

Lender Record Information Form 582

Quick Reference Guide

Roles in Your Organization - Ownership Interest - Contact Verification

November 2018



Overview

The following Quick Reference Guide provides a high-level overview of the changes made to pages in the **Lender Information** section of the Lender Record Information Form 582.

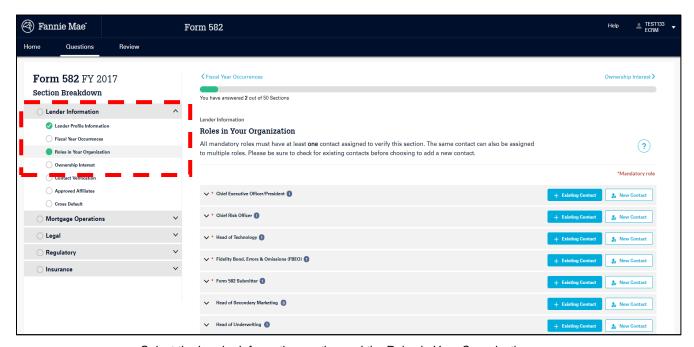
- Replaced the Contacts Information page with the Roles in Your Organization page, which shows the
 list of requested roles (Chief Executive Officer/President, Chief Risk Officer, etc.). You can assign multiple
 contacts to each role and a contact may be assigned to multiple roles. You may select contacts that
 already exist in our database or create new contacts as needed.
- Updated the **Ownership Interest** page to make it easier to identify and report individuals and firms with Ownership Interest along with their respective ownership percentage(s).
- Added the **Contacts Verification** page where you can review and update information (title, email, address, etc.) for the contacts assigned on the **Roles in Your Organization** page and the individuals listed on the **Ownership Interest** page.



Roles in Your Organization

1. After logging in, select the **Lender Information** section from the left navigation menu. Here you will find the new **Roles in Your Organization** page, which replaces the previous **Contact Information** page.

Note: You must assign contacts to the five mandatory roles marked with the red asterisk.



Select the Lender Information section and the Roles in Your Organization page

2. Click on each role to expand the section and view the contacts currently assigned to the role.

Note: The contacts displayed are based on information from various sources, including contacts reported in the previous year's Form 582, conversations with the Relationship Manager, etc.

Note: Multiple contacts can be assigned to a single role and a single contact can be assigned to multiple roles.



Expand the role section to view the contacts assigned to the role



3. To assign a contact to a role, click the **+ Existing Contact** button to search contacts already in the system.

Click in the search box to display and scroll through the list of contacts or start typing a name to narrow the list of contacts. Click the contact to assign to the role.

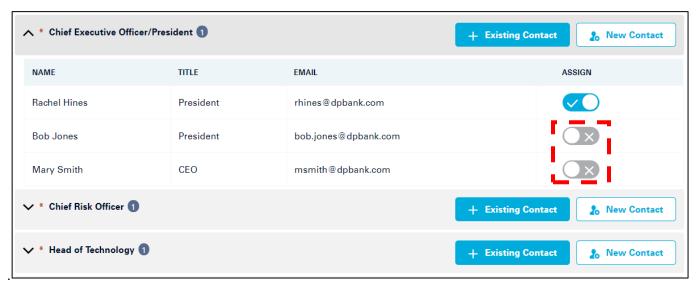
Note: You may see similar or duplicate contacts in the list, but select the one that looks most correct. You will be able to edit title, phone, email, and address on the upcoming **Contact Verification** page.



Search for Existing Contacts

4. Contacts assigned to a role can be unassigned by clicking the toggle button under the **Assign** column.

Note: Once you navigate away from the screen, the contact you unassigned will be removed from the role list.

