Olympia Trust Company

Investment Account Services Division

User Guide

MORTGAGE DASHBOARD

v08-11-2026

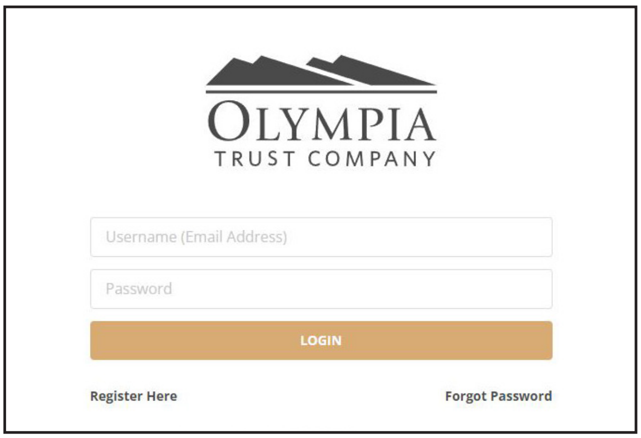
TABLE OF CONTENTS

Overview

The **Mortgage Dashboard** is integrated within the Olympia Trust Company Web Portal and is used to create mortgage files. It facilitates the submission of required documents, communications, and confirmations required to fund a mortgage investment.

Dashboard

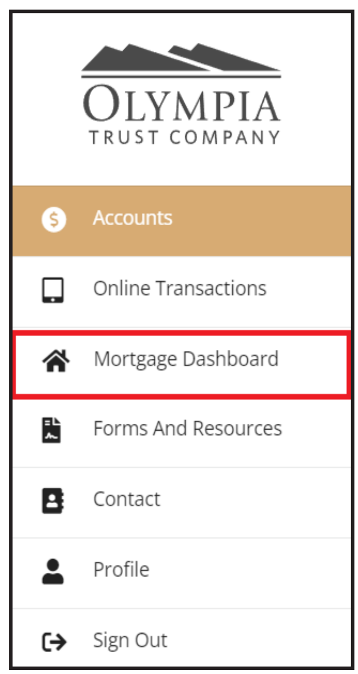
To access the Mortgage Dashboard from any screen, select "Dashboard" under Settlement from the side bar menu.



1 Logging in

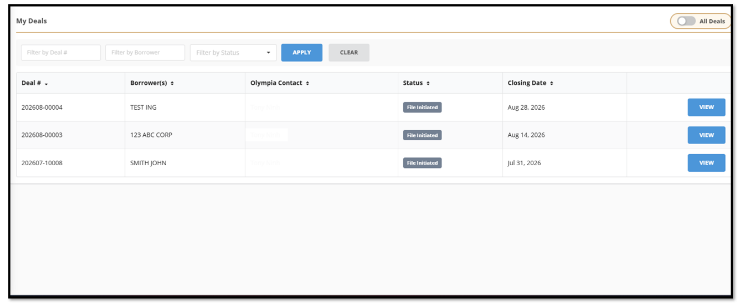
1.1. Log into the Olympia Trust Company Web Portal.

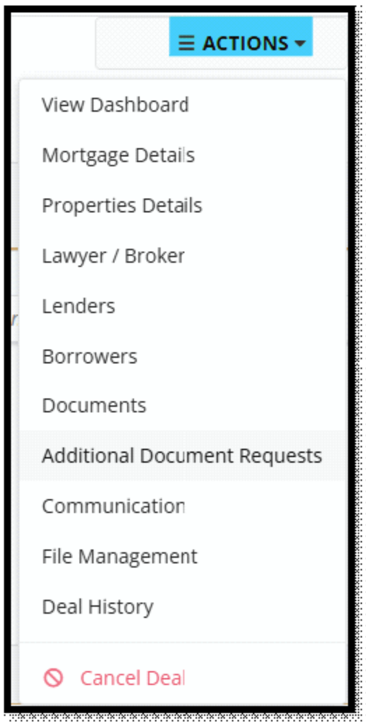
1.2. Select "Mortgage Dashboard" from the side bar menu. You will be brought to the Mortgage Dashboard, which provides a summary of all the mortgages ("**deals**") associated with your account.



