

Installation Test Procedures

To ensure your training environment is properly installed and ready, we request that you perform the following steps and print tests after installation. This testing must be completed no less than 1 week before training to allow time for resolving issues that may arise. The test should be performed on the training environment computers.

Please Note: If ARTA Lending is installed on a network, log in to a workstation with Non-Administrator network rights to verify users have appropriate access rights to the program.

Please review the documentation thoroughly before completing the procedures. If you have specific questions regarding the documentation, or run into any problems during the procedure, please call us at 1-800-274-2711 extension 4021. Technical assistance via phone is available between 8 a.m. to 5 p.m. CST, Monday through Friday.

Start ARTA Lending

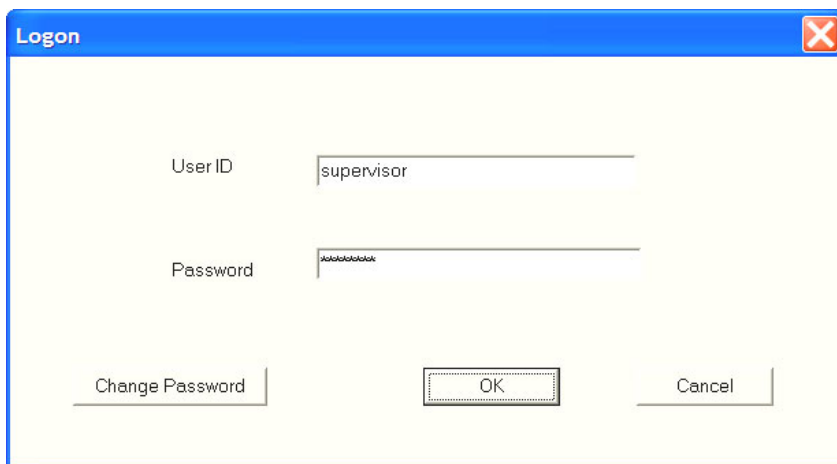
1. To start the program, double-click the ARTA Lending icon on your desktop.



ARTA Lending

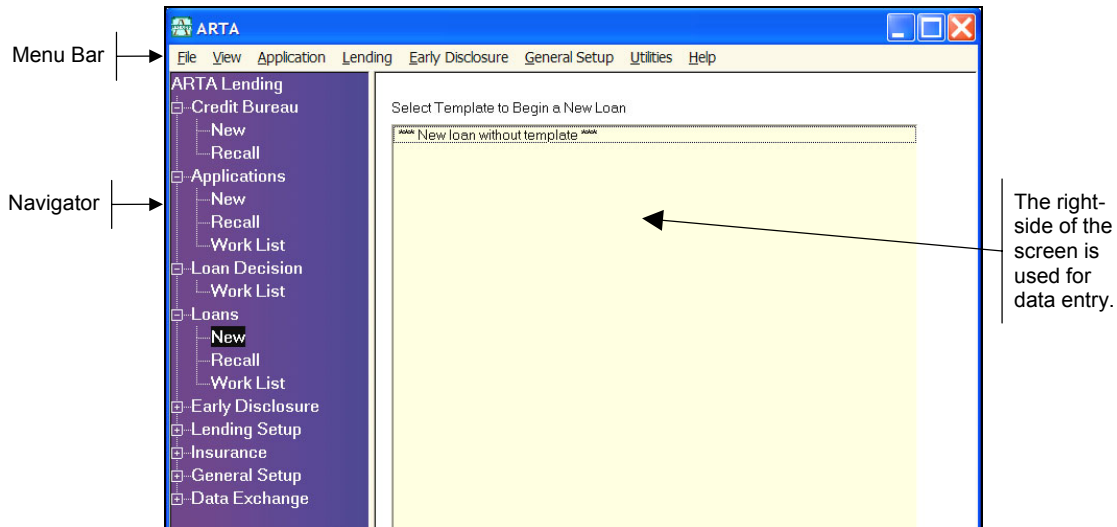
Log In to ARTA Lending

1. Enter your User ID and Password. Since this information has not been set up when you first enter ARTA Lending, Bankers Systems initially sets up **Supervisor** for the User ID and **password** for the Password.
2. Log in using *supervisor* for the User ID and *password* for the Password. Click **OK**.



