DocMagic

Navigating DocMagic Online

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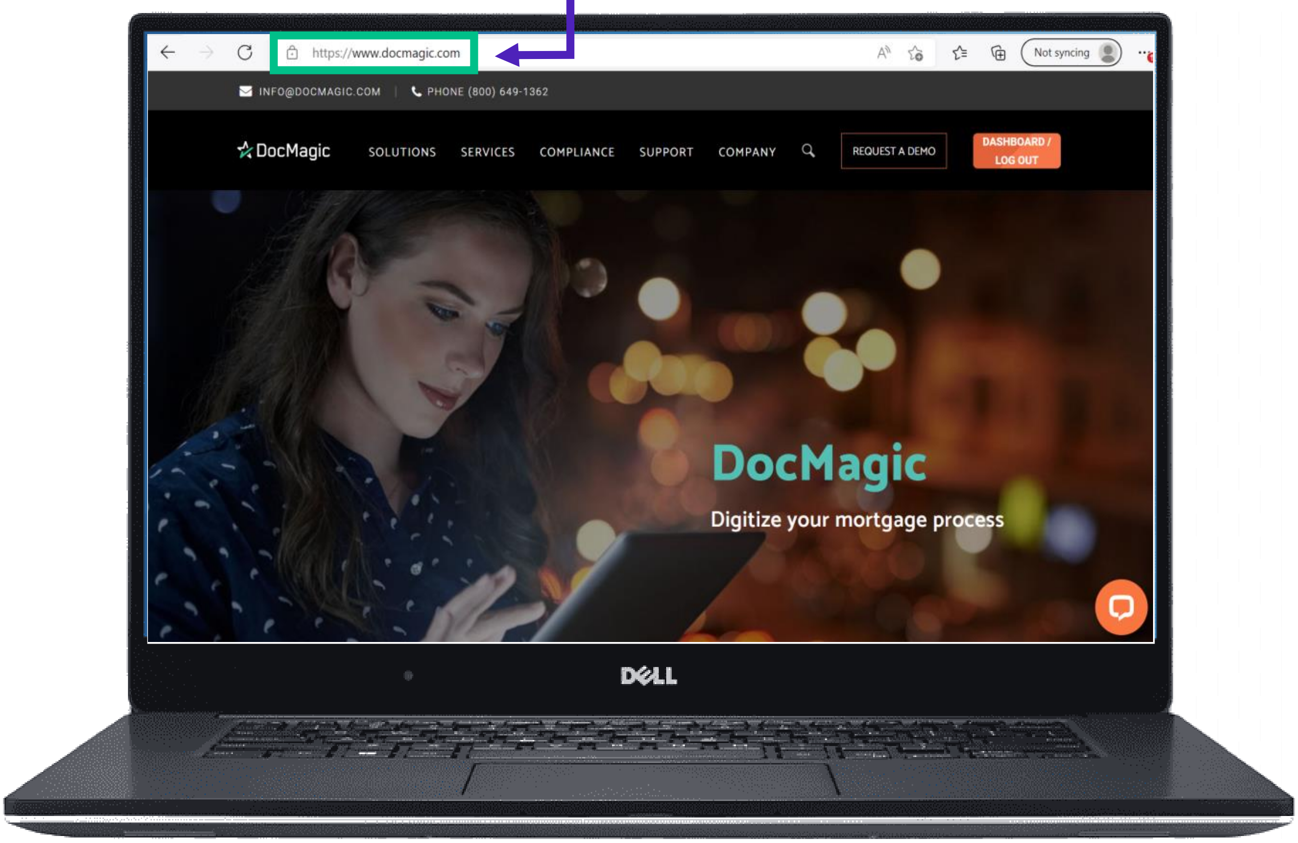
Launching DocMagic Online

Go to www.docmagic.com

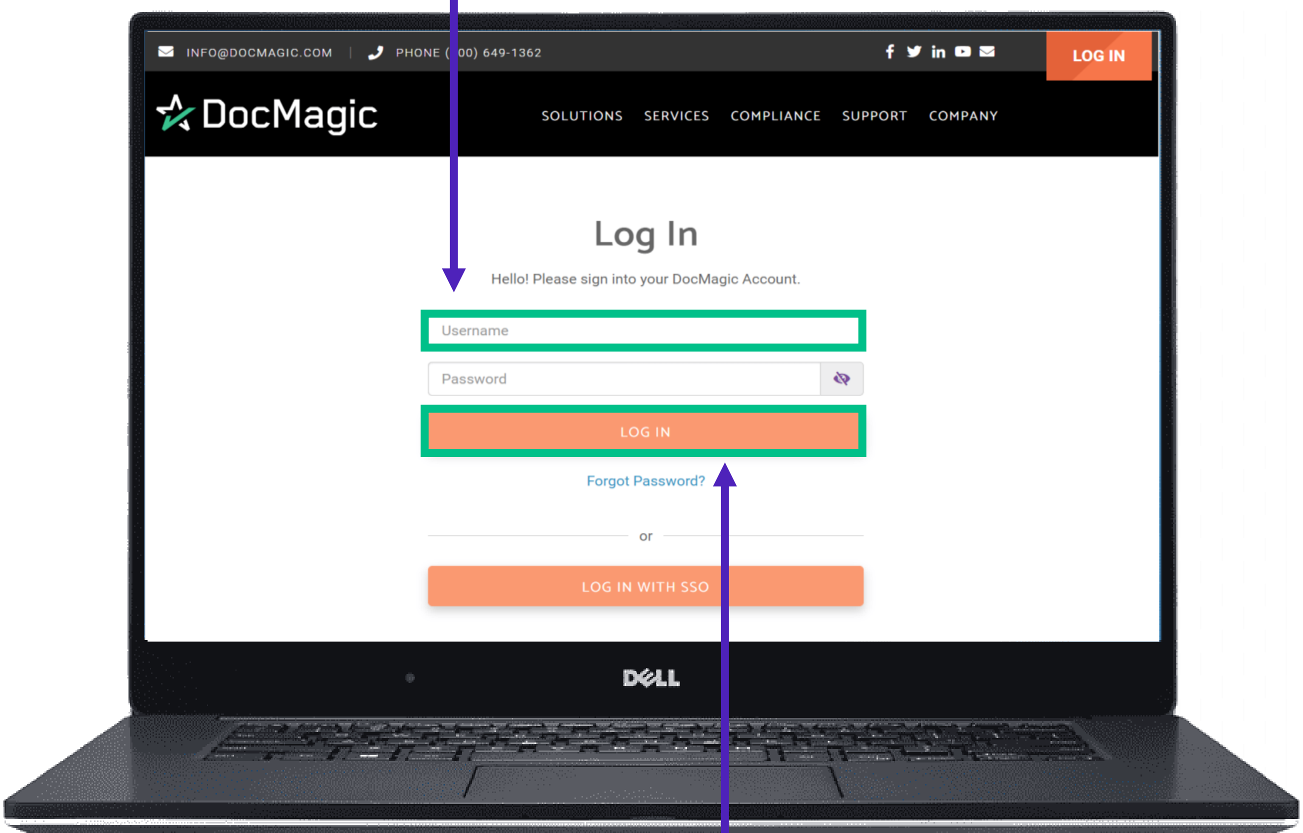


If you cannot find what you are looking for in this tutorial, please check out our supplementary guidebook – DocMagic Online Hacks – on our Product Training Page by clicking here.

DocMagic Online

Launching DocMagic Online

Login with your email and password.

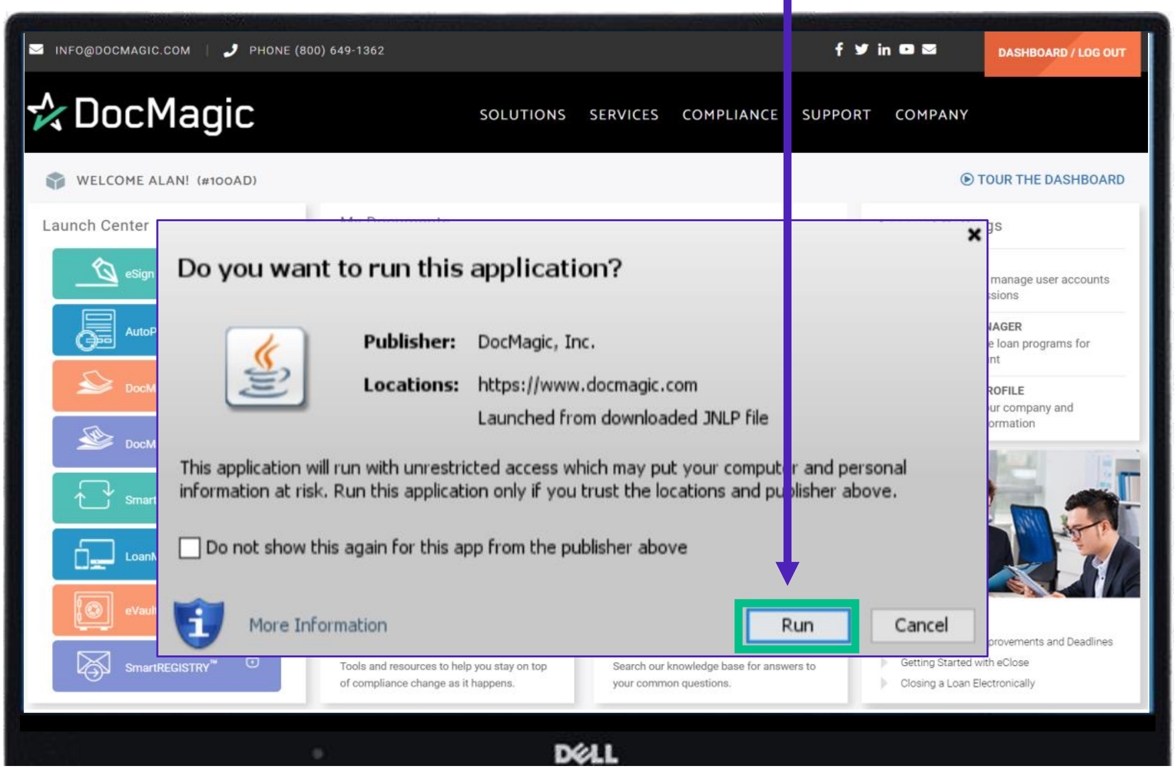


Click “LOG IN”

DocMagic Online

Launching DocMagic Online

If this window appears, click “Run”.

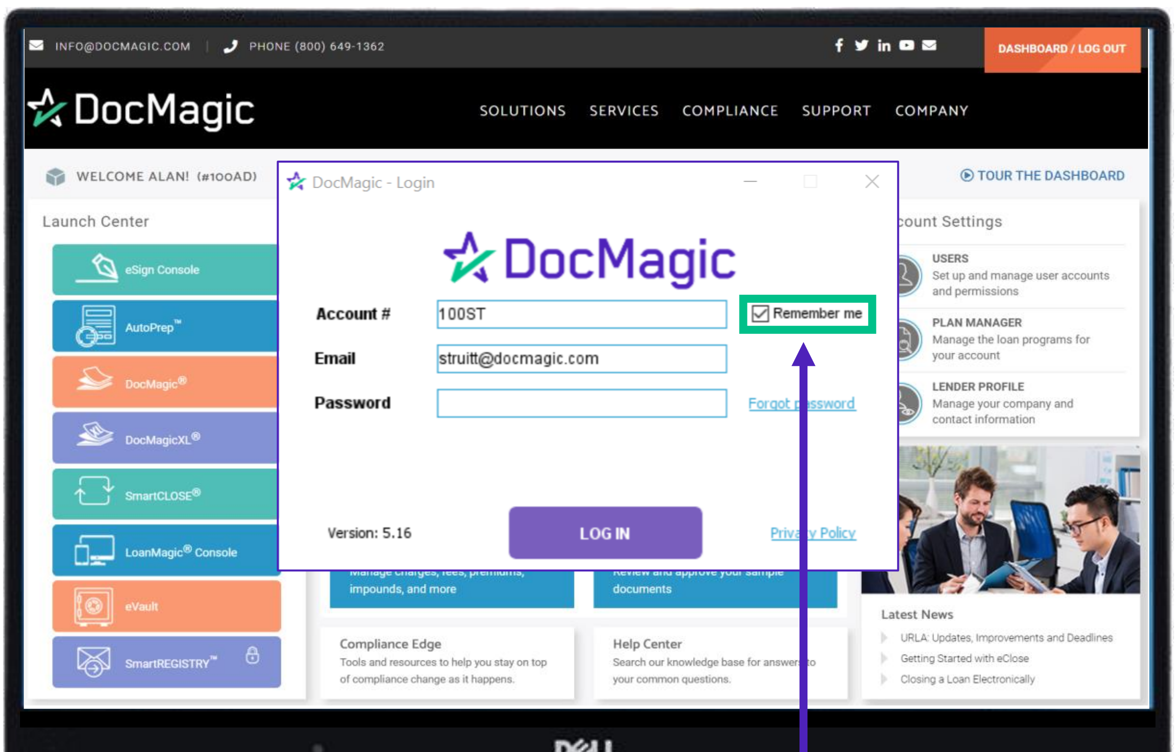


Bypass any other warning messages that appear. DocMagic Online is safe and will not harm your computer.

DocMagic Online

Launching DocMagic Online

Enter your account information in this login pop-up screen.

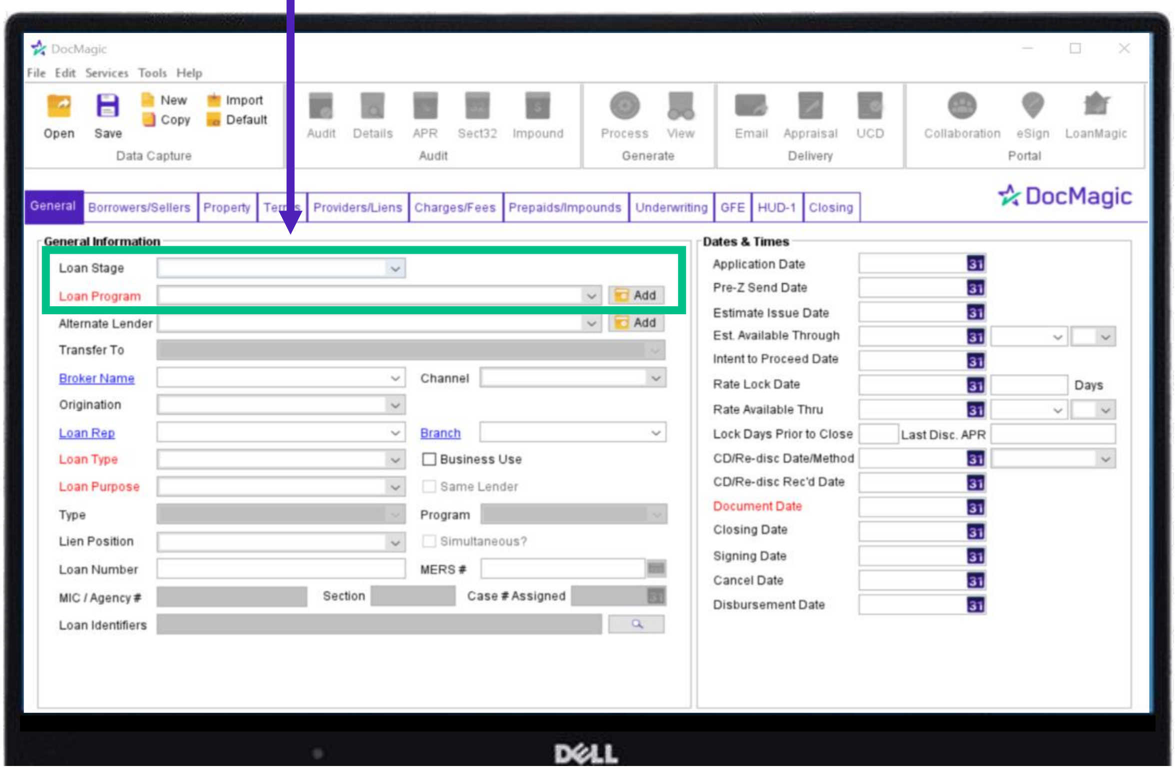


Check "Remember me" if you want to have your login data saved.

DocMagic Online

General Tab

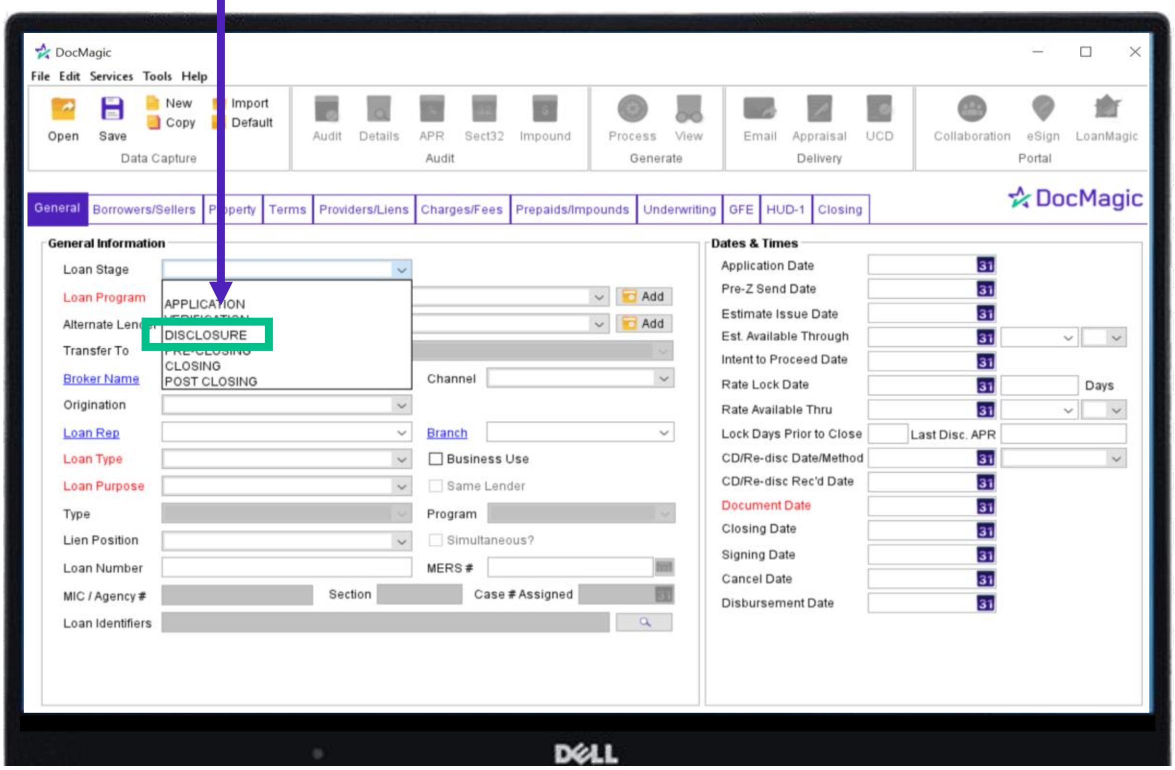
You'll need to generate the Loan Stage and the Loan Program.



DocMagic Online

General Tab

Select your Loan Stage. In this case we're choosing "Disclosure".

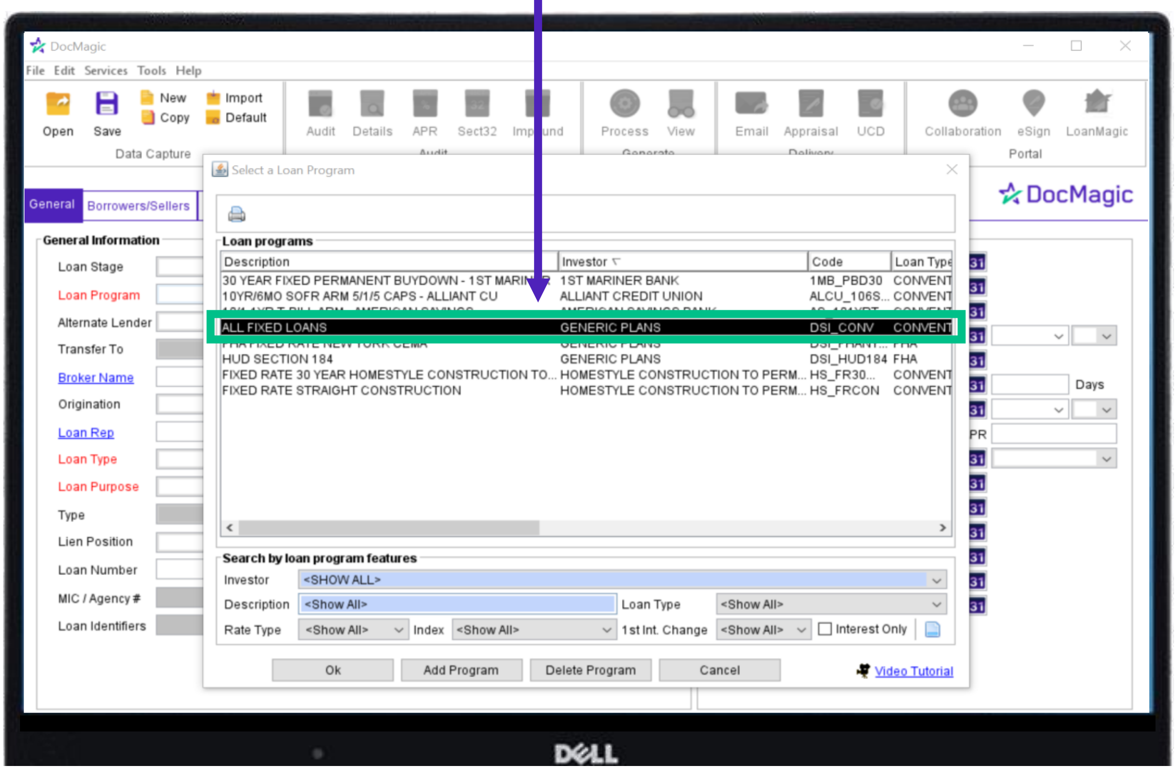


In addition, fill out all RED fields first.

