

Ellie Mae ePass Services

DocMagic Interface Guide

Version 2.0



Document Systems, Inc.
20501 South Avalon blvd., Suite B
Carson, CA 90746
(800) 649-1362
<http://www.docmagic.com>
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This document provides information regarding clients using Ellie Mae's ePass Services platform in conjunction with DocMagic Online.

1. Background

1.1. Interface

- ❑ DocMagic Online Import.

1.2. Account

- ❑ 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. Accessing DocMagic Services

2.1. Adding DocMagic as a Doc Preparation Provider

From the **Services** tab, click on the text for **Doc Preparation**.

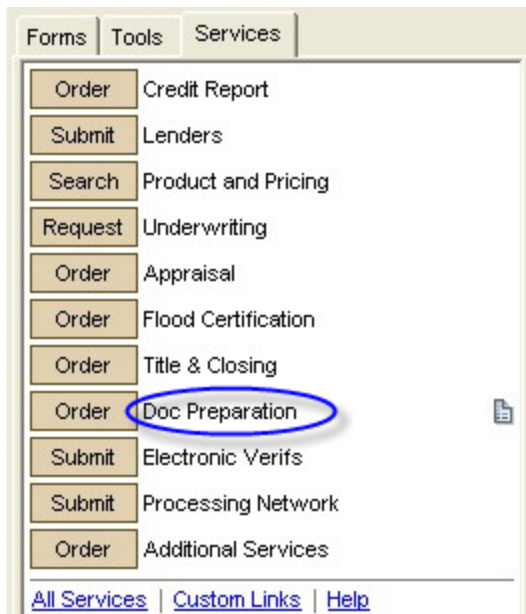


Figure 2-1

This will display the current list of Doc Preparation Providers.

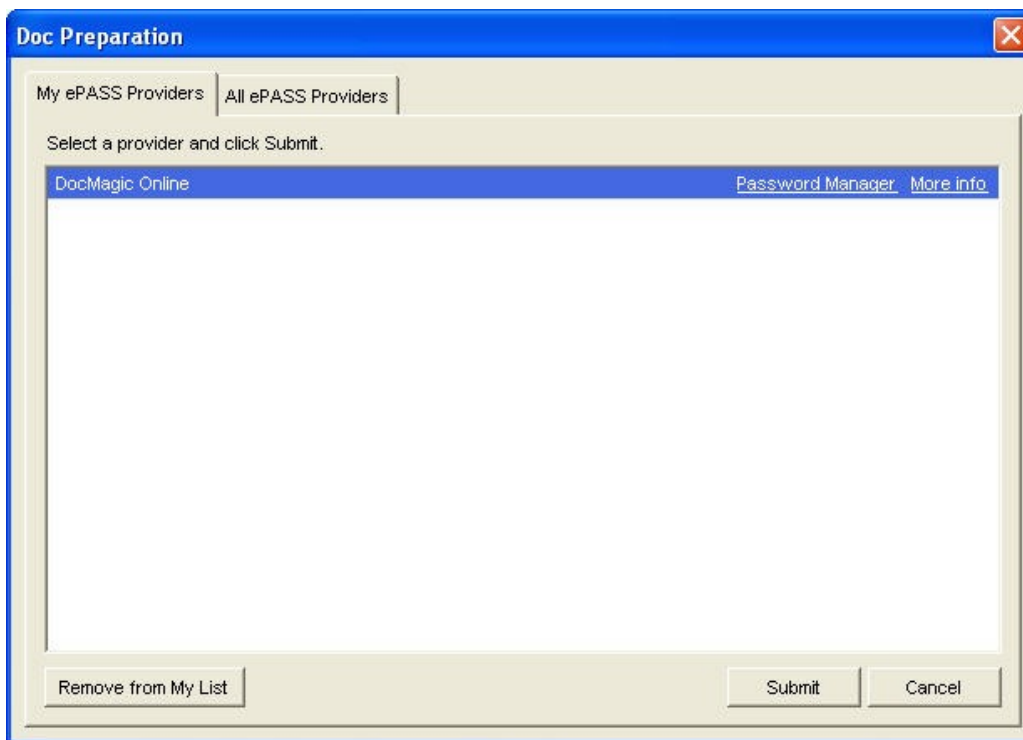
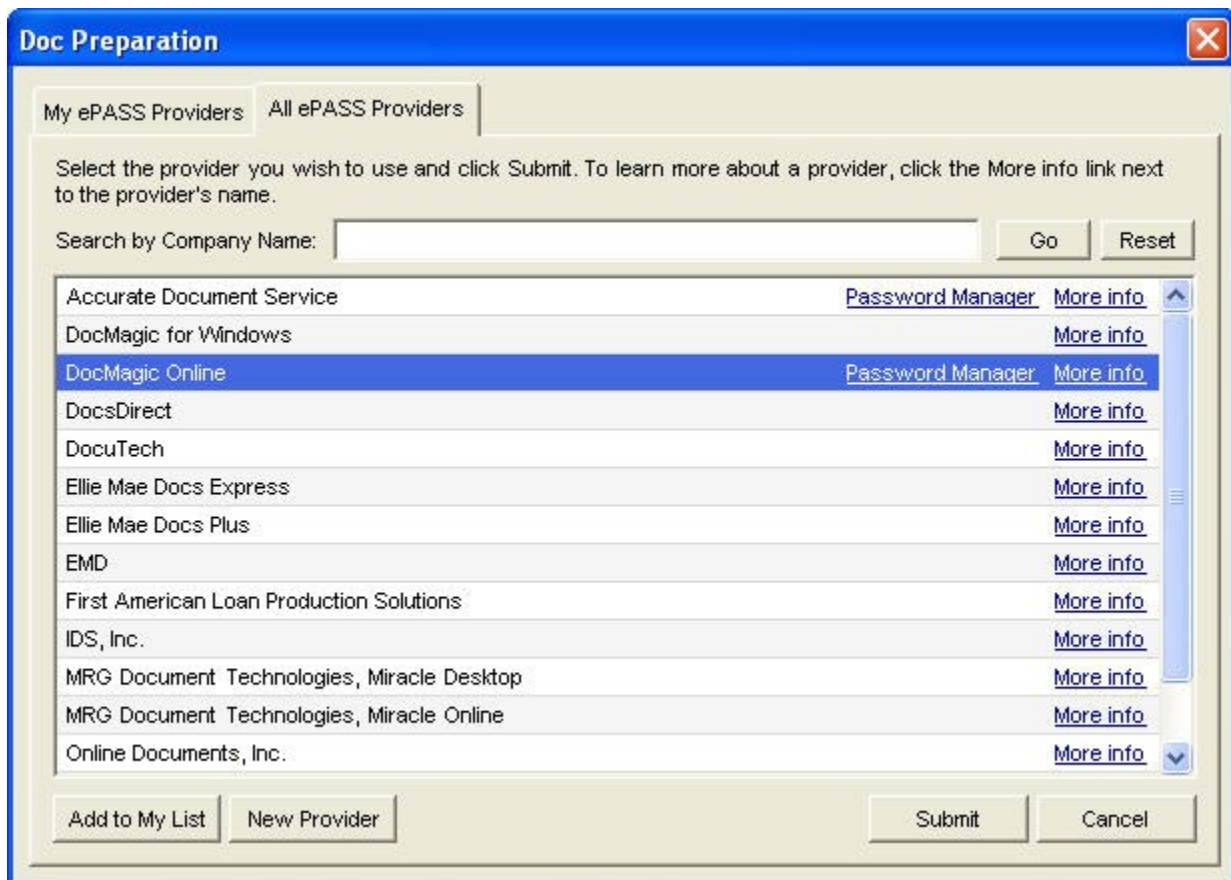


