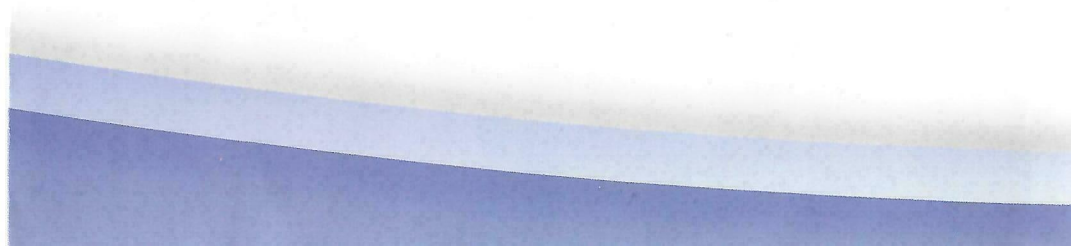


National Collateral
Examiners

Insight, Accuracy, Professionalism

Request List
Management System

www.ncexaminers.com



Introduction

Making the examination process easy for your clients is one of our top priorities. That's why we invested in an automated, web-based CRM/ERP system to streamline our processes, including the management of exam request list items.

National Collateral Examiner's (NCE) Request List Management System (RLMS) handles all of the details automatically, with ease and little effort. RLMS makes it easy for all parties to track outstanding items needed to complete each exam.

Pre-defined Lists and Preferences

With each lender relationship, NCE establishes a pre-defined list of preferences and specific documents you typically request for each exam. These are based on the exam type, scope, and periods covered. If you do not have a pre-defined process, we'll set one up for you.

Once set up, after completion of an examination registration and scheduling, the RLMS will automatically build a customized request list for your borrower based on your pre-defined preferences. The list is then ready for confirmation by the examiner.

Examiner Confirmation and First-Time Mail-Out

When an examination is scheduled, the system automatically emails the assigned examiner a request to confirm the final request list of items, the parties to receive such requests, and the frequency of each email that updates the borrower of remaining items needed.

After confirmation, the system emails the borrower a link to a secure web page listing all of the items needed in order of priority.

In the case of a first-time request, top-priority items typically include those reports required to aid in the creation of sample request worksheets just prior to arrival onsite.

Automated Reconciliation of Items Requested

As documents are received, the assigned examiner or NCE staff checks off each item or groups of items. The system then automatically updates the request list without intervention.

Borrower Updates

Based on exam specific, pre-defined preferences, such as frequency of updating the borrower, a link to a real time, updated request list is automatically emailed to the specified parties based on the frequency requested.

Benefits

- Saves time for both the borrower and examiner, enhances collaboration
- Eliminates management of multiple lists
- Eliminates necessity to update lists
- No more searching for the most recent list
- Highly customizable, choose who gets updated and when
- Borrower can modify request preferences specific to their needs

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