

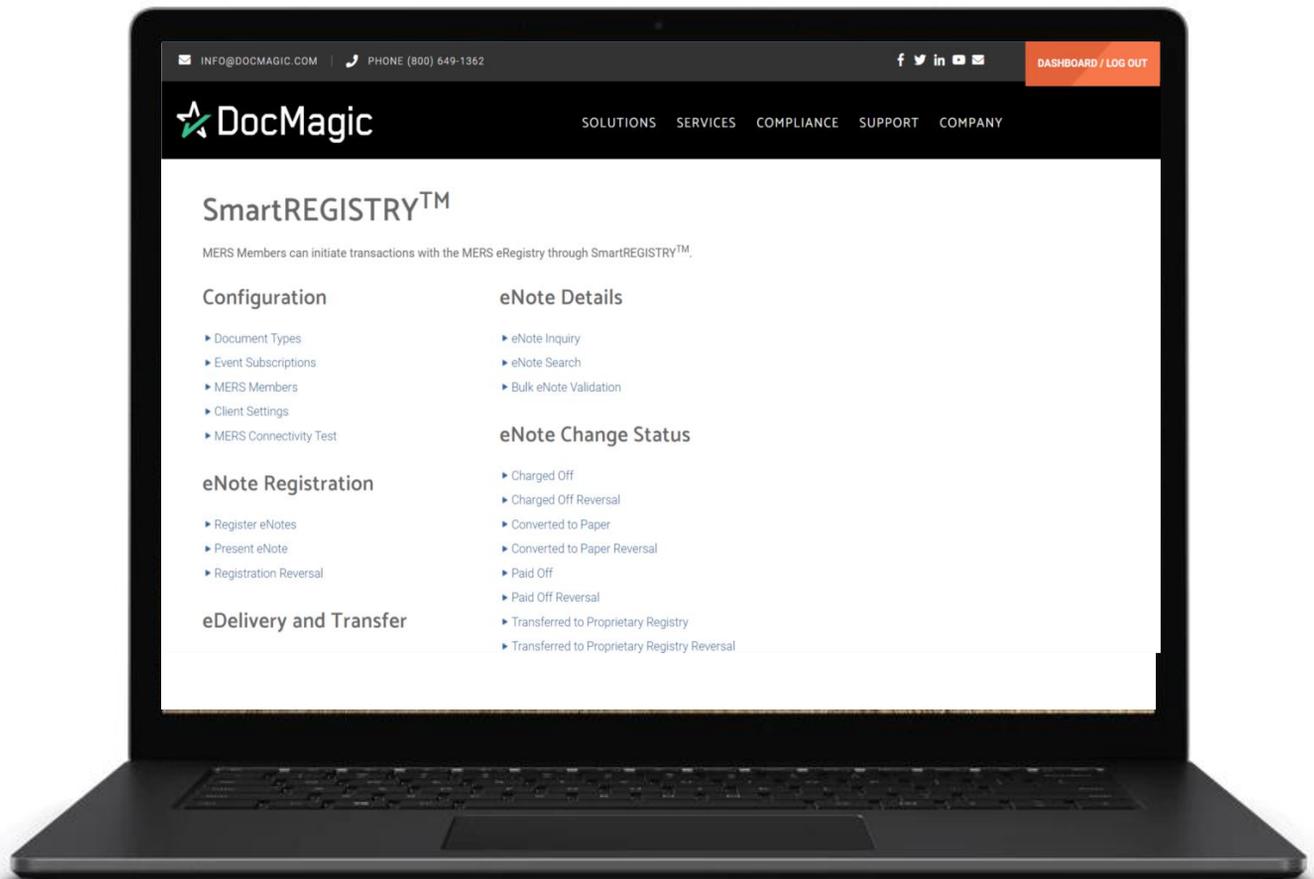


MERS Members can initiate transactions with
the MERS eRegistry through SmartREGISTRY

SmartREGISTRY

What is it?

SmartREGISTRY is the detailed way to manage the eNote throughout the life of the loan.



SmartREGISTRY

Launch SmartRegistry

Login to DocMagic and open SmartREGISTRY from the Launch Center.

The screenshot displays the DocMagic dashboard interface. At the top, the navigation bar includes the DocMagic logo, contact information (INFO@DOCMAGIC.COM and PHONE (800) 649-1362), social media icons, and a DASHBOARD / LOG OUT button. Below the navigation bar, the dashboard is divided into several sections:

- Launch Center:** A vertical list of application tiles. The tiles include eSign Console, AutoPrep™, DocMagic®, DocMagicXL®, SmartCLOSE®, LoanMagic® Console, eVault, and SmartREGISTRY™. A green box highlights the SmartREGISTRY™ tile, and a purple arrow points from the text above to this tile.
- My Documents:** A grid of document management tiles including DOCUMENT FILES, FORMS MANAGER, STACKING ORDER, REPORT MANAGER, LOAN DEFAULTS, and SAMPLE DOCUMENT REVIEW.
- Account Settings:** A section for managing user accounts and permissions, including USERS, PLAN MANAGER, and LENDER PROFILE.
- Compliance Edge:** Tools and resources to stay on top of compliance changes.
- Help Center:** Search our knowledge base for answers to your common questions.
- Latest News:** A section for updates, improvements, and deadlines, including links for getting started with eClose and closing a loan electronically.

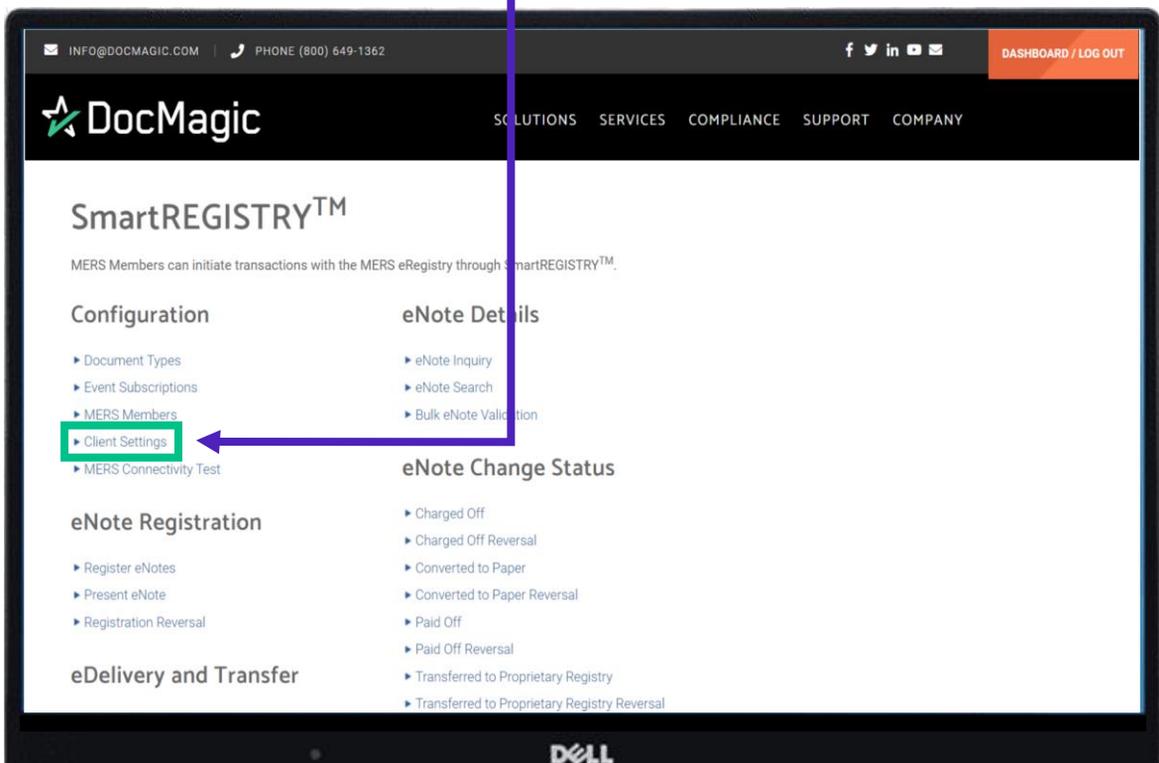
The Dell logo is visible at the bottom center of the monitor frame.



SmartREGISTRY

Introduction/Getting Started

We recommend you start by checking the Client Settings first.



SmartREGISTRY

Client Settings

Under Client Information, make sure that the MERS Org ID is accurate, and you have a Client Account Name.

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f t in y

DASHBOARD / LOG OUT

DocMagic

SOLUTIONS SERVICES COMPLIANCE SUPPORT COMPANY

SmartREGISTRY™ Client Settings

SmartREGISTRY Settings

Client Admins can configure MERS eRegistry settings.

Client Information

MERS Org Id: * 9999353

Client Account Name: 100 Sales (9999353)

eNote Registration Settings

Registration Method: * Presentation

Controller: * 100 Sales (9999353)

Master Servicer: * 100 Sales (9999353)

Location: * 100 Sales (9999353)

Delegatee for Transfers:

Secured Party:

Delegatee for Secured Party:

DELL

The MERS Org ID is greyed out because it *cannot* be changed. If the Client Account Name is incorrect, or you want it to show something else, it *can* be changed.



SmartREGISTRY

Client Settings

Registration Method should be those from the MERS eRegistry testing grid requirements that are negotiated with MERS.

The screenshot shows the SmartREGISTRY Client Settings page. The page title is "SmartREGISTRY Settings" and it includes a sub-header "Client Admins can configure MERS eRegistry settings." The page is divided into two sections: "Client Information" and "eNote Registration Settings".

Client Information

- MERS Org Id: 9999353
- Client Account Name: 100 Sales (9999353)

eNote Registration Settings

- Registration Method: Presentation (highlighted with a green box)
- Controller: 100 Sales (9999353)
- Master Servicer: 100 Sales (9999353)
- Location: 100 Sales (9999353)
- Delegatee for Transfers: (empty)
- Secured Party: (empty)
- Delegatee for Secured Party: (empty)

It defaults to Presentation.



SmartREGISTRY

Client Settings

Your main three rights, Controller, Master Servicer, and Location are required from MERS. They should be set to the Account Name from the Client Settings when set to Auto Register eNote.

The screenshot displays the SmartREGISTRY Client Settings interface. The page title is 'SmartREGISTRY Settings' with a subtitle 'Client Admins can configure MERS eRegistry settings.' The 'Client Information' section includes 'MERS Org Id.' (9999353) and 'Client Account Name' (100 Sales (9999353)). The 'eNote Registration Settings' section is highlighted with a green box and contains the following fields:

Field	Value
Registration Method.*	Presentation
Controller.*	100 Sales (9999353)
Master Servicer.*	100 Sales (9999353)
Location.*	100 Sales (9999353)
Delegatee for Transfers:	
Secured Party:	
Delegatee for Secured Party:	

You do not have the ability to change the Controller, but you can change the Master Servicer and Location. When you are initially set-up for auto-registration, all three of these should be the same.



If you are using a Delegatee for Transfer, you would enter that here as well.

SmartREGISTRY™ Client Settings

SmartREGISTRY Settings

Client Admins can configure MERS eRegistry settings.

Client Information

MERS Org Id: * 9999353

Client Account Name: 100 Sales (9999353)

eNote Registration Settings

Registration Method: * Presentation

Controller: * 100 Sales (9999353)

Master Servicer: * 100 Sales (9999353)

Location: * 100 Sales (9999353)

Delegatee for Transfers:

Secured Party:

Delegatee for Secured Party:

DELL



Auto Register eNote is usually set.

DocMagic SOLUTIONS SERVICES COMPLIANCE SUPPORT COMPANY DASHBOARD

eNote Registration Settings

Registration Method: * Presentation

Controller: * 100 Sales (9999353)

Master Servicer: * 100 Sales (9999353)

Location: * 100 Sales (9999353)

Delegatee for Transfers: *

Secured Party: *

Delegatee for Secured Party: *

Auto Register eNote

Auto eDeliver eNote

Reject Transfers without eNote

eNote Validation Settings

Enable Hash Digest Comparison

Enable Certificate Validation

Enable Document Validation

Back Save

DELL

Auto eDeliver eNote should be enabled if your eNote Registration Settings have a Rights Holder that is not their own Client Name, and you want to send them a copy of the eNote after registration. They will need one to conduct any transactions on the eNote.



Checking Reject Transfers without eNote will reject a transfer if there is not already an eNote for that MIN in the eVault.

DocMagic SOLUTIONS SERVICES COMPLIANCE SUPPORT COMPANY DASHBOARD

eNote Registration Settings

Registration Method: * Presentation

Controller: * 100 Sales (9999353)

Master Servicer: * 100 Sales (9999353)

Location: * 100 Sales (9999353)

Delegatee for Transfers:

Secured Party:

Delegatee for Secured Party:

Auto Register eNote

Auto eDeliver eNote

Reject Transfers without eNote

eNote Validation Settings

Enable Hash Digest Comparison

Enable Certificate Validation

Enable Document Validation

Back Save

The eNote Validation Settings apply if a third party is sending notes into your system. We recommend that you check the first and third boxes as a default.



- Hash Digest will confirm the Hash hasn't been altered.
- Certificate Validation will confirm the certificate used for eSigning is valid.
- Document Validation will ensure the data and format within the eNote are validated.

The screenshot shows the DocMagic web application interface. At the top, there is a navigation bar with the DocMagic logo and menu items: SOLUTIONS, SERVICES, COMPLIANCE, SUPPORT, COMPANY, and DASHBOARD. The main content area is titled "eNote Registration Settings" and contains several dropdown menus for "Registration Method", "Controller", "Master Servicer", and "Location", all set to "100 Sales (9999353)". Below these are fields for "Delegatee for Transfers", "Secured Party", and "Delegatee for Secured Party". There are three checkboxes: "Auto Register eNote" (checked), "Auto eDeliver eNote" (checked), and "Reject Transfers without eNote" (unchecked). The "eNote Validation Settings" section is highlighted with a green box and contains three checkboxes: "Enable Hash Digest Comparison" (checked), "Enable Certificate Validation" (unchecked), and "Enable Document Validation" (checked). At the bottom of the form are "Back" and "Save" buttons, with the "Save" button highlighted by a green box and an arrow pointing to it from the text box below.

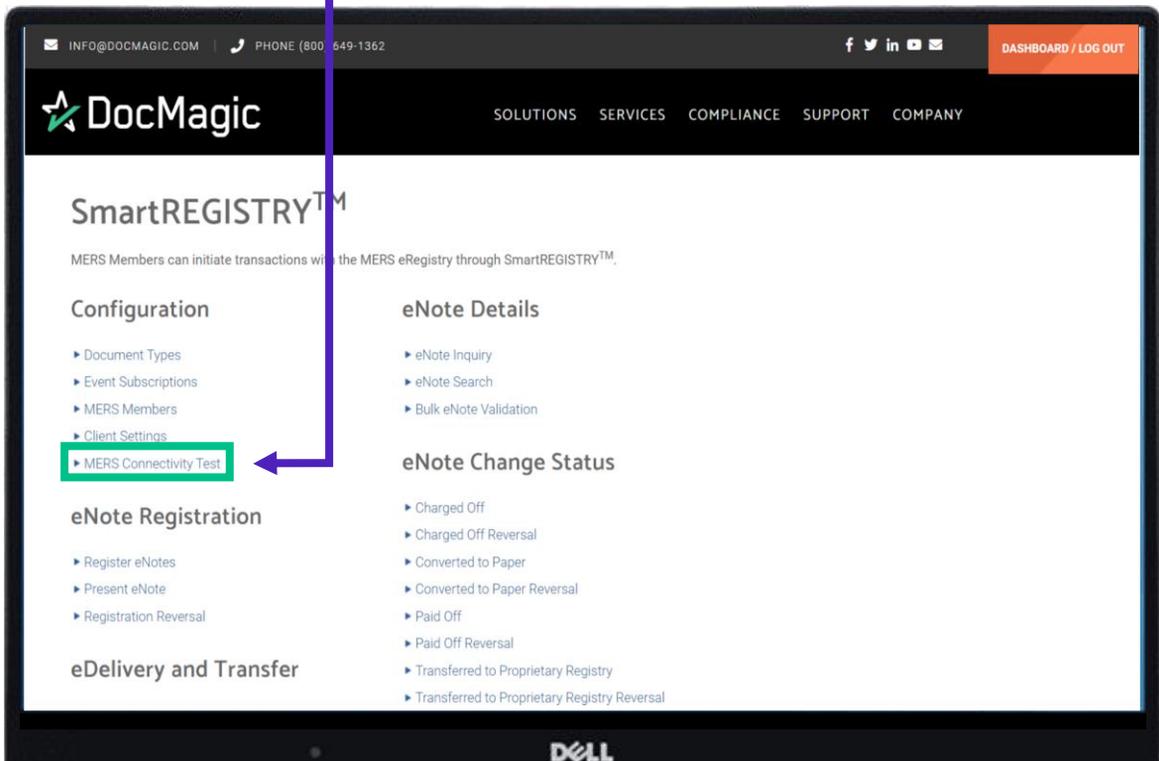
Hit Save when done. You will be returned to the SmartREGISTRY main menu.



SmartREGISTRY

MERS Connectivity Test

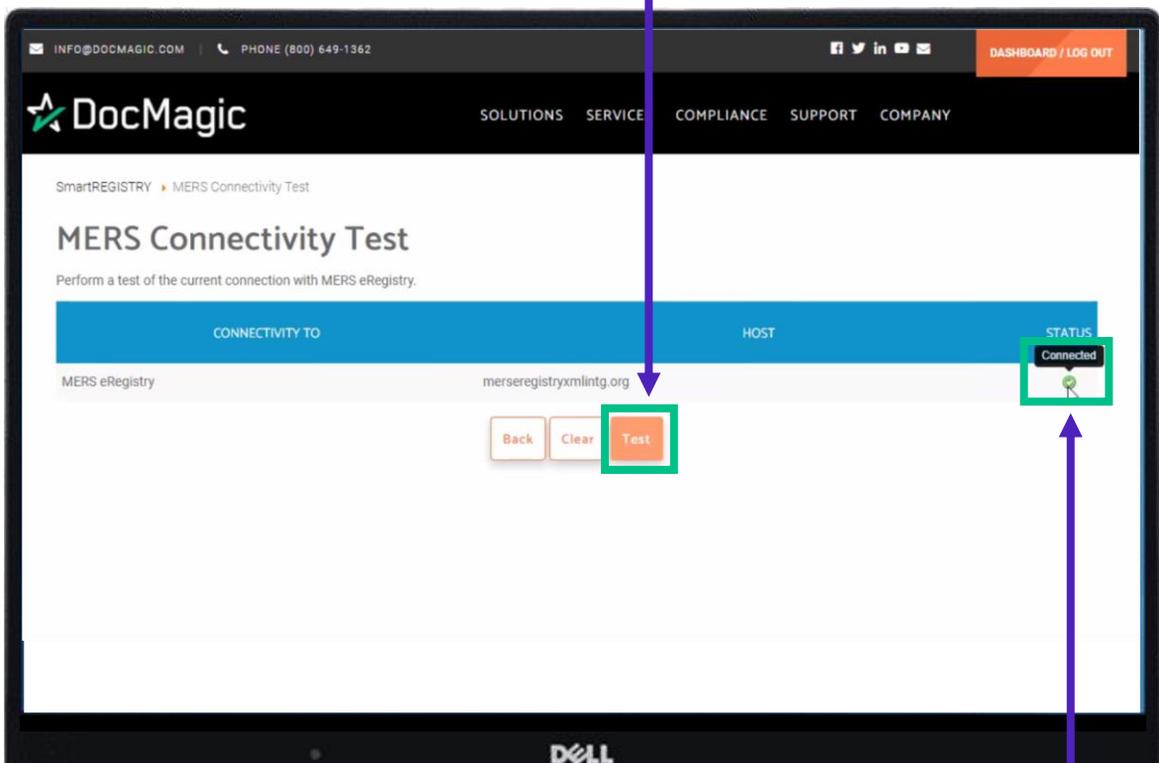
After configuring your client settings, the next step is to check the MERS Connectivity Test.



