Firstmac Group

firstmac

Firstmac Post-Settlement Training

Once loan has settled, you will need to:

• Send out the Welcome Letter to the borrower

Firstmac will:

• Order borrower's VISA debit card and PIN if the loan has a redraw offset account

The Welcome Letter will be available in Scanned Files under Letters the day after settlement.



Lite is Firstmac's post settlement management system and it allows you to view information and make changes to borrower accounts in **real time**

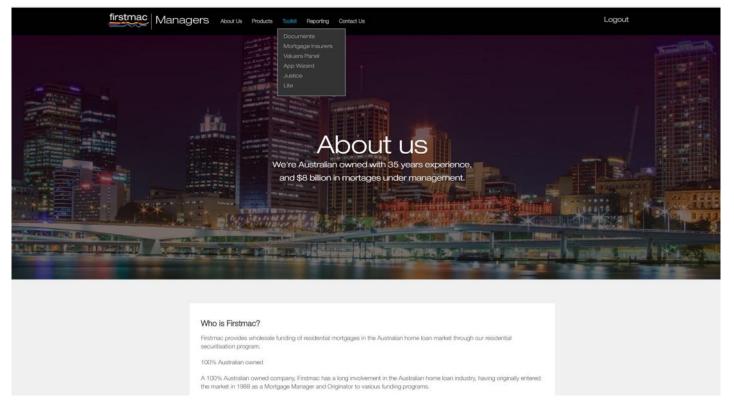
You are able to do the following:

- Transfer funds to internal accounts
- Transfer funds to external pre-nominated accounts
- See live transactions
- Change borrower details
- Stop cheques and order statements
- Change direct debit details
- View current loan details
- Generate indicative Payout

Please note that other changes required to your borrowers account require a **Job.** Firstmac maintain a full history of all jobs created and completed for you to view.



Select Toolkit to view options, then select Lite



Click on the drop down menu on the top right of the screen to search an application (You can search by application ID, XREF number, Client ID and Surname



- When searching by **Surname** you will presented with a list of names in alphabetical order
- Click on the application number of the borrower you are searching

firstmac Lite 4			Name Swith Q
My Home Customer Accou	ant Manage Letters History Scanned Files Indicative Payo	#	
Search Results			
Application ID	Applicants	Status	Security Address
200838	CLAUDIA MARIE SMITH	ACT	LOT 115 KIRKWOOD ST BRANYAN 4670 GLD
208838	SANDY ALEXANDER BRUCE SMITH	ACT	LOT 115 KIRKWOOD ST BRANYAN 4670 GLD
203103	CAROL HEATHER SMITH	ACT	41 TOOD NOW ST CLAIR 2759 NSW
203103	GARY ROBERT SMITH	ACT	41 TODD ROW ST CLAIR 2759 NSW
-203069	NARELLE THERESA SMITH	ACT	52/ 15/27 BAILEY RD DECEPTION BAY 4508 GLD
203069	STEPHEN JAMES SMITH	ACT	52/ 15/27 BAILEY RD DECEPTION BAY 4508 GLD
203069	Smith Slephen	Expected Discharge (Sep 28 2014 12 00AM)	52-15/27 Balley Road, DECEPTION 6AY GLD 4566



Lite (Customer)

The first menu option in Lite is the Customer screen

- The Customer screen lists borrower and any Third Party Authority details
- Borrower address and contact details can be updated here

firstmac Lite 4					tient ID Type search offeria
My Home Customer	Account Manage Letters History Scan	ned Files Indicative Payout	2088	 Smith Home Loan Settled (Jan 19 2012 12:00AM) 100676025 	9 100097440 \$0.00 \$0.00 \$0.00
Borrower Details			Hot Messa	g e	
Client Type	Joint A/C Holder	Joint A/C Holder	Hot Message	No Hot Message has Been Set For this Application	
Client ID:	10067602 MR SANDY ALEXANDER BRUCE SMITH	10067601 MRS CLAUDIA MARIE SMITH			
Berrower Name	MH SANDY ALEXANDER BRUCE SMITH 2005/1974	MHS CLAUDIA MARIE SMITH 19/10/1973			
Dage of carter.	Serier Scientist	Technical Officer			Update Hot Message
Employer	St Vincents Hospital	SI Vincents Hospital			
Physical Address	22 HUGHES ST	22 HUGHES ST	Third Party	Authority	
	22 HUGHES ST	22 HOURES 51	☑ Hide expired	third party authorities	
	WEST RYDE	WEST RYDE			
	NSW	NSW			
	2114	2114			
	Search	Search			
	Australia	Australia 🔽			
ostal Address:	22 HUGHES ST	22 HUGHES ST			
	WEST RYDE	WEST RYDE			
	NSW	NSW			
	2154	2114			

