

Getting Started

Start by opening CalyxPath in a web browser. Enter your credentials and Log In.

poth	Welcome	
SERVICE PACK NOW LIVE Service Pack is NOW LIVE 1 C	Log In Forgot Your Password? lick here to see full Release Notes (August 28 2023)	
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File Selection

			Select y	our file.			
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	Loan Number	Loan Servicer #	LO Name	OU Name	Borrower First Last Na	a Subject Property Stre	ee Loan Status
	8175550959	7356	Jessaca Johnson	DocMagic			Application Taken
	8175550760	6720	Jessaca Johnson	DocMagic			Application Taken
	8175550703	6362	Jessaca Johnson	DocMagic			Application Taken
	817555¢_96	4503	Jessaca Johnson	DocMagic	Robert Borrower	123 Property St	Application Taken
	64092	2911	Jessaca Johnson	DocMagic	Bob B Sample	123 property st	Lock Confirmed
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Production \rightarrow Interfaces \rightarrow Initial/Closing Docs

Virtual Status Summary Application Closing Production FHA VA HMDA/NMLS Appraisal Production Validation Lock Compliance Complia		Select	: Pro	duction	fron	n the	top.		
Loans									
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select Initial/Closing Docs.



Initial/Closing Docs

	You are no	ow on the Ir	hitial/Clos	sing	Docs sc	reen.	
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Jsername Password	Jessaca@docmagic.com	Supplement Language		~	Return Document Packaging	Individual Documents	~
assword					Document Plan Code	DSI_CONV	¢
					Loan Program	ALL FIXED LOANS	
					Service Type	Esign	*
					Enable Electronic Signatures	\checkmark	
					Promissory Note	Electronic (eNote)	~
					Notary Documents	Electronic (eNotary)	~
					Notary Service Provider	Docmagic	~
					Submit MERS Registration		
					Alternate Lender Code		



Credentials

Select DocMagic Direct as your Document Provider. Enter in your Account Number and your credentials (Username/Password).

Loans 🗸 🛞 8175	5550196—Bot	'ərrower 🗙 🗸	Interfaces 👻 Initia	I/Closing Docs 👻				
Summary Cred	lit AUS	Initial/Closing D	ocs Appraisal	Flood Mortgage Insurance				
Order								
Document Provider	DocMagic Di	rect	✓ Request Type	Closing Package	~	Task	Process	~
Account Number	100JJ		Package Type	Closing Documents	~	Official Documents	\checkmark	
Username	Jessaca@doc	magic.com	Supplement Langu	age	~	Return Document Packaging	Individual Documents	~
Password						Document Plan Code	DSI_CONV	Ē
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						Service Type	Esign	~
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						Promissory Note	Electronic (eNote)	~
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						Alternate Lender Code		
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Save Custom	1 Custom	Custom 3	Order					
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Request Type

	Select Pac	Initial Dis kage fro	sclosures o m Reques	or Closing t Type.		
Loans - Credit Summary Credit	Norman Yened 196-Bob Borrower X + Inte AUS Initial/Closing Docs	erfaces - Initial/Clos Appraisal Floo	Ing Docs → d Mortgage Insurar se			
Order						
locument Provider	ocMagic Direct V 00jj	Request Type Package Type Supplement Language	Closing Package Initial Disclosures Closing Package	Task Official Documents Return Document Packaging Document Plan Code Loan Program Service Type Enable Electronic Signatures Promissory Note Notary Documents	Process Individual Documents DSI_CONV ALL FIXED LOANS Esign Electronic (eNote)	



Package Type

Afte	r choosing F	Request ⁻	Type, se	lect a Packaç	ge Type.	
Loans - (2) 8175 Summary Credi	t AUS Initial/Closing Docs	erfaces Initial/Closi	ng Docs 👻 I Mortgage Insura ice	e		
Order Document Provider Account Number Username Password	DocMagic Direct	Request Type Package Type Supplement Language	Initial Disclosures Initial Disclosures Loan Estimate Application Adverse Action/Denial Point of Sale ReDisclosure Underwriting Prequalification Processing Rate Lock	Task Official Documents Return Document Packaging Document Plan Code Loan Program Service Type Enable Electronic Signatures Promissory Note Notary Documents Notary Documents Notary Service Provider Submit MERS Registration Alternate Lender Code Business Use	Process Individual Documents DSI_CONV ALL FIXED LOANS Esign Electronic (eNote) Electronic (eNotary) Docmagic	 ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
Save Custom	n 1 Custom 2 Custom 3	Order	D/11			

Your options for Package Type are determined by what Request Type you select.