SmartREGISTRY

MERS Connectivity Test

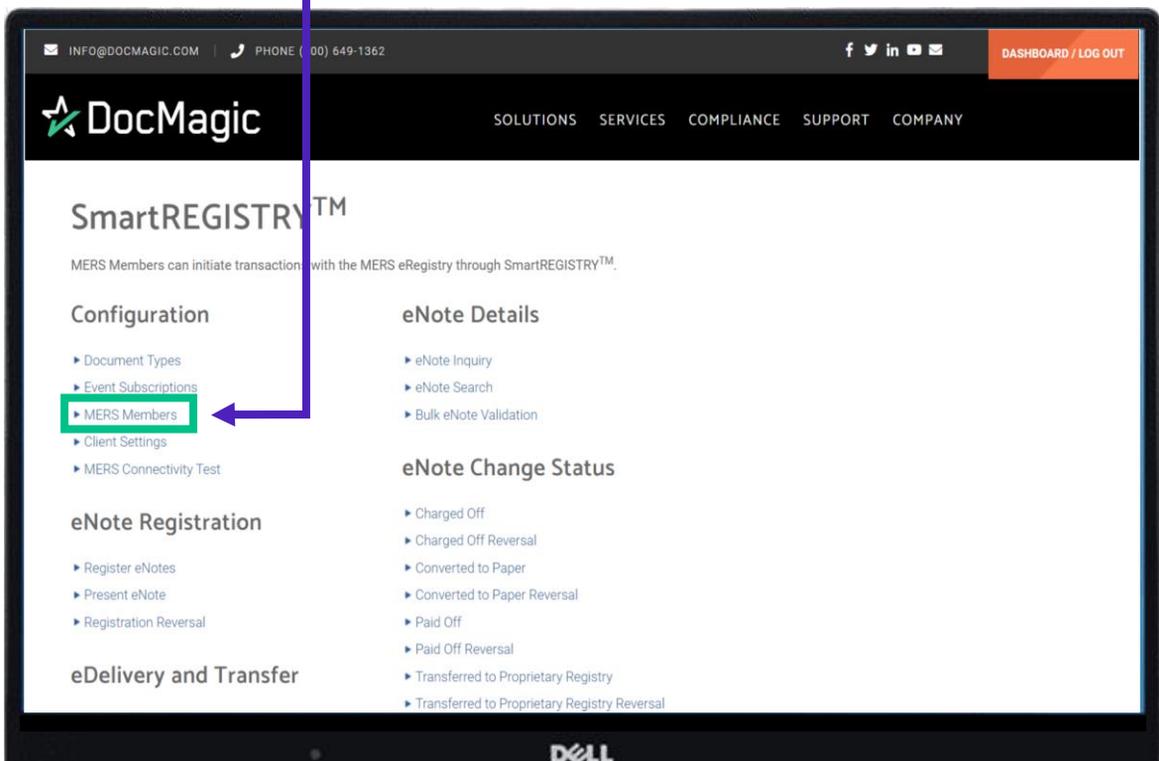
Hit Test. The test is to see if the Account will be able to conduct SmartREGISTRY transactions that involve the MERS eRegistry trading partners.



If the status shows as Connected, you are good to go. You will usually only need to do this one time.



The next step is to go to MERS Members.



MERS Members are entities with whom you will be doing business.

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SmartREGISTRY™ MERS Members

MERS Members

Account #: 100SALES

Show: 10 entries Search:

MERS ORG NAME	MERS ORG ID	CLIENT ACCOUNT ID	AUTO-ACCEPT TRANSFER	AUTO-ACCEPT DELIVERY	REJECT TRANSFERS WITHOUT ENOTE	HASH DIGEST COMPARISON	CERTIFICATE VALIDATION	DOCUMENT VALIDATION	ACTIVE	ACTIONS
Fannie Mae	1000130		✓	✓		✓		✓	✓	
FHLB - San Francisco	1000244		✓	✓		✓		✓	✓	
FHLB - Boston	1000260		✓	✓		✓		✓	✓	
NBKC	1000271		✓	✓		✓		✓	✓	
FHLB - Atlanta	1000281		✓	✓		✓		✓	✓	
UWM	1000324		✓	✓		✓		✓	✓	
Cenlar Servicing	1000383		✓	✓		✓		✓	✓	
Custodian DB	1000648		✓	✓		✓		✓	✓	
Service First	1001302		✓	✓		✓		✓	✓	
Testing Account - MAM	1001320		✓	✓		✓		✓	✓	

Showing 1 - 10 (of 60 results)

Back Add

« < 1 2 3 4 6 > »

If an entity is not set up in MERS Members, you will not be able to conduct SmartREGISTRY transactions with them, and you will not be able to select them in the dropdowns.



SmartREGISTRY

MERS Members

The Member must be active.

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SmartREGISTRY™ MERS Members

MERS Members

Account #: 100SALES

Show: 10 entries Search:

MERS ORG NAME	MERS ORG ID	CLIENT ACCOUNT ID	AUTO-ACCEPT TRANSFER	AUTO-ACCEPT DELIVERY	REJECT TRANSFERS WITHOUT ENOTE	HASH DIGEST COMPARISON	CERTIFICATE VALIDATION	DOCUMENT VALIDATION	ACTIVE	ACTIONS
Fannie Mae	1000130		✓	✓		✓		✓	✓	
FHLB - San Francisco	1000244		✓	✓		✓		✓	✓	
FHLB - Boston	1000260		✓	✓		✓		✓	✓	
NBKC	1000271		✓	✓		✓		✓	✓	
FHLB - Atlanta	1000281		✓	✓		✓		✓	✓	
UWM	1000324		✓	✓		✓		✓	✓	
Cenlar Servicing	1000383		✓	✓		✓		✓	✓	
Custodian DB	1000648		✓	✓		✓		✓	✓	
Service First	1001302		✓	✓		✓		✓	✓	
Testing Account - MAM	1001320		✓	✓		✓		✓	✓	

Showing 1 - 10 (of 60 results)

Back Add

Click on the Add button to add a member.



SmartREGISTRY

MERS Members

The MERS Org Name is the name you'd like to reference the Partner.

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Add MERS Member

MERS Org Name: * Fannie Mae

MERS Org Id: * 1000130

Client Account Id:

Auto-Accept for Transfer: All Inbound Only

Auto-Accept for eDelivery:

Reject Transfers without eNote:

Active:

eNote Validation Settings

Enable Hash Digest Comparison

Enable Certificate Validation

Enable Document Validation

Cancel Add

Back Add

MERS ORG NAME	MERS ORG ID
Fannie Mae	1000130
FHLB - San Francisco	1000244
FHLB - Boston	1000260
NBKC	1000271
FHLB - Atlanta	1000281
UWM	1000324
Cenlar Servicing	1000383
Custodian DB	1000648
Service First	1001302
Testing Account - MAM	1001320

Showing 1 - 10 (of 60 results)

DOCUMENT VALIDATION	ACTIVE	ACTIONS
✓	✓	✎
✓	✓	✎
✓	✓	✎
✓	✓	✎
✓	✓	✎
✓	✓	✎
✓	✓	✎
✓	✓	✎
✓	✓	✎
✓	✓	✎

Account #: 100SALES

Search:

2 3 4 5 6 > >>

DELL

The MERS Org ID is the 7-digit MERS eRegistry Org ID that must be exactly what is listed on the MERS eRegistry.



SmartREGISTRY

MERS Members

The Client Account ID is needed for Freddie Mac eCertification Participants.

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DocMagic

SmartREGISTRY™ > MERS Members

MERS Members

Show: 10 entries

MERS ORG NAME	MERS ORG ID
Fannie Mae	1000130
FHLB - San Francisco	1000244
FHLB - Boston	1000260
NBKC	1000271
FHLB - Atlanta	1000281
UWM	1000324
Cenlar Servicing	1000383
Custodian DB	1000648
Service First	1001302
Testing Account - MAM	1001320

Showing 1 - 10 (of 60 results)

Add MERS Member

MERS Org Name: * Fannie Mae

MERS Org Id: * 1000130

Client Account Id:

Auto-Accept for Transfer: All Inbound Only

Auto-Accept for eDelivery:

Reject Transfers without eNote:

Active:

eNote Validation Settings

Enable Hash Digest Comparison

Enable Certificate Validation

Enable Document Validation

Cancel Add

Back Add

COMPANY

Account #: 100SALES

Search:

DOCUMENT VALIDATION	ACTIVE	ACTIONS
✓	✓	✎
✓	✓	✎
✓	✓	✎
✓	✓	✎
✓	✓	✎
✓	✓	✎
✓	✓	✎
✓	✓	✎
✓	✓	✎
✓	✓	✎

2 3 4 5 6 > >>

DELL



SmartREGISTRY

MERS Members

Check this box if you want to Auto Accept Transfers.
You can also select if you want to accept all transfers or inbound ones only.

INFO@DOCMAGIC.COM | PHONE (800) 649-1362 | DASHBOARD / LOG OUT

DocMagic

SmartREGISTRY™ MERS Members

MERS Members

Show: 10 entries

MERS ORG NAME	MERS ORG ID
Fannie Mae	1000130
FHLB - San Francisco	1000244
FHLB - Boston	1000260
NBKC	1000271
FHLB - Atlanta	1000281
UWM	1000324
Cenlar Servicing	1000383
Custodian DB	1000648
Service First	1001302
Testing Account - MAM	1001320

Add MERS Member

MERS Org Name: * Fannie Mae

MERS Org Id: * 1000130

Client Account Id:

Auto-Accept for Transfer: All Inbound Only

Auto-Accept for eDelivery:

Reject Transfers without eNote:

Active:

eNote Validation Settings

Enable Hash Digest Comparison

Enable Certificate Validation

Enable Document Validation

Cancel Add

Back Add

Account #: 100SALES

Search:

DOCUMENT VALIDATION	ACTIVE	ACTIONS
✓	✓	✎
✓	✓	✎
✓	✓	✎
✓	✓	✎
✓	✓	✎
✓	✓	✎
✓	✓	✎
✓	✓	✎
✓	✓	✎
✓	✓	✎

Showing 1 - 10 (of 60 results)

DELL

Check this box if you want to Auto Accept eDeliveries.



SmartREGISTRY

MERS Members

Selecting Reject Transfers without eNote means that if an eNote is not already in the eVault, it will reject the Transfer.

DocMagic

SmartREGISTRY™ MERS Members

MERS Members

Show: 10 entries

MERS ORG NAME	MERS ORG ID
Fannie Mae	1000130
FHLB - San Francisco	1000244
FHLB - Boston	1000260
NBKC	1000271
FHLB - Atlanta	1000281
UWM	1000324
Cenlar Servicing	1000383
Custodian DB	1000648
Service First	1001302
Testing Account - MAM	1001320

Showing 1 - 10 (of 60 results)

Add MERS Member

MERS Org Name: Fannie Mae

MERS Org Id: 1000130

Client Account Id:

Auto-Accept for Transfer: All Inbound Only

Auto-Accept for eDelivery:

Reject Transfers without eNote:

Active:

eNote Validation Settings

- Enable Hash Digest Comparison
- Enable Certificate Validation
- Enable Document Validation

Cancel Add

Back Add

COMPANY

Account #: 100SALES

Search:

DOCUMENT VALIDATION	ACTIVE	ACTIONS
✓	✓	✎
✓	✓	✎
✓	✓	✎
✓	✓	✎
✓	✓	✎
✓	✓	✎
✓	✓	✎
✓	✓	✎
✓	✓	✎
✓	✓	✎

2 3 4 5 6 >

DELL

Check this box. You want members to be Active in SmartREGISTRY – they will only appear to do transactions if they are active.



SmartREGISTRY

MERS Members

eNote Validation Settings are the same as before.

SmartREGISTRY™ MERS Members

MERS Members

Show: 10 entries

MERS ORG NAME	MERS ORG ID
Fannie Mae	1000130
FHLB - San Francisco	1000244
FHLB - Boston	1000260
NBKC	1000271
FHLB - Atlanta	1000281
UWM	1000324
Cenlar Servicing	1000383
Custodian DB	1000648
Service First	1001302
Testing Account - MAM	1001320

Showing 1 - 10 (of 60 results)

Add MERS Member

MERS Org Name: Fannie Mae

MERS Org ID: 1000130

Client Account Id:

Auto-Accept for Transfer: All Inbound Only

Auto-Accept for eDelivery:

Reject Transfers without eNote:

Active:

eNote Validation Settings

- Enable Hash Digest Comparison
- Enable Certificate Validation
- Enable Document Validation

Cancel Add

Back Add

Click Add when done.



SmartREGISTRY

MERS Members

Notice how the information you entered in the Add MERS Member window is all here.

Account #: 100SALES

Show: 10 entries Search:

MERS ORG NAME	MERS ORG ID	CLIENT ACCOUNT ID	AUTO-ACCEPT TRANSFER	AUTO-ACCEPT DELIVERY	REJECT TRANSFERS WITHOUT ENOTE	HASH DIGEST COMPARISON	CERTIFICATE VALIDATION	DOCUMENT VALIDATION	ACTIVE	ACTIONS
Fannie Mae	1000130		✓	✓		✓		✓	✓	
FHLB - San Francisco	1000244		✓	✓		✓		✓	✓	
FHLB - Boston	1000260		✓	✓		✓		✓	✓	
NBKC	1000271		✓	✓		✓		✓	✓	
FHLB - Atlanta	1000281		✓	✓		✓		✓	✓	
UWM	1000324		✓	✓		✓		✓	✓	
Cenlar Servicing	1000383		✓	✓		✓		✓	✓	
Custodian DB	1000648		✓	✓		✓		✓	✓	
Service First	1001302		✓	✓		✓		✓	✓	
Testing Account - MAM	1001320		✓	✓		✓		✓	✓	

Showing 1 - 10 (of 60 results)

Back Add

You can also make changes to existing MERS members on this page. Click on the pencil icon next to a member to get started.



The Edit MERS Member window will appear. This is almost identical to the Add MERS Member window.

The screenshot displays the SmartREGISTRY MERS Members interface. On the left, a table lists MERS members with columns for MERS Org Name and MERS Org ID. The 'Edit MERS Member' modal window is open, showing fields for MERS Org Name (Fannie Mae), MERS Org Id (1000130), and Client Account Id. Below these fields are checkboxes for 'Auto-Accept for Transfer' (checked), 'Auto-Accept for eDelivery' (checked), 'Reject Transfers without eNote' (unchecked), and 'Active' (checked). Under 'eNote Validation Settings', there are checkboxes for 'Enable Hash Digest Comparison' (checked), 'Enable Certificate Validation' (unchecked), and 'Enable Document Validation' (checked). At the bottom of the modal are 'Cancel' and 'Update' buttons. A purple arrow points from the 'Update' button to the text box below. In the background, a table with columns 'DOCUMENT VALIDATION', 'ACTIVE', and 'ACTIONS' is visible, with a green box around the edit icon in the 'ACTIONS' column.

Make the necessary changes and hit Update to save.



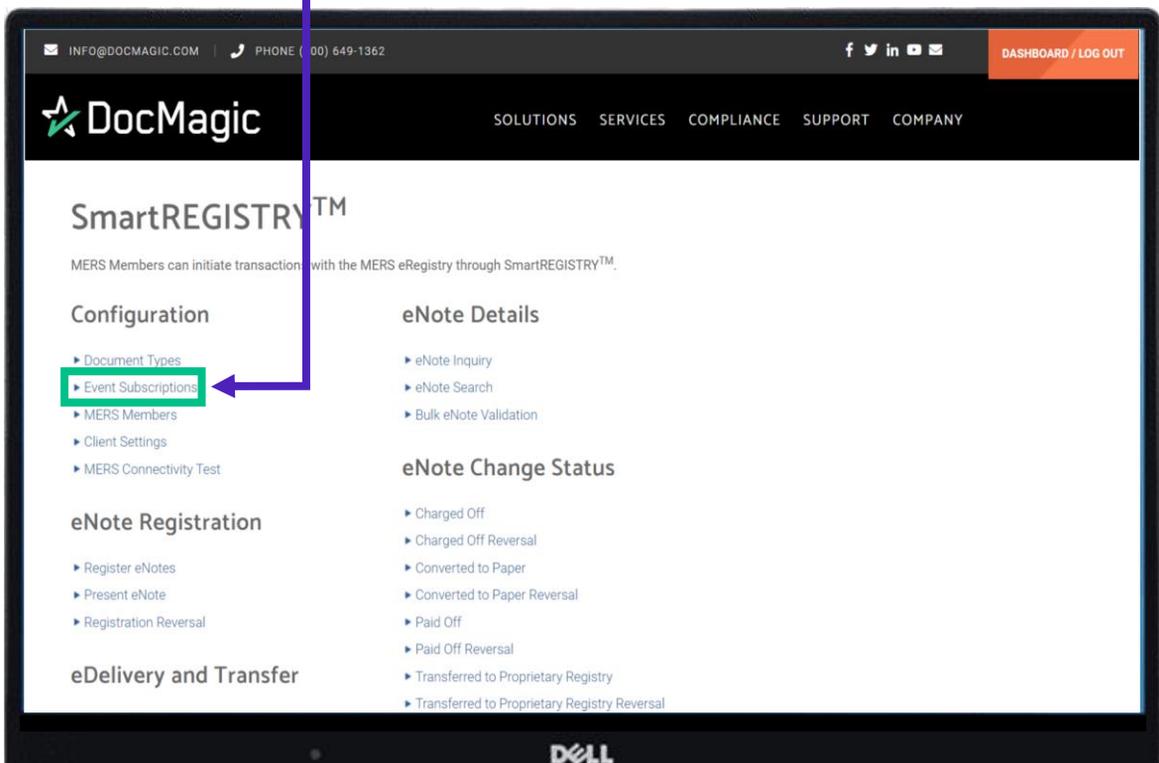
You'll know that your changes were successfully saved when you see this little pop-up in the corner.