Please note that you must always identify your borrower each time they call

you to ensure privacy laws are being met



The Account screen provides you with an up-to-date snapshot of your borrower's

account

rstmac Lite 4						Client ID		type search ori	terla
Lile 4				208838 Smith	Home Loan Settled (Jan 19 2012 12:00AW)	1006760259 100097		0.00 \$0.0	-
Home Customer A	Account Manage Letters History Scanned Files Indicative Payout								
Account Details		Transactions							
lelected Borrower (XREFID)	100097440	By Latest:	Danislari	[77]					
ccount Status;	ACT		Last 5	•					
ccount Name:	1006760259	By Month:		~					
ander Product	FirstMac X Visa Card	Date Range		10					
rogram Product	Firstmac VISA	P 1.1	Court 1						
nked Offset Account	100093520	Download	Search	3 35		122	2 22 23	100	
iginal Loan Amount	-\$0.00	Effective 13/09/2012	Posted 13/09/2012	Description	ET Scheme: 10067602L67	Debi \$0.0		Balance \$0.00	ADVIARR \$0.00
ditional Advances:		1,0082012	120912012	Allened Cover Grad	ET acheroe Toportosscor	30.0	30,00	20.00	20,00
tal Loan Amount	-50.00								
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an Term Remaining:	8								
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xt Repayment Date									
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This screen also provides you with Security Summary and Loan Loan Summary

Meximum to Sign		
Meanure Loan Repayments:	81,505.73	
Novil Repayment Date	26/06/2014	
Next Interest Charge Date:	26/06/2014	
Revol Consult Daniel Payment	Mills 20495/2014 (Munikly)	
Vica Panding		
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Arreary Adminunt	80.00	
Days in America		
Security Summary		
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Security Status: Addive (19(03)(2012) Mixingagint	enters Smith, and Claudia Warks Smith	
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You can also see **Arrears** and **Transaction** on the right side of the page

		208838 Smith Home Loan Settled (Ja	n 19 2012 12:00AW) 1008	76021.67 1000932	520 \$0.00	\$0.00 -\$262,010.68
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y Latest:	Last 5	~				
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0/08/2014	20/05/2014	LOAN INTEREST	\$1,240.98	\$0.00	-\$262,010.68	\$0.00
008/2014	20/08/2014	TFR FROM 062161 10365679	\$0.00	\$1,555.73	-\$260,769.70	\$0.00
0/07/2014	20/07/2014	LOAN INTEREST	\$1,202.56	\$0.00	-\$262,325.43	\$0.00
0/07/2014	20/07/2014	TFR FROM 062161 10365679	\$0.00	\$1,555.73	-\$261,122.87	\$0.00
0/06/2014	20/05/2014	LOAN INTEREST	\$1,244.12	\$0.00	-\$262,678.60	\$0.00



Lite (Account)

Click on **Options** to choose to view by:

- Last transactions
- By month, or
- By data range

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				Client ID	<	type sea	rch oriberia	Q
		208838 Smith Home Loa	n Settled (Jan 19 2012 12:00AM)	10067602167 (10009	13520	\$0.00	50.00 -5262,010.68	~
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20/08/2014	20/08/2014	TFR FROM 062161 10365679	\$0.00	\$1,555.73	-52	10,769.70	\$0.00	
20/07/2014	20/07/2014	LOAN INTEREST	\$1,202.5	6 \$0.00	-\$2	12,325.43	\$0.00	
20/07/2014	20/07/2014	TFR FROM 062161 10365679	\$0.00	\$1,555.73	-\$2	1,122.87	50.00	
20/06/2014	20/05/2014	LOAN INTEREST	\$1,244.1	2 \$0.00	-\$2	12,678.60	\$0.00	