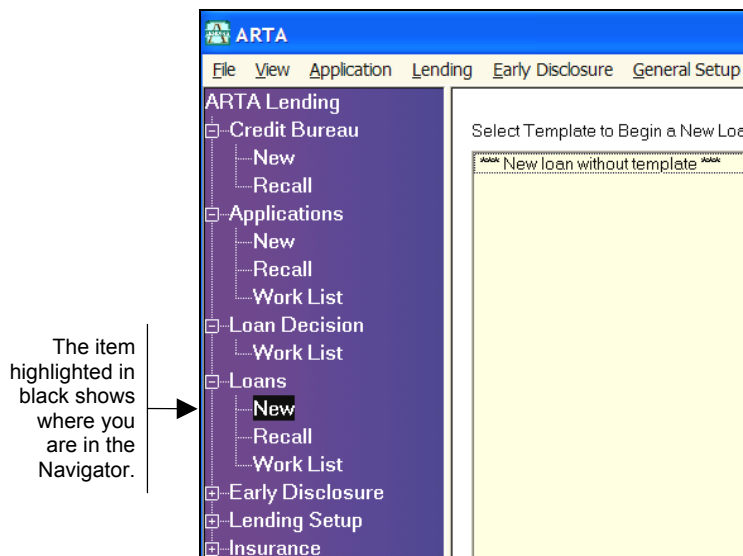
Parts of the Screen

Moving through ARTA Lending is similar to paging through a tabbed notebook filled with documents. You can turn each page individually or you can use the tabs (Loans, Early Disclosure, etc.) to navigate back and forth. Refer to the Navigator in the left window to see which section is open. Click the sections in the Navigator to move between areas of the program.



Expanding or Collapsing Sections of the Navigator

A plus (+) sign indicates more choices are hidden beneath the listed choice. Click the plus (+) sign next to an option to see more options on the Navigator. A minus (-) sign next to an option indicates that secondary options are being displayed. Click the minus (-) sign next to an option to see less detail on the Navigator.



Create a New Policy Named Test

1. Expand **Lending Setup**.
2. Choose **Policy**.
3. Click *****Add New*****.
4. Enter **Test** in the **Policy Profile** field.
5. Select your state from the **Applicable law state/document set** drop-down list. (Other detail in Policy Setup will be completed during your training.)
6. Click **OK** to save and close the policy.

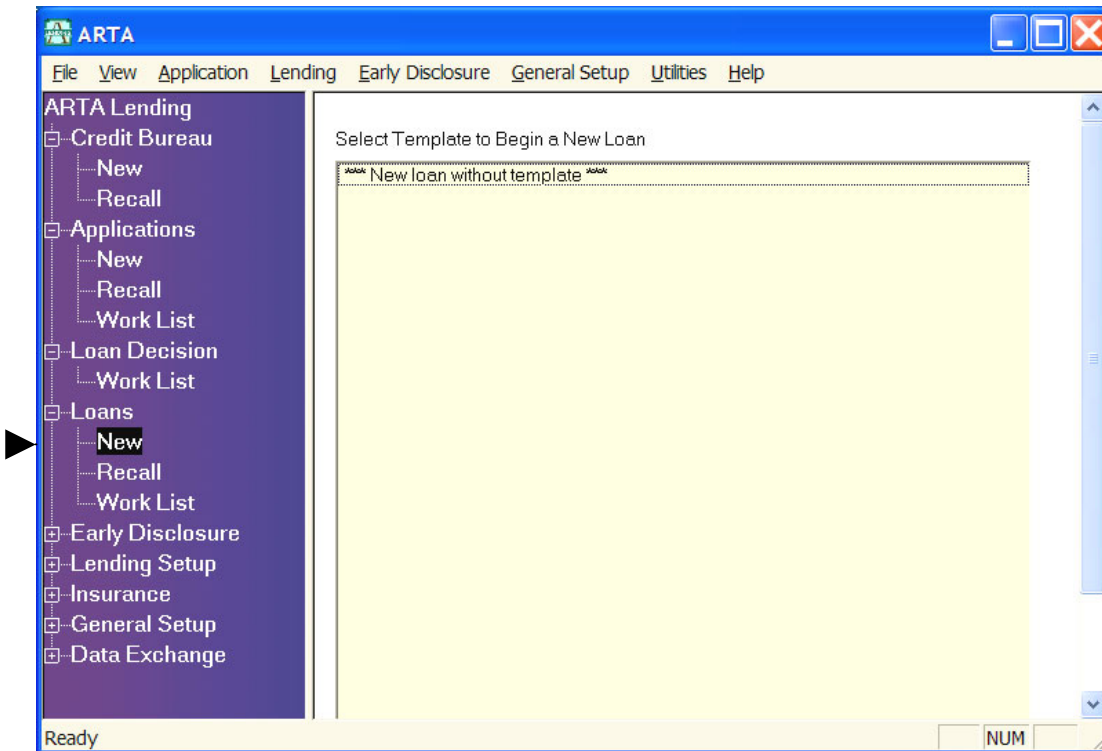
The screenshot shows a 'Policy Setup' dialog box with the following fields and options:

- Policy profile:** A text input field containing 'Test'. An arrow points to this field from a text box on the right that says 'Enter Test as the name for your policy.'
- Applicable law state / document set:** A dropdown menu with a green highlight on the selected state.
- Late charge policy:** A section containing four input fields:
 - Number of days late
 - Late charge percent
 - Minimum late charge amount
 - Maximum late charge amount
- Calculation options:** A section containing:
 - Negative amortization method: A dropdown menu set to 'Simple (US Rule)'.
 - Payment rounding: A dropdown menu set to 'To the nearest .01'.
 - Minimum interest (prepayment penalty): An input field.
 - Two checkboxes:
 - Pro rata charge - collect odd cents with final payment.
 - If the first payment is due on the last day of the month, make all subsequent payments occur on the last day of the month.