The screenshot shows the SmartREGISTRY MERS Members page. At the top, there is a navigation bar with the DocMagic logo, contact information (INFO@DOCMAGIC.COM, PHONE (800) 649-1362), social media icons, and a DASHBOARD / LOG OUT button. A green success message pop-up is visible in the top right corner, stating "MERS Member has been successfully updated." Below the navigation bar, the page title is "MERS Members" and the account number is "100SALES". There is a search bar and a "Show: 10 entries" dropdown. The main content is a table with the following columns: MERS ORG NAME, MERS ORG ID, CLIENT ACCOUNT ID, AUTO-ACCEPT TRANSFER, AUTO-ACCEPT DELIVERY, REJECT TRANSFERS WITHOUT ENOTE, HASH DIGEST COMPARISON, CERTIFICATE VALIDATION, DOCUMENT VALIDATION, ACTIVE, and ACTIONS. The table lists 10 members, all with green checkmarks in the first four columns and a pencil icon in the ACTIONS column. At the bottom, there are "Back" and "Add" buttons, and a pagination control showing "Showing 1 - 10 (of 60 results)" and a page number "1".

MERS ORG NAME	MERS ORG ID	CLIENT ACCOUNT ID	AUTO-ACCEPT TRANSFER	AUTO-ACCEPT DELIVERY	REJECT TRANSFERS WITHOUT ENOTE	HASH DIGEST COMPARISON	CERTIFICATE VALIDATION	DOCUMENT VALIDATION	ACTIVE	ACTIONS
Fannie Mae	1000130		✓	✓		✓		✓	✓	
FHLB - San Francisco	1000244		✓	✓		✓		✓	✓	
FHLB - Boston	1000260		✓	✓		✓		✓	✓	
NBKC	1000271		✓	✓		✓		✓	✓	
FHLB - Atlanta	1000281		✓	✓		✓		✓	✓	
UWM	1000324		✓	✓		✓		✓	✓	
Cenlar Servicing	1000383		✓	✓		✓		✓	✓	
Custodian DB	1000648		✓	✓		✓		✓	✓	
Service First	1001302		✓	✓		✓		✓	✓	
Testing Account - MAM	1001320		✓	✓		✓		✓	✓	



You also have the option to enable Event Subscriptions.



SmartREGISTRY

Event Subscriptions

Event Subscriptions gives you the ability to turn on email and/or push notifications when certain actions occur.

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SmartREGISTRY™ Event Subscriptions

Account #: 100SALES

Show: 10 entries Search:

EVENT TYPE	EMAIL NOTIFICATION	PUSH NOTIFICATION	ACTIONS
EDelivery Approved	✓	✓	
EDelivery Completed	✓	✓	
EDelivery Expired		✓	
ERegistry Note Registered	✓	✓	
ERegistry Note Registration Failed		✓	
ERegistry Transfer Completed	✓	✓	
ERegistry Transfer Rejected	✓	✓	
Pending EDelivery	✓	✓	
Pending Transfer	✓	✓	
EDelivery Distribution Disapprove		✓	

Click on the pencil on the right of an Event Type to explore your options. We'll look at Pending Transfer as an example.



SmartREGISTRY

Event Subscriptions

You can choose to send an automated e-mail for this transaction, add a single or multiple email recipients, select an email subject, and create an email template.

The screenshot shows the DocMagic SmartREGISTRY Event Subscriptions interface. The top navigation bar includes the DocMagic logo and links for SOLUTIONS, SERVICES, COMPLIANCE, SUPPORT, and COMPANY. The main content area is titled "Event Subscriptions" and includes a breadcrumb "SmartREGISTRY™ > Event Subscriptions" and an account number "Account #: 100SALES". The event is identified as "Pending Transfer". A checkbox for "Email Notification" is checked. The "To Email Address" field contains "bpannell@docmagic.com" and the "Email Subject" field contains "Pending Transfer Notification". The "Email Template" section features a rich text editor with a toolbar containing icons for bold, italic, underline, strikethrough, font color, background color, bulleted list, numbered list, indent, link, unlink, insert image, insert video, insert audio, insert table, and help. Below the editor, a preview of the email template is shown, including a notification header and several placeholder fields for MERS-related information.

DocMagic

SOLUTIONS SERVICES COMPLIANCE SUPPORT COMPANY

SmartREGISTRY™ > Event Subscriptions

Event Subscriptions

Account #: 100SALES

Event Pending Transfer

Email Notification

To Email Address

Email Subject

Email Template

B *I* U ~~ABC~~ Roboto A

- ☰
- ☰
- ☰

[Link](#)

You have received a notification of pending transfer for an eNote.

MERS MIN Number: \${MIN}
MERS Transfer Type: \${MERSRequestType}
MERS Transfer Identifier: \${MERSTransferIdentifier}
MERS Transfer Effective Date: \${ActionEffectiveDate}
MERS S

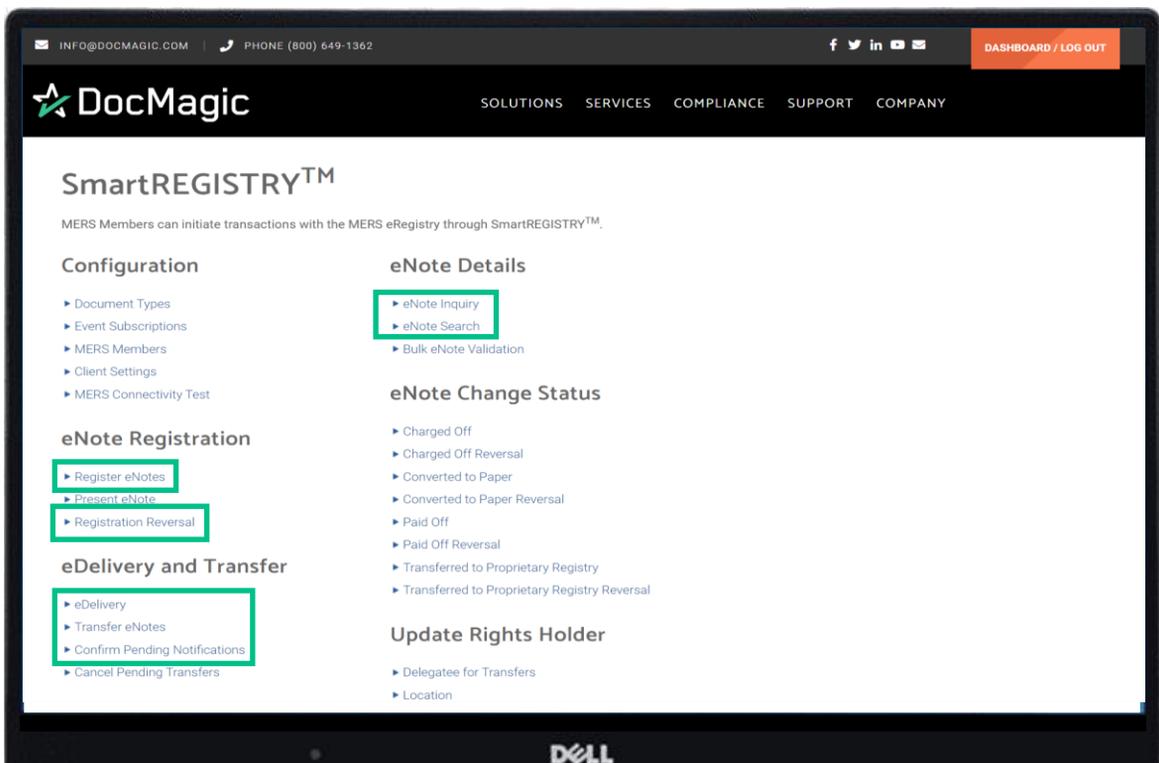
DELL



SmartREGISTRY

Most Common SmartRegistry Functions

The most used functions in SmartREGISTRY are Register eNotes, Registration Reversal, eDelivery, eNote Inquiry, Transfer eNotes, Confirm Pending Notifications and eNote Search.



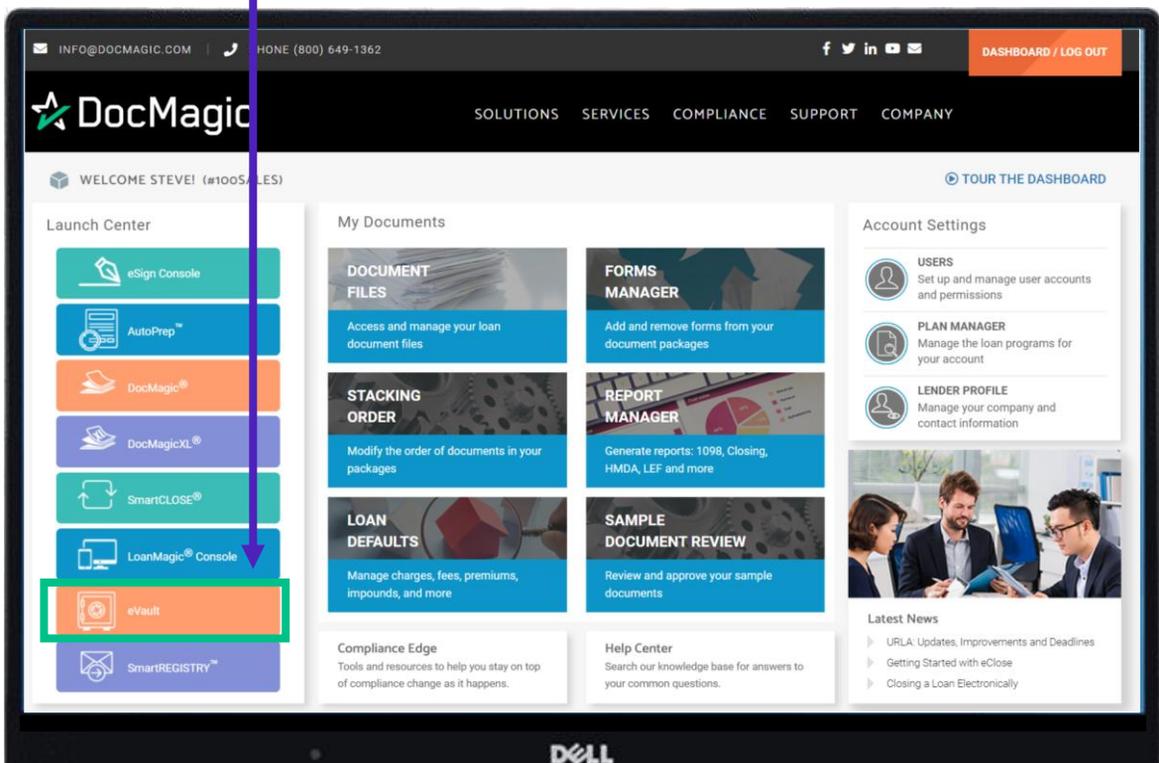
We will go through how to use these functions one by one.



SmartREGISTRY

Most Common SmartREGISTRY Functions

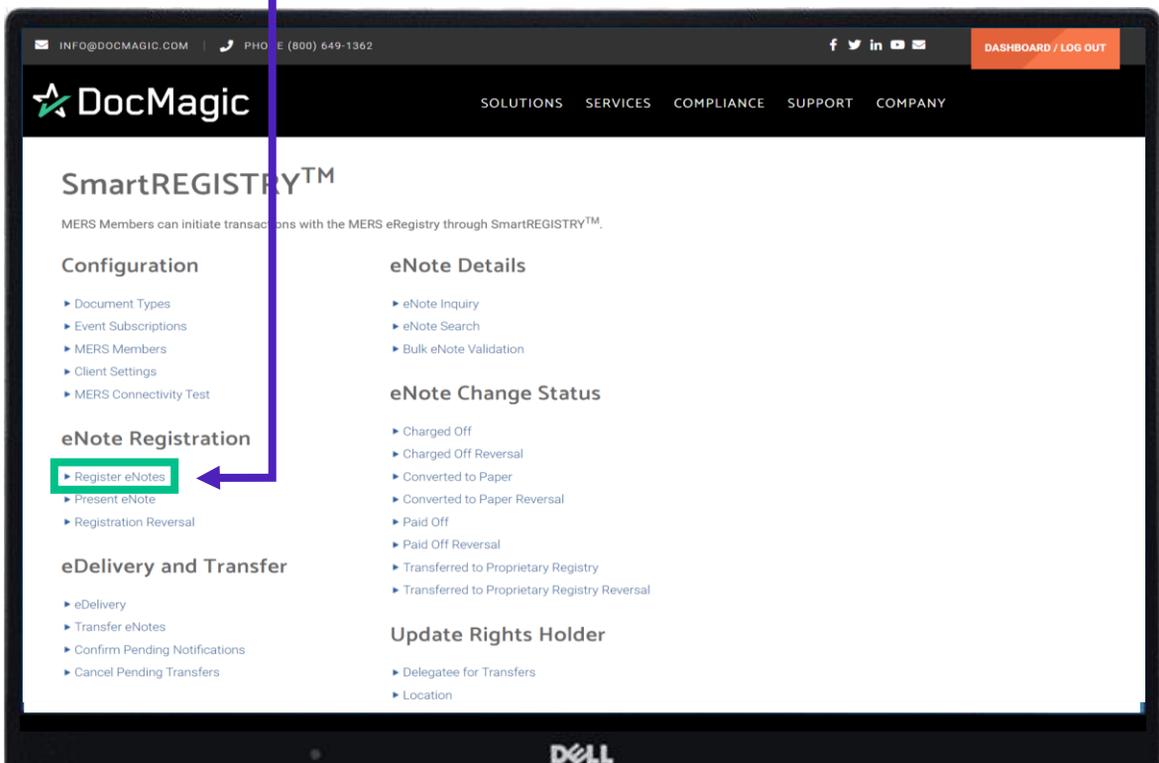
These functions are also available in the DocMagic eVault, which can be opened from the Launch Center of the DocMagic dashboard.



We recommend you check out our guide to eVault on the [Product Training Page](#).



We're going to start with Register eNotes.



When this page loads, you will see that some fields are already populated. These defaults are configured in client settings.

The screenshot shows a web browser window displaying the 'Register eNotes' page. The browser's address bar shows 'INFO@DOCMAGIC.COM' and 'PHONE (800) 649-1362'. The page header includes the DocMagic logo and navigation links for SOLUTIONS, SERVICES, COMPLIANCE, SUPPORT, and COMPANY. A 'DASHBOARD / LOG OUT' link is visible in the top right corner. The main content area features the title 'Register eNotes' and a sub-header 'Register Details'. Below this, there is a form with several fields: 'Registration Method' (set to 'Presentation'), 'Controller' (set to '100 Sales (9999353)'), 'Delegatee for Transfers', 'Location' (set to '100 Sales (9999353)'), 'MIN' (with a search icon), 'Master Servicer' (set to '100 Sales (9999353)'), 'eDeliver' (checked), 'Secured Party', and 'Secured Party Delegatee'. At the bottom of the form are three buttons: 'Cancel', 'Clear', and 'Register'. The Dell logo is visible at the bottom of the monitor frame.

INFO@DOCMAGIC.COM | PHONE (800) 649-1362

f t in y e

DASHBOARD / LOG OUT

DocMagic

SOLUTIONS SERVICES COMPLIANCE SUPPORT COMPANY

SmartREGISTRY™ > Register eNotes

Register eNotes

MERS Members can register MINS on the MERS eRegistry.

Register Details

Registration Method: *	Presentation	Controller: *	100 Sales (9999353)
Delegatee for Transfers:		Location: *	100 Sales (9999353)
MIN:		Master Servicer: *	100 Sales (9999353)
eDeliver: <input checked="" type="checkbox"/>		Secured Party:	
		Secured Party Delegatee:	

Cancel Clear Register



To register a MIN, type or paste the MIN in the text field and click on the magnifying glass.

SmartREGISTRY™ > Register eNotes

Register eNotes

MERS Members can register MINS on the MERS eRegistry.

Register Details

Registration Method:*	Presentation	Controller:*	100 Sales (9999353)
Delegatee for Transfers:		Location:*	100 Sales (9999353)
MIN:	<input type="text"/>	Master Servicer:*	100 Sales (9999353)
eDeliver: <input checked="" type="checkbox"/>		Secured Party:	
		Secured Party Delegatee:	

You could also hit the green button to add the MIN directly, but we recommend that you use the magnifying glass for accuracy.



Hitting the magnifying glass brings up a window. The MIN will auto-populate if you entered it in previously.

The screenshot shows the DocMagic SmartREGISTRY interface. A modal window titled "MIN Search" is open, displaying a form with the following fields:

- MIN: 999935385149445551 (highlighted with a green box)
- Location: [dropdown]
- Controller: [dropdown]
- Master Servicer: [dropdown]
- Subservicer: [dropdown]
- Secured Party: [dropdown]
- Secured Delegatee Party: [dropdown]
- Delegatee For Transfers: [dropdown]

At the bottom of the modal, there are three buttons: "Cancel", "Clear", and "Search" (highlighted with a green box). The background shows the "Register eNotes" page with a sidebar containing "Register Details" and "Registration Method:".

Hit Search.



Your results will populate below.

SmartREGISTRY™ Register eNotes

MERS Members can register MINS on the MERS eRegistry.

Register Details

Registration Method:	Presentation	Controller:	100 Sales (9999353)
Delegatee for Transfers:		Location:	100 Sales (9999353)
MIN:		Master Servicer:	100 Sales (9999353)
eDeliver:	<input checked="" type="checkbox"/>	Secured Party:	
		Secured Party Delegatee:	

Show: 10 entries Search:

MIN	LOAN #	WORKSHEET #	ACTIONS
999935385149445551	1658514944555	1658514944555	<input type="checkbox"/>

Showing 1 - 1 (of 1 results)

Cancel Clear Register

Double check that the information entered is correct, then click the Checkbox under Actions.

Then hit Register.



SmartREGISTRY

Register eNotes

If your registration attempt is successful, you will see a green check mark at the bottom and a brief message will appear in the top right.

The screenshot displays the SmartREGISTRY web interface. At the top, there is a navigation bar with the DocMagic logo and various menu items. The main content area is titled 'Register eNotes' and includes a 'Register Details' form. The form contains several fields: 'Registration Method' (set to 'Presentation'), 'Controller' (100 Sales (9999353)), 'Location' (100 Sales (9999353)), 'Master Servicer' (100 Sales (9999353)), and 'Secured Party'. Below the form is a table with columns for 'MIN', 'LOAN #', 'WORKSHEET #', and 'ACTIONS'. The table contains one entry with a green checkmark in the 'ACTIONS' column. At the bottom of the page, there are 'Cancel', 'Clear', and 'Register' buttons.