DocMagic Online

General Tab

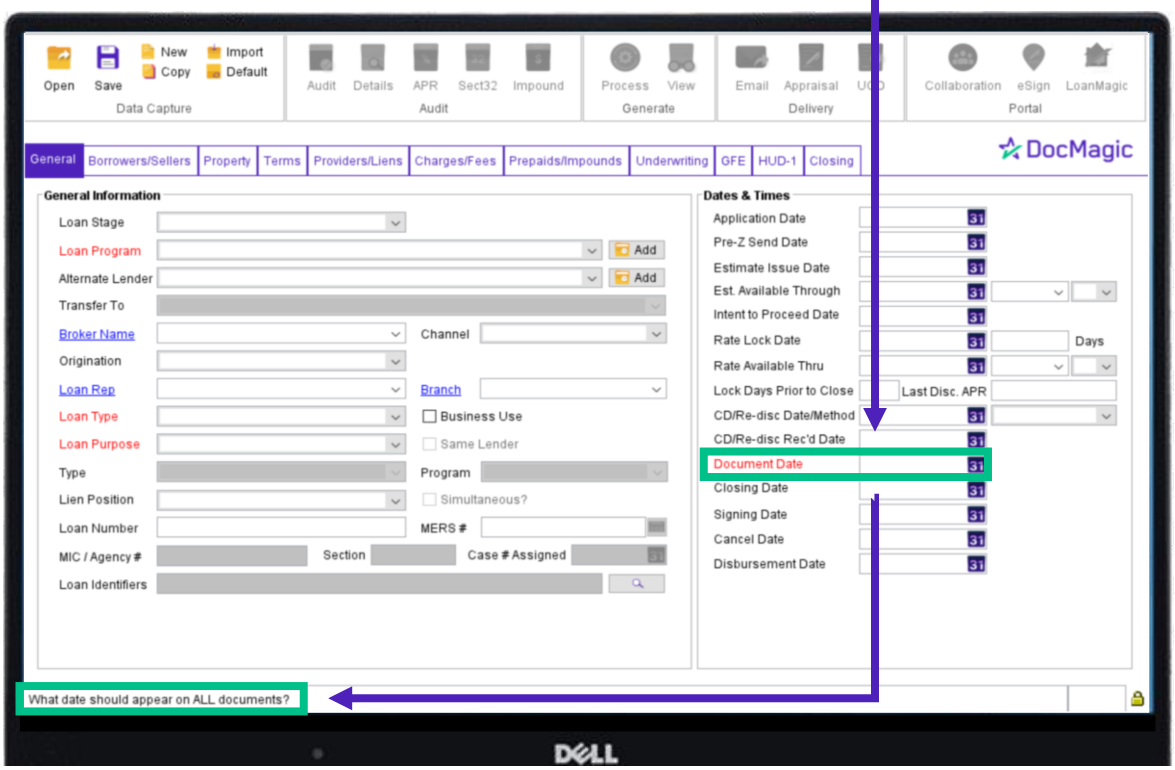
In Loan Program, select "All Fixed Loans".



DocMagic Online

General Tab

Every time you click into a field, a preview of what needs to be entered will appear in the bottom left of the window.



In this case, the date can be today's date.

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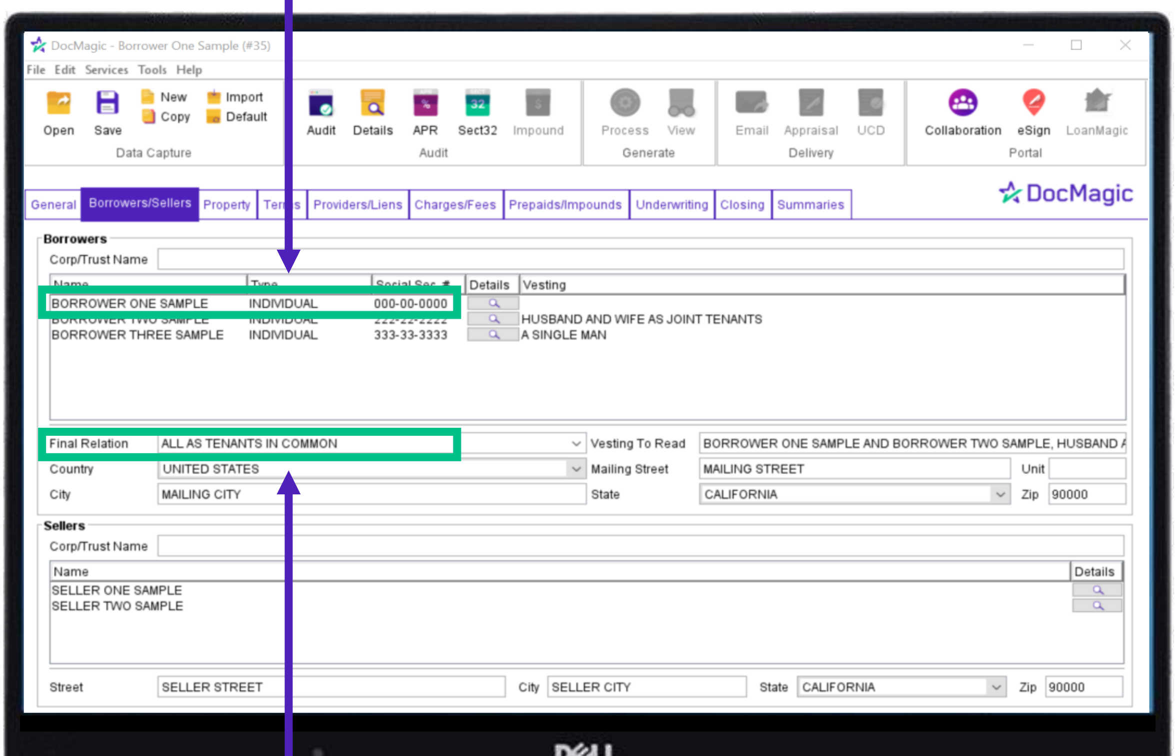
Borrowers & Sellers Tab

Borrower information will be entered in this tab. Click on the text to edit a borrower's name, type, or social security number.



If you have multiple borrowers, you will need to select their Final Relation. You can select a blank space for a single borrower.

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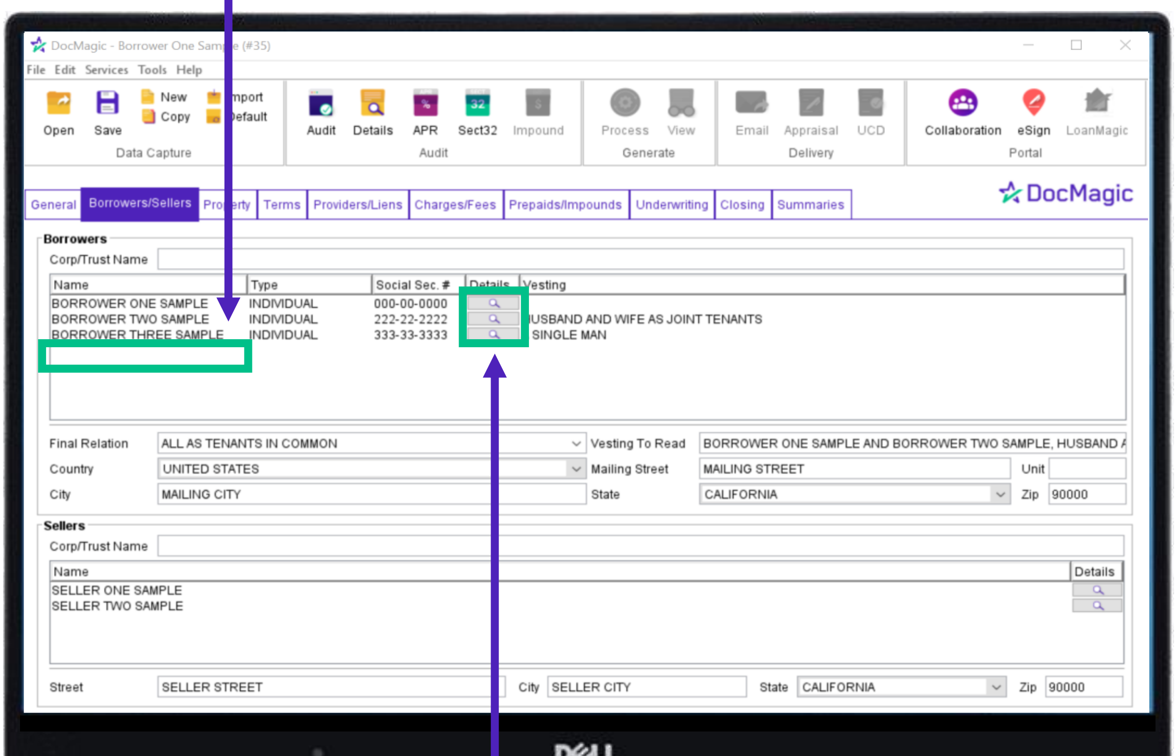
Borrowers & Sellers Tab

You can add additional borrowers by clicking in the space here.



Click on the magnifying glass to view and edit additional details on each borrower.

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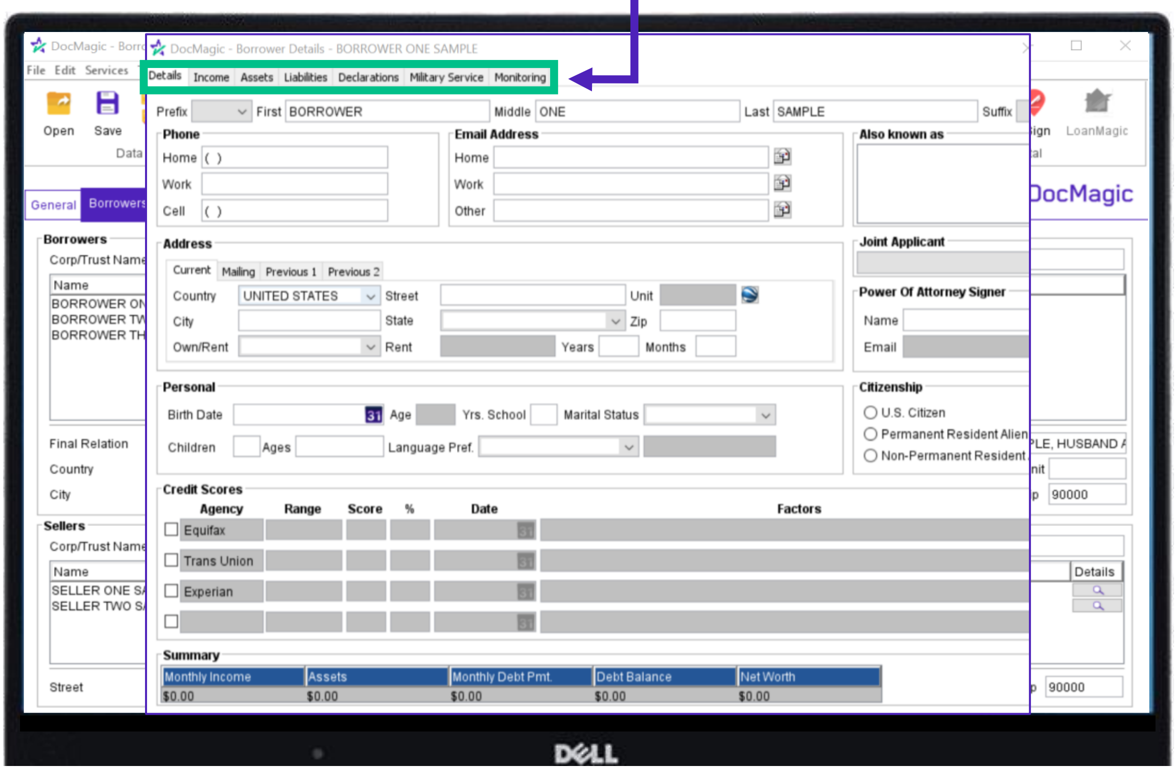
Borrowers & Sellers Tab

You can enter details for the borrower in these sub-tabs.



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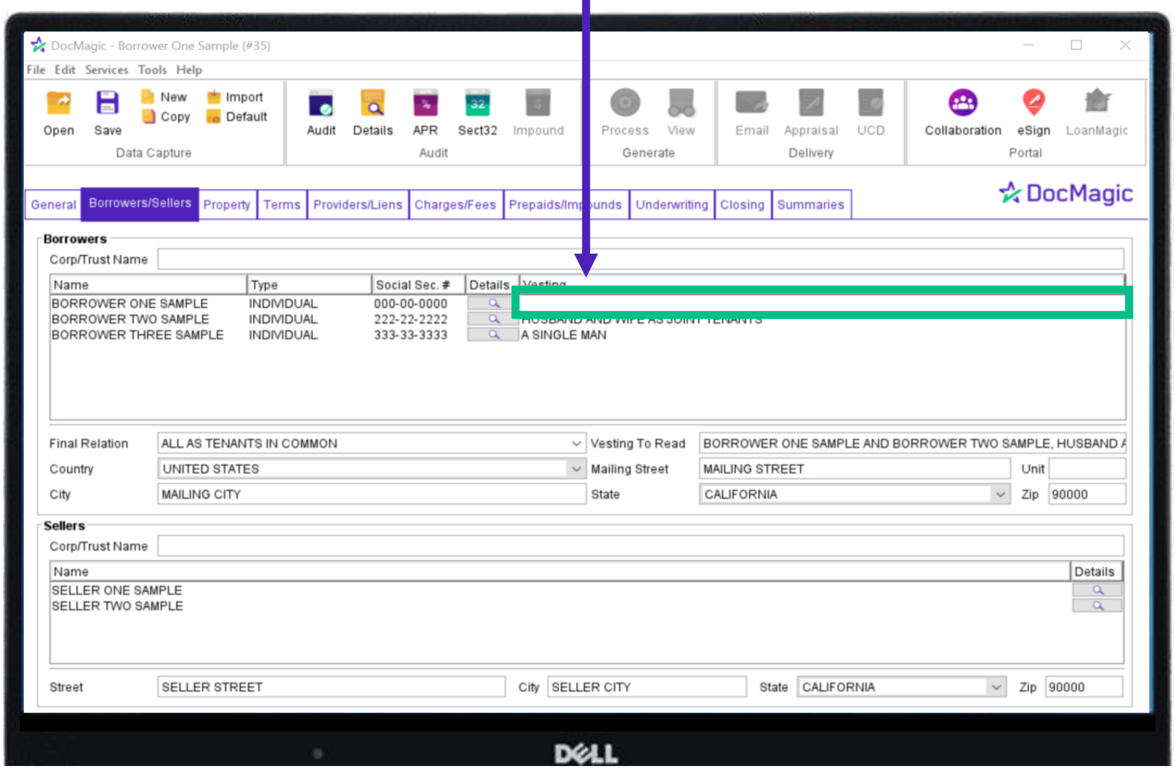
Borrowers & Sellers Tab

You can choose "Vesting" here.



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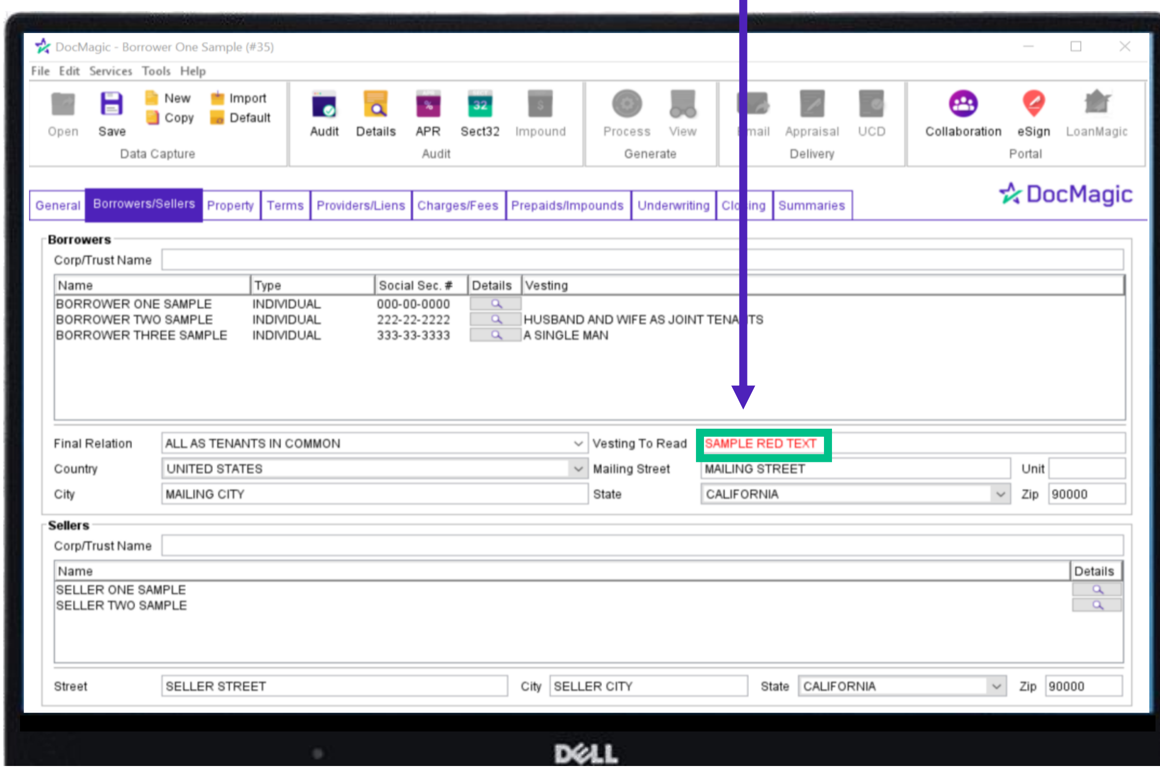
Borrowers & Sellers Tab

RED text, shown below, indicates that the information entered does not match what is in the system.



To correct this:

1. Highlight the words in RED and click Delete.
2. Click out of the field and then back in the field.
3. The updated information will appear.

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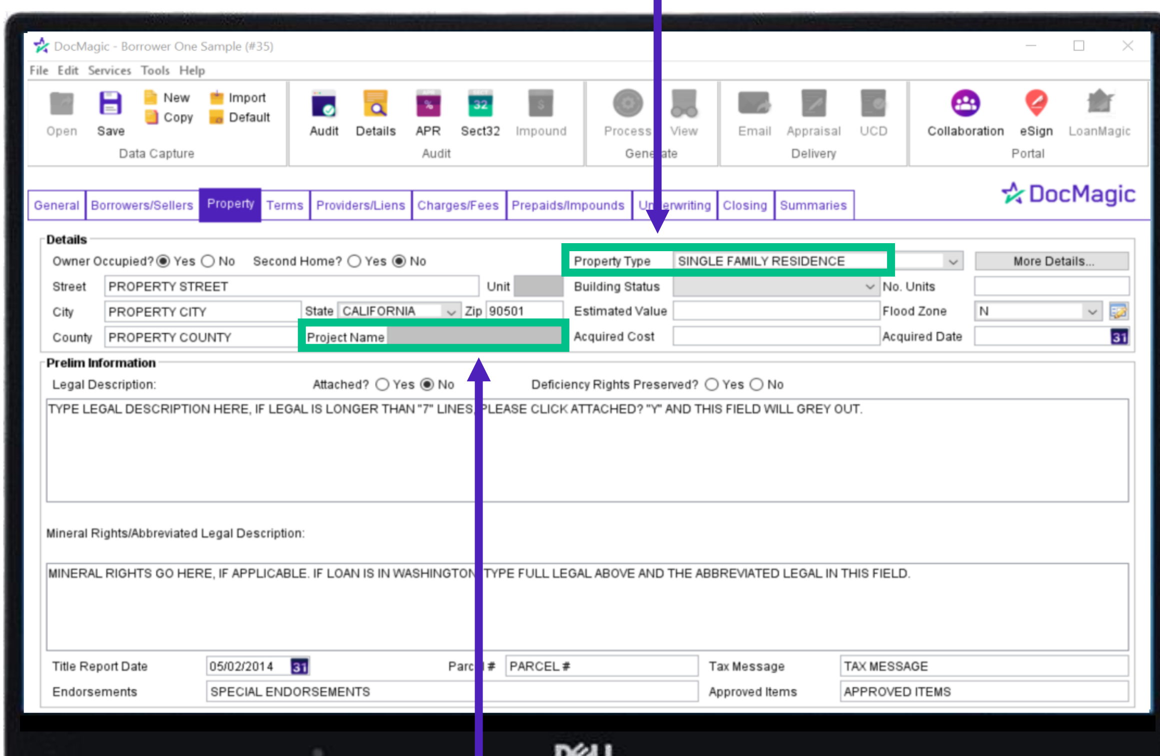
Property Tab

DocMagic Online will apply appropriate state-specific documents for the package, once the subject property state is entered. Select Property Type here.



By putting in the correct State, Property Type, and Project Name (here), the correct rider is added to the document package.

