

Lakeview Loan Servicing, LLC

Correspondent Client Reference Guide

Home in Five Loan Program

Lakeview Loan Servicing
Proprietary and Confidential
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Correspondent Clients
Home in Five
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1. Overview

The Home in Five Advantage Program is helps low and moderate-income borrowers obtain affordable housing in the Phoenix/Maricopa County area. Through the program, homebuyers can obtain FHA, VA, USDA-RD, or Conventional loan financing through either [Fannie Mae HFA Preferred™](#) or [Freddie Mac HFA Advantage®](#).

Through this program, the first mortgage may be combined with down payment assistance offered through Phoenix IDA or Maricopa IDA via a second mortgage.

The first and second lien product codes are represented in the tables below.

Conventional Product Codes

Note: The conventional products listed on this page and the next are based on borrower(s) income, so please refer to the income guidelines in the Conventional Program product matrix.

30 Year First Mortgage Paired with a 3 Year Forgivable Second	
CPX400 – Home in Five 30 Yr No DPA ≤100% AMI or low-income census tract	CPX500 – Home in Five 30 Yr No DPA >100% AMI
CPX403 – Home in Five 30 Yr 3% DPA 2 nd ≤100% AMI or low-income census tract	CPX503 – Home in Five 30 Yr 3% DPA 2 nd >100% AMI
CPX404 – Home in Five 30 Yr 4% DPA 2 nd ≤100% AMI or low-income census tract	CPX504 – Home in Five 30 Yr 4% DPA 2 nd >100% AMI
3 Year Forgivable Second	
EPX300 – Home in Five 3 Yr Forgivable DPA Second	
EPX301 – Home in Five 3 Yr Forgivable DPA Second - additional 1% 1 st resp	
EPX302 – Home in Five 3 Yr Forgivable DPA Second – additional 1% inc. qualified	
EPX303 – Home in Five 3 Yr Forgivable DPA Second – additional 1% military or vet	
EPX304 – Home in Five 3 Yr Forgivable DPA Second – additional 1% teacher	

1. Overview, continued

Conventional Product Codes, continued

30 Year First Mortgage Paired with a 10 Year Forgivable Second	
CPX305 – Home in Five 30 Yr 5% DPA Freddie Mac Advantage	CPX315 – Home in Five 30 Yr 5% DPA Freddie Mac Advantage (VLIP)
CPX306 – Home in Five 30 Yr 6% DPA Freddie Mac Advantage	CPX316 – Home in Five 30 Yr 6% DPA Freddie Mac Advantage (VLIP)
CPX307 – Home in Five 30 Yr 7% DPA Freddie Mac Advantage	CPX317 – Home in Five 30 Yr 7% DPA Freddie Mac Advantage (VLIP)
10 Year Forgivable Second	
EPX100 – Home in Five 10 Yr Forgivable DPA Second	
EPX101 – Home in Five 10 Yr Forgivable DPA Second – additional 1% 1 st resp	
EPX102 – Home in Five 10 Yr Forgivable DPA Second – additional 1% inc. qualified	
EPX103 – Home in Five 10 Yr Forgivable DPA Second – additional 1% military or vet	
EPX104 – Home in Five 10 Yr Forgivable DPA Second – additional 1% teacher	

FHA or VA Product Codes

First Mortgage Paired with a 3 Year Forgivable Second	
FPX303 – Home in Five FHA 3% Forgivable DPA	VPX303 – Home in Five VA 3% Forgivable DPA
FPX304 – Home in Five FHA 4% Forgivable DPA	VPX304 – Home in Five VA 4% Forgivable DPA
3 Year Forgivable Second	
EPX300 –3% or 4% assistance	
EPX301 – Additional 1% assistance for first responders	
EPX302 – Additional 1 % assistance for income qualified borrowers	
EPX303 – Additional 1% assistance for qualified US military personnel or veterans	
EPX304 – Additional assistance for teachers	

This guide details how to lock these loans these loans in the Lakeview Correspondent site on a best efforts basis.

2. Adding the First Lien Information

You must add the loan information for the first mortgage, before you can add loan information for the second. The loan documents and images will be copied to both liens, but you only have to upload one set of loan images.

- Each loan will need to be priced and locked separately.
- All data from the first lien will be copied to the second lien, by following the steps in this job aid.

1. Log into the [Lakeview Correspondent Client](#) site.
2. Click **Loan Registration/Lock/Pricing** on the left side of the window.

