ECLoanPro DocMagic Interface Guide Version 1.0



Document Systems, Inc. 20501 South Avalon blvd., Suite B Carson, CA 90746 (800) 649-1362 http://www.docmagic.com December 7, 2006

Revision History

2006-12-07 □ Initial Revision

1. Backgro	ound	1
1.1. Int	erface	1
1.2. Ac	count	1
1.3. Pla	n Management	1
2. ECLoar	Pro - Accessing DocMagic Services	2
	count Management	
	questing DocMagic Service	
	gic Online	
	rify/Edit Loan Information	
3.1.1.	General Information	
3.1.2.	Borrowers/Sellers Information	8
3.1.3.	Property Information	
3.1.4.	Terms/ARM Information	10
3.1.5.	Providers/Liens Information	
3.1.6.	Charges/Fees Information	
3.1.7.	Payoffs/Premiums Information	
3.1.8.	Impounds Information	15
3.1.9.	HÚD-1	
3.1.10.	Closing Information	17
3.2. Au	dit Websheet Information	18
3.2.1.	Executing an Audit	18
3.2.2.	Audit Severity	18
3.2.3.	Additional Audit Results	19
3.3. Do	cument Processing	19
3.3.1.	Document Package Type	20
3.3.2.	Document File Format	20
3.3.3.	Delivery Options	20
3.3.4.	Additional Services	21
3.4. Do	wnload the Document Package	23
	cMaster - Print/View/Transmit Documents	
3.5.1.	Document Stacking Order	24
	ny Information	
41 Pro	duct Information	25

Table of Contents

This document provides information regarding clients using Sage Assurity's ECLoanPro platform.

1. Background

1.1. Interface

• Combination of both DocMagic Direct and DocMagic Online.

1.2. Account

D Before utilizing this interface, the client must have an account with DSI.

1.3. Plan Management

Plan management is performed through either DocMagic Online or DSI's Account Administration system

2. ECLoanPro - Accessing DocMagic Services

2.1. Account Management

Once the client obtains a DocMagic Account, contact Sage Assurity to set up a DocMagic service account in ECLP through the Server Side Administration (SSA) application.

Vendor Access	Details 🔀
Vendor Type	ExternalDoc
Vendor	DocMagic
Software Used	DocMagic
User Name	rwang@abcv.com
New Password	*****
Confirm Password	*****
Account Number	215494
	OK Reset Cancel

Figure 2-1

For each DocMagic request submitted by a user, our ECLP DocMagic Service will do authentication and authorization to make sure the user has a DocMagic account.

2.2. Requesting DocMagic Service

In the ECLP Document module, select **DocMagic** from the External Docs tab.

E Document	ts and Forms							
<u>F</u> ile								
ECLP Docs	External Docs							
DocMagic]							
			⊻iev	V O <u>r</u> der				
Status	Websheet Number	Req. By	Date Ordered	Time Ordered	Date Received	Time Received	Referenc	:e#
Vendor Me	ssages Validation	Errors						
	2 🔎 💽 🖉	l	<u>0</u> K	Save	Ca <u>n</u> cel			
100004442 S	ample, Sample			CLTV	/ 0.000% LTV	0.000% FE 44	058% BE	44.058%

Figure 2-2

Click the Order button to post the loan data to DocMagic. The ECLP client application will do some basic validation on the request. If the validation fails, the errors will be displayed to the user.

Vendor Messages Validation Errors	
Field Name	Error Description
LoanNumber	Loan number is required to order DocMagic

Figure 2-3

The validation errors must be corrected before the request will be posted. When the request passes the ECLP validation, it will be sent to DocMagic.

E Document	ts and Forms							×
<u>F</u> ile								
ECLP Docs	External Docs							
DocMagic	1							
			⊻ie	w O <u>r</u> der				
Status	Websheet Number	Req. By	Date Ordered	Time Ordered	Date Received	Time Received	Reference #	¢
RECEIVED	1455	rwang	12/08/2006	09:58:32	12/08/2006	09:58:52	668	
Vendor Me	ssages Validation	n Errors						
	🥑 🤼 💽 🦛 😢		<u>0</u>	< <u>S</u> ave	Ca <u>n</u> cel			
100004442 S	ample, Sample			CLI	V 0.000% LTV	0.000% FE 44	.058% BE 44.	058%

Figure 2-4

To view the saved websheet in the DocMagic online, the user can highlight the DocMagic order diaplayed in the DocMagic Module and click View button; the ECLP client application will bring up the applet page with the associated loan data.

E Documen	ts and Forms							
<u>F</u> ile								
ECLP Docs	External Docs							
DocMagic	1							
			⊻i∈	ew O <u>r</u> der				
Status	Websheet Number		Date Ordered	Time Ordered	Date Received	Time Received	Referen	ce#
RECEIVED	1455	rwang	12/08/2006	09:58:32	12/08/2006	09:58:52	668	
Vendor Me	ssages Validatio	n Errors						
	📝 🦊 🔽 🌉		<u>O</u> ł	< <u>S</u> ave	Ca <u>n</u> cel			
100004442 S	ample, Sample			CLI	TV 0.000% LTV	0.000% FE 44	.058% BE	44.058%

Figure 2-5

The user reviews/modifies the loan data and orders the documents within DocMagic Online.