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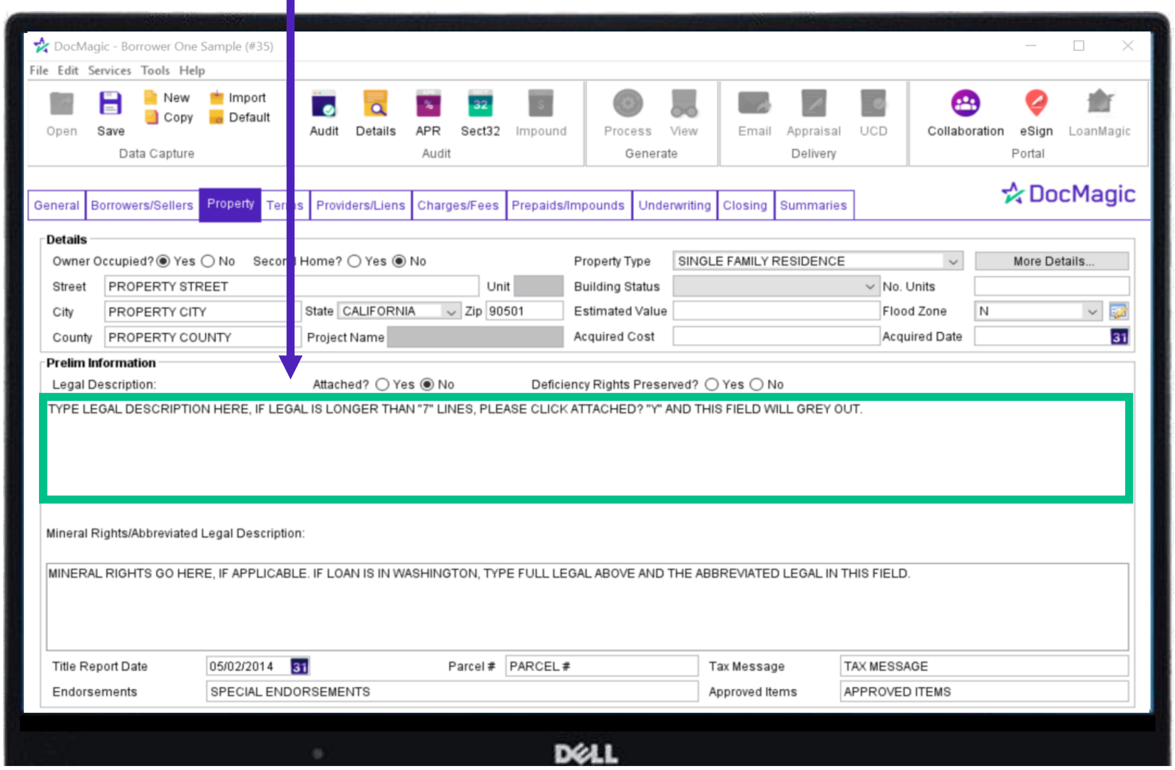
Property Tab

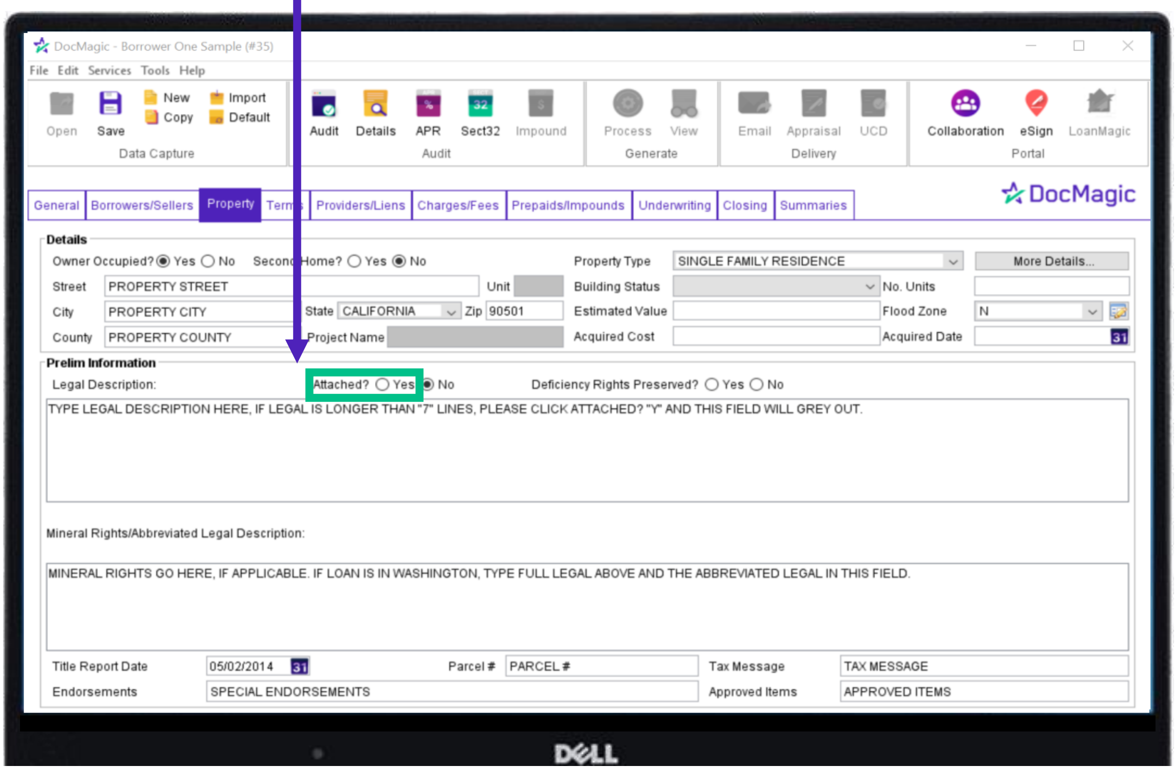
Enter the Legal Description here.



DocMagic Online

Property Tab

If your legal description is longer than seven lines, select Yes next to Attached.

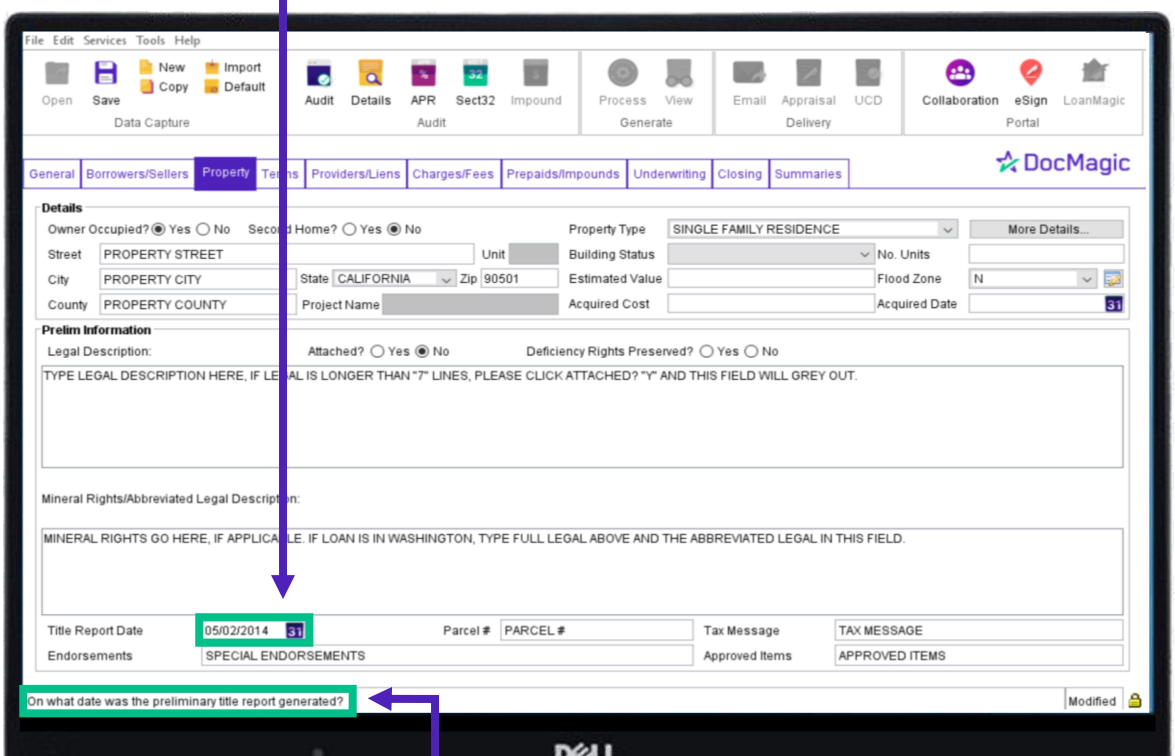


This will allow you to create a separate page for an extended description if needed.

DocMagic Online

Property Tab

As a reminder, you can always click on the inside of a field if you're unsure of what's needed.



It will tell you at the bottom of the screen.

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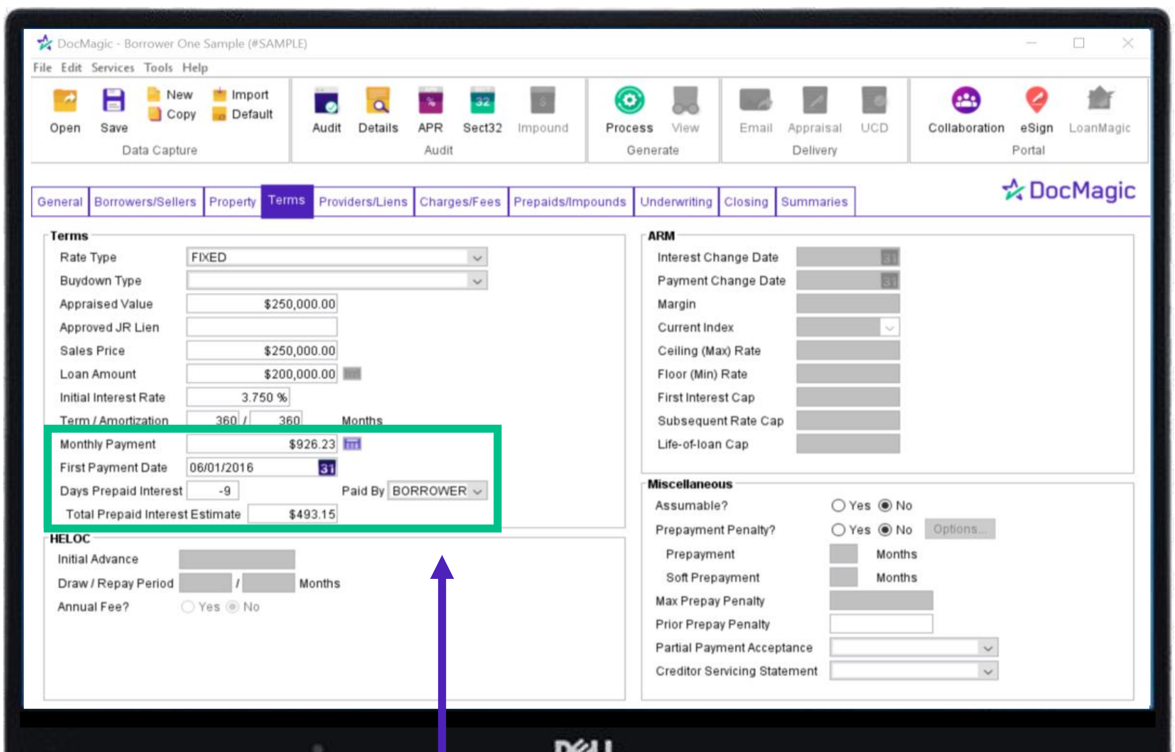
Terms Tab

The Terms tab gives you a first glimpse of the loan.

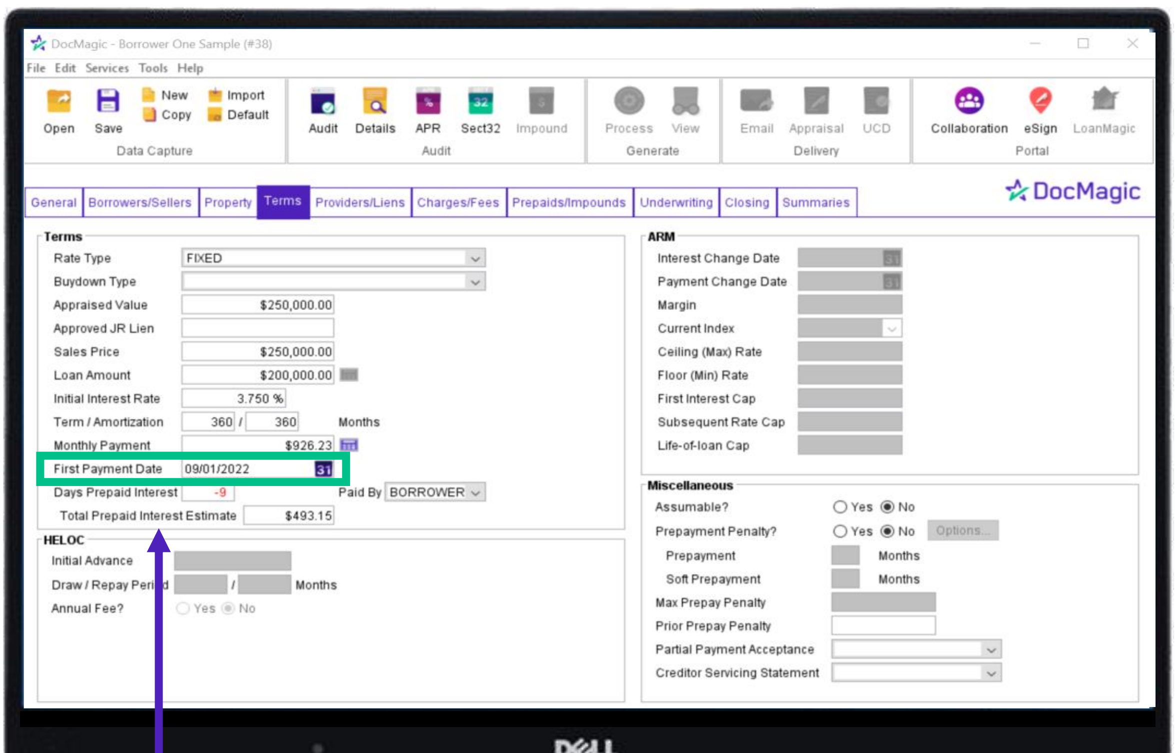


DocMagic will automatically populate these fields.

DocMagic Online

Terms Tab

If you change any parameters that could affect the Days Prepaid Interest, DocMagic Online can automatically calculate the new value of the field.

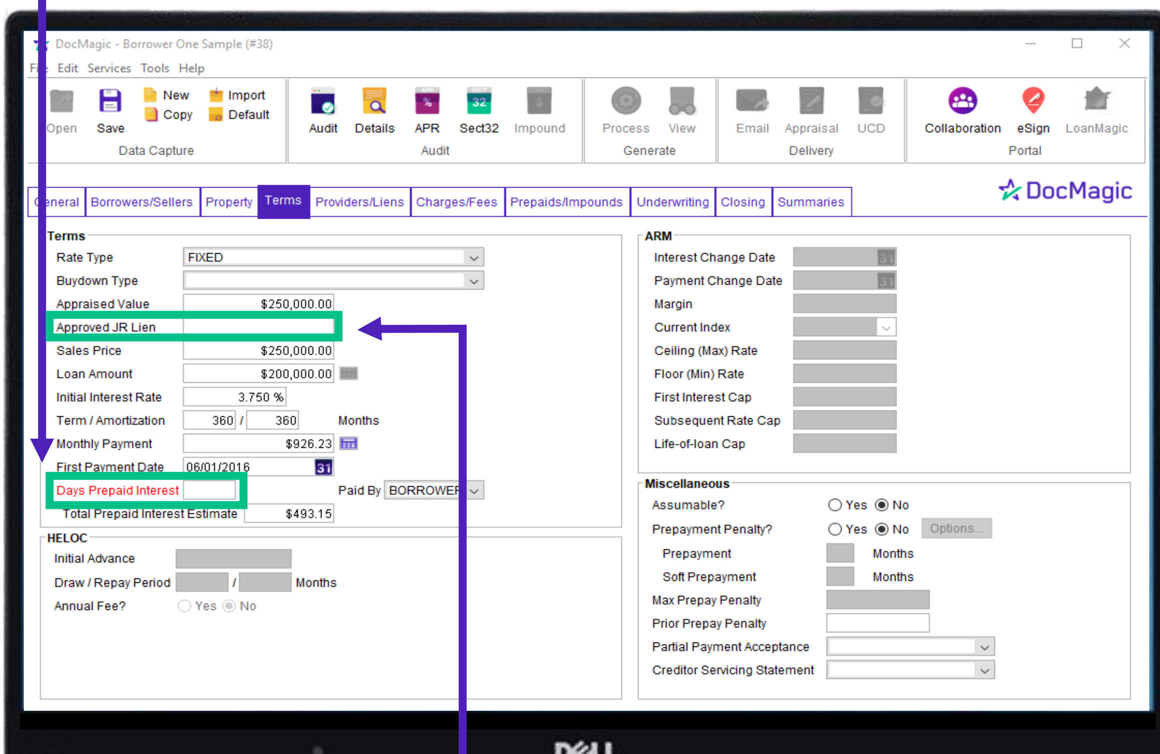


For this example, we are changing the First Payment Date.

DocMagic Online

Terms Tab

Select the Days Prepaid Interest field and hit backspace or delete on the keyboard to clear the value.

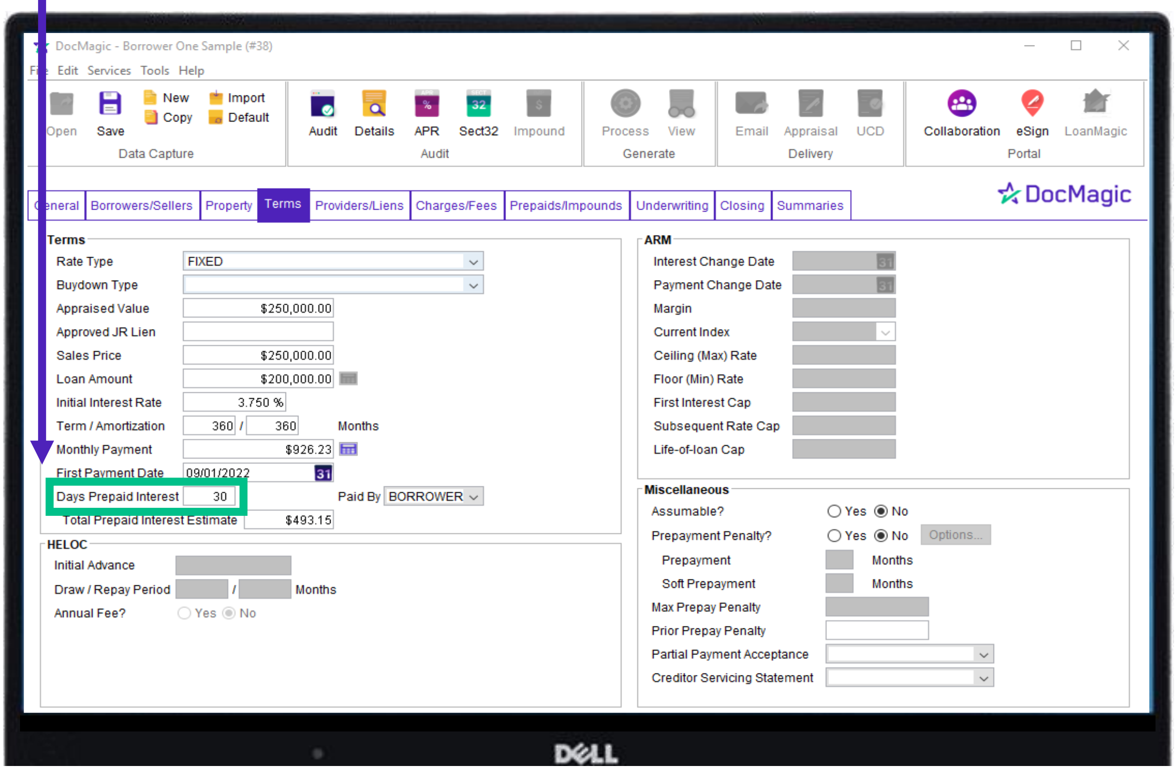


Click on any empty field (ex. Approved JR Lien).

DocMagic Online

Terms Tab

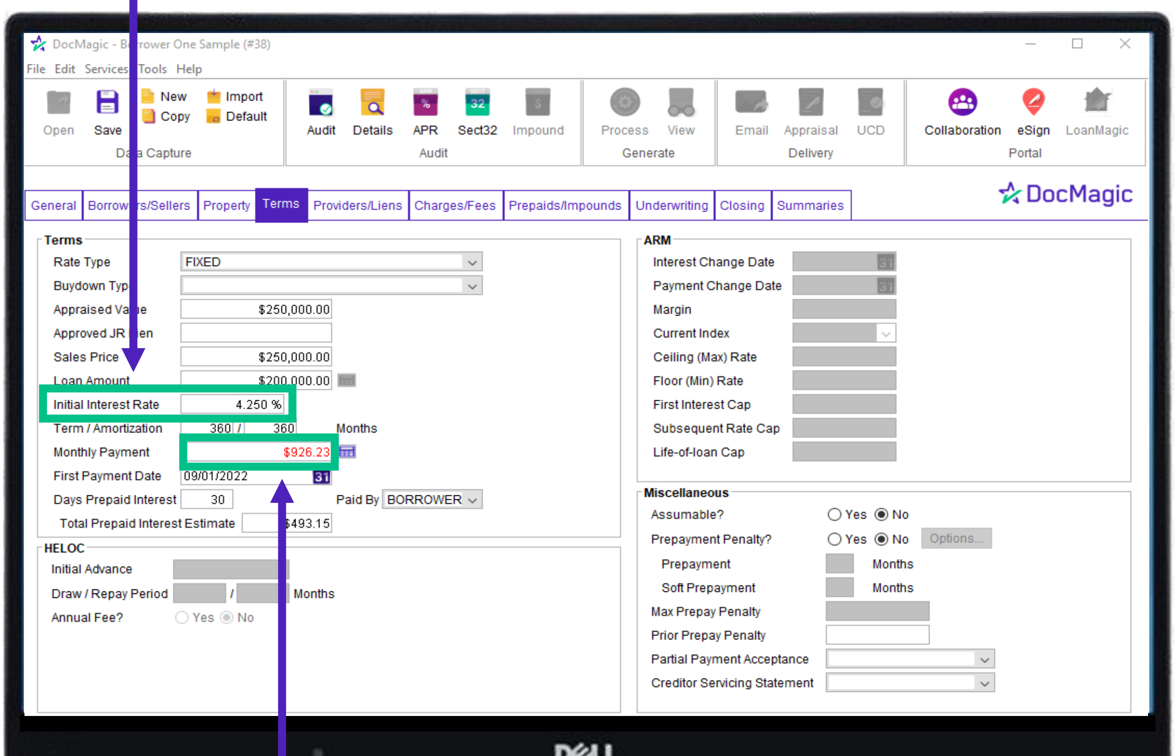
Click on Days Prepaid Interest again. The updated and corrected value should populate automatically.



