


LOANLINER® Paper to Laser Implementation Plan

Credit Union Name _____

Date Completed/Updated _____

📄 Find this material online in the LOANLINER Lending Resource Center

Key Implementation Tasks	Responsibility of:		Target Date	Completion Date	Status/Issues
	CMG Primary Contact	Credit Union Contact			
1. Review Your Current Lending Document Set(s)					
a. Check your document set against the appropriate order form. 📄					
b. Call LOANLINER at 1-800-356-5012 for a document analysis.					
2. Determine which documents to convert					
a. Analyze your loan volume for each type of lending you offer: <ul style="list-style-type: none"> • Consumer Open-End • Consumer Closed-End • Home Equity Open-End • Home Equity Closed-End 					See 5300 Call Report for loan volume.
b. Consider which documents are transactional, and which are static text.					
c. Consider which format is more member friendly.					Note: The Packaged Credit Agreement in paper is the most member friendly format.
3. Check with your data processor for their costs and timeline					
a. Find out what electronic formats they support.					
b. Obtain a quote on the cost to map your laser documents .					
c. Obtain an estimate of the turnaround time (from when they receive your documents from LOANLINER until they are available for use).					
4. Obtain a quote for laser documents					
a. Call your CUNA Mutual Group Account Relationship Manager or Business Consultant at 1-800-333-2644.					

b. Fax your order form  to LOANLINER at 1-608-233-4535. Be sure to check the box for a price quote only.					
c. Call LOANLINER Customer Service at 1-800-356-5012.					
5. Select which lending documents to convert					
a. Weigh the cost of the annual license fee and mapping against the efficiency savings you will achieve.					
b. Weigh the pros and cons of paper vs. laser – see LOANLINER Paper or Laser Documents.					www.cunamutual.com , click on Product, click on Operations Solutions, Click on LOANLINER Lending, scroll down and click on Laser vs. paper.
6. Develop implementation plan					
a. Develop timeline for implementation.					
b. Check your paper document supply to ensure your paper supply will last until you go live.					
c. Communicate your timeline to CUNA Mutual Group and obtain commitment.					
d. Communicate your timeline to your data processor and obtain commitment					
7. Implement					
a. Place your laser document order.					
b. Place your paper document order.					
c. Return proofs, if applicable, on a timely basis.					
d. Place your mapping request with your data processor.					
8. Go live					
a. Call LOANLINER at 1-800-356-5012 for answers to your questions					