Lender Record Information - Form 582

Quick Reference Guide

Roles in Your Organization - Ownership Interest - Contact Verification

Overview

The following Quick Reference Guide provides a high-level overview of a few sections that generate the most questions when completing the Form 582. These sections include:

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- **Roles in Your Organization** section 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

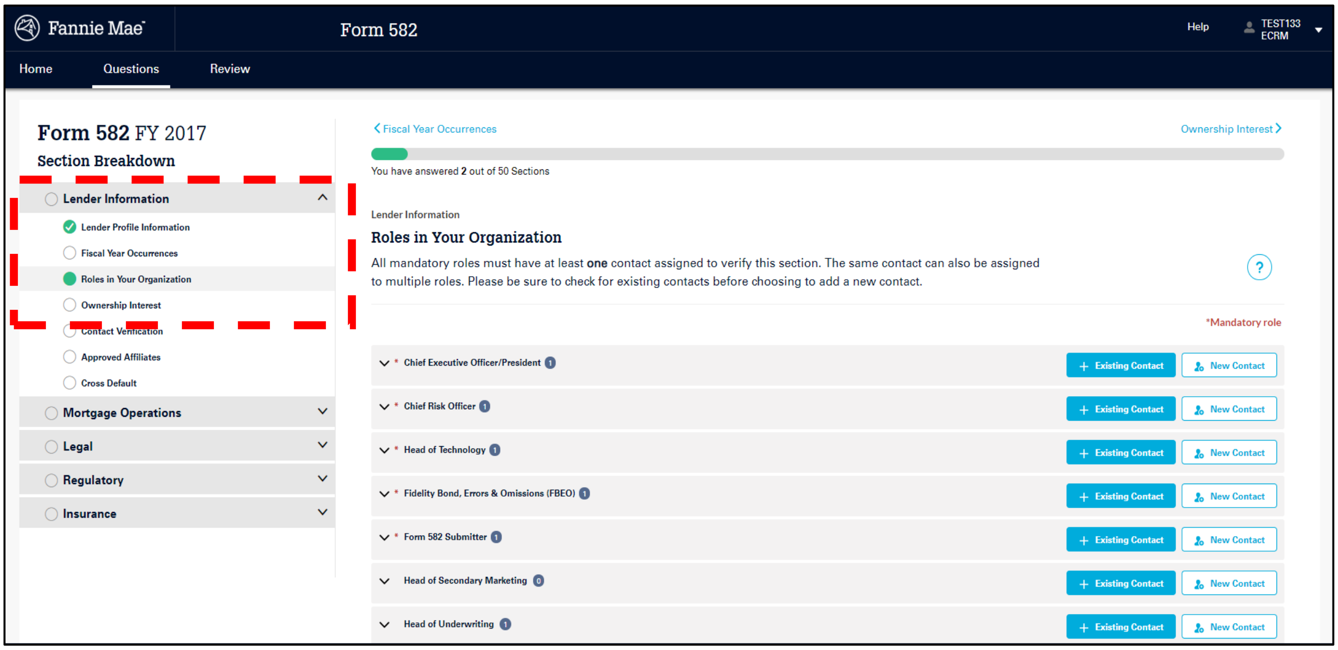
- **Ownership Interest** section where you can identify and report on individuals and firms with Ownership Interest along with their respective ownership percentage(s)

- **Contacts Verification** section where you can review and edit 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 **Lender Information** from the left navigation menu and select the **Roles in Your Organization** section.