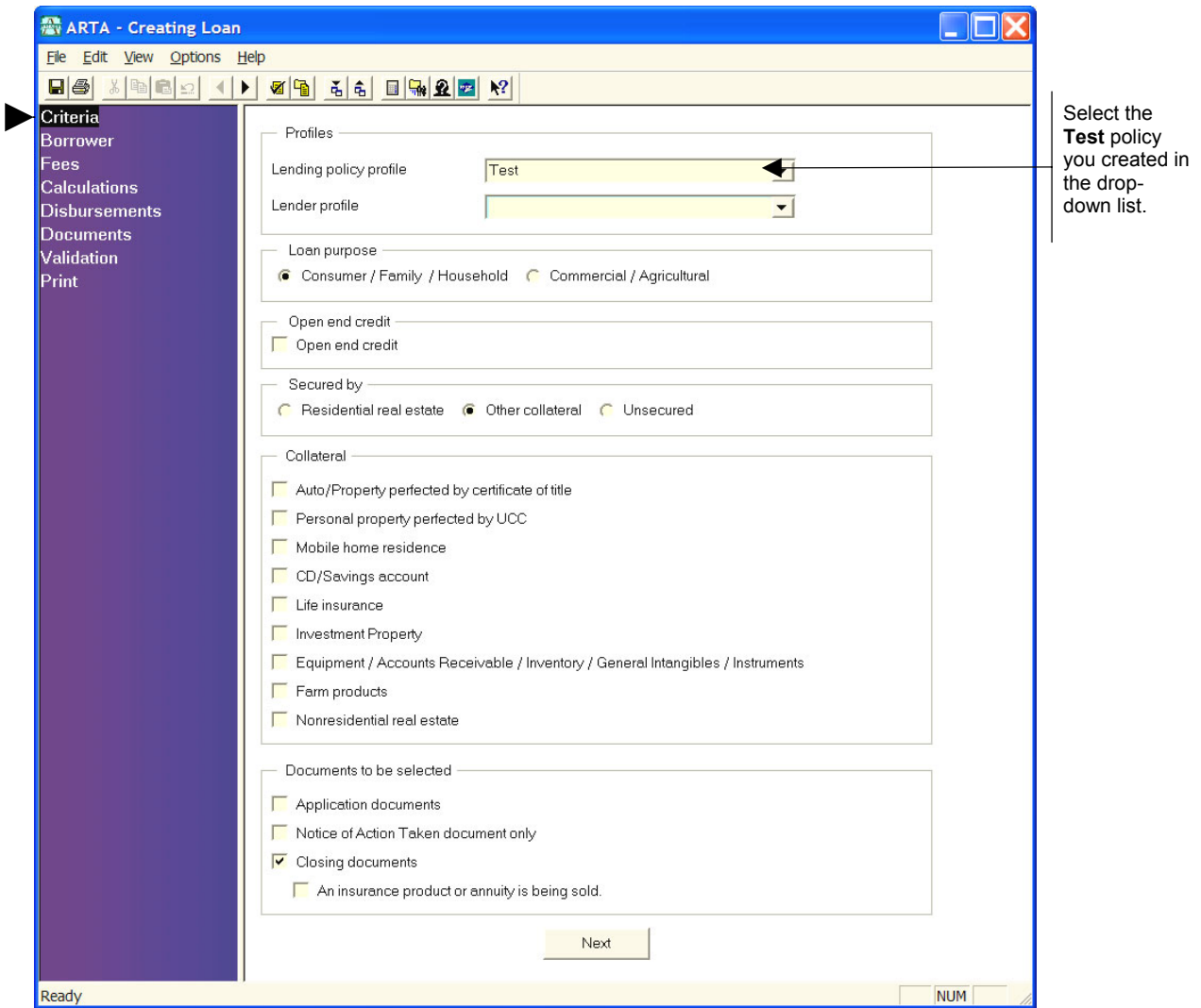
At the bottom of the dialog are four buttons: 'Print', 'Save As...', 'OK', and 'Cancel'.

Create a New Loan Without Using a Template

1. Expand **Loans** and choose **New**.



2. Click *****New loan without template*****.



Select the **Test** policy you created in the drop-down list.

3. Choose the **Test** policy in the **Lending policy profile** drop-down list.
4. Click **Borrower** in the Navigator on the left side of the screen.

5. Enter a borrower name (John Doe) in the First name and Last Name fields. All other fields on this screen may be left blank.
6. Click **Calculations** in the Navigator.

7. Complete the basic calculation information displayed in the screen above.
8. Click **Calculate Payments**.

The Calculation Results window will display payment details.

Calculation Results

Payment Schedule
36 monthly payments of 304.24 beginning 05-21-2004.