2 Accessing an existing mortgage file

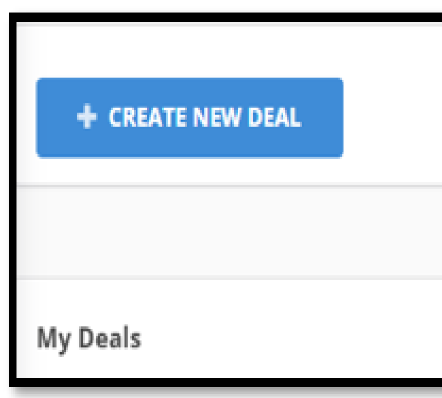
2.1. To work on an existing mortgage file, from the Dashboard, click the “View” button for the applicable file. You will be brought to the **"My Deals"** screen for the file.





2.2. Once within a file, the **Actions** dropdown menu will appear in the top right corner. This menu will be visible on all screens as you navigate through the file.

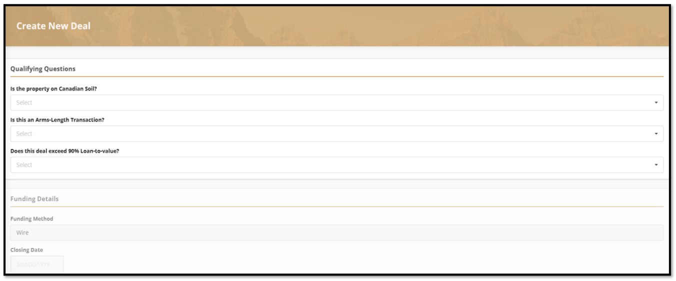
3 Creating a new mortgage file



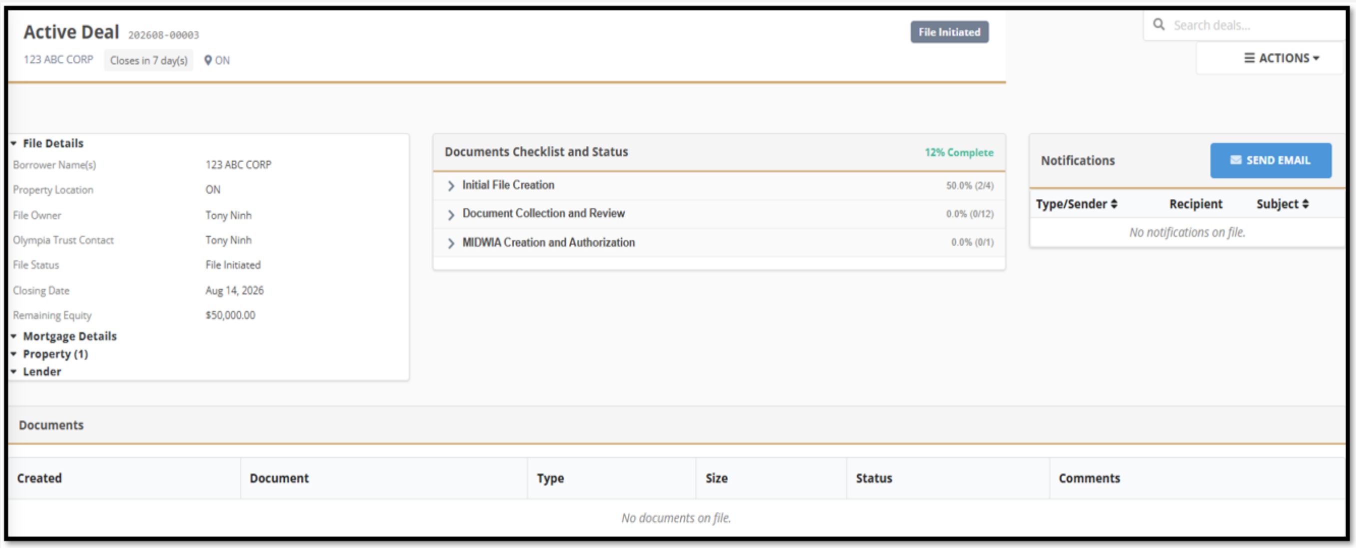
3.1. Select “Create new deal”.

3.2. Complete the initial questions and details, then click “Create” to create the file.

- The selected Olympia contact will be notified that a new file has been created. If you do not have an Olympia contact, you may choose “Request Contact.”