Package Type

		If you select Closing Package, you'll get a list of Package Types that correspond.						
Loans V @ 8175550 Summary Credit	AUS Initial/Closing Docs	erfaces 👻 Initial/Closir Appraisal Flood	ng Docs 🔹 Mortgage Insura	nce				
Order Document Provider Account Number Username Password	DocMagic Direct	Request Type Package Type Supplement Language	Closing Package Closing Documents Closing Documents Closing Disclosure Pre-Closing Post-Closing	× ×	Task Official Documents Return Document Packaging Document Plan Code Loan Program Service Type Enable Electronic Signatures Promissory Note Notary Documents Notary Service Provider Submit MERS Registration Alternate Lender Code Business Use	Process Individual Documents DSI_CONV ALL FIXED LOANS Esign Electronic (eNote) Electronic (eNotary) Docmagic		



Supplemental Language

Path (does include a S	upplemental	Language o	ption, where
you	can get the doci	uments back	in a different	t language.

CCCI Loans - 8 8172 Summary Cred	delivered 5550196—Bob Borrower X + Int it AUS Initial/Closing Docs	terfaces + Initial/Clos Appraisal Floo	ing Docs ↓ d Mortgage Insura ce			
Document Provider Account Number Username Password	DocMagic Direct 100jj Jessaca@docmagic.com	Request Type Package Type Supplement Language	Closing Package Closing Documents Chinese Korean Spanish Tagalog Vietnamese	 Task Official Documents Return Document Packaging Document Plan Code Loan Program Service Type Enable Electronic Signatures Promissory Note Notary Documents Notary Service Provider Submit MERS Registration Alternate Lender Code Business Use 	Process Process Individual Documents DSI_CONV ALL FIXED LOANS Esign Electronic (eNote) Electronic (eNotary) Docmagic	> (i)
Save Custo	om 1 Custom 2 Custom 3	Order	Déll			

This is not set up by default. Please check with customer service before enabling this.



Task

Choose Audit if you want to check the document package for any errors or Process to process the set of documents.

Loans - Summary Cree	s delivered 5550196—Bob Borrower X + In dit AUS Initial/Closing Docs	terfaces 🔹 Initial/Clos : Appraisal Floo	ing Docs 👻 d Mortgage Insurance				
Order Document Provider Account Number Username Password	DocMagic Direct ✓ 100jj jessaca@docmagic.com	Request Type Package Type Supplement Language	Closing Package Closing Documents	× × ×	Task Official Documents Return Document Packaging Document Plan Code Loan Program Service Type Enable Electronic Signatures Promissory Note Notary Documents Notary Documents Notary Service Provider Submit MERS Registration Alternate Lender Code Business Use	Process Audit Process Save DSI_CONV ALL FIXED LOANS Esign ✓ Electronic (eNote) Electronic (eNotary) Docmagic	
Save Custo	om 1 Custom 2 Custom 3	Order	Déll				



Official Documents

If this box is unchecked, DocMagic will not keep the data. Unchecking this box is mostly reserved for running sample packages, which will be produced with a watermark.

Loans Order	s calivered 5550196—Bob Borrower X • Ir dit AUS Initial/Closing Doc	nterfaces + Initial/Clos s Appraisal Floo	ing Docs 🔹 d Mortgage Insurance				
Document Provider	DocMagic Direct 🗸	Request Type	Closing Package	~	Task	Process	~
Account Number	100]]	Package Type	Closing Documents	~	Official Documents		
Username	Jessaca@docmagic.com	Supplement Language		~	Return Document	র Individual Documents	~
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					Notary Documents	Electronic (eNotary)	~
					Notary Service Provider	Docmagic	~
					Submit MERS Registration		
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Save Cust	om 1 Custom 2 Custom 3	Order					
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Return Document Package

You can choose to receive the document package as individual documents, or as all forms in a single document.

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Loans • 🛞 8175 Summary Credit	selivered 550196—Bob Borrower X • In t AUS Initial/Closing Docs	terfaces Initial/Clos Appraisal Floo	ing Docs 👻				
Order Document Provider Account Number Username Password	DocMagic Direct 100J Jessaca@docmagic.com	Request Type Package Type Supplement Language	Closing Package Closing Documents	V Ta V O V Ra Da La	ask fficial Documents eturn Document ackaging ocument Plan Code pan Program	Process	v nent
				Se Er Si Pr N Si Si Bi	ervice Type nable Electronic gnatures oramissory Note otary Documents otary Service Provider ubmit MERS Registration Iternate Lender Code usliness Use	Electronic (eNote) Electronic (eNote) Electronic (eNotary) Docmagic	* * *
Save Custor	m 1 Custom 2 Custom 3	Order	Déli				



Document Plan Code + Loan Program

Double check that your Document Plan Code and Loan Program are correct.