DocMagic Online

Terms Tab

A similar function can calculate Monthly Payments. For this example, the Initial Interest Rate has been increased.

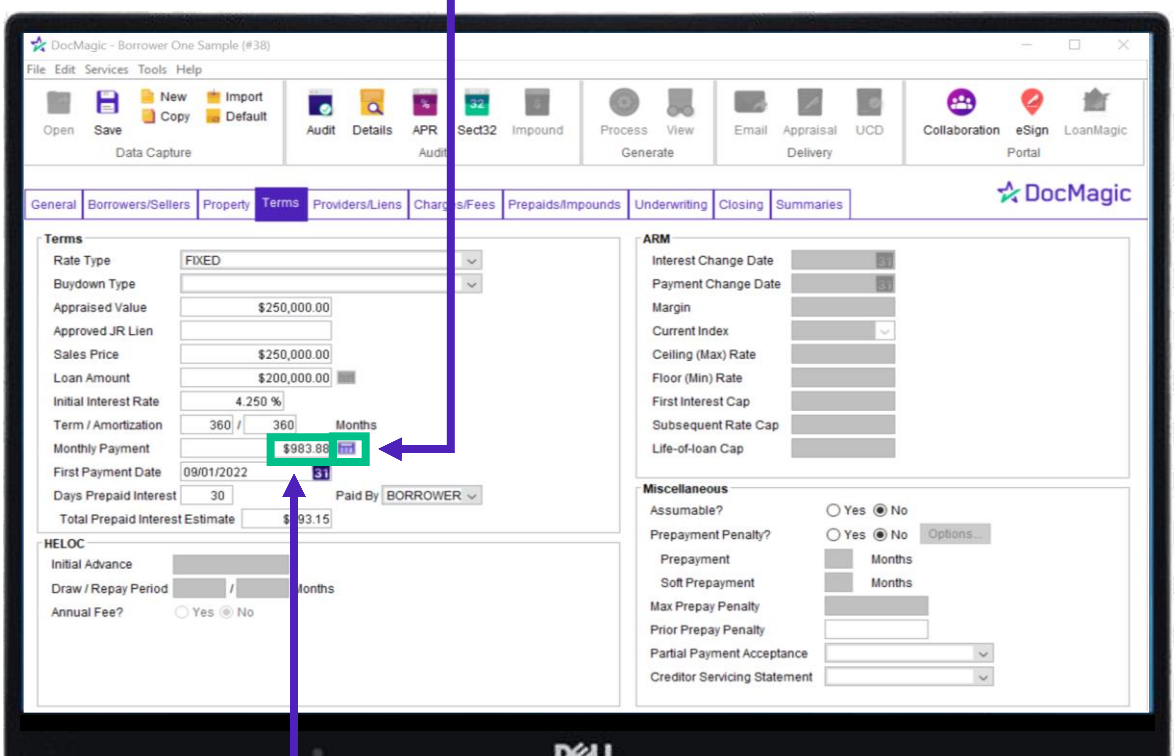


Notice how the Monthly Payment is now red. This change occurs after another field is selected after the Interest Rate value gets changed.

DocMagic Online

Terms Tab

Click on the calculator and the new value will populate.

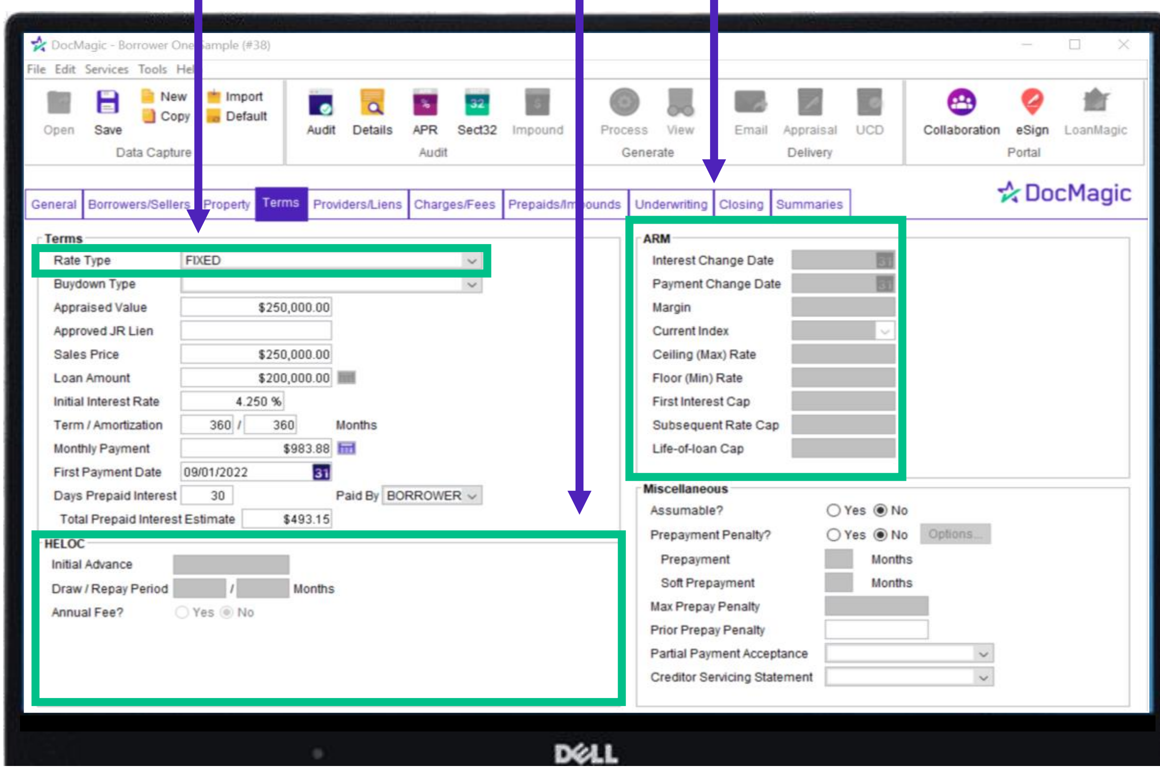


Notice how the value is no longer red.

DocMagic Online

Terms Tab

If the rate type if Fixed, then the HELOC and ARM sections will be grayed out.

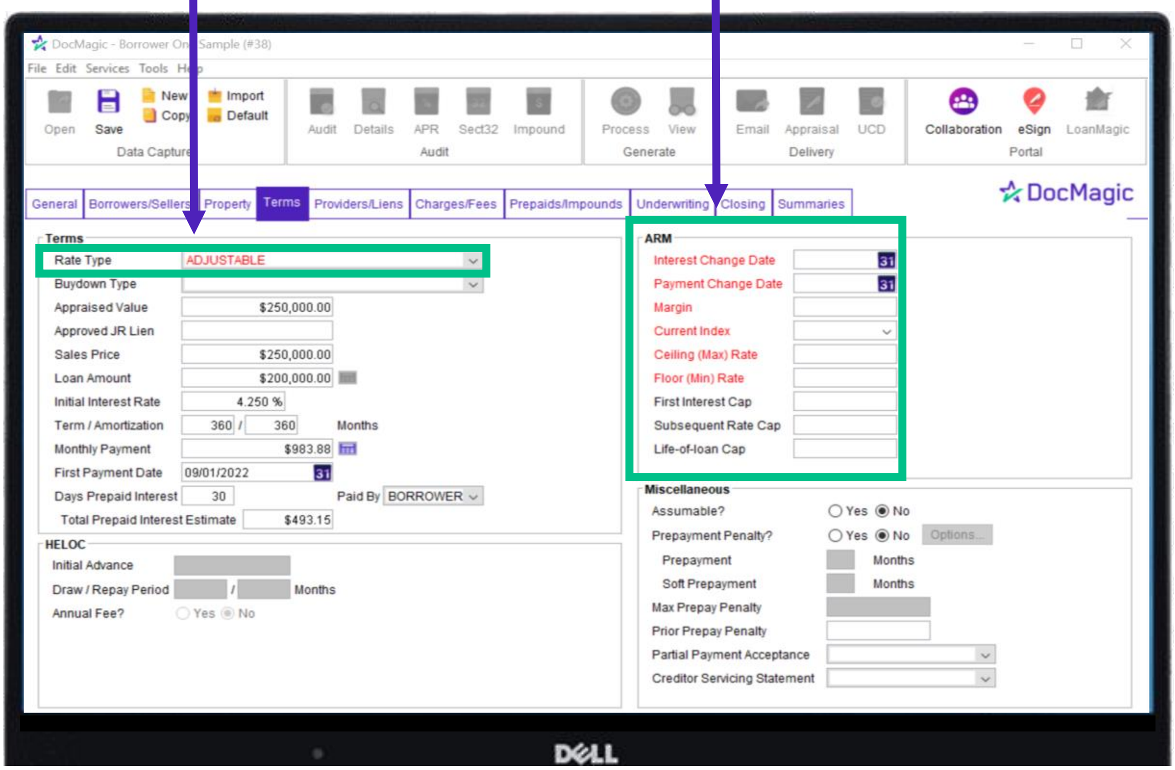


DocMagic will automatically populate these fields.

DocMagic Online

Terms Tab

If an Adjustable-Rate Type is selected, you will be able to enter data into the ARM fields.



Fields will be red at first, because the information entered is for a Fixed Rate Loan – the default in DocMagic Online. The Red will go away once the appropriate fields are updated.

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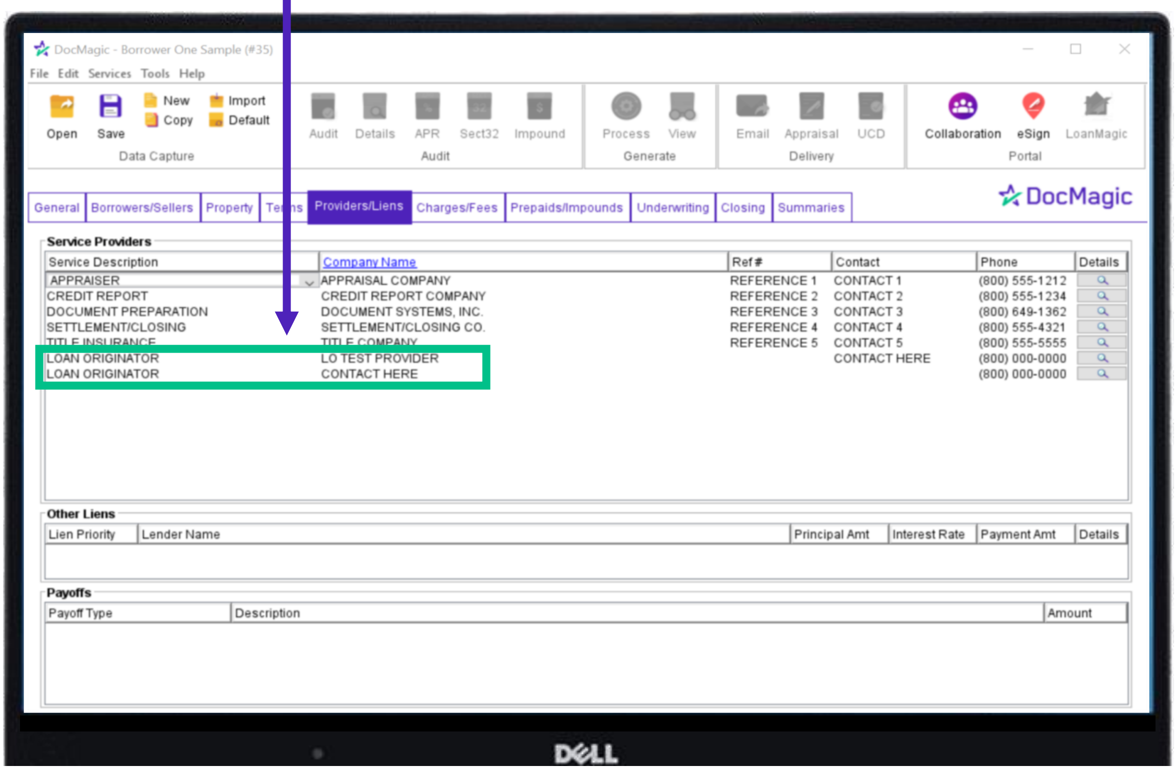
Providers & Liens Tab

There are two required providers that are part of this transaction:

1. The Loan Originator for the Company
2. The Loan Originator for the Loan Officer



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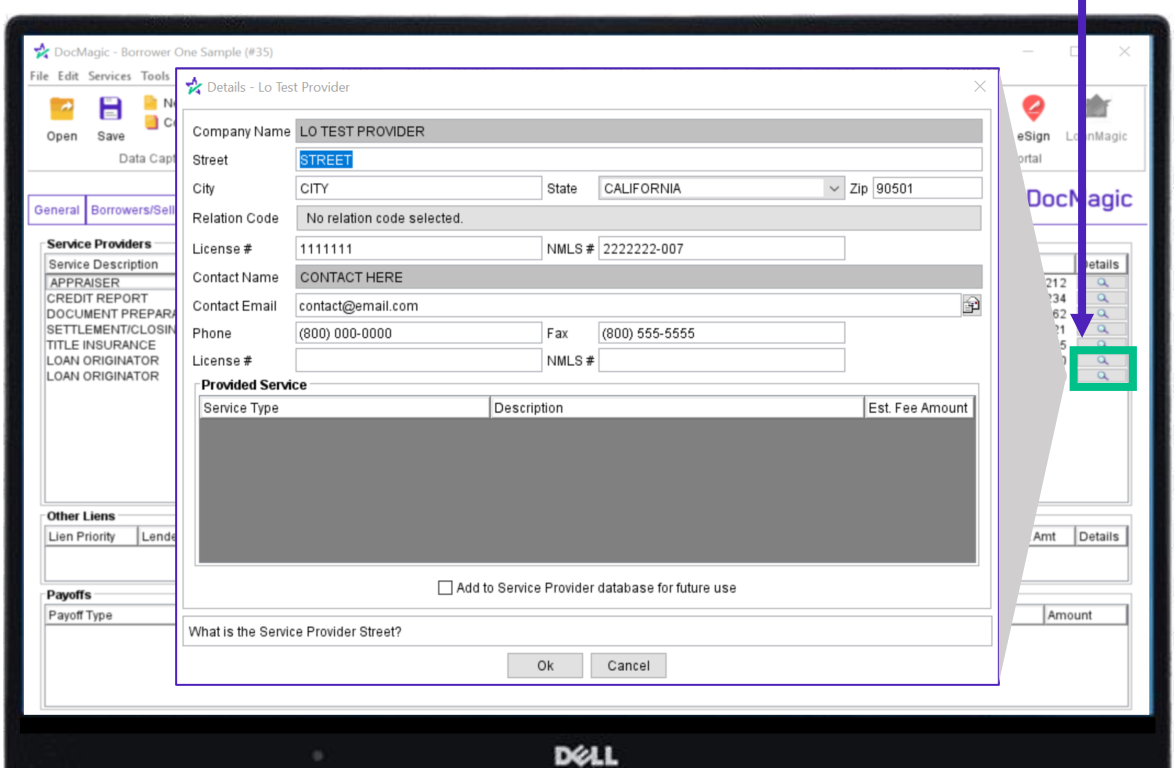
Providers & Liens Tab

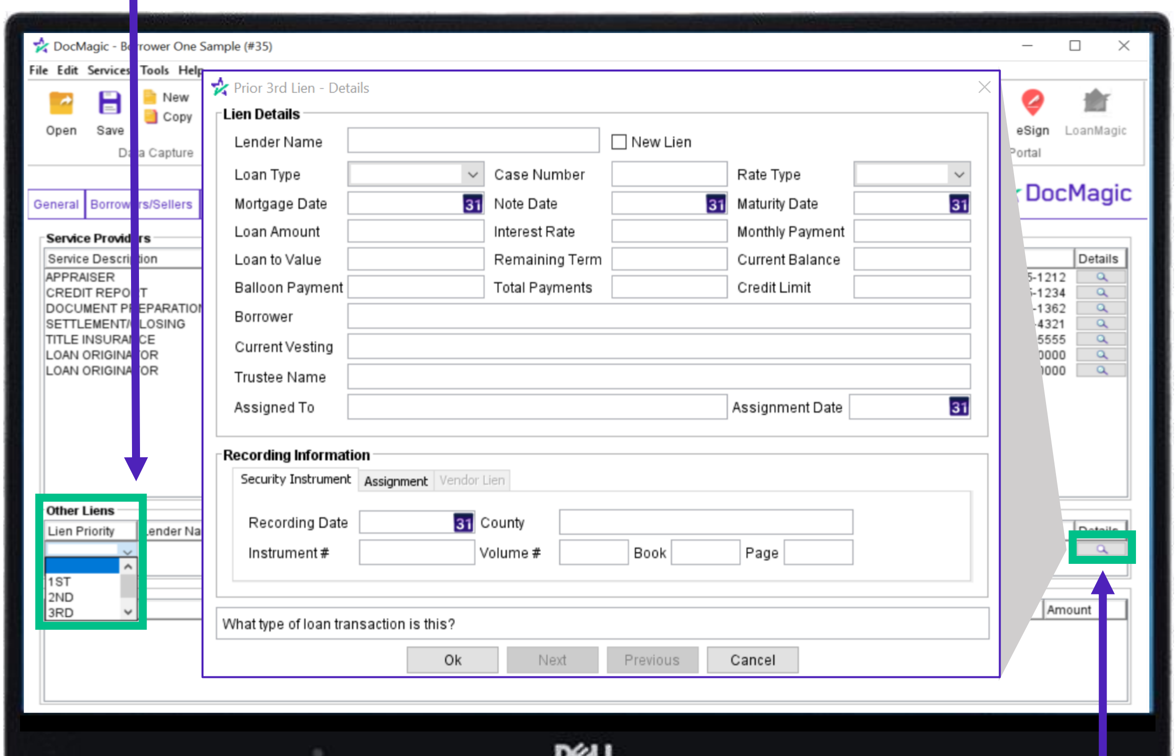
By clicking on the magnifying glass, you can fill out additional details including the NMLS number.



DocMagic Online

Providers & Liens Tab

In the Other Liens section, you have the option of adding first, second, and third liens. Click to add.

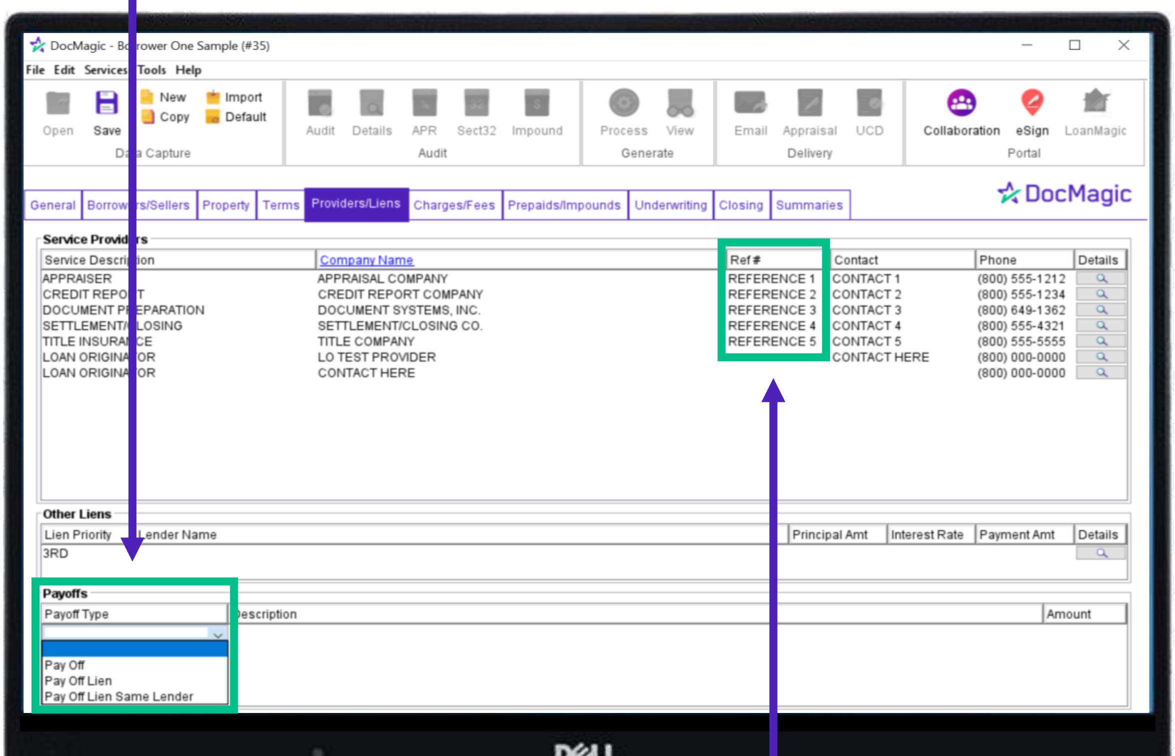


After selecting your lien priority, click on the magnifying glass in the bottom right to add details.