3. DocMagic Online

DocMagic Online makes it quick and simple to produce a perfect set of mortgage documents. Five simple steps is all it takes:

- 1. Verify/Edit the loan specific information in the online WebSheet
- 2. Audit the information for accuracy and compliance
- 3. Process the WebSheet to produce the mortgage documents
- 4. Download the package of documents
- 5. Print/View/Transmit the mortgage documents.

Many of the fields in the WebSheet have programmed options, some of these are set by DSI others are dictated by the type of loan selected.

User Interface Conventions

Red Field labels	Indicate required information
Blue field labels	Indicate a "pop-up" window if clicked
Status Bar	Provides a brief description of the active field/option

3.1. Verify/Edit Loan Information

After the data transfer is complete, the DocMagic Online Applet will be automatically launched with the loan information pre-loaded.

The Websheet is divided into the following ten (10) areas:

- □ General
- □ Borrowers/Sellers
- Property
- □ Terms/ARM
- □ Providers/Liens
- □ Charges/Fees
- □ Payoffs/Premiums
- □ Impounds
- □ HUD-1
- □ Closing

3.1.1. General Information

	- DocMagic Online - Microsoft Internet Explorer			
File Edit Services <u>H</u> elp				
WebSheet # 1002	🗅 🗃 皆 🖬 🔓 🗙 🎒 🎆 🎆 🎆 👹 audit. 🔯 Proof	Process 🎦 View	🗭 Email	
General Borrowers/Sellers I	Property Terms Providers/Liens Charges/Fees Payoffs/Premiums Impo	unds HUD-1 Closing		
● Enter Data	Begin creation of your mortgage documents NO Completion of the DocMagic WebSheet is the first step in the creation of If you have any questions, contact our Customer Service Department a	your documentation.	Doc	Magic
Loan Program				🕹 Add
Alternate Lender			<u> </u>	3 Add
Transfer To				~
Origination Type	×			
Broker Name	×			
Loan Rep	LOS ANGELES	Application Date		
Branch	IN HOUSE RETAIL DEPARTMENT	Rate Lock Date		1
Loan Type	CONVENTIONAL	Document Date		1
Loan Purpose	PURCHASE	Closing Date		1
Loan Number	106000019500	Signing Date		
MERS #		Cancel Date Disbursement Date	_	
FHA/VA Case #	Section #	Disbursement Date	02/08/2006	
Enter the plan code for the pr	ogram being utilized or add a NEW plan code.			Modified 🔒

Figure 3-1

Loan Program

On the General tab, select the Loan Program for this transaction. The Loan Program field, also known as Plan, contains a list of all Investor plans that have been associated with the client account. It is important to understand the hierarchy involved with respect to how Plan Codes are setup. Each investor has provided DSI with a list of their loan products and the required documents for each. DSI creates a unique plan code so when a plan is chosen the investor involved is automatically associated, and the required documents are identified. The Loan Program element is used for Auditing and Document Selection.

🤪 Find 🎒		
Loan Programs		
Description $ abla$	Investor	Code
1 YR LIBOR ARM ASSUMABLE	10080	1YRLA
1 YR LIBOR ARM NON-ASSUMABLE		1YRL
1 YR T-BILL ARM - ALLIANCE MORTGAGE	ALLIANCE MORTGAGE COMPANY	1YRTAM3
1 YR T-BILL ARM WITH CONVERSION		1YRTWC
10/1 LIBOR ARM ASSUMABLE		101YRLA
		101YBL



When a Plan has been selected, the Loan Type and Rate Type (Terms Tab) fields are set accordingly.

Alternate Lender

The Alternate Lender field allows you to have your closing or pre-disclosure documents drawn reflecting any lender name you may desire.

👺 Find 🚑	
Alternate Lenders	
Description $ abla$	Code
ALT LENDER COMPANY ONE	1000
ALT LENDER COMPANY TWO	1001
ALT_LENDER_NAME	1134
ALT_LENDER_NAME	1144
ALT_LENDER_NAME-NEW	1145

Figure 3-3

Example, if your company name is "XYZ MORTGAGE LENDING CORP." and you wish to draw your documents in your Broker's name, ABC MORTGAGE BROKER, simply enter all alternate lender information for ABC MORTGAGE BROKER in the alternate lender database. Then simply select ABC MORTGAGE BROKER from the list of Alternate Lenders.