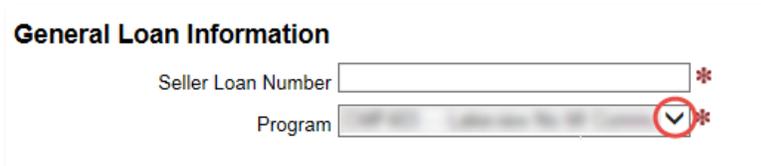


3. In the **Global Pipeline** screen, click **Add New Loan** on the left side of the window.



4. Complete all required fields on the **Add New Loan** screen, as indicated by red asterisks. Below are some specific guidelines on data entry.

- a. In the **Program** field, use the drop-down menu to select the first lien product.



Note: All applicable product codes are listed in the [previous section](#).

2. Adding the First Lien Information, continued

- b. In the **Bayview Underwrite** field, select **No**.

Bayview Underwrite  *

- c. *Make sure to enter the amount of the second lien in the **Secondary loan amount** field.*

Secondary loan amount

Estimated appraised value

5. Once all required fields are complete, click **Price**.

Escrows/impounds  *

Price file  *

Comments



6. On the **Loan Price Results** screen, select **Lock Price**, **Reject Price**, or **Float**.

Note: If you chose **Lock Price**, you will see the loan has been locked.

3. Adding the Second Lien

Follow the instructions below to add the second lien.

1. On the **Loan Lock Results** screen, click the **Add a Second Lien** button.

Loan Lock Results

This loan has been Locked!

Loan Information		Pricing/Lock Information	
Seller Loan Number:		Price File:	9/26/2018
Loan Number:		Prod ID:	CPT342
Borrower:		Prod Name:	PHB 30 Year 4% DPA 2nd (VLIP)
Lock Term:	60	Commitment Type:	Individual/Best Efforts
Loan Amount:	\$170,000.00	Purchase Price:	\$200,000.00
First Mortgage LTV:	80.01	Lock Date:	9/26/2018
Appraised Value:	\$200,000.00	Expiration Date:	11/26/2018

		Rate	Price
Adjustment Date/Time:	Base Rate/Price:	5.625	101.500
	Adjustment(s):		
	Total Adjustment:		0.000
	Final Rate/Price:	5.625	101.500

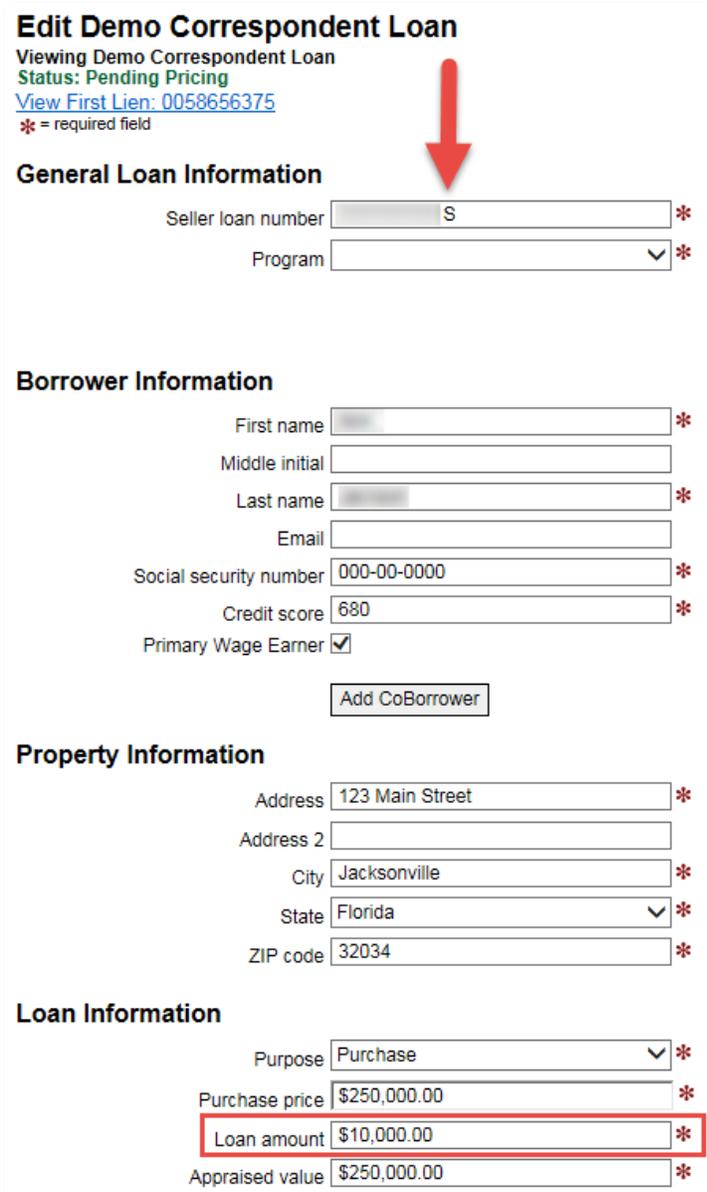
[Print Confirmation](#) [Add a Second Lien](#)