Figure 2-2

If **DocMagic Online** does not appear in the list, click the **All ePass Providers** tab to view the complete list.



The screenshot shows a window titled "Doc Preparation" with a close button in the top right corner. Inside the window, there are two tabs: "My ePASS Providers" and "All ePASS Providers". The "All ePASS Providers" tab is selected. Below the tabs, there is a text instruction: "Select the provider you wish to use and click Submit. To learn more about a provider, click the More info link next to the provider's name." Below this instruction is a search bar labeled "Search by Company Name:" with a "Go" button and a "Reset" button. A list of providers is displayed below the search bar. The list includes: Accurate Document Service, DocMagic for Windows, DocMagic Online (highlighted), DocsDirect, DocuTech, Ellie Mae Docs Express, Ellie Mae Docs Plus, EMD, First American Loan Production Solutions, IDS, Inc., MRG Document Technologies, Miracle Desktop, MRG Document Technologies, Miracle Online, and Online Documents, Inc. Each provider name has a "More info" link to its right. At the bottom of the window, there are four buttons: "Add to My List", "New Provider", "Submit", and "Cancel".

Provider Name	More info
Accurate Document Service	More info
DocMagic for Windows	More info
DocMagic Online	More info
DocsDirect	More info
DocuTech	More info
Ellie Mae Docs Express	More info
Ellie Mae Docs Plus	More info
EMD	More info
First American Loan Production Solutions	More info
IDS, Inc.	More info
MRG Document Technologies, Miracle Desktop	More info
MRG Document Technologies, Miracle Online	More info
Online Documents, Inc.	More info

Figure 2-3

Highlight **DocMagic Online** and click the **Add to My List** button.

