



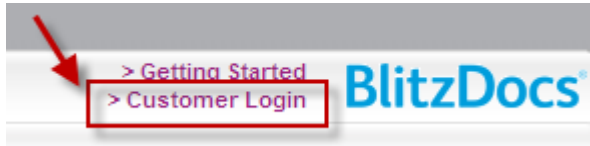
BlitzDocs- New File Submission Process

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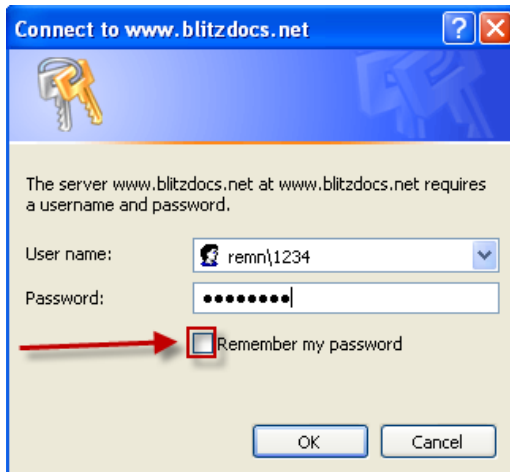
Please be aware that BlitzDocs is a document tracking tool only. Please refer to the approval issued by the underwriter for the status of the loan and/or underwriting conditions

Step 1- New File Folder Creation

- Log into: <http://blitzdocs.com/>
- Select **Customer Login**.



- Enter- **Username** and **Password** (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 <http://blitzdocs.com/contactus.html>
- Click- **Folder**
- Click- **Create a Folder**

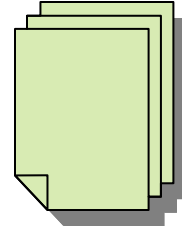


- Enter **Folder Attributes** (fields with an asterisk are required).
- **Application Number**- Borrower's last name followed by the subject property street address
 - **Example:** *Application Number* * Test107
 - **Please be aware the file number will change once the file has been received by REMN**
- Enter- **First Name, Last Name, Product Type, Lien Position, and Account Executive**
 - Please note- If no AE is labeled when the file is created they will not be notified of the new submission
- Click- **Create** [create](#) →
 - Once folder is created select **Edit Attributes** [Edit](#) to modify incorrect attributes

Step 2- Uploading File Documentation- Upload TIF file with Scanning Coversheets

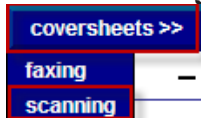
This feature is best used when a file is already printed in paper format. **Scanning Coversheets** will need to be printed out of BlitzDocs and placed in front each grouping of documents as separators before scanning the entire file into the system.

- Example- File will be stacked:
 - Coversheet- Document Type: Broker Credit Report
 - Broker Credit Report
 - Coversheet- Document Type: Broker AUS
 - DU Findings



To print the Scanning Coversheets:

- Click- **Coversheets**
- Click- **Faxing**



- Scanning coversheets may only be utilized with TIFF files and are not file specific so they can be re-used
- Click- **Mortgage Docs**


Related barcode sheets:

[Mortgage Docs](#) document separator sheets

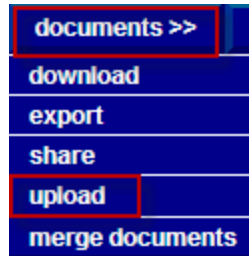
- Check all of the coversheet boxes that refer to the type of information being submitted
 - Any additional documentation not listed under document types should be placed behind *****To Be Indexed*** Scanning Coversheet**