[Return to Main Menu](#) | [Enter Another Loan](#)

3. Adding the Second Lien, continued

Note: On the **Edit Loan** screen, note the **View First Lien** link at the top of the window.

- Much of the first lien information has been copied over to this screen.
- An S has been added to the **Seller Loan Number** to indicate this is the second lien.
- The loan amount that was entered in the **Secondary Loan Amount** field on the first lien has been carried over and displays in the **Loan Amount** field.



Edit Demo Correspondent Loan
Viewing Demo Correspondent Loan
Status: Pending Pricing
[View First Lien: 0058656375](#)
* = required field

General Loan Information

Seller loan number *
Program *

Borrower Information

First name *
Middle initial
Last name *
Email
Social security number *
Credit score *
Primary Wage Earner

Property Information

Address *
Address 2
City *
State *
ZIP code *

Loan Information

Purpose *
Purchase price *
Loan amount *
Appraised value *

3. Adding the Second Lien, continued

2. Complete all required fields on the **Edit Loan** screen, as indicated by red asterisks.

a. In the **Program** field, select the product type.

General Loan Information

Seller loan number *

Program *

Note: All applicable product codes are listed in the [first section of this document](#).

b. Enter the same values from the first lien in the **LTV** and **CLTV** fields.

Loan Information

Purpose	<input type="text" value="Purchase"/> *		
Purchase price	<input type="text" value="\$250,000.00"/> *		
Loan amount	<input type="text" value="\$10,000.00"/> *	Secondary loan amount	<input type="text" value="\$0.00"/> *
Appraised value	<input type="text" value="\$250,000.00"/> *	Estimated appraised value	<input type="text" value="\$0.00"/> *
Interest rate	<input type="text" value="4.25"/> *		
	<input type="text" value="LTV 97"/> *		<input type="text" value="CLTV 101"/> *
Originator channel	<input type="text" value="Correspondent"/> *		

3. Once all required fields are complete, click **Update and Price**.

Comments

←

4. On the **Loan Price Results** screen, select **Lock Price**, **Reject Price**, or **Float**.

Note: If you chose **Lock Price**, you will see the loan has been locked.

4. Upload loan images to the loan file

Use the following instructions to upload loan documents for closed loans. You will need to upload both the credit and closing packages to this folder.

Note: You only need to upload images ONCE even though there are two liens. The images will be connected to both liens for you.

1. Name the file following our naming conventions:
 - a. Seller Loan Number _BorrowerLastName_ DocumentDescription

564077801_Royer_Submission

2. In the main menu, under the **(6033) Bayview/Lakeview Closed Loan** section, click **Deliver Loans/TDOCS**.



4. Upload loan images to the loan file, continued

3. On the **Image Upload** screen, scroll to the bottom of the screen and click **Upload Load Images to 6033-Bayview/Lakeview CLDD**.

Image Upload

Supported File Formats:

- The best file format is PDF but other files must be in one of the following formats:
BMP, DOC, DOCX, GIF, HTM, HTML, JPEG, JPG, MSG, PDF, PJP, PNG, TIF, TIFF, TXT, XLS, XLSX, XML, XPS
- Files should not be password protected or encrypted.

Loan image must be uploaded with **Seller Loan Number** as the leading characters of the file name

To name a document:

Start with the Seller Loan Number, underscore, borrower last name, underscore, description:

564077801_Royer_Appraisal

The red portion is the **Seller Loan Number** that was entered when the loan was registered.

The green portion is the **borrower last name**.

The blue portion is a **description of the document**.