3.1.2. Borrowers/Sellers Information

e Edit Services	Help								
ebSheet # 1002	📄 🗅 🖻 📸	🔒 🖬 🗙	4	A 🔛 🔛 🛛 🖬 🖬	adit 💽 Pro	oof 🌒 Process 🕴 🏠 Vi	iew 🍙 Emai	I	
neral Borrowers/S	ellers Property Te	erms Providers	s/Liens C	harges/Fees Payof	fs/Premiums	Impounds HUD-1 Cla	sing		
Borrowers									
Corp/Trust Name									
Name		Туре		Social Sec. # [etails Ve	sting			
SAMPLE 1 BORRO	WER	INDIVIDUAL		100-10-1000	SAI	MPLE 1 BORROWER, A SI	NGLE WOMAN	I.	
SAMPLE 2 BORRO		INDIVIDUAL		200-20-2000	SAI	MPLE 2 BORROWER, A SI	NGLE MAN		
SAMPLE 3 BORRO		INDIVIDUAL		300-30-3000					
5111122 1 501440									
Final Relation	ALL AS JOINT TE	NANTS							~
	ALL AS JOINT TE		.E MAN A	ND SAMPLE 3 BO	RROWER	ND SAMPLE 4 BORR	OWER ALL A	0L 8/	
Final Relation	ALL AS JOINT TE	VER, A SINGL	E MAN A	ND SAMPLE 3 BO BORROWER	RROWER A	AND SAMPLE 4 BORR(CALIFORNIA	DWER ALL #	\S JO Zip	INT TENANTS 9050
Final Relation Vesting to Read Mailing Street	ALL AS JOINT TE	VER, A SINGL	_	r					
Final Relation Vesting to Read	ALL AS JOINT TE	VER, A SINGL	_	r					
Final Relation Vesting to Read Mailing Street Sellers	ALL AS JOINT TE	VER, A SINGL /ER DRIVE	_	r					
Final Relation Vesting to Read Mailing Street Sellers	ALL AS JOINT TE MPLE 2 BORROW 23531 BORROW	VER, A SINGL /ER DRIVE	_	r					9050
Final Relation Vesting to Read Mailing Street Sellers Corp/Trust Name	ALL AS JOINT TE MPLE 2 BORROW 23531 BORROW	VER, A SINGL /ER DRIVE	_	r	State				



Borrower Details

Clicking the icon in the Details column for a particular Borrower allows for additional detail to be provided, such as Credit Scores and "Also Known As".

Details				
Agency R	ange Score Date	e Fa	ctors	
Equifax	300-850 750	02/15/2005 🔳	AMOUNT OWED ON ACCOUNTS I	•
Trans Union	300-850 730	02/15/2005 🔳	LACK OF RECENT AUTO FINAN	-
Experian	340-820 753	02/15/2005 📃	AMOUNT OWED ON ACCOUNTS I	-
				-



3.1.3. Property Information

SAMPLE 1 BORROW	VER - DocMagi	c Online - Microso	ft Inte	rnet Explore	r		
File Edit Services <u>H</u> e	lp						
WebSheet # 1002	📃 🗅 🚅 🔁	🔒 🔓 🗙 🎒		🔛 🗹 Au	diž 💽 Proof 🧐	Process 🛛 View 🍙 Email	
General Borrowers/Selle	rs Property Te	rms Providers/Liens	Charge	s/Fees Payoff:	s/Premiums Impou	nds HUD-1 Closing	
Address							
Owner Occupied?	💿 Yes 🔘 No	Second Home? 🚫 Ye	s 💿 No)	Property Type	SINGLE FAMILY RESIDENCE	~
Street	1002 PROPER	RTY WAY			City	PROPERTY CITY	
State	CALIFORNIA	*	Zip	90505	County	LOS ANGELES	
Project Name					Flood Zone	×	More Details
Prelim Information							
Legal Description:		Attached?	🔿 Yes	💿 No			
OT 155 OF TRACT	NO. 27046, IN	THE CITY OF PROP	ERTY, (COUNTY OF L	OS ANGELES, ST	TATE	
Mineral Rights/Abbrev	viated Legal Descr	iption:					
Title Report Date	01/09/2006	Parcel #			Tax Message	03/01/2006 INSTALLMENT PAI	D.
Endorsements					Approved Items		
Is the property owner-oc	cupied?						Modified

Figure 3-6

3.1.4. Terms/ARM Information

SAMPLE 1 BORROWE	R - DocMagic Onlin	e - Microsoft Internet Explorer		
WebSheet # 1002	D 🖻 🔁 🖬 🗋	🗙 🎒 🎆 🎆 🔛 📷 Audit	🔯 Proof 📲 Process 🛛 徾 View 🍙 Email	
	Property Terms Pro FIXED \$825,000.00 \$318,500.00 5.875 % 360 / 360 \$1,559.32 04/01/2006	viders/Liens Charges/Fees Payoffs/P		
What type of rate shall be us	ed?		Modified	1

Figure 3-7

Rate Type

Specifies whether the loan is Fixed or Adjustable. When Adjustable is selected, the ARM area is enabled. When specific fields receive focus, initial values are populated from the Plan defaults.