DocMagic Online

Providers & Liens Tab

You can enter in Payoffs towards the bottom of the page. Be sure to select a payoff type, write a description, and specify an amount. Click to add.

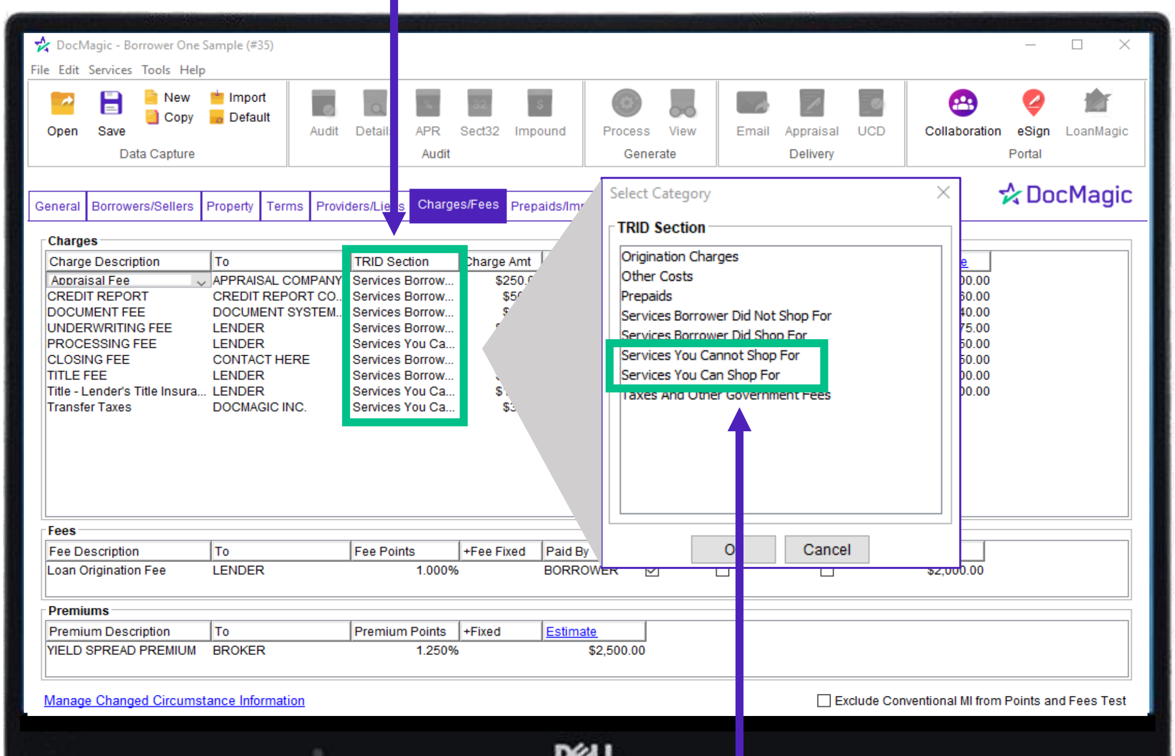


Reference numbers are auto-populated.

DocMagic Online

Charges & Fees Tab

In the TRID section, when you click on the drop down, you can select the appropriate category from the pop-up box.

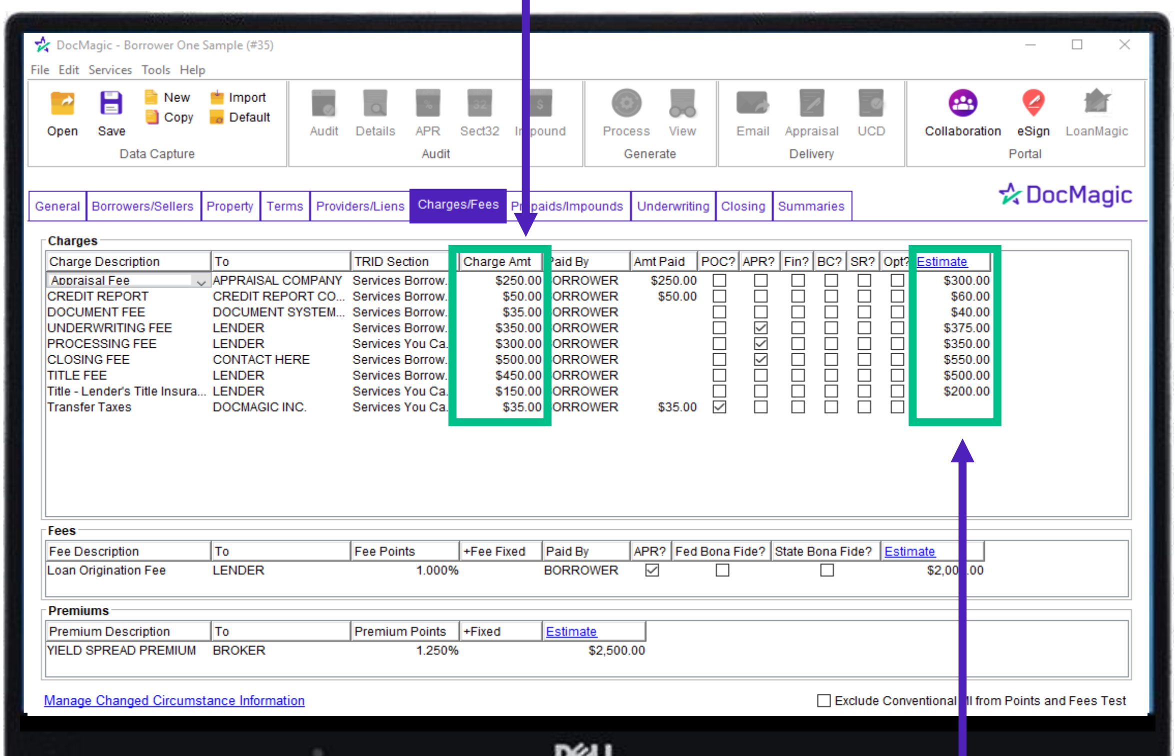


Identify if the charge is categorized as "Services You Cannot Shop For" or "Services You Can Shop For".

DocMagic Online

Charges & Fees Tab

These charges in the Charges Amt column are estimates during the initial disclosure stage and what are referenced in the Loan Estimate.

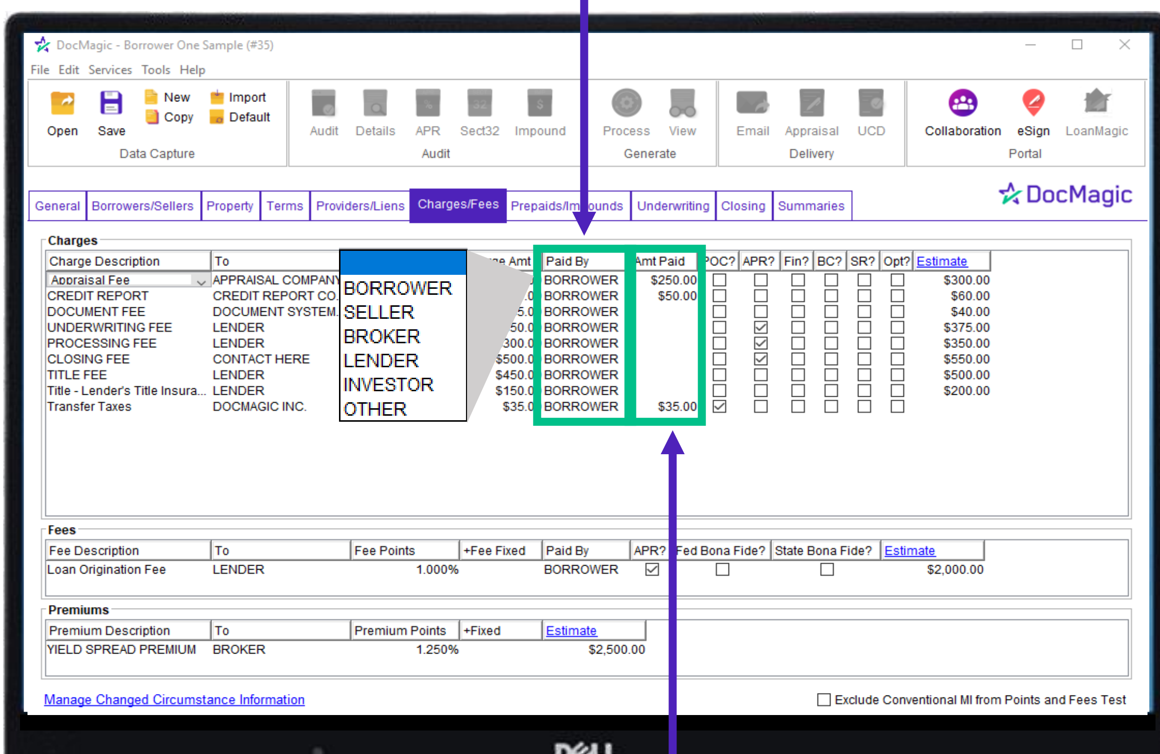


Throughout this process, the amounts in the loan estimate move to the closing section, and the items from the loan estimate are moved to the Estimate column. Now the charge amount column become the items that show up on the closing disclosure.

DocMagic Online

Charges & Fees Tab

Paid By indicates who will be paying the Charge. You have several options that appear when you click on the space.



Amount Paid column is for items paid outside of closing. Select the dollar amount (TBD).

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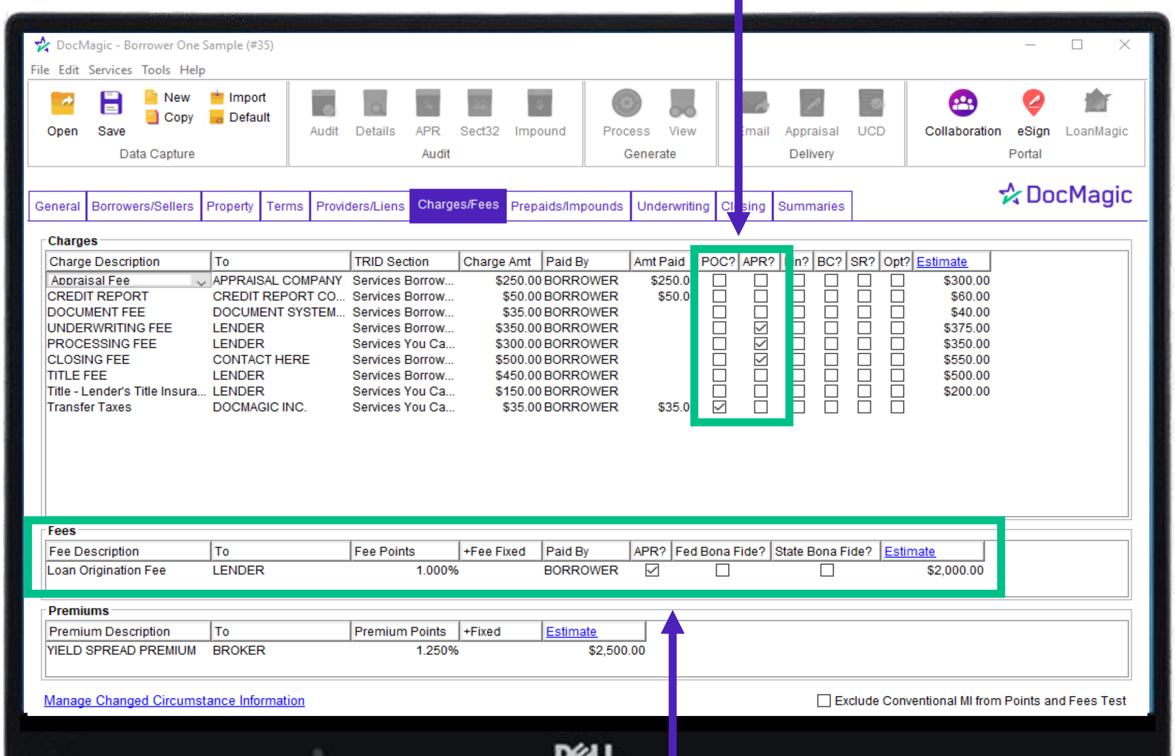
Charges & Fees Tab

- POC (Paid Outside of Closing): Radio boxes are checked here for items that will be paid out of closing.
- APR (Annual Percentage Yield): Radio boxes are checked meaning that these amounts will affect the APR.



Loan Origination Fee: This is 1 point of the total loan amount

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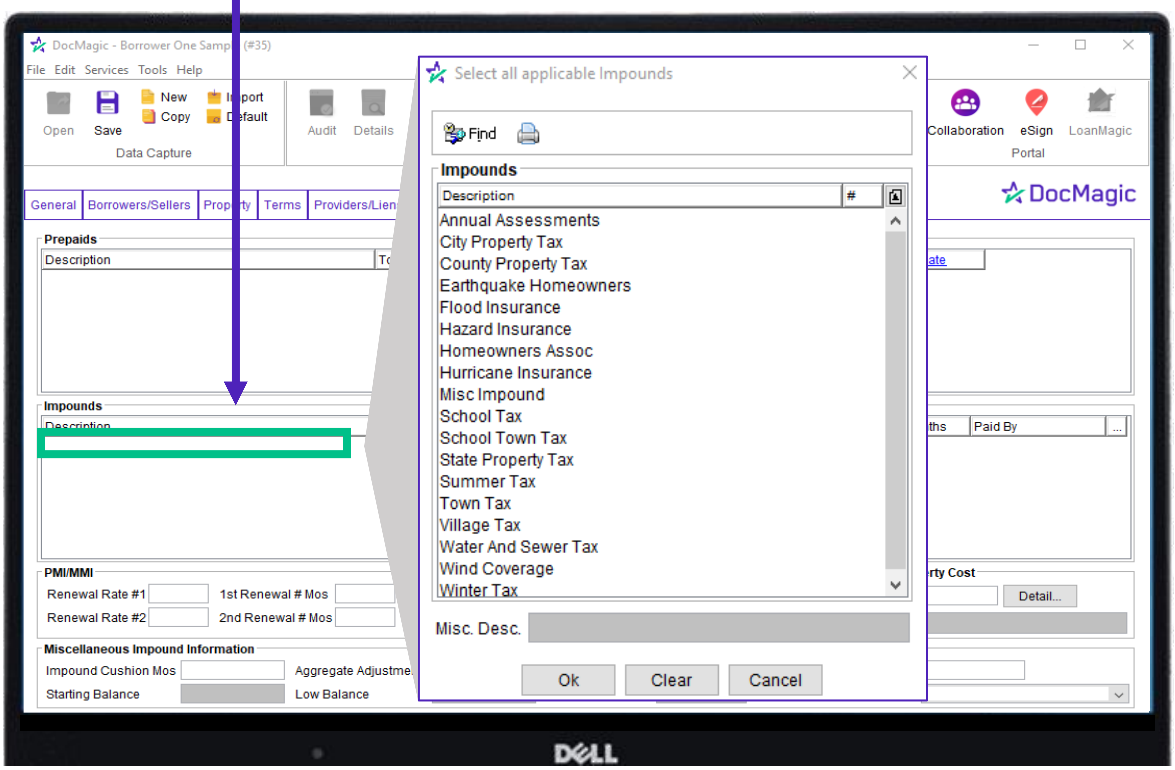
Impounds Tab

Click here to add an Impound. A window will appear where you can select the type.



This typically incudes insurance and property taxes.

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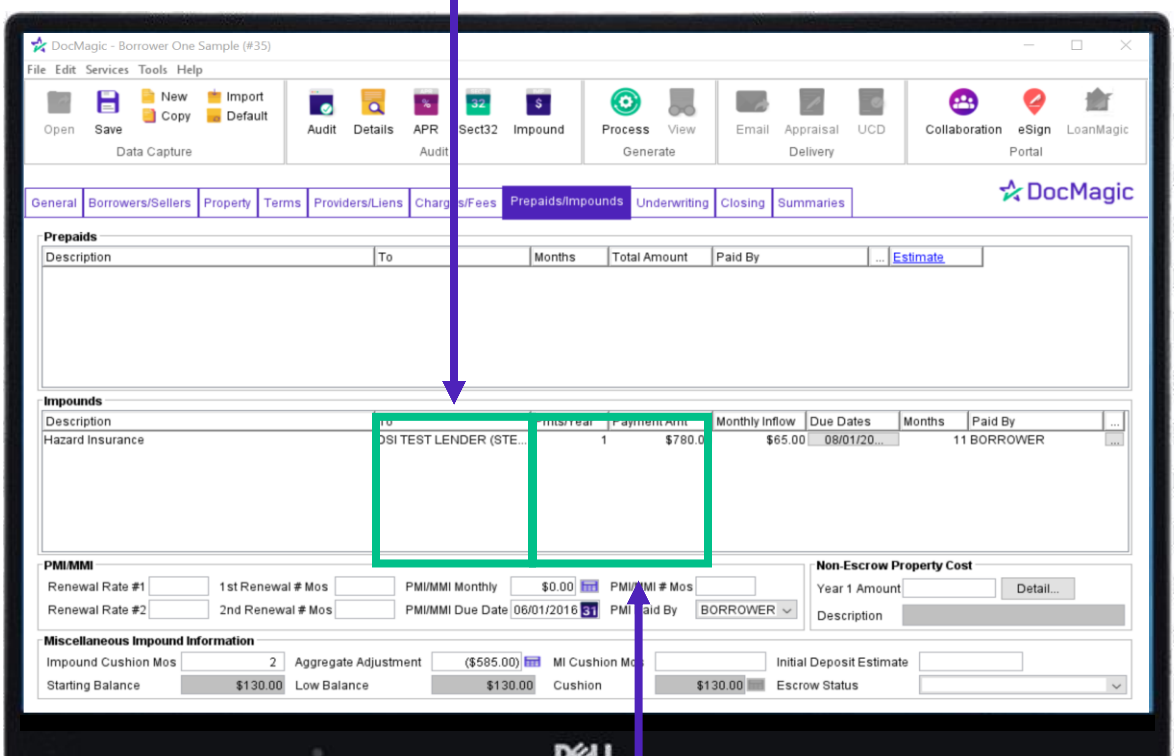
Impounds Tab

Enter who the Impound will be paid to.

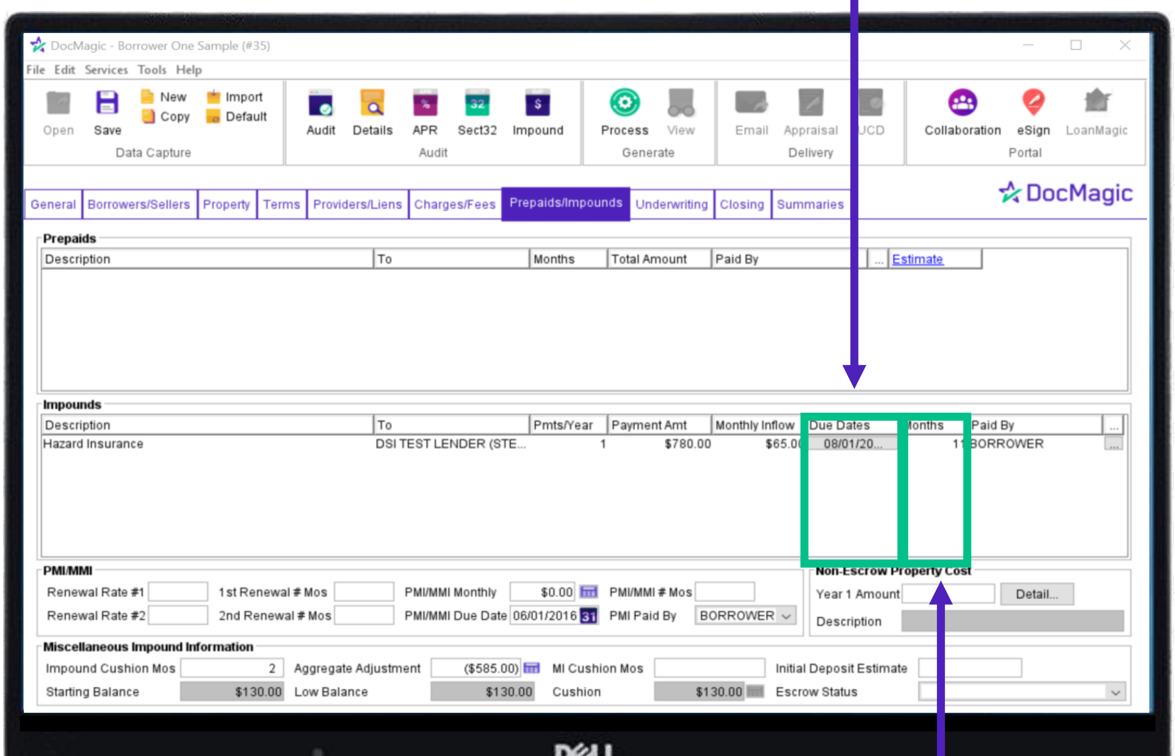


Enter the number of payments to be made per year, and the amount of each.

DocMagic Online

Impounds Tab

The due date will be on or after the first payment date.



The number of months is automatically calculated for you. These are the number of months collected to begin the escrow account.