To name your trailing doc (TDOC):

Start with the Seller Loan Number, underscore, borrower last name, underscore, TDOC, underscore, description:

564077801_Royer_TDOC_Appraisal

The red portion is the **Seller Loan Number** that was entered when the loan was registered.

The green portion is the **borrower last name**.

The purple portion is the **TDOC indicator**.

The blue portion is a **description of the document**.

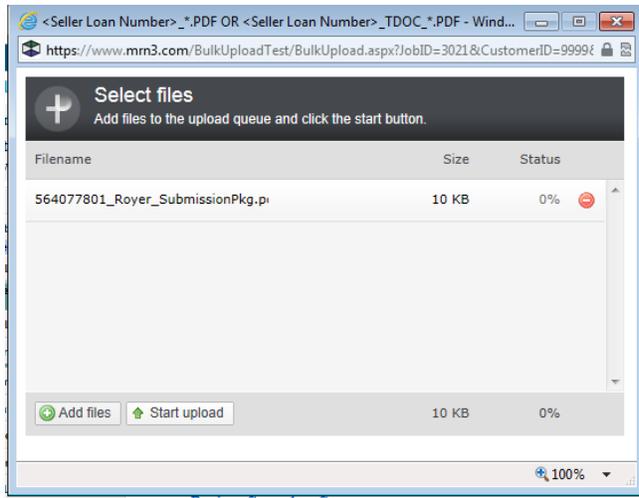
Please [click here](#) for examples of our file naming convention and our complete upload guide.

[Upload Loan Images to 6033 - Bayview/Lakeview CLDD](#)

Please note that individual files cannot exceed 115 MB in size; files above 115 MB may not be processed.

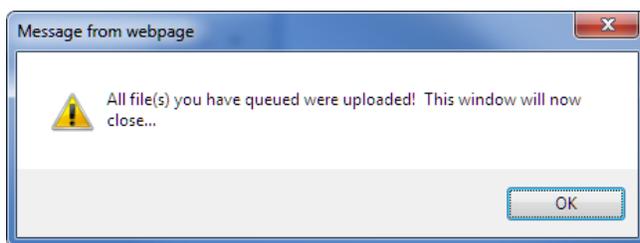
4. Upload loan images to the loan file, continued

4. In the **Select files** dialog box, click the **Add files** button to search your computer for the loan document(s) you want to upload.
5. Click **Open** once appropriate files are selected for upload.
6. When the document you want is displayed in the dialog box, click the **Start Upload** button. A message will appear confirming all files were uploaded.



Note: To delete a document that you may have mistakenly added, click the red circle.

7. Do not close out of this window until you see the green light indicator under the **Status** column and the confirmation message. Once you do see it, click **OK** to close it.



8. Click **OK** to close the window.

Note: Upload times will vary depending on file size and your internet upload speed. (Your upload speed can be slower than your download speed). A typical 300 page – 25mb file will upload in roughly a minute.

5. View and Clear Outstanding Conditions

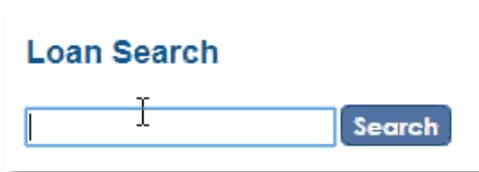
Note: Because there are two liens being entered, each will be reviewed separately and will each have its own unique conditions. You will need to view BOTH the first and the second loan files to see the outstanding conditions on both.