Loan amount	\$10,000.00
Proceeds	\$10,000.00
Amount financed	\$10,000.00
Total of payments	\$10,952.64
APR	6.005%
Maturity date	04-21-2007

Charges affecting the APR

Prepaid fees	\$0.00
Prepaid odd days interest	\$0.00
Number of odd days	
Pro rata charge	\$0.00
PMI	
Prepaid Insurance	\$0.00
Escrow	\$0.00
Insurance renewals	\$0.00
Single premium PMI	\$0.00
Total charges affecting the APR	\$0.00
Interest	\$952.64
Total finance charge	\$952.64

Charges not affecting the APR

Credit insurance	\$0.00
Insurance per day	
Total miscellaneous fees	\$0.00

Amortization Schedule Print Calculation Summary OK

9. Click the **Print Calculation Summary** button.

Report Preview

Calculation Summary Report

Printed on 04-26-2004 at 2:24 PM

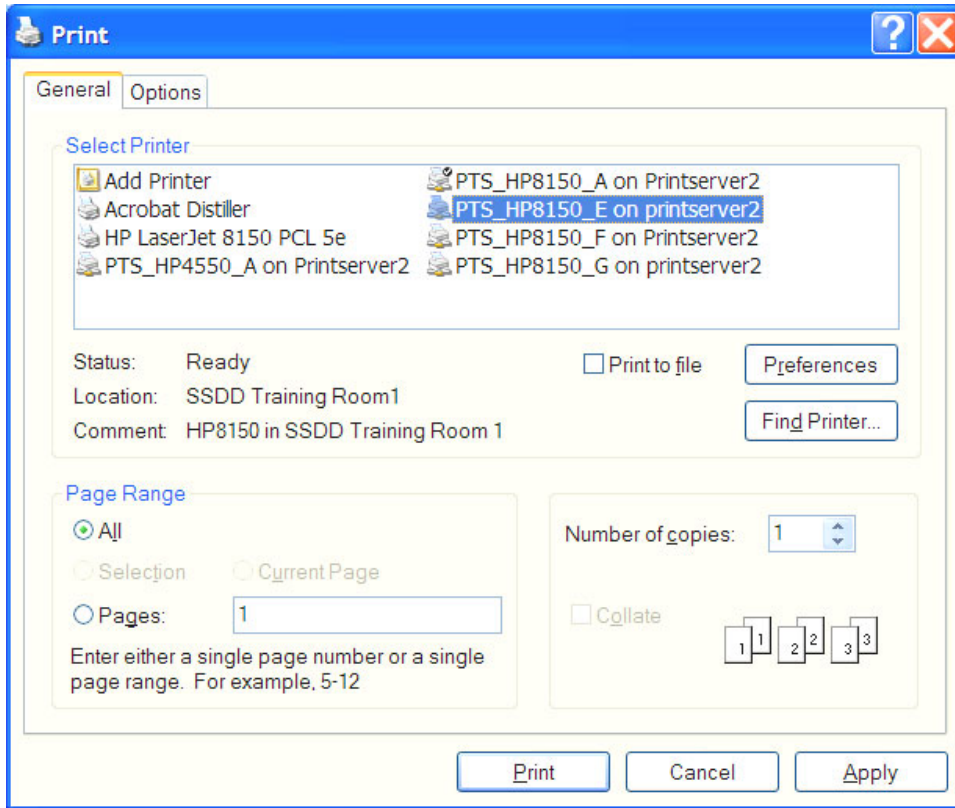
Loan Information	
Borrower name	Phone
Address	SSN
	DOB
Loan number	

Payment Information

Repayment method	Installment	Accrual method	Actual/365
Amount requested	\$10,000.00	First period accrual method	Actual/365
Number of amortized payments	36	Funding date	04-21-2004

