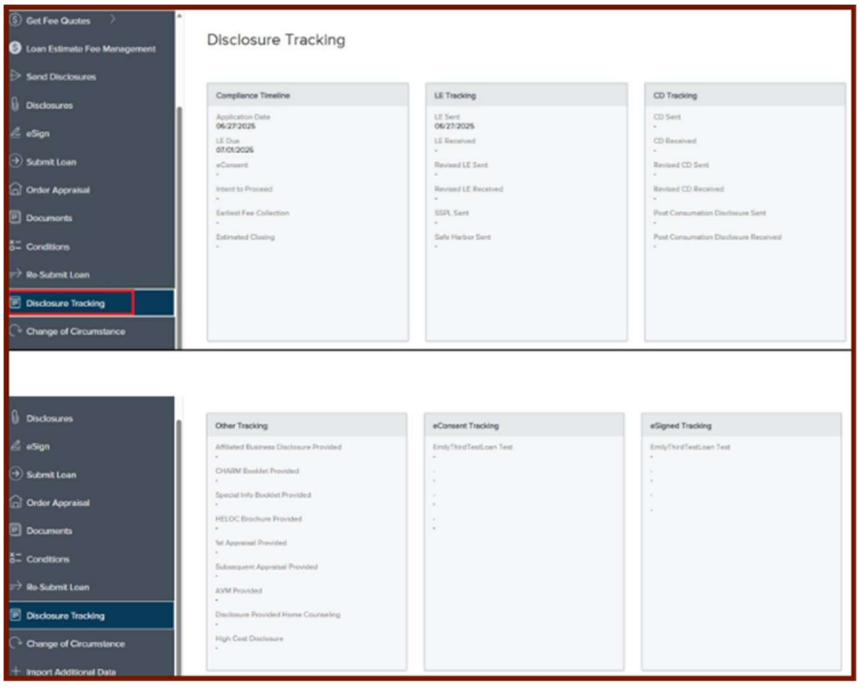
ARENA PORTAL: DISCLOSURE TRACKING

Purpose: This job aid is to show users how to view the compliance timeline and track the status of disclosures within Arena Portal. The Disclosure Tracking screen provides a date-stamped timeline of critical compliance milestones, such as Loan Estimates (LE) and Closing Disclosures (CD), ensuring transparency in the loan progression.

DESCRIPTION	STEP / ACTION
REVIEW DISCLOSURE TRACKING	1. On the menu on the left, click the **Disclosure Tracking**. 2. You are able to track the loan process on the tracking page, from application date, LE date, ITP, CD tracking, Etc. • The Disclosure Tracking screen displays several panels that track the compliance timeline. Key areas include: • **Compliance Timeline:** Shows the Application Date, LE Due date, eConsent, Intent to Proceed, and Estimated Closing date. • **LE Tracking:** Tracks when the initial and revised Loan Estimates were sent and received. • **CD Tracking:** Tracks when the initial and revised Closing Disclosures were sent and received. • **Other Tracking:** Includes eConsent and eSigned tracking for specific borrowers.