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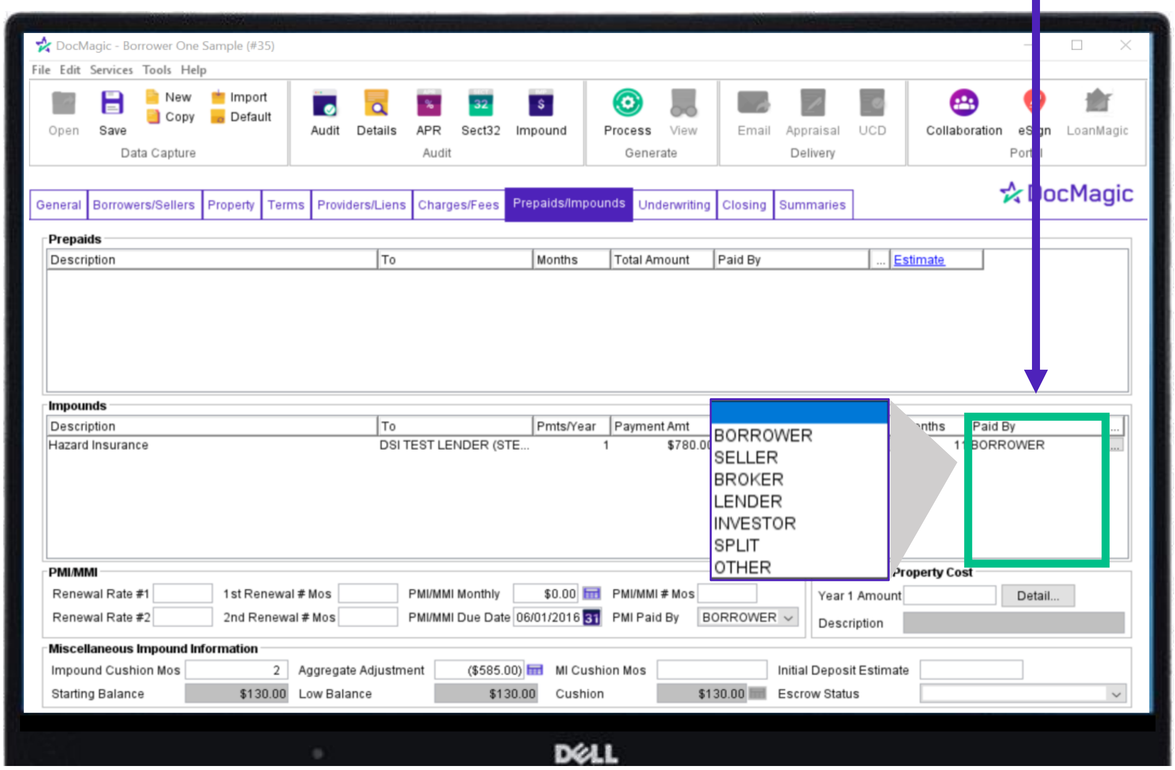
Impounds Tab

Select who you will be paying this impound to.
Click on the blank space and select an option.



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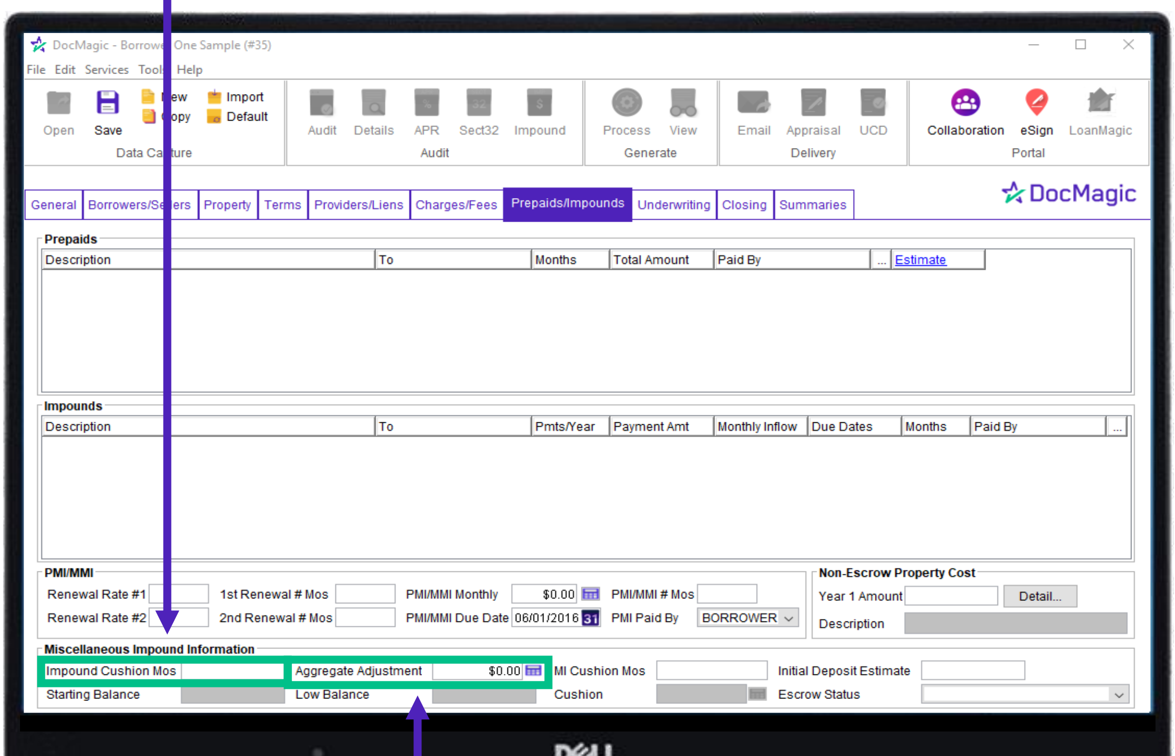
Impounds Tab

Input the number of Impound Cushion Months.



Click the calculator icon and the Aggregate Adjustment will auto-populated

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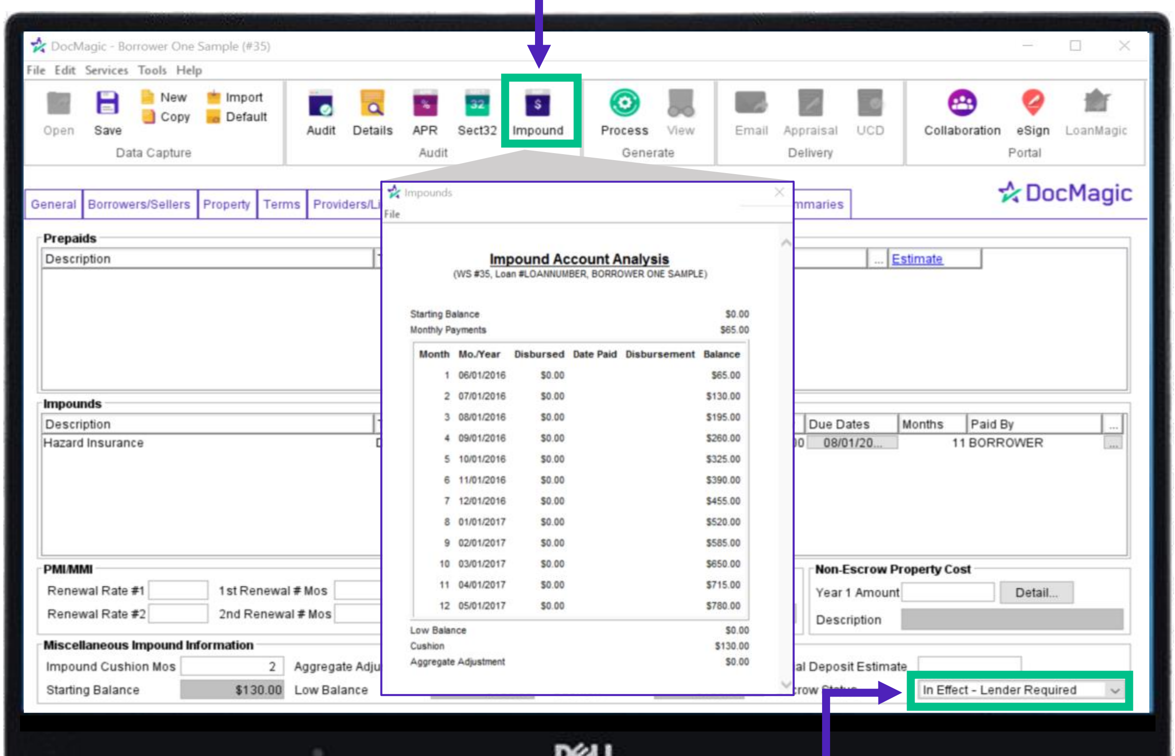
Impounds Tab

Select the Impound button and a complete account analysis will populate.



Escrow Status is set in the bottom right corner. Select “In Effect – Lender Required”.

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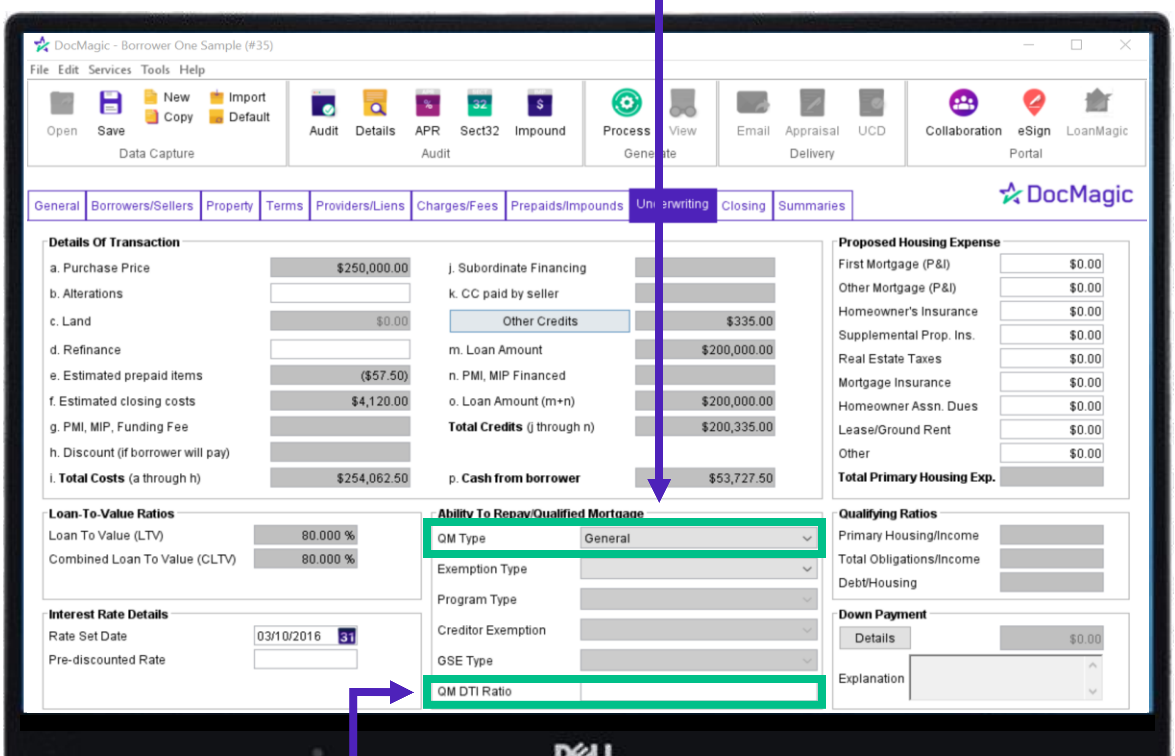
Underwriting Tab

In the QM Type Field, Select "General".

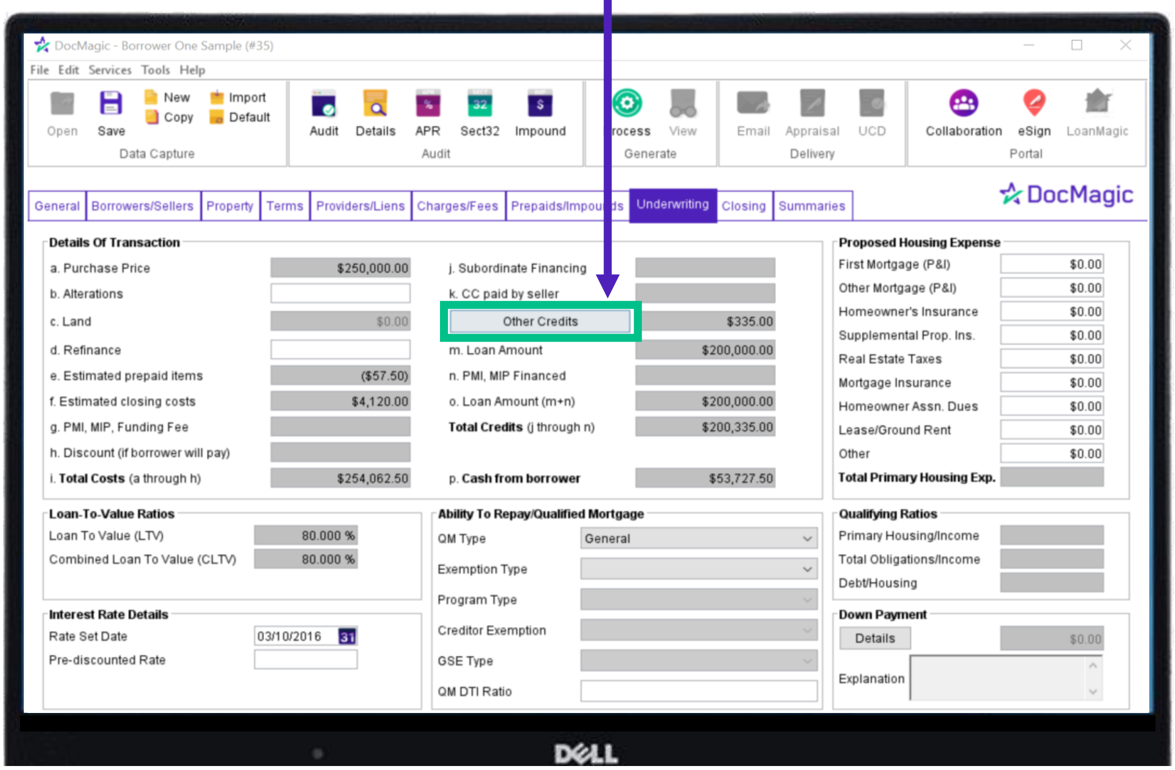


In the QM Data Ratio, enter in the correct percentage.

DocMagic Online

Underwriting Tab

If necessary, you can click this Other Credits button to open another window where you may enter additional purchase credits.



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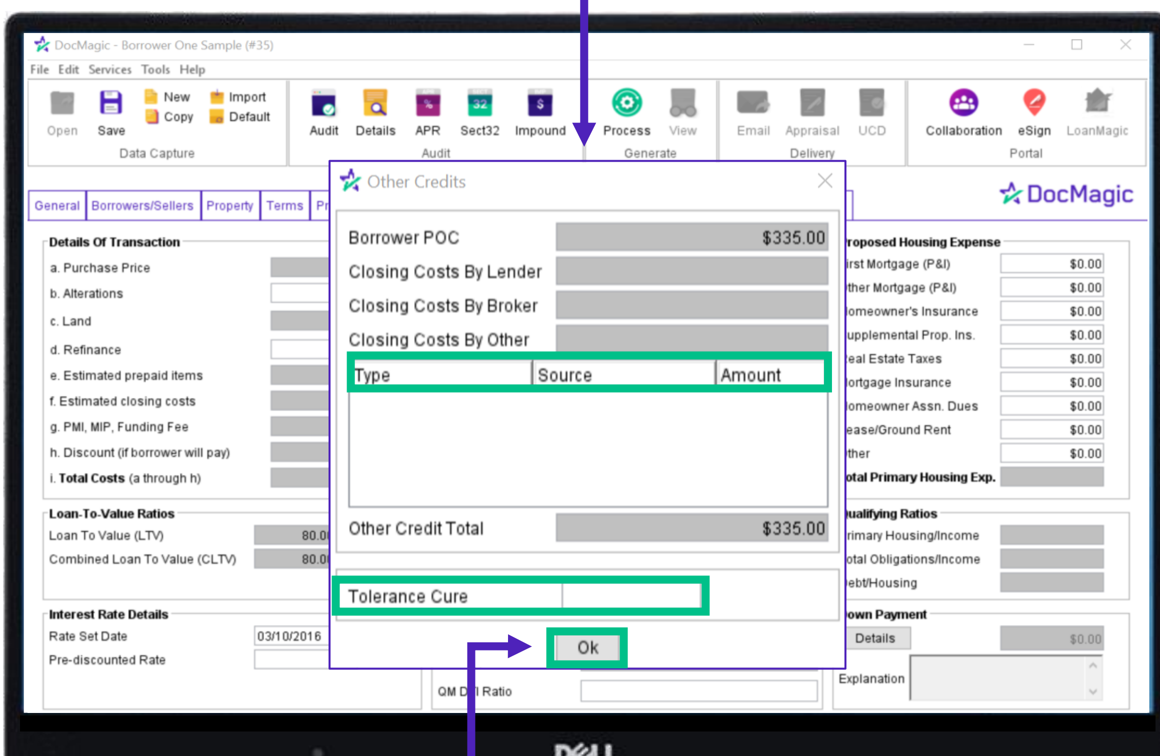
Underwriting Tab

Select the Type, the Source, and enter an Amount for each additional purchase credit here.



You would also enter the tolerance here. Click OK once completed.

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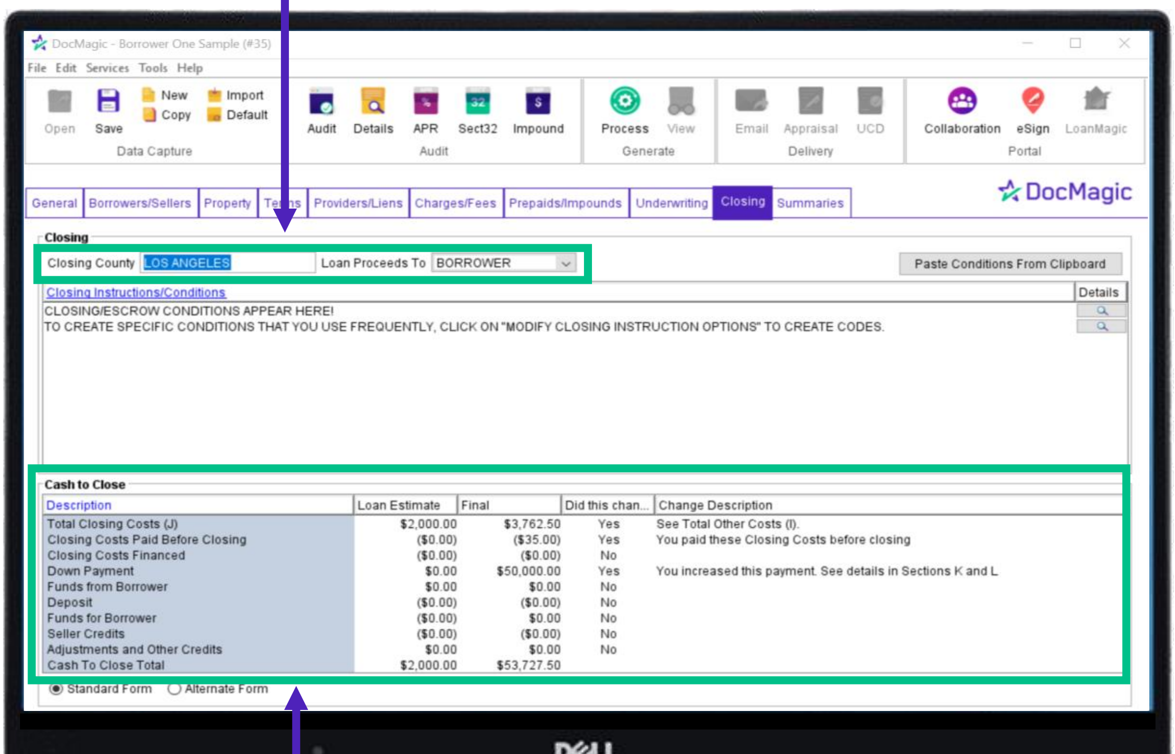
Closing Tab

Select the Closing County and indicate who the loan proceeds will go to.



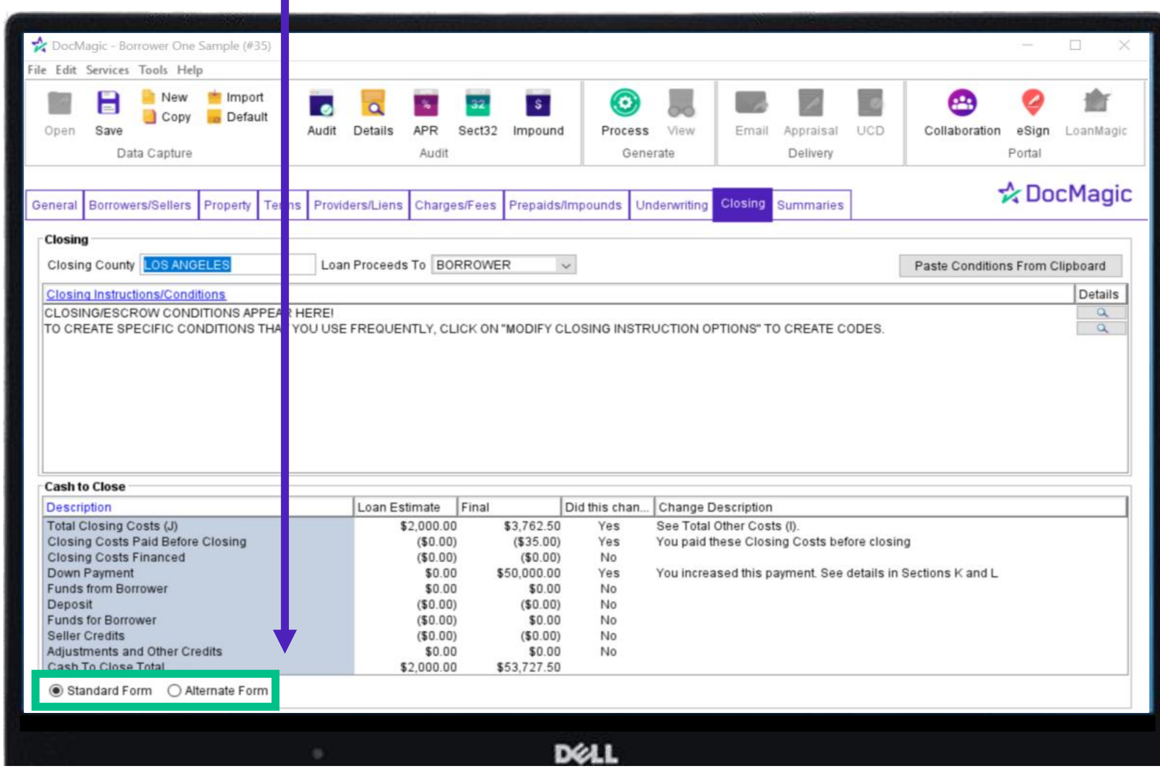
Cash to Close contains the final loan amounts that will appear on the closing disclosure. For more information on how this is calculated, consult our DocMagic Online Hacks supplementary guidebook – found on our [Product Training Page](#).