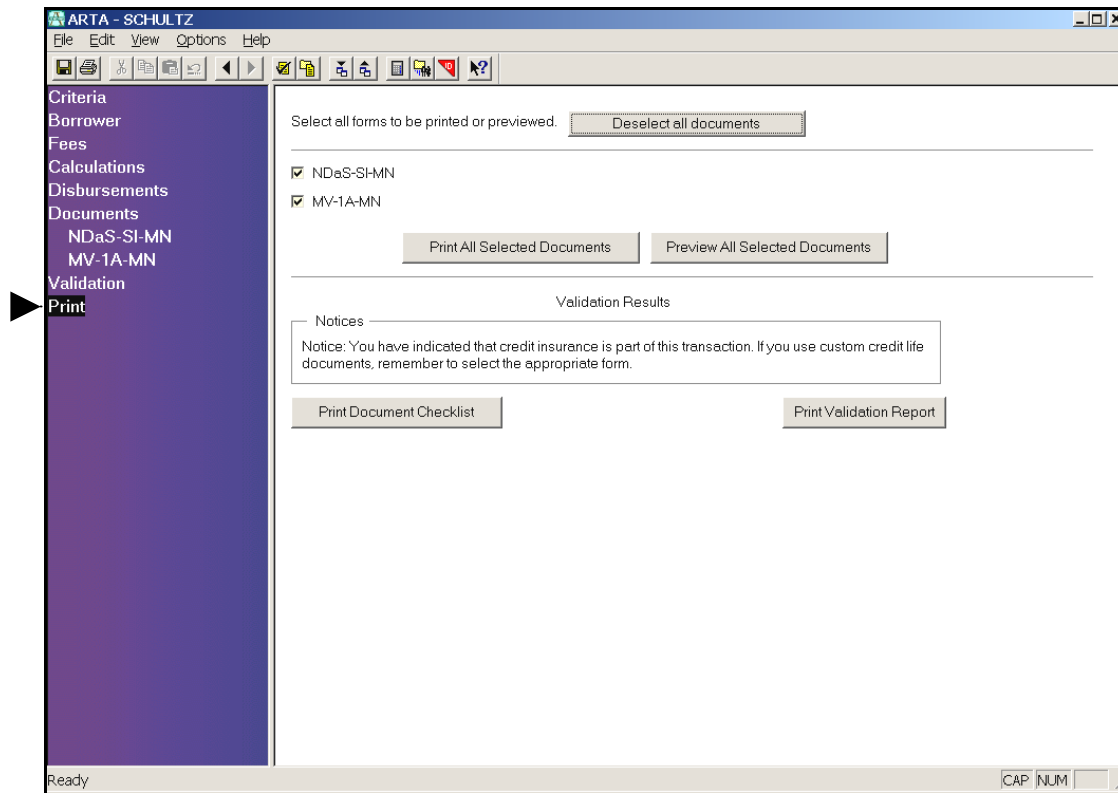
Print Cancel

10. Click the **Print** button.



11. Click the printer to be used in the training environment.
12. Click the **Print** button.
13. After the Calculation Summary prints, you will be returned to the Calculation Summary preview screen. Click **Cancel**.
14. Click **OK** on the Calculation Results screen.

15. Click **Print** in the Navigator.



16. Uncheck all but the first document, and click the **Print All Selected Documents** button.

17. Verify the document printed correctly.

18. Click the **X** in the upper-right corner of the screen to close the loan. Click **Yes** when prompted to save the loan.

Create a Sample ARM Early Disclosure

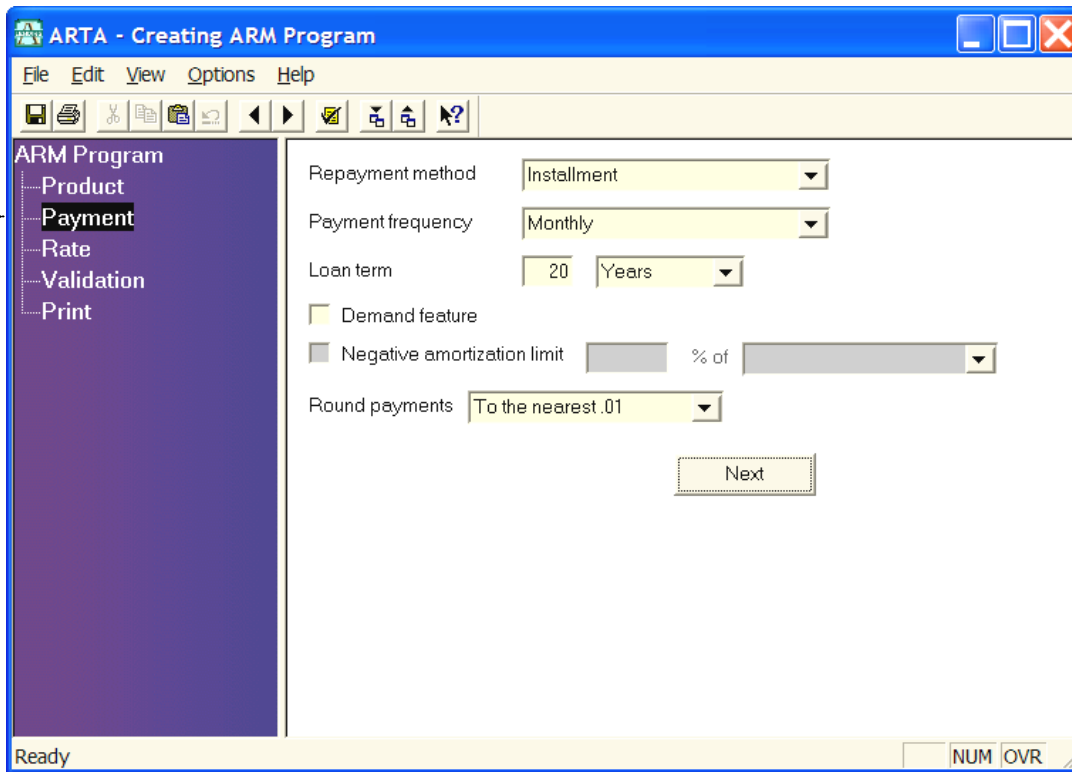
1. Expand **Early Disclosure** in the Navigator.
2. Choose **ARM Program**.
3. Click *****Add New*****.