First Lien

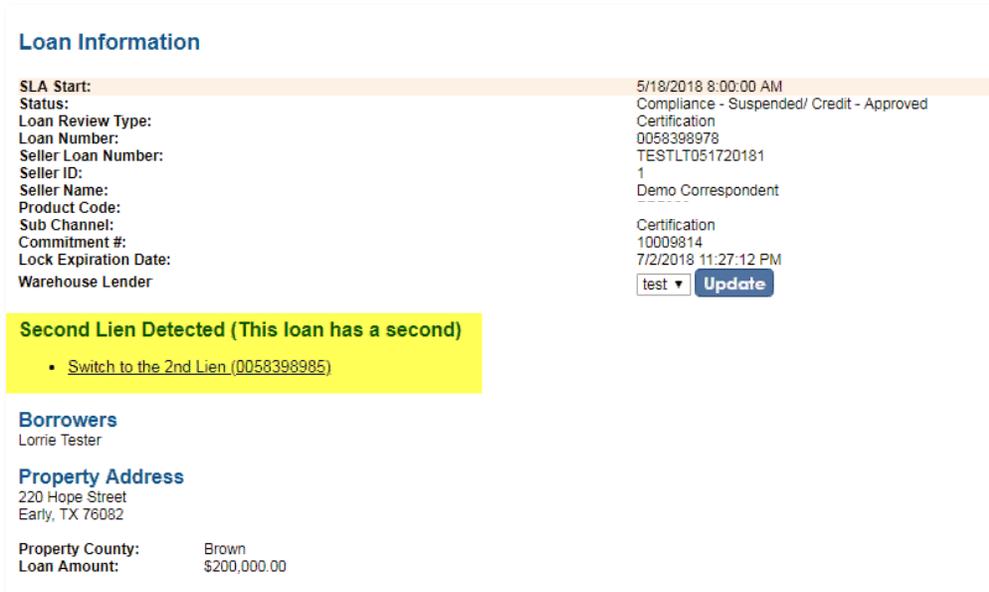
1. Under the **(6033) Bayview/Lakeview Closed Loan** section, click on the **Reporting** link.



2. On the **Reports Menu** screen scroll down to the **Loan Search** field.
3. Enter either your Seller Loan Number or the Lakeview Loan Number and click **Search**.



On the **Loan Information** screen, you will see the basic loan information and notice the **Second Lien Detected** message and a link to that second lien as well.



Loan Information

SLA Start:	5/18/2018 8:00:00 AM
Status:	Compliance - Suspended/ Credit - Approved
Loan Review Type:	Certification
Loan Number:	0058398978
Seller Loan Number:	TESTLT051720181
Seller ID:	1
Seller Name:	Demo Correspondent
Product Code:	
Sub Channel:	Certification
Commitment #:	10009814
Lock Expiration Date:	7/2/2018 11:27:12 PM
Warehouse Lender:	<input type="text" value="test"/> <input type="button" value="Update"/>

Second Lien Detected (This loan has a second)

- [Switch to the 2nd Lien \(0058398985\)](#)

Borrowers
Lorrie Tester

Property Address
220 Hope Street
Early, TX 76082

Property County: Brown
Loan Amount: \$200,000.00

5. View and Clear Outstanding Conditions, continued

First Lien, continued

Scroll down to the **Loan Reports** section, the **Escalation Log**, and the **Loan Exceptions**, which are the outstanding conditions on the FIRST LIEN.

- View each condition and if you would like to upload a document to clear the listed condition, click the **Upload Files to Clear** link.

Loan Reports

- [Loan Details/Due-Diligence Findings](#)

Escalation Log

[Escalation Log](#)

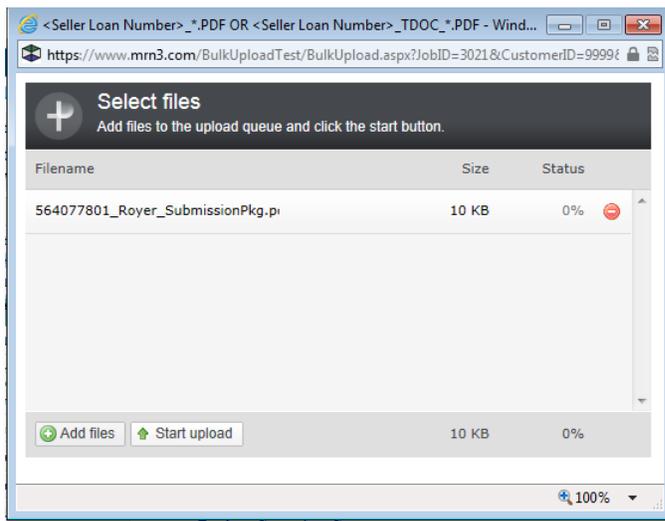
Loan Exceptions

Type	Compliance Deficiencies	Added Date	Cleared Date	Waived Date
Condition	Closing Package First Payment Letter Missing or Incorrect Upload Files To Clear	5/21/2018 11:04:36 AM		
Condition	Closing Package IEADS Initial Escrow Account Disclosure Missing or Incorrect Upload Files To Clear	5/21/2018 11:04:39 AM		
Condition	Note Original Note - Collateral Confirmation required Upload Files To Clear	5/18/2018 7:31:48 AM		
Condition	UW Other System Has Detected a Delivery Data Difference (ULDD Edit). Data Analysis/Validation Pending. To be handled internally – no action required by seller at this time. Upload Files To Clear	5/21/2018 12:47:51 PM		
Condition	Disclosure Notice of Transfer of Servicing/Goodbye letter missing or incorrect Upload Files To Clear	5/30/2018 9:54:13 AM		