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

<input type="checkbox"/> ***To Be Indexed***	<input type="checkbox"/> Broker AUS	<input type="checkbox"/> FHA/VA Case # Assignment
<input type="checkbox"/> ***UW Conditions	<input type="checkbox"/> Broker Coversheet	<input type="checkbox"/> GFE documents (Broker) initial
<input type="checkbox"/> 1003 - Broker Typed	<input type="checkbox"/> Broker Credit Report	<input type="checkbox"/> Hazard Insurance
<input type="checkbox"/> 1003 - Loan Application Initial	<input type="checkbox"/> Broker Lock	<input type="checkbox"/> Income - Wholesale Only
<input type="checkbox"/> 1008 - Transmittal Summary	<input type="checkbox"/> Broker Trash Docs	<input type="checkbox"/> Misc. Disclosure Documents
<input type="checkbox"/> 4506 - T	<input type="checkbox"/> Contract of Sale	<input type="checkbox"/> Photo ID
<input type="checkbox"/> Appraisal - 1st	<input type="checkbox"/> FHA Misc Forms	<input type="checkbox"/> TIL (Broker) Initial
<input type="checkbox"/> Assets - Wholesale Only	<input type="checkbox"/> FHA/HUD-92900-a - HUD/VA Addendum to URLA - Initial	

- Click- **Create** [create](#) 
- Scanning Coversheets will now appear in a new window
- **Print** Document Separator Sheets
- Place printed document coversheets in front of the printed matching documents as page separators
- **Prior to scanning the file:**
 - Check scanner to ensure the file is being scanned as a TIF
 - Scanner should be set at 150DPI Maximum
 - Ensure that file is scanned portrait/vertically - if the file is scanned and documents are landscape/horizontal they will not upload correctly through this function
- Scan document into network/local drive located on the computer creating one large TIF (that includes the printed fax coversheets as separators in the file)

- Take note of file name and where file is located on the computer (This will be needed to upload the file into BlitzDocs)
- In the specific BlitzDocs file, Click- **Documents**
 - Click- **Upload**

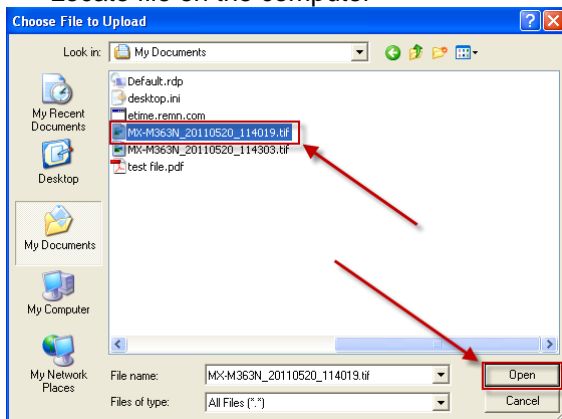


Check- **File Contains Coversheets** file contains coversheets

- Click- **Browse**

File:

- Locate file on the computer



- Click- **Upload** upload →
- A new screen will appear stating the document was successfully uploaded.

- To review the documents uploaded- **Click- Folder View**

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 documents do not automatically appear click refresh page or press F5
- Documents will appear in the folder view and will automatically be separated and labeled

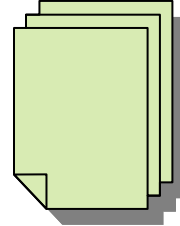
	Document Type	Processor Status	Underwriting Status	Title	Date Added	Added By	C
— Credit Documents							
	1003 - Broker Typed	Not Reviewed	Received		05-22-2011	remn\testbroker	
	1003 - Loan Application Initial	Not Reviewed	Received		05-22-2011	remn\testbroker	
	FHA/HUD-92900-a - HUD/VA Addendum to URLA - Initial	Not Reviewed	Received		05-22-2011	remn\testbroker	
— Miscellaneous							
	Broker Coversheet	Not Reviewed	Received		05-22-2011	remn\testbroker	

- Refer to Step 3 to finalize submission process to set up

Step 2- Uploading File Documentation- Fax entire file with Fax Coversheets

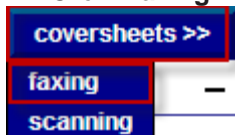
This feature is best used when a file is already printed in paper format. **Faxing Coversheets** will need to be printed out of BlitzDocs and placed in front each grouping of documents as separators before scanning the entire file into the system.