The screenshot shows the 'ARTA - Creating ARM Program' window. On the left is a navigation pane with 'Product' selected. The main area contains the following fields and options:

- Program name:** Text box containing 'Test Disclosure'. An arrow points to this field with the annotation: 'Enter Test Disclosure in the Program name field.'
- Jurisdiction:** Drop-down menu showing 'MN'. An arrow points to this menu with the annotation: 'Select your state in the Jurisdiction drop-down list.'
- Notice of payment change:** Text indicating it will be sent at least 25 days, but not more than 120 days, before the date a payment at a new level is due.
- Regulation:** Two radio buttons: 'FNMA/FHLMC' (unselected) and 'Non FNMA/FHLMC' (selected). Below the 'Non FNMA/FHLMC' radio is a drop-down menu showing 'ADJ-NOTE'. An arrow points to this menu with the annotation: 'Select Non FNMA/FHLMC, and choose ADJ-NOTE from the drop-down list.'
- Negative amortization method:** Drop-down menu showing 'Simple (U.S. Rule)'.
- Additional terms apply:** Unchecked checkbox.
- Next:** A button at the bottom right of the form area.

The status bar at the bottom left shows 'Ready' and the bottom right shows 'NUM OVR'.

4. Complete the fields on the Product page.
5. Click **Next**.



6. Enter **20** in the **Loan term** field and accept all other fields on the Payment page.
7. Click **Next**.

The screenshot shows the 'ARTA - Creating ARM Program' application window. The title bar includes standard window controls. The menu bar contains 'File', 'Edit', 'View', 'Options', and 'Help'. Below the menu bar is a toolbar with various icons. On the left side, there is a vertical navigation pane with a tree view containing 'ARM Program', 'Product', 'Payment', 'Rate', 'Validation', and 'Print'. The 'Rate' option is selected and highlighted. The main workspace is titled 'Rate' and contains the following fields and controls:

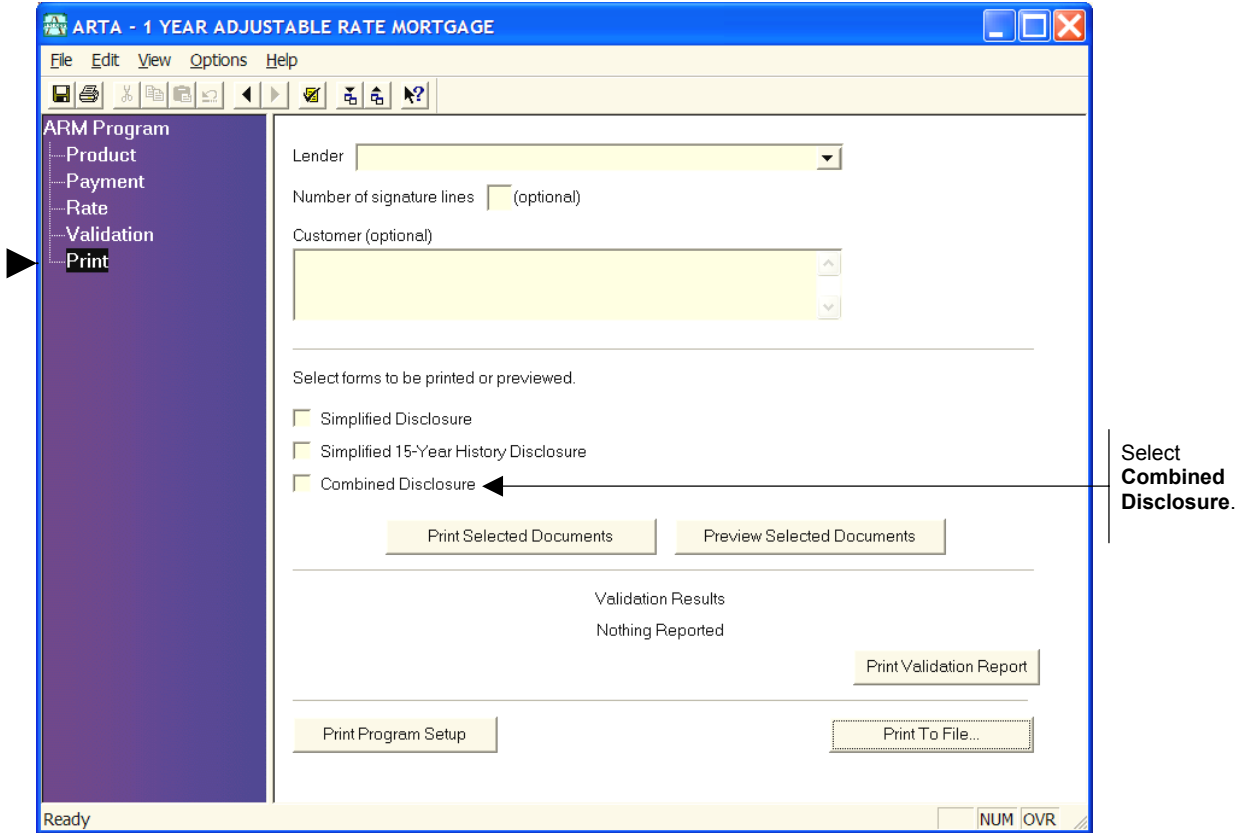
- Index:** A dropdown menu set to '1 Year Treasury Index' with an 'Index Details...' button to its right.
- Index month:** A dropdown menu set to 'October'.
- Margin:** A text input field containing '1.000'.
- Round interest rate:** A dropdown menu set to 'To the nearest' and a text input field containing '.001'.
- Initial rate established by:** A dropdown menu set to 'Equal to the market rate'.
- Rate change affects:** A dropdown menu set to 'Payment'.
- Payment change options:** A group box containing two radio buttons. The first is selected and labeled 'Number of payments until first payment change' with a text input field containing '12'. The second is labeled 'Number of payments until first payment change' with two empty text input fields separated by 'to'.
- Subsequent payment changes every:** A text input field containing '12 payments'.
- Periodic caps:** A dropdown menu set to 'Do not apply'.
- Payment cap:** A text input field followed by a '%' symbol.
- Floor:** A dropdown menu set to 'None'.
- Ceiling:** A dropdown menu set to 'Specific value'.
- Ceiling rate options:** A group box containing two radio buttons. The first is selected and labeled 'Ceiling rate' with a text input field containing '10.000'. The second is labeled 'Ceiling rate range' with two empty text input fields separated by 'to'.
- Interest carryover applies:** An unchecked checkbox.
- Allow consumer to convert from a variable rate to a fixed rate:** An unchecked checkbox.
- Next:** A button located at the bottom center of the workspace.