DocMagic Online

Closing Tab

Select the type of form that is applicable to the loan:

- A Standard Form is used for purchases.
- An Alternate Form is used for refinances.



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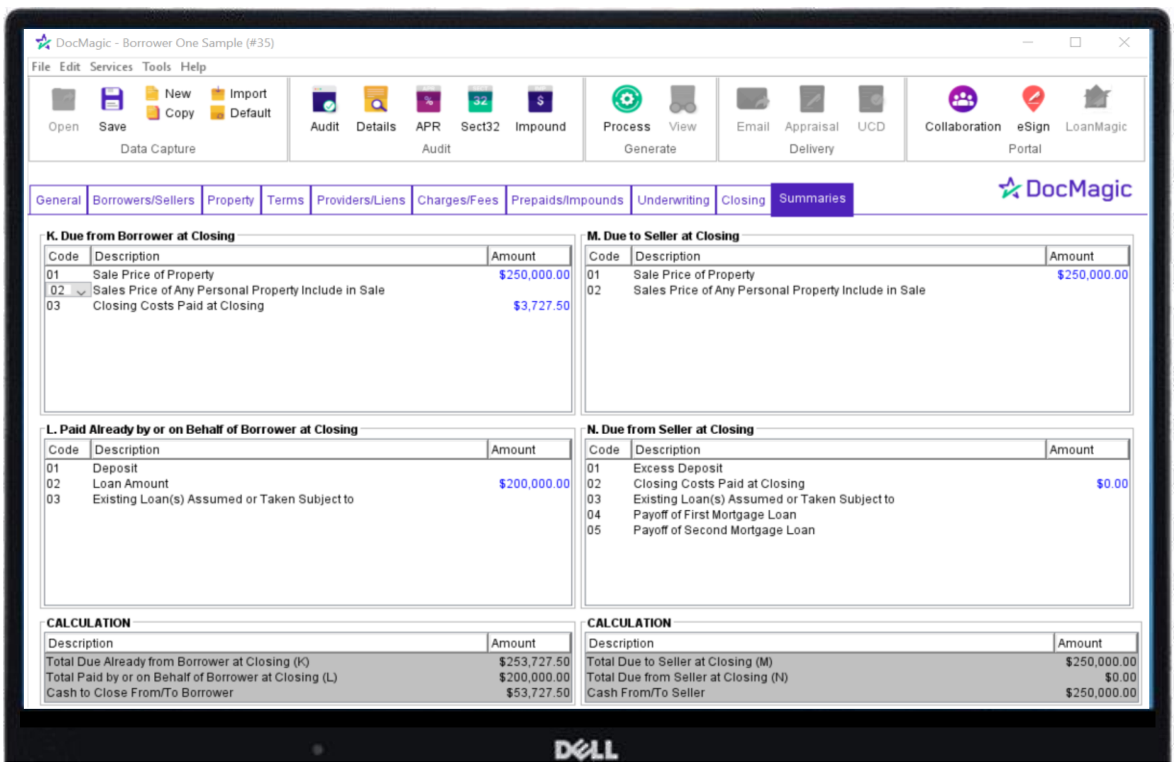
Summaries Tab

The information on this page is for your review. If there are no issues, you may move onto the next step – running an audit.



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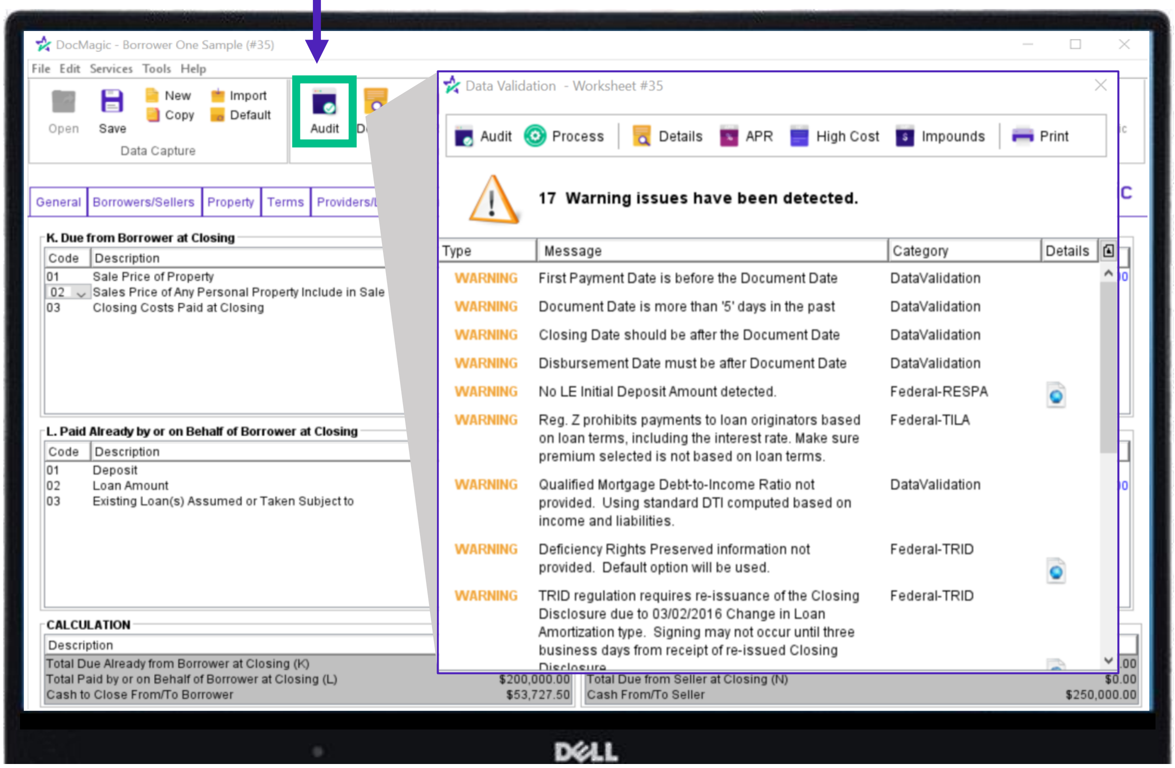
Auditing

Click this button to Audit the worksheet. A separate data validation window will appear.



Audits can be customized by reaching out to Customer Service.

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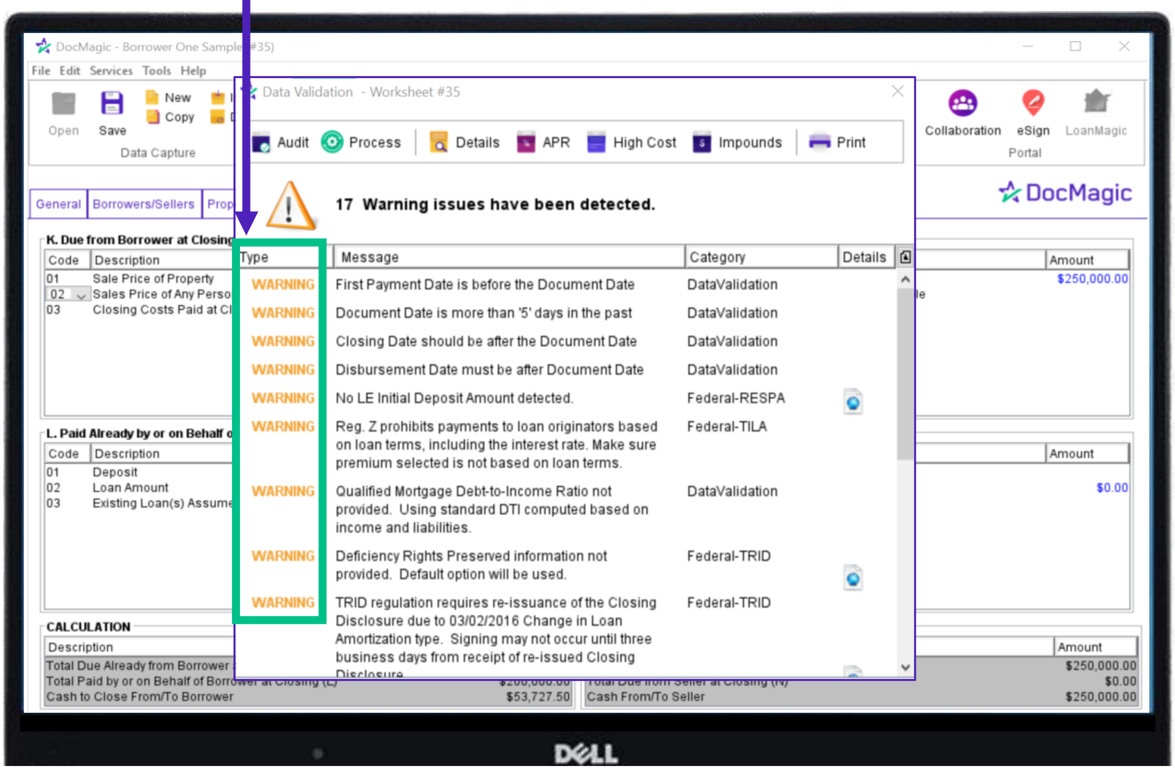
Auditing

Two types of issues can appear on the Data Validation window – Warnings and Fatals.



Note: You may proceed with a Warning but ***you cannot proceed with a Fatal. A Fatal is a hard stop***. A fatal error likely means that something would be out of compliance if the package was produced – so the system won't let you do it.

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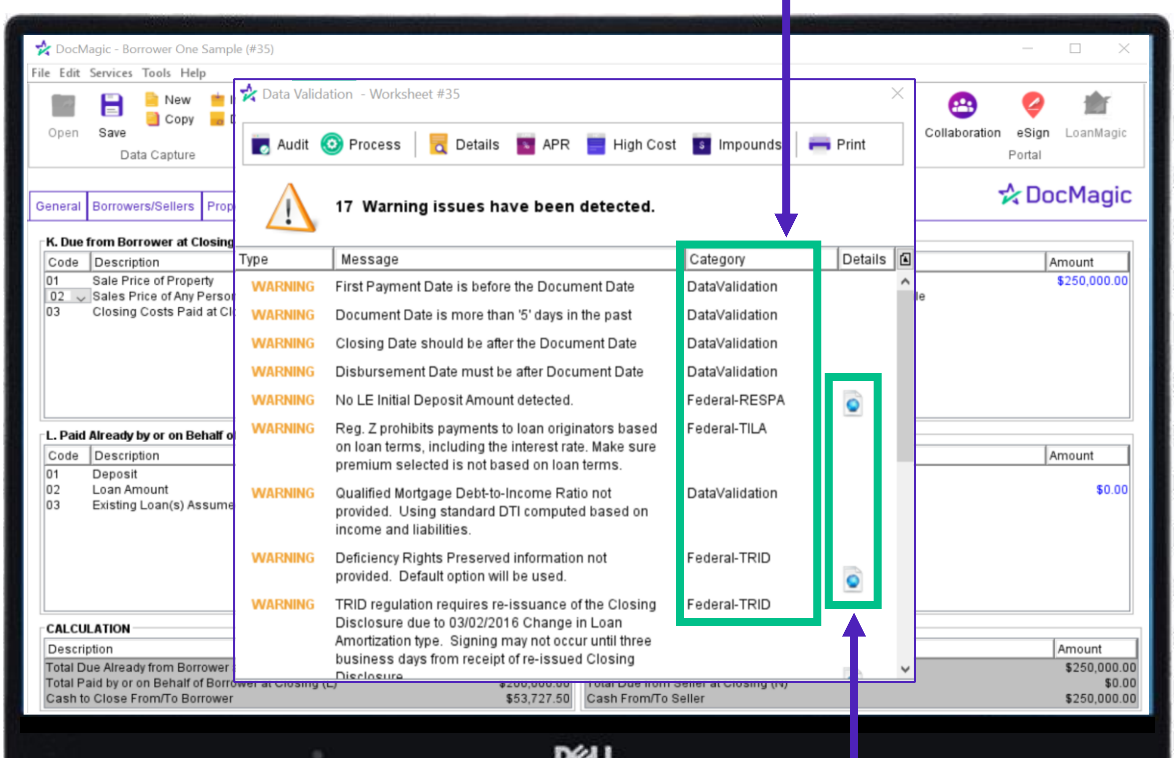
Auditing

The Category column will show exactly where the Warnings and Fatals appear.



Clicking on the globe icon next an issue will take you to the specific DocMagic compliance website page where additional information related to the issue can be found.

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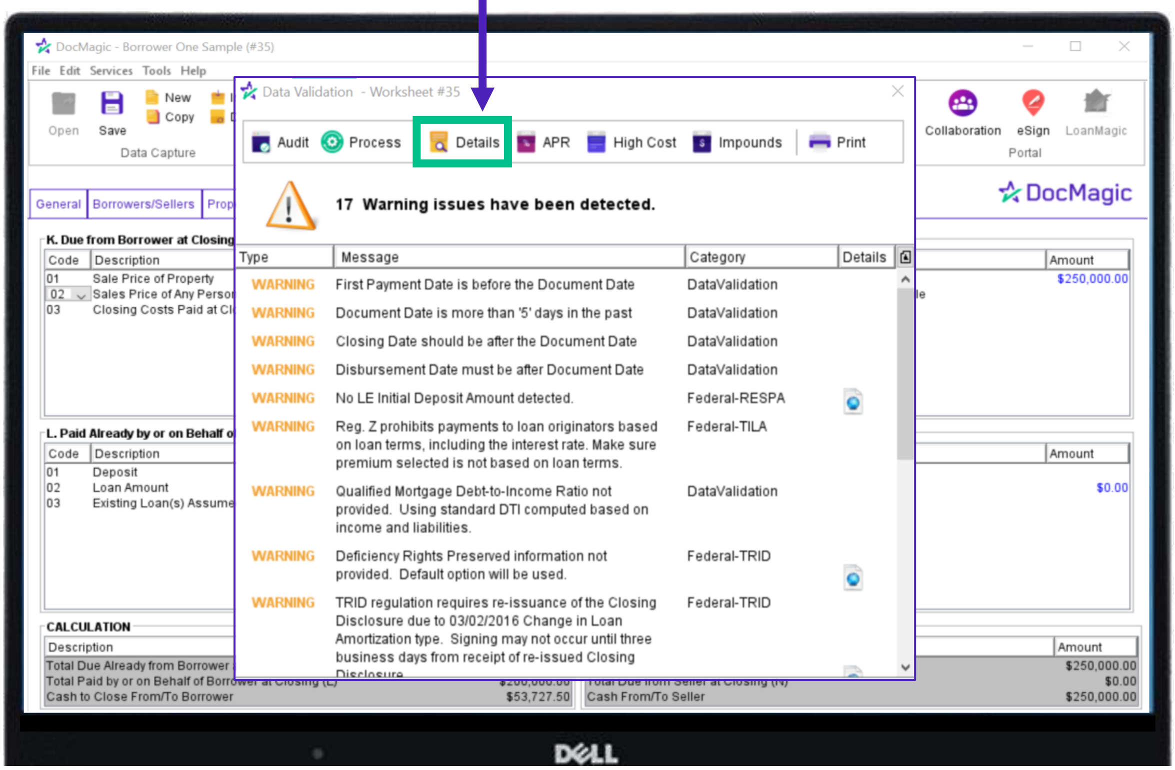
Loan Detail Report

Click Details to bring up the Loan Detail Report.



This report provides information to ensure that each transaction is compliant with the appropriate laws, regulations, and lender requirements.

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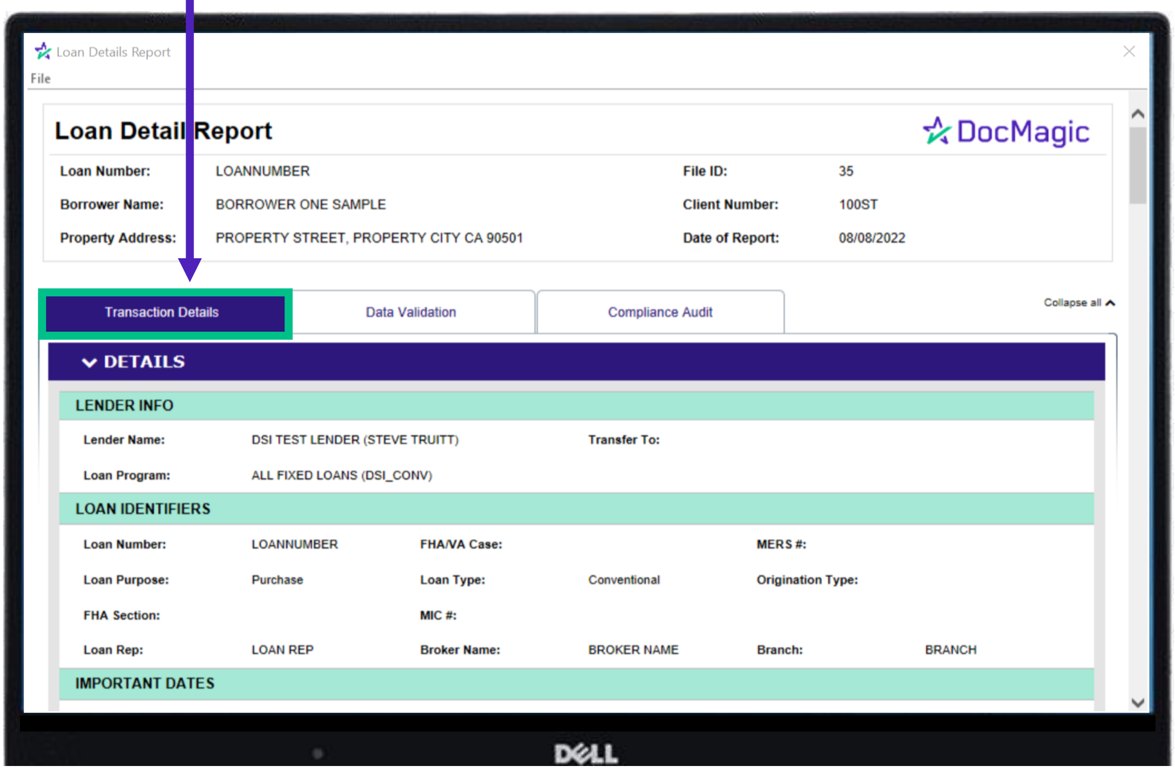
Loan Detail Report

Transaction Details: Displays the loan data entered in the worksheet, data which needs to be validated



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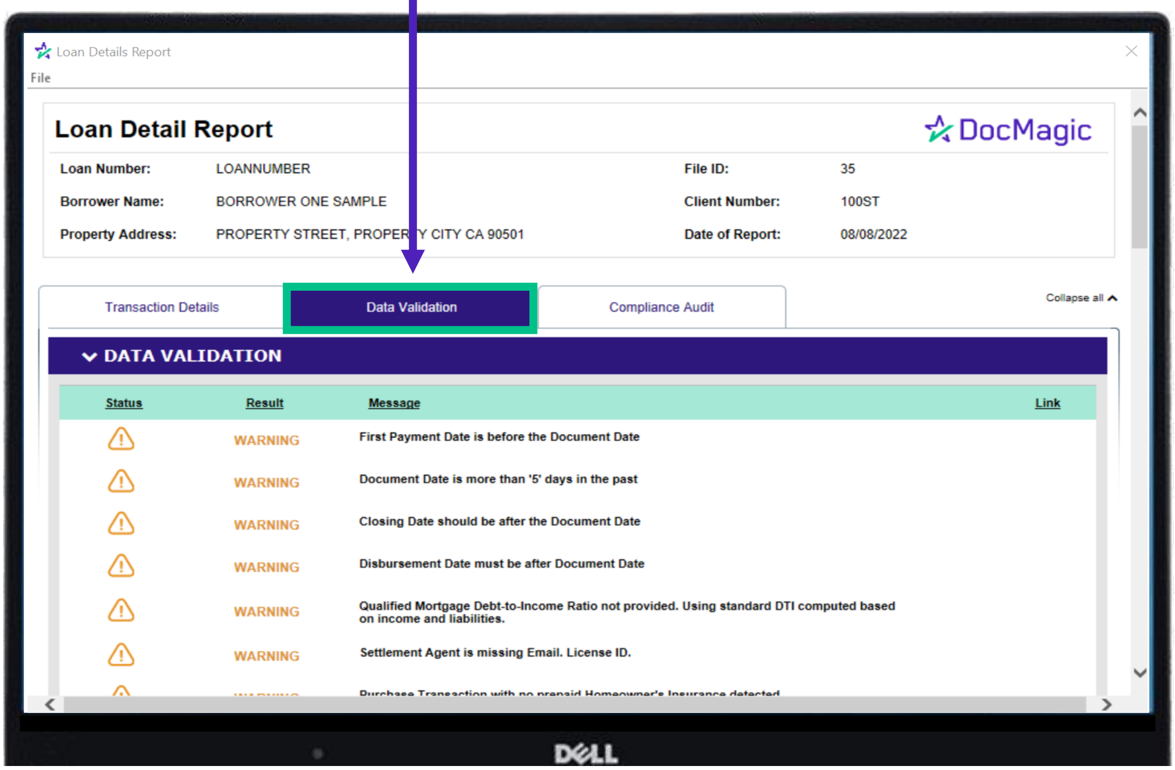
Loan Detail Report

Data Validation: This section provides analysis of the data found in the Transaction Details tab. It contains warning messages and summaries.