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

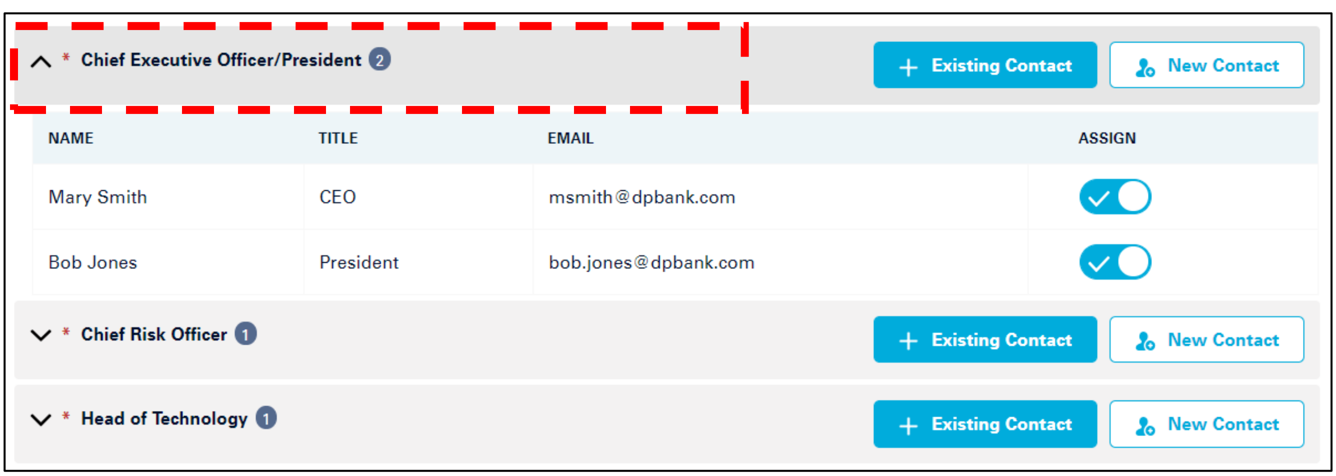


Select Lender Information and the Roles in Your Organization section

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.

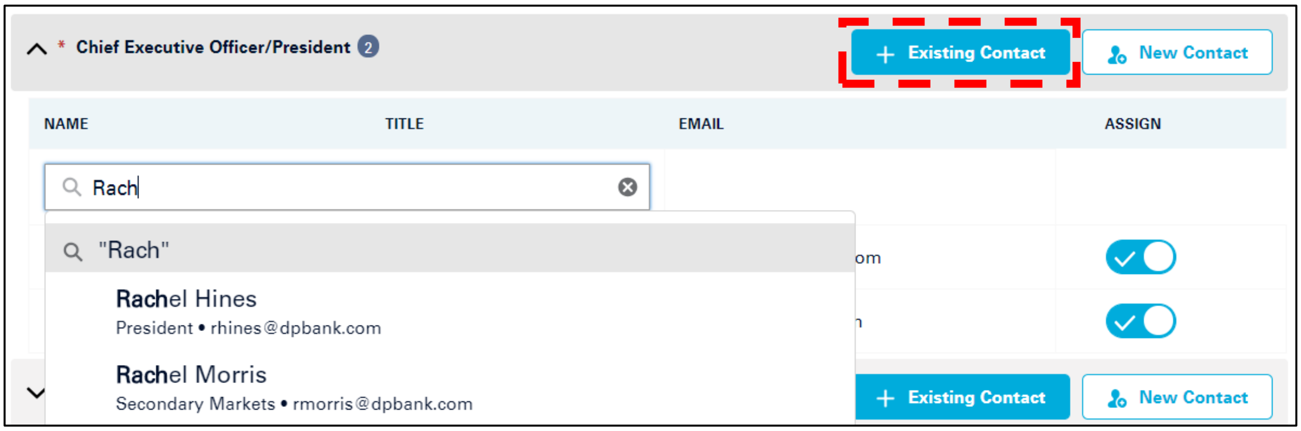


Expand the role section to view the contacts assigned to the role

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.

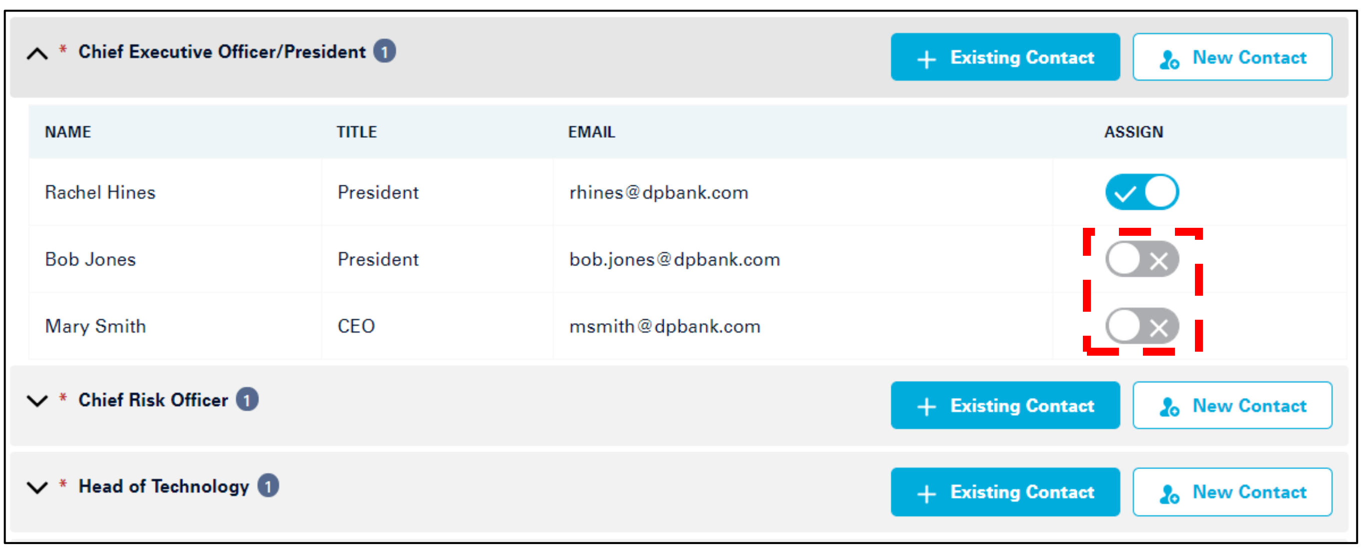
   Note: You may see similar or duplicate contacts in the list, but select the one that looks most correct. You will be able to edit title, phone, email, and address on the upcoming **Contact Verification** page.