MIN	LOAN #	WORKSHEET #	ACTIONS
999935385149445551	1658514944555	1658514944555	☑

MIN	METHOD	CONTROLLER	LOCATION	MASTER SERVICER	DELEGATEE FOR TRANSFERS	SECURED PARTY	SECURED PARTY DELEGATEE	ACTIONS
99993538514944555	Presentation	100 Sales (9999353)	100 Sales (9999353)	100 Sales (9999353)				☑



SmartREGISTRY

Register eNotes

You can also check if the attempt was successful by going to the eVault. Registration will be on top of the eVault listings.

WELCOME STEVE! (#100SALES)

Account # 100SALES

LOAN #	BORROWER	WORKSHEET #	MIN	CONTROLLER	LOCATION	MASTER SERVER	MODIFIED	ACTIONS
1658514944555	1658514944555 Sample	1658514944555	999935385149445551	100 Sales (9999353)	100 Sales (9999353)	100 Sales (9999353)	07/22/2022	
1658508236850	1658508236850 Sample	1658508236850	999935385082368505	100 Sales (9999353)	100 Sales (9999353)	100 Sales (9999353)	07/22/2022	
1658508228810	1658508228810 Sample	1658508228810	999935385082288109	100 Sales (9999353)	100 Sales (9999353)	100 Sales (9999353)	07/22/2022	
1658508220690	1658508220690 Sample	1658508220690	999935385082206903	100 Sales (9999353)	100 Sales (9999353)	100 Sales (9999353)	07/22/2022	
1658443780002	1658443780002 Sample	1658443780002	999935384437800023	100 Sales (9999353)	100 Sales (9999353)	100 Sales (9999353)	07/21/2022	
1658442885141	1658442885141 Sample	1658442885141	999935384428851415	100 Sales (9999353)	100 Sales (9999353)	100 Sales (9999353)	07/21/2022	
1658437257488	1658437257488 Sample	1658437257488	999935384372574880	100 Sales (9999353)	Lender On Premise	100 Sales (9999353)	07/21/2022	
1658432708527	Alice Sample		999930784327085277	100ECL0SE	100 Sales (9999353)	100ECL0SE	07/21/2022	
1658419259972	1658419259972 Sample	1658419259972	999935384192599729	Bank Of with Custodian	Bank Of with Custodian	100 Sales (9999353)	07/21/2022	
77707201018	JOHN SMITH	2761	999935377072010189	100 Sales (9999353)	100 Sales (9999353)	100 Sales (9999353)	07/20/2022	

Showing 11 - 20 (of 14252 results)

Search Create Vault Import WebDocs Finished



SmartREGISTRY

Register eNotes

Click on the rightmost icon to go to the MERS eRegistry page.

The screenshot displays the DocMagic eVault Directory interface. At the top, there is a navigation bar with the DocMagic logo and menu items: SOLUTIONS, SERVICES, COMPLIANCE, SUPPORT, and COMPANY. Below the navigation bar, the page title is "eVault Directory" and the account number is "100SALES". A search bar is present on the right. The main content is a table with the following columns: LOAN #, BORROWER, WORKSHEET #, MIN, CONTROLLER, LOCATION, MASTER SERVICER, MODIFIED, and ACTION. The table contains 11 rows of data. The ACTION column for each row contains three icons: a magnifying glass, a document, and a right-pointing arrow. A green box highlights the rightmost icon in the ACTION column of the first row, and a purple arrow points from the text box above to this icon. Below the table, there is a pagination bar showing "Showing 11 - 20 (of 14252 results)" and a set of buttons: Search, Create Vault, Import WebDocs, and Finished.

LOAN #	BORROWER	WORKSHEET #	MIN	CONTROLLER	LOCATION	MASTER SERVICER	MODIFIED	ACTION
1658514944555	1658514944555 Sample	1658514944555	999935385149445551	100 Sales (9999353)	100 Sales (9999353)	100 Sales (9999353)	07/22/2022	  
1658508236850	1658508236850 Sample	1658508236850	999935385082368505	100 Sales (9999353)	100 Sales (9999353)	100 Sales (9999353)	07/22/2022	  
1658508228810	1658508228810 Sample	1658508228810	999935385082288109	100 Sales (9999353)	100 Sales (9999353)	100 Sales (9999353)	07/22/2022	  
1658508220690	1658508220690 Sample	1658508220690	999935385082206903	100 Sales (9999353)	100 Sales (9999353)	100 Sales (9999353)	07/22/2022	  
1658443780002	1658443780002 Sample	1658443780002	999935384437800023	100 Sales (9999353)	100 Sales (9999353)	100 Sales (9999353)	07/21/2022	  
1658442885141	1658442885141 Sample	1658442885141	999935384428851415	100 Sales (9999353)	100 Sales (9999353)	100 Sales (9999353)	07/21/2022	  
1658437257488	1658437257488 Sample	1658437257488	999935384372574880	100 Sales (9999353)	Lender On Premise	100 Sales (9999353)	07/21/2022	  
1658432708527	Alice Sample		999930784327085277	100ECLOSE	100 Sales (9999353)	100ECLOSE	07/21/2022	  
1658419259972	1658419259972 Sample	1658419259972	999935384192599729	Bank Of with Custodian	Bank Of with Custodian	100 Sales (9999353)	07/21/2022	  
77707201018	JOHN SMITH	2761	999935377072010189	100 Sales (9999353)	100 Sales (9999353)	100 Sales (9999353)	07/20/2022	  



You can verify if the item has been successfully registered if you see all three buttons.

The screenshot displays the DocMagic MERS eRegistry interface. At the top, there is a navigation bar with the DocMagic logo and menu items: SOLUTIONS, SERVICES, COMPLIANCE, SUPPORT, and COMPANY. The page title is "MERS eRegistry" with an account number of 100SALES. The "Details" section shows the following information:

MIN #	Loan #	Borrower	Created
999935385149445551	1658862288017	1658862288017 Sample	07/26/2022

The "eNotes" section contains three buttons: "Unregister", "Transfer", and "Create eDelivery". A green box highlights these three buttons, and a blue arrow points from the text box above to the "Unregister" button. Below this, the "Rights Holders" section is shown with tabs for "Current" and "Previous".

Controller	Location	Master Servicer	Subservicer
100 Sales (9999353)	100 Sales (9999353)	100 Sales (9999353)	
Updated 07/26/2022	Secured Party	Secured Party Delegatee	Delegatee for Transfers

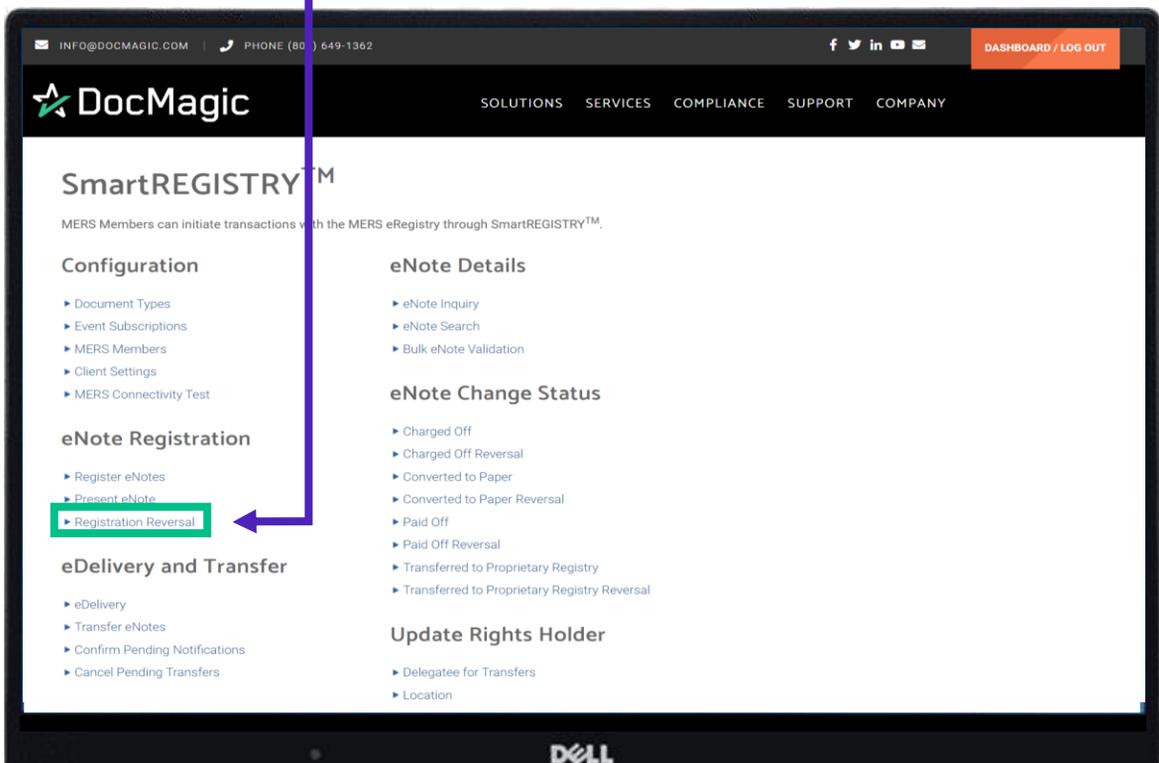
The "Activity Log" section features a table with the following data:

TYPE	TRACKING #	INITIATED DATE	EFFECTIVE DATE	STATUS	ACTIONS
Delivery	722446	07/26/2022		Pending	

At the bottom of the activity log, there are two buttons: "Create eDelivery" and "Back". The Dell logo is visible at the bottom center of the monitor frame.



Next, we will look at Registration Reversal. This section will cover how to reverse what we just did.



Type your MIN and hit search.

The screenshot shows the DocMagic SmartREGISTRY interface. At the top, there is a navigation bar with contact information (INFO@DOCMAGIC.COM, PHONE (800) 649-1362) and social media icons. Below this is the DocMagic logo and a menu with options: SOLUTIONS, SERVICES, COMPLIANCE, SUPPORT, and COMPANY. The main content area is titled "Registration Reversal" and includes a sub-header "SmartREGISTRY™ Registration Reversal". A descriptive text states: "The status of SMART Doc® eNotes that have already been registered on MERS eRegistry can be changed to 'Registration Reversal'." Below this text is a form with a label "MIN:" followed by an input field containing the number "999935385149445551". To the right of the input field are two buttons: "Add MIN" and "Search". The "Search" button is highlighted with a green box. Below the form, it says "No documents selected" and there are two buttons: "Cancel" and "Send". The Dell logo is visible at the bottom of the monitor frame.



A window appears. Type your MIN and hit search again.

The screenshot shows the DocMagic eNote Document Search interface. The top navigation bar includes contact information (INFO@DOCMAGIC.COM, PHONE (800) 649-1362), social media icons, and a DASHBOARD / LOG OUT button. The main header features the DocMagic logo and navigation links for SOLUTIONS, SERVICE, COMPLIANCE, SUPPORT, and COMPANY. The search form is titled "eNote Document Search" and includes a close button (X). The form fields are: MIN: 999935385149445551 (highlighted with a green box), Location: (dropdown), Controller: (dropdown), Master Servicer: (dropdown), Subservicer: (dropdown), Secured Party: (dropdown), Secured Delegatee Party: (dropdown), and Delegatee for Transfers: (dropdown). At the bottom of the form are three buttons: Cancel, Clear, and Search (highlighted with a green box). A purple arrow points from the text box above to the MIN input field, and another purple arrow points from the text box to the Search button.



SmartREGISTRY

Registration Reversal

Select the check box under Actions.

eNote Document Search

MIN: 999935388622880179

Location:

Controller:

Master Servicer:

Subservicer:

Secured Party:

Secured Delegatee Party:

Delegatee for Transfers:

Cancel Clear Search

LOAN #	WORKSHEET	MIN	CONTROLLER	LOCATION	MASTER SERVICER	SUBSERVICER	SECURED PARTY	SECURED PARTY DELEGATEE	DELEGATEE FOR TRANSFERS	ACTIONS
1658862288017	1658862288017	999935388622880179	100 Sales (9999353)	100 Sales (9999353)	100 Sales (9999353)					<input type="checkbox"/>

Cancel Submit

Click Submit.



INFO@DOCMAGIC.COM | PHONE (800) 649-1362 | DASHBOARD / LOG OUT

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SmartREGISTRY™ Registration Reversal

Registration Reversal

The status of SMART Doc® eNotes that have already been registered on MERS eRegistry can be changed to "Registration Reversal".

MIN:

LOAN	WORKSHEET #	MIN	CONTROLLER	LOCATION	MASTER SERVICER	ACTIONS
20210301003	1771	999930702103010038	DocMagic eClose	DocMagic eClose	DocMagic eClose	<input type="button" value="Cancel"/> <input type="button" value="Send"/>

Hit Send.



The window that appears will tell you if reverse registration was successful.

The screenshot displays the DocMagic SmartREGISTRY interface. At the top, there is a navigation bar with contact information (INFO@DOCMAGIC.COM, PHONE (800) 649-1362), social media icons, and a 'DASHBOARD / LOG OUT' button. The main header includes the DocMagic logo and navigation links for SOLUTIONS, SERVICES, COMPLIANCE, SUPPORT, and COMPANY. The page title is 'SmartREGISTRY™ Registration Reversal'. Below the title, a message states: 'The status of SMART Doc® eNotes that have already been registered on MERS eRegistry can be changed to "Registration Reversal".' A modal window titled 'Change Status Response' is open, displaying a table with the following data:

STATUS	MIN	NAME	DESCRIPTION
SUCCESS	999930702103010038		

Below the table, there are three buttons: 'Close', 'Cancel', and 'Send'. A mouse cursor is pointing at the 'Send' button. The Dell logo is visible at the bottom of the monitor frame.



SmartREGISTRY

Confirming in eVault

You can also go back to the eVault Directory to confirm if your item has been successfully unregistered.

The screenshot displays the eVault Directory interface. At the top, there is a navigation bar with the DocMagic logo and menu items: SOLUTIONS, SERVICES, COMPLIANCE, SUPPORT, and COMPANY. Below the navigation bar, the page title is "eVault Directory". A search bar and a "Show: 10 entries" dropdown are visible. The main content is a table with columns: LOAN #, BORROWER, WORKSHEET #, MIN, CONTROLLER, LOCATION, and ACTIONS. The table contains 11 rows of data. A warning triangle icon is overlaid on the MERS logo in the ACTIONS column of the first row. A purple arrow points from the warning triangle to a text box below.

LOAN #	BORROWER	WORKSHEET #	MIN	CONTROLLER	LOCATION	ACTIONS
1658514944555	1658514944555 Sample	1658514944555	999935385149445551	100 Sales (9999353)		[MERS Logo] [Warning Triangle]
1658508236850	1658508236850 Sample	1658508236850	999935385082368505	100 Sales (9999353)	100 Sales (9999353)	[Eye] [Edit] [Delete]
1658508228810	1658508228810 Sample	1658508228810	999935385082288109	100 Sales (9999353)	100 Sales (9999353)	[Eye] [Edit] [Delete]
1658508220690	1658508220690 Sample	1658508220690	999935385082206903	100 Sales (9999353)	100 Sales (9999353)	[Eye] [Edit] [Delete]
1658443780002	1658443780002 Sample	1658443780002	999935384437800023	100 Sales (9999353)	100 Sales (9999353)	100 Sales (9999353) 07/21/2022 [Eye] [Edit] [Delete]
1658442885141	1658442885141 Sample	1658442885141	999935384428851415	100 Sales (9999353)	100 Sales (9999353)	100 Sales (9999353) 07/21/2022 [Eye] [Edit] [Delete]
1658437257488	1658437257488 Sample	1658437257488	999935384372574880	100 Sales (9999353)	Lender On Premise (9999353)	100 Sales (9999353) 07/21/2022 [Eye] [Edit] [Delete]
1658432708527	Alice Sample		999930784327085277	100CLOSE	100 Sales (9999353)	100CLOSE 07/21/2022 [Eye] [Edit] [Delete]
1658419259972	1658419259972 Sample	1658419259972	999935384192599729	Bank Of with Custodian	Bank Of with Custodian	100 Sales (9999353) 07/21/2022 [Eye] [Edit] [Delete]
77707201018	JOHN SMITH	2761	999935377072010189	100 Sales (9999353)	100 Sales (9999353)	100 Sales (9999353) 07/20/2022 [Eye] [Edit] [Delete]

The MERS logo on the far right will show a warning triangle.



SmartREGISTRY

Registration Reversal in eVault

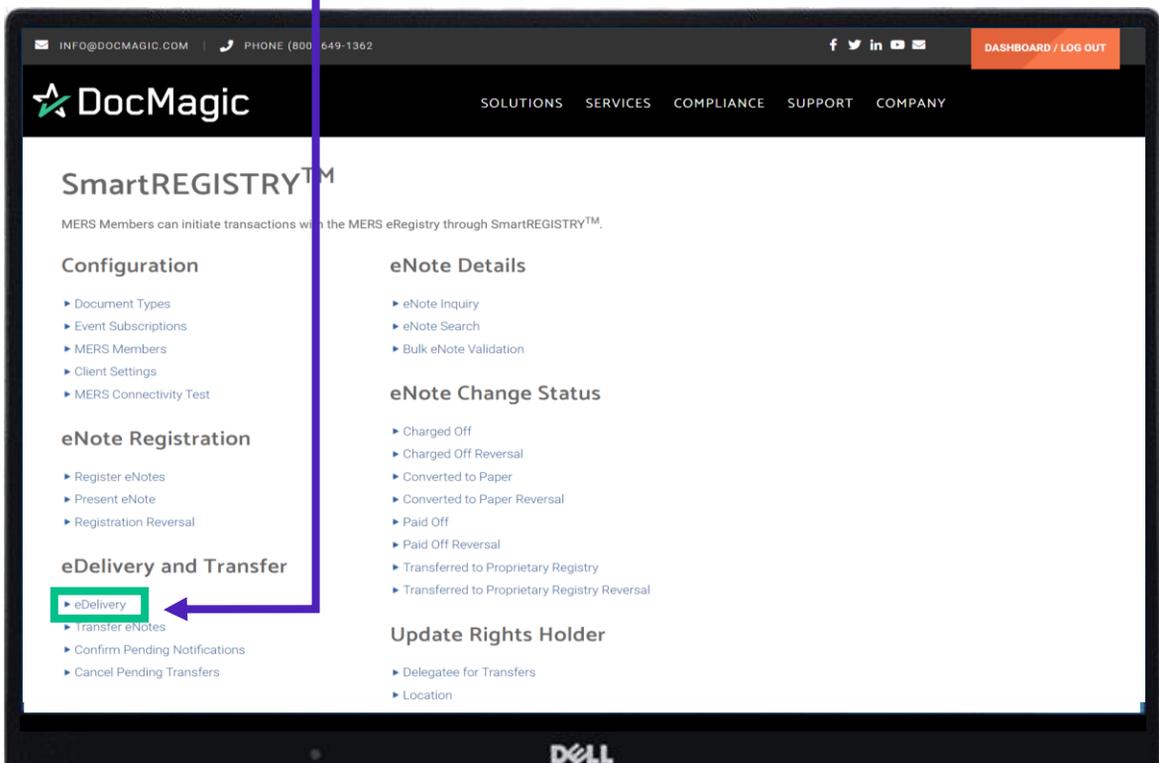
The MERS eRegistry page itself will show you the option to register.