The status bar at the bottom left shows 'Ready' and the bottom right shows 'NUM OVR'.

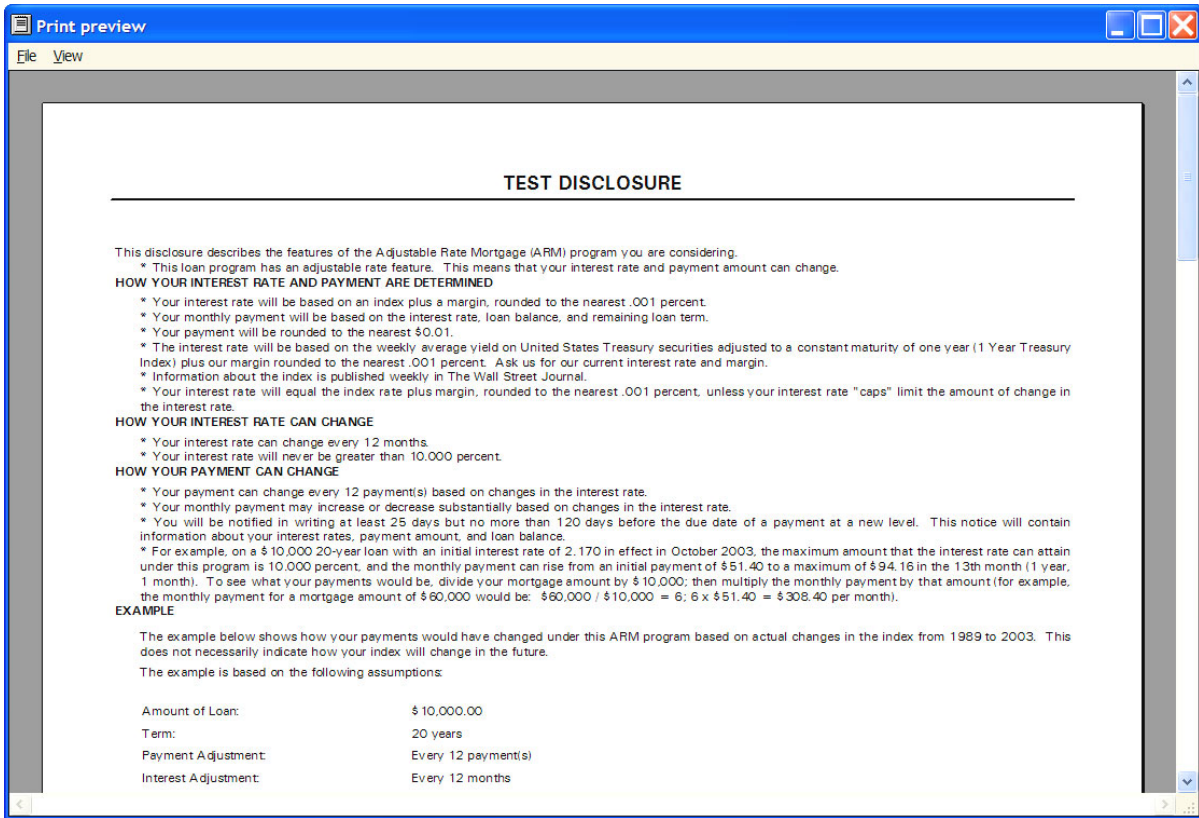
8. Complete the fields on the **Rate** page to match the data above.
9. Click **Next**.
10. Click **Next** on the **Validation** page. Continue with step 1 in the next section, Preview and Print the Early ARM Disclosure.