2.2. Submitting Files to DocMagic

From the Doc Preparation dialog, highlight **DocMagic Online**,

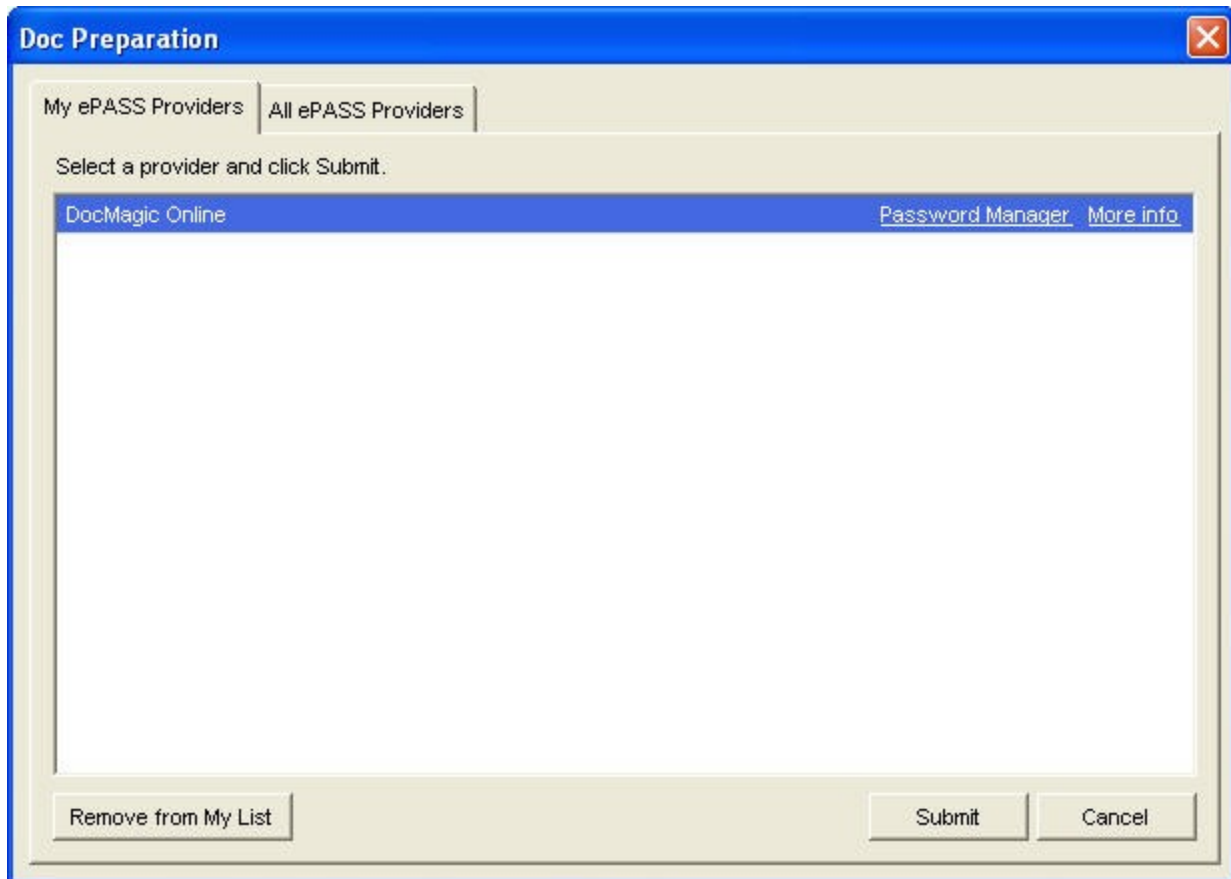


Figure 2-4

and click the **Submit** button to post the file to DocMagic. If this is the first time accessing the service or if you have not stored your DocMagic credentials, the system will prompt you to sign in to DocMagic.

The image shows a login form titled "DocMagic Online". The form has a blue header bar with the title. Below the header, the text "Please Log In:" is displayed. There are three input fields: "Username:", "Password:", and "Customer ID:". Below the input fields, there is a checkbox labeled "Save login and password." and a note: "The username should be the email address." At the bottom of the form, there is a "Submit" button.

Figure 2-5

If the **Save login and password** is checked, the credentials will be stored for future transactions. Upon successful login, the data will be transferred to DocMagic and the DocMagic Online applet will open with the corresponding file.

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

The screenshot shows the 'SAMPLE 1 BORROWER - DocMagic Online - Microsoft Internet Explorer' window. The 'General' tab is selected, and the 'Enter Data' section is active. The 'General Information' section contains the following fields:

- Loan Program: [Dropdown menu]
- Alternate Lender: [Dropdown menu]
- Transfer To: [Dropdown menu]
- Origination Type: [Dropdown menu]
- Broker Name: [Dropdown menu]
- Loan Rep: [Dropdown menu]
- Branch: [Dropdown menu]
- Loan Type: [Dropdown menu]
- Loan Purpose: [Dropdown menu] (with a 'Cash Out' checkbox)
- Loan Number: [Text field]
- MERS #: [Text field]
- FHA/VA Case #: [Text field]
- Section #: [Text field]
- Application Date: [Text field]
- Rate Lock Date: [Text field]
- Document Date: [Text field]
- Closing Date: [Text field]
- Signing Date: [Text field]
- Cancel Date: [Text field]
- Disbursement Date: [Text field]

At the bottom, there is a status bar with the text 'Enter the plan code for the program being utilized or add a NEW plan code.' and a 'Modified' button.

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.

The 'Select a Loan Program' dialog box displays a table of loan programs. The table has three columns: Description, Investor, and Code.

Description	Investor	Code
1 YR LIBOR ARM ASSUMABLE		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
10/1 LIBOR ARM NON-ASSUMABLE		101YRL

Figure 3-2

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.