Search for Existing Contacts

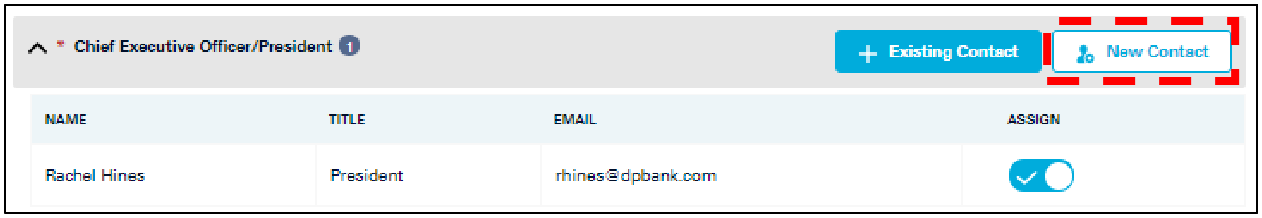
4. Contacts assigned to a role can be unassigned by clicking the toggle button under the **Assign** column.

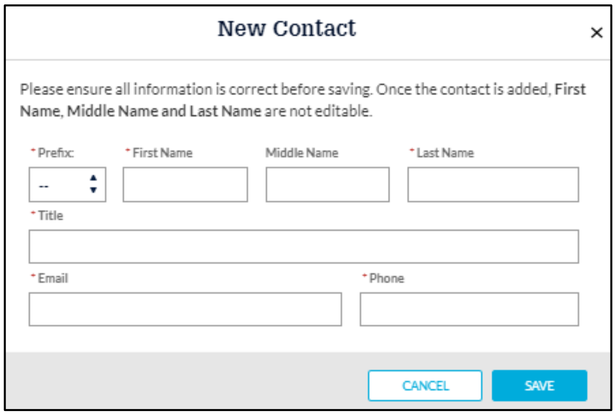
   Note: Once you navigate away from the screen, the contact you unassigned will be removed from the role list.



Unassign contacts assigned to a role

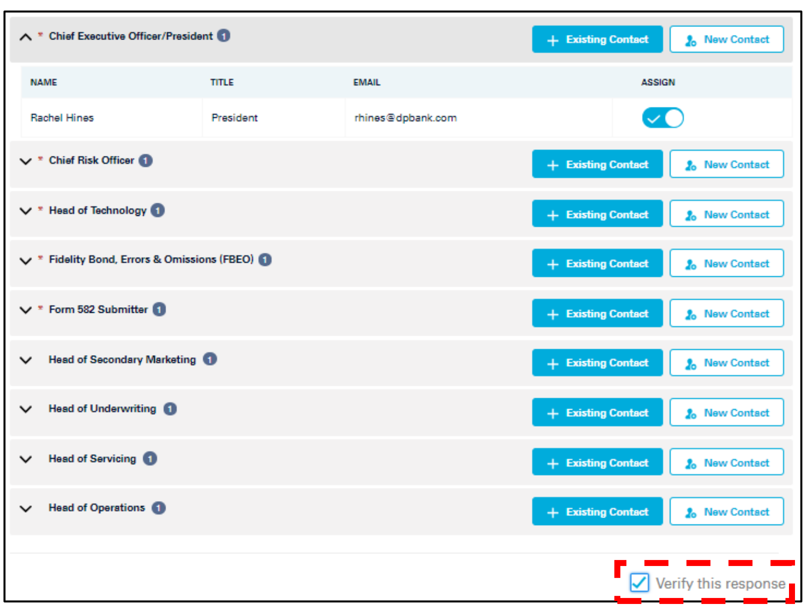
5. If you do not see the contact you are looking for when searching +Existing Contact, click the **New Contact** button to create a new contact.