The screenshot displays the DocMagic MERS eRegistry interface. The page title is "MERS eRegistry" with an account number of 100SALES. The "Details" section includes fields for MIN # (999935385149445551), Loan # (1658514944555), Borrower (1658514944555 Sample), and Created date (07/22/2022). The "eNotes" section shows "Active" as "No" with a "Register" button. The "Inactivated Status" is "RegistrationReversal". The "Rights Holders" section lists "Current" and "Previous" tabs, with "Current" selected. The "Activity Log" section shows a table with columns: TYPE, TRACKING #, INITIATED DATE, EFFECTIVE DATE, STATUS, and ACTIONS. The table is currently empty, displaying "No matching records found". At the bottom, there are "Create eDelivery" and "Back" buttons.

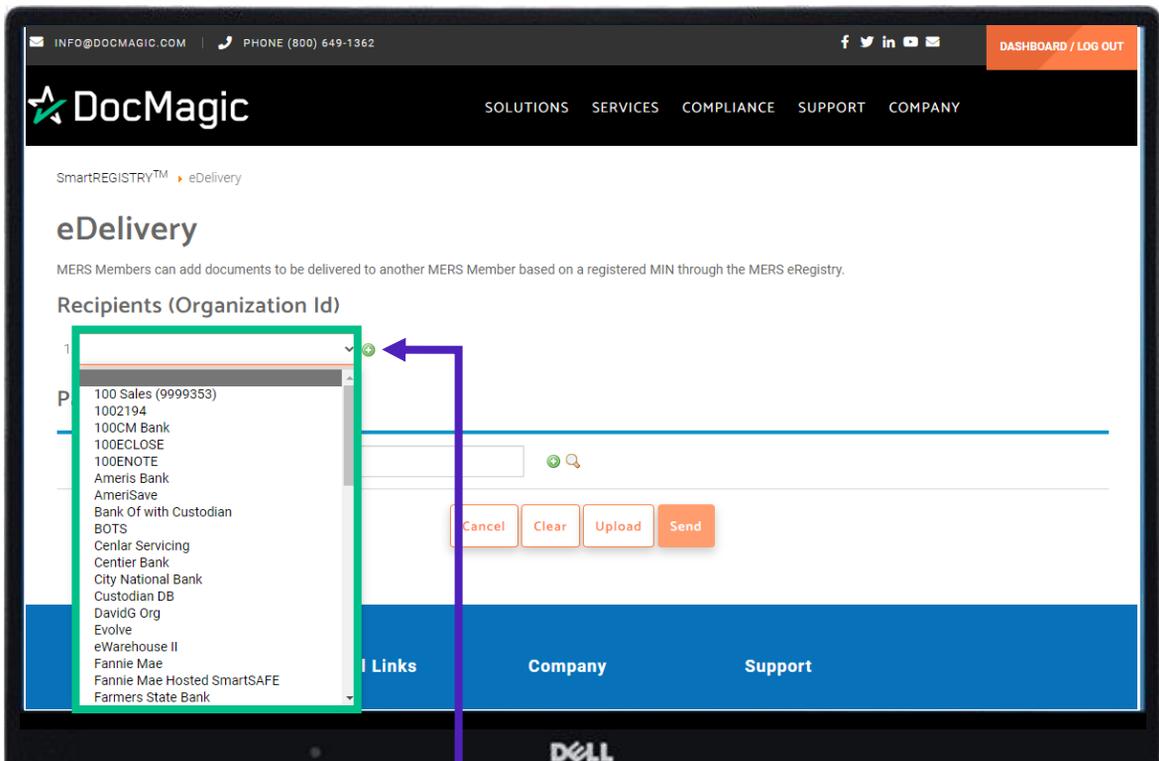
It will also show the Inactivated Status as a Registration Reversal.



In this next section we are going to look at eDelivery.



If you know your MIN and recipient, you can easily and directly send a package with this function.



Select your recipient by hitting the plus sign and then selecting them from the dropdown menu. You can add multiple recipients by repeating the process.



Enter your MIN here, either directly with the green icon or through the search function (magnifying glass). This works the same way as it does for Register eNote (covered previously).

The screenshot shows the DocMagic eDelivery interface. At the top, there is a navigation bar with the DocMagic logo and links for SOLUTIONS, SERVICES, COMPLIANCE, SUPPORT, and COMPANY. Below this, the 'eDelivery' section explains that MERS Members can add documents to be delivered to another MERS Member based on a registered MIN through the MERS eRegistry. The form includes a 'Recipients (Organization Id)' section with a dropdown menu showing 'Bank Of with Custodian'. Below this is a 'Packages' section with a 'MIN' input field containing '999935385149445551' and a search icon. The 'Selected Packages' table has columns for MIN, RECIPIENTS, and ACTIONS. The table contains one row with the MIN '999935385149445551', the recipient 'Bank Of with Custodian', and the recipient ID 'DB/BAML'. At the bottom of the form are buttons for 'Cancel', 'Clear', 'Upload', and 'Send'. The 'Send' button is highlighted with a green box.

Your selected package will appear at the bottom. Make sure you have selected a recipient and a MIN. If everything looks good, hit Send.



SmartREGISTRY

eDelivery in eVault

If the transaction is successful, you should see a green check mark by the MIN and a brief message in the top right.

The screenshot displays the DocMagic SmartREGISTRY eDelivery interface. At the top right, a green notification box contains the text: "eDelivery Request sent. If no actions are completed by the recipient(s), the request will expire tomorrow at 8:00AM EST." Below this, the main interface shows the "eDelivery" section with a "Recipients (Organization Id)" dropdown menu (1 DB/BAML) and a "Packages" section with a "MIN" input field containing "999930702103010038". The "Selected Packages" table has columns for "MIN", "RECIPIENTS", and "ACTIONS". The first row shows the MIN "999930702103010038" with a green checkmark in the "ACTIONS" column. At the bottom, there are buttons for "Cancel", "Clear", "Upload", and "Send".

MIN	RECIPIENTS	ACTIONS
999930702103010038	DB/BAML	✓



If you go into your eVault, you should still have control over the eNote because you only sent out a copy.

The screenshot displays the DocMagic MERS eRegistry interface. At the top, there is a navigation bar with the DocMagic logo and menu items: SOLUTIONS, SERVICES, COMPLIANCE, SUPPORT, and COMPANY. A 'DASHBOARD / LOG OUT' button is in the top right. The main content area is titled 'MERS eRegistry' and includes an 'Account #: 100ECLOSE'.

Details:

MIN # 999930702103010038	Loan # 20210301003	Borrower # SAMMY SAMPLE	Created 03/01/2021
-----------------------------	-----------------------	----------------------------	-----------------------

eNotes: Unregister, Transfer, Create eDelivery

Active Yes	Authoritative Copy Yes	Registered 03/12/2021	Note Signed 03/01/2021
Inactivated	Inactivated Status	Signature Validation Y	Assumption N

Rights Holders: Current, Previous

Controller DocMagic eClose	Location DocMagic eClose	Master Servicer DocMagic eClose	Subservicer
Updated 03/12/2021	Secured Party	Secured Party Delegatee	Delegatee for Transfers DocMagic eClose

Activity Log:

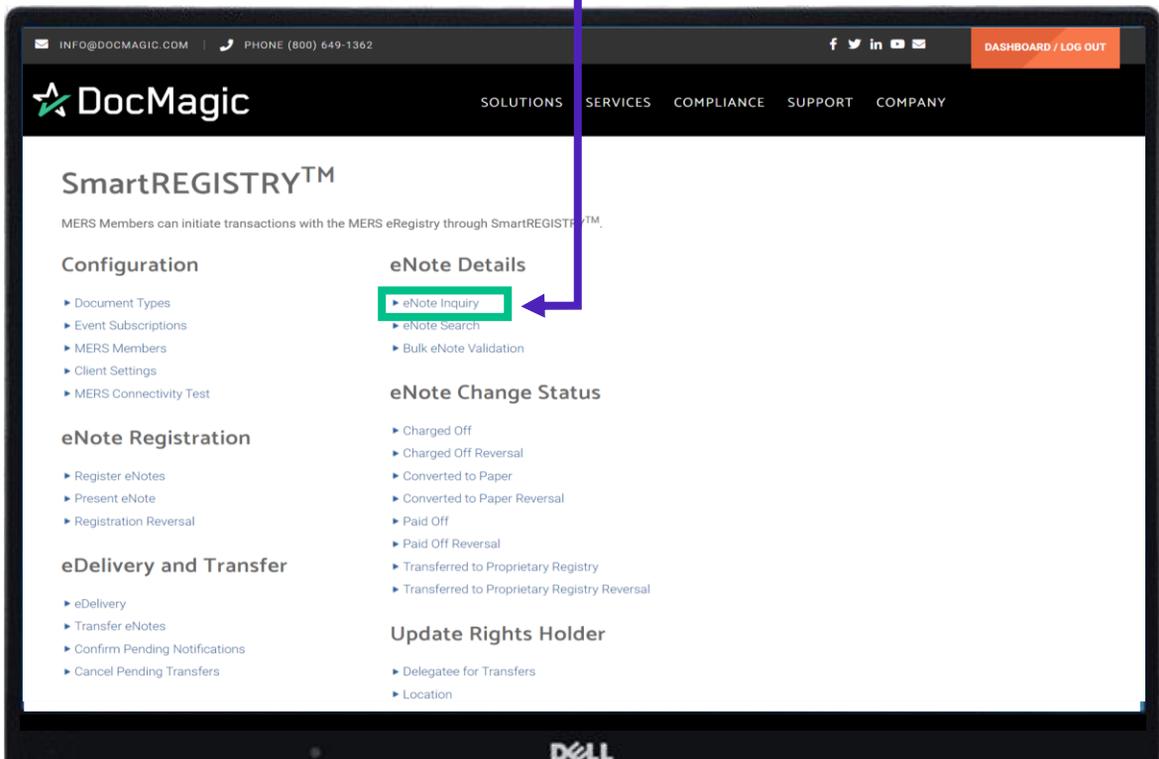
TYPE	TRACKING #	INITIATED DATE	EFFECTIVE DATE	STATUS	ACTIONS
Delivery	469008	03/12/2021		Success	

Buttons: Create eDelivery, Back

You'll see the delivery transaction in the activity log and that it was successful.



In this next section, we are going to look at eNote Inquiry.



This will give you the most up to date information on a note.



The eNote Inquiry allows you to view summary or status information for eNotes that have been registered on the MERS Registry.

The screenshot shows the DocMagic eNote Inquiry page. At the top, there is a navigation bar with the DocMagic logo, contact information (INFO@DOCMAGIC.COM, PHONE (800) 649-1362), social media icons, and a DASHBOARD / LOG OUT button. Below the navigation bar, the page title is "eNote Inquiry" and a sub-header reads "MERS members can retrieve summary or status information for eNotes that have been registered on the MERS eRegistry." The main form area contains a "Request Action Type" dropdown menu with three options: "Status Information", "Summary Information", and "Status Information". A green box highlights the dropdown menu, and a purple arrow points from a text box below to the dropdown. Below the dropdown, there is a "MIN:" label, a "Validate Signature:" checkbox (checked), and three buttons: "Back", "Clear", and "Submit".

Choose Status or Summary from the drop-down here.

*Most of the time, you will choose **Summary**, so we will submit a **Summary Information Request** for demonstrative purposes.*



Enter the MIN.

INFO@DOCMAGIC.COM | PHONE (800) 649-1362

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SmartREGISTRY > eNote Inquiry

eNote Inquiry

MERS members can retrieve summary or status information for eNotes that have been registered on the MERS eRegistry.

Request Action Type: Status Information

MIN: 999935326202200046

Validate Signature:

Back Clear Submit

This command asks MERS to compare the Tamper Seal on the eNote in the eVault to the eNote tamper Seal on the MERS eRegistry.



Hit Submit.

The screenshot shows the DocMagic eNote Inquiry form. At the top, there is a navigation bar with the DocMagic logo and menu items: SOLUTIONS, SERVICES, COMPLIANCE, SUPPORT, and COMPANY. Below the navigation bar, the page title is "eNote Inquiry" and a sub-header reads "MERS members can retrieve summary or status information for eNotes that have been registered on the MERS eRegistry." The form contains the following fields and controls:

- Request Action Type:** A dropdown menu with "Status Information" selected.
- MIN:** A text input field containing the value "999935326202200046".
- Validate Signature:** A checkbox that is checked.
- Buttons:** Three buttons are located at the bottom of the form: "Back", "Clear", and "Submit". The "Submit" button is highlighted with a green border, and a blue arrow points from the "Hit Submit." callout box to it.

The Dell logo is visible at the bottom center of the monitor frame.



SmartREGISTRY

eNote Inquiry

Information will populate below including the MIN, signature validation, registration date, and active status.

eNote Inquiry

MERS members can retrieve summary or status information for eNotes that have been registered on the MERS eRegistry.

Request Action Type:

MIN:

Validate Signature:

MIN: 999935326202200046

DOC TYPE	TAMPER SEAL DATE	LIEN PRIORITY TYPE	VAULT ID	ASSUMPTION	SIG VALIDATION	LOAN MOD	LOAN MOD TYPE
					Y		

Registration Information

REGISTRATION DATE	EVault IDENTIFIER	ACTIVE
2022-07-26T22:34:29Z		Y



"Y" means the signature validation matches.



If you scroll down to the Organizations section, you will see the master servicer, and other relevant information.

TYPE	IDENTIFIER	NAME
Master Servicer	9999353	Document Systems Inc - Doc Magic - as Lender Two
Subservicer		
Delegatee for Transfers		
Controller		
Location		
Registering		
Secured Party		
Secured Party Delegatee		

FIRST NAME	MIDDLE NAME	LAST NAME	SUFFIX
------------	-------------	-----------	--------



Summary Information brings up some more data points.

eNote Inquiry
MERS members can retrieve summary or status information for eNotes that have been registered on the MERS eRegistry.

Request Action Type: Summary Information ▼

MIN: 999935326202200046

Validate Signature:

Back Clear Submit

MIN: 999935326202200046

DOC TYPE	TAMPER SEAL DATE	LIEN PRIORITY TYPE	VAULT ID	ASSUMPTION	SIG VALIDATION	LOAN MOD	LOAN MOD TYPE
	2022-07-26T15:34:25Z			N	Y	N	Other

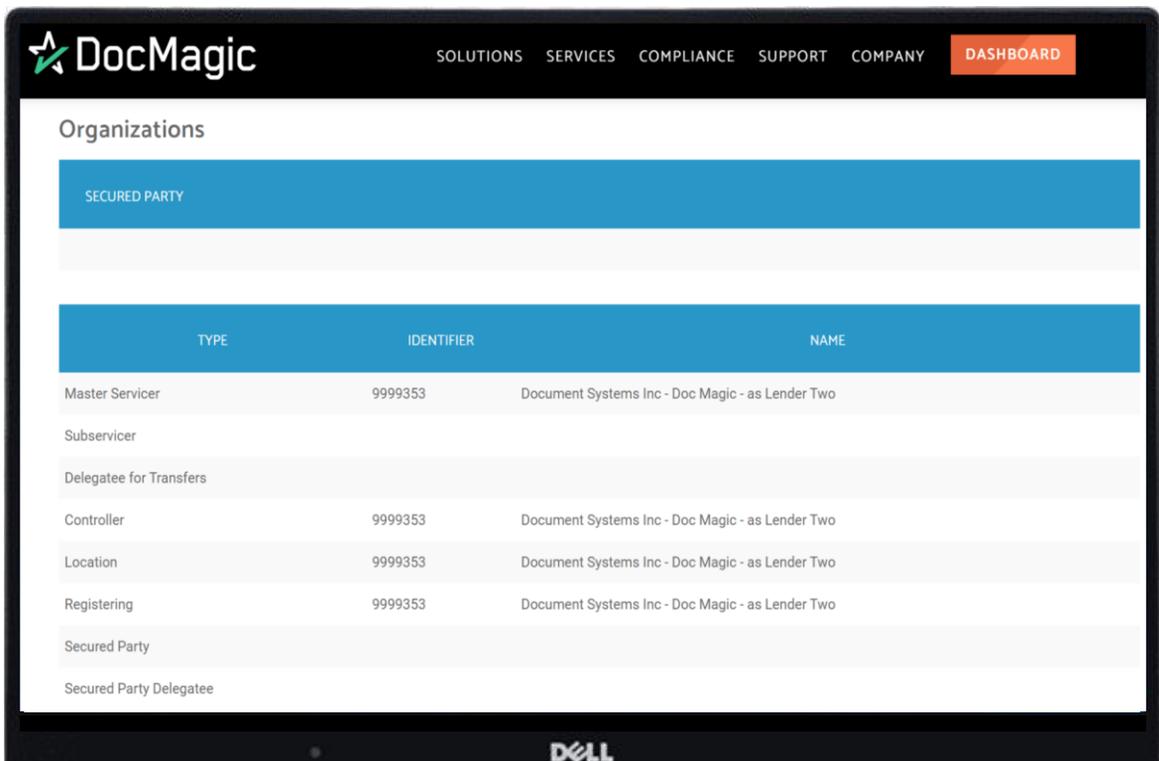
Registration Information

REGISTRATION DATE	EVault IDENTIFIER	ACTIVE
2022-07-26T22:34:29Z		Y

For example, the tamper seal date is now present.



If you scroll down, you will find more information in the Organizations tab.



