

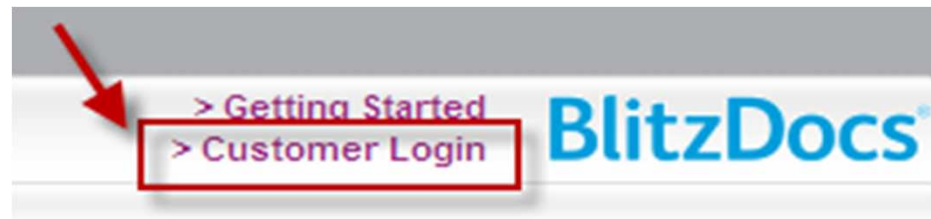
BlitzDocs®

Using BlitzDocs

How to Submit a Loan to REMN



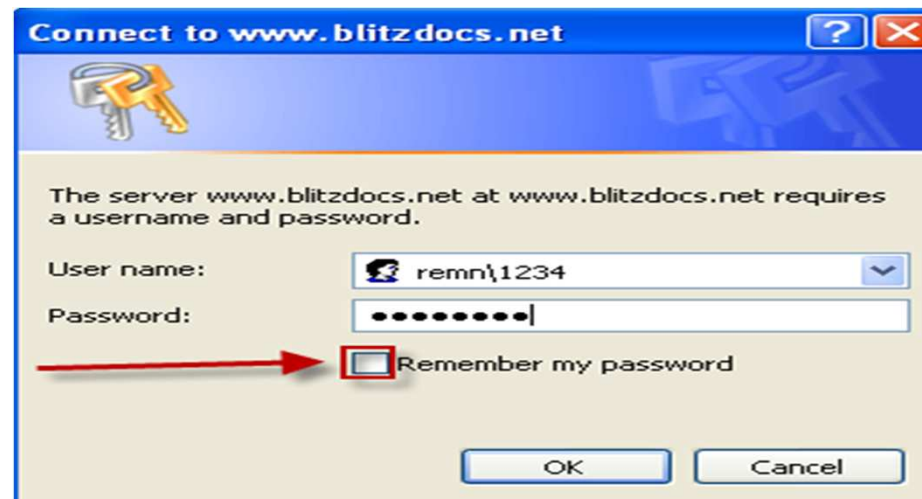
- Getting started:
 - Log into: www.blitzdocs.com
 - Select **Customer Login**



Signing on to BlitzDocs



- Every Broker will receive their own individual username and password for BlitzDocs
- Enter- **User name** and **Password** (to be provided by REMN)
- Click- **“Remember my password”**



- For forgotten passwords, contact BlitzDocs® support at **877.200.8700, option 2** or go to the following address
www.blitzdocs.com/contactus.html

Creating A Folder

- To create a new loan in BlitzDocs and add documents:
 - Click- **Folder**
 - Click- **Create a Folder**



Creating A Folder



- **Enter Application Number-** Borrower's last name followed by the subject property street address (i.e. Smith 123 Main Street)
 - **Note:** the file number will change once the file has been received by REMN
- **Enter Folder Attributes-** all fields marked with an asterisk are required
 - **Note:** If an AE is not assigned to the file when the file is created, the AE will not be notified of the new submission
- Click- **Create**

[folders >>](#) [user >>](#) [documents >>](#) [eShip >>](#)

Folder Attributes

| | |
|----------------------|----------------------|
| Application Number * | <input type="text"/> |
| First Name * | <input type="text"/> |
| Last Name * | <input type="text"/> |
| Status | File Started |
| Channel | Wholesale |
| Branch | Edison |
| Product Type * | <input type="text"/> |
| Lien Position * | <input type="text"/> |
| AE | <input type="text"/> |
| LO \ Broker | Test Broker |
| Last Status Update | |

Folder Configuration

| | |
|---------------|-----------------------|
| Configuration | Basic Configuration ▼ |
|---------------|-----------------------|

[create →](#) [defaults...](#) [reset](#) [close](#)

- There are 2 ways to upload documentation into BlitzDocs :
- **Upload the entire file in one PDF (Preferred Method)**
- **Fax entire file with Fax Coversheet**

Uploading Entire PDF File

- The entire file should be located in one large PDF. To upload the document:
- Click- **Documents**
- Click- **Upload**



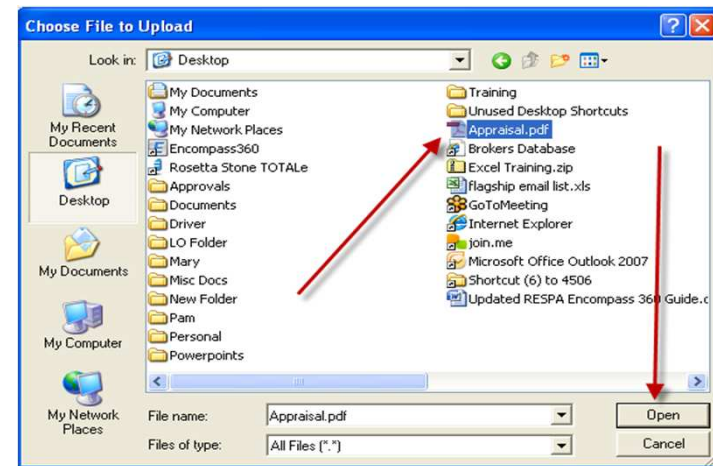
Uploading Entire PDF File



- Document type will automatically be labeled- ****Initial Submission Package****

- Click- **Browse**

- Locate the file on your computer



- Click -**Upload**

[upload](#) →

Success

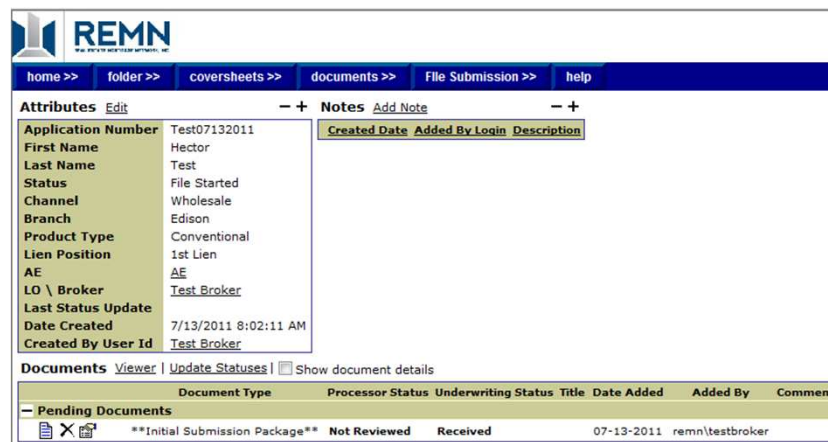
- A new screen will appear stating the document was successfully uploaded.

The document was successfully committed for indexing.

There may be a delay until the document processing is completed and it becomes available.

Back to [Folder View](#)
Back to [Upload Documents](#)

- If document does not appear click refresh page or press F5



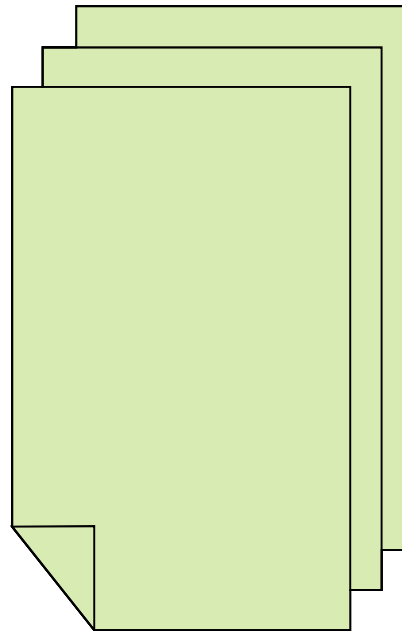
The screenshot shows the REM N web interface. At the top is the REM N logo and a navigation bar with links: home >>, folder >>, coversheets >>, documents >>, File Submission >>, and help. Below the navigation bar is a section for 'Attributes' with a table of document details. To the right of the attributes is a 'Notes' section with a table. Below these is a 'Documents' section with a table of pending documents.

| Application Number | Test07132011 |
|--------------------|----------------------|
| First Name | Hector |
| Last Name | Test |
| Status | File Started |
| Channel | Wholesale |
| Branch | Edison |
| Product Type | Conventional |
| Lien Position | 1st Lien |
| AE | AE |
| LO \ Broker | Test Broker |
| Last Status Update | 7/13/2011 8:02:11 AM |
| Date Created | 7/13/2011 8:02:11 AM |
| Created By User Id | Test Broker |

| Created Date | Added By | Login | Description |
|--------------|----------|-------|-------------|
|--------------|----------|-------|-------------|

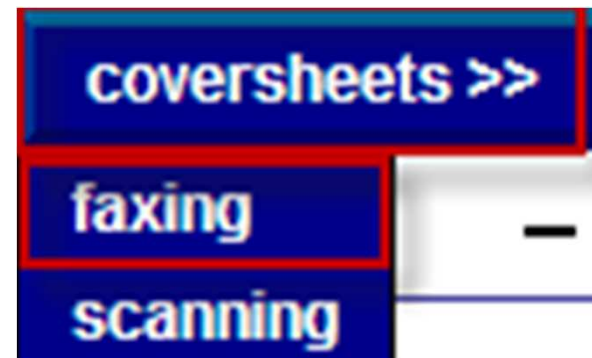
| Document Type | Processor Status | Underwriting Status | Title | Date Added | Added By | Comments |
|--------------------------------|------------------|---------------------|-------|------------|-----------------|----------|
| **Initial Submission Package** | Not Reviewed | Received | | 07-13-2011 | remn\testbroker | |

- **Faxing Coversheet** will need to be printed from BlitzDocs and placed in front of the entire file to be faxed into the system



To Print the Fax Coversheet:

- Click- **Coversheet**
- Click- **Faxing**



Printing Fax Coversheets



- Check ****Initial Submission Package****
- Click Create



[home >>](#)

[folder >>](#)

[coversheets >>](#)

[documents >>](#)

[File Submission >>](#)

[help](#)

Check the desired barcode sheets, then click Create to generate them

Document Types | [select all](#) ☒ | [clear all](#) ☐ |

☒ ****Initial Submission Package****

| [create](#) ➔ |

- Faxing Coversheets will now appear in a new window
- **Print** Fax Coversheet Document
- Place printed fax coversheet in front of entire file to be submitted

- Fax the entire file including the fax coversheet to the fax number located in the top left side of the page

- **Example:**

Fax Number(s):

855-567-9517

Folder Information

Application Number Test107

Last Name Test

- Please Note: Fax Coversheets have an expiration date located in the top right hand side of the page

****Please Note**:**

This coversheet expires: 6/19/2011

Verifying Documents are in BlitzDocs



- Check the file to ensure documents have been received by BlitzDocs
- Documents will appear in the folder view

The screenshot displays the REMN BlitzDocs web application interface. At the top, the REMN logo is visible. Below it is a navigation bar with tabs: home >>, folder >>, coversheets >>, documents >>, File Submission >>, and help. The 'documents >>' tab is currently selected.

Below the navigation bar, there are two main sections. On the left, under the 'Attributes' tab, a list of document details is shown:

| | |
|--------------------|----------------------|
| Application Number | TEST123456 |
| First Name | Test456789 |
| Last Name | Test89764 |
| Status | File Started |
| Channel | Wholesale |
| Branch | Edison |
| Product Type | FHA |
| Lien Position | 1st Lien |
| AE | |
| LO \ Broker | <u>Test Broker</u> |
| Last Status Update | |
| Date Created | 7/12/2011 9:48:57 AM |
| Created By User Id | <u>Test Broker</u> |

On the right, under the 'Notes' tab, there is a table with the following headers: Created Date, Added By, Login, and Description.

Below these sections, there is a 'Documents' section with links for 'Viewer' and 'Update Statuses', and a checkbox for 'Show document details'. Below this is a table listing pending documents:

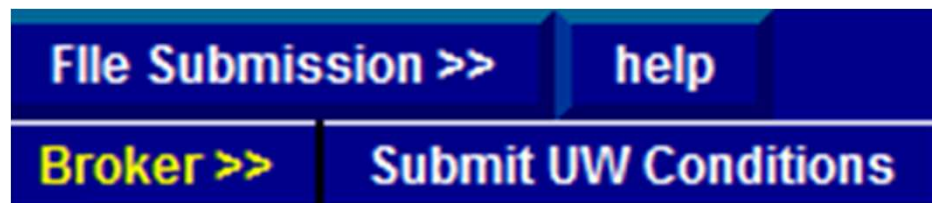
| Document Type | Processor Status | Underwriting Status | Title | Date Added | Added By | Comments |
|----------------------------|--------------------------------|---------------------|----------|------------|-----------------|----------|
| - Pending Documents | | | | | | |
| | **Initial Submission Package** | Not Reviewed | Received | 07-13-2011 | remn\testbroker | |

- Once any documentation has been uploaded/faxed utilizing the title ****Initial Package Submission**** an email automatically gets sent to REMNI letting them know about the new file submission
- The file will then be submitted to the underwriting department by REMNI's staff. Once this has happened, the broker and Account Executive will automatically receive an email stating the file has been submitted to underwriting

Uploading File Conditions



- Find the file using the search feature
- Conditions may only be uploaded in 2 document types:
 - ***UW Conditions
 - Title Binder
- Conditions can be uploaded in one large PDF or faxed (with fax coversheets)
- **Once uploaded, conditions will not be officially submitted to underwriting until the following steps are followed:**
 - Upload conditions through one of the two preferred methods
 - Click- **File Submission**
 - Click- **Broker**
 - Click- **Submit UW Conditions**



QUESTIONS?