Loans - @ 817 Summary Cree	v dillwined 5550196—Bob Borrower X + Int dilt AUS Initial/Closing Docs	terfaces - Initial/Clos Appraisal Floc	ing Docs 👻 d Mortgage Insurance				
Order Document Provider Account Number Username Password	DocMagic Direct ✓ 100JJ Jessaca@docmagic.com	Request Type Package Type Supplement Language	Closing Package Closing Documents	Task Official Docu Return Docu Polacion Document P Loan Progra Service Type Enable Elect Signatures Promissory i Notary Docu Notary Servi Submit MER Alternate Le Business Us	uments ument lan Code m ronic vonic Note uments ice Provider S Registration nder Code e	Pr cess Individual Documents DSI_CONV ALL FIXED LOANS Esign Electronic (eNote) Electronic (eNotary) Docmagic	
Save Custor	m 1 Custom 2 Custom 3	Order	Déll				

You may need to log into your <u>DocMagic</u> <u>Dashboard</u> to configure these.



Service Type

Choose E-Sign or Print Fulfillment for Service Type.

Loans - @ 817 Summary Cree	e delivered 75550196—Bob Borrower X • I Idit AUS Initial/Closing Doc	nterfaces • Initial/Clos cs Appraisal Floor	ing Docs → d Mortgage Insurance				
Document Provider Account Number Username Password	DocMagic Direct	Request Type Package Type Supplement Language	Closing Package Closing Documents	* * *	Task Official Documents Return Document Packaging Document Plan Code Loan Program Service Type Enable Electronic Signatures Promissory Note Notary Documents Notary Documents Submit MERS Registration Alternate Lender Code Business Use	Process Individual D cuments DSI_CONV I ALL FIXED LOANS Esign Print Fulfillment Electronic (eNotary) Docmagic	
Save Cust	om 1 Custom 2 Custom 3	Order	Dell				_

E-Sign allows participants to electronically sign the documents. If you select Print Fulfillment, we will print out the document package and mail it to you, and you will be charged accordingly.



Enable Electronic Signatures, Total eClose Options

Remember to Enable Electronic Signatures for ESign.

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Document Provider	DocMagic Direct	Request Type	Closing Package	~	Task	rocess	~
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1 435/10/0					Document Plan Code	SI_CONV	6 🗇
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Save Custom	1 Custom 2 Custom 3	Order					
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Your Total eClose options are here – we'll go through them on the following slides.



Promissory Note

Select whether you want the Promissory Note to be Paper or Electronic (eNote).

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					Notary Documents	Paper	Ink	
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Save Custom	1 Custom 2 Custom 3	Order						
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The blank option will automatically select DocMagic's default, which is a Paper Note.



Notary Documents

Select whether you want the notarization to be In Person (Paper/Ink) or Electronic (eNotary).

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Notary Service Provider

Select your Notary Service Provider here.

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						Submit MERS Registration	Docmagic	
						Alternate Lender Code	Notarize	
						Business Use	WorldWideNotary	
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Choose Docmagic for DocMagic RON. Other notarization vendors include *Notarize*, *NotaryCam*, or *WorldWideNotary*. The blank option is for non-notarized packages.



Submit MERS Registration

Submit MERS Registration has nothing to do for eSign. Check this if you want to send a *non-electronic* closing package to MERS.

Loans 🗸 🛞 817	5550196—Bob Borrower 🗙 🗸	Interfaces 🗸 Initial/Closi	ing Docs 👻		
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Alt Lender / Business Loan

If you have an Alternate Lender Code, enter it here.

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Document Provider Account Number Username Password	DocMagic Direct ✓ 100JJ Jessaca@docmagic.com	Request Type Package Type Supplement Language	Closing Package Closing Documents	> > >	Task Official Documents Return Document Packaging Document Plan Code Loan Program Service Type Enable Electronic Signatures Promissory Note Notary Documents Notary Documents Notary Service Provider Submit MERS Registration Alternate Lender Code Business Use	Pro ess	
Save Custo	m 1 Custom 2 Custom 3	Order	DØLL				

Check this box if it is a Business Purpose Loan.



Send It!

	lf everyt	hing lool	ks good, se	elect Order.		
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Document Provider Account Number Username Password	DocMagic Direct ✓ 100JJ Jessaca@docmagic.com ·········	Reque: Type Packag Type Supple hent Language	Closing Package Closing Documents	 Task Official Documents Return Document Packaging Document Plan Code Loan Program Service Type Enable Electronic Signatures Promissory Note Notary Documents Notary Service Provider Submit MERS Registration Alternate Lender Code Business Use 	Process Individual Documents DSL_CONV ALL FIXED LOANS Esign Electronic (eNote) Electronic (eNotary) Docmagic	
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Order Again

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