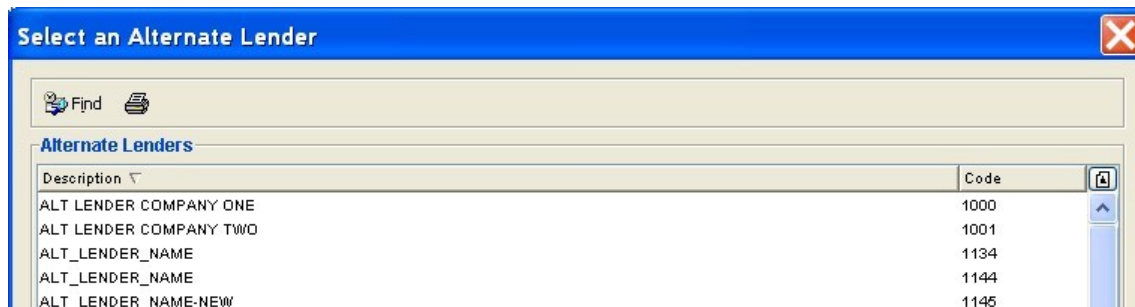
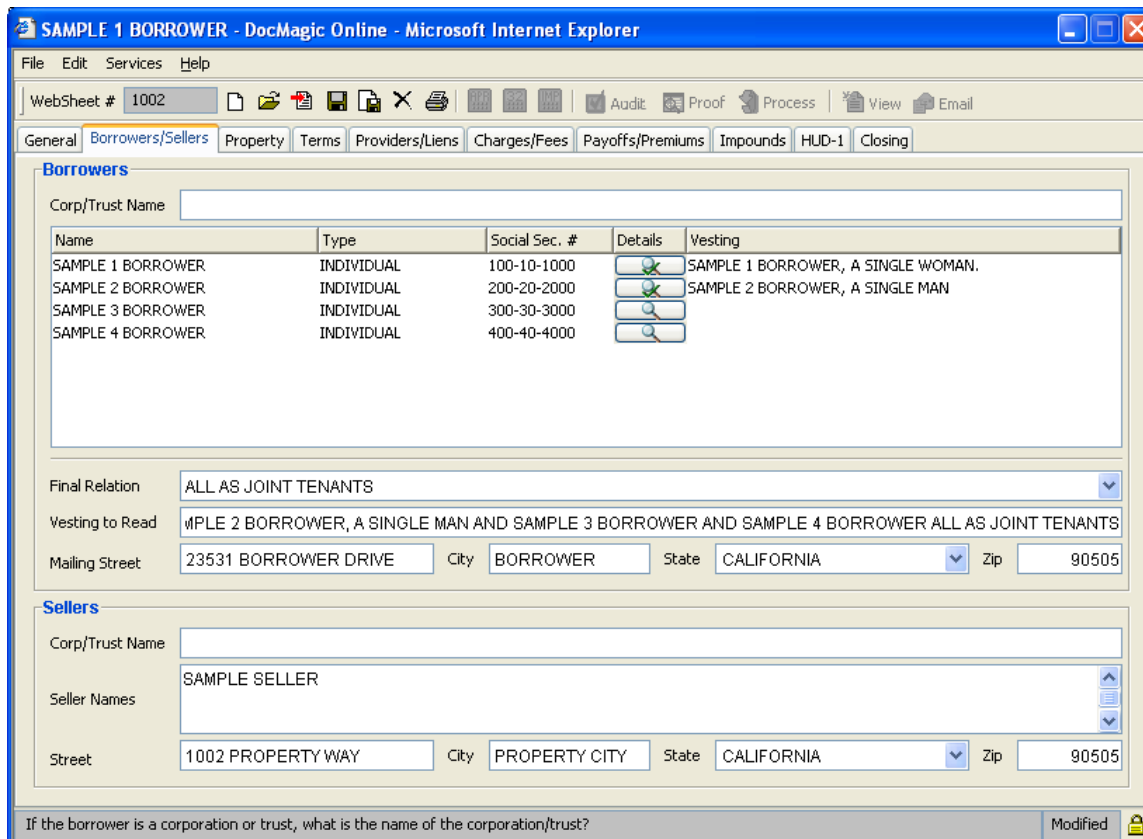


Figure 3-3

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



Name	Type	Social Sec. #	Details	Vesting
SAMPLE 1 BORROWER	INDIVIDUAL	100-10-1000		SAMPLE 1 BORROWER, A SINGLE WOMAN.
SAMPLE 2 BORROWER	INDIVIDUAL	200-20-2000		SAMPLE 2 BORROWER, A SINGLE MAN
SAMPLE 3 BORROWER	INDIVIDUAL	300-30-3000		
SAMPLE 4 BORROWER	INDIVIDUAL	400-40-4000		

Final Relation: ALL AS JOINT TENANTS

Vesting to Read: SMPLE 2 BORROWER, A SINGLE MAN AND SAMPLE 3 BORROWER AND SAMPLE 4 BORROWER ALL AS JOINT TENANTS

Mailing Street: 23531 BORROWER DRIVE City: BORROWER State: CALIFORNIA Zip: 90505

Sellers

Corp/Trust Name:

Seller Names: SAMPLE SELLER

Street: 1002 PROPERTY WAY City: PROPERTY CITY State: CALIFORNIA Zip: 90505

If the borrower is a corporation or trust, what is the name of the corporation/trust? Modified

Figure 3-4

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”.