3.1.5. Providers/Liens Information

WebSheet # 100	02 🗋 🖆 📸	🖬 🔓 🗙 🎒 🔝 🔤	🔟 Audit 🔤 Proof 🧐 Process 🕴	🖹 View p Email
		rms Providers/Liens Charges/Fees	Payoffs/Premiums Impounds HUD-1	Closing
Service Provid				
Service Descript		Company Name SCROW GALLERY, INC.	Ref # Contact 91204	Phone Details (818) 545-1220
Prior Liens				

Figure 3-8

Pressing the down arrow displays the list of 28 Service Provider Types.



Figure 3-9

When you select a Service type by clicking on it with your left mouse button, it is tagged and will change color. To unselect, click again on the charge you wish to remove. After selecting all services, click [OK], and they will appear in the Service Description column. If you forget a service, simply press the down arrow, after locating the desired choice, press [OK]. The additional entry will be conveniently added at the bottom of the list.

After selecting the services associated with this loan, clicking the down arrow in the Company Name column will display the list of stored Service Providers.

By Find 🚑				
Service Type ∇	Company Name	City		
APPRAISAL	APPRAISAL COMPANY	LOS ANGELES		
APPRAISAL	MY SERVICE PROVIDER	LA		
ATTORNEY	Larry's Legal Service	COURTROOM		
ATTORNEY	TEST ATTORNEY	DALLAS		
CREDIT REPORT	FREE CREDIT REPORT	OAKLAND		
HAZARD INSURANCE	INSURANCE PROVIDER	POLICY		
INSPECTION	HOME INSPECTION SERVICES	HOMELAND		
SETTLEMENT/CLOSING	TICOR TITLE - WALNUT CREEK	WALNUT CREEK		
TITLE INSURANCE	TICOR TITLE - WALNUT CREEK	MALNUT CREEK		

Figure 3-10

3.1.6. Charges/Fees Information

ebSheet # 1002 🗋 🕻	2 🖞 🖬 🖬 🔀	👍 🎆 🎆 🎆 🛒 Audit. 💽 Proof	F 🧐 Process 🕴 🏠 View	🕋 Email
neral Borrowers/Sellers Prope	rty Terms Providers,	Liens Charges/Fees Payoffs/Premiums 1	Impounds HUD-1 Closing	
Charges				
Charge Description	То	Charge Amt Paid By	Amount Paid POC	APR?
PPRAISAL FEE	BROKER	\$350.00 BORROWER		
REDIT REPORTING FEE	BROKER	\$18.00 BORROWER		
AX SERVICE FEE	BROKER	\$85.00 BORROWER		
ROCESSING FEE	BROKER	\$350.00 BORROWER		
INDERWRITING FEE	BROKER	\$350.00 BORROWER		
VIRE FEE	BROKER	\$50.00 BORROWER		
LOOD CERTIFICATION FEE	BROKER	\$25.00 BORROWER		
NTEREST @ \$51.27/DAY FOR 21		\$1,076.67 BORROWER		
MPOUNDS REQUIRED: AGGREG	4 DRUKER	\$1,457.02 BORROWER		
ees				
Fee Description	То	Fee Points +Fee Fixed	Paid By APR	? Bona Fide?
	LENDER	1.000%	BORROWER 🔽	
OAN ORIGINATION FEE		0.250%	BORROWER	

Figure 3-11

Charges

Pressing the down arrow displays a list of current charges. Select the charge from the pop-up list. The charge enables defaulting of the charge description and indicates whether the charge should be included in the prepaid finance charge.

When you select a charge by clicking on it with your left mouse button, the charge is tagged and will change color. To unselect, click again on the charge you wish to remove. After selecting all charges, click [OK] and all charge codes will appear in the charge code column. If you forget a charge, simply press the down arrow, after locating the desired choice, press [OK]. The additional codes will be conveniently added at the bottom of the list.

In many cases, DSI has assumed that charges that may be considered part of the Section 32 analysis should be considered. Sometimes this is not the case. Our assumptions result in a conservative computation in that 100% of the time a transaction is subject to Section 32, we will detect and properly indicate by the use of the required disclosures. However, this conservative approach may also trigger the use of the required disclosures in certain cases where the transaction is not subject to Section 32. It is a wise idea to closely scrutinize all charges in an attempt to more precisely compute the Section 32 analysis. As indicated above, all assumptions can be changed to meet your requirements. For each charge, the "Paid To" party must chosen. In addition, the "POC?" indicates if the charge is to be paid outside closing. If an Amount Paid has been entered, this will default to "Yes". The APR field indicates if the charge should be included in the Prepaid Finance Charge and Section 32 calculations.

Fee Description

Select the description that corresponds to an entry in the loan fee pop-up list. Press the down arrow to view a list of loan fee types and corresponding fee codes. The fee code distinguishes the loan fee description and whether the fee point percentage amount will apply to the loan amount as entered or the base loan amount (loan amount less MIP premium financed-FHA loans only). Loan fee types consist of borrower/seller points and borrower/seller discount points. Generally discount points are utilized in FHA/VA transactions only. Most conventional loan fees will consist of point (origination) fees only, while FHA/VA loans will often have origination and discount point fees. In the case of a FHA/VA transaction, point fee computations will be computed based upon the base loan amount. The base loan amount is computed by subtracting any mortgage insurance premiums financed from the loan amount as entered. All discount point fee computations will be computed based on the loan amount as entered.