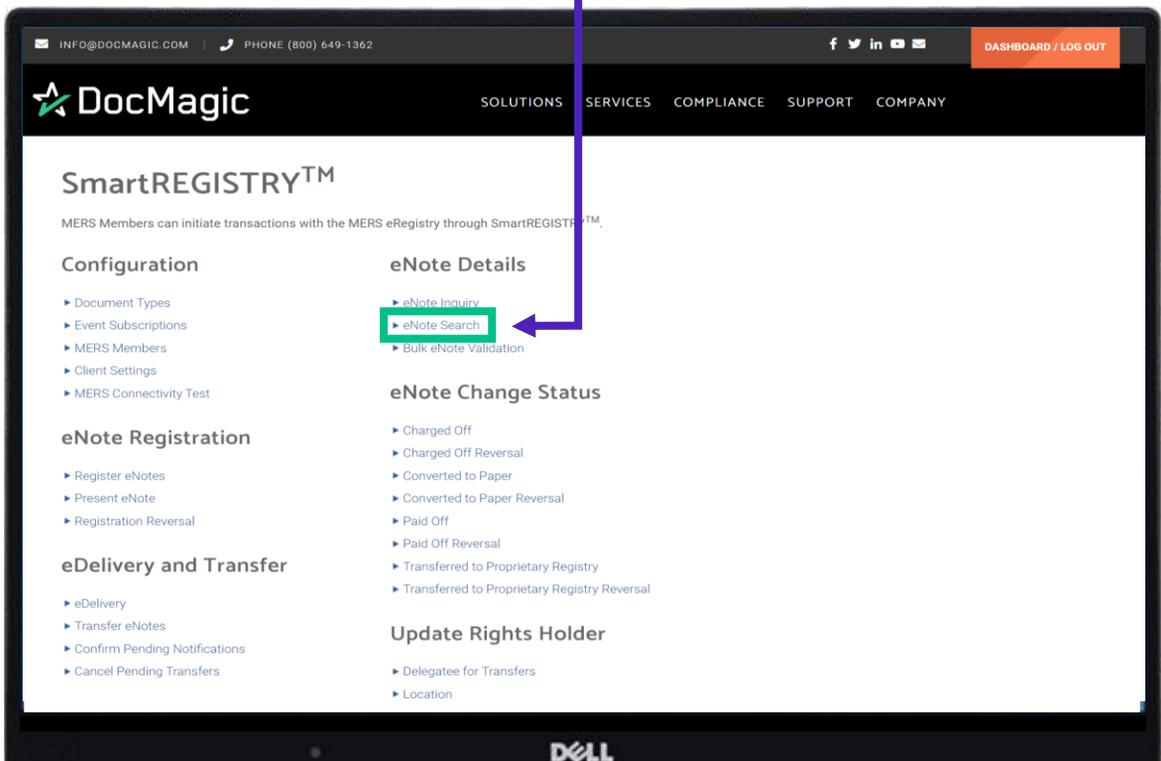
The screenshot shows the DocMagic SmartREGISTRY interface. The top navigation bar includes 'SOLUTIONS', 'SERVICES', 'COMPLIANCE', 'SUPPORT', 'COMPANY', and 'DASHBOARD'. The main content area is titled 'Organizations' and features a blue header for 'SECURED PARTY'. Below this is a table with columns for 'TYPE', 'IDENTIFIER', and 'NAME'. The table lists various roles such as Master Servicer, Subservicer, Delegatee for Transfers, Controller, Location, Registering, Secured Party, and Secured Party Delegatee, all associated with the identifier '9999353' and the name 'Document Systems Inc - Doc Magic - as Lender Two'. A 'DELL' logo is visible at the bottom of the interface.

TYPE	IDENTIFIER	NAME
Master Servicer	9999353	Document Systems Inc - Doc Magic - as Lender Two
Subservicer		
Delegatee for Transfers		
Controller	9999353	Document Systems Inc - Doc Magic - as Lender Two
Location	9999353	Document Systems Inc - Doc Magic - as Lender Two
Registering	9999353	Document Systems Inc - Doc Magic - as Lender Two
Secured Party		
Secured Party Delegatee		

If your Org ID doesn't have Rights to the eNote you are Inquiring, then you will only get back the Master Servicer details.



Next, we are going to look at eNote Search.



eNote Search allows you to search in several ways. The first is *via the MIN*.

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f t in y e

DASHBOARD / LOG OUT

DocMagic

SOLUTIONS SERVICES COMPLIANCE SUPPORT COMPANY

SmartREGISTRY > Search

Search

MIN: 999935326202200046

Received From:

Controller:

Location:

Master Servicer:

Subservicer:

Secured Party:

Secured Party Delegatee:

Delegatee for Transfers:

Loan #:

Client Loan Id:

Borrower First Name:

Borrower Last Name:

Start Date: 07/01/2022

End Date: 08/01/2022

Back Clear Search

DELL

The next is a set of dates.

We recommend that the start and end dates be no more than 90 days apart.



You can also search by Controller, if you wanted to see a list of MIN's under a certain Controller – whether that is yourself or another entity.

The screenshot shows the DocMagic SmartREGISTRY eNote Search interface. The page header includes the DocMagic logo, navigation links (SOLUTIONS, SERVICES, COMPLIANCE, SUPPORT, COMPANY), and contact information (INFO@DOCMAGIC.COM, PHONE (800) 649-1362). The search form contains the following fields:

- MIN: 999935326202200046
- Controller: (highlighted with a green box and pointed to by a blue arrow)
- Received From: (dropdown menu)
- Location: (dropdown menu)
- Master Servicer: (dropdown menu)
- Subservicer: (dropdown menu)
- Secured Party: (dropdown menu)
- Secured Party Delegatee: (dropdown menu)
- Delegatee for Transfers: (dropdown menu)
- Client Loan Id: (text input)
- Loan #: (text input)
- Borrower First Name: (text input)
- Borrower Last Name: (text input)
- Start Date: 07/01/2022
- End Date: 08/01/2022

At the bottom of the form are three buttons: Back, Clear, and Search. The Dell logo is visible at the bottom center of the monitor frame.



Hit Search.

DocMagic SOLUTIONS SERVICES COMPLIANCE SUPPORT COMPANY DASHBOARD

Search

MIN: 999935326202200046

Controller:

Master Servicer:

Secured Party:

Delegatee for Transfers:

Loan #:

Borrower First Name:

Start Date: 07/01/2022

Received From:

Location:

Subservicer:

Secured Party Delegatee:

Client Loan Id:

Borrower Last Name:

End Date: 08/01/2022

Back Clear Search

Account #: 100SALES
Total Records: 1

MIN	Control:	Locati:	Master:	Subser:	Secure:	Secure:	Delega:	Loan #:	Borrow:	Update:	Auth C:	Regist:	Note St:	Inactiv:	Inactiv:	Sig Val:	Active :	Actio:
999935326202200046	100 Sal...	100 Sal...	100 Sal...					777072...	JOHN ...	07/26/...	Yes	07/26/...	07/26/...			Y	Yes	

Your results will populate at the bottom. In this case, we only have one result because we entered in a MIN as a search parameter.



SmartREGISTRY

eNote Search

These three icons in the bottom right allow you to view the asset, edit the asset, or go to the MERS page to manage any of those types of transactions.

Account # 005SALES
Total records: 1

ntroll:z	Locatio:z	Master :z	Subserv:z	Secured:z	Secured:z	Delegat:z	Loan # :z	Borrower:z	Updated:z	Auth Co:z	Register:z	Note Sig:z	Inactive:z	Inactivat:z	Sig Val:z	Active	Acq:z	
100 Sale...	100 Sale...	100 Sale...					7770726...	JOHN S...	07/26/2...	Yes	07/26/2...	07/26/2...			Y	Yes		

Here you can see if the signature is valid and if the note is active. The rest of the row contains other information relevant to the note.



SmartREGISTRY

eNote Search

If you do a blank search, you'll pull up the entire eVault. Be sure to **set a start and end date** to not overload the system.

DocMagic SOLUTIONS SERVICES COMPLIANCE SUPPORT COMPANY DASHBOARD

Start Date: 01/01/2022 End Date: 08/01/2022

Back Clear Search

Account #: 100SALES
Total Records: 228

MIN	Controllr	Locatio	Master	Subserv	Secured	Secured	Delegat	Loan #	Borrower	Updated	Auth Co	Register	Note Sig	Inactive %	Inactivat	Sig Vall	Active	Actions
999935393966310726	100 Sale...	100ECL...	100 Sale...					1659396...	1659396...	08/01/2...	No	08/01/2...	08/01/2...			Y	Yes	
999935393958622583	100 Sale...	100ECL...	100 Sale...					1659395...	1659395...	08/01/2...	No	08/01/2...	08/01/2...			Y	Yes	
9999353939887622910	100 Sale...	100ECL...	100 Sale...					1659388...	1659388...	08/01/2...	No	08/01/2...	08/01/2...			Y	Yes	
999935377071411453	100 Sale...	100ECL...	100 Sale...					7770714...	Roby Mo...	07/28/2...	No	07/28/2...	07/28/2...			Y	Yes	
999931277537327406								1657753...	Felton S...	07/28/2...	No	07/28/2...	07/13/2...			Y	Yes	
999931278225851947	100 Sale...	100ENO...	100ENO...					1657822...	Felton S...	07/28/2...	No	07/14/2...	07/14/2...			Y	Yes	
99993538955496306	100ECL...	100ECL...	100 Sale...					1658955...	1658955...	07/27/2...	No	07/27/2...	07/27/2...			Y	Yes	
999935377072810240	Fannie ...	Fannie ...	100 Sale...					7770728...	JOHN S...	07/27/2...	No	07/27/2...	07/27/2...			Y	Yes	
999930784215735801								1658421...	Felton S...	07/27/2...	No	07/21/2...				Y	Yes	
999935326202200046	100 Sale...	100 Sale...	100 Sale...					7770726...	JOHN S...	07/26/2...	Yes	07/26/2...	07/26/2...			Y	Yes	
999935388622880179	100 Sale...	100 Sale...	100 Sale...					1658862...	1658862...	07/26/2...	Yes	07/26/2...	07/26/2...			Y	Yes	
999935377072611598	100 Sale...	100 Sale...	100 Sale...					7770726...	JOHN S...	07/26/2...	Yes	07/26/2...	07/26/2...			Y	Yes	
999931284390023155								1658439...	Felton S...	07/25/2...	No	07/21/2...				Y	Yes	
999935377072511384	100 Sale...	100 Sale...	100 Sale...					7770725...	JOHN S...	07/25/2...	Yes	07/25/2...	07/25/2...			Y	Yes	
999935377072511335	100 Sale...	100 Sale...	100 Sale...					7770725...	JOHN S...	07/25/2...	Yes	07/25/2...	07/25/2...			Y	Yes	
999935385149613612	100 Sale...	100 Sale...	100 Sale...					1658514...	1658514...	07/22/2...	Yes	07/22/2...	07/22/2...			Y	Yes	
999935385149525956	100 Sale...	100 Sale...	100ECL...					1658514...	1658514...	07/26/2...	Yes	07/26/2...	07/22/2...			Y	Yes	
999935385149445551	100 Sale...							1658514...	1658514...		No		07/22/2...			No	Yes	
999935385082368505	100 Sale...	100 Sale...	100 Sale...					1658508...	1658508...	07/22/2...	Yes	07/22/2...	07/22/2...			Y	Yes	
99993538508228109	100 Sale...	100 Sale...	100 Sale...					1658508...	1658508...	07/22/2...	Yes	07/22/2...	07/22/2...			Y	Yes	

This allows you to see data for all your notes in one place and compare information.



SmartREGISTRY

eNote Search

The hamburger button allows you to add filters to your search result or export the data in several file formats, including a CSV.

The screenshot displays the SmartREGISTRY eNote Search interface. At the top, the DocMagic logo is visible, along with navigation links for SOLUTIONS, SERVICES, COMPLIANCE, and SUPPORT. The search area includes fields for Start Date (01/01/2022) and End Date (08/01/2022), with Back, Clear, and Search buttons. Below the search area is a data table with columns: MIN, Controllr, Locatio, Master, Subserv, Secured, Secured, Deleat, Loan #, Borrowe, Updated, Auth Co, and Register. A hamburger menu is open over the table, showing options: Clear all filters, Save Grid State, Export All to CSV, Export visible data as csv, and Export visible data as excel. Below these options is a 'Columns:' section with a list of columns and checkboxes: MIN, Loan #, Address, City, State, Zip, County, Loan Amount, Note Rate, and Orination Date. A blue arrow points from the text box to the hamburger menu button in the table header.

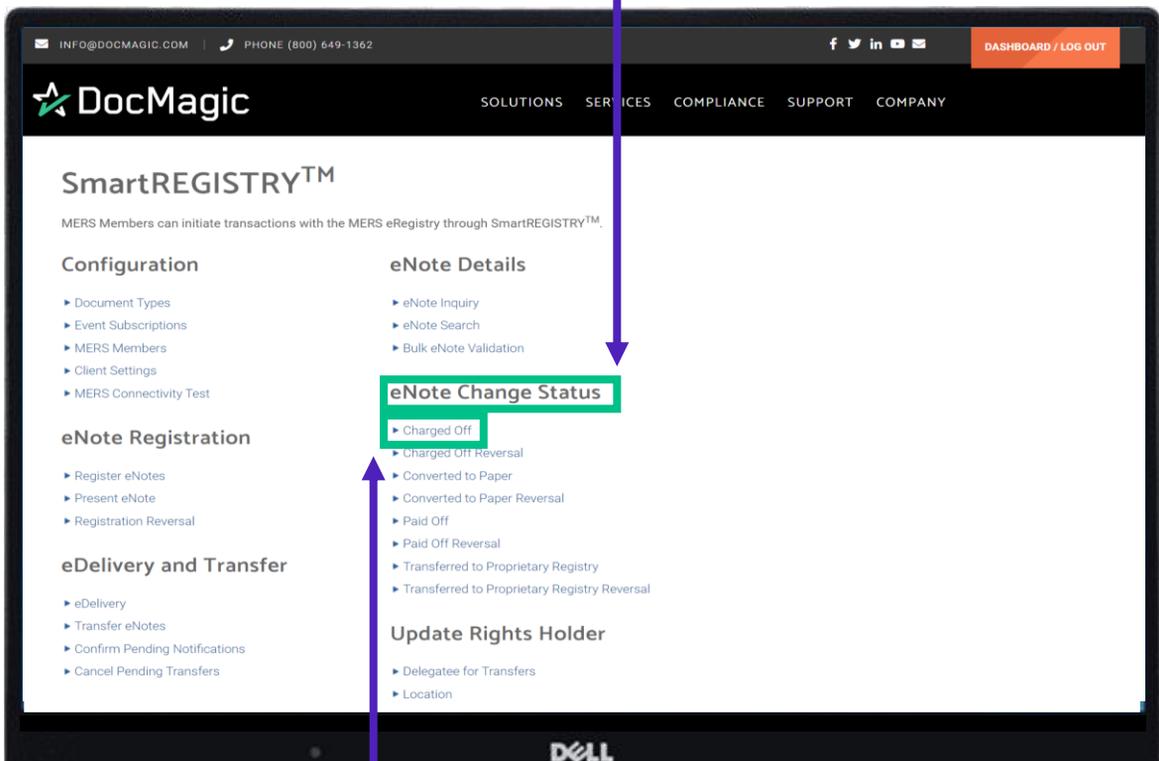
MIN	Controllr	Locatio	Master	Subserv	Secured	Secured	Deleat	Loan #	Borrowe	Updated	Auth Co	Register
99993539966310726	100 Sale...	100ECL...	100 Sale...					1659396...	1659396...	08/01/2...	No	08/01/2...
99993539958622583	100 Sale...	100ECL...	100 Sale...					1659395...	1659395...	08/01/2...	No	08/01/2...
999935393887622910	100 Sale...	100ECL...	100 Sale...					1659388...	1659388...	08/01/2...	No	08/01/2...
999935377071411453	100 Sale...	100ECL...	100 Sale...					7770714...	Roby Mo...	07/28/2...	No	07/28/2...
999931277537327406								1657753...	Felton S...	07/28/2...	No	07/13/2...
999931278225851947	100 Sale...	100ENO...	100ENO...					1657822...	Felton S...	07/28/2...	No	07/14/2...
99993538955496306	100ECL...	100ECL...	100 Sale...					1658955...	1658955...	07/27/2...	No	07/27/2...
999935377072810240	Fannie ...	Fannie ...	100 Sale...					7770728...	JOHN S...	07/27/2...	No	07/27/2...
999930784215735801								1658421...	Felton S...	07/27/2...	No	07/21/2...
999935326202200046	100 Sale...	100 Sale...	100 Sale...					7770726...	JOHN S...	07/26/2...	Yes	07/26/2...
999935388622880179	100 Sale...	100 Sale...	100 Sale...					1658862...	1658862...	07/26/2...	Yes	07/26/2...
999935377072611598	100 Sale...	100 Sale...	100 Sale...					7770726...	JOHN S...	07/26/2...	Yes	07/26/2...
999931284390023155								1658439...	Felton S...	07/25/2...	No	07/21/2...
999935377072511384	100 Sale...	100 Sale...	100 Sale...					7770725...	JOHN S...	07/25/2...	Yes	07/25/2...
999935377072511335	100 Sale...	100 Sale...	100 Sale...					7770725...	JOHN S...	07/25/2...	Yes	07/25/2...
999935385149613612	100 Sale...	100 Sale...	100 Sale...					1658514...	1658514...	07/22/2...	Yes	07/22/2...
999935385149525956	100 Sale...	100 Sale...	100ECL...					1658514...	1658514...	07/26/2...	Yes	07/26/2...
999935385149445551	100 Sale...							1658514...	1658514...		No	
999935385082368505	100 Sale...	100 Sale...	100 Sale...					1658508...	1658508...	07/22/2...	Yes	07/22/2...
999935385082288109	100 Sale...	100 Sale...	100 Sale...					1658508...	1658508...	07/22/2...	Yes	07/22/2...



SmartREGISTRY

eNote Change Status

The eNote Change Status contains transactions related to the life of the loan. This is the timeline that begins when the loan is signed and ends when the loan gets paid off or sold to another entity.



All actions under eNote Change Status, including reversals, function the same way. As an example, we'll start by looking at the Charged Off section.



If the note is defaulted on, you can mark it here.

The screenshot shows the DocMagic SmartREGISTRY interface. At the top, there is a navigation bar with the DocMagic logo and menu items: SOLUTIONS, SERVICES, COMPLIANCE, SUPPORT, and COMPANY. Below the navigation bar, the page title is "SmartREGISTRY™ Charged Off". The main heading is "Charged Off", followed by a sub-heading: "The status of SMART Doc® eNotes that have already been registered on MERS eRegistry can be changed to "Charged Off".

The interface features a search section with a label "MIN:" followed by a text input field containing the value "999935329923409508". To the right of the input field are two buttons: "Add MIN" and "Search". Below the search section, there is a message "No documents selected" and two buttons: "Cancel" and "Send".

Two purple arrows point from the bottom of the screenshot to the "Add MIN" and "Search" buttons, indicating the next steps in the process.

You'll start by typing or pasting the MIN, and then pressing Add MIN or Search.



SmartREGISTRY

Charged Off

If you hit search, this window will pop-up where you can enter in more details.

The screenshot displays the DocMagic SmartREGISTRY™ Charged Off search interface. The page header includes the DocMagic logo, navigation links (SOLUTIONS, SERVICES, COMPLIANCE, SUPPORT, COMPANY), and contact information (INFO@DOCMAGIC.COM, PHONE (800) 649-1362). The main content area shows the search form with the following fields:

- MIN:
- Location:
- Controller:
- Master Servicer:
- Subservicer:
- Secured Party:
- Secured Delegatee Party:
- Delegatee for Transfers:

At the bottom of the form are three buttons: Cancel, Clear, and Search. A purple arrow points to the Search button.