Agency	Range	Score	Date	Factors
<input checked="" type="checkbox"/> Equifax	300-850	750	02/15/2005	AMOUNT OWED ON ACCOUNTS I
<input checked="" type="checkbox"/> Trans Union	300-850	730	02/15/2005	LACK OF RECENT AUTO FINAN...
<input checked="" type="checkbox"/> Experian	340-820	753	02/15/2005	AMOUNT OWED ON ACCOUNTS I
<input type="checkbox"/>				

Figure 3-5

3.1.3. Property Information

WebSheet # 1002

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

Address

Owner Occupied? ☒ Yes ☐ No Second Home? ☐ Yes ☒ No Property Type: SINGLE FAMILY RESIDENCE

Street: 1002 PROPERTY 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 PROPERTY, COUNTY OF LOS ANGELES, STATE

Mineral Rights/Abbreviated Legal Description:

Title Report Date: 01/09/2006 Parcel #: Tax Message: 03/01/2006 INSTALLMENT PAID.

Endorsements: Approved Items:

Is the property owner-occupied? Modified

Figure 3-6

3.1.4. Terms/ARM Information

The screenshot displays the 'SAMPLE 1 BORROWER - DocMagic Online' window in Microsoft Internet Explorer. The 'Terms' tab is active, showing various loan parameters. The 'Rate Type' is set to 'FIXED'. The 'ARM' section is visible but disabled. The 'HELOC' section is also visible. The 'Miscellaneous' section contains options for 'Assumable?', 'Prepayment Penalty?', 'Prepayment', 'Soft Prepayment', and 'Prior Prepay Amount'.

Section	Field	Value
Terms	Rate Type	FIXED
	GPM Type	
	Buydown Type	
	Appraised Value	\$825,000.00
	Approved JR Lien	
	Sales Price	
	Loan Amount	\$318,500.00
	Initial Interest Rate	5.875 %
	Term / Amortization	360 / 360 Months
	Monthly Payment	\$1,559.32
ARM	Interest Change Date	
	Payment Change Date	
	Margin	
	Current Index	
	Ceiling (Max) Rate	
HELOC	Initial Advance	
	Draw / Repay Period	
	Annual Fee?	No
Miscellaneous	Assumable?	No
	Prepayment Penalty?	No
	Prepayment	
	Soft Prepayment	
	Prior Prepay Amount	

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

The screenshot shows a web application window titled "SAMPLE 1 BORROWER - DocMagic Online - Microsoft Internet Explorer". The interface includes a menu bar (File, Edit, Services, Help), a toolbar with various icons, and a tabbed navigation system. The "Providers/Liens" tab is active, displaying two main sections: "Service Providers" and "Prior Liens".

Service Providers

Service Description	Company Name	Ref #	Contact	Phone	Details
SETTLEMENT/CLOSING	ESCROW GALLERY, INC.	91204		(818) 545-1220	

Prior Liens

Lien Priority	Lender Name	Principal Amt	Interest Rate	Payment Amt	Details
---------------	-------------	---------------	---------------	-------------	---------

At the bottom of the window, there is a status bar with the text "What type of service provider?" and a "Modified" button with a lock icon.

Figure 3-8

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

The screenshot shows a dialog box titled "Select all applicable Impounds". It contains a "Find" field with a magnifying glass icon and a "Service Providers" section. The "Service Providers" section has a table with two columns: "Description" and "#".

Description	#
APPRAISAL	
ATTORNEY	
CREDIT REPORT	
DOCUMENT PREPARATION	
DOCUMENT SIGNING	

Each row in the table has a small square icon to its right, which is used for selecting or deselecting the service provider.

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.