5. View and Clear Outstanding Conditions, continued

First Lien, continued

5. In the **Select files** dialog box, click the **Add files** button to search your computer for the loan document(s) you want to upload.
6. Click **Open** once appropriate files are selected for upload.
7. When the document you want is displayed in the dialog box, click the **Start Upload** button. A message will appear confirming all files were uploaded.



Note: To delete a document that you may have mistakenly added, click the red circle to delete it.

8. Do not close out of this window until you see the green light indicator under the **Status** column and the confirmation message. Once you do see it, click **OK** to close it.

5. View and Clear Outstanding Conditions, continued

Now you will need to view and clear conditions on the SECOND LIEN.

Second Lien

1. Scroll to the top of the **Loan Information** screen and click on the **Switch to the 2nd Lien (Loan Number)** link.

Loan Information

SLA Start:	5/18/2018 8:00:00 AM
Status:	Compliance - Suspended/ Credit - Approved
Loan Review Type:	Certification
Loan Number:	0058398978
Seller Loan Number:	TESTLT051720181
Seller ID:	1
Seller Name:	Demo Correspondent
Product Code:	PBF300
Sub Channel:	Certification
Commitment #:	10009814
Lock Expiration Date:	7/2/2018 11:27:12 PM
Warehouse Lender	test <input type="button" value="Update"/>

Second Lien Detected (This loan has a second)

- [Switch to the 2nd Lien \(0058398985\)](#)

Borrowers

Lorrie Tester

Property Address

220 Hope Street
Early, TX 76082

Property County: Brown
Loan Amount: \$200,000.00

2. Scroll down to the **Loan Exceptions** section.

Loan Exceptions

Type	Compliance Deficiencies	Added Date	Cleared Date	Waived Date
Condition	Disclosure ECOA- missing evidence of disclosure of appraisal report to borrower promptly upon completion or within 3 days of closing, or evidence that borrower waived right to receive Upload Files To Clear	5/30/2018 9:55:13 AM		
Condition	AUS must be re-run. Findings expired. Upload Files To Clear	5/21/2018 11:16:15 AM	5/23/2018 10:56:04 AM	
Condition	Closing Package First Payment Letter Missing or Incorrect Upload Files To Clear	5/21/2018 11:15:46 AM	5/23/2018 10:56:04 AM	
Condition	Closing Package IEADS Initial Escrow Account Disclosure Missing or Incorrect Upload Files To Clear	5/21/2018 11:15:48 AM	5/23/2018 10:56:04 AM	
Condition	Note Original Note - Collateral Confirmation required Upload Files To Clear	5/18/2018 7:46:39 AM	5/23/2018 10:56:04 AM	

Type	Credit Deficiencies	Added Date	Cleared Date	Waived Date
Condition	AUS UW - AUS Incorrect for Loan Purpose Upload Files To Clear	5/21/2018 11:16:17 AM	5/23/2018 10:56:04 AM	

5. View and Clear Outstanding Conditions, continued

Second Lien, continued

- View each condition and if you would like to upload a document to clear the listed condition, click the **Upload Files to Clear** link.