Enter your parameters, then hit Search.



SmartREGISTRY

Charged Off

Select the checkbox under Actions to choose a search result. *You may add multiple item to your request.* Hit Submit at the bottom when done.

eNote Document Search

MIN: 999935377031603017

Location:

Controller:

Master Servicer:

Subservicer:

Secured Party:

Secured Delegatee Party:

Delegatee for Transfers:

LOAN #	WORKSHEET	MIN	CONTROLLER	LOCATION	MASTER SERVICER	SUBSERVICER	SECURED PARTY	SECURED PARTY DELEGATEE	DELEGATEE FOR TRANSFERS	ACTIONS
77703160301	3196	999935377031603017	Fannie Mae	Fannie Mae	100 Sales (9999353)					<input checked="" type="checkbox"/>
77703160301	3196	999935377031603017	Fannie Mae	Fannie Mae	100 Sales (9999353)					<input checked="" type="checkbox"/>
77703160301	3196	999935377031603017	Fannie Mae	Fannie Mae	100 Sales (9999353)					<input type="checkbox"/>

If your search only yields one result, or if use the Add MIN function to add a MIN directly, you will skip this step.



Your selections will appear. You can Search again to add more items to your list.

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DocMagic SOLUTIONS SERVICES COMPLIANCE SUPPORT COMPANY REQUEST A DEMO DASHBOARD / LOG OUT

SmartREGISTRY™ > Charged Off

Charged Off

The status of SMART Doc® eNotes that have already been registered on MERS eRegistry can be changed to "Charged Off".

MIN: Add MIN Search

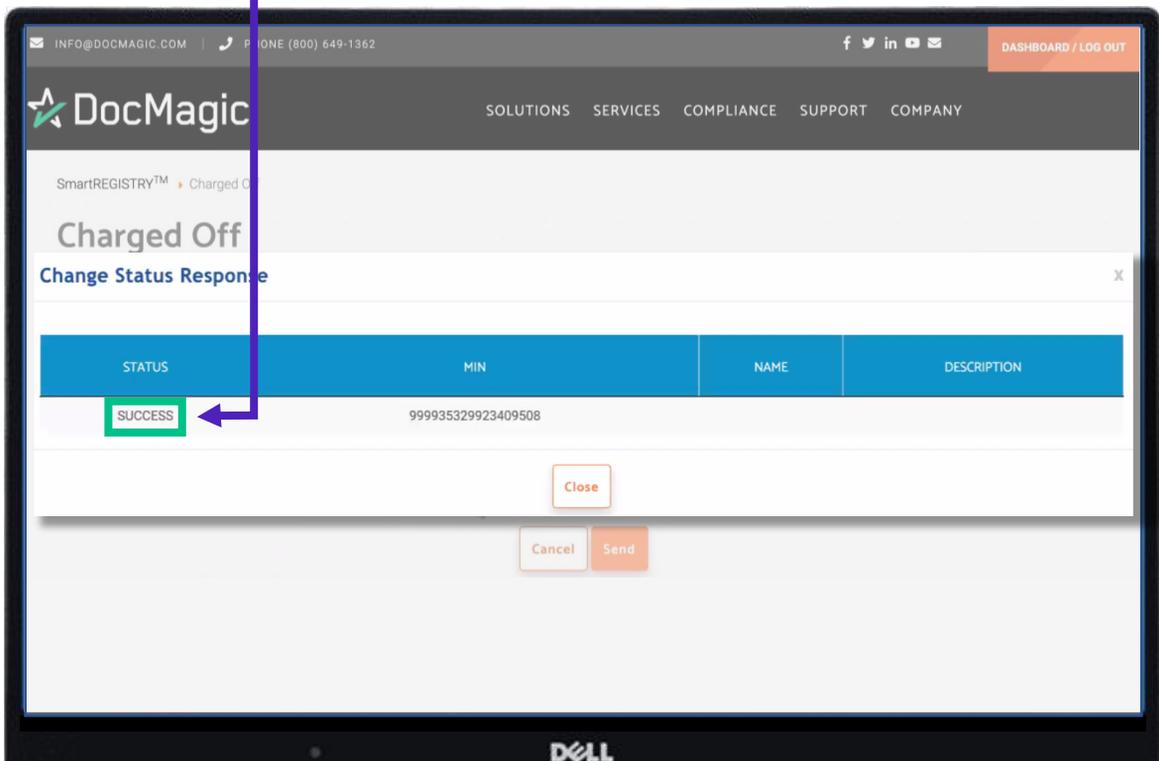
LOAN	WORKSHEET #	MIN	CONTROLLER	LOCATION	MASTER SERVICER	ACTIONS
77703160301	3196	999935377031603017	Fannie Mae	Fannie Mae	100 Sales (9999353)	
77703160301	3196	999935377031603017	Fannie Mae	Fannie Mae	100 Sales (9999353)	

Cancel Send

Click "Send" to submit your request.



A window will appear. If the Status shows as Success, then the note is marked as a Charged Off.



It will also show as Charged Off on the MERS eRegistry page.

The screenshot displays the MERS eRegistry interface within the DocMagic application. The page title is "MERS eRegistry" with an account number of 193355. The "Details" section includes the following information:

Field	Value
MIN #	999935329923409508
Loan #	06092022012
Borrower	BORROWER ONE SAMPLE
Created	06/08/2022

The "eNotes" section shows the following details:

Field	Value
Active	No
Inactivated	09/16/2022
Authoritative Copy	No
Inactivated Status	ChargedOff
Registered	06/08/2022
Note Signed	06/08/2022
Signature Validation	Y
Assumption	N

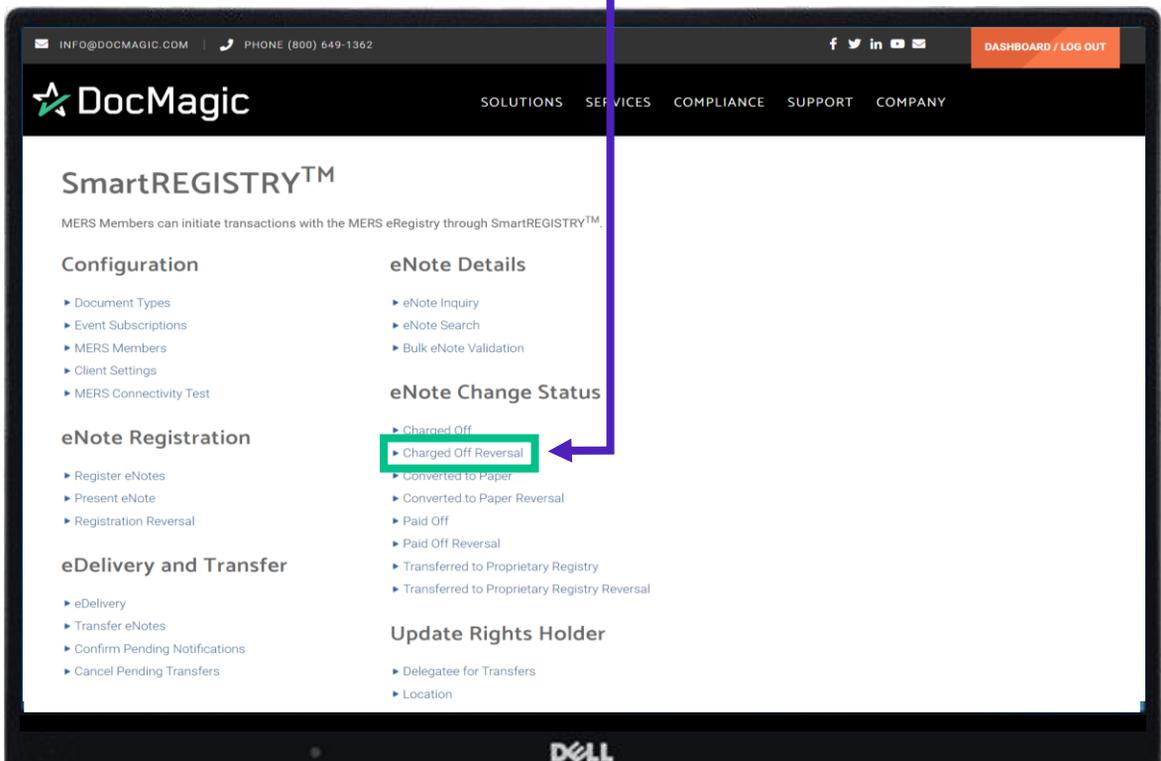
The "Rights Holders" section is currently active, showing:

Field	Value
Controller	Fannie Mae
Location	Fannie Mae
Master Servicer	Greater Nevada LLC
Subservicer	
Updated	09/16/2022
Secured Party	
Secured Party Delegatee	
Delegatee for Transfers	

A blue arrow points from the text box above to the "Inactivated Status ChargedOff" field in the eNotes section.



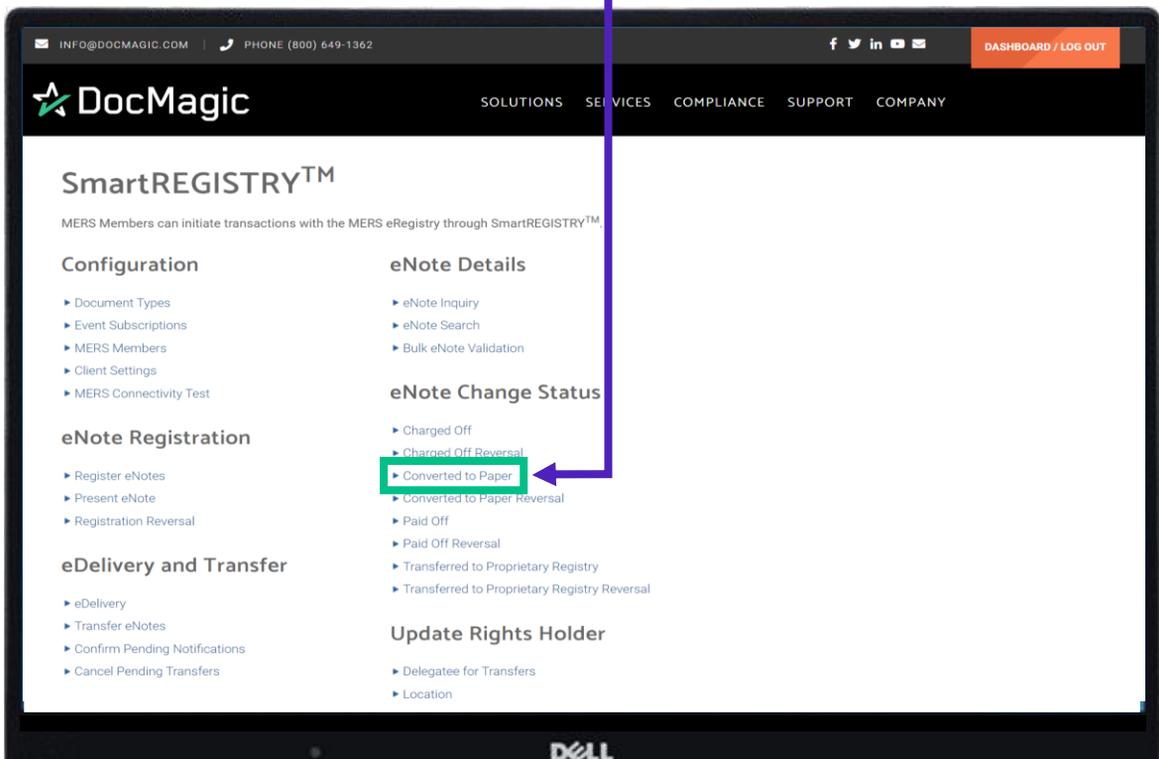
Go to Charged Off Reversal to undo the action.



SmartREGISTRY

Converted to Paper

Click "Converted to Paper" to turn an eNote into a paper note.



SmartREGISTRY

Converted to Paper

This works the same way as Charged Off.

The screenshot shows the DocMagic SmartREGISTRY interface. At the top, there is a navigation bar with the DocMagic logo, contact information (INFO@DOCMAGIC.COM, PHONE (800) 649-1362), social media icons, and a 'DASHBOARD / LOG OUT' button. Below the navigation bar, the page title is 'SmartREGISTRY™ > Converted To Paper'. The main heading is 'Converted To Paper', followed by a sub-heading: 'The status of SMART Doc® eNotes that have already been registered on MERS eRegistry can be changed to "Converted To Paper".' Below this, there is a form with a 'MIN:' label, an input field, and two buttons: 'Add MIN' and 'Search'. A table with the following columns is displayed: LOAN, WORKSHEET #, MIN, CONTROLLER, LOCATION, MASTER SERVICER, and ACTIONS. The table contains one row of data. Below the table, there are 'Cancel' and 'Send' buttons.

LOAN	WORKSHEET #	MIN	CONTROLLER	LOCATION	MASTER SERVICER	ACTIONS
1662992340950	1662992340950	999935329923409508	100 Sales (9999353)	100 Sales (9999353)	100 Sales (9999353)	

After you complete this action, there will no longer be a valid authoritative electronic copy of the note, the authoritative copy will be physical.



SmartREGISTRY

Converted to Paper

If you run an eNote Inquiry on the newly converted note, "Paper" will show up under Loan Mod Type.

eNote Inquiry
MERS members can retrieve summary or status information for eNotes that have been registered on the MERS eRegistry.

Request Action Type:

MIN:

Validate Signature:

MIN:

DOC TYPE	TAMPER SEAL DATE	LIEN PRIORITY TYPE	VAULT ID	ASSUMPTION	SIG VALIDATION	LOAN MOD	LOAN MOD TYPE
	2022-07-26T15:34:25Z			N	Y	N	Paper

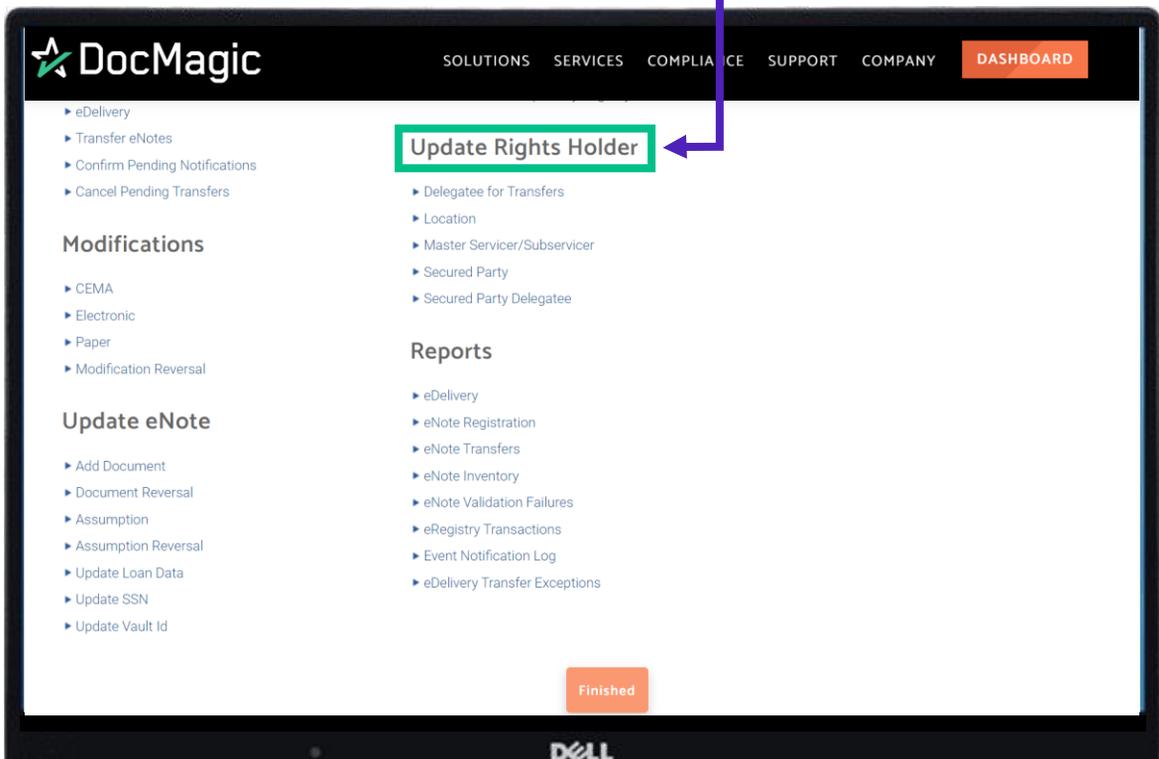
Registration Information

REGISTRATION DATE	EVVAULT IDENTIFIER	ACTIVE
2022-07-26T22:34:29Z		Y

DELL



Next, we'll look at Update Rights Holder.



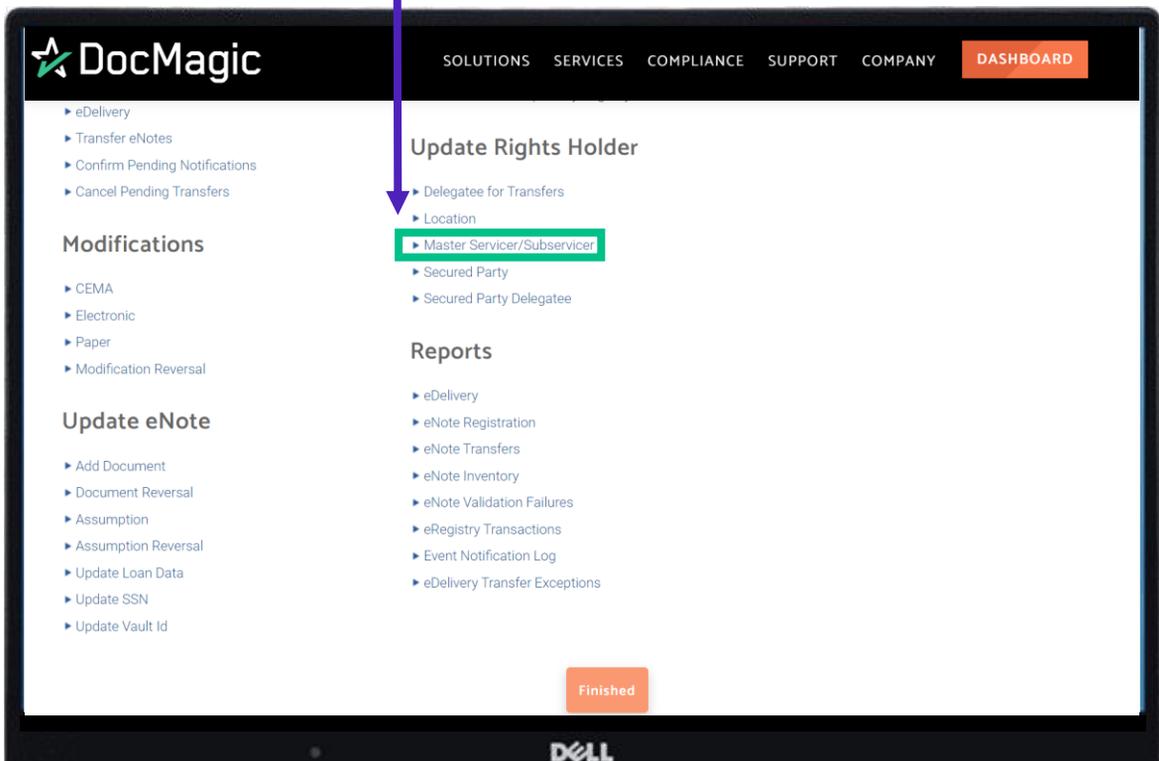
You must have the correct permissions on MERS to update the Rights Holders.