Figure 3-10

3.1.6. Charges/Fees Information

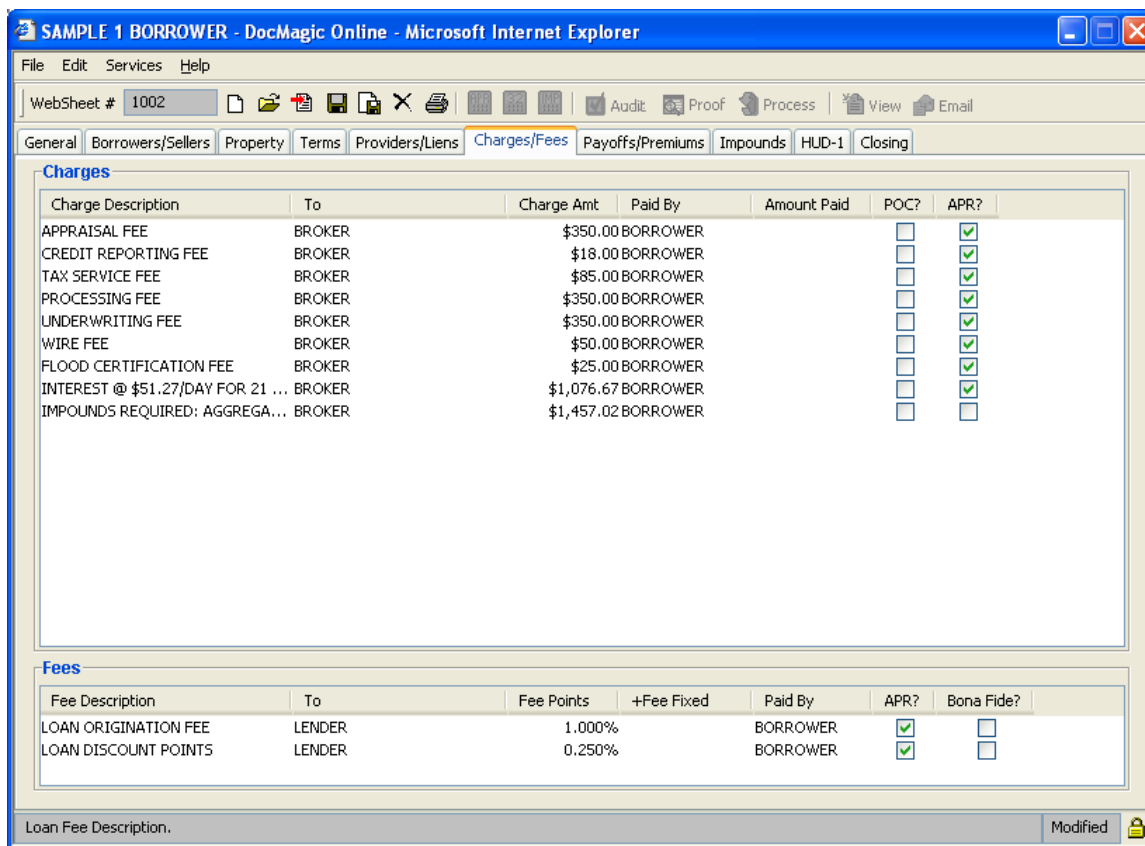


Figure 3-11

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 be 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

The screenshot shows a web application window titled "SAMPLE 1 BORROWER - DocMagic Online - Microsoft Internet Explorer". The interface includes a menu bar (File, Edit, Services, Help), a toolbar with various icons, and a tabbed navigation system. The active tab is "Payoffs/Premiums".

Under the "Payoffs" section, there is a table with the following structure:

Payoff Type	Description	Amount
<input type="text"/>		

Below the "Payoffs" section is the "Premiums" section, which contains a table with the following structure:

Premium Description	To	Points	+Premium Fixed
<input type="text"/>			

At the bottom of the window, a status bar displays the text "What is the type of Payoff?" and a "Modified" button with a lock icon.

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

Accounts

Impound Description	Pmts/Year	Payment Amt	Monthly Inflow	Due Dates	Months
COUNTY TAXES	2	\$625.74	\$104.29	11/01/2006	0
HAZARD INSURANCE	1	\$1,246.92	\$103.91	07/11/2006	8

PMI/MMI

1st Year Premium Rate: 1st Year Premium: PMI/MMI Monthly:

Renewal Rate #1: 1st Renewal # Mos: PMI/MMI Due Date:

Renewal Rate #2: 2nd Renewal # Mos: PMI/MMI # Mos:

Miscellaneous Impound Information

Impounds Paid By: Starting Balance:

PMI Paid By: Low Balance:

Aggregate Adjustment: Cushion:

Figure 3-13

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 $12 \text{ months} / 2 \text{ months} = 6 \text{ months}$. 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:

1. Decrease the number of months to collect at closing for any of the impound account types.
2. 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" or "0" months).

3.1.9. HUD-1

http://www.docmagic.com - DocMagic OnLine - Microsoft Internet Explorer

File Services Help

WebSheet # <NEW>

Audit Proof Process View Email

General Borrowers/Sellers Property Terms/ARM Service Providers Charges Impounds HUD-1 Closing

100. Gross Amount Due From Borrower

Code	Description	Amount
101	Contract Sales Price	\$0.00
103	Settlement charges to borrower	\$0.00
104	Payoff(s)	\$0.00
120	GROSS AMT. DUE FROM BORROWER	\$0.00

400. Gross Amount Due to Seller

Code	Description	Amount
401	Contact sales price	\$0.00
420	GROSS AMT. DUE TO SELLER	\$0.00

200. Amounts Paid by or in Behalf of Borrower

Code	Description	Amount
202	Principal amount of new loan(s)	\$0.00
220	TOTAL PAID BY/ FOR BORROWER	\$0.00

500. Reductions in Amount Due to Seller

Code	Description	Amount
502	Settlement charges to seller	\$0.00
520	TOTAL REDUCTION AMT. DUE	\$0.00

300. Cash at Settlement From/To Borrower

Code	Description	Amount
301	Gross amount due from borrower	\$0.00
302	Less amounts paid by/for borrower	\$0.00
303	CASH FROM/TO BORROWER	\$0.00

600. Cash at Settlement To/From Seller

Code	Description	Amount
601	Gross amount due to seller	\$0.00
602	Less reductions in amount due seller	\$0.00
603	CASH TO/FROM SELLER	\$0.00

Select a HUD-1 line number.