- Never print off the transaction list to give to your borrower
- A transaction list does not meet credit code statement requirements
- Always request a statement from **Interim statement** menu in LITE
- Note: \$6 fee will apply so please arrange for borrower to credit their loan account if the funds are not held in advance to avoid unnecessary



View and add file notes in LITE > History and Transaction

irstmac Lite 4					Client ID	type searc		100
			206838 Smith Hor	me Loan Settled (Jan 19 2012 12:00AW)	1006760259 100097440	1 \$0.00 i	\$0.00 (\$0.00	1
ly Home Customer	Account Manag	e Letters History Scanned	files Indicative Payout					
View History								
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Show Recent.								
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Show All								
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Add History Note		User	Description.		ollow Up		wilable To	
Show All Add History Note Date 27/06/2013 12 00 00 AM		A Allocation - 208838	Loan is out of annears, status set to no action, officer set to none		ollow Up	Ge	neral	
Show All			Loan is out of ameans, status set to no action, officer set to none SMS Sent for Application, Recipient: 04387967896jsms corp firstmac.com, Message: Y	our scheduled loan repayment with Future	follow Up	Ge		
Show All Add History Note Date 27/06/2013 12:00:00 AM 26/06/2013 7:31:34 AM		A Allocation - 208038 A Allocation - 208838	Loan is out of antean, status set to ne action, officer set to new SMS Samt for Application, Recigient 6438796735(given corp firstmac com, Message, Y Financial was not eccived. Prevare antange payment or afternatively please contact us o	our scheduled loan repayment with Future in 1300 784 434	ollow Up -	Ge	nerál. Heral	
Shoe All Add History Note Date 27/08/2013 12 00:00 AM 26/08/2013 7 31 34 AM		A Allocation - 208838	Loan is out of ameans, status set to no action, officer set to none SMS Sent for Application, Recipient: 04387967896jsms corp firstmac.com, Message: Y	four scheduled Isan repayment with Future in 1300 784 434 our scheduled Isan repayment with Future	follow Up	Ge	neral	
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Click on Add History Notes to add your own file note.

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Protocol was not received. Proceeding payment or alternatively please contact us on 1000 764 434 26/08/2013 7.31 32 AM A Abocation - 2088.38 SMM 5 set the AppContext, Ex0546(60.38) givens corp. Restauge, Your Incheduated was respyreated with Falsee General 26/08/2013 7.31 32 AM A Abocation - 2088.38 SMM 5 set the AppContext, Ex0546(60.38) givens corp. Restauge, Your Incheduated was respyreated with Falsee General 26/08/2013 12 00:00 AM A Abocation - 2088.38 Con in an annum, officer renet to calificat use on 1500 784 434	27/06/2013 12:00:00 AM		A Allocation - 208838						General
Financial sus nut received. Places anargis payment or atamsatively please contact us on 1000 784 434 2668/2013 12 00 00 AM A Alocation - 208328 Loan is an annars, officer ment to calcit at user General	26/98/2013 7:31:34 AM		A Allocation - 208838						General
	26/68/2013 7 31 32 AM		A Allocater(+ 208638						General
2565/2013 12 09 00 AM A Adocation - 208538 Loain is in amain, afficier result to catch all user General	26/08/2013 12 00:00 AM		A Allocation - 208838						General
	-25/96/2013 12:00:00 AM		A Allocation - 205838	Loan is in arrears, office	reset to catch all user				General
	TITTELITION 2014 Copyrig	ht all rights more work.							