Create a new contact by completing the above fields

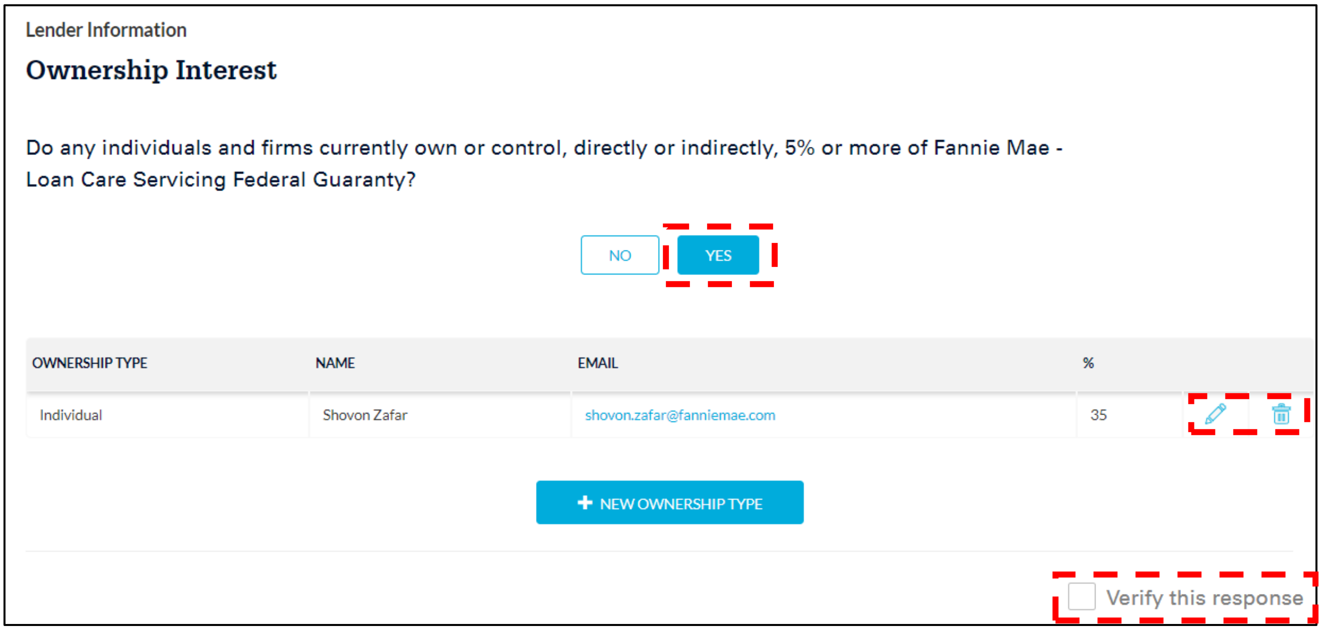
6. When all contacts have been added to their respective roles in the **Roles in Your Organization** page and you are ready to move to the next section, confirm the data entered by clicking the **Verify this response** checkbox on the bottom right side of the page.



Verify this response

Ownership Interest

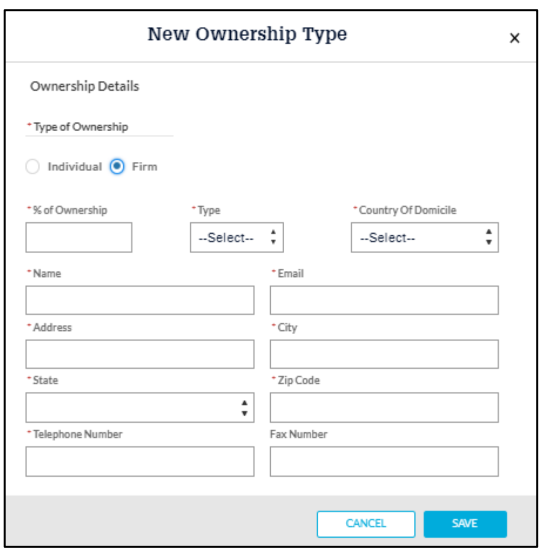
1. **Ownership Interest** entered in the previous year's Form 582 can be viewed by selecting the **Yes** button. This information can be edited or removed by clicking the **Edit** or **Delete** icons.



