



Investment Account
Services Division

User Guide 

MORTGAGE DASHBOARD

v08-11-2026



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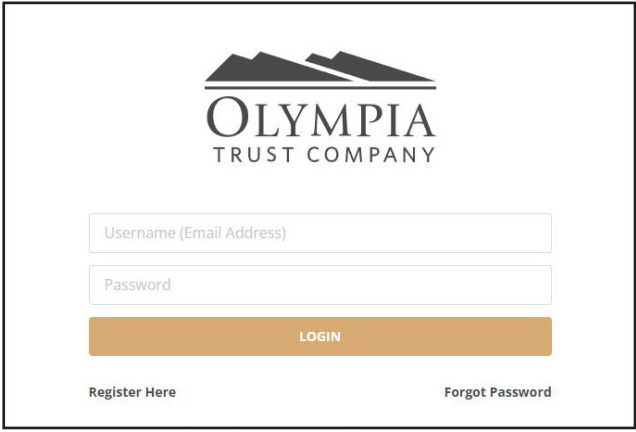
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Overview

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.

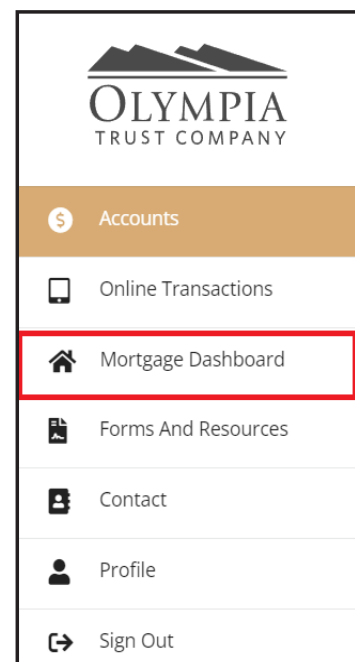


The login screen for the Olympia Trust Company web portal. It features the company logo at the top, which consists of a stylized mountain range above the text "OLYMPIA TRUST COMPANY". Below the logo are two input fields: "Username (Email Address)" and "Password". A prominent orange "LOGIN" button is centered below these fields. At the bottom of the screen, there are two links: "Register Here" on the left and "Forgot Password" on the right.

1 Logging in

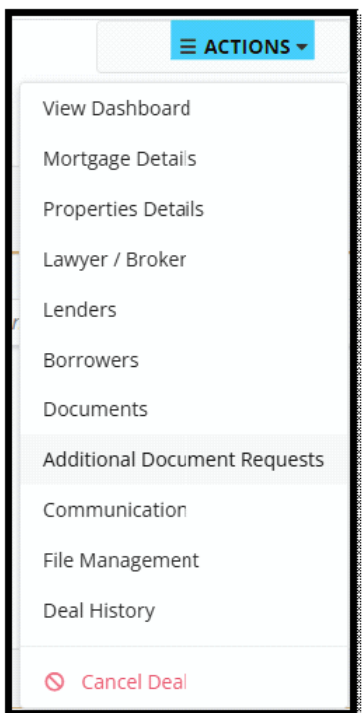
- 1.1. Log into the Olympia Trust Company Web Portal.

- 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.

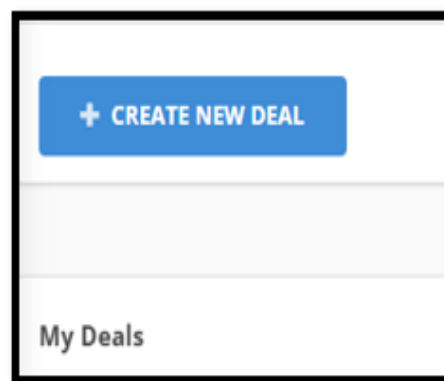
A screenshot of the 'My Deals' screen in a web application. It features a table with columns: Deal #, Borrower(s), Olympia Contact, Status, and Closing Date. There are three rows of data. Each row has a 'View' button to its right. Above the table are filter buttons for 'Filter by Deal #', 'Filter by Borrower', and 'Filter by Status', along with 'APPLY' and 'CLEAR' buttons. A toggle switch for 'All Deals' is in the top right corner.

Deal #	Borrower(s)	Olympia Contact	Status	Closing Date	
202608-0004	TEST RIG		File Initiated	Aug 28, 2026	View
202608-0003	123 ABC CORP		File Initiated	Aug 14, 2026	View
202607-10008	SMITH JOHN		File Initiated	Jul 31, 2026	View

- 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.”



Create New Deal

Qualifying Questions

Is the property on Canadian Soil?

Is this an arms-length transaction?

Does this deal exceed 90% Loan-to-value?

Funding Details

Funding Method

Wire

Closing Date

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.

Active Deal 202608-00003 File Initiated Search deals... ACTIONS

123 ABC CORP Closes in 7 day(s) ON

File Details

Borrower Name(s) 123 ABC CORP

Property Location ON

File Owner Tony Ninh

Olympia Trust Contact Tony Ninh

File Status File Initiated

Closing Date Aug 14, 2026

Remaining Equity \$50,000.00

Mortgage Details

Property (1)

Lender

Documents Checklist and Status 12% Complete

> Initial File Creation 50.0% (2/4)

> Document Collection and Review 0.0% (0/12)

> MIDWIA Creation and Authorization 0.0% (0/1)

Notifications SEND EMAIL

Type/Sender	Recipient	Subject
No notifications on file.		

Documents

Created	Document	Type	Size	Status	Comments
No documents on file.					

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.

The screenshot shows the 'Mortgage Details' form. At the top, it says 'Mortgage Details' with a reference number '202608-00003' and a status 'File Initiated'. Below this, there's a section for 'Application Mortgage'. Under 'Payments and Dates', fields include 'Face Value of Mortgage (CAD)' (\$100,000.00), 'Interest Rate' (10%), 'Closing Date' (08/14/2026), 'Calculation Method' (Blended), 'Payment Frequency' (Monthly), 'Balloon Payment Percent' (5%), 'Compounding Frequency' (Semi-Annually), 'Amortization Period (Years)' (25), 'First Payment Date' (09/14/2026), 'Mortgage Maturity Date' (08/14/2027), and 'Interest Adjustment Date' (08/14/2026). Below this is 'Mortgage Associated Fees' with fields for 'NSF Late Fee (CAD)' (\$100.00), 'Renewal Fee (CAD)' (\$1,500.00), 'Discharge Fee (CAD)' (\$75.00), 'Late Payment Fee (CAD)' (\$100.00), 'Prepayment Penalty' (Number of Months Interest Penalty), and 'Number of Months' (3). There's also an 'Other Fees' section.

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).

The screenshot shows the 'Documents' section of the form. It lists several documents that need to be uploaded: 'Charge', 'Mortgage Payment Authorization Form (MPA)', 'Law Firm Void Cheque', 'Commitment Letter (if applicable)', 'Corporate Profile Report', and 'List of Shareholders (if applicable)'. Each document has an 'Upload' button. Below this, there's a section for 'Borrower's Void Cheque' with fields for 'Payment Institution Number (max 3 digits)' (500), 'Payment Transit Number (max 5 digits)' (60000), and 'Payment Account Number (max 12 digits)' (12345678). There's also an 'Upload' button for the 'Borrower's Void Cheque'. At the bottom right, there's a 'SAVE' button.

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.

Property Details 202608-00003
123 ABC CORP Closes in 7 day(s) ON

File Initiated

Search deals...

ACTIONS

Properties

Property 1

Legal Description
PIN: 1234-5678 (LT)

Mortgage Position
Second

Is this property required to qualify this deal?
Yes

Is this property on Leased Land?
No

Is the property a Condominium?
Yes

Parcel Register for Property Identifier (PIN)
Upload

Status Certificate
Upload

Are the funds being used for construction?
Yes

Will the mortgage be placed on developed land?
No

Will the mortgage be placed on raw land?
No

Will the mortgage be marketed to the general public?
No

Any legal documents to be signed by Olympia?
No

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.

Application Users 202608-00003
123 ABC CORP Closes in 7 day(s) ON

File Initiated

Search deals...

ACTIONS

Lawyer / Broker

Lawyer

Last Name First Name

Email

Mortgage Broker

Last Name First Name

Email

SAVE

- 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.

The screenshot shows the 'Lenders' form in a software application. At the top, there is a header bar with the text 'Lenders' and '202608-00003'. Below this, there is a sub-header '123 ABC CORP' and 'Closes in 7 day(s)'. A 'File Initiated' button is visible in the top right corner. The main form area is titled 'Lenders' and contains a 'New Lender' section with fields for 'First Name', 'Last Name', and 'Email'. Below this is an 'Accounts' section with a table for 'Account 1'. The table has columns for 'Loan Amount (CAD)', 'Discount Amount (CAD)', 'Pre-Paid Interest Amount (CAD)', 'Client Payment Amount (CAD)', and 'Yield'. The values are all '0.00'. There are 'Add Account' and 'New Lender' buttons at the bottom left, and a 'SAVE' button at the bottom right.

- 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

The screenshot shows the 'Borrowers' form in a software application. At the top, there is a header bar with the text 'Borrowers' and '202608-00003'. Below this, there is a sub-header '123 ABC CORP' and 'Closes in 7 day(s)'. A 'File Initiated' button is visible in the top right corner. The main form area is titled 'Borrowers' and contains a 'Borrower 1' section with fields for 'Entity Type' (set to 'Corporation'), 'Corporation Name' (set to '123 ABC CORP'), and 'Has Seal?' (set to 'No'). There is an 'Add Director' button at the bottom right of the 'Borrower 1' section. At the bottom left, there is an 'Add Borrower' button, and at the bottom right, there is a 'SAVE' button.

- 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.

Documents

202608-00003

123 ABC CORP

Closes in 7 day(s)

ON

Pending Review

Search deals...

ACTIONS

Documents

Created	Document	Type	Size	Status	Comments
Aug 7, 2026	Charge.pdf	Charge	15.5 KB	Pending	—
Aug 7, 2026	Trust Void Cheque.pdf	Law Firm Void Cheque	15.5 KB	Pending	—
Aug 7, 2026	MPA Form.pdf	Mortgage Payment Authorization Form	15.5 KB	Pending	—

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.

Notifications		SEND EMAIL
Type/Sender	Recipient	Subject
No notifications on file.		

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.

The screenshot shows a table titled "Accounts" with one row for "Account 1". The status of the account is "MIDWIA: Pending". The table has columns for "Loan Amount (CAD)", "Discount Amount (CAD)", "Pre-Paid Interest Amount (CAD)", "Client Payment Amount (CAD)", and "Yield". The values for these columns are 100000, 0.00, 0.00, 1000, and 0.00% respectively. There is a "REMOVE ACCOUNT" button in the top right corner of the table and an "Add Account" button in the bottom left corner.

Loan Amount (CAD)	Discount Amount (CAD)	Pre-Paid Interest Amount (CAD)	Client Payment Amount (CAD)	Yield
100000	0.00	0.00	1000	0.00%

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.