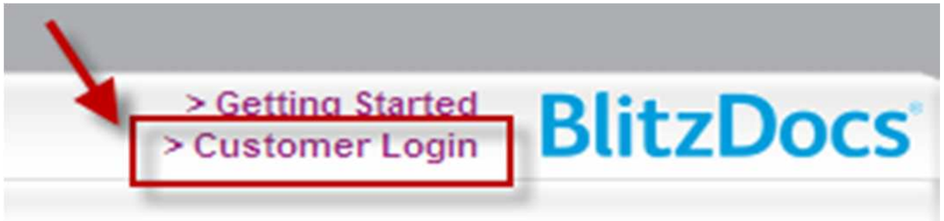
Using BlitzDocs

How to Submit a Loan to REMN

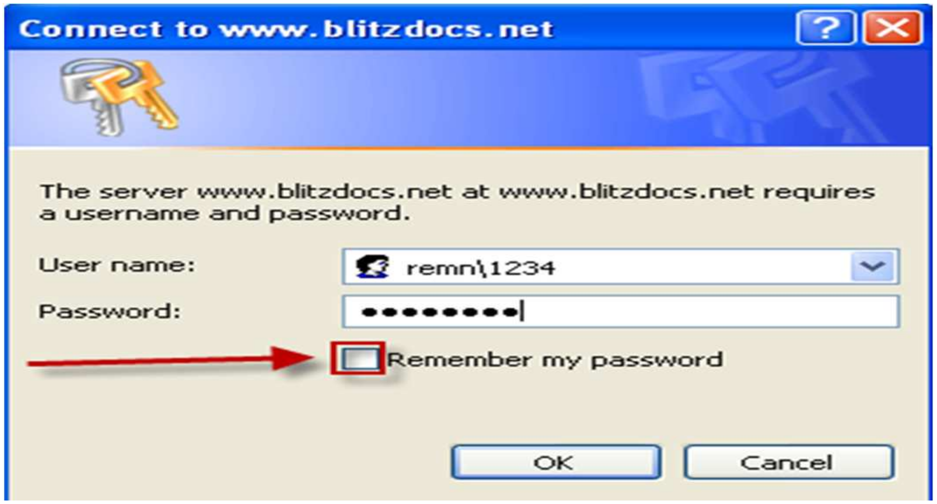
Signing into BlitzDocs

- 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**”



Forgot Passwords

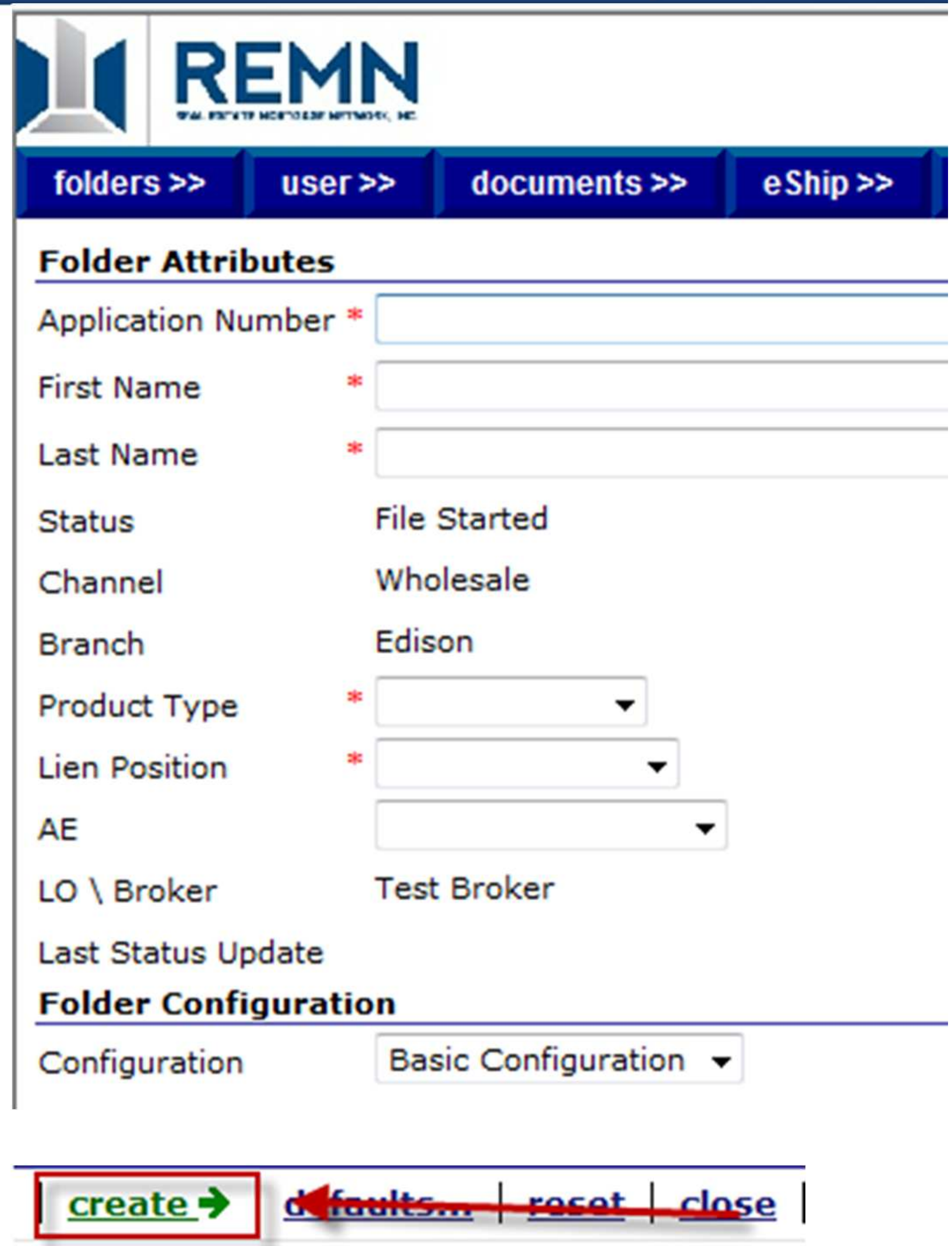
- For forgotten passwords, contact BlitzDocs® support at **877.200.8700**, **option 2** or go to the following address www.blitzdocs.com/contactus.html

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**



Uploading Documentation

- There are 2 ways to upload documentation into BlitzDocs :

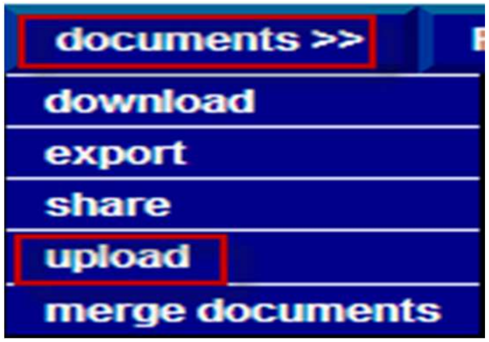
- **Upload the entire file in one PDF (Preferred Method)**

- **Fax entire file with Fax Coversheet**

Uploading Entire PDF File

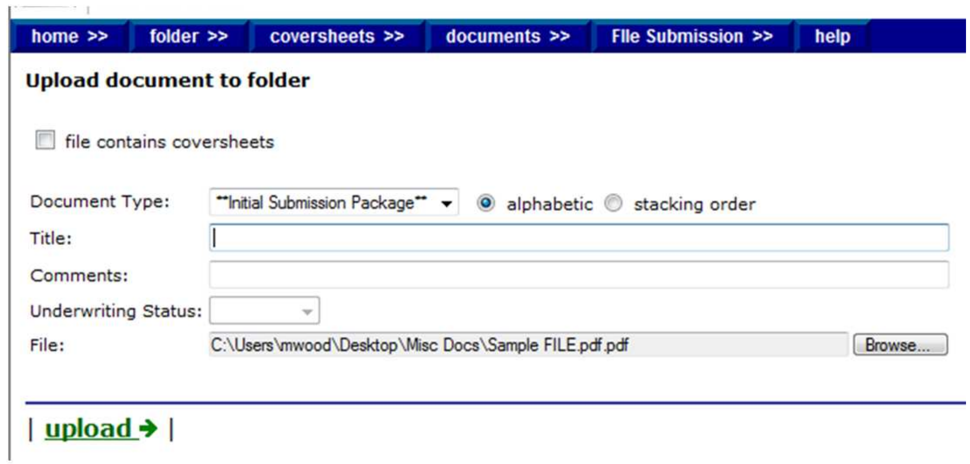
- The entire file should be located in one large PDF. To upload the document:

- Click- **Documents**
- Click- **Upload**



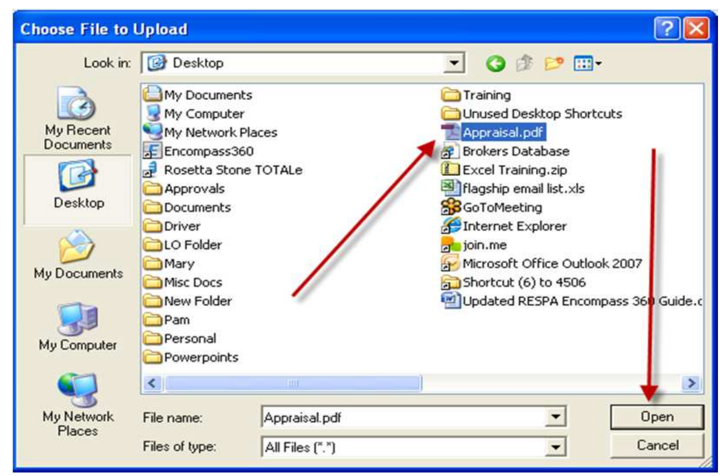
Uploading Entire PDF File

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



- Click- **Browse**

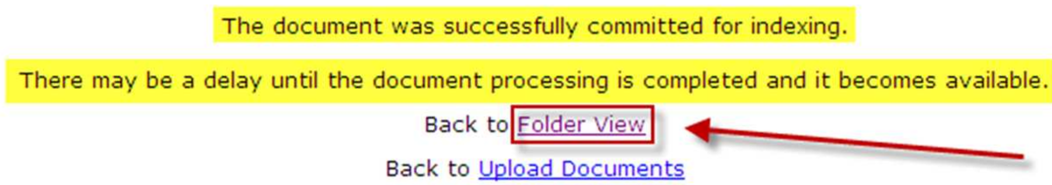
- Locate the file on your computer



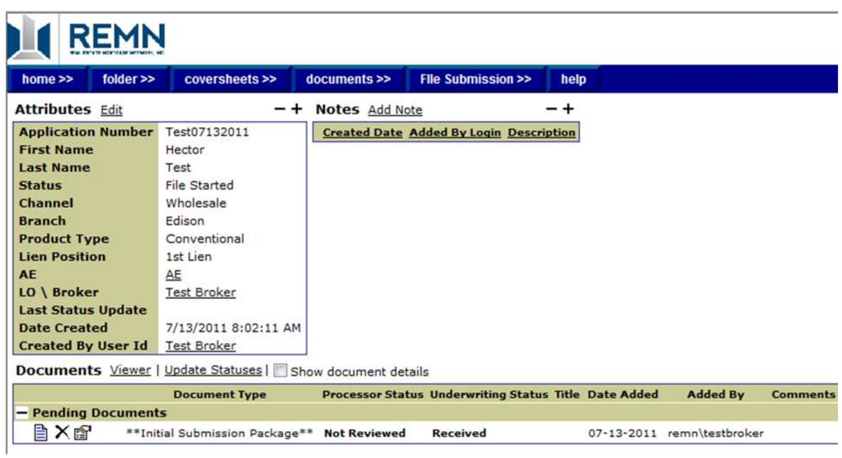
- Click -**Upload** upload ➔

Success

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



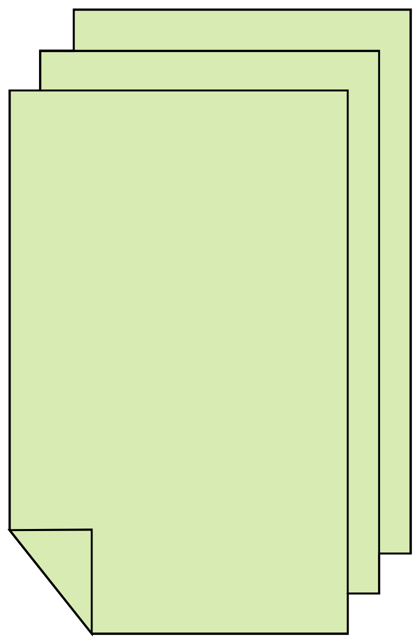
- If document does not appear click refresh page or press F5



Uploading Documents via Fax Coversheet

REMN
REAL ESTATE MORTGAGE NETWORK, INC.

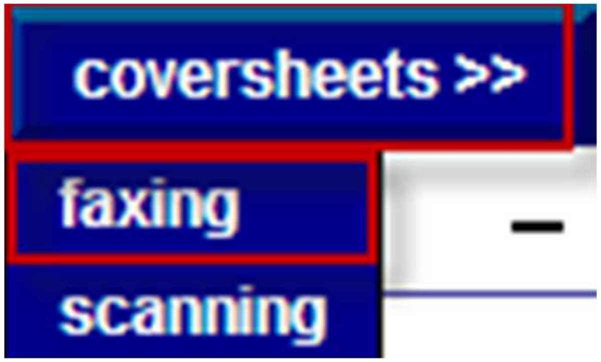
- **Faxing Coversheet** will need to be printed from BlitzDocs and placed in front of the entire file to be faxed into the system



Printing the Fax Coversheets

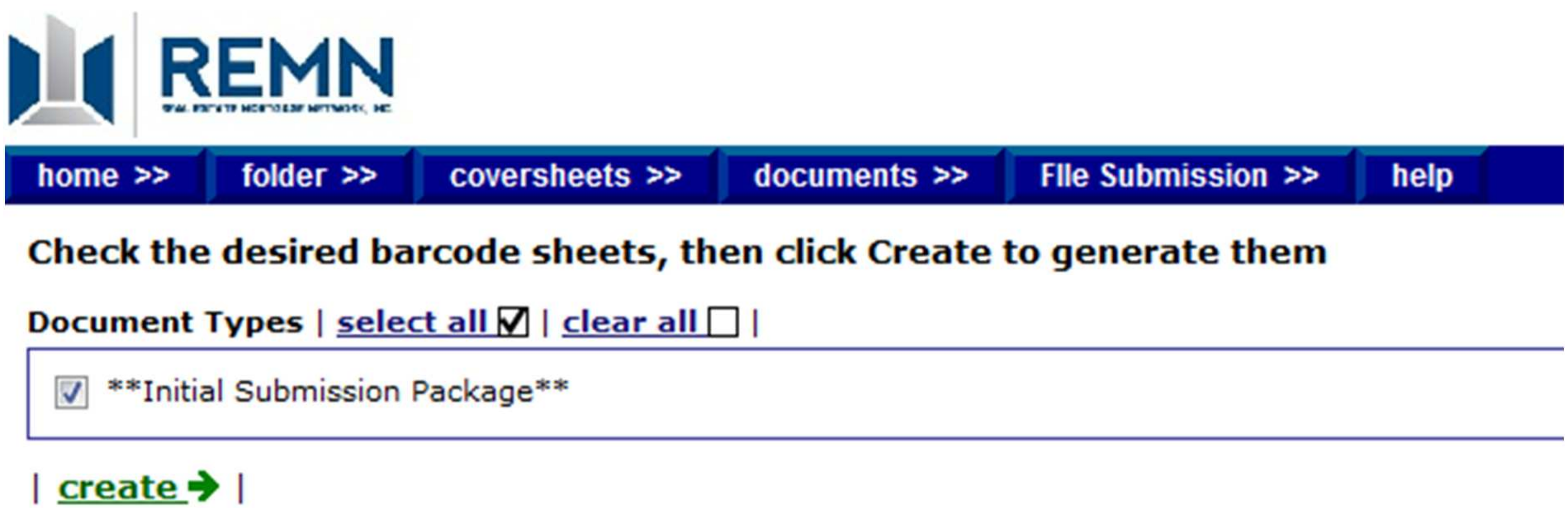
To Print the Fax Coversheet:

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



Printing Fax Coversheets

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



Printing Fax Coversheets

- 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

Importing Documents using Fax Coversheets

- 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

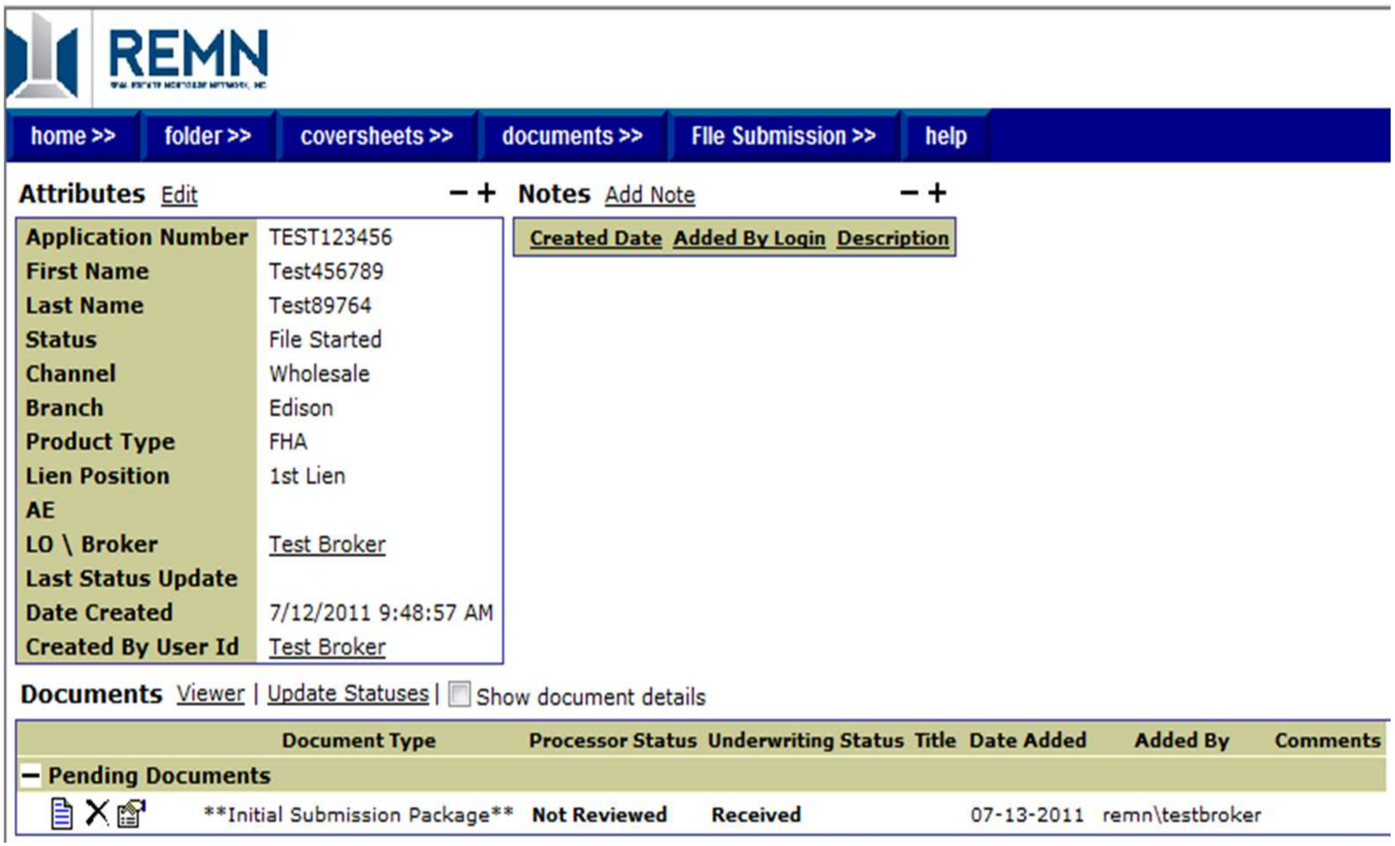
Application Number	Test107
Last Name	Test

- 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



Submitting the file

- Once any documentation has been uploaded/faxed utilizing the title **Initial Package Submission** an email automatically gets sent to REMN letting them know about the new file submission

- The file will then be submitted to the underwriting department by REMN'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)
- <u>**Once uploaded, conditions will not be officially submitted to underwriting until the following steps are followed**</u>:
  - Upload conditions through one of the two preferred methods
  - Click- **File Submission**
  - Click- **Broker**
  - Click- **Submit UW Conditions**

QUESTIONS?