The origination fee would be computed by multiplying the point figure (1.000) by the base loan amount (\$10,000) that would result in a \$1,000 origination fee. The borrower discount fee, however, would be computed by multiplying the point figure (1.000) by the loan amount as entered (\$10,380) that would result in a \$1,038 discount fee. Remember that loan fees that are paid by the borrower are included in the prepaid finance charge and subsequently effect the APR while loan fees that are not paid by the borrower do not affect the prepaid finance charge.

3.1.7. Payoffs/Premiums Information

	Aagic Online - Microsoft Internet Explorer	
File Edit Services <u>H</u> elp		
WebSheet # 1002 🗋 🗃	📸 🔚 🔓 🗙 🚭 🎆 🎆 👹 📷 Audit. 🔯 Proof 🏐 Process View 🍙 Email	
General Borrowers/Sellers Property	Terms Providers/Liens Charges/Fees Payoffs/Premiums Impounds HUD-1 Closing	
Payoffs		
Payoff Type	Description	Amount
Premiums		
Premium Description	To Points +Premium Fixed	
What is the type of Payoff?		Modified 🔒

Figure 3-12

Premiums

Enter any broker rebate or service release premiums, paid outside of closing, by entering the appropriate premium code corresponding to an entry in the premium code pop-up list. Press the down arrow to view a list of available premium types. We have attempted to accommodate the wide range of accepted rebate language. This is why there is some repetition in the Premium Pop-up list.

Example: Enter 'SRP' for Service Release Premium or 'YAC' for Yield Adjustment Credit (Broker Rebate).

Note: Premium entries are always assumed to be paid outside of closing. In addition, premium entries do not affect the prepaid finance charge and resulting APR or section 32 computations.

Payoffs Enter any Payoff information that may apply to this transaction. Example:

Master Card = \$10,000 First Lien = \$65,000

3.1.8. Impounds Information

Edit Services <u>H</u> elp					
ebSheet # 1002 [) 🖻 🔁 🖬 🗋	i X 🎒 🛄 📓 🛄 I 🛛	🖞 Audit. 🛛 🔯 Proof 🧃 P	rocess 揝 View 🍙	🕽 Email
eral Borrowers/Sellers F	roperty Terms Pro	viders/Liens Charges/Fees P	ayoffs/Premiums Impoun	ds HUD-1 Closing	
Accounts					
Impound Description		Pmts/Y	ear Payment Amt	Monthly Inflow Du	ue Dates Months
OUNTY TAXES HAZARD INSURANCE			2 \$625.7 1 \$1,246.9		
264104841					
PMI/MMI 1st Year Premium Rate		1st Year Premium		PMI/MMI Monthly	
		1st Year Premium 1st Renewal # Mos		PMI/MMI Monthly PMI/MMI Due Date	
1st Year Premium Rate					
1st Year Premium Rate Renewal Rate #1		1st Renewal # Mos		PMI/MMI Due Date	
1st Year Premium Rate Renewal Rate #1 Renewal Rate #2	Information BORROWER	1st Renewal # Mos	\$830.52	PMI/MMI Due Date	
1st Year Premium Rate Renewal Rate #1 Renewal Rate #2 /liscellaneous Impound		1st Renewal # Mos 2nd Renewal # Mos	\$830.52 \$416.40	PMI/MMI Due Date	



Impound Payments

Enter the number of disbursements in a year. For example, property taxes paid twice a year would require entry of a "2" in this field. Disbursement dates are automatically computed by dividing the number of disbursements indicated in this field into 12 months. For example, in the property tax example above 12 months / 2 months = 6 months. Therefore DocMagic would compute a second disbursement 6 months after the first date entered in the Due Date field. If multiple disbursement dates are not as easily computed as described above, simply press "Due dates" header in the Impound Due Date field and enter the disbursement dates, as they should be.

Once this data is added, simply hit the tab key and DocMagic will auto-calculate the Payment Amount, Monthly Inflow and number of months based off of your due dates.

Aggregate Adjustment

If an aggregate adjustment is necessary, accept the default figure shown below. To view the result of the aggregate adjustment or simply to see a monthly accounting of the impound account; simply click the calculator icon next to the Aggregate Adjustment field.

Note: The aggregate adjustment is simply a direct adjustment to the starting balance of the impound account. Notice that when a figure is defaulted into this field, the Impound Account Cushion and Impound Account Low Balance figures below match. The same result can occur by manipulating the number of months to impound for any one or all of the impound items indicated above. Although the use

of the aggregate adjustment is convenient, it is NOT required. As long as the Impound Account Low Balance is greater than zero and less than the Impound Account Cushion, the impound account is fine. DocMagic's Goof-Proof Audit System will ensure proper compliance at all times.

The impound account low balance cannot be greater than the impound account cushion. If the low balance is greater than the cushion, there are two possibilities:

Decrease the number of months to collect at closing for any of the impound account types.
 Allow DocMagic to apply an aggregate credit adjustment; the result will instantly bring the low balance within limits.