- Example- File will be stacked:
 - Coversheet- Document Type: Broker Credit Report
 - Broker Credit Report
 - Coversheet- Document Type: Broker AUS
 - DU Findings



To print the Faxing Coversheets:

- Click- **Coversheets**
- Click- **Faxing**



- Check all of the coversheet boxes that refer to the type of information being submitted
 - Any additional documentation not listed under document types should be placed behind *****To Be Indexed*** Scanning Coversheet**

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

<input type="checkbox"/> ***To Be Indexed***	<input type="checkbox"/> Broker AUS	<input type="checkbox"/> FHA/VA Case # Assignment
<input type="checkbox"/> ***UW Conditions	<input type="checkbox"/> Broker Coversheet	<input type="checkbox"/> GFE documents (Broker) initial
<input type="checkbox"/> 1003 - Broker Typed	<input type="checkbox"/> Broker Credit Report	<input type="checkbox"/> Hazard Insurance
<input type="checkbox"/> 1003 - Loan Application Initial	<input type="checkbox"/> Broker Lock	<input type="checkbox"/> Income - Wholesale Only
<input type="checkbox"/> 1008 - Transmittal Summary	<input type="checkbox"/> Broker Trash Docs	<input type="checkbox"/> Misc. Disclosure Documents
<input type="checkbox"/> 4506 - T	<input type="checkbox"/> Contract of Sale	<input type="checkbox"/> Photo ID
<input type="checkbox"/> Appraisal - 1st	<input type="checkbox"/> FHA Misc Forms	<input type="checkbox"/> TIL (Broker) Initial
<input type="checkbox"/> Assets - Wholesale Only	<input type="checkbox"/> FHA/HUD-92900-a - HUD/VA Addendum to URLA - Initial	

- Click- **Create** [create](#) →
- Faxing Coversheets will now appear in a new window
- **Print** Fax Coversheet Document Separator Sheets
- Place printed document coversheets in front of the printed matching documents as page separators
- Fax the entire file including separators to the fax number located in the top left have 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

- Check the file to ensure documents have been posted on BlitzDocs and review documents to make sure all intended material was received.
- If the documents do not appear refresh the page or press F5
- Documents will appear in the folder view and will automatically be separated and labeled

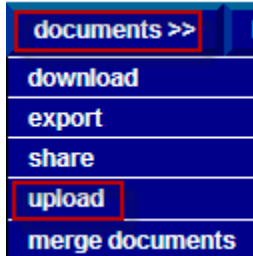
	Document Type	Processor Status	Underwriting Status	Title	Date Added	Added By	C
- Credit Documents							
	1003 - Broker Typed	Not Reviewed	Received		05-22-2011	remn\testbroker	
	1003 - Loan Application Initial	Not Reviewed	Received		05-22-2011	remn\testbroker	
	FHA/HUD-92900-a - HUD/VA Addendum to URLA - Initial	Not Reviewed	Received		05-22-2011	remn\testbroker	
- Miscellaneous							
	Broker Coversheet	Not Reviewed	Received		05-22-2011	remn\testbroker	

- Refer to Step 3 to finalize submission process to set up

Step 2- Uploading File Documentation- Upload individual PDF's and manually label

This feature is best used when documents are separated into individual PDF's or when trying to upload a single additional document, such as an appraisal.