Applet DocMagic started

Internet

Figure 3-14

Hud-1 Worksheet 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. Closing Information

SAMPLE 1 BORROWER - DocMagic Online - Microsoft Internet Explorer

File Edit Services Help

WebSheet # 1002

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

2 Audit Now that you have completed the entry of your loan information, DocMagic's Goof-Proof Audit system will analyze your WebSheet information. **Audit**

3 Process Congratulations, DocMagic is ready to produce your mortgage documentation. Please be sure your loan information is complete and accurate before processing. **Process**

What closing conditions (if any) must be met prior to closing? **Modified**

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

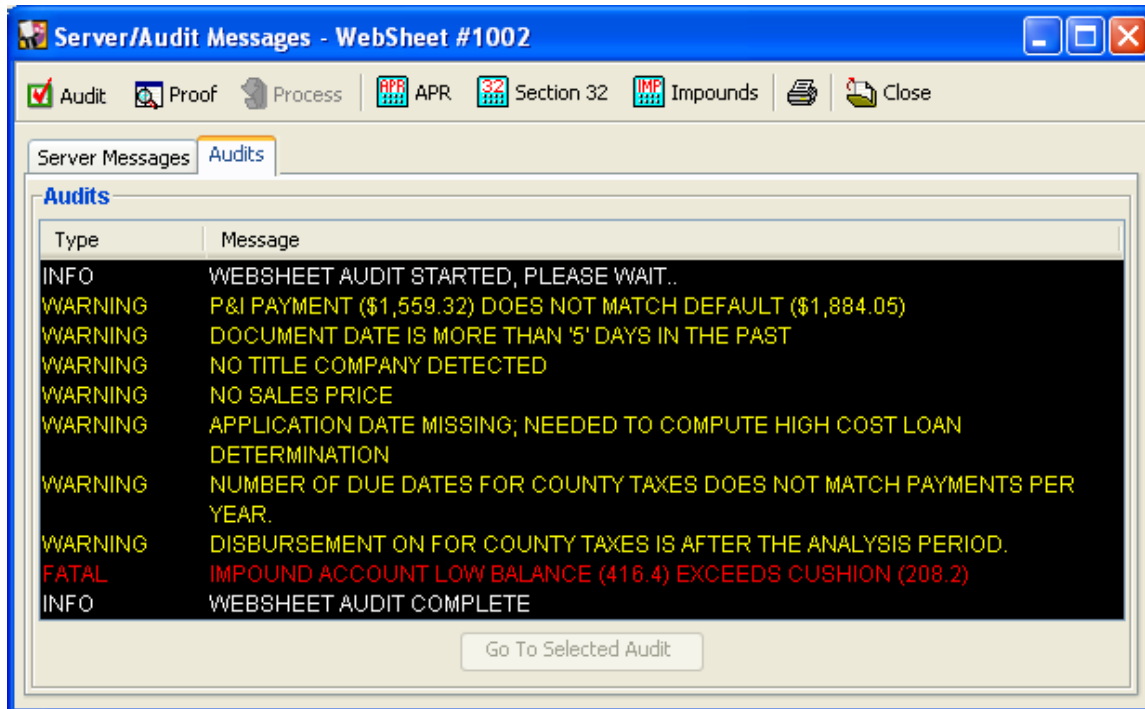
TEST ONE
TEST TWO
TEST THREE
BORROWER(S) TO SIGN AND DATE FINAL 1003
BORROWER(S) TO PROVIDE 2 FORMS OF PICTURE IDENTIFICATION
PAYOFFS IN THE AMOUNT OF:
CONVENTIONAL LOANS*FIRST CONDITION*SECOND CONDITION*THIRD CONDITION*FO...
COLIN1
MISMO CLOSING

Ok **Cancel**

Figure 3-16

3.2. Audit Worksheet 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.



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:

- ☐ Clicking the  button on the **Closing** tab
- ☐ Selecting  from the Services menu
- ☐ Clicking the  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

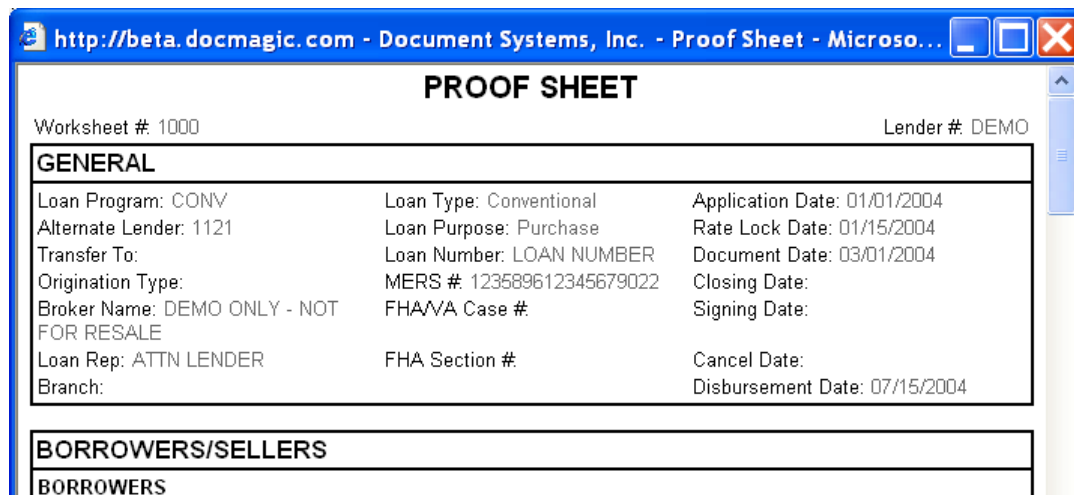
Fatal errors stop processing until the problem is remedied. These errors **MUST** be corrected before DocMagic will allow you to continue to the document processing stage of the program. These errors indicate an item in the worksheet that is critical to successful loan document production.