Aggregate Impound Cushion

The impound account cushion amount is located in the lower portion of the of the impound screen. This figure is computed by adding all monthly impound inflow amounts and multiplying by "2" months (cushion amounts can also be computed using "1" of "0" months).

WebShe				🖬 Audit 🛛 💽 Proof 🧐 Process 🛛 🎬 View	😰 Email
	Borrowers/Sellers Property Terms/ARM	Service Provid			
-100. Gr	oss Amount Due From Borrower		-400. Gr	oss Amount Due to Seller	
Code	Description	Amount	Code	Description	Amount
101 103 104 120	Contract Sales Price Settlement charges to borrower Payoff(s) GROSS AMT. DUE FROM BORROWER	\$0.00 \$0.00 \$0.00 \$0.00	401 420	Contact sales price GROSS AMT, DUE TO SELLER	\$0.00 \$0.00
200. Amounts Paid by or in Behalf of Borrower					
Code	Description	Amount	Code		Amount
202 Principal amount of new loan(s) \$0.00 220 TOTAL PAID BY/ FOR BORROWER \$0.00 \$0.00 \$0.00					
	ish at Settlement From/To Borrower		-600. Ca	ish at Settlement To/From Seller	
300. Ca	Description	Amount	Code	Description	Amount
-300. Ca Code	Description		601	Gross amount due to seller	\$0.00

3.1.9.<u>HUD-1</u>

Figure 3-14

Hud-1Worksheet code fields: By clicking on the "code" fields, this will enable you to input other HUD1 line items. Choose either series 100, 200,400 or 500, to add additional line items. Series 300 and 600 are

not editable fields and cannot be accessed. These series fields sole purpose is to tabulate all information from new HUD1 line items that are added to the 100,200,400 and 500 series boxes.

3.1.10. <u>Closing Information</u>

🗿 SAMPLE 1 BORROWER - DocMagic Online - Microsoft Internet Explorer	X
File Edit Services <u>H</u> elp	
] WebSheet # 1002 🗅 🖆 🔁 📑 🏠 🗙 🎒 🎆 🎆 🎆 📓 🖉 Audit. 🔯 Proof 🧐 Process 🛛 🏠 View 🍙 Email	
General Borrowers/Sellers Property Terms Providers/Liens Charges/Fees Payoffs/Premiums Impounds HUD-1 Closing	
Closing	
Closing County LOS ANGELES Loan Proceeds To BORROWER	
Closing Instructions/Conditions	
COPY OF BORROWERS DRIVERS LICENSE/PHOTO IDENTIFICATION PAYSTUB WITHIN 45 DAYS OF CLOSING HAZARD INSURANCE (PTD IF BORROWER WANTS RESERVES) COPIES OF RENTAL AGREEMENT(S) COPY OF CASHIER'S CHECK SHOWING SUFFICIENT FUNDS	
Audit Now that you have completed the entry of your loan information, DocMagic's Goof-Proof Audit system will analyze your WebSheet information.	
Congratulations, DocMagic is ready to produce your mortgage documentation. Process Congratulations, DocMagic is ready to produce your mortgage documentation. Process Process	
What closing conditions (if any) must be met prior to closing? Modified	۵

Figure 3-15

To generate a Closing Document Package, the Closing County must be populated.

Closing Conditions

Frequently utilized conditions can be entered into your instruction/condition file to facilitate data entry.

🖬 Select Closing Condition 🛛 🔀
🔁 Find 🚑
Closing Condition
TEST ONE
TEST TWO
TEST THREE
BORROWER(S) TO SIGN AND DATE FINAL 1003
BORROWER(S) TO PROVIDE 2 FORMS OF PICTURE IDENTIFICATION
PAYOFFS IN THE AMOUNT OF:
CONVENTIONAL LOANS*FIRST CONDITION*SECOND CONDITION*THIRD CONDITION*FO
COLIN1
MISMO CLOSING
Ok Cancel



3.2. Audit Websheet Information

DocMagic's Goof-Proof Audit system instantly analyzes all loan-specific data for accuracy. With over 500 standard data validation and loan type-specific audits and unlimited potential for custom user-defined audits, DocMagic's Goof-Proof Audit system will insure that documents have all of the necessary information. DocMagic's Goof-Proof Audit system is completely customizable. Audits can be implemented on many different levels of the process. Audits on a document level can halt the processing of an individual document and report the problem to the user while audits implemented on a package level can halt the production of the entire loan document package.