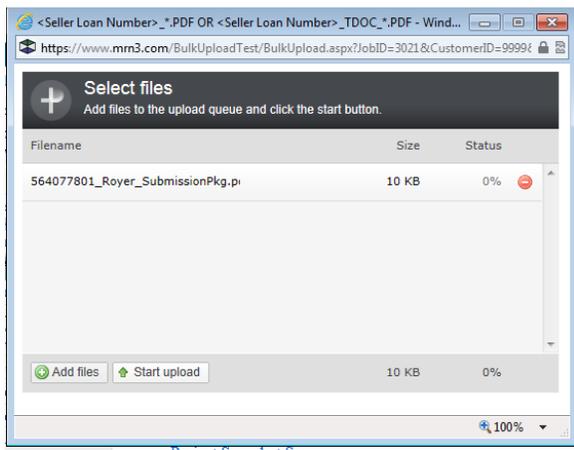
Loan Exceptions

Type	Compliance Deficiencies	Added Date	Cleared Date	Waived Date
Condition	Disclosure ECOA- missing evidence of disclosure of appraisal report to borrower promptly upon completion or within 3 days of closing, or evidence that borrower waived right to receive Upload Files To Clear	5/30/2018 9:55:13 AM		
Condition	AUS must be re-run. Findings expired. Upload Files To Clear	5/21/2018 11:16:15 AM	5/23/2018 10:56:04 AM	
Condition	Closing Package First Payment Letter Missing or Incorrect Upload Files To Clear	5/21/2018 11:15:46 AM	5/23/2018 10:56:04 AM	
Condition	Closing Package IEADS Initial Escrow Account Disclosure Missing or Incorrect Upload Files To Clear	5/21/2018 11:15:48 AM	5/23/2018 10:56:04 AM	
Condition	Note Original Note - Collateral Confirmation required Upload Files To Clear	5/18/2018 7:46:39 AM	5/23/2018 10:56:04 AM	
Type	Credit Deficiencies	Added Date	Cleared Date	Waived Date
Condition	AUS UW - AUS Incorrect for Loan Purpose Upload Files To Clear	5/21/2018 11:16:17 AM	5/23/2018 10:56:04 AM	

5. View and Clear Outstanding Conditions, continued

Second Lien, continued

4. In the **Select files** dialog box, click the **Add files** button to search your computer for the loan document(s) you want to upload.
5. Click **Open** once appropriate files are selected for upload.
6. When the document you want is displayed in the dialog box, click the **Start Upload** button. A message will appear confirming all files were uploaded.



Note: To delete a document that you may have mistakenly added, click the red circle to delete it.

7. Do not close out of this window until you see the green light indicator under the **Status** column and the confirmation message. Once you do see it, click **OK** to close it.

6. Upload Trailing Documents

After you upload your initial documents, any other remaining document we consider to be a “trailing document,” or TDOC.

Note: When uploading conditions (all trailing documents):

- You still need to follow the naming conventions, using the **SAME** file numbering sequence
- File should be named with “_TDOC” behind the loan number and a description of the document
- Examples:
 - i) 27418153_Jones_TDOC_Appraisal.doc
 - ii) 27418153_Jones_TDOC_TaxForm.pdf
- Using TDOC in the name of the document will allow our system to recognize these additional documents as items for clearing conditions of the loan.

1. Click on the link called Loan Images (Click here to upload TDOC files to this loan).

Note: You can view all the loan documents uploaded in the **Loan Images** section of this screen.

Loan Images (Click here to upload TDOC files to this loan)

The upload feature is intended to upload TDOC files to the system. Please ensure that you follow the appropriate naming convention of "loannumber_TDOC.PDF" for these uploads.