Once you add a history note, it does not prompt anyone to revisit it (it is merely a file note record)



- Before the borrower can access the site, they need to contact the Firstmac customer service team to activate their account.
- Phone & online account access/setup PIN: 1800 651 898 (customer service)
- Once the borrower has been identified, the consultant will verify mobile details and add/ament accordingly. Consultant will generate a temporary PIN. The PIN is sent via-SMS to borrower's mobile number

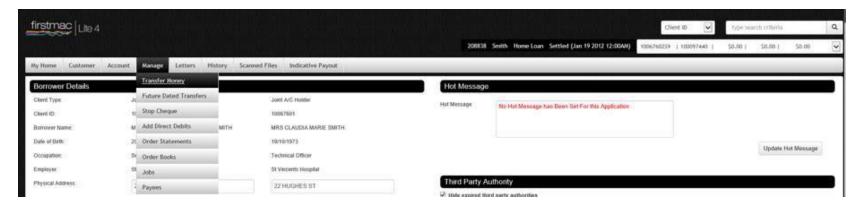
Access to Firstmac's online banking platform (Livez) is available to borrowers 24hour-a-day, 7-days-a-week. If this link to online accoiunt access is not on your website, they can also access via <u>https://www.livez.com.au/Account/Login</u>



Lite (Manage)

There are several functions under the Manage Tab Lite > Manage

- Transfer Money
- Future Dated Transfers
- Stop Cheque
- Add Direct Debit
- Order Statements
- Order Books
- Jobs
- Payees





- Internal and external fund transfers are easy using LITE > Manage > Transfer
 Money
- Just select the Payee and click Submit

Image Letters History Scanned Files Indicative Payout 1006760259 100 My Home Customer Account Manage Letters History Scanned Files Indicative Payout Transfor Money Payment Amount Payment Date Payment Amount Payment Date	9 100097440 \$0.00 \$0.00 \$0.0
Transfer Money	
2	
Payee Payment Amount Payment Date	
Select a Payee 💽 18/9/2014 Remove	
Add Transfer Submit	





To View a direct debit Manage > Future Dated Transfers

firstmac Lite	4				Client ID 🛛 🔽	epe search criteria	0
			206838 Smith Home I	oan Settled (Jan 19 2012 12:00AW)	10067602L67 100093520 50	.00) 50.00 -5262,010.68	1
My Home Custome	Account Manage Letters History Scanned Files Indica	ative Payout					
Future Dated Tran	slers						
Payee Type	Account Description	Frequency	Authority	Next Payment Date	Amount	Delete	
EXT	S AND C SMITH 062161 10365679	Morthly	194445	20/09/2014		D	
Submit							
Submit							



Lite > Manage > Payees

To have the pre-nominated account set-up they can:

- Send a written request to the Mortgage Manager to create on or set up their own pre-nominated account via their online access
- Here you can Add and delete payee, Add a new Bpay
- Firstmac will activate new payee accounts upon receipt of signed Loan Account Instructions Form

timec Lite 4			Client ID	► type	e search criteria		٩
203103 Smith Home Loan S	Settled (Mar	3 2011 12:00AM)	10064386S9.2 100087972	\$0.00	\$85,167.81	\$85,167.81	~
ome Customer Account Manage Letters History Scann	ned Files	Indicative Payou	ıt				
nage Payees							
	Active	Delete					
C MACGILLIVRAYS SOLICI Brisbane, 260 Queen Street 034002 112888 (Act	tive) Yes						
IZ LEADER PROPERTY GROU Aspley 014209 202634458 (Active)	Yes						
A CASEY SMITH St Marys 062597 010000788 (Active)	Yes						
G CAROL SMITH Sydney – NSW 112879 052322351 (Active)	Yes						
A Alicia Smith St Marys 062597 00728027 (Active)	Yes						
pdate Selected							
d Payees							
	BSB/Biller Co	ode Acc	ount/Biller Reference (CRN)	Yo	ur Reference		
Prenominated Account Bpay Biller				[Rem	ove
							1000



To Add a direct debit debit Manage > Add Direct Debit

firstmac Lite 4									Client ID	type search criteria	٩
						206838 Smith	Home Loan Settled (Jan	19 2012 12:00AM)	10067602L67 10009352	0 \$0.00 \$0.00 -\$262,01	0.68
My Home Customer	Account Manu	ige Letters Hi	story Scanned Fi	les Indicative Payout							
Add Direct Debit											
Account Type	Other Local Bank										
Account Name	0.50	Account Number	Frequency	Collect on last day of the month?	Payment Type	Amount	Payment Date	Auth Heid			
1		10	Monthly] 0	Min Repay	0					10
Add Direct Debit											
											Save
				옷 말 눈 옷 다 옷 다							
firstmac 2014 Copyrig	ght all rights reserved.										