🔛 Server/Audi	t Messages - WebSheet #1002
🗹 Audit 🛛 🔯 Pri	oof 📲 Process 🛛 🎬 APR 🔛 Section 32 🔛 Impounds 🏼 🚑 🖕 Close
Server Messages	Audits
-Audits	
Туре	Message
INFO WARNING WARNING WARNING WARNING WARNING	WEBSHEET AUDIT STARTED, PLEASE WAIT P&I PAYMENT (\$1,559.32) DOES NOT MATCH DEFAULT (\$1,884.05) DOCUMENT DATE IS MORE THAN '5' DAYS IN THE PAST NO TITLE COMPANY DETECTED NO SALES PRICE APPLICATION DATE MISSING; NEEDED TO COMPUTE HIGH COST LOAN DETERMINATION NUMBER OF DUE DATES FOR COUNTY TAXES DOES NOT MATCH PAYMENTS PER YEAR.
WARNING FATAL INFO	DISBURSEMENT ON FOR COUNTY TAXES IS AFTER THE ANALYSIS PERIOD. IMPOUND ACCOUNT LOW BALANCE (416.4) EXCEEDS CUSHION (208.2) WEBSHEET AUDIT COMPLETE Go To Selected Audit

Audits should be performed until it is time to actually draw the documents. No DSI charges are incurred when audits are done, so to avoid charges for loans that don't close, a process request should only be used when the documents are needed.

3.2.1. Executing an Audit

The Audit system can be activated in any of the following ways:

- \Box Clicking the **\Box** Audit button on the **Closing** tab
- □ Selecting ^I Audit from the Services menu
- □ Clicking the ^I Audit</sup> button on the DocMagic Online toolbar

3.2.2. Audit Severity

DocMagic's Goof-Proof Audit system instantly detects problems with incoming data and organizes any issues into warning and fatal error messages.

Warning

These errors indicate that the information entered in the reported field differs from the information DocMagic expects to see. This audit is only to tell you that DocMagic has found something in your worksheet that is not normal and will not prevent you from processing.

Fatal

Fatal errors stop processing until the problem is remedied. These errors MUST be corrected before DocMagic will allow you to continue to the document processing stage of the program. These errors indicate an item in the worksheet that is critical to successful loan document production.

3.2.3. Additional Audit Results

When the WebSheet is audited, the following items are generated:

- APR/Payment Schedule
- Amortization Schedule
- Section 32 Computation
- State High Cost Analysis
- Fannie Mae Test
- Impound Account Analysis

In addition to the list of items above, a "Proof Sheet" is also generated based on the data provided in the WebSheet. This can be viewed by clicking the Proof on the toolbar or selecting Proof from the **Services** menu.

	PROOF SHEET	
Worksheet #. 1000		Lender #. DEMO
GENERAL		
Loan Program: CONV	Loan Type: Conventional	Application Date: 01/01/2004
Alternate Lender: 1121	Loan Purpose: Purchase	Rate Lock Date: 01/15/2004
Transfer To:	Loan Number: LOAN NUMBER	Document Date: 03/01/2004
Origination Type:	MERS # 123589612345679022	Closing Date:
Broker Name: DEMO ONLY - NOT FOR RESALE	FHAVA Case #	Signing Date:
Loan Rep: ATTN LENDER	FHA Section #	Cancel Date:
Branch:		Disbursement Date: 07/15/2004

Figure 3-17

3.3. Document Processing

Once all of the necessary data has been entered into the WebSheet and the Audit process has been successful, it is time to process the Document Package. When a request is made (based on the package type), a set of documents are created and delivered in the requested file format.

Document Processing Options					
WebSheet #1002 (BORROWER) is queued for processing.					
General Options					
Document Package Type: Predisclosure					
Document File Format: DocMagic BLK (recommended) 					
O Adobe PDF					
Loan Application					
FNMA 3.x File: Browse					
Delivery Options					
Leave for Web (Internet) Pickup					
E-mail to another location E-mail:					
Send Borrower eDisclosure					
DSI to Print and Deliver Edit Delivery Information					
Security					
Require Password Password:					
E-mail Read Receipt					
Additional Services					
Flood Certification Life of Loan? Ves No					
Register MERS Loan					
Process Cancel					

Figure 3-18

3.3.1. Document Package Type

DocMagic Online provides for the processing of 4 distinct Document Packages:

- 1. Closing
- 2. Predisclosure
- 3. Servicing Transfer
- 4. Flood Certification

However, Package Types can be added to accommodate any combination of documents.

3.3.2. Document File Format

Two formats are available for these package types:

- 1. DocMagic Blockument (BLK) Recommended
- 2. Adobe Portable Document Format (PDF)

3.3.3.<u>Delivery Options</u> *Email Service* Notifies a 3rd party via email at the time the documents are prepared. For a nominal fee, the set of documents can also be emailed to a specified email address.

DSI to Print and Deliver

Our In-house Production Department boasts the fastest turnaround time available anywhere. Documents can be produced in-house and delivered directly using the information provided. For a nominal fee, DSI can print the documents and deliver them to a person and address provided.

3.3.4. Additional Services

In addition to generating the document set, DSI offers the following services that can be added at time of process.

Confirmation Email (sendConfirmationEmail)

An email will be sent to the user provided in the User Authentication Header and contain a link to retrieve the documents from the DocMagic servers.