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  on the toolbar or selecting  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	FHA/VA Case #:	Signing Date:
Loan Rep: ATTN LENDER	FHA Section #:	Cancel Date:
Branch:		Disbursement Date: 07/15/2004
BORROWERS/SELLERS		
BORROWERS		

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)
☐ 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? ☐ Yes ☒ 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. Delivery Options

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:

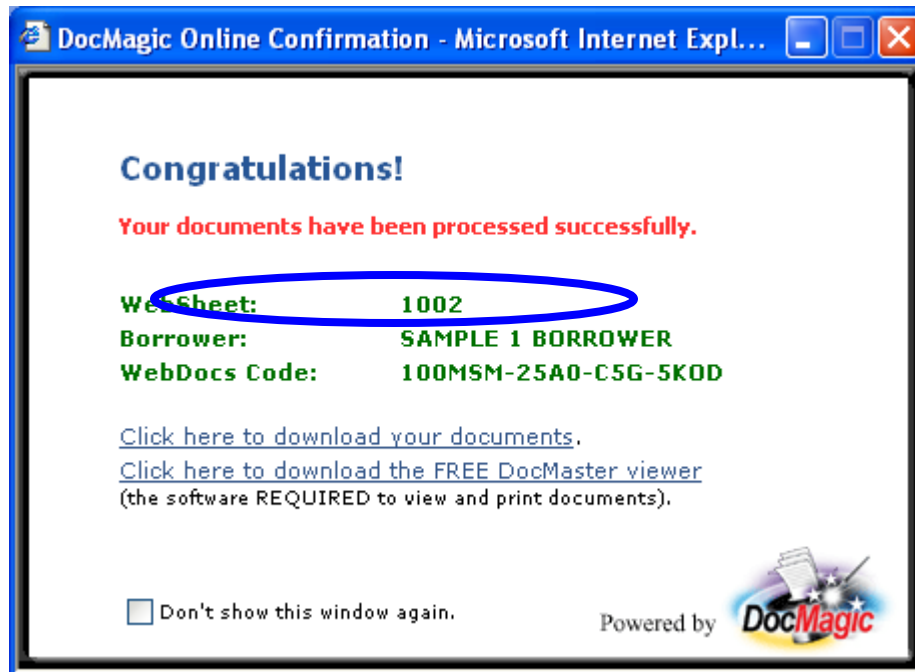
- A "Flood Hazard Determination Request" form

- 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.

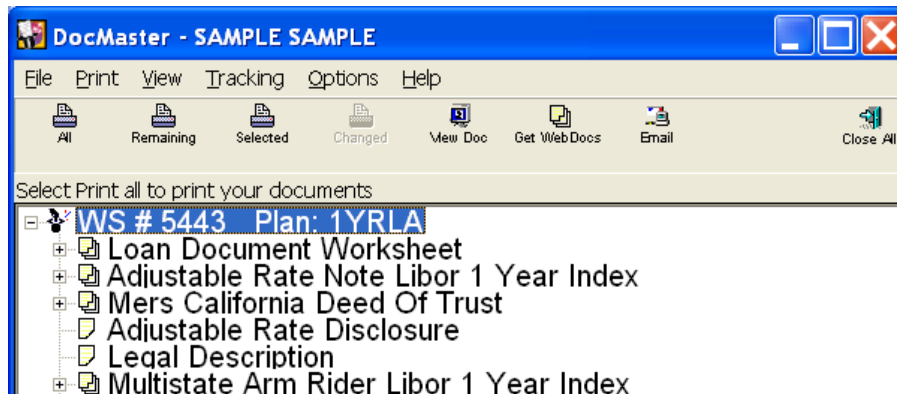


Upon processing completion, you are provided with a combination code for the document set that has been posted for Internet delivery. You simply give this code to whomever you desire to download documents, they then visit the DocMagic website <http://www.docmagic.com> and access the **Get WebDocs** option.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

Ellie Mae, Inc.
5000 North Parkway Calabasas
Calabasas, CA 91302
www.epassbusinesscenter.com/index.asp

4.1. Product Information

“The ePASS Business Center is a complete transaction network that establishes a seamless Internet link between mortgage originators and all other parties in the origination process - lenders, GSEs and settlement service providers. Integrated into the Genesis 2000 and Contour Software loan origination systems, ePASS simplifies the loan process by enabling Genesis and Contour users to electronically submit loan files without exiting their software, and in many cases submissions can be made directly from within a loan file. Currently, there are over 100 vendors and lenders participating on the ePASS platform. Ellie Mae ePASS Business Center users, including Calyx Point clients who can access ePASS through www.elliemaebiz.com, will also benefit from direct access to PMI's Contract Underwriting and GE's AU Central by early November 2001.”