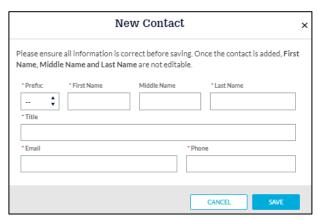


Unassign contacts assigned to a role



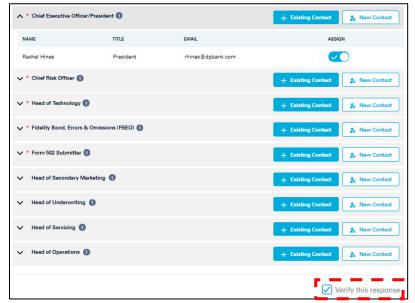
 If you do not see the contact you are looking for when searching +Existing Contact, click the New Contact button to create a new contact.





Create a new contact by completing the above fields

6. When all contacts have been added to their respective roles in the **Roles in Your Organization** page and you are ready to move to the next section, confirm the data entered by clicking the **Verify this response** checkbox on the bottom right side of the page.

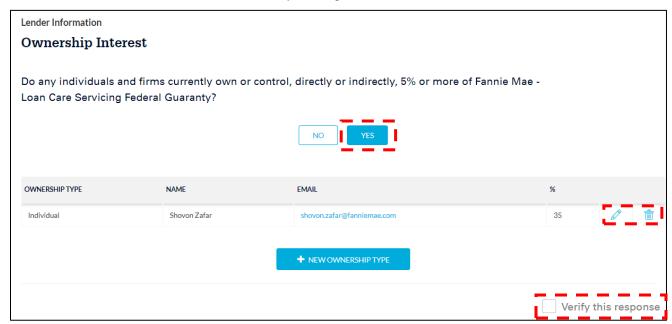


Verify this response



Ownership Interest

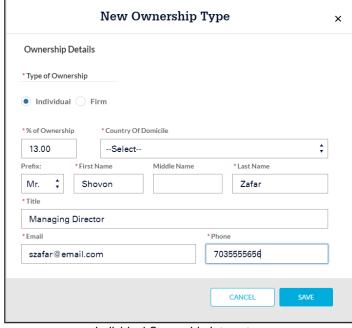
1. **Ownership Interest** entered in the previous year's Form 582 can be viewed by selecting the **Yes** button. This information can be edited or removed by clicking the **Edit** or **Delete** icons.



Ownership Interest page

2. The Ownership Interest can be entered as an Individual or a Firm.

Note: Once complete, confirm the data entered by clicking the Verify this response checkbox.



New Ownership Type

Ownership Details

Type of Ownership

Individual Firm

Country Of Domicile

Select
Name
Email

Address
City

State
State
State
State
State
State
CANCEL
SAVE

Individual Ownership Interest

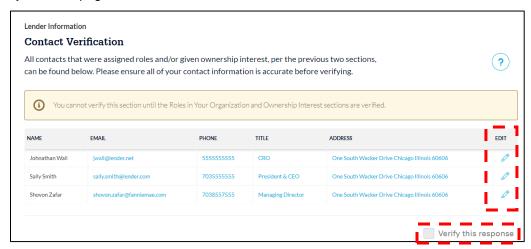
Firm Ownership Interest



Contact Verification

 When contacts have been added to the Roles in Your Organization page and individuals added to the Ownership Interest page, their contact information can be verified on the Contact Verification page.

Note: The **Verify this response** checkbox cannot be selected until the **Roles in Your Organization** and **Ownership Interest** pages have been verified.



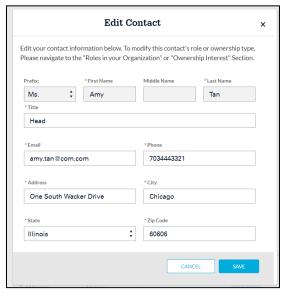
Contact Verification page

2. Contact information can be edited by clicking the Edit icon next to the contact. .

Note: Contact information can only be *edited* on this page. To *remove* a contact, go back to the **Roles in Your Organization** page and unassign them, or remove the contact from the **Ownership Interest** page.

Note: To make changes to the contact's first, middle, and last name reach out to your Relationship Manager for assistance.

Note: Once complete, confirm the data by clicking the Verify this response checkbox.



Edit contact title, email, phone, and address