



# Testing Guide

Last Update: April 24, 2018

## Overview

This document is intended to guide you through the LoanBeam testing process. It will provide important technical, procedural, and training content designed to remediate common testing obstacles.

## Accessing LoanBeam

To set up your Trial Account, complete these steps:

1. Check your email account for a message from donotreply@loanbeam.com. This email will contain a link to set up a personal password and recovery option. **Note! This email may have been directed to a spam/junk folder.**
2. Log in to secure.loanbeam.com with your email address and newly created password.

## Acceptable Tax Documents

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| <ul style="list-style-type: none"><li>• Form 1040, 1040A, 1040EZ</li><li>• Schedules A, B, C, D, E, F</li><li>• Form 4562 Deprec &amp; Amort</li><li>• Form 6252 Installment Sale</li><li>• Form 1120 Corp Tax Return</li><li>• Form 1120S S Corp Tax Return, including Schedule L</li><li>• Partnership K-1 (1065)</li><li>• Trust K-1 (1041)</li></ul> | <ul style="list-style-type: none"><li>• Form 2106 Employee Expenses</li><li>• Form 4797 Sale of Bus Property</li><li>• Form 8829 Bus Use of Home</li><li>• Form 1065 Partnership Tax Return, including Schedule L</li><li>• Form 8825 R/E Income</li><li>• S Corp K-1 (1120S)</li><li>• 4506-T</li></ul> |
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## Acceptable File Types

LoanBeam's Optical Character Recognition (OCR) accepts the following file types:

- PDF
- TIFF

## Cash Flow Formats

LoanBeam's standard Trial Account contains the following cash flow formats (a.k.a. 'Templates'):

- Fannie Mae Form 1084
- Freddie Mac Form 91
- MGIC SAM Form

Non-Standard or custom template options are available for an additional cost.

## Planning for Success

Organizing your team, creating users, and managing timelines for your LoanBeam Trial should be carefully considered. Here are some helpful tips to aid in that process.

### Setting Up Your Testing Group

#### Who

When building a testing team, it is recommended that you include a small group of decision makers made up of the following departments:

- Risk and/or Underwriting
- Operations
- Sales

#### How

In order to use LoanBeam, your users will need a profile. To get them set up, follow these steps:

1. Using LoanBeam's "Admin" page, add your testers to your account. Step-by-step directions on how to add/edit users can be found in our Administrator Quick Reference Guide.
2. Testers use their activation email to complete setup and log in to [secure.loanbeam.com](https://secure.loanbeam.com).

#### Measure

In order to evaluate your seven-day file testing period, it is important to review the results with a LoanBeam expert. To schedule your follow-up evaluation, click [HERE](#).

## Planning Your Case Studies

### Selecting The Right Files

When selecting which applications to process with LoanBeam, we suggest that you:

- Use closed loans - This allows you to compare your manually calculated findings to those from LoanBeam.
- Process More - Process a greater number of smaller files, rather than focusing on your biggest, most complicated files. This strategy will provide a larger data set for validating LoanBeam's accuracy and consistency.
- Process a Variety of Applications - Select files that contain a variety of income types. This will prove LoanBeam's flexibility.

## Planning for Success (cont.)

### Uploading Best Practices

When uploading files to LoanBeam, be mindful that the Optical Character Recognition (OCR) must scan each page of the tax files, regardless of its relevance. Be mindful of unnecessary or damaged files, as they can increase LoanBeam's turn time.

To improve turn-time, here are a few helpful hints:

- Use 'first-generation' PDFs produced from the financial software used to file the borrower's taxes, such as TurboTax.
- Scan at a high resolution (if you receive physical documents).
- Scan all relevant tax documents
- DO NOT use handwritten returns - our OCR cannot read the information.
- DO NOT use password protected/encrypted tax returns - they cannot be scanned.
- Place pages in sequential order (e.g. 1040 page 1, page 2, and so on).
- Leave out any unnecessary documents. Some common examples of unnecessary documents include, but are not limited to:
  - State Income Tax Documents
  - Personal Identification Documents
  - Bank/Financial Statements

## Training Resources

While we believe the process is simple for all experience levels to test with minimal instruction, the following training resources are available to assist you:

### Videos

- [Navigating LoanBeam's Dashboard](#)
- [Uploading Files](#)
- [Downloading/Updating Files](#)
- [LoanBeam Fundamentals \(workbook fundamentals\)](#)

### PDF Guides

- [LoanBeam User Guide - Dashboard](#)
- [Quick Reference Guide](#)

## Complimentary Client Support

If you need assistance uploading your files, downloading your output, or reviewing your workbook, you may contact a member of our [support team](#).