3.3. You will be brought to the Active Deal screen for the file. This screen displays an overview of the mortgage and the status of the application.



Entering Mortgage Details (Actions Menu)

After initial file creation is completed, the details of the mortgage must be entered, which is completed by selecting each of the following options in the Actions dropdown menu on the top right of the screen while in the Active Deal screen:

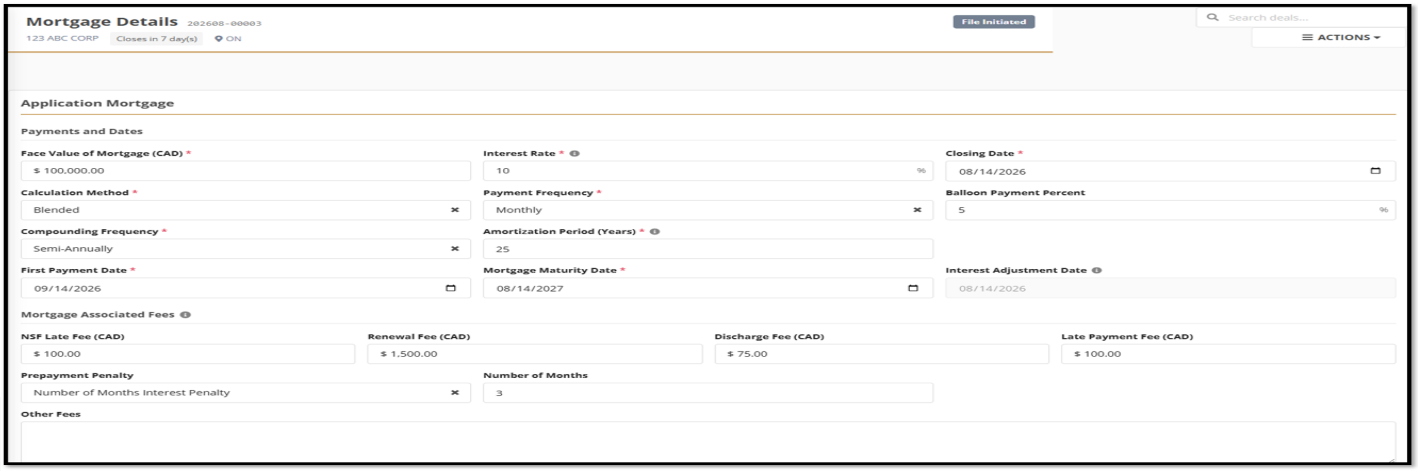
- Mortgage Details.
- Property Details.
- Lawyer/Broker.
- Lenders.

As you complete the required details and submit the required documents, the Documents Checklist and Status section of the Active Deal screen will track your progress. You can assign certain steps of the checklist to others, such as a broker or lawyer, to complete.

Important Note: The Mortgage Dashboard does not include an auto-save feature. You must click "Save" after entering any details, making changes, or uploading files, otherwise the data will be lost.

4 Mortgage Details

4.1. Enter all the information regarding the terms of the mortgage and payment information.



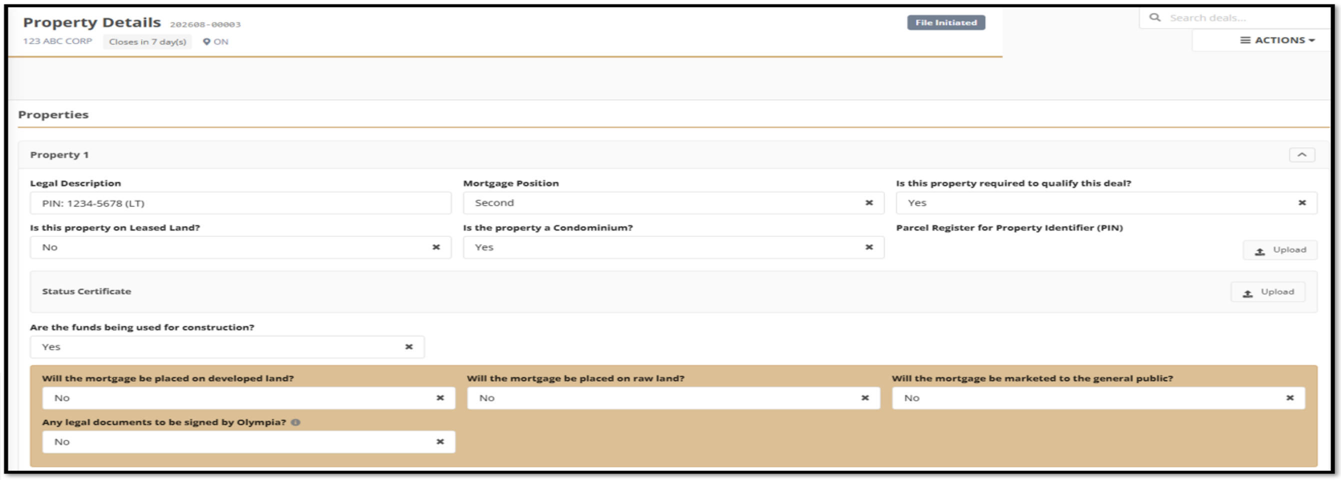
4.2. The following documents must be uploaded on this screen:

- Mortgage document.
- Mortgage Payment Authorization form.
- Borrower's void cheque.
- Law firm's void cheque.
- Corporate search (if applicable).

5 Property Details

5.1. Click "Property Details" and enter all the information regarding the **mortgage property**, including **prior encumbrances** and **property valuation.**

5.2. Click "+Add Property" to add more properties.

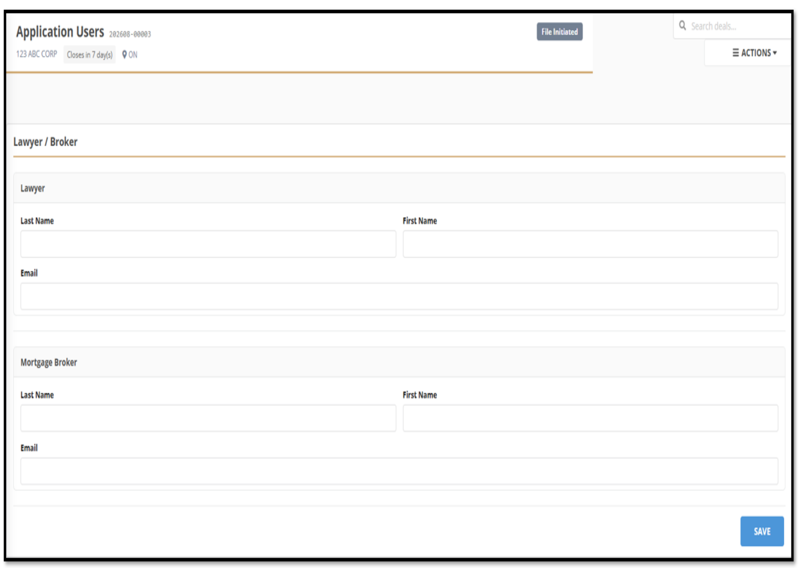


5.3. The following documents must be uploaded on this screen:

- Title.
- Lease (if applicable).
- Statement showing the amount owing on prior encumbrances (if applicable).
- Property valuation.
- Estoppel certificate (if applicable).

6 Lawyer/Broker

The lawyer and/or broker information entered in this step must match what Olympia has on file so that they can be authenticated. If incorrect information is entered, you will not be able to proceed. To confirm the information, please contact your Olympia contact.