SmartREGISTRY

Master Servicer/Subservicer

Updating each rights holder in SmartREGISTRY is the same. As an example, we'll update the Master Servicer.



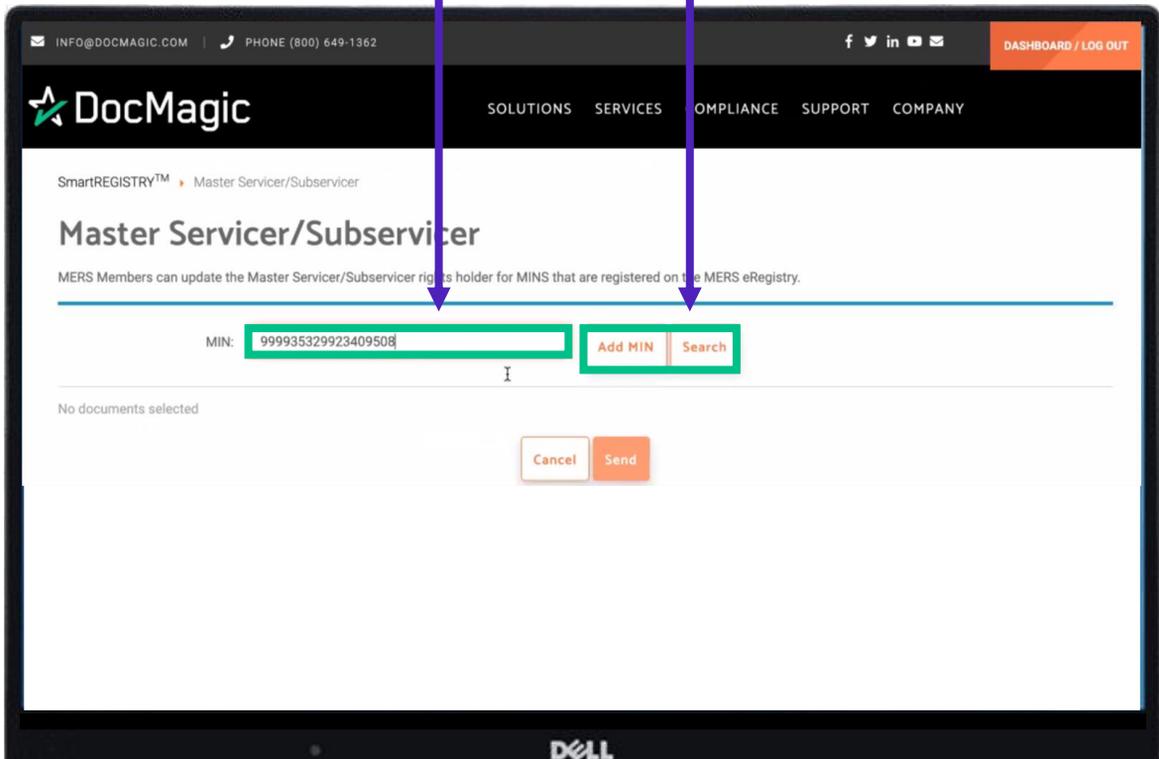
The screenshot displays the DocMagic SmartREGISTRY interface. The top navigation bar includes 'SOLUTIONS', 'SERVICES', 'COMPLIANCE', 'SUPPORT', 'COMPANY', and a 'DASHBOARD' button. The left sidebar contains a list of menu items: 'eDelivery', 'Transfer eNotes', 'Confirm Pending Notifications', 'Cancel Pending Transfers', 'Modifications' (with sub-items: CEMA, Electronic, Paper, Modification Reversal), and 'Update eNote' (with sub-items: Add Document, Document Reversal, Assumption, Assumption Reversal, Update Loan Data, Update SSN, Update Vault Id). The main content area is titled 'Update Rights Holder' and features a tree view of options: 'Delegatee for Transfers', 'Location', 'Master Servicer/Subservicer' (highlighted with a green box), 'Secured Party', and 'Secured Party Delegatee'. Below this is a 'Reports' section with a list of report types: eDelivery, eNote Registration, eNote Transfers, eNote Inventory, eNote Validation Failures, eRegistry Transactions, Event Notification Log, and eDelivery Transfer Exceptions. At the bottom center, there is an orange 'Finished' button. The Dell logo is visible at the very bottom of the screen.



SmartREGISTRY

Master Servicer/Subservicer

You'll start by typing or pasting the MIN, and then pressing Add MIN or Search.



SmartREGISTRY

Master Servicer/Subservicer

Click on the dropdown menu for the MIN that needs to be updated and select the Location. In this case we only have one result from our search because we entered an exact MIN.

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f t in v e

DASHBOARD / LOG OUT

DocMagic

SOLUTIONS SERVICES COMPLIANCE SUPPORT COMPANY

SmartREGISTRY™ Master Servicer/Subservicer

Master Servicer/Subservicer

MERS Members can update the Master Servicer/Subservicer rights holder for MINS that are registered on the MERS eRegistry.

MIN:

MIN	NAME	UPDATE MASTER SERVICER	EDELIVER	SUBSERVICER	REMOVE SUBSERVICER
999935329923409508	MULTISTATE_FIXED_RATE_ELECTRONIC_NOTE.xml	100 Sales (9999353)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Useful Links Company Support

DELL

Hit Send.



SmartREGISTRY

Master Servicer/Subservicer

Click on the dropdown menu for the MIN that needs to be updated and select the Location. In this case we only have one result from our search because we entered an exact MIN.

The screenshot displays the DocMagic SmartREGISTRY interface for managing Master Servicer/Subservicer rights. At the top, there is a navigation bar with the DocMagic logo and menu items: SOLUTIONS, SERVICES, COMPLIANCE, SUPPORT, and COMPANY. Below this, the page title is 'SmartREGISTRY™ Master Servicer/Subservicer'. A sub-header reads 'Master Servicer/Subservicer' and a note states 'MERS Members can update the Master Servicer/Subservicer rights holder for MINS that are registered on the MERS eRegistry.' Below the note is a search form with a 'MIN:' input field, an 'Add MIN' button, and a 'Search' button. The main content area features a table with the following columns: MIN, NAME, UPDATE MASTER SERVICER, EDELIVER, SUBSERVICER, and REMOVE SUBSERVICER. A single row is displayed with the following data: MIN: 999935329923409508, NAME: MULTISTATE_FIXED_RATE_ELECTRONIC_NOTE.xml, UPDATE MASTER SERVICER: 100 Sales (9999353), EDELIVER: , SUBSERVICER: , and REMOVE SUBSERVICER: . Below the table are 'Cancel' and 'Send' buttons. At the bottom of the page, there are links for 'Useful Links', 'Company', and 'Support', and a 'DELL' logo.

You have the option of eDelivering the note if you want to.



SmartREGISTRY

Master Servicer/Subservicer

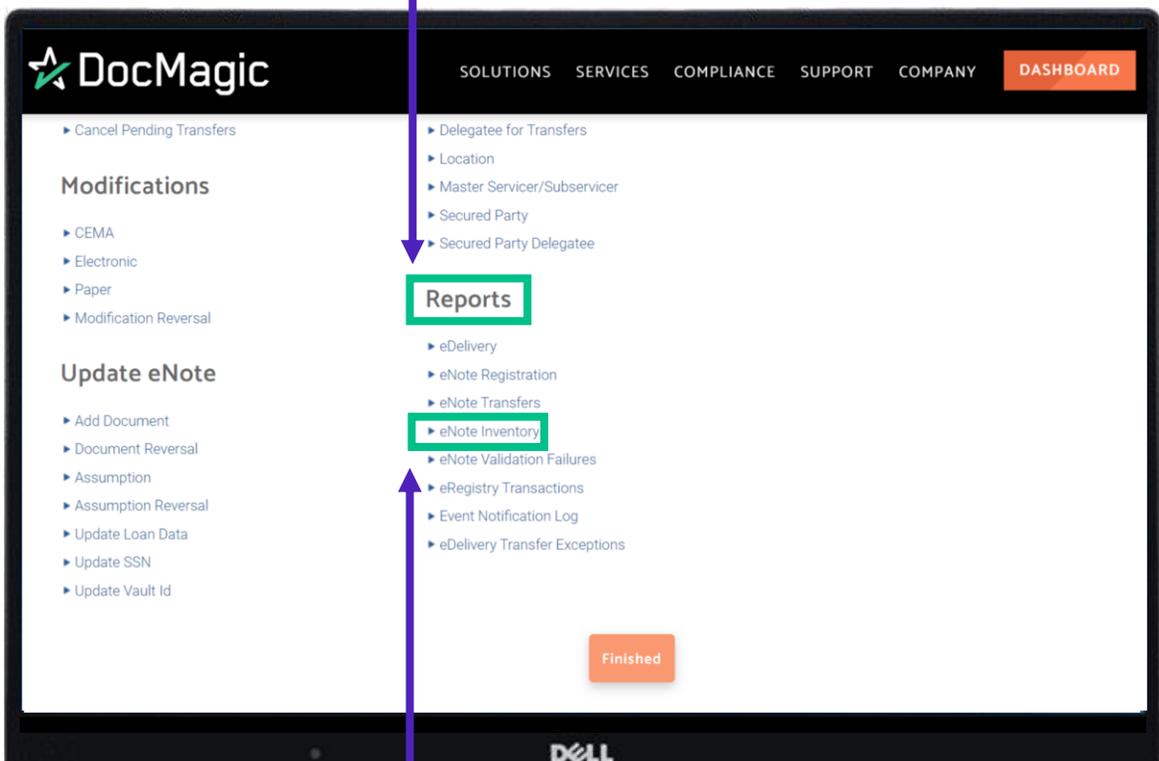
By default, there is no Subservicer. But if there was a Subservicer, you would see it listed below. You would have the option to remove the Subservicer by unchecking the box to the right.

The screenshot shows the DocMagic SmartREGISTRY interface for managing Master Servicer/Subservicer rights. At the top, there is a navigation bar with the DocMagic logo and menu items: SOLUTIONS, SERVICES, COMPLIANCE, SUPPORT, and COMPANY. A top right corner contains 'DASHBOARD / LOG OUT'. Below the navigation, the page title is 'Master Servicer/Subservicer' with a sub-header 'MERS Members can update the Master Servicer/Subservicer rights holder for MINS that are registered on the MERS eRegistry.' A search section includes a 'MIN:' input field, an 'Add MIN' button, and a 'Search' button. The main content area features a table with columns: MIN, NAME, UPDATE MASTER SERVICER, EDELIVER, SUBSERVICER, and REMOVE SUBSERVICER. A single row is visible with the following data: MIN: 999935329923409508, NAME: MULTISTATE_FIXED_RATE_ELECTRONIC_NOTE.xml, UPDATE MASTER SERVICER: 100 Sales (9999353), EDELIVER: , SUBSERVICER: (highlighted with a green box), and REMOVE SUBSERVICER: . Below the table are 'Cancel' and 'Send' buttons (the 'Send' button is highlighted with a green box). At the bottom, there are links for 'Useful Links', 'Company', and 'Support', and a 'DELL' logo.

Hit Send.



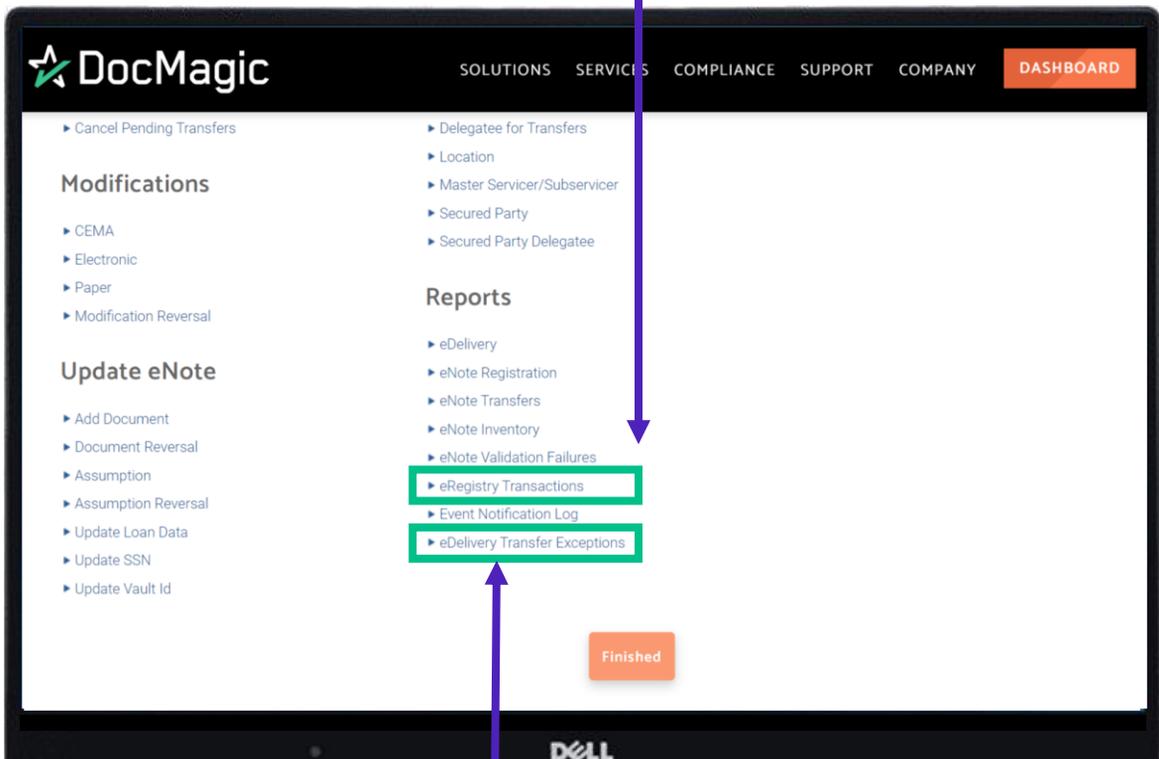
Reports can be found at the bottom of the page.



The eNote Inventory Report will give you a holistic look at all the eNotes in your vault.



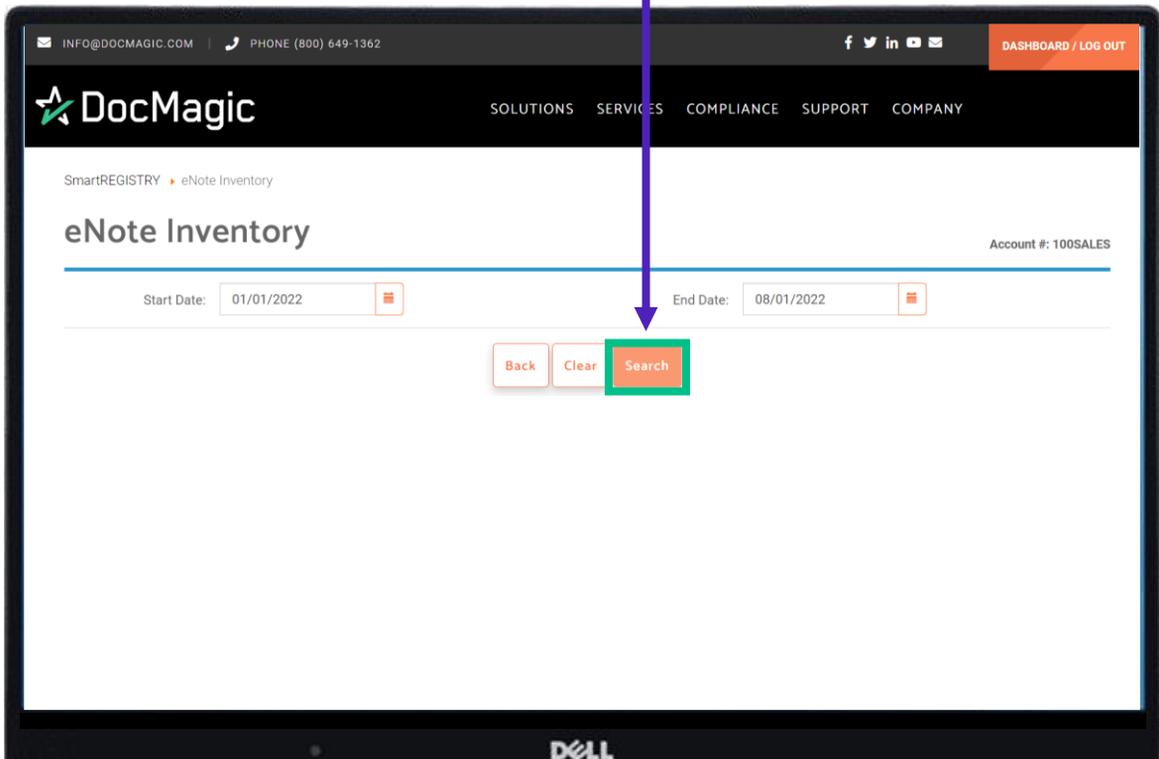
The eRegistry Transactions will give you a holistic look at all events that have happened in the eVault within a certain period.



The eDelivery Transfer Exceptions shows a list of failed transaction.



Click on the report you want to run. Select a Start and End date then click Search.



The result looks something like the eNote search.

The screenshot displays the SmartREGISTRY eNote Inventory page. At the top, there is a navigation bar with the DocMagic logo and menu items: SOLUTIONS, SERVICES, COMPLIANCE, and SUPPORT. Below the navigation bar, the page title is "SmartREGISTRY eNote Inventory". The main content area features a table with the following columns: MIN, Loan #, Address, City, State, Zip, County, and Loan Amount. The table contains multiple rows of data, including loan details such as address, city, state, zip, county, and loan amount.

A dropdown menu is open on the right side of the table, providing various actions:

- Clear all filters
- Save Grid State
- Export All to CSV
- Export visible data as csv
- Export visible data as excel
- Columns: (with a list of columns and checkboxes for selection: MIN, Loan #, Address, City, State, Zip, County, Loan Amount, Note Rate, Origination Date)

A blue arrow points from the text box below to the three-line menu icon in the top right corner of the table area.

Click on the three lines in the top right of the search results to bring up export options and filters (operated by clicking the check marks). Note that this includes the option to export to a CSV.

