DocMagic

Byte Pro

Disclosures and Closing Package Processing (including Total eClose)

Generating Packages

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 To start, choose your loan package. Then click on the Interfaces option on the Byte toolbar



Generating Packages

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• Select Document Preparation



Generating Packages

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- Select DocMagic
- Choose your package type from the drop-down menu
- We'll start with Initial Disclosures



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• Select Audit in the Action field, then click Submit





- A pop-up box will appear
- When running an Audit, select "Just Submit, I Am Not Disclosing" since the only action will be auditing the file.



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- Review the Audit messages in the Status Messages box
- If there are any Fatal messages, the package cannot be processed until the errors are corrected

Byte

Processing



 Select Process in the Action drop-down when it's time to process the package



Submit



- Set the Plan Code, Alt Lender Code, Package Type and Method
- Select eSign or email to send the package electronically
- Then click Submit



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• To process the package and Flag as disclosed, select that option



Viewing

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- Processed documents will be visible in the Documents Window
- Double-click on a document to view it



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- Selecting DocMagic eSign under Delivery Options will display several more options related to Total eClose
- Start by checking the Signature Enable box
- Check the eNotary box and select Yes for eNote
- Note: For Hybrid 2 you would not select ENotary
- For Hybrid 3 you would not select ENote
- Click Submit to confirm your request





 If eSign enabled, the file will appear in your <u>eSign Console</u>, at the top of your list.