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



- Select- **Document type**

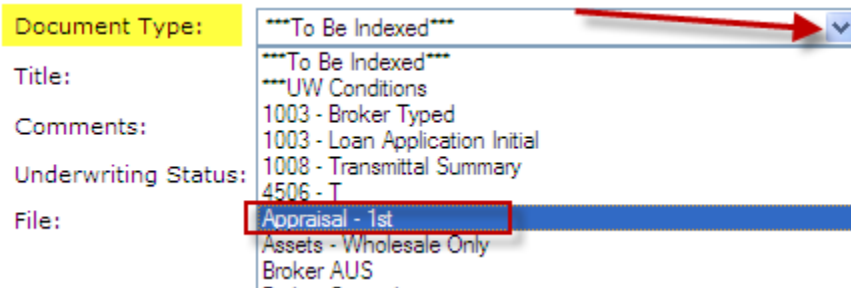
Document Type: ***To Be Indexed***

Title: ***To Be Indexed***

Comments: ***UW Conditions

Underwriting Status: 1003 - Broker Typed

File: Appraisal - 1st

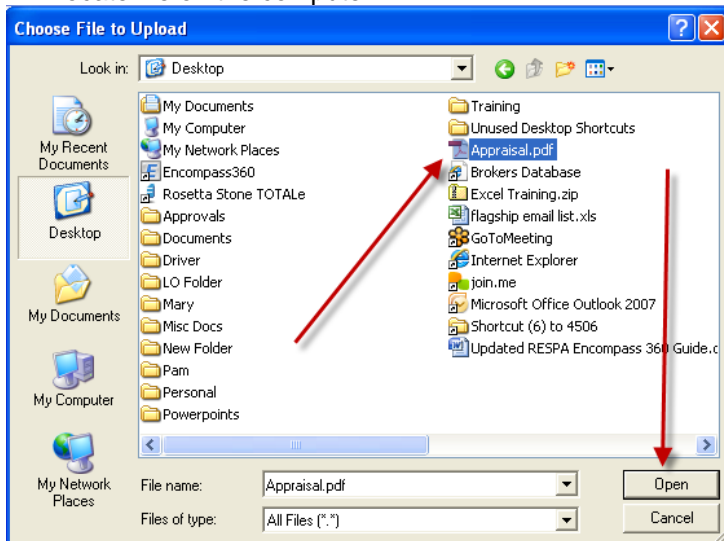


- Insert additional comments as needed
- Click- **Browse**

Comments:

File:

- Locate file on the computer



- Click- **Upload** [upload](#) →

- 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 documents do not automatically appear click refresh page or press F5
- Documents will appear in the folder view and will automatically be separated and labeled

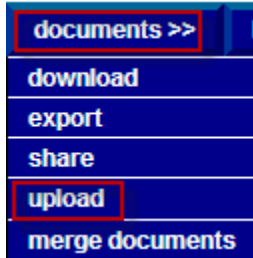
	Document Type	Processor Status	Underwriting Status	Title	Date Added	Added By	C
- Credit Documents							
	1003 - Broker Typed	Not Reviewed	Received		05-22-2011	remn\testbroker	
	1003 - Loan Application Initial	Not Reviewed	Received		05-22-2011	remn\testbroker	
	FHA/HUD-92900-a - HUD/VA Addendum to URLA - Initial	Not Reviewed	Received		05-22-2011	remn\testbroker	
- Miscellaneous							
	Broker Coversheet	Not Reviewed	Received		05-22-2011	remn\testbroker	

- Refer to Step 3 to finalize submission process


Step 2- Uploading File Documentation- Upload the entire file in one PDF and manually split file