- The initial direct debit set up at loan settlement is set up by the Firstmac operations team. This should be checked when you do your welcome call.
- The Firstmac operations team also sets up the initial direct debit account as a prenominated account to enable funds to be transferred to that account in need
- Any future changes to the direct debit must be handled by the Manager
- If a subsequent change to a direct debit is made by the Manager, and the new account is required as a pre-nominated account, then the manager must add the account as a pre-nominated account in Lite, or the borrower will need to set up themselves via-internet account access



So after the borrower. Statements generated can be accessed in **Scanned files > Statements**. Please note \$6 fee.

firstmac Lile 4	Client ID Stype search oritoria
	2008338 Smith Home Loan Settled (Jan 19:2012 12:00MA) 10067602167 100093520 50.00 50.00 5263.010.68
My Home Customer Account Manage Letters History Scanned Files Indicative Payout	
Generate Interim Statement	
Start Dute:	
End Date:	
Place Order	



 The Manage > Order Books page allows for cheque and deposit books to be ordered



• The **Manage > Stop Cheque** page allows for cheques to be stopped

firstmac Lite 4										Clie	t ID 🔽	type se	irch criteria		Q
							208838 Smith	Home Loan Settled (Jan	19 2012 12:00AM)	10067602L67	100093520	50.00 (50.00 (-\$262,010.68	~
Ny Home Customer	Account Ma	rage Letters	History Scanned	Files Indicative Pa	ayout.					_	_	-	_		
Stop Cheque															
Select Cheque Account															
ielect an Option															
StopCheque	-														
Chegue Number.															
Description:															
	Submit														



- The Jobs section, Manage > Jobs provides easy lodgment of jobs where action or information is required from Firstmac
- Select category from drop down box, then job type
- When entering comments, be specific, note XREF numbers affected, and always include your email address

								and harris of the
firstmac Lite 4						Client ID	type search criteri	Q
					208838 Smith Home Loan Settled (Jan 19 2012 12:00W	1006760259 100097440	\$0.00 \$0.00	\$0.00
My Home Customer	Account Manage	Letters Histor	y Scanned Files	Indicative Payout				
Add Job								
Category:								
Please Select	$\mathbf{\mathbf{v}}$							
Туре	Please Select	~						
Comment								
	Submit							
View Jobs:								
Ordered Date	Job Type		Description					
25/08/2013 12:00:00 AM	collections@firstmac.o	com au						



- Job type are noted under their specific category
- All jobs that have been logged are also available to view on this screen

firstmac Lite 4		Client ID Uppe search criteria	٩
		208838 Smith Home Loan Settled (Jan 19 2012 12:00AM) 1006760259 [100097440] 50.00 [50.00] 50.00	×
My Home Customer	Account Manage Letters History	canned Files Indicative Payout	
Add Job			Π
Calegory			
Mortgage Managers	•		
Туре	Please Select		
Comment:	[OF] Advance/Mream poblics adjustment [OP] Break Rate [OP] Change Dustomer Rate [OP] Change Loar Product Type [OP] Change Loar Product Type [OP] Change to 10 [OP] Change to 18 [OP] Consolidate A Loan [OP] Fic.Rate		
View Jobs: Ordered Date	[OP] General Query [OP] Linked Loans Request	scription	
26/08/2013 12:00:00 AM	[OP] LOC Split Adjustment [OP] Order ATM Card / PIN	scrpton	
25/06/2013 12:00:00 AM 23/06/2013 12:00:00 AM	[OP] Permanent Principal Reduction		
14/01/2013 12:00:00 AM	[OP] Request Fee Reversal [OP] Split a Lean	e IO term of this loan (277196) for application (206838) expires on 21/01/2013	
12/09/2012 12:00:00 AM	[OP] Statement request [OP] Trace a transaction	IODUCT CONVERSION: Construction completed. Please convert FROM FightBack II Construction - WHM - 072011 TO FightBack II 100% Offset. Do not order books or cards: MDR 5.6900 MMM 0.7700 RTB 6.460	
10/09/2012 12:00:00 AM	[OP] Transfer to external non pre-nom account [LA] 8-Pay Query [ST] FHOG Quick Job	IDDUCT CONVERSION Combuction completed. Please convert FROM Flightflack II Construction - WHM - 072011 TO FightBack II 100% Offset. Do not order books or cards. MDR 5 6000 MMM 0 7700 RTB 6 460	
10/09/2012 12:00:00 AM	[ED] Construction Progress Claim	ase Fund Ultracs accounts for this application as it is due to settle today 10/09/2012	
26/06/2012 12:00:00 AM	Larroquer ren com	ase Fund Ultracs accounts for this application as it is due to settle today 26/06/2012	