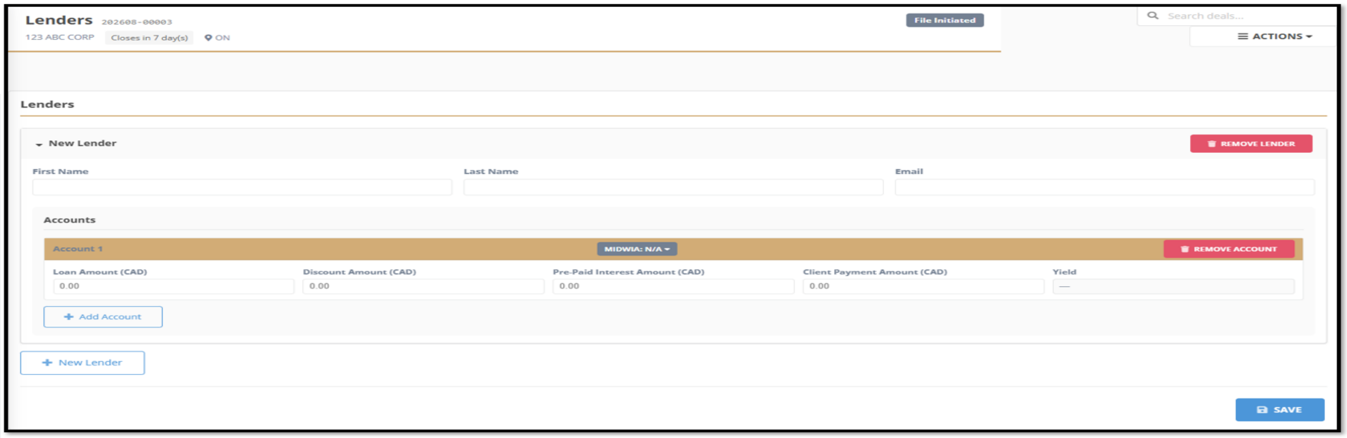


6.1. Enter the information regarding the lawyer and/or broker associated with the mortgage.

6.2. The lawyer and/or broker will receive an email notification that they have been added to the file.

7 Lenders

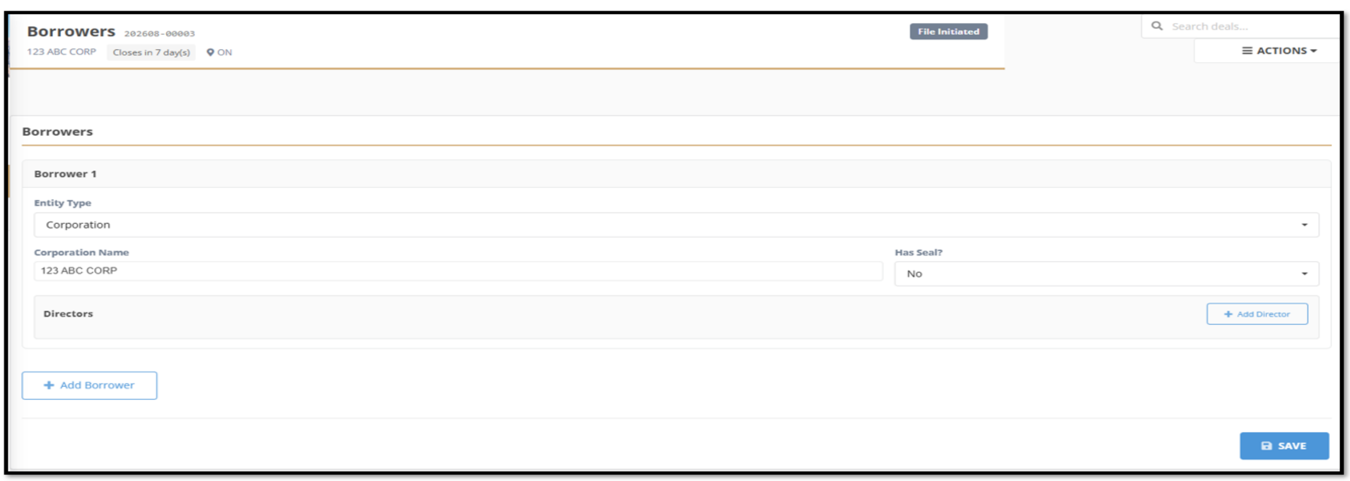
The lender information entered in this step must match what Olympia has on file so that they can be authenticated. If incorrect information is entered, you will not be able to proceed. To confirm the information, please contact your Olympia contact.



7.1. Enter the information regarding the lenders (Olympia clients), including their loan, discount, prepaid interest, and payment amounts.