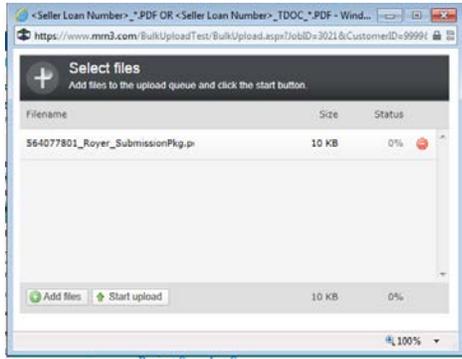
File Name	Image Added Date
0058398978_TESTLT051720181_closingpackage_072403.pdf	5/18/2018 7:24:04 AM
0058398978_Affidavit_Other_39166518_212221.pdf	5/18/2018 9:22:24 PM
0058398978_Amortization_Schedule_39166493_212232.pdf	5/18/2018 9:22:35 PM
0058398978_Appraisal_39166501_212235.pdf	5/18/2018 9:22:37 PM
0058398978_Borrower_Identity_Documents_39166463_212235.pdf	5/18/2018 9:22:38 PM
0058398978_Borrowers_Certification_and_Authorization_Letter_39166431_212237.pdf	5/18/2018 9:22:40 PM
0058398978_Check_Stand_Alone_39166479_212238.pdf	5/18/2018 9:22:41 PM
0058398978_Closing_Instructions_39166529_212239.pdf	5/18/2018 9:22:41 PM
0058398978_Closing_Package-Loan_Documents_39166445_212239.pdf	5/18/2018 9:22:44 PM
0058398978_Compliance_Report_39166503_212241.pdf	5/18/2018 9:22:44 PM
0058398978_Credit_Score_Disclosure_or_Notice_to_Home_Applicant_39166432_212241.pdf	5/18/2018 9:22:46 PM
0058398978_Deeds_and_Riders_39166484_212244.pdf	5/18/2018 9:22:48 PM
0058398978_Disclosures_(misc)_39166433_212246.pdf	5/18/2018 9:22:50 PM
0058398978_Disclosures_-_Change_of_Circumstance_39166473_212248.pdf	5/18/2018 9:22:51 PM
0058398978_Disclosures_-_Loan_Estimate_39166430_212248.pdf	5/18/2018 9:22:53 PM
0058398978_Disclosures-Homewonership_Counseling_Disclosure_39166437_212250.pdf	5/18/2018 9:22:53 PM
0058398978_Disclosures-Intent_to_Proceed_39166429_212254.pdf	5/18/2018 9:22:57 PM
0058398978_Equal_Credit_Opportunity_Act_39166444_212254.pdf	5/18/2018 9:22:57 PM
0058398978_Escrow_Account_Disclosure_Statement_39166515_212254.pdf	5/18/2018 9:22:57 PM
0058398978_FHA_-_VA_Assumption_Notice_39166449_212255.pdf	5/18/2018 9:22:57 PM
0058398978_Flood_Certificates_39166507_212255.pdf	5/18/2018 9:22:57 PM
0058398978_General_Correspondence_39166436_212255.pdf	5/18/2018 9:22:58 PM
0058398978_Government_Loan_Docs_39166450_212255.pdf	5/18/2018 9:22:58 PM
0058398978_Important_Notice_to_Customer_39166447_212255.pdf	5/18/2018 9:22:58 PM
0058398978_Loan_Applications_39166453_212258.pdf	5/18/2018 9:23:01 PM
0058398978_Lock_Confirmations_39166440_212259.pdf	5/18/2018 9:23:02 PM
0058398978_Miscellaneous_39166428_212300.pdf	5/18/2018 9:23:03 PM
0058398978_Mortgage_Insurance_39166492_212300.pdf	5/18/2018 9:23:03 PM
0058398978_Name_Affidavits_39166510_212300.pdf	5/18/2018 9:23:03 PM
0058398978_Note_39166492_212301.pdf	5/18/2018 9:23:03 PM
0058398978_Occupancy_Affidavit_39166460_212301.pdf	5/18/2018 9:23:04 PM
0058398978_Patriot_Act_Information_Disclosure_39166462_212301.pdf	5/18/2018 9:23:04 PM
0058398978_Privacy_Notice_or_Disclosure_39166439_212301.pdf	5/18/2018 9:23:04 PM
0058398978_Property_and_Inspection_Documents_39166521_212302.pdf	5/18/2018 9:23:05 PM
0058398978_Right_to_receive_copy_of_Appraisal_39166457_212302.pdf	5/18/2018 9:23:05 PM
0058398978_Settlement_-_First_Payment_Letter_39166485_212302.pdf	5/18/2018 9:23:05 PM
0058398978_Settlement_Statements_(HUD1)_39166476_212302.pdf	5/18/2018 9:23:05 PM
0058398978_Tax_Certification_39166528_212303.pdf	5/18/2018 9:23:05 PM
0058398978_Title_Commitment_39166526_212303.pdf	5/18/2018 9:23:06 PM
0058398978_Undisclosed_Debts_Disclosure_39166520_212303.pdf	5/18/2018 9:23:06 PM
0058398978_W-9_39166504_212303.pdf	5/18/2018 9:23:07 PM
0058398978_Wire_Instructions_39166427_212304.pdf	5/18/2018 9:23:08 PM

* - Indicates images that are hidden to the correspondent/seller (to unhide them use the option provided)...



6. Upload Trailing Documents, continued

2. In the **Select files** dialog box, click the **Add files** button to search your computer for the loan document(s) you want to upload.
3. Click **Open** once appropriate files are selected for upload.
4. When the document you want is displayed in the dialog box, click the **Start Upload** button. A message will appear confirming all files were uploaded.



Note: To delete a document that you may have mistakenly added, click the red circle to delete it.

5. Do not close out of this window until you see the green light indicator under the **Status** column and the confirmation message. Once you do see it, click **OK** to close it.