The **Scanned Files** section lists all documents relating to a file

This includes

- Loan application forms
- LAIFs
- Disbursement advice
- Valuations
- Mortgage insurance approval
- Solicitor certification
- Statements and letters issued including arrears letters

All documents are saved as PDF files – Adobe Reader or Adobe Acrobat is required to view



Select a document from any of the tabs and click to open

My Home Custome	er Account Manage Letters	History Quick	Scanned Files	Payout Hardship and	Legal Insurance		
وأروا المتعالية المتعالية المتعادية المتعادية المتعادية المتعادية المتعادية المتعادية المتعادية المتعادية الم				بالمتحربية تعاليهما للمتلجمة			
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Type:	Loan Processing •						
Merge	Loan Processing Fit Letters					Туре	Created
	Credit Construction					Redraw Authority	19/12/2011 3:00:03 PM
0	15 Settlements NFP					Correspondence from Customer	25/03/2010 3:32:40 PM
8	19 Other Unmatched					Application/Privacy/Nomination	8/09/2008 9:27:52 AM
۵	15 Statements					Correspondence from Customer	10/12/2009 12:01:42 PM
8	193366 COR LIMIT ADJUSTMENT REQU	ESTS.pdf				Correspondence from Customer	9/07/2010 9:57:21 AM
8	193366 cor limit rebal.pdf					Correspondence from Customer	29/05/2009 3:11:18 PM
8	193366 fun (1).pdf					Funder Document	9/09/2008 9:34:11 AM
	193366 ree (4).pdf					Redraw Authority	20/03/2012 11:54:32 AM
0	193366 LAIF (1).pdf					Loan Account Instructions Form	11/07/2012 12:53:26 PM
8	193366 ree (1).pdf					Redraw Authority	26/07/2010 11:40:02 AM
0	193366 ree (8).pdf					Redraw Authority	30/10/2012 11:20:41 AM
8	193366 s4.pdf					Schedule 4	8/09/2008 9:27:54 AM
0	193366 ree (3).pdf					Redraw Authority	19/12/2011 3:00:03 PM
0	193366 s4 (1).pdf					Schedule 4	8/09/2008 4:32:21 PM
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0	193366 REE pre nom account.pdf					Redraw Authority	10/07/2012 2:16:54 PM
8	193366 REE (7).pdf					Redraw Authority	10/09/2012 11:58:38 AM
0	193366 laif odf					Loan Account Instructions Form	27/10/2008 7:52:38 AM



- You can generate your own indicative payout for any variable rate loans in Lite.
- Indicative payouts for Fixed rate loans CANNOT be generated in Lite.
 - This is done by generating an indicative payout figure in Lite

firstmac Life 4	Ctient ID 💽 Lype search criteria Q
	2088338 Smith Home Loan Settled (Jan 19 2012 12:004W) 100676021.67 100093520 50.00 50.00 -5262,010.68
My Home Customer Account Manage Letters History Scanned Files Indicative Payout	
Indicative Payout	
Application Id Johnin	
Is Loan Fired?	
Payout Figure Date	
19/09/2014 12:00:00 AM	
Submit	



Arrears

- Firstmac manages all borrower arrears
- Most contact with clients in arrears is made via telephone
- All arrears letters are sent out on your letterhead
- Arrears and payment dishonour reports can be viewed in the portal for management & arrears level users
- Any requests to make repayment arrangements or defer repayments must be referred to our arrears team who will deal directly with the borrower on your behalf
- Firstmac arrears team can be contacted on 1300 784 434