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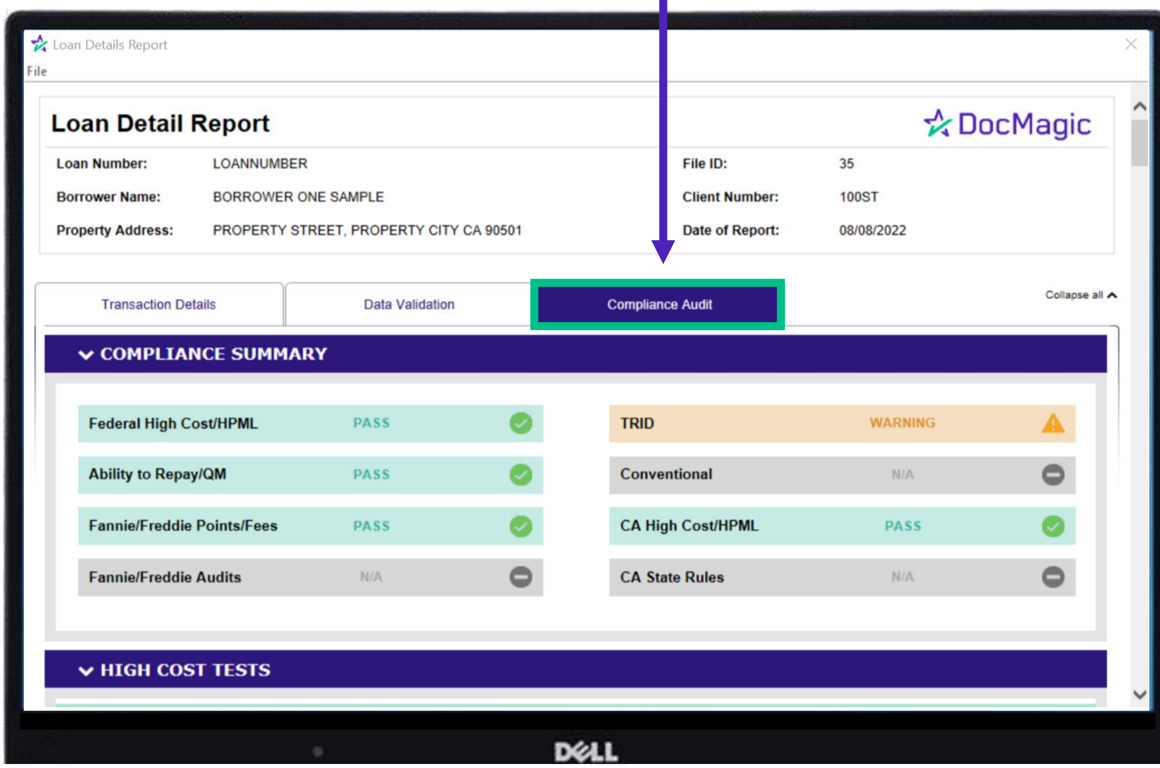
Loan Detail Report

Compliance Audit: Starts with a Compliance Summary at the top followed by a status breakdown of individual audits



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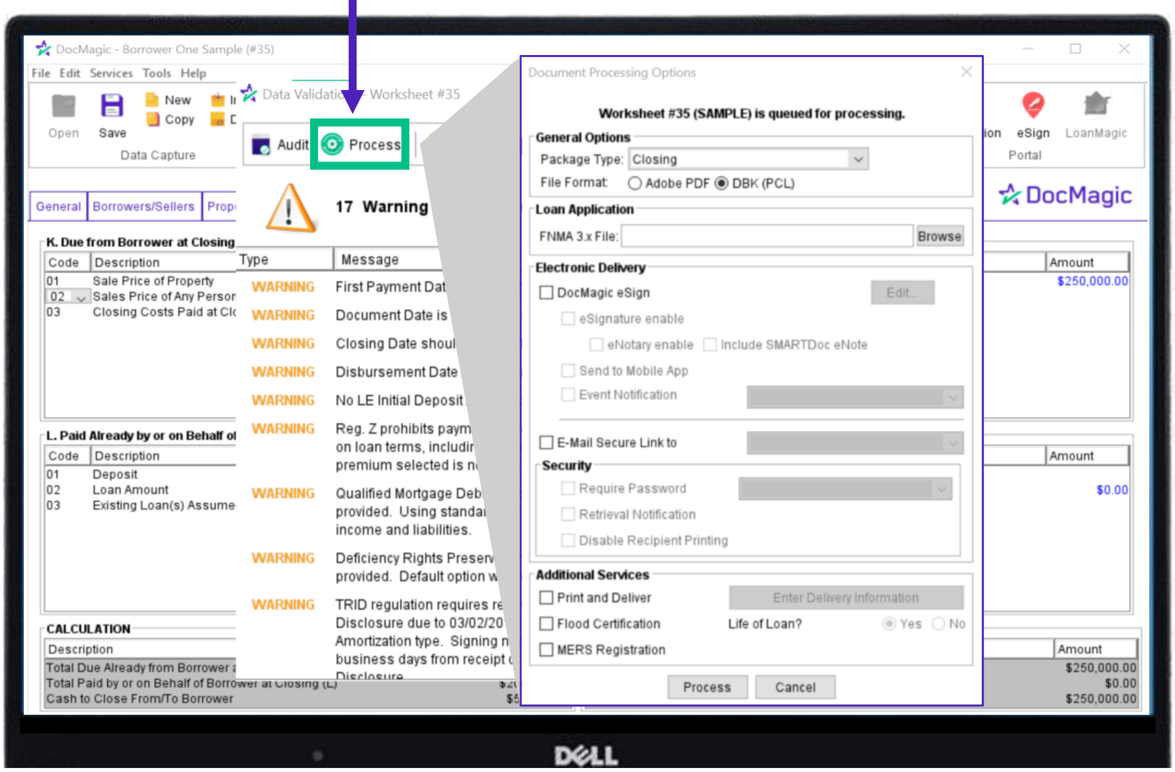
Document Processing

After reviewing the Loan Detail Report, click process. The Document Processing Options window will appear.



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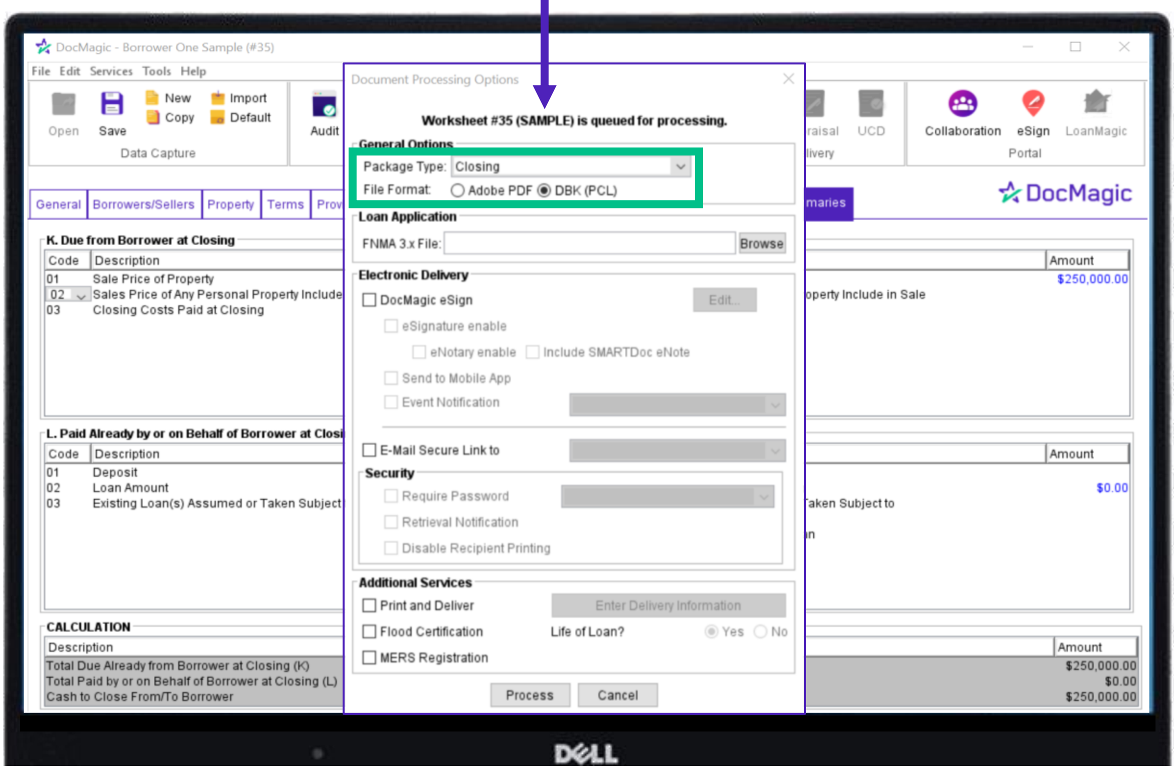
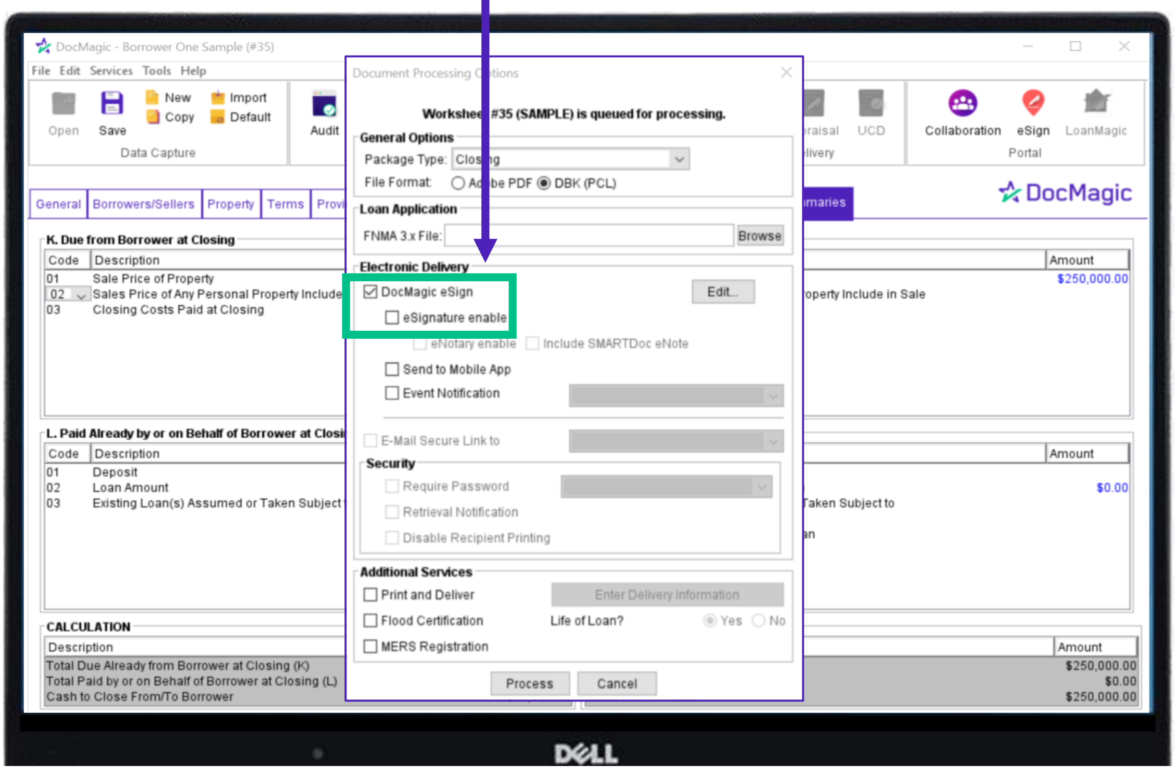
Document Processing

Select your document package type from the dropdown here and choose a file format.



DBK is a file format that can be viewed and modified with our proprietary software, DocMaster. Click here for a tutorial.

If you want to utilize our eSigning experience, check DocMagic eSign and eSignature enable.



All borrowers must have a valid email and social security number entered for this feature.

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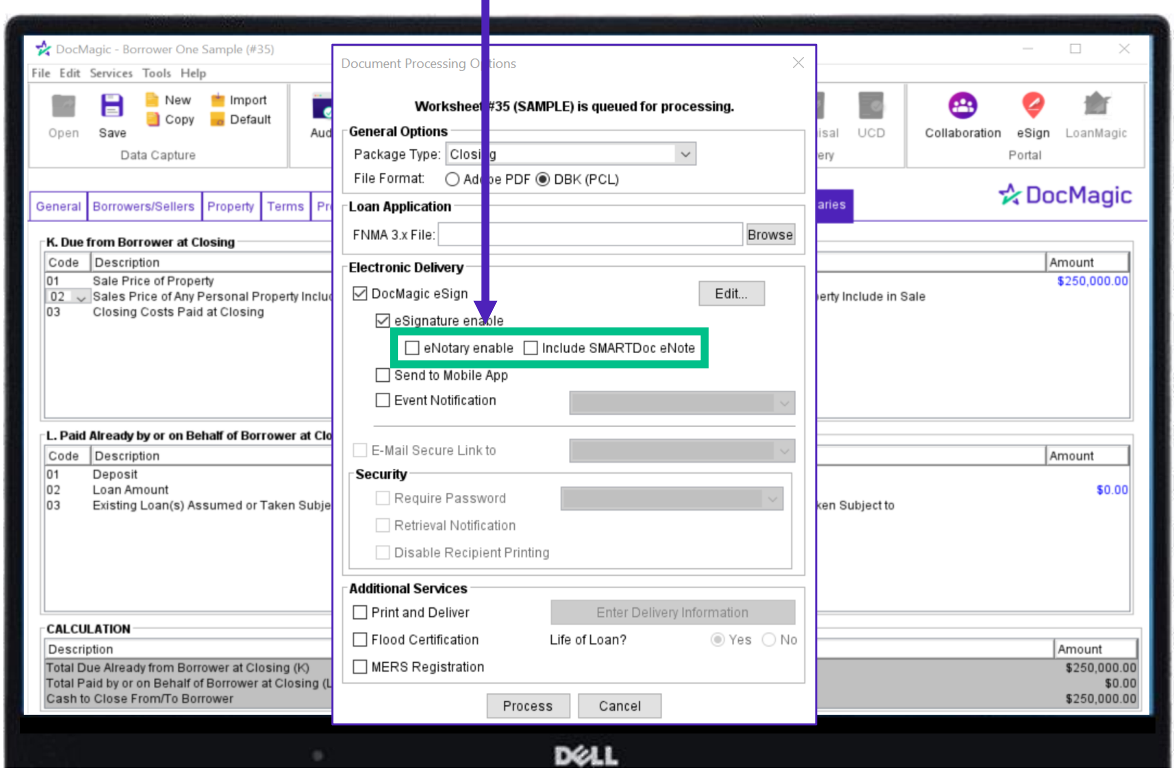
Document Processing

When you select eSignature enable, you will have the option to enable eNotary and eNote for closing packages.



Check these boxes based on what hybrid model you are using, or Total eClose if applicable.

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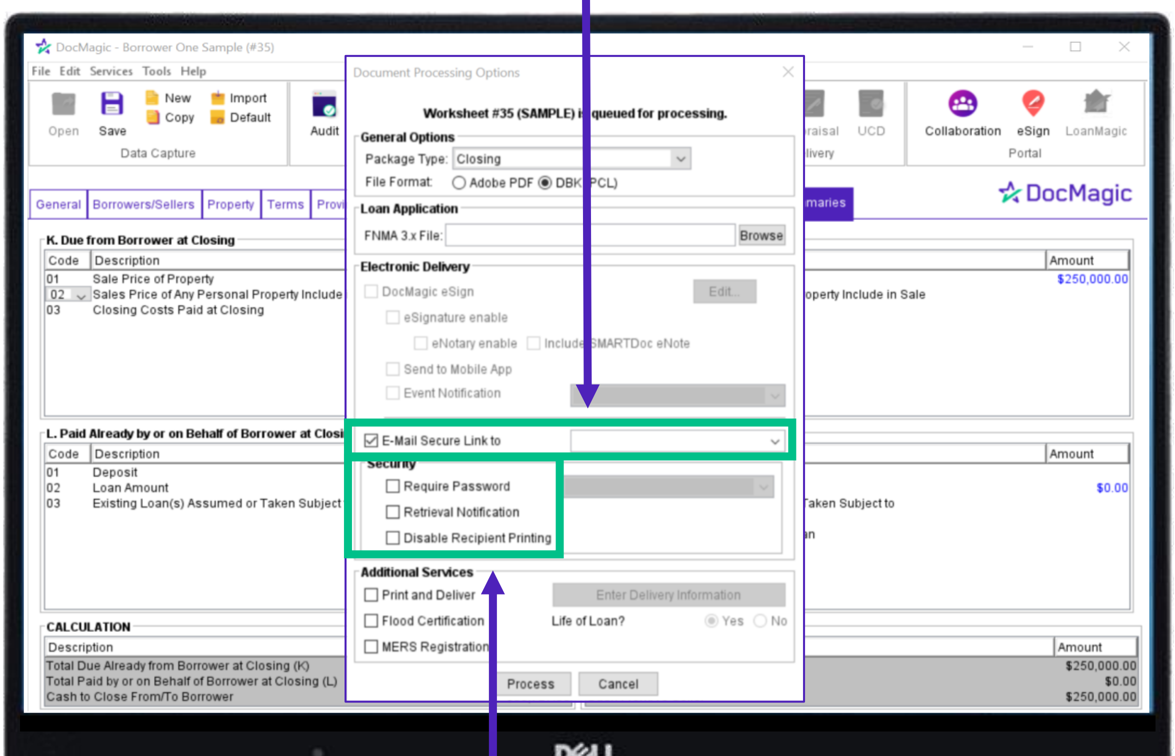
Document Processing

You also have the option to securely email the file.



When you check the e-mail box, you'll be able to select these security options.

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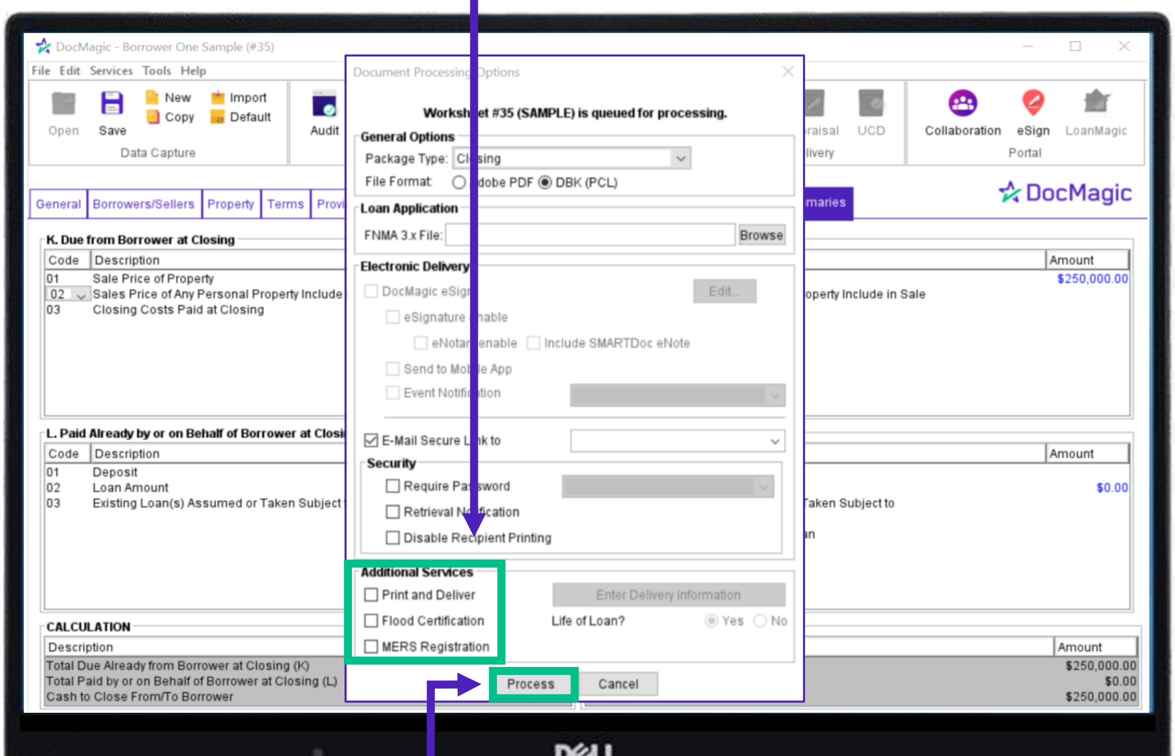
Document Processing

There are additional services at the bottom that you can choose from.



Click Process when done.

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Document Processing

You'll see this completion message if your process request is successful.