Preview and Print the ARM Early Disclosure

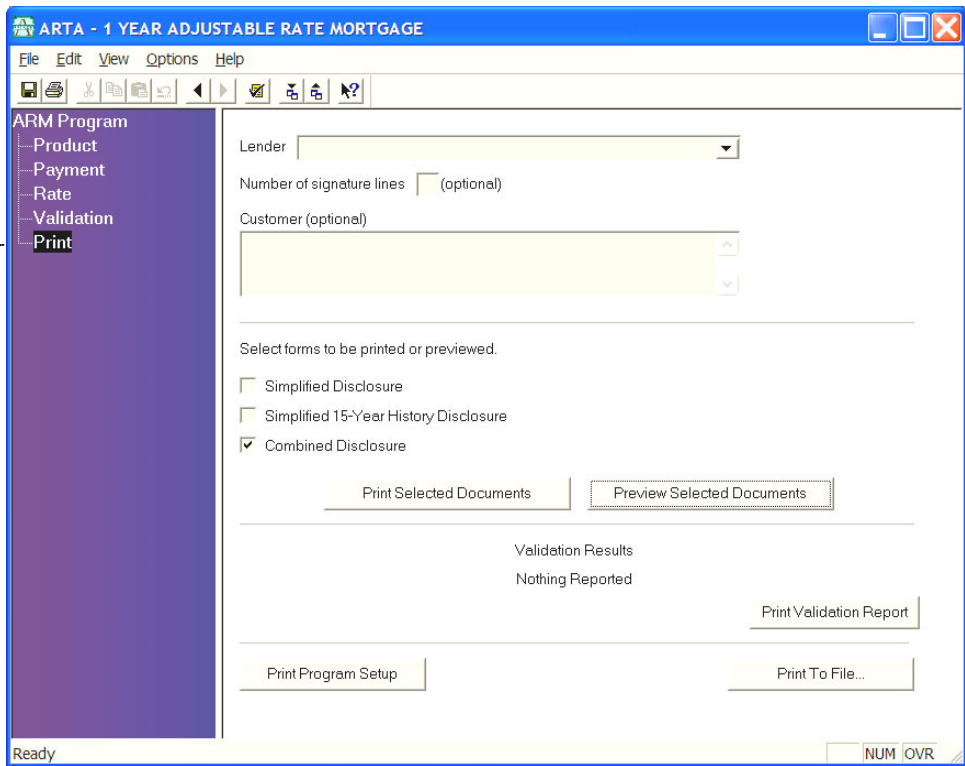
1. Select **Combined Disclosure**.



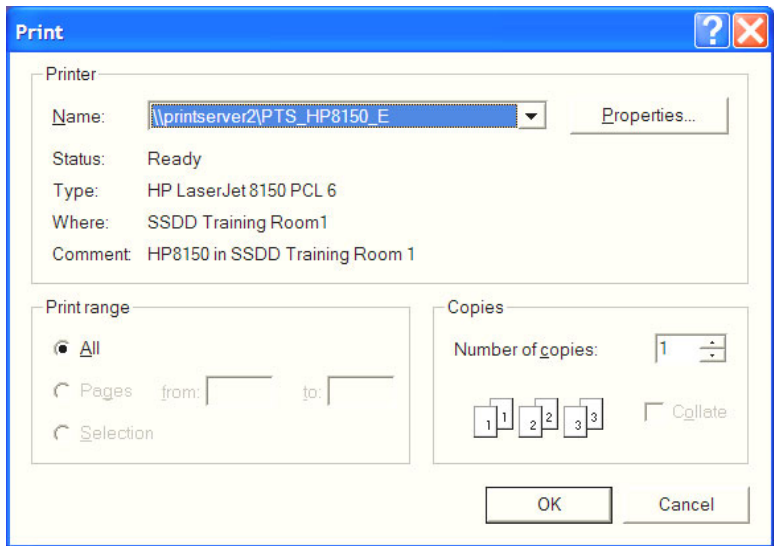
2. Click the **Preview Selected Documents** button.



3. Close the preview screen by clicking the X in the upper-right corner.



Click the **Print Selected Documents** button.



4. Select the printer to be used in the training environment in the **Name** drop-down list and click **OK**.
5. Verify the document printed successfully. Close the ARM Early Disclosure by clicking the **X** in the upper-right corner. Click **No** when prompted to save changes.
6. Close ARTA Lending by clicking the **X** in the upper-right corner.

You have now successfully completed the ARTA Lending Installation Test Procedures.