7.2. Each lender will receive an email notification that they have been added to the file.

8 Borrowers

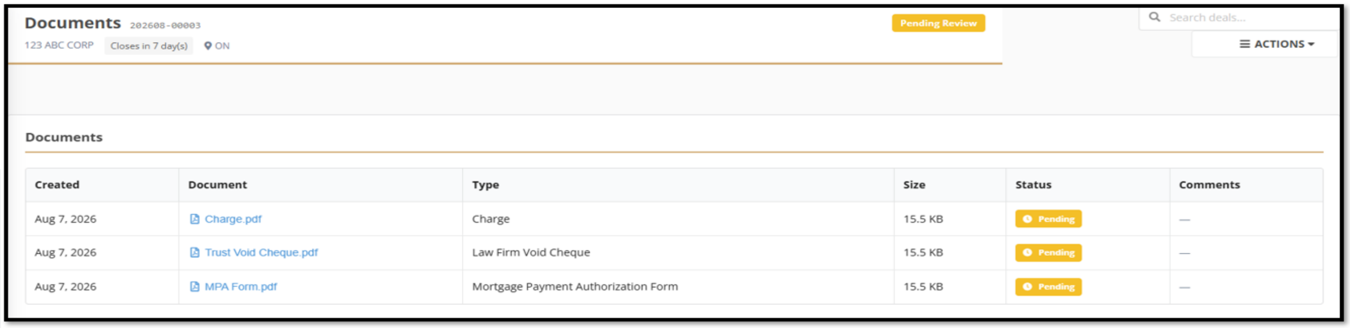


8.1. Enter or edit the information regarding the **borrower**.

8.2. Click “Add Borrower” to add more borrowers.

9 Documents

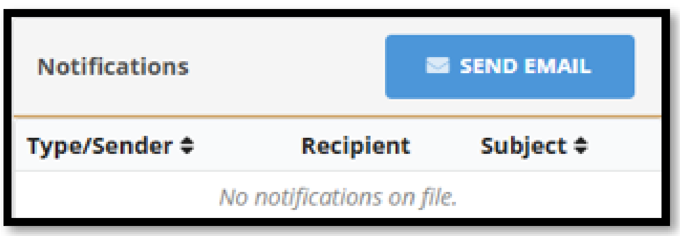
This screen lists all the documents that have been submitted. The status of each document and any comments can be viewed.



10 Additional Document Requests

During the review process, Olympia may request additional documents. When this happens, you will receive an email notification. This screen lists the additional documents requested and the notes regarding each.

10.1. Any requested additional documents must be uploaded on this screen.



11 Communication

This screen lists all email notifications, both automated and manual, that have been sent for the mortgage.

11.1. To send a manual email, click “Send Email.”

Olympia Review

> When you upload documents, the selected Olympia contact will receive notifications to review them. They will review the documents and compare them to the details that have been entered. Your Olympia contact may also request additional documents.
>
> If a document you submitted is rejected, you will receive an email notification. You may log in to view which document is rejected and the reason for rejection.

Client Authorization

Once all documents have been submitted and all details have been reviewed and approved by Olympia, each lender will receive an email notification to provide their authorization by signing a *Mortgage Investment Direction, Waiver & Indemnity Agreement* (MIDWIA) using HelloSign. Funding of the mortgage cannot proceed until all lenders have submitted a signed MIDWIA.

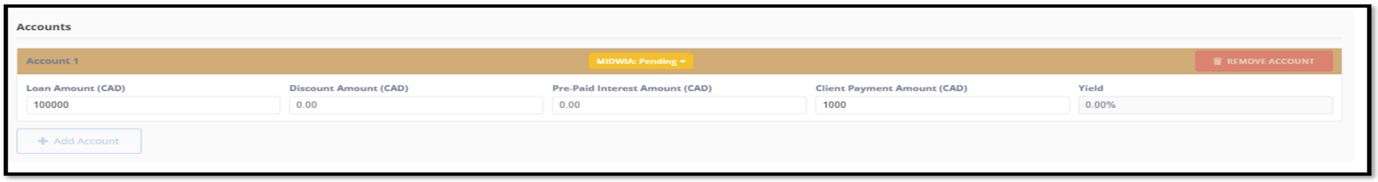
12 Signing the MIDWIA

12.1. From the Actions dropdown menu, select “Lenders.”

12.2. Select the account in which the mortgage is to be held.

The account selected must have enough in the cash balance to proceed.

12.3. Click “Sign MIDWIA form.” A HelloSign window will open with a prefilled MIDWIA.



12.4. Follow the prompts to sign and submit the MIDWIA using HelloSign.

Funding

Once a signed MIDWIA is received from all lenders and has been reviewed and approved by Olympia, you will receive an email notification. Funding will proceed on the funding date using the method selected during the initial file creation.