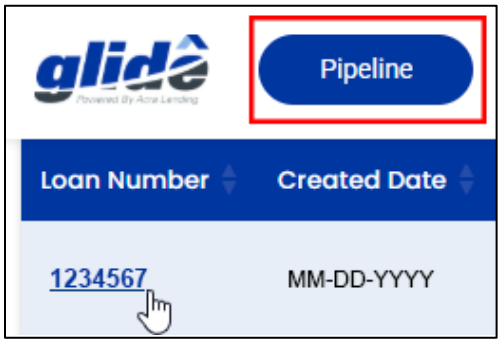
Broker Guide:

Fees & Compensation

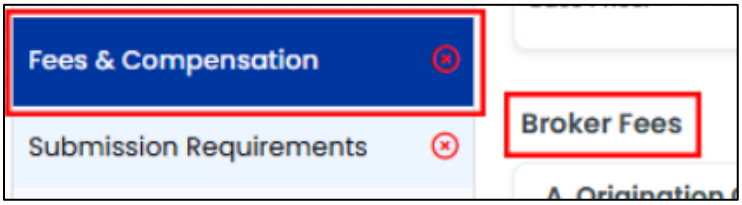
Citadel Servicing Corporation dba Acra Lending

Fees & Compensation

1. Sign in to Glide with your login credentials.
2. From the "Pipeline" page, click into the desired loan file.

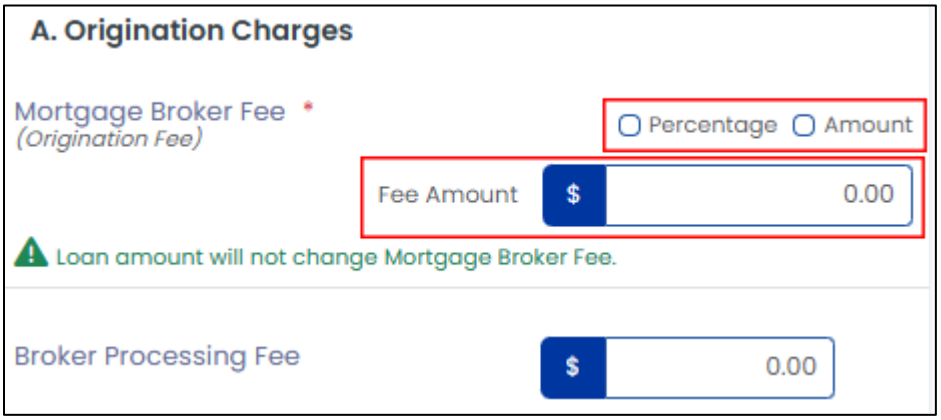


3. Click into the "Fees & Compensation" tab and locate the "Broker Fees" section.



Note: URLA and Pricing must both be completed in order to access the "Fees & Compensation" tab.

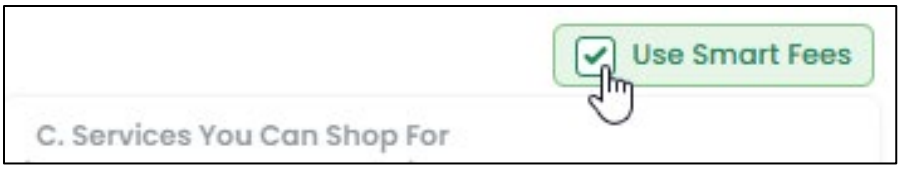
4. To add a "Mortgage Broker Fee", select either "Percentage" or "Amount" in the "Origination Charges" panel to designate the fee type, then enter the fee in the corresponding currency field.



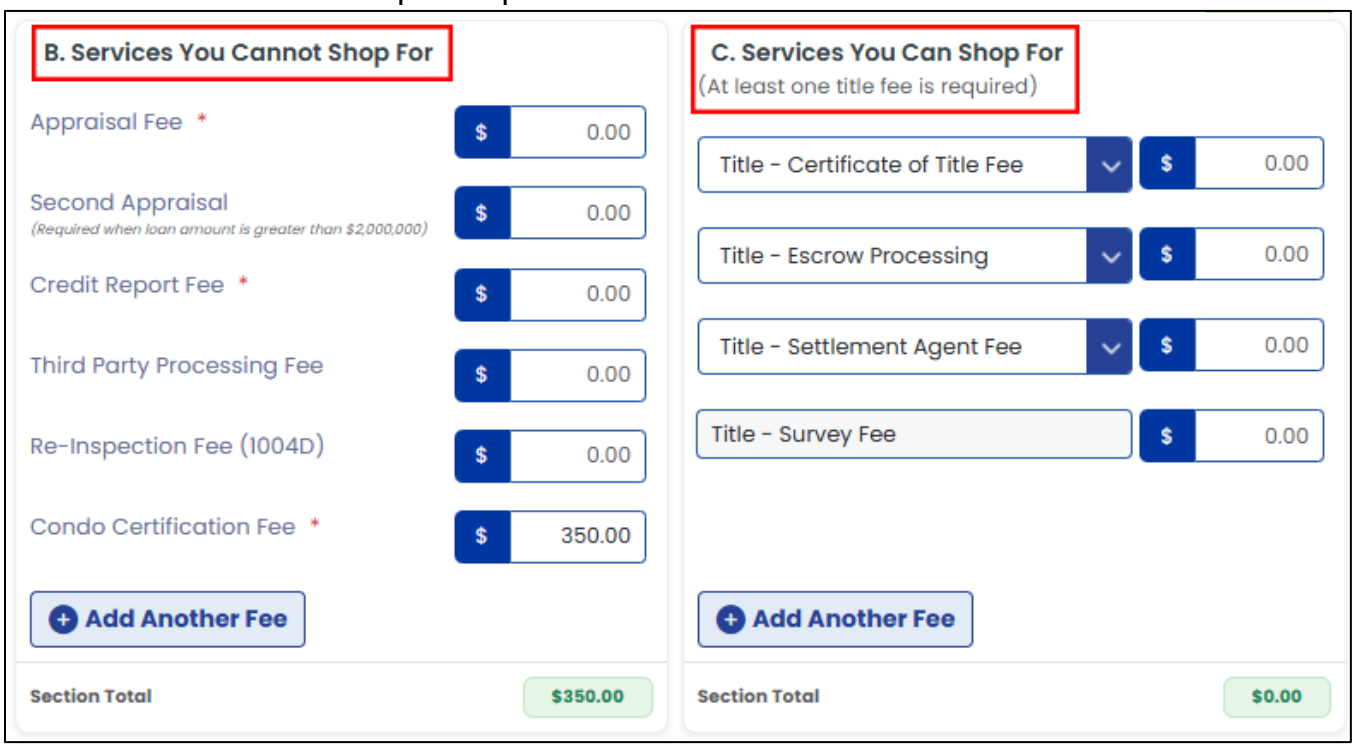
5. To add a "Broker Processing Fee", enter the fee in the corresponding currency field.



6. If ERNST or Smart Fees is being used for this loan file, click the "Use Smart Fees" button above the "Services You **Can** Shop For" panel.



7. Fill all relevant and required fields in the "Services You **Cannot** Shop For" and the "Services You **Can** Shop For" panels.

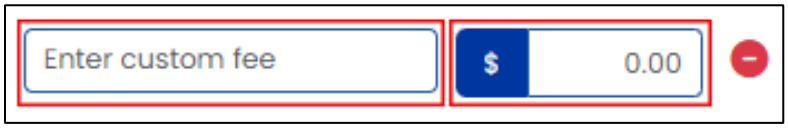


*Note: At least one field in the "Services You **Can** Shop For" panel must be filled before "Fees & Compensation" can be submitted.*

8. Add additional fees as needed by clicking the "Add Another Fee" button in the desired panel.



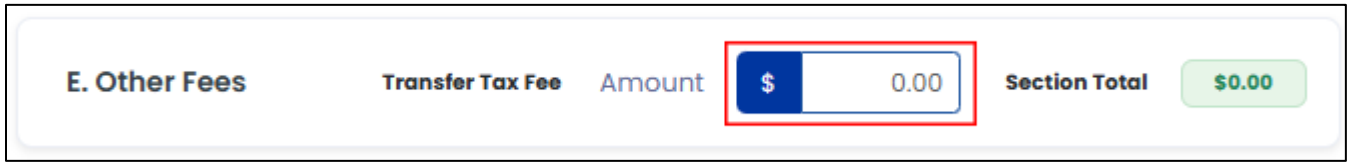
a. Enter the fee name in the newly displayed "Enter custom fee" textbox, then enter the fee amount in the corresponding currency field.



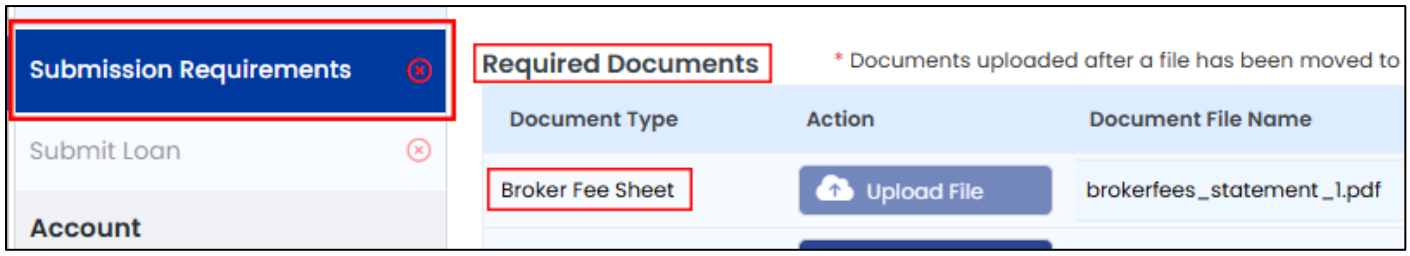
b. Remove additional fees as needed by clicking the red button next to the corresponding currency field.



9. If applicable, enter the "Transfer Tax Fee" in the corresponding currency field in the "Other Fees" panel.



10. When ready, click the "Submit" button at the bottom of the screen. The system will generate the Broker Fee Sheet with all entered data and upload it to the "Submission Requirements" tab in the "Required Documents" section.



Version Control Grid

Version	Edits	Editor	Date
v		AV	