This feature is best used when multiple documents are located in one PDF

- Click- **Upload**



- Select- **Document type- ***To be Indexed*****

Document Type: *****To Be Indexed***** 

Title: *****To Be Indexed*****

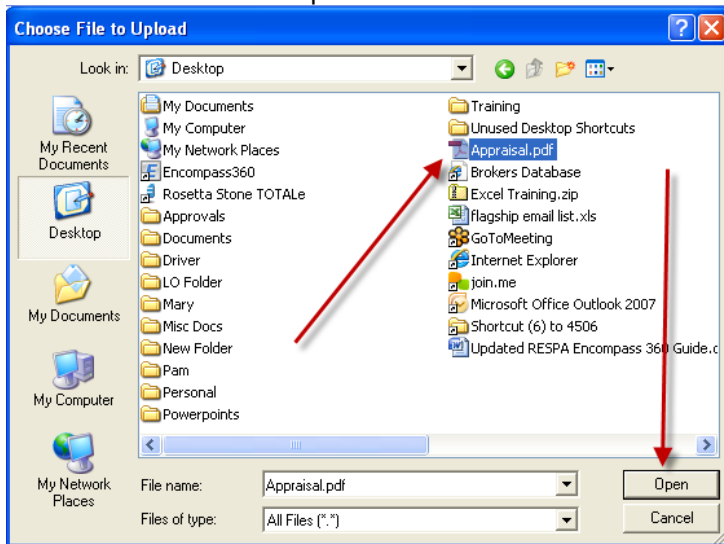
Comments: ***UW Conditions
1003 - Broker Typed
1003 - Loan Application Initial

Underwriting Status: 1008 - Transmittal Summary
4500 T

- Click- **Browse**

File: 

- Locate file on the computer



- Click- **Upload** [upload](#) →
- 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 documents do not automatically appear click refresh page or press F5
- Documents will appear in the folder view and will automatically be separated and labeled

	Document Type	Processor Status	Underwriting Status	Title	Date Added	Added By	C
Credit Documents							
	1003 - Broker Typed	Not Reviewed	Received		05-22-2011	remn\testbroker	
	1003 - Loan Application Initial	Not Reviewed	Received		05-22-2011	remn\testbroker	
	FHA/HUD-92900-a - HUD/VA Addendum to URLA - Initial	Not Reviewed	Received		05-22-2011	remn\testbroker	
Miscellaneous							
	Broker Coversheet	Not Reviewed	Received		05-22-2011	remn\testbroker	

- Click- **View Document** icon- of document to be split

Pending Documents			
	To Be Indexed	Not Reviewed	Received
	To Be Indexed	Not Reviewed	Received

- Click- **Split Document**



- Uncheck- **“Automatically assign end page”**

Select Page Ranges And Document Types To Split Into | Automatically assign end page(204)

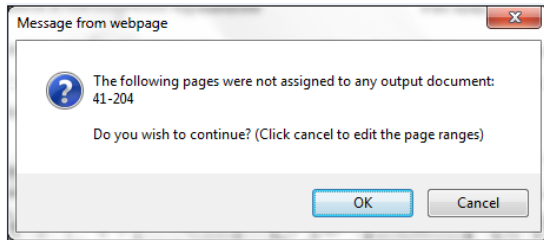
- Enter- **Pages** numbers in Page Range
- **Identify Document type**
- To assist with identify documents along with coordinating page numbers use the down arrow in the preview window to scroll through the document pages

Page Range	Doc Type	Underwriting Status	Title	Comments
1-2	Broker Coversheet			
3-8	Broker Credit Report			Add comments her
9-21	Broker AUS			
22-40	Appraisal - 1st			

- To save a copy of the original document- uncheck **“Delete the original document”**

Delete the original document Show confirmation
[submit](#) [reset](#) [cancel](#)

- Once entire document is split and labeled click- **Submit** [submit](#) →
- If documents are left that were not labeled this pop-up will appear



- To proceed click- **OK**
- To return to documents click- **Cancel**
 - Continue sorting un-labeled documents
- If documents do not automatically appear click **refresh** page or **press F5**
- Documents will appear in the folder view and will automatically be separated and labeled

	Document Type	Processor Status	Underwriting Status	Title	Date Added	Added By	C
- Credit Documents							
	1003 - Broker Typed	Not Reviewed	Received		05-22-2011	remn\testbroker	
	1003 - Loan Application Initial	Not Reviewed	Received		05-22-2011	remn\testbroker	
	FHA/HUD-92900-a - HUD/VA Addendum to URLA - Initial	Not Reviewed	Received		05-22-2011	remn\testbroker	
- Miscellaneous							
	Broker Coversheet	Not Reviewed	Received		05-22-2011	remn\testbroker	

- Refer to Step 3 to finalize submission process

Step 2- Removing Documentation from BlitzDocs

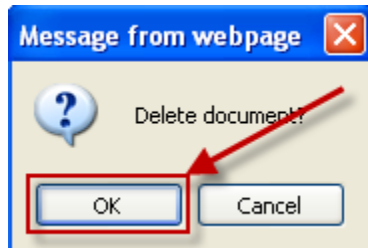
Documents can only be removed from BlitzDocs **prior to the loan being submitted to set up**. Once the loan has been submitted to set up the broker will only have **read only rights** and will not be able to modify any of the information that was previously submitted.

- Identify document to be deleted
- Click- **X** (Left hand side of document name)



Pending Documents	
 ***To Be Indexed***	Not Reviewed Received 05-23-2011 remn\testbroker
 ***To Be Indexed***	Not Reviewed Received 05-22-2011 remn\testbroker Insert Comments Here

- Delete document confirmation window will appear
- Click- **OK**



- A new window will appear stating the document was successfully removed

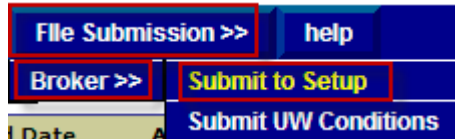
The document was successfully removed from the folder

- If deleted documents do not automatically disappear click refresh page or press F5

Step 3- New File Submission

Once all documentation has been upload and sorted the file is ready to be submitted to underwriting. **The file will not be submitted to underwriting until this final step has been completed.**

- Click- **File Submission**
- Click- **Broker>>**
- Click- **Submit to Setup**





- A new window will appear stating the file was successfully submitted

File Submission: Broker - Submit to Setup

**** Please note: Blitzdocs is a document tracking tool only. Please refer to the approval issued by the underwriter for the status of the loan and/or underwriting conditions ****

To return to the folder click [here](#).

- A new note will now appear showing the loan was submitted to Setup

	<u>Created Date</u>	<u>Added By Login</u>	<u>Description</u>
	5/23/2011 2:05:44 PM	remn\testbroker	New Loan Submitted to Setup (Open Note to see Dislaimer)
	5/22/2011 6:27:13 PM	remn\testbroker	Loan Contact Information

Please be aware that BlitzDocs is a document tracking tool only. Please refer to the approval issued by the underwriter for the status of the loan and/or underwriting conditions

Folder Note

Date : 5/23/2011 2:05:44 PM

User : remn\testbroker

Security Profile : Basic Security

Description : New Loan Submitted to Setup (Open Note to see Dislaimer)

NEW loan folder has been Submitted to Setup. **** Please note: Blitzdocs is a document tracking tool only. Please refer to the approval issued by the underwriter for the status of the loan and/or underwriting conditions **** occurred at 5/23/2011 2:05:44 PM.

The following email recipients were notified:newfiles@remn.com

- All documents in the loan file will now be READ ONLY- the broker will no longer be able to modify any documentation currently in the system with the exception of adding new conditions.

Step 4- Uploading File Documentation- Uploading Conditions

- Find the file using the search feature
- Conditions may only be uploaded as one document types:
 - *****UW Conditions**
- Conditions can be faxed (with appropriate coversheets), uploaded as a TIF (with appropriate coversheets), uploaded in one large PDF or they can be uploaded as individual PDF's.
- For additional instructions regarding submitting documentation into BlitzDocs please refer to pages 4 – 12
- **Conditions will not be officially submitted to underwriting until the following steps are followed:**
 - Upload conditions through one of the four preferred methods
 - Click- **File Submission**
 - Click- **Broker**
 - Click- **Submit UW Conditions**