Edisclosure

For the "Predisclosure" package type, if one or more borrower emails are defined, the **Send Borrower eDisclosure** option becomes enabled. If checked, an email invitation will be sent to all borrower emails. This email will provide the borrower a link to DSI's eDisclosure system to view their Predisclosure documents online.

Register MERS Number

When checked, DSI will submit a registration request to MERS with using the MERS Number provided. In conjunction with the MERS number, DSI will register Borrower, Beneficiary, Property, and Loan information. Status of the registration will be returned in the response messages.

Web Pickup

When the **Leave for Web (Internet) Pickup** option is selected, this enables a set of documents for remote retrieval and notifies a third party via email. In addition, the WebPickup provides for applying a password to the set for additional security through the Security section.

Flood Certification

When your worksheet is processed, a flood determination request containing certain required information is automatically and simultaneously forwarded via the Internet to the flood provider. At this point, one of two things can happen:

(1) Automatic determination: the information will be located in the provider records and automatically determine that the property is either in or not in a flood zone. If an automatic determination is made, the loan document package will automatically include:

- "Standard Flood Hazard Determination" form; and
- If the property is determined to be in a flood zone, a "Notice of Special Flood Hazards and Availability of Federal Disaster Relief Assistance" form.

Or (2) Manual determination: a determination cannot be made until a researcher from the provider conducts a manual search of the flood zone database. If additional research is required, the loan document package will automatically include:

• A "Flood Hazard Determination Request" form

• A "Flood Zone Notification" form.

We currently anticipate that the majority of flood determination requests (over 80%) will result in automatic determinations, which are complete as soon as the customer receives the loan document package. In the remaining cases, a manual determination must be made and it will be the responsibility of the flood provider to follow up with the Doc Magic customer directly.

3.4. Download the Document Package

Once the Document Process request has been completed, the following screen will be displayed.

🖹 DocMagic Online Confirr	DocMagic Online Confirmation - Microsoft Internet Expl				
Congratulations! Your documents have been processed successfully.					
W. Sheet:	1002				
Borrower:	SAMPLE 1 BOR	ROWER			
WebDocs Code:	100MSM-25A0	-C5G-5KOD			
Click here to downlo	<u>Click here to download your documents</u> . <u>Click here to download the FREE DocMaster viewer</u> (the software REQUIRED to view and print documents).				
Don't show this win	dow again.	Powered by	DocMagic		

Upon processing completion, you are provided with a combination code for the document set that has been posted for Internet delivery. You simply give this code to whomever you desire to download documents, they then visit the DocMagic website http://www.docmagic.com and access the **Get WebDocs** option. After entry of the combination code, the user is prompted for immediate document download.

The View Documents option will allow you to view any previously processed documents for the current WebSheet.

3.5. DocMaster - Print/View/Transmit Documents

DocMaster is a proprietary program that facilitates printing, viewing, re-transmission and imaging of loan documents.



DocMaster possesses complete imaging capabilities and increased functionality such as determining which documents were affected by the most recent change to the underlying data. DocMaster can also be downloaded separately and apart from DocMagic and is utilized extensively by closing agents and others nationwide as a standalone product for the purpose of viewing, printing and re-transmitting loan documents. Documents contained in DSI's proprietary Blockument (.blk) format can be viewed and printed; documents can also be saved and retransmitted in the original format, or can be converted to PDF. The DocMaster program can be configured to allow a document file to be opened on a local file system, or instead to allow access only to a remote (secure) server. In the latter configuration, a pass phrase system generates a random five-word phrase that is then delivered to the intended recipient via an alternative delivery channel (i.e., fax, phone) for complete data security.

3.5.1. Document Stacking Order

The DocMagic default print order is based on the relative importance of the actual document types contained in the package. For example, it begins with the Note and any addendums to the Note followed by the Security Instrument and any Riders to the Security Instrument. Then generally the Closing Instructions, Truth-In-Lending, Itemization and Hud-1 closing documents are selected. Finally, the miscellaneous documents are selected and appear in alphabetical order.

4. Company Information

Sage Assurity Financial 10625 Justin Drive Urbandale, IA 50322

Customer Support Phone: 888-340-3497 Email: eclp-support@saiconnect.com

4.1. Product Information

"Sage Assurity Financial offers a comprehensive suite of mortgage loan origination and processing software. We offer this software as a licensed package, or as a hosted service. Additionally we work with business partners to offer mortgage processing as a business service to organizations that have members or employees needing mortgages.

Sage Assurity Lending Solution suite

- Complementary, state of the art, proven mortgage sales origination and processing platform for retail, wholesale, and correspondent channels
- Access to proven building blocks to rapidly deliver enterprise mortgage SaaS services with necessary customization and configuration
- Successful deployment of the Sage Assurity Lending solution to both small and large lenders, in both hosted ASP as well as licensed integration offerings
- Cross-sell product customizations to other channels and affinity partners of existing large lender clients leveraging knowledge of prior integration
- Potential to reposition the product and market additional niche mortgage services to various channels to cross sell.
- Proven configurability of technology assets with deployments in multiple service industries, including Mortgage, Insurance, and Financial Services"