 10	GP Number
characters 05	GP Prefix
characters 05	GP Suffix
characters 40	Lender Name
characters 40	Lender Name - (second line)
characters 40	Lender Street
characters 30	Lender City
characters 02	Lender State
characters 10	Lender Zip
characters 40	Lender Contact
characters 13	Lender Contact Telephone
characters 40	Borrower Name - if second line of Borrower Name is used " DBA" should be specified after Borrower Name (on this line - ex. Casa De Carmen DBA is second line is used)
characters 40	Borrower Name – second line
characters 40	Borrower Street
characters 30	Borrower City
characters 02	Borrower State
characters 10	Borrower Zip
Date - mm/dd/yyyy	750Date
###.####	Percent Of SBA Guarantee
Date - mm/dd/yyyy	Note Date
\$	Face Amount
Date - mm/dd/yyyy	SBA Loan Authorization Date (529Bdate)
\$	Principal Amount of Loan
\$	Principal Amount of Guaranteed Interest
Date - mm/dd/yyyy	SBA Guaranteed Fee was paid on
Date - mm/dd/yyyy	First Disbursement Date
Date - mm/dd/yyyy	Final Disbursement Date
characters 1	Guaranteed portion has fixed rate - (indicate "X" if fix rate else space)
characters 1	Guaranteed portion has variable rate - (indicate "X" if variable rate else space)
characters 1	Un Guaranteed portion has fixed rate - (indicate "X" if fix rate else space)
characters 1	Un Guaranteed portion has variable rate - (indicate "X" if variable rate else space)

1086 Continued:

Date - mm/dd/yyyy	Interest Paid To but not including
characters 1	Interest Basis - for 30/360 (indicate "X" is 30/360 else space)
characters 1	Interest Basis - actual days/365 (indicate "X" if actual days/365 else space)
###.#####	Lender Permanent Fee
###.#####	Lender Initial Fee
\$	Purchaser Price
###.#####	Purchaser Price as Percent
###.#####	Annual Prepay Rate
###.#####	Certificate Interest Rate
###.#####	Certificate Cap
###.#####	Certificate Floor
###.#####	Mortgage Yield - (Fixed Rate Loan)
###.#####	Mortgage Yield - (Variable Rate Loan) Prime (+/-)
###.#####	Mortgage Yield - (Variable Rate Loan) based on
###.#####	Bond Equivalent Yield - (Fixed Rate Loan)
###.#####	Bond Equivalent Yield - (Variable Rate Loan) Prime (+/-)
###.#####	Bond Equivalent Yield - (Variable Rate Loan) based on
characters 40	Registered Holder Name
characters 40	Registered Holder Name - second line
characters 40	Registered Holder Street
characters 30	Registered Holder City
characters 02	Registered Holder State
characters 10	Registered Holder Zip
characters 40	Registered Holder contact
characters 13	Registered Holder Telephone
characters 10	Registered Holder Tax Id
characters 40	SBA Office
characters 40	SBA Office Street
characters 30	SBA Office City
characters 2	SBA Office State
characters 10	SBA Office Zip
####	SBA Office Code

Note:

characters 10	Gp Number
characters 05	GP Prefix
characters 05	GP Suffix
mm/dd/yyyy	Note Date
\$	Face Amount
characters 40	Lender Name
characters 40	Borrower Name
Date - mm/dd/yyyy	Borrower's First Payment Date
numeric 2	Payment Due Day
characters 1	Payment Frequency - enter (M , Q , A , S , O) - (M for monthly, Q for quarterly, A for annually, S for semi-annually , O for other)
Date - mm/dd/yyyy	Note Maturity Date
\$	Payment Amount
characters 40	Rate Index - (LOW WSJ PRIME)
characters 1	Guaranteed portion has fixed rate - (indicate "X" if fix rate else space)
characters 1	Guaranteed portion has variable rate - (indicate "X" if variable rate else space)
characters 1	Un Guaranteed portion has fixed rate - (indicate "X" if fix rate else space)
characters 1	Un Guaranteed portion has variable rate - (indicate "X" if variable rate else space)
###.#####	Interest rate
Date - mm/dd/yyyy	First Float
characters 1	Frequency of Interest Rate Change - enter (M, Q, A, S, O) - (M for monthly, Q for quarterly, A for annually, S for semi-annually , O for other)
###.#####	Note Spread Percent
###.#####	Loan Cap
###.#####	Loan Floor
characters 30	Payment Frequency Other - description of payment frequency other (if payment frequency is "O")
characters 30	Adjustment Frequency Other - description of adjustment frequency (if Frequency of Interest Rate Change is "O")
characters 1	Prepayment Penalty - (indicate "X" if loan has prepay penalty)

Confirmation of Sale:

characters 10	GP Number
characters 05	GP Prefix
characters 05	GP Suffix
characters 40	Borrower Name
characters 10	B/D Transaction Number
characters 40	Lender Contact
characters 13	Lender Contact Telephone
characters 40	Broker Name
characters 40	Broker Contact
characters 13	Broker Contact Telephone
Date - mm/dd/yyyy	Note Date
Date - mm/dd/yyyy	Certificate Maturity Date
Date - mm/dd/yyyy	First Disbursement Date
\$	Guaranteed Amount Purchased
###.#####	Purchaser Price Percent
\$	Accrued Interest Paid
Date - mm/dd/yyyy	Accrued Interest Paid From
Date - mm/dd/yyyy	Accrued Interest Paid To
\$	Settled Amount
Date - mm/dd/yyyy	Settle Date
\$	Wire Amount
\$	Amount Wired To the Lender
\$	Premium Des To SBA
characters 1	Interest Basis - actual days/365 (indicate "X" if actual days/365 else space)
###.#####	Fixed Interest Rate
###.#####	Net Variable Rate
###.#####	Certificate Cap
###.#####	Certificate Floor
###.#####	Variable Interim Rate
Date - mm/dd/yyyy	First Float
###.#####	Permanent Originator Fee
###.#####	Interim Originator Fee

Confirmation of Sale continued:

characters 40	Certificate Holder Name
characters 40	Certificate Holder Name - second line
characters 40	Certificate Holder Street
characters 30	Certificate Holder City
characters 2	Certificate Holder State
characters 10	Certificate Holder Zip
characters 10	Certificate Holder Tax Id
characters 1	Y - if is a DR issued, N if not
Date - mm/dd/yyyy	Originator Accrued Inter`
characters 40	Originator Name
characters 40	Originator Name - second line
characters 40	Originator Street
characters 30	Originator City
characters 2	Originator State
characters 10	Originator Zip
characters 10	Originator Tax Id

For any questions regarding the bulk upload function please contact the Settlement Department at 718/315-5167 or 718-315-5168.

LOG OUT

To Log Out of Settlements Express click on the Logout button on the Header menu. Settlements Express will display a message that **“You have successfully logged out.”** A copy of the screen appears below.