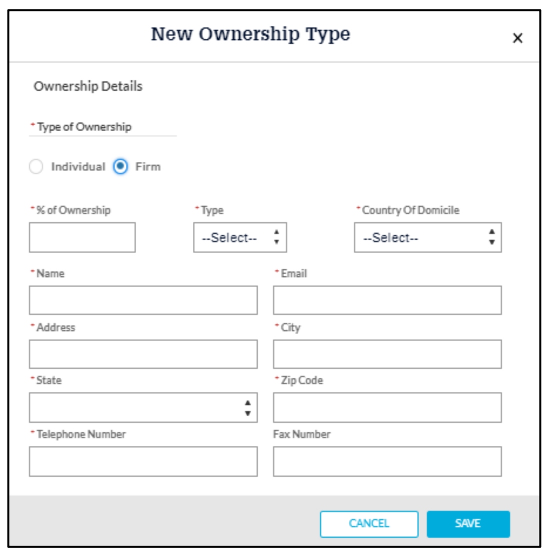
Ownership Interest page

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.



Individual Ownership Interest

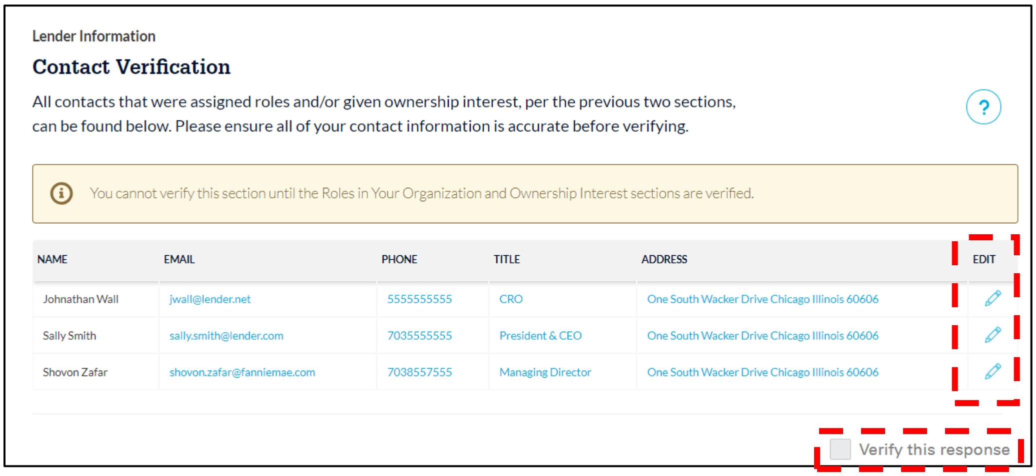


Firm Ownership Interest

Contact Verification

1. When contacts have been added to the **Roles in Your Organization** page and individuals added to the **Ownership Interest** page, their contact information is displayed 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.



Lender Information

Contact Verification

All contacts that were assigned roles and/or given ownership interest, per the previous two sections, can be found below. Please ensure all of your contact information is accurate before verifying.

You cannot verify this section until the Roles in Your Organization and Ownership Interest sections are verified.

NAME	EMAIL	PHONE	TITLE	ADDRESS	EDIT
Johnathan Wall	jwall@lender.net	5555555555	CRO	One South Wacker Drive Chicago Illinois 60606	
Sally Smith	sally.smith@lender.com	7035555555	President & CEO	One South Wacker Drive Chicago Illinois 60606	
Shovon Zafar	shovon.zafar@fanniemae.com	7038557555	Managing Director	One South Wacker Drive Chicago Illinois 60606	

Verify this response

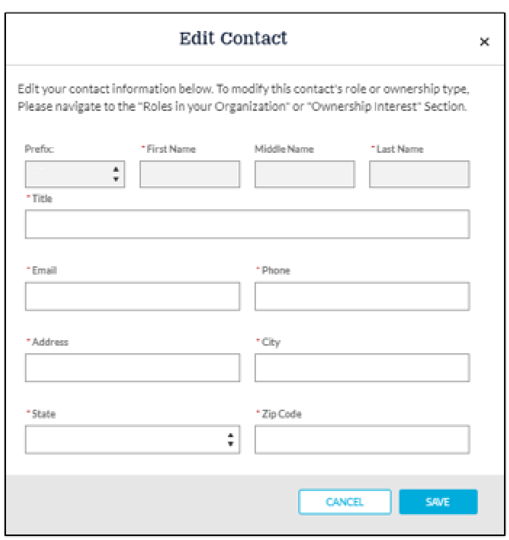
Contact Verification page

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** section and unassign them, or remove the contact from the **Ownership Interest** section.

   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

Edit your contact information below. To modify this contact's role or ownership type, Please navigate to the "Roles in your Organization" or "Ownership Interest" Section.

Prefix: | * First Name | Middle Name | * Last Name

* Title

* Email | * Phone

* Address | * City

* State | * Zip Code

CANCEL | SAVE

Edit